

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

Wednesday, June 19<sup>th</sup>, 2024

Watch via Live Stream on Township's YouTube:  
<https://www.youtube.com/channel/UCdKRVOGAEuFaGbwHRPzoEXA>

4:00 p.m.

**1. Welcome**

**2. Call to Order**

**3. Approval of the Agenda**

Recommendation:

That the agenda for the June 19<sup>th</sup>, 2024 Regular Meeting of Council be adopted, as printed and circulated.

**4. Disclosure of Pecuniary Interest**

**5. Minutes**

a. [June 5<sup>th</sup>, 2024 Minutes of Council](#)

Recommendation:

That the minutes of the June 5<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 – ZN1-24-06 \(Township of Blandford-Blenheim, Housekeeping\)](#)

Recommendation:

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.

## 8. Delegations / Presentations

### a. [Christene Scrimgeour, Auditor with Scrimgeour & Company, re: 2023 Township Financial Statements](#)

Recommendation:

That the presentation from Scrimgeour of Scrimgeour and Company be received as information.

### b. [Carol Coombs, Plattsville and District Heritage Society, re: Plattsville Park Memorial Gates Restoration](#)

Recommendation:

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](#)

Recommendation:

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.

### b. General

None.

## 10. Staff Reports

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

#### i. [FC-24-11 – Monthly Report](#)

Recommendation:

That Report FC-24-11 be received as information.

#### ii. [FC-24-12 – Lithium-Ion Batteries](#)

Recommendation:

That Report FC-24-12 be received as information.

iii. [FC-24-13 – Drumbo Station Renovations](#)

Recommendation:

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.

iv. [FC-24-14 – Firefighter Peer Support](#)

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.

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

i. [CBO-24-06 – Monthly Report](#)

Recommendation:

That Report CBO-24-06 be received as information.

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

i. [CS-24-08 – Request for Drumbo Canteen](#)

Recommendation:

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.

OR

That Council direct staff to decline enter into a rental agreement with the for-profit group for the Drumbo Park Canteen.

**d. Sarah Matheson – Clerk**

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

Recommendation:

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.

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

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

Recommendation:

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**

## **12. Unfinished Business**

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

### **a. Notice of Motion 1**

Councillor Young gives notices that she will move 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**

**15. Closed Session**

None.

**16. 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.

Recommendation:

That the following By-law be now read a first and second time: 2439-2024 & 2440-2024.

Recommendation:

That the following By-law be now given a third and final reading: 2439-2024 & 2440-2024.

**17. Other**

**18. Adjournment and Next Meeting**

Wednesday, July 3<sup>rd</sup>, 2024 at 4:00 p.m.

Recommendation:

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

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

# MINUTES

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

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

Staff: Baer, Belanger, Brick, Degier, and Krug.

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 5<sup>th</sup>, 2024 Regular Meeting of Council be adopted as printed and circulated.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

### a. May 19<sup>th</sup>, 2024 Minutes of Council

### RESOLUTION #2

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that the minutes of the May 19<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

#### RESOLUTION #3

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:

ZN1-24-09 (Koehler Corporation);

And that Mayor Peterson Chair the Public Meeting.

.Carried

The Planner presented the Report, recommending approval. No Member made comment or had questions regarding the application. The applicant was present. No one in the audience spoke for or against the application.

#### RESOLUTION #4

Moved by – Councillor Banbury  
Seconded by – Councillor Young

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

.Carried

#### RESOLUTION #5

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that the Township of Blandford-Blenheim approve the Zone Change Application submitted by Koehler Corporation whereby the lands described as Part Lot 16, Concession 11 (Blenheim), in the Township of Blandford- Blenheim, are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp).

.Carried

## 8. Delegations / Presentations

- i. Oxford County Warden Marcus Ryan & Sarah Hamulecki, Manager of Strategic Initiatives and Continuous Improvement, Oxford County, re: Safe and Well Oxford Steering Committee Update



Sarah Hamulecki, Manager of Strategic Initiatives and Continuous Improvement, Oxford County, and Warden Marcus Ryan provided an update regarding the Safe and Well Oxford Steering Committee, specifically discussing a brief history, a metrics update and overview, the proposed Inclusion Charter and where they are moving in 2024. Councillor Young asked a question regarding survey participation which Hamulecki answered. Councillor Demarest asked questions regarding the interconnectedness of the priority areas which Hamulecki and Ryan answered. Councillor Banbury made positive comment regarding the Inclusion Charter. Mayor Peterson commented his praise for obtaining rural information.

**RESOLUTION #6**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that the presentation from Warden Ryan and Sarah Hamulecki regarding the Safe and Well Oxford Steering Committee Update be received as information.

.Carried

- ii. Kelly Woolcott, 2024 Bright Water Security Committee, re: Bright Water Quality

Kelly Woolcott of the 2024 Bright Water Security Committee presented information regarding the quality of water in the Village of Bright, particularly concerning the sodium levels. Mayor Peterson noted that most of the questions asked by the delegates would need to be directed to Oxford County. CAO Brick read correspondence regarding the delegation as it was received after the agenda was published. Mayor Peterson and CAO Brick encouraged the delegates to begin dialogue with Oxford County Council. Councillor Demarest made a comment regarding the fixed costs of water.

**RESOLUTION #7**

Moved by – Councillor Young  
Seconded by – Councillor Barnes

Be it hereby resolved that the presentation from Kelly Woolcott regarding Bright Water Quality be received as information.

.Carried

**9. Correspondence**

- a. Specific
- None.
- b. General

- i. Frank Gross, Manager of Transportation and Waste Management Services, Oxford County, re: Municipal Curbside Waste Collection Program

**RESOLUTION #8**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

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

.Carried

## 10. Staff Reports

### a. Adam Degier – Drainage Superintendent

- i. DS-24-13 – Monthly Report

**RESOLUTION #9**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that Report DS-24-13 be received as information.

.Carried

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

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

**RESOLUTION #10**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved 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.

.Carried

- ii. PW-24-14 – Monthly Report

**RESOLUTION #11**

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that Report PW-24-14 be received as information.

.Carried

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

- i. CS-24-06 – Monthly Report

**RESOLUTION #12**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that Report CS-24-06 be received as information.

.Carried

- ii. CS-24-07 – Plattsville Accessible Playground

**RESOLUTION #13**

Moved by – Councillor Young  
Seconded by – Councillor Barnes

Be it hereby resolved that Report CS-24-07 be received as information;  
and further,

That Council accept the recommendation of ABC recreation supply and install accessible flooring, with Open Spaces supply installing accessible features, for the Accessible Playground project at the Plattsville Park; and further,

That Council approve the overall budget item of \$189,000.00 for the Accessible update to the Plattsville Park.

.Carried

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

- i. FC-24-10 – Capital Purchase – Fire Apparatus

**RESOLUTION #14**

Moved by – Councillor Barnes  
Seconded by – Councillor Banbury

Be it hereby resolved that Report FC-24-10 be received as information;  
and further,

That Council accepts the quoted price of \$1,998,612.50 from Darch Fire  
Incorporated for the delivery of one E-ONE HP78 Aerial apparatus.

.Carried

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

Councillor Young reported that she attended the superhero run which raised funds for the Community Day in Plattsville, happening Saturday, June 15<sup>th</sup> from noon to 6 pm. Councillor Young also reported her attendance at an EarlyON childcare meeting regarding planning moving forward in Oxford County. Councillor Young encouraged parents and caregivers to take the survey online regarding childcare in the area, available to complete until June 28<sup>th</sup>. Councillor Barnes noted that the Car Show is back in Plattsville, being held on Saturday, June 15<sup>th</sup>, 2024. Mayor Peterson reported that Bright Fire is holding their annual fundraising breakfast on Saturday June 15<sup>th</sup> as well.

## **12. Unfinished Business**

None.

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

None.

## **14. New Business**

None.

## **15. Closed Session**

- a. Report CAO-24-22 - Personal matters about an identifiable individual, including municipal employees [s. 239(2)(b)]

Re: Personal Matters Update

- b. Report CAO-24-23 – Advice that is subject to solicitor-client privilege, including communications necessary for that purpose [s. 239(2)(f)]

Re: Drainage Matters Update

**RESOLUTION #15**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that Council move into Closed Session under the authority of Section 239 of the Municipal Act at 6:13 p.m. to discuss:

- a. Report CAO-24-22 - Personal matters about an identifiable individual, including municipal employees [s. 239(2)(b)]

Re: Personal Matters Update

- b. Report CAO-24-23 – Advice that is subject to solicitor-client privilege, including communications necessary for that purpose [s. 239(2)(f)]

Re: Drainage Matters Update

.Carried

**RESOLUTION #16**

Moved by – Councillor Demarest  
Seconded by – Councillor Young

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 6:32 p.m. and reports the following:

- That Council gave direction to the CAO regarding Report CAO-24-22; and,
- That Council gave direction to the CAO regarding Report CAO-24-23.

.Carried

**16. By-laws**

- a. 2436-2024, Being A By-law to Establish Township-Wide Development Charges for the Township of Blandford-Blenheim;
- b. 2437-2024, Being A By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-09);
- c. 2438-2024, Being a By-law to confirm the proceedings of Council.

**RESOLUTION #17**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

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

- a. 2436-2024, Being A By-law to Establish Township-Wide Development Charges for the Township of Blandford-Blenheim;
- b. 2437-2024, Being A By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-09);
- c. 2438-2024, Being a By-law to confirm the proceedings of Council.

.Carried

**RESOLUTION #18**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

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

- a. 2436-2024, Being A By-law to Establish Township-Wide Development Charges for the Township of Blandford-Blenheim;
- b. 2437-2024, Being A By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-09);
- c. 2438-2024, Being a By-law to confirm the proceedings of Council.

.Carried

**17. Other Business**

None.

**18. Adjournment and Next Meeting**

**RESOLUTION #19**

Moved by – Councillor Young  
Seconded by – Councillor Demarest

Whereas business before Council has been completed at 6:32 p.m.;

Be it hereby resolved that Council adjourn to meet again on Wednesday, June 19<sup>th</sup>, 2024 at 4:00 p.m.

.Carried

\_\_\_\_\_  
Mark Peterson, Mayor  
Township of Blandford-Blenheim

\_\_\_\_\_  
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**

### **ZN1-24-06 – Township of Blandford-Blenheim**

#### **REPORT HIGHLIGHTS**

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- The application for zone change has been submitted to facilitate several housekeeping changes to the Township's Comprehensive Zoning By-law (By-law 1360-2002) that will provide administrative updates for clarification as well as updating provisions that are reflective of recently established Provincial policy to ensure continued effectiveness of the Township's Zoning By-law.
- Provisions affecting private day care facilities (home occupations), day care centres and the use of shipping containers for accessory storage purposes are key elements of the proposed amendment update.
- Planning staff are generally supportive of the proposed rezoning, as it is consistent with the direction of the Provincially Policy Statement and maintains the intent and purpose of the Official Plan with respect to additional residential units.

#### **DISCUSSION**

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##### **Background**

###### PROPOSAL:

The Township of Blandford-Blenheim has initiated a housekeeping amendment to the Township's Comprehensive Zoning By-law that will provide administrative updates for clarification as well as updating provisions that are reflective of recently established Provincial policy, correct errors and provide clarification to text as well as update certain provisions based on recent development activity, inquiries and planning application volumes.

The Township of Blandford-Blenheim's Comprehensive Zoning (By-law 1360-2002) was initially passed by Council in January, 2002. Subsequent housekeeping exercises were completed in 2007, 2009, 2015, and 2021 to address various matters. Regular housekeeping exercises are important to properly implement previous Council decisions, clarify existing definitions, regulations, add additional language to aid in clarifying zoning interpretation and to reflect changes to various standards implemented since the By-law and subsequent amendments were passed to ensure its continued effectiveness.



As detailed above, the proposed housekeeping amendment will generally address necessary updates, as well as correct minor errors and provide clarification to text interpretations of the By-Law. As detailed above, the proposed amendment includes changes to the regulations and provisions affecting private day care facilities (home occupation), day care centres as well as introducing provisions affecting the use of shipping containers for accessory storage purposes.

The intent of changes proposed to a home occupation relate to the number of children that may be accommodated in a private home day care setting and are reflective of changes to the Child Care and Early Years Act, 2014. As such, amendments are required to Section 4, [DEFINITIONS], and Section 5, [GENERAL PROVISIONS] to reflect the changes.

To align the Township’s Zoning By-law with the current Child Care and Early Years Act and to maintain differentiation between a Private Home Day Care and a licenced Day Care Centre, the following amendments are recommended:

- To create a definition of a ‘Private Home Day Care’ as well as amend Section 5.14.8, (Home Occupations, General Provisions) as follows:
  - Allow for the care of up to six (6) children. Accommodating six (6) children requires that the private home day care is licenced and affiliated with a licencing agency like Oxford County Child Care (OCCC).
- Clarify that a Day Care Centre shall operate in accordance with Child Care and Early Years Act whereby the minimum number of children accommodated shall be seven (7) to ensure that day care centres remain differentiated from licenced home day care providers.

The impact of this change is that a licensed childcare facility that accommodates up to six (6) children will be a home occupation in accordance with the provisions of Section 5.14.8 of the Zoning By-law. Such a facility would continue to be broadly permitted in a single detached, semi-detached, duplex, townhouse, or converted dwelling within a Residential zone, subject to the provisions of Section 5.14.1. A facility that accommodates seven (7) or more children would only be permitted in those zones contained in the By-law where such use is specifically permitted (e.g. Institutional Zone (I)).

In addition to the above, it is noted that the proposed mapping changes to correct inaccurate references will not eliminate any ‘as of right’ uses or previous zoning approvals granted by Council.

The proposed amendments are summarized in Table 1 below:

**Table 1 – Proposed Amendments**

SECTION	PROPOSED AMENDMENT
4 – Definitions	Planning staff propose the following changes: <ul style="list-style-type: none"> <li>• Revise definitions of a ‘multiple unit dwelling’, and ‘gross floor area’ to aid in clearer interpretation;</li> <li>• Introduce definition of a panelized or kit home as well as a modular home in addition to amending definition of a single detached dwelling to reflect current building trends;</li> </ul>

SECTION	PROPOSED AMENDMENT
	<ul style="list-style-type: none"> <li>• Include a new definition for 'shipping container' to accompany provisions regarding use for storage purposes.</li> <li>• Introduce definition of a 'private home day care' and revise definition of a 'day care centre' to reflect The Child Care and Early Years Act, 2014 to align a private home day care operations within the General Provisions section.</li> </ul>
5.1.1.1 – Accessory Uses, Buildings and Structures	<ul style="list-style-type: none"> <li>• Increase the gross floor area an accessory building on a Residential lot that is exempted from the calculation of total lot coverage from 10 m<sup>2</sup> (107.6 ft<sup>2</sup>) to 15 m<sup>2</sup> (161.4 ft<sup>2</sup>) to reflect changes made in the Ontario Building Code.</li> <li>• Add provision that clearly states that accessory buildings are not permitted without a main use existing on the lot.</li> <li>• Also add provision that clearly states that residential accessory buildings are secondary and subordinate to the main use.</li> <li>• Amend table to include provisions for residential accessory buildings in CC and V zones.</li> </ul>
5.1.4 – Shipping Containers	<p>Introduce provisions to provide direction on where structures may be located as an accessory use for storage purposes.</p> <ul style="list-style-type: none"> <li>- may only be permitted in an Agricultural, Agri-Business or Industrial Zone.</li> <li>- may only be located in the rear yard and must comply with the rear yard depth provisions of the zone in which it is located.</li> </ul>
5.14.8 – Home Occupation	<p>Provide clarification regarding private home day care may be operated in a single detached dwelling, a semi-detached dwelling, a duplex dwelling with accommodation for up to and including six (6) children. Additionally, within a settlement, a home day care is not permitted on a lot that already contains an additional residential unit, converted dwelling, or a garden suite.</p>
5.18.1.7.3 Driveways – Residential uses	<p>Amend to limit the size/width of driveways on larger residential lots.</p>
Table 5.18.3.1 – Location of Parking Areas – Yards and Setbacks	<p>Amend table to provide greater direction on setbacks for parking areas for all zones.</p>
Table 13.2 (R3 Zone)	<p>Amend front yard depth and exterior side yard width and also amend provisions for minimum private amenity space.</p>
Section 18.3.2 (MR-2 Zone)	<p>Add provision to special zone inadvertently omitted previously.</p>
General Amendments & Key Maps	<p>Delete special provisions that reference expired temporary zoning. Properties are to be rezoned to the underlying zone category.</p>

## **Application Review**

### PROVINCIAL POLICY STATEMENT 2020 (PPS)

The 2020 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. In particular, the PPS focuses growth within settlement areas and promotes efficient development patterns that optimize the use of land, resources and public investment in infrastructure and public service facilities.

Section 1.1.1 of the PPS states that healthy, liveable, and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term and cost-effective development patterns and standards to minimize land consumption and servicing costs.

Further, Section 1.1.3.2 directs 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 and resources and existing infrastructure and public service facilities. A range of uses and opportunities for intensification and redevelopment should also be promoted where it can be accommodated in settlement areas.

Section 1.1.3.3 also directs that planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated considering 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.

### OFFICIAL PLAN

No specific sections of the Official Plan are impacted as the proposed amendment deals with a number of minor changes as required to the Zoning By-law to correct errors and incorrect references within various sections of the By-law.

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

Section 4.2.2.4 [Serviced Villages] directs that Serviced Villages are settlements characterized by a broad range of uses and activities which have been developed or are proposed for development on centralized waste water and water supply facilities.

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

Section 10.3.5 [Zoning By-Laws and Non-Conforming Uses] identifies that the Zoning By-Law is the primary means of implementing the policies of the Official Plan by defining the uses permitted in specific locations within a municipality, and to provide specific development standards relating to those uses.

### ZONING BY-LAW

The proposed amendment impacts all sections of the Zoning By-law, to correct errors, provide clarification to the definitions, general provisions and omissions that have occurred since the drafting of the existing By-law and subsequent amendments.

A complete summary of the proposed changes including proposed wording is attached to this report for Council's consideration.

### AGENCY COMMENTS

The Township Chief Building Official, the Township Director of Public Works, the Grand River Conservation Authority (GRCA), Bell Canada, and Southwestern Public Health have indicated no concerns or objections regarding the proposed zoning amendment.

### PUBLIC CONSULTATION:

Notice of the zone change application was posted in the Ayr News on two (2) occasions, being 15, 2024 and May 29, 2024, in accordance with the requirements of the Planning Act. To date, no comments have been received with respect to the proposed zone change.

## **Planning Analysis**

The application proposes a number of general amendments to the Zoning By-Law to correct minor errors and provide clarification to text and update the mapping schedules.

The intent of changes proposed to a home occupation relate to the number of children that may be accommodated in a licensed private home daycare setting and are to reflect changes to the Child Care and Early Years Act, 2014. The intended changes maintain the differentiation of the scale between a private home daycare and a licenced daycare centre within the Township.

The intent of adding provisions affecting shipping containers being used for storage purposes is to address the increasing trend of such structures being used for this purpose and ensure that there is a consistent approach within the Township for staff to administer.

Other proposed changes are a result of examining historical planning application types and daily experience with the Zoning By-Law, as well as reflecting updated building trends in consultation with the Township's Building Official.

It should be noted that the proposed text and mapping changes will not eliminate any 'as of right' uses or previous zoning approvals given by Council.

It is the opinion of this Office that the proposed rezoning application is consistent with the policies of the Provincial Policy Statement and is in keeping with the policies of the County Official Plan. As such, Planning staff are recommending approval-in-principle of the proposed housekeeping amendment so that the by-law and applicable Zoning By-Law schedules can be prepared and reviewed in detail following Council consideration.

## **RECOMMENDATIONS**

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THAT the Council of 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.

## **SIGNATURES**

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**Authored by:**

Dustin Robson, MCIP, RPP  
Development Planner

**Approved for submission by:**

Eric Gilbert, MCIP, RPP  
Manager of Development Planning  
Community Planning

**TOWNSHIP OF BLANDFORD-BLENHEIM**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**TOWNSHIP OF BLANDFORD-BLENHEIM  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

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<b>-1-</b>	Independent Auditor's Report
<b>-3-</b>	Statement of Financial Position
<b>-4-</b>	Statement of Operations and Accumulated Surplus
<b>-5-</b>	Statement of Cash Flows
<b>-6-</b>	Statement of Change in Net Financial Assets
<b>-7-</b>	Notes to the Financial Statements
<b>-16-</b>	Schedule 1 - Schedule of Tangible Capital Assets
<b>-17-</b>	Schedule 2 - Schedule of Segmented Information

## **INDEPENDENT AUDITOR'S REPORT**

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**To the Members of Council, Inhabitants and Ratepayers of the Township of Blandford-Blenheim**

### **Opinion**

We have audited the accompanying financial statements of Township of Blandford-Blenheim (the "Township"), which comprise the Statement of Financial Position as at December 31, 2023, and Statements of Operations and Accumulated Surplus, Cash Flows and Change in Net Financial Assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Township of Blandford-Blenheim as at December 31, 2023 and its financial performance and its cash flows and change in net financial assets for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis of Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.



## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**June 19, 2024**  
**London, Canada**

**LICENSED PUBLIC ACCOUNTANT**

**TOWNSHIP OF BLANDFORD-BLENHEIM  
STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2023**

	2023	2022 (Note 2)
<b>FINANCIAL ASSETS</b>		
Cash	\$ 3,638,616	\$ 5,458,442
Taxes receivable	1,229,910	1,087,913
Accounts receivable	2,436,339	2,416,671
	<b>7,304,865</b>	<b>8,963,026</b>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	2,820,809	1,612,890
Deferred revenue (note 1.g), (note 6)	1,524,913	1,818,725
Asset retirement obligation (note 2.b)	210,510	205,376
Net long-term liabilities (note 7)	-	230,000
	<b>4,556,232</b>	<b>3,866,991</b>
<b>NET FINANCIAL ASSETS</b>	<b>2,748,633</b>	<b>5,096,035</b>
<b>NON-FINANCIAL ASSETS (note 1.d)</b>		
Tangible capital assets (note 1.e) (Schedule 1)	43,467,318	37,883,693
Capital work in progress	1,750,379	981,446
Prepaid supplies	187,336	37,998
	<b>45,405,033</b>	<b>38,903,137</b>
<b>ACCUMULATED SURPLUS (PAGE 4) (NOTE 8)</b>	<b>\$ 48,153,666</b>	<b>\$ 43,999,172</b>

The accompanying notes are an integral part of the financial statements

**TOWNSHIP OF BLANDFORD-BLENHEIM  
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

	Budget 2023	Actual 2023	Actual 2022  (Note 2)
<b>REVENUE</b>			
Taxation revenue	\$ 6,638,531	\$ 6,615,389	\$ 6,168,761
User charges	591,759	815,169	733,365
Government grants	2,193,383	2,101,471	2,032,613
Investment income	85,678	257,950	106,357
Penalty and interest on taxes	130,000	162,240	128,491
Other	26,625	134,882	104,560
	<b>9,665,976</b>	<b>10,087,101</b>	<b>9,274,147</b>
<b>EXPENDITURES</b>			
General government	1,165,705	1,117,043	1,134,815
Protection to persons and property	2,269,811	2,585,869	2,399,494
Transportation services	2,465,883	6,170,893	3,915,660
Health	105,686	114,507	93,194
Recreation and cultural development	864,701	1,162,090	1,075,679
Planning and development	156,777	151,168	132,690
	<b>7,028,563</b>	<b>11,301,570</b>	<b>8,751,532</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE) BEFORE OTHER REVENUE (EXPENDITURES)</b>	<b>2,637,413</b>	<b>(1,214,469)</b>	<b>522,615</b>
<b>OTHER REVENUE (EXPENDITURES)</b>			
Government transfers related to capital	2,851,256	2,656,613	706,254
Developer and other contributions related to capital	848,806	2,565,278	156,276
Gain (loss) on disposal of capital assets	330,000	147,072	90,296
	<b>4,030,062</b>	<b>5,368,963</b>	<b>952,826</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>6,667,475</b>	<b>4,154,494</b>	<b>1,475,441</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<b>43,999,172</b>	<b>43,999,172</b>	<b>42,695,322</b>
Adjustment on adoption of the asset retirement obligation standard (note 2)	-	-	(171,591)
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR, AS RESTATED</b>	<b>43,999,172</b>	<b>43,999,172</b>	<b>42,523,731</b>
<b>ACCUMULATED SURPLUS, END OF YEAR (NOTE 8)</b>	<b>\$ 50,666,647</b>	<b>\$ 48,153,666</b>	<b>\$ 43,999,172</b>

The accompanying notes are an integral part of the financial statements

**TOWNSHIP OF BLANDFORD-BLENHEIM  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

	2023	2022 (Note 2)
<b>OPERATIONS</b>		
Excess of revenue over expenditures (page 4)	\$ 4,154,494	\$ 1,475,441
Non-cash changes to operations		
Amortization of tangible capital assets	2,186,806	1,977,463
Loss (gain) on disposal of capital assets	163,458	45,243
Changes in non-cash operating balances (A)	757,576	(494,679)
	<b>7,262,334</b>	<b>3,003,468</b>
<b>CAPITAL</b>		
Acquisition of tangible capital assets	(7,933,889)	(1,629,599)
Decrease (increase) in work in progress	(768,933)	(138,000)
Decrease (increase) in prepaid expenditures	(149,338)	6,324
	<b>(8,852,160)</b>	<b>(1,761,275)</b>
<b>FINANCING</b>		
Net change in long-term debt	(230,000)	(230,000)
	<b>(230,000)</b>	<b>(230,000)</b>
Net change in cash position during the year	<b>(1,819,826)</b>	1,012,193
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<b>5,458,442</b>	4,446,249
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<b>\$ 3,638,616</b>	<b>\$ 5,458,442</b>

(A) Net change in non-cash operating balances includes the net change in taxes receivable, accounts receivable, accounts payable and accrued liabilities, deferred revenue and asset retirement obligation.

**TOWNSHIP OF BLANDFORD-BLENHEIM**  
**STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	Budget 2023	Actual 2023	Actual 2022  (Note 2)
Excess of revenue over expenditures (page 4)	\$ 6,667,475	\$ 4,154,494	\$ 1,475,441
Amortization of tangible capital assets	-	2,186,806	1,977,463
Acquisition of tangible capital assets	(8,953,327)	(7,933,889)	(1,629,599)
(Gain) Loss on sale of tangible capital assets	-	163,458	45,243
Increase in work in progress	-	(768,933)	(138,000)
Increase in prepaid expenditures	-	(149,338)	6,324
Change in net financial assets	(2,285,852)	(2,347,402)	1,736,872
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<b>5,096,035</b>	<b>5,096,035</b>	<b>3,559,405</b>
Adjustment on adoption of the financial instrument standard (note 2)	-	-	(200,242)
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR, AS RESTATED</b>	<b>5,096,035</b>	<b>5,096,035</b>	<b>3,359,163</b>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<b>2,810,183</b>	<b>\$ 2,748,633</b>	<b>\$ 5,096,035</b>

The accompanying notes are an integral part of the financial statements

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

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The Corporation of the Township of Blandford-Blenheim (the Township) is a lower-tier Township in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

**1. Significant accounting policies**

The financial statements of the Township are the representation of management prepared in accordance with Canadian public sector accounting standards (PS).

The focus of these financial statements is on the financial position of the Township and changes thereto. The Statement of Financial Position reports financial assets and liabilities. Financial assets are available to provide resources to discharge existing liabilities or finance future operations. Net financial assets represents the financial position of the Township and is the difference between financial assets and liabilities. This information explains the Township's overall future revenue requirements and its ability to finance activities and meet its obligations.

**a. Reporting entity**

These statements reflect the financial assets, liabilities, operating revenue and expenditures and accumulated surpluses and changes in investment in tangible capital assets of the Township and all committees of Council.

**b. Trust funds**

Trust funds and their related operations administered by the Township are not consolidated, but are reported separately on the Trust Fund Statements.

**c. Revenue recognition**

Revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Government grants and transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

**d. Non-financial assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenditures, provides the Change in Net Financial Assets for the year.

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

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**1. Significant accounting policies continued**

**e. Tangible capital assets**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Buildings and structures	15 to 40 years
Fleet	8 to 30 years
Machinery, equipment, furniture and fixtures	5 to 25 years
Infrastructure - transportation	15 to 50 years
Infrastructure - drainage	80 years
Bridges and other structures	30 to 80 years
Streetlights	25 years

Amortization is charged for a half year in the year of acquisition and in the year of disposal.

The Township has a capitalization threshold of \$5,000 so that individual assets of lesser value are expenses unless they are pooled because collectively they have significant value.

**i. Leases**

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expense as incurred.

**ii. Contributions of tangible capital assets**

Tangible capital assets received as contributions are recorded at their fair market value at the date of receipt. The fair value is also recorded as contributed revenue.

**f. Short-term investments**

The Township does not own any short-term investments.

**g. Deferred revenue**

Grants, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenditures are incurred, services performed, or the tangible capital assets are acquired.

**h. Financial instruments**

Financial instruments of the Township consist mainly of cash, accounts and taxes receivable. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

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**1. Significant accounting policies continued**

**i. Use of estimates**

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Actual results could differ from these estimates.

**j. Asset retirement obligations**

An asset retirement obligation is recognized when as at the financial reporting date, all of the following criteria are met:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that the future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The Township owns two buildings that they have determined contain asbestos. This asset retirement for these two buildings were estimated and recognized as a liability and an increase in the cost of the asset at the time of acquisition. The liability is discounted annually over the same useful life as the asset's annual amortization expense, calculated in accordance with the Township's amortization policies. The liability is increased due to the passage of time and is recorded as accretion expense on Schedule 2 under Rent and Financial Expenses.

**k. Budget**

The Township's Council completes separate budget reviews for its operating and capital budget each year. The approved operating budget for 2023 is reflected on the Statement of Operations and Accumulated Surplus. For capital spending, budgets are set for individual projects and funding for these activities is determined annually and made by transfers from surplus funds and by application of applicable grants or other funds available to apply to capital projects.

**2. Change in accounting policies**

On January 1, 2023, the Township of Blandford-Blenheim adopted accounting policies to conform to new standards issued under Canadian public accounting standards as follows:

**a. PS 3450 - Financial instruments**

Under PS 3450, all financial instruments are included on the statement of financial position and are measured either at fair value or amortized cost based on the characteristics of the instrument and the Township's accounting policy choices. As at December 31, 2023, the Township does not own any investments of this nature.



**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

**2. Change in accounting policies continued**

**b. PS 3280 - Asset retirement obligations (ARO)**

This accounting standard addresses reporting legal obligations associated with retirement of certain tangible capital assets such as asbestos removal in buildings when retired. A modified retrospective basis has been used to record this standard with a cumulative adjustment for previous fiscal years' obligations reflected in the new accumulative surplus balance on January 1, 2022.

On January 1, 2023, the Township also recognized an asset retirement obligation related to assets containing asbestos (including buildings and underground pipes). These assets were originally purchased/installed before 2000, and the liability was measured as of the date of purchase/installation when the liability was assumed. The expected useful lives range from 15 to 40 years. These estimates were evaluated on the adoption of PS 3280.

In accordance with the provisions of these new standards, the Township reflected the following adjustments to the opening accumulated surplus on January 1, 2022 as follows:

	2022 beginning of year, as restated	2022 end of year, as restated
<b>Liabilities</b>		
Asset retirement obligations	\$ (200,242)	\$ (205,376)
<b>Net financial assets</b>	(200,242)	(205,376)
<b>Non financial assets</b>		
Tangible capital asset cost	65,146	65,146
Tangible capital assets accumulated amortization	(36,495)	(37,298)
<b>Tangible capital assets (net)</b>	28,651	27,848
<b>NET CHANGE IN ACCUMULATED SURPLUS</b>	<b>\$ (171,591)</b>	<b>\$ (177,528)</b>

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

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**2. Change in accounting policies continued**

**Statements of Operations and Accumulated Surplus**

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	2022 end of year, as restated
<b>Expenditures</b>	
Rent and financial expenditure	\$ 5,134
Amortization	803
<b>Expenditures (net)</b>	5,937
<b>Accumulated operating surplus</b>	
Accumulated operating surplus, beginning of year, restated	(171,591)
<b>ACCUMULATED OPERATING SURPLUS, END OF YEAR RESTATEMENT</b>	<b>\$ (177,528)</b>

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**3. Trust funds**

Trust funds administered by the Township amounting to \$232,673 (2022 - \$224,393) have not been included in the Statement of Financial Position nor have their operations been included in the Statement of Operations and Accumulated Surplus.

**4. Pension agreements**

The Township makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of services and rates of pay. The amount contributed to OMERS for 2023 was \$184,613 (2022 - \$169,466) for current service and is included as an expenditure on the Statement of Operations and Accumulated Surplus. The Township had no obligation, as of December 31, 2023, under the past service provisions. The OMERS funding ratio for 2023 is 97.0% (2022 - 95.0%).

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

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**5. Operations of School Boards and the County of Oxford**

The Township is required to bill, collect and remit taxation revenue on behalf of the School Boards and the County of Oxford pursuant to provincial legislation. The Township has no jurisdiction or control over the operations of these entities or the setting of their tax rates. Therefore, the taxation, other revenue, expenditures, assets and liabilities with respect to the operations of the School Boards and the County are not reflected in these financial statements. Taxation revenue billed and requisitions paid on behalf of the School Boards and County of Oxford are not reflected in the Statement of Operations and Accumulated Surplus and are comprised of the following:

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	<b>School Boards</b>	<b>County</b>
Taxation	\$ 3,252,157	\$ 5,962,674
Requisitions	\$ 3,252,157	\$ 5,962,674

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**6. Deferred revenue**

The deferred revenue balance is comprised of the following:

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	<b>2023</b>	<b>2022</b>
Development charges	\$ (23,252)	\$ 32,135
Canada Community-Building Fund	1,428,449	1,613,107
Safe Restart	22,821	103,145
Other	96,895	70,338
	<b>\$ 1,524,913</b>	<b>\$ 1,818,725</b>

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**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

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**7. Long-term liabilities**

**a. Composition of long-term liabilities**

The balance of long-term liabilities reported on the Statement of Financial Position is made up of the following:

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	<b>2023</b>	2022
Total long-term incurred by the Township outstanding at the end of the year amount to:	\$ 25,869	\$ 262,890
Of the long-term liabilities above, the responsibility for payment of principal and interest charges for tile drain loans assumed by individuals. At the end of the year, the outstanding principal amount of this liability is	<b>(25,869)</b>	(32,890)
	\$ -	\$ 230,000

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**b. Approval**

The long-term liabilities in a. issued in the name of the Township have received approval of the Ontario Municipal Board for those approved on or before December 31, 1992. Those approved on or after January 1, 1993 have been approved by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs.

**c. Contingent liability**

The Township is contingently liable for long term liabilities with respect to tile drainage loans. The total amount outstanding as at December 31, 2023 is \$25,869 (2022 - \$32,890) and is not recorded on the Statement of Financial Position.

**d. Interest**

The Township paid interest on its long-term liabilities of \$5,539 (2022 - \$12,945).

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

**8. Accumulated Surplus**

The accumulated surplus is comprised of the following:

	<b>2023</b>	2022 (Note 2)
<b>Surplus (deficit)</b>		
Operations	\$ 289,399	\$ (31,186)
Invested in tangible capital assets	43,811,116	38,157,617
Unfunded Asset retirement obligation	210,510	205,376
<b>Reserves</b>	<b>3,842,641</b>	5,667,365
<b>ACCUMULATED SURPLUS</b>	<b>\$ 48,153,666</b>	\$ 43,999,172

**9. Tax revenue**

Property tax billings are prepared by the Township based on an assessment roll prepared by the Municipal Property Assessment Corporation. All assessed property values in the Township were reviewed and new values established based on a common valuation date which was used by the Township in computing the 2023 property tax bills. Property tax revenue and tax receivables are subject to appeals which may not have been heard yet. Any supplementary billing adjustments made necessary by the determination of such appeals will be recognized in the fiscal year they are determined and the effect shared with the Township of Blandford-Blenheim and the appropriate school boards.

**10. Commitments**

The Township entered into a policing contract with the Ontario Provincial Police. The contracted amount paid for 2023 was \$967,044 (2022 - \$968,616).

**11. Public sector salary disclosure**

There are five employees paid a salary, as defined in the Public Sector Disclosure Act, 1996 of \$100,000 or more by the Township.

**12. Segmented Information**

Segmented information is presented on Schedule 2. The Township is a diversified Township and provides a wide range of services to its citizens including police through contracted services, fire, transportation and community services including recreation and planning. The general government segment includes such functions as finance, council and administrative offices.

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

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**13. Annexation**

On August 17, 2005 the Minister of Municipal Affairs and Housing issued a restructuring order to allow an area of approximately 2,900 acres to be annexed into the Corporation of the City of Woodstock from the Township. The effective date of the annexation was September 1, 2005. The Township and the City of Woodstock also entered into a compensation agreement whereby the City will effectively pay the Township a base amount for the loss of current tax revenue and a percentage of future tax revenue. The future tax revenue will depend on the level of development of the annexed lands. This compensation is included in Government Grant revenue on the Statement of Operations and Accumulated Surplus.

**14. Comparative balances**

Certain comparative balances have been reclassified to conform with the current year's financial statement presentation. In addition, prior period adjustments have been made to confirm with the change in accounting policies described in Note 2.

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**TOWNSHIP OF BLANDFORD-BLENHEIM  
SCHEDULE 1 - SCHEDULE OF TANGIBLE CAPITAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

	Land and Land Improvements	Buildings	Fleet	Machinery and Equipment	Furniture and Fixtures	Bridges and Roads	2023 Total	2022 Total
<b>COST</b>								
Balance, beginning of year	\$ 5,957,162	\$ 9,084,225	\$ 4,291,285	\$ 3,747,462	\$ 1,277,226	\$ 47,752,524	\$ 72,109,884	\$ 70,586,919
Asset retirement obligations restated (note 2)	-	-	-	-	-	-	-	65,146
Add:								
Additions during the year	145,045	100,657	-	853,647	153,599	6,680,941	7,933,889	1,629,599
Less:								
Disposals during the year	(49,469)	(6,811)	(142,000)	(102,335)	(95,724)	(1,215,273)	(1,611,612)	(171,780)
Balance, end of year	6,052,738	9,178,071	4,149,285	4,498,774	1,335,101	53,218,192	78,432,161	72,109,884
<b>ACCUMULATED AMORTIZATION</b>								
Balance, beginning of year	852,514	4,005,635	2,475,122	1,956,060	769,107	24,167,753	34,226,191	32,338,770
Asset retirement obligations restated (note 2)	-	-	-	-	-	-	-	36,495
Add:								
Amortization during the year	81,327	211,619	261,451	260,290	37,126	1,334,993	2,186,806	1,977,463
Less:								
Disposals during the year	(15,751)	(6,811)	(142,000)	(96,040)	(47,110)	(1,140,442)	(1,448,154)	(126,537)
Balance, end of year	918,090	4,210,443	2,594,573	2,120,310	759,123	24,362,304	34,964,843	34,226,191
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>								
	\$ 5,134,648	\$ 4,967,628	\$ 1,554,712	\$ 2,378,464	\$ 575,978	\$ 28,855,888	\$ 43,467,318	\$ 37,883,693

This schedule is provided for information purposes only.

**TOWNSHIP OF BLANDFORD-BLENHEIM  
SCHEDULE 2 - SCHEDULE OF SEGMENTED INFORMATION  
FOR THE YEAR ENDED DECEMBER 31, 2023**

	General Government	Protective Services	Transportation	Health	Recreation and Culture	Planning and Development	Total
<b>REVENUE</b>							
Taxation	\$ 6,615,389	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,615,389
User fees	40,922	417,759	38,393	56,105	234,141	27,849	815,169
Government grants	1,868,417	81,637	106,527	-	5,760	39,130	2,101,471
Investment income	234,601	-	-	6,210	-	17,139	257,950
Penalty and interest on taxes	162,240	-	-	-	-	-	162,240
Other	-	126,693	-	-	8,189	-	134,882
Capital revenue	228,812	7,000	4,950,106	-	183,045	-	5,368,963
	<b>9,150,381</b>	<b>633,089</b>	<b>5,095,026</b>	<b>62,315</b>	<b>431,135</b>	<b>84,118</b>	<b>15,456,064</b>
<b>EXPENDITURES</b>							
Salaries and benefits	784,981	721,825	972,245	20,894	485,168	122,677	3,107,790
Materials, goods and services	294,910	1,638,659	3,563,294	93,168	379,634	20,321	5,989,986
Rent and financial expenses	6,314	-	-	-	10,674	-	16,988
Amortization	30,838	225,385	1,635,354	445	286,614	8,170	2,186,806
	<b>1,117,043</b>	<b>2,585,869</b>	<b>6,170,893</b>	<b>114,507</b>	<b>1,162,090</b>	<b>151,168</b>	<b>11,301,570</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE)</b>	<b>\$ 8,033,338</b>	<b>\$ (1,952,780)</b>	<b>\$ (1,075,867)</b>	<b>\$ (52,192)</b>	<b>\$ (730,955)</b>	<b>\$ (67,050)</b>	<b>\$ 4,154,494</b>

This schedule is provided for information purposes only.



The Plattsville & District Heritage Society have received \$3,000. in Township grants originally to restore lighting in the globes on the pillars of the Memorial Gates at Plattsville Memorial Park, however, such (pillars) are in need of repairs due to crumbling bases and cracks in walls as well the wrought iron straightened and painted. It seems a shame to spend money and not restore all needed on Memorial Gates.

The gates were originally installed in 1921 after the Great War. There is a plaque stating North Oxford Branch 264 Canadian Legion, however, on checking with Ottawa it is stated that this branch in Ontario closed fully on October 18, 1960 but because it appears it did not return its charter there is no information available such as date formed or where. Note. Each province can have its own #264.

In the late 1950's when the Memorial Park on Albert Street was moved to the present location due to the expansion of Canada Sandpaper, I am unable to find little information as to the \$ exchanged for the park or the purchase of land from the Walter Hofstetter farm on whose lands the park now sits or who designed the new structure. Accordingly to the land records at Service Ontario there are purchases by the Police Village of Plattsville and Township of Blenheim in the late 1950's. At that time the gates were redesigned from a straight structure to a curved structure. There are very few persons left in Plattsville who actually remember the original structure and even less pictures.

Some estimates have been obtained for pillar and wrought iron restoration (gates and fencing require removable from park to sandblast because of environment)which are in the vicinity of \$20,000. to \$25,000. which depends on time frame done with fluctuation of costs in the present market.

Moving forward The Plattsville & District Heritage Society will endeavor to fundraise to restore and repair the gates along with the \$3000. so far obtained from the Township. We will keep and issue tax receipts to all donors until there are enough funds to work with the Township to repair and restore the Gates for future generations to come. We trust this is a project you will sanction so that when the Memorial Banners are hung each year the Memorial Gates will also be showcased.

# Memorandum

<b>To</b>	Denise Krug
<b>From</b>	Sean-Michael Stephen
<b>Date</b>	June 13, 2024
<b>Re:</b>	D.C. By-Law Amendment

Fax

Courier

Mail

Email

## 1. Introduction

The Township of Blandford-Blenheim (Township) passed development charges (D.C.) by-law 2436-2024 on June 5, 2024. At the time of by-law passage, the *Development Charges Act* (D.C.A.) did not include studies as an eligible cost to be funded through development charges.

On June, 6, 2024, Bill 185 (*Cutting Red Tape to Build More Homes Act, 2024*) received Royal Assent and includes the following changes to the D.C.A.:

- The removal of the Mandatory Phase-in for D.C. by-laws passed after Bill 185 comes into effect;
- A reduction to the D.C. rate freeze timelines for developments proceeding through site plan and zoning by-law amendment applications under the Planning Act. Charges are currently held at rates in place on the date the application is made until building permit issuance, provided the building permit is issued within two (2) years of the approval of the application. This time period is proposed to be reduced to 18 months under Bill 185 (note that the two (2) year timeline will still apply to applications received prior to Bill 185 receiving Royal Assent);
- Inclusion of growth-related studies, including the D.C. background study, as a D.C.-eligible costs;
- Provide a provision of the D.C. by-law specifying the date the by-law expires or to amend the provision to extend the expiry date;
- To allow minor amendments related to the imposition of studies, removal of the mandatory phase-in, and extension of by-law expiry dates (subject to the 10-year



limitations provided in the D.C.A.) to be undertaken for by-laws passed after November 28, 2022 and before Bill 185 takes effect; and

- To modernize public notice requirements.

The purpose of this memorandum is to provide the basis for the proposed amendment to the Township's D.C. by-law (attached) to include the costs of growth-related studies.

Subsection 19 (1.2) of the D.C.A. allows for amendments to be made to a D.C. by-law to include growth-related study costs without following subsection 19 (1) of the D.C.A. (subsection 19 (1) of the D.C.A. requires sections 10 to 18 to be followed when making an amendment to a D.C. by-law.). As such an amendment for this purpose does not require the preparation of a background study or a public meeting of Council.

Furthermore, the by-law cannot be appealed to the Ontario Land Tribunal under section 14 of the D.C.A. Notwithstanding the foregoing, the clerk of the municipality is still required to give notice of by-law passage in accordance with subsections 13 (2) to (4) of the D.C.A.

## 2. Growth-Related Studies

The D.C.A. permits the inclusion of studies undertaken to facilitate the completion of the Township's capital works program. These studies have either been included within Services Related to a Highway, Fire Protection Services, and within a Growth-Related Studies class of service based on each service to which the studies relate.

Table 2-1 summarizes the studies that have been included within each service or class of service with the D.C.B.S., including the anticipated timing, gross capital costs, and D.C. eligible costs included in the calculation of the charge.



Table 2-1  
Growth-Related Studies

Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2024\$)	Other Deductions (to recognize benefit to non-D.C. services)	Net Capital Cost	Less:		Potential D.C. Recoverable Cost			
					Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share	
										Service Specific Share
2024-2033										
<b>Services Related to a Highway</b>										
Roads Needs Study	2024-2027	70,000		70,000	35,000		35,000	30,100		4,900
<b>Subtotal</b>		<b>70,000</b>	<b>-</b>	<b>70,000</b>	<b>35,000</b>		<b>35,000</b>	<b>30,100</b>		<b>4,900</b>
<b>Fire Protection Services</b>										
Fire Master Plan	2024-2027	55,000		55,000	13,800		41,200	35,432		5,768
<b>Subtotal</b>		<b>55,000</b>	<b>-</b>	<b>55,000</b>	<b>13,800</b>		<b>41,200</b>	<b>35,432</b>		<b>5,768</b>
<b>Growth-Related Studies</b>										
D.C. Background Study	2028	33,000	-	33,000	-	-	33,000	28,870		4,130
D.C. Background Study	2033	33,000	-	33,000	-	-	33,000	28,870		4,130
Reserve Fund Adjustments							28,109	24,591		3,518
<b>Subtotal</b>		<b>66,000</b>	<b>-</b>	<b>66,000</b>	<b>-</b>	<b>-</b>	<b>94,109</b>	<b>82,330</b>		<b>11,779</b>
<b>Total</b>		<b>191,000</b>	<b>-</b>	<b>191,000</b>	<b>48,800</b>	<b>-</b>	<b>170,309</b>	<b>147,862</b>		<b>22,447</b>

In aggregate, the study costs that have been identified total \$191,000. After deducting \$48,800 for the benefit to existing share and adding \$28,109 for the existing D.C. reserve fund deficit for Growth-Related Studies, the D.C. eligible costs for studies that have been considered with the calculation of the charge within each service or class of service total \$170,300.

Based on the changes identified, the amended schedule of charges is presented in Table 2-2.

Table 2-2  
Amended Schedule of D.C.s

Service/Class of Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
<b>Municipal Wide Services/Class of Service:</b>						
Services Related to a Highway	5,413	3,739	2,995	1,901	3.55	5,413
Fire Protection Services	4,887	3,375	2,704	1,716	3.20	4,887
Parks and Recreation Services	2,265	1,564	1,253	795	0.48	
Growth-Related Studies	206	142	114	72	0.12	206
<b>Total Municipal Wide Services/Class of Services</b>	<b>12,771</b>	<b>8,820</b>	<b>7,066</b>	<b>4,484</b>	<b>7.35</b>	<b>10,506</b>

By comparison to the current charges that came into effect on June 13, 2024, the amended charge for a single and semi-detached residential unit would increase by \$367 (+3%) from 12,404 to \$12,771.

The draft amending D.C. by-law to By-law 2436-2024 is attached to this memorandum.

## Township of Blandford-Blenheim

### By-Law No. XXXX-2024

#### A By-law to Amend Development Charges By-law 2436-2024

**WHEREAS** subsection 2 (1) of the *Development Charges Act, 1997*, S.O. 1997, c.27 (hereinafter called “the Act”) provides that the council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for Services arising from the Development of the area to which the by-law applies;

**AND WHEREAS** Section 19 of the Act provides for amendments to be made to development charges by-laws;

**AND WHEREAS** subsection 19 (1.2) of the Act permits a municipality to amend a development charges by-law, subject to conditions being met, that do not require the process for by-law amendments under subsection 19 (1) of the Act to be followed;

**AND WHEREAS** the Council of the Township of Blandford-Blenheim, hereinafter referred to as the “Township”, enacted and passed By-law 2436-2024 on June 5, 2024; and

**AND WHEREAS** on **DATE, 2024**, Council received correspondence from Watson & Associates Economists Ltd. supporting this by-law amendment and 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.

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

1. By-law 2436-2024 is hereby amended as follows:

(1) Section 1 (11) of the by-law is deleted and substituted with the following:

“**Capital Cost**” means costs incurred or proposed to be incurred by the Township or a local board thereof directly or by others on behalf of, and as authorized by, the Township or local board,

- (a) to acquire land or an interest in land, including a leasehold interest;
- (b) to improve land;
- (c) to acquire, lease, construct or improve buildings and structures;
- (d) to acquire, lease, construct or improve facilities including (but not limited to),

- (i) furniture and equipment, other than computer equipment; and
  - (ii) material acquired for circulation, reference or information purposes by a library board within the meaning of the *Public Libraries Act*; and
  - (iii) rolling stock with an estimated useful life of seven years or more;
- (e) interest on money borrowed to pay for costs in (a) to (d);
  - (f) to undertake studies in connection with any matter under the Act and any of the matters in clauses (a) to (d) above, including the development charge background study

required for provision of Services designated in this by-law within or outside the Township;

- (2) Section 2 (1) of the by-law is deleted and substituted with the following:

Subject to the provisions of this by-law, the Development Charge against land in the Township shall be imposed, calculated and collected in accordance with the rates set out in Schedules “B1”, “B2”, ‘B3”, and “B4” relating to the Services set out in Schedule “A”.

- (3) Section 2 (2) (a) (ii) of the by-law is deleted and substituted with the following:

the corresponding total dollar amount for such Dwelling Unit as set out in Schedules “B1”, “B2”, ‘B3”, and “B4”, further adjusted by section 13; and

- (4) Section 2 (2) (b) (ii) of the by-law is deleted and substituted with the following:

the corresponding total dollar amount per square metre of Total Floor Area, as set out in Schedules “B1”, “B2”, ‘B3”, and “B4”, further adjusted by section 13; and

Section 2 (2) (c) of the by-law is deleted and substituted with the following:

In the case of Wind Turbines, the sum of the number of Wind Turbines multiplied by the corresponding amount for each Wind Turbine as set out in Schedules “B1”, “B2”, ‘B3”, and “B4”, further adjusted by section 13.

- (5) Section 5 (6) of the by-law is deleted and substituted with the following:

Notwithstanding subsections 5 (1) and 5 (3), where the development of land results from the approval of a Site Plan or Zoning By-law Amendment application received on or after January 1, 2020, and the approval of the application occurred within 2 years of building permit issuance, the

Development Charges under section 2 shall be calculated based on the rates set out in Schedules “B1”, “B2”, ‘B3”, and “B4” on the date of the planning application. Where both planning applications apply, Development Charges under section 2 shall be calculated on the rates set out in Schedules “B1”, “B2”, ‘B3”, and “B4” on the date of the later planning application.

- (6) Section 13 (1) of the by-law is deleted and substituted with the following:

The Development Charges set out in Schedules “B1”, “B2”, ‘B3”, and “B4” to this by-law shall be adjusted annually as of June 13, without amendment to this by-law, in accordance with the most recent twelve month change in the Statistics Canada Quarterly, “Construction Price Statistics”.

- (7) Section 16 (1) of the by-law is deleted and substituted with the following:

The following Schedules to this by-law form an integral part of this by-law:

Schedule A – Schedule of Municipal Services

Schedule B1 – Schedule of Development Charges – Services Related to a Highway

Schedule B2 – Schedule of Development Charges – Fire Protection Services

Schedule B3 – Schedule of Development Charges – Parks and Recreation Services

Schedule B4 – Schedule of Development Charges – Growth-Related Studies

- (8) Schedule “A” is deleted and replaced with Schedule “A” attached to this by-law

- (9) Schedule “B1” is deleted and replaced with Schedule “B1” attached to this by-law

- (10) Schedule “B2” is deleted and replaced with Schedule “B2” attached to this by-law

- (11) Schedule “B3” is deleted and replaced with Schedule “B3” attached to this by-law

- (12) The attached Schedule “B4” is added to the by-law

2. This by-law shall come into force and effect on the day it is passed

**READ a first and second time this \_\_\_\_ day of \_\_\_\_\_, 2024.**

**READ a third time and finally passed in Open Council this \_\_\_\_ day of \_\_\_\_\_, 2024.**

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MAYOR

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CLERK



**SCHEDULE "A"**  
**TO BY-LAW NO. XXXX-2024**

**DESIGNATED MUNICIPAL SERVICES UNDER THIS BY-LAW**

- (1) Services Related to a Highway
- (2) Fire Protection Services
- (3) Parks and Recreation Services
- (4) Growth-Related Studies

**SCHEDULE "B1"**  
**TO BY-LAW NO. XXXX-2024**

**SCHEDULE OF DEVELOPMENT CHARGES – SERVICES RELATED TO A HIGHWAY**

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Services Related to a Highway	5,413	3,739	2,995	1,901	3.55	5,413

**SCHEDULE "B2"**  
**TO BY-LAW NO. XXXX-2024**

**SCHEDULE OF DEVELOPMENT CHARGES – FIRE PROTECTION SERVICES**

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Fire Protection Services	4,887	3,375	2,704	1,716	3.20	4,887

**SCHEDULE "B3"**

**TO BY-LAW NO. XXXX-2024**

**SCHEDULE OF DEVELOPMENT CHARGES – PARKS AND RECREATION SERVICES**

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Parks and Recreation Services	2,265	1,564	1,253	795	0.48	0.00

**SCHEDULE "B4"  
TO BY-LAW NO. XXXX-2024**

**SCHEDULE OF DEVELOPMENT CHARGES – GROWTH-RELATED STUDIES**

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Growth-Related Studies	206	142	114	72	0.12	206



# 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 3 <sup>rd</sup> , 2024
<b>Subject:</b>	May Monthly Report	<b>Council Meeting Date:</b>	June 19 <sup>th</sup> 2024
<b>Report #:</b>	FC-24-11		

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### Recommendation:

That Report FC-24-11 is received as information.

### Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of May 2024.

### Analysis/Discussion:

#### Meetings, Courses and Training Attended:

- Myself along with Deputy Chief attended Resilient Minds training as part of the O AFC spring conference. The day of learning involved hearing from other's experiences of how trauma has affected them personally and how to talk to firefighters and assist them to find the help they may require through peer support.
- The next day and a half at the conference was dedicated to the health of our firefighters, the topic of removing the bunker gear from apparatus bays and proper cleaning was of top priority. As Chiefs this spurred great discussions as to how to move forward with this and make it an achievable goal within our local departments.
- Staff has started the process of having our air cylinders tested, every five years this is required. With over ninety cylinders in our township staff has split this over two years.
- SWOX had a guest speaker come in to speak on legacy gas wells and odor investigations. Staff along with three officers attended and came away with information that was of much importance to pass along to our fellow firefighters.
- Annually our air packs and face masks must be tested by a third party to ensure they are in top working order, every station has completed over the course of two days.
- Our Camp 85 preparations are in full swing, between lining up sponsors, guest speakers and helpers, we were able to complete an evening of having this year's participants come down to the Drumbo station to be sized up for bunker gear and shirts.
- Staff along with our CAO attended an initial meeting with Nelson Dawley to start the process for the new Princeton station. Mr. Dawley has started a floor plan from our preliminary

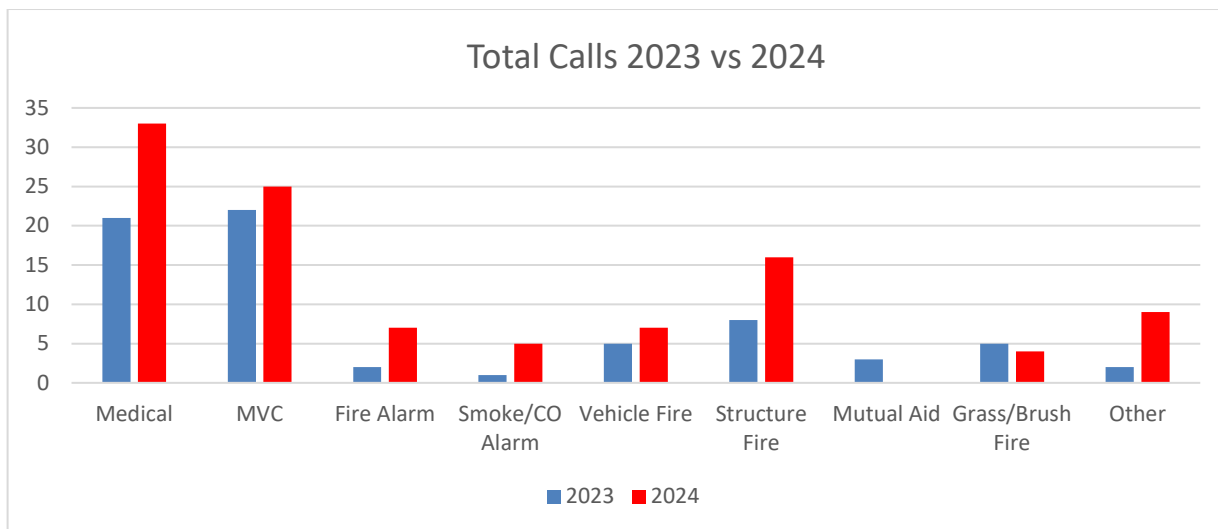
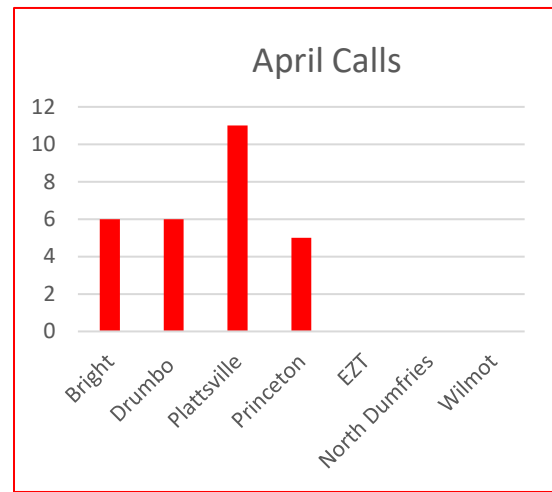
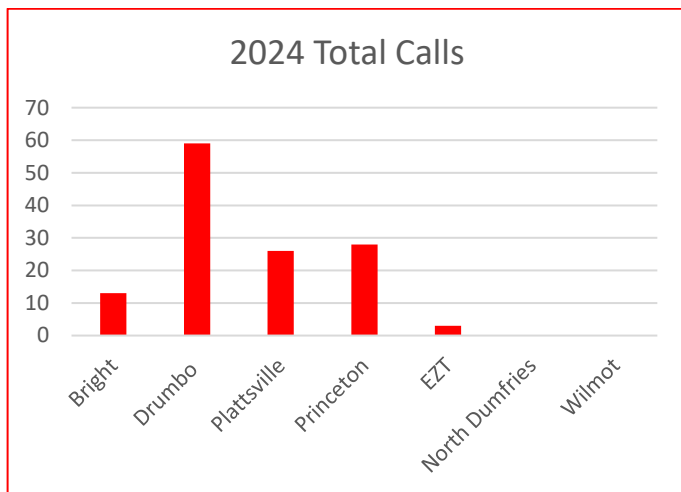
discussion along with a site plan. Concept drawings and site visits of similar stations will follow.

- Staff attended a day long information seminar hosted by the OFM in regards to Lithium-ion batteries. Refer to staff report FC-24-12.
- I had the privilege of being asked to sit in on a CN unified management mock disaster and be the local fire chief in their training. It was an excellent way to network with the rail company and I was able to connect with our local CN representative, along with dangerous goods technicians.

**Fire:**

- 37 burn permits were issued in May 2024
- May 2024 monthly fire calls with annual comparisons (included)

**May Fire Reports:**



**CEMC – May 2024**

- Attended Scribe training at Oxford County with Clerk
- Attended Legacy Gas Well Seminar in SWOX

- Shared social media posts throughout the week of May 5-11 for Emergency Preparedness Week

**By-Law Enforcement – May 2024**

Dog at large...2  
Zoning...2  
Fireworks...1  
Fill permits/follow up...2  
Property standards...1  
Dangerous dog...1  
Land and clear...2  
Fire bylaw...1  
Parking...1

**Fire Prevention – May 2024**

Commercial...4  
Industrial...1  
Planning Meeting...1  
Residential...4  
Attended OFM Lithium-Ion Battery Symposium

Respectfully submitted by:



Drew Davidson  
Director of Protective Services





# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Drew Davidson Director of Protective Services
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	May 28 <sup>th</sup> 2024
<b>Subject:</b>	Lithium-Ion Batteries	<b>Council Meeting Date:</b>	June 19 <sup>th</sup> 2024
<b>Report #:</b>	FC-24-12		

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### Recommendation:

That Report FC-24-12 is received as information.

### Background:

As lithium-ion batteries become more common, it is important that fire services stay up to date with new technology. The purpose of this report is to provide Council with an update regarding the quickly changing world concerning Lithium-ion Batteries.

### Analysis/Discussion:

On May 22, 2024 myself and our Deputy Chief attended a day long symposium focused on lithium-ion batteries presented by the OFM named "Charged for Life".

The day brought together nearly five hundred fire officials with a vested interest in the safety and wellbeing of the areas we serve. As the industry of battery technology continues to expand at an alarming speed, fire departments are left to play catch up with no straightforward answers at the present time.

When we look at batteries within a vehicle, they remain at a relatively stable state when used correctly. Once the battery has been compromised either through a crash, subject to high heat, or improper charging is when we are seeing the most danger. These batteries are made up from many cells and when one cell breaks down it turns to a state called "thermal runaway". The danger then becomes igniting additional cells within the battery along with the toxic off gassing that is very harmful if inhaled. At the recent symposium, there was discussion of best practices to deal with a vehicle fire and to this point, the best solution at this point is using water to cool the battery.

The question of using a specialized blanket was raised and the expert panel warned against this approach as it could trap the gas under the blanket. It was further noted that there have been reports of this causing an additional explosion.

Many scenarios were discussed including if the best option would be to let it burn, what if this vehicle is in a garage attached to a home, how to contain thermal runaway if you're trying to

perform a patient removal at the same time along with many other factors just within the auto sector.

Another area of concern is the growing trend of e-bikes, e-scooters, and offshore parts. Two special guest speakers were on hand to provide their own experiences in dealing with these issues. Toronto fire provided details as to the events that transpired within the subway car when a lithium-ion battery from an e-bike caught fire, along with a New York Fire Captain to share what they have learned from a daily occurrence of these types of fires.

One major contributing factor to these smaller but equally dangerous battery fires is the misuse, modifications, or untested products being used instead of the original supplied battery and charger. People will add batteries to go further on these devices, modify the charging cord so it charges faster, or not be mindful when purchasing a more cost-effective item online.

These types of batteries are in every household either in the devices as mentioned or a laptop, cell phone, reading light etc.

This information has direct implications for general fire department operations. When approaching even a simple car accident involving an electric vehicle, full breathing apparatus must be worn, when sizing up a scene involving a small amount of smoke coming from a structure full breathing apparatus must also be worn.

After a structure fire has been extinguished and overhaul has started firefighters must start looking for any devices that contain batteries as they could have heat damage and cause a rekindle.

How do you safely remove these devices without putting out firefighters in danger of exploding in their hands? How long does a station stay on scene and perform a fire watch as batteries have been known to start up days after the initial event? When an investigator goes into begin searching for origin and cause a new problem has presented itself on the investigation side of determining if the battery exploding caused the fire or the fire caused the battery to explode? Once firefighters have been exposed to this gas how are we going to provide decontamination? How do we safely transport the exposed gear back to the station? How do we clean all the gear when we only have one washer in the township? How do we ensure their breathing apparatus is clean? What do we need on scene when handling this material?

These questions plus many more are not unique to one station, one township, or one city. These are the reality of the everchanging world we live in and with change comes some struggles to keep up. As more information and best practices become available, Emergency Service staff will be looking at different options to combat these situations whether it may be in the way we respond or what we respond with.

**North America statistics related to lithium battery fires include:**

Over a recent five-year period, there were at least 25,000 incidents of fire or overheating in lithium-ion batteries.

- Within large-scale lithium-ion battery energy storage systems, there have been 40 known fires in recent years.

- Lithium-ion batteries are involved in an estimated 65% of waste facility fires in California.
- 48% of cell phone fires are caused by lithium-ion batteries.
- The National Fire Protection Association (NFPA) estimates that U.S. fire departments responded to an average of 1,500 home fires caused by batteries between 2014 and 2018.
  
- Recent incidents
  - Muskoka Fire - \$900,000 fire
  - 26 People displaced in apartment building in Cambridge 5/23/24
  - E-bike charging caused garage fire in Brantford
- Reference to widespread use of Lithium-Ion Batteries
  - Average household can have up to 70 lithium-ion batteries
    - Power tools, drills, saws
    - Lawn equipment
    - Laptops
    - Tablets
    - AA rechargeable batteries
    - Solar lights
    - Rechargeable vacuums
  - Electric vehicles
  - Hybrid vehicles
- Major causes are:
  - Tampering with batteries
  - Substandard construction
    - Manufacturing process
  - Over charging
  - Physical damage
- Proper disposal and recycling is the emerging trend

Respectfully submitted by:



Drew Davidson  
Director of Protective Services



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Drew Davidson Director of Protective Services
<b>Reviewed By:</b>	Josh Brick, CAO Denise Krug, Treasurer	<b>Date:</b>	May 30 <sup>th</sup> 2024
<b>Subject:</b>	Drumbo Station Renovations	<b>Council Meeting Date:</b>	June 19 <sup>th</sup> 2024
<b>Report #:</b>	FC-24-13		

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### Recommendation:

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.

### Background:

The creation of a gear room at the Plattsville Station was approved as a 2024 capital project, removing the firefighters PPE off of the apparatus bay wall and into a properly ventilated area.

A renovation at the Drumbo Station with the same goal of creating a gear room and removing the firefighters PPE from the apparatus bay is identified in the 2025 capital budget.

### Analysis/Discussion:

The original plan in Plattsville of taking the floor space from the main level training room and adding a second-floor washroom was reevaluated as staff sought feedback from Plattsville firefighters to determine the best way to utilize available space. With this feedback, a revised and creative plan was agreed on, involving the use of the existing storage room at the rear of the Station and creating shelving and storage where the firefighters PPE was currently hanging. A design was drafted using exact measurements so the existing PPE racking could be used with only slight modifications keeping in mind a safe area for firefighters to enter and exit the room safely.

Once all details were finalized it was agreed upon that the existing training room would remain as is and the second-floor washroom was not required. Further efficiencies were realized as a result of staff overseeing general project works, which ensured the project was completed in a timely and efficient manner. Initially, a project budget of \$75,000 was approved within the 2024 Capital Budget. As a result of efficiencies realized throughout the project management process

and revised scope of the project, total expenditures for the completed Plattsville Station project were \$32,745.00.

With the successful completion of the Plattsville project, which enhanced functionality of the space and improved the health and safety of our firefighters, staff are recommending the same project works for the Drumbo Station. Given the layout of the Drumbo Station, staff are proposing to use the existing footprint of the main floor training room to create a gear room, Deputy Chief office and laundry room. We would also relocate the training area, District Chief office and kitchenette to the upstairs of the Station.

The Drumbo Station was constructed nineteen years ago. It remains functional and has been well maintained since opening. By completing this renovation, we are able to stay within the footprint of the building, create necessary office space at a minimal cost, open up a larger training room at the Station and most importantly improve the health and well-being of our firefighters.

### **General Facilities/ Strategic Objective Discussion**

As staff moves through preliminary works associated with the strategic planning process that Council has initiated, a strategic objective that has been identified is the availability of office space in a growing municipality.

With the addition of a part-time Fire Prevention officer, By-Law officer and the creation of the Deputy Chief position, there is limited office space availability at the Township Office in Drumbo. The opportunity to create additional office space for Protective/ Emergency Services staff members is a benefit of the proposed capital work outlined in this report.

A revised layout at the Drumbo Station, where senior Emergency Services staff are available during regular business hours will have a positive impact on the culture within the Protective/ Emergency Services Department. Staff have explored various options for relocation including the possibility of incorporating offices into the new Princeton Station build; however, staff believe the central location of Drumbo within our Township is better suited for this purpose. Close proximity to the Township Office in Drumbo also makes the Drumbo Fire Station a desirable location for adding office space.

If Council is in favour of the proposed renovations at the Drumbo Station and Protective/ Emergency Services staff are able to relocate to that location, vacant office space at the Township Office will be used to create more permanent workstations for Oxford County staff that intermittently attend the municipal office. Furthermore, the Chief Building Official office would be relocated to the main floor of the office, which is preferable in terms of staff safety (e.g. for meeting with community members one on one).

Staff have met with contractors at the Drumbo Station and have provided preliminary estimates to ensure the viability of this project. It should be noted that any project works, pending Council approval, would be procured/ sourced in accordance with the Township Purchasing Policy.

Staff are presenting this report with two different options for council to consider when looking at completing this project in two phases or all at one time.

**Financial Considerations:**

2024 Capital (Plattsville)		Drumbo Budgetary Numbers	
Funds Approved	\$ 75,000.00	Option 1 - 2 Phases	
Funds Used	\$ 32,745.00	Phase One	\$ 41,795.00
Funds Available	\$ 42,255.00	(offices, gear room)	
		Phase Two	\$ 24,926.00
2025 Capital (Drumbo)	\$ 50,000.00	(Storage, lighting, Kitchenette relocation)	
			<b>\$ 66,721.00</b>
Complete Renovation Cost	\$ 63,992.00		
2024 Remaining Capital	\$ 42,255.00	Option 2 - Complete Renovation	
2025 Capital Required	<b>\$ 21,737.00</b>		<b>\$ 63,992.00</b>

To complete this renovation all at one time (Option 2) would lead to approximately \$2000.00 in cost savings. Approximately \$22,000.00 of additional funds would be required to complete in 2024 from the 2025 capital budget for Drumbo renovations.

It is not anticipated that relocation of Emergency Services staff to the Drumbo Fire Station will have an operational impact on regular building maintenance or similar works.

Respectfully submitted by:

Drew Davidson  
 Director of Protective Services



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Drew Davidson Director of Protective Services
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	June 3, 2024
<b>Subject:</b>	Firefighter Peer Support	<b>Council Meeting Date:</b>	June 19, 2024
<b>Report #:</b>	FC-24-14		

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### Recommendation:

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.

### Background:

Firefighters are on the front lines of emergency response, facing high-stress situations that can have significant impacts on their mental health. The nature of their work exposes them to traumatic events, which can lead to conditions such as PTSD, anxiety, and depression. Formerly, some Oxford County fire services had an informal team of volunteers that led a Critical Incident Stress Management (CISM) group which firefighters could reach out to. Around 2021, this team disbanded as members retired and no training was in place to support the continuation of the Team. As a result of this, Staff relied on Homewood Health through the Employee Assistance Program.

This report outlines the necessity of providing robust mental health support services for our firefighters and proposes actionable steps to enhance these services.

### Current Challenges:

Firefighters encounter unique stressors that are not commonly experienced by the general population. These include, but are not limited to:

- Exposure to life-threatening situations;
- Witnessing traumatic events;
- Long and irregular working hours;
- Physical and emotional exhaustion.

Numerous studies have highlighted the prevalence of mental health issues among firefighters. For example, the International Association of Fire Fighters (IAFF) reports that nearly 20% of firefighters have PTSD, and many suffer in silence due to stigma and lack of resources.

Despite the known risks, many firefighters do not reach out for a variety of reasons including, but not limited to:

- Perceived limited access to a mental health program;
- Stigma associated with seeking mental health help;
- Insufficient training on mental health awareness and peer support.

### **United Front:**

Fire Chiefs in Oxford County recognize the pressures placed on our firefighters and look for any way a program can be improved. Together, (7) Oxford County Fire Chiefs have investigated a plan that would not only work for one township or one town but Oxford as a whole. Modelled after the program that Oxford Paramedic Service has successfully had in place for many years, staff are pleased to present the following Peer Support Team (2024) and Peer Support App (2025) as two proposals for Council consideration:

### **Peer Support Team (the Tema Foundation Training):**

The Tema Foundation is a not-for-profit organization that initiates the creation of a peer support team, including onboarding, training and supporting the team at the outset of implementation. Tema will come in and hold an information night for firefighters to attend along with any family members on what to expect with the program and training. Firefighters would then be encouraged to nominate a fellow firefighter who they feel would be a valued member to the peer support team. Tema then takes the list of nominees and conducts interviews to ensure the firefighter would be the best candidate to become part of the peer support team. Tema will create a team of up to 30 firefighters throughout the County to complete the 4-day training session. They will then host a 5<sup>th</sup> day of training that would involve management and will include policies, procedures and the launch process. Tema will continue to support the team over the course of the following year with bi-monthly check-ins to ensure the program and peer support team is functioning well.

The financial impact of this one-time training is \$25,000 total and shared between (7) supporting municipalities. Pending Council approval at participating municipalities, budget impact per municipality would be approximately \$3,600 each. The Township of Blandford-Blenheim would account for this cost within the current training budget.

### **Peer Connect App:**

The second component to ensure this program's success is the interaction between the peer support team and the firefighters they are there to assist. Once again this is an app that has been used by the Oxford Paramedic Team as part of their peer support program. The app works in a manner that is totally confidential between the user and the support team. The firefighter will select (from the app) up to three members from the peer support team who they feel comfortable communicating with. One key benefit is that selected team members can be from any Township involved in the Oxford County peer support team. Once established one of the peer support members who the firefighter has selected will reach out via text, or call in what is known as a "check-in". This will be at a minimum once a year initiated by the support person, or the firefighter has the option to request a check in at any time. There is the availability to



expand on the app and have a setting when everyone who attends a certain call would receive a check in such as;

- Fatal accident;
- Performed CPR;
- Call involving a child/infant;
- List can be added to are modified at any time.

This technology will also allow fellow firefighters who may see a peer struggling to send in a request to the peer support team to check in on member who they feel would benefit from talking to someone.

### **Special Considerations:**

This program is not designed to replace any existing employee assistance program which has trained certified personnel in a specific field. What is proposed, is an opportunity to hopefully bridge the gap between a firefighter afraid to reach out to an internal officer or unsure of how to navigate the employee assistance program. Many times, having a familiar voice or a text message asking how you are doing or saying we can make this call together, goes a lot further to helping that person move towards the help they need to lead a healthier life both in the fire service and at home.

### **Management:**

By design, Tema does not have upper management involvement in this program in the direct sense. This is a program for firefighters, supported by firefighters, and third-party structure to administer programming. Upper management will only receive a report outlining the number of users in a numerical manner (data tracking) and never in an identifiable way, to provide information as to how well the program is working along with areas of improvement would benefit the program. The only time a member of the peer support team would breach confidentiality and contact management would be in a circumstance of immediate self-harm or immediate harm to others. This is common practice for private mental health issues following traumatic incidents.

### **Implementation of the Program and Financial Considerations:**

Once approved by all municipalities that have expressed an interest in participating, the next step would be to enter into an agreement with the Tema Foundation and begin the process to have our peer support team together and trained by the end 2024. Once entered into an agreement with Tema, they will advocate in the participating municipalities on our behalf to look for sponsors to offset the cost of the training portion. If a donation is made Tema will issue a tax receipt, recognize the donation on social media, and offer free mental health training to a business upon donation.

For 2025, the Oxford Fire Chiefs would look to implement the Peer Connect App. The cost for this will be approximately \$3,000 per year going forward and this would be included in the 2025 Operating Budget.

All costs for the programming would be divided equally among the participating municipalities.

**2024:**

Tema	Total Cost	Blandford-Blenheim
<i>Setup*</i>	\$ 25,000	\$ 3,600
<i>Travel</i>	\$ 5,000	\$ 750
<i>Grant</i>	-\$ 5,000	\$ - 750
<i>Donations</i>		
<b>Annual Total</b>	<b>\$ 25,000</b>	<b>\$ 3,600</b>

\* Divided by 7 municipalities

Tema - \$25,000 (5-day training) + travel costs (2 people) – minus \$5000 grant through The Tema Foundation.

Tema to advocate for donations to offset this cost.

**2025:**

Implement the Peer Connect app.

Peer Connect	Year 1	Year 2	Year 3
<i>Setup*</i>	\$ 500	\$ -	
<i>Maintenance*</i>	\$ 300	\$ 300	\$ 300
<i>Users (70)</i>	\$ 2,800	\$ 2,800	\$ 2,800
<i>App Training</i>	\$ 100	Upon Request	Upon Request
<b>Annual Total</b>	<b>\$ 3,700</b>	<b>\$ 3,100</b>	<b>\$ 3,100</b>

\* Divided by 7 municipalities

**Conclusion:**

The Peer Support Team and Peer Support App being proposed by the (7) participating Oxford County Fire Chiefs highlight the collective power of working together for firefighter mental health. By joining together to offer a front-line response to traumatic incidents through a trained peer support team comprised of Oxford County firefighters, the Township is further meeting the *Occupational Health and Safety Act* requirements to take every precaution reasonable in the circumstances for the protection of a worker. Additionally, working together with the surrounding municipalities will realize significant budget efficiencies, build interdepartmental relationships, and ensure the sustainability of the mental health program.



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Ray Belanger, CBO
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	June 12, 2024
<b>Subject:</b>	Monthly Report to Council	<b>Council Meeting Date:</b>	June 19, 2024
<b>Report #:</b>	CBO-24-6		

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### Recommendation:

That report CBO-24-6 be received as information.

### Background:

To provide Council with an update regarding the monthly building activities for the period ending on May 31, 2024.

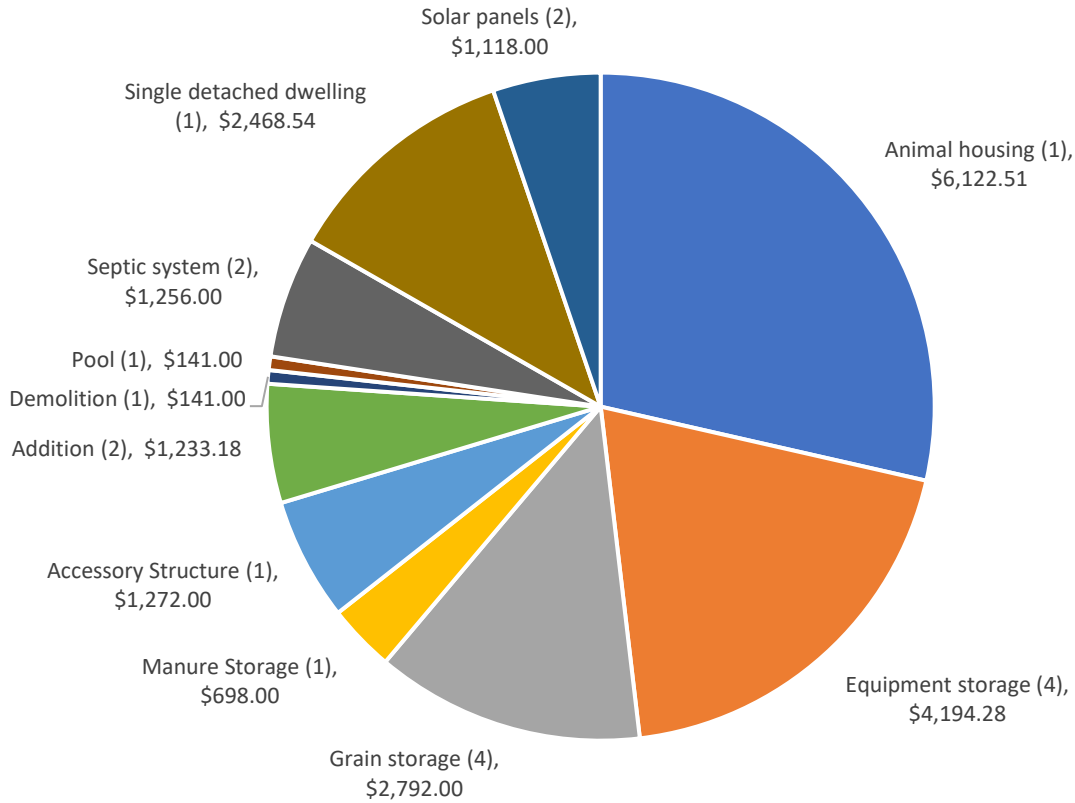
### Building Department Updates:

- The building department issued 20 permits for the month of May 2024.

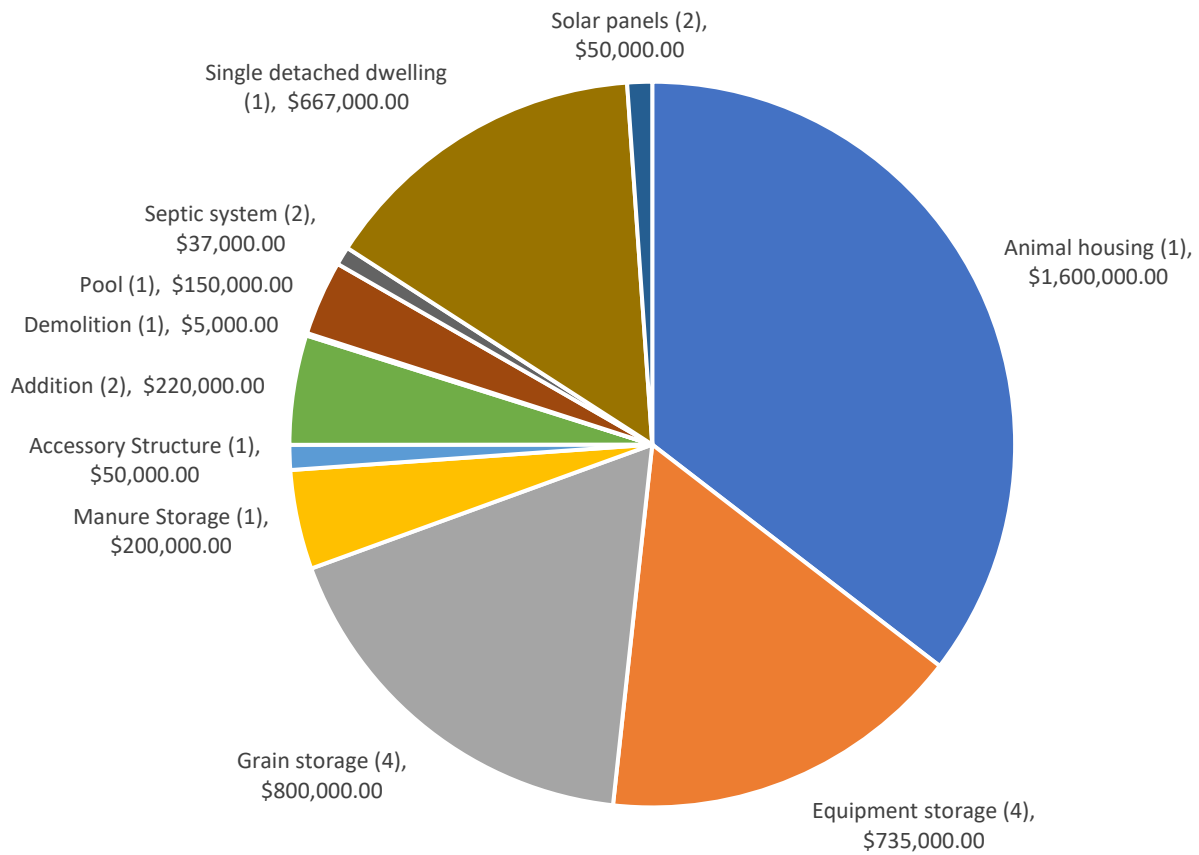
Respectfully submitted by:

Ray Belanger  
Chief Building Official

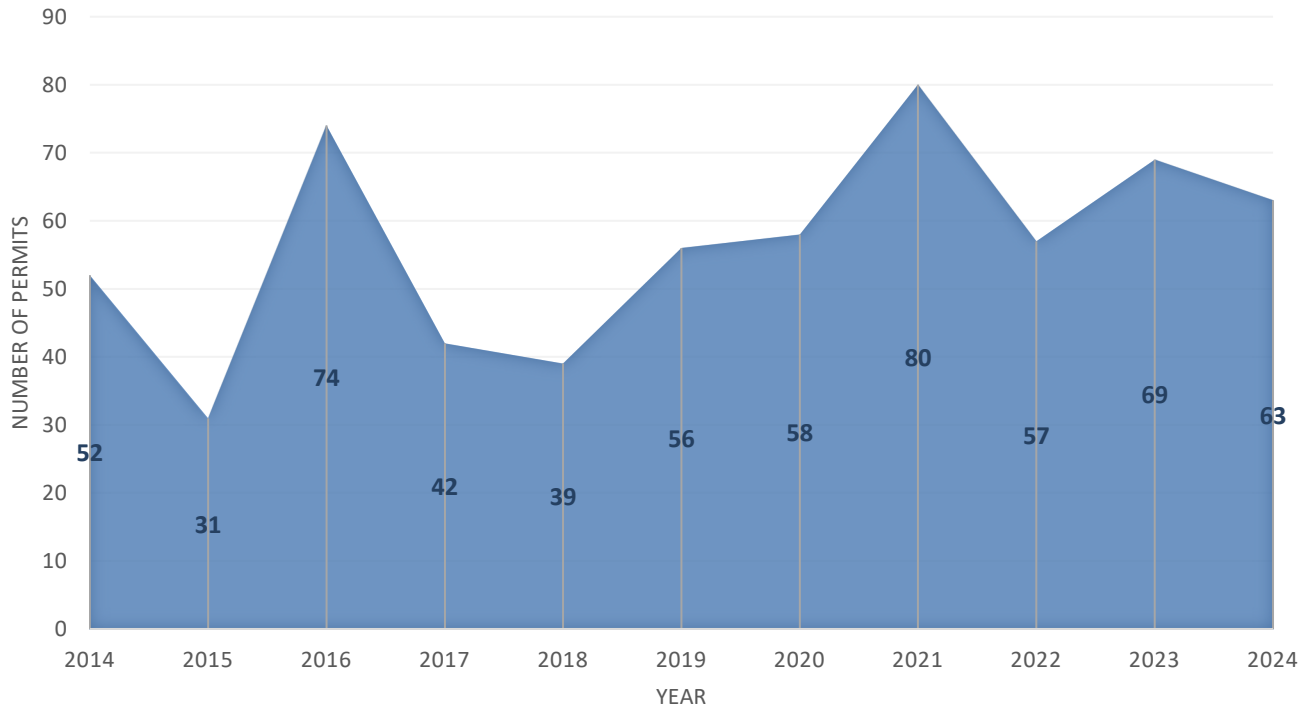
### May 2024 Permit Fees



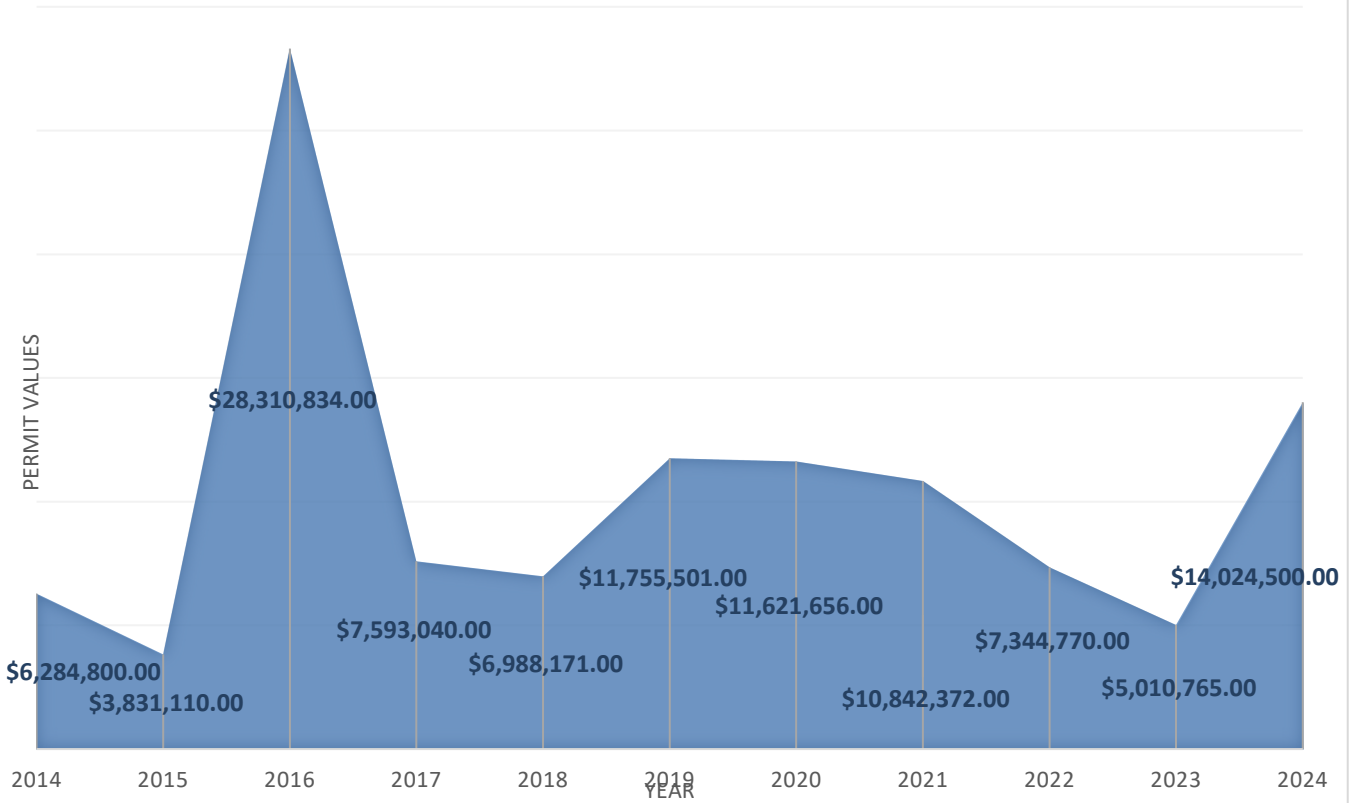
### May 2024 Permit Value



### YEAR TO DATE PERMIT NUMBERS



### YEAR TO DATE PERMIT VALUES





# TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council **From:** Trevor Baer, Director of Community Services

**Reviewed By:** Sarah Matheson – Clerk  
Josh Brick, CAO **Date:** June 13 2024

**Subject:** Request for Drumbo Canteen **Council Meeting Date:**  
June 19 2024

**Report #:** CS-24-08

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## **Recommendation:**

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.

OR

That Council direct staff to decline enter into a rental agreement with the for-profit group for the Drumbo Park Canteen.

## **Background:**

The following will provide Council with an update regarding the request for renting the Drumbo park Canteen.

Staff was approached about a for-profit group renting the Drumbo Canteen for the summer months. Historically, our canteens in recreation facilities have been used by non-profit groups. We have never had a for-profit group rent a canteen before.

## **Analysis/Discussion:**

Below is a list of the pros and cons of this proposal:

### **Pros**

- **Local Employment:** Renting to a for-profit group can create job opportunities for the local community.

- **Utilization:** The canteen will be actively used, ensuring the facility does not remain idle during the summer.
- **Revenue Generation:** The Township can earn additional revenue from the rental fees paid by the for-profit group.

## Cons

- **Competition with Local Businesses:** A for-profit canteen may compete with existing local businesses that pay taxes and contribute to the local economy.
- **Township Funding:** There may be additional costs for the Township to support a for-profit venture, impacting the budget.
- **Utility Costs:** The Township will incur costs for the electricity used by the fridge and freezer, estimated at approximately \$30.00 per month. Various factors can influence this cost, but it is the only significant ongoing expense the Township will bear.
- **Impact on Local Service Groups:** Local service groups that use the canteen for fundraising might face competition, potentially affecting their fundraising opportunities.

## Considerations in the Rental Agreement

To address these concerns, the rental agreement includes provisions to mitigate the cons for the Township. Additionally, the proposal from the for-profit group is outlined below for further review and evaluation.

## Rental Agreement Provisions to Protect the Township

To address the potential cons and ensure protection for the Township, the rental agreement includes the following provisions:

1. **Insurance Requirements:**
  - **Content Insurance:** The renter must provide content insurance to cover any personal property and equipment brought into the canteen.
  - **Liability Insurance:** The renter must provide liability insurance coverage of 2 million dollars, with the township listed as a third party.
2. **Health and Safety Compliance:**
  - **Health Inspections:** The renter must provide the Township with an Oxford County health inspection certificate.
  - **Health Protocols:** The renter must follow all Ontario Health codes and protocols for canteens, as outlined by the Oxford County health inspector.
3. **Equipment Responsibility:**
  - The Township is not responsible for any damage to equipment or products. Renters may bring their own equipment but cannot remove Township equipment. If Township equipment needs to be removed, the renter must contact township staff for assistance.
  - All equipment in the canteen is the property of the Township. The Township will not repair any equipment during the rental period and will not provide funding for any loss of products due to equipment breakdowns.
4. **Employment Laws:**
  - The renter must comply with all Ontario laws regarding workers.

## 5. Product Supply:

- The Township does not supply any products for the renter's group. The renter must supply their own products to sell.

## 6. Operational Guidelines:

- The renter must maintain cleanliness in the canteen throughout the rental period.
- The township reserves the right to close the canteen if these rules are not followed.
- The township can conduct inspections at any time. If the canteen is found to be in disrepair or non-compliant, the township can close the canteen and bring in a health inspector or fire chief. The canteen will not open if all paperwork in this agreement is not provided to township staff.

## 7. Rental Payment and Payment Plan

### Rental Payment:

- The cost of rental is a percentage of the monthly sales, which must be paid to the Township of Blandford-Blenheim.
- The specific percentage and minimum monthly payment will be agreed upon before the rental period begins.

### Payment Plan:

- **Monthly Payment Date:** Rent must be paid to the Township by the \_\_\_\_\_1st\_\_\_\_\_ of each month.
- **Sales Records:** The renter must keep records of sales, which must be available for review by Township staff. These records should be provided to Township staff when paying rent
- **Late Payments:** If the renter fails to make a payment by the due date, a late fee of \_\_5\_\_% will be applied to the overdue amount.
- The only con that this rental agreement does not address is the **Competition with Local Businesses:** A for-profit canteen may compete with existing local businesses that pay taxes and contribute to the local economy.

### Request from the Group:

*We have been discussing as a family, and would like to propose the following to the Township for review.*

*Our family would open and manage the concession stand at the Drumbo pavilion for the 2024 season. We feel this would be an excellent entrepreneurship and employment opportunity for our daughters, and possibly offer part-time employment to other teenagers in our community.*

*While this would be a for-profit venture for us, we are members of this community and want to give back in some way. We would like to offer 5% of our gross sales to one of the following:*

- a) City Council*
- b) Drumbo Lions*
- c) Drumbo Firefighters*



*d) Blandford-Blenheim Food Bank*

*If there is a tournament with food options that have been organized by a non-profit organization, we would not open the concession stand on those days.*

*Before Council reviews and approves this proposal, we would like to see inside the concession booth to ensure there is both a working fridge and freezer that are not in need of repair. We would also like to review the full schedules for the soccer and ball games, including tournaments for the 2024 season. We would require the autonomy to choose when the concession could be open or closed, with the exception of when other non-profit organizations are managing it during their tournaments.*

**Conclusion:**

Staff are seeking council's recommendation on whether to proceed with the rental agreement with the proposed group for the Drumbo Park Canteen.

The rental agreement has been drafted to include specific provisions that protect the interests of the Township of Blandford-Blenheim.

The agreement includes measures to mitigate potential risks and ensure compliance with all relevant regulations.

**Option 1:** Proceed with the rental agreement with the group, as outlined in the proposed terms. This agreement ensures that the Township's interests are safeguarded through specific provisions, including compliance with health codes, insurance requirements, and operational guidelines.

**Option 2:** Do not proceed with the rental agreement with the group.

**Attachments:**

Draft Agreement for Use of Drumbo Park Canteen

Respectfully submitted by:

Trevor Baer,

Director of Community Services



## Rental Agreement

**Date:** \_\_\_\_\_

This agreement is made between \_\_\_\_\_ and the Township of Blandford-Blenheim for the rental of the Drumbo Park Canteen.

**Rental Period:** This agreement will commence on \_\_\_\_\_ and will end on \_\_\_\_\_.

**Rental Cost:** The cost of rental is a percentage of the monthly sales, which must be paid to the Township of Blandford-Blenheim.

**Additional Notes:** Any additional notes regarding the rental can be written on the back of this agreement.

## Rules for Renter

1. **Monthly Rent Payment:** Rent must be paid to the township by the \_\_\_\_\_ of each month.
2. **Late Payments:** If the renter fails to make a payment by the due date, a late fee of 5 % will be applied to the overdue amount.
3. **Health Inspection Certificate:** The renter must provide the Township with an Oxford County health inspection certificate.
4. **Health Code Compliance:** The renter must comply with all Ontario Health codes for canteens. Refer to the Oxford County health inspector for specific rules.
5. **Sales Records:** The renter must keep records of sales, which must be available for review by township staff. These records should be provided to township staff when paying rent.
6. **Non-Profit Event Accommodation:** If there is a tournament with food options organized by a non-profit organization, the concession stand will not be open on those days. Non-profit groups may use the canteen area for storing products for their event.
7. **Food Handling Certification:** The renter must provide food handling certification for all workers/volunteers to township staff.
8. **Compliance:** The township reserves the right to close the canteen if these rules are not followed.
9. **Employment Laws:** The renter must comply with all Ontario laws regarding workers.
10. **Equipment Responsibility:** The township is not responsible for any damage to equipment or products. Renters may bring their own equipment but cannot remove township equipment. If township equipment needs to be removed, the renter must contact township staff for assistance.



11. **Product Supply:** The township does not supply any products for the renter's group. The renter must supply their own products to sell.
12. **Equipment Ownership:** All equipment in the canteen is the property of the township. The township will not repair any equipment during the rental period and will not provide funding for any loss of products due to equipment breakdowns.
13. **Equipment Inventory:** Township staff and the renter will conduct a walkthrough and sign off on a list of township equipment present in the canteen.
14. **Key Management:** The renter will be given 4 keys for the canteen and must return them after the rental period.
15. **Liability Insurance:** The renter must provide insurance coverage of 2 million liability with the township listed as a third party.
16. **Content Insurance:** The renter must provide content insurance to cover any personal property and equipment brought into the canteen.
17. **Inspections:** The township can conduct inspections at any time. If the canteen is found to be in disrepair or non-compliant, the township can close the canteen and bring in a health inspector or fire chief. The canteen will not open if all paperwork in this agreement is not provided to township staff.
18. **Cleanliness:** The renter must maintain cleanliness in the canteen throughout the rental period.

**Signatures:**

Print: \_\_\_\_\_ | Print: \_\_\_\_\_  
Rental Group Representative | Township Staff

Sign: \_\_\_\_\_ | Sign: \_\_\_\_\_



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

**To:** Members of Council  
**Reviewed By:** Josh Brick, CAO  
**Subject:** Oxford Rural Detachment  
Joint Board (Police Service Board)  
**Report #:** DC-24-02

**From:** Sarah Matheson, Clerk  
**Date:** June 12, 2024  
**Council Meeting Date:** June 19, 2024

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### Recommendation:

Be it hereby resolved that Report DC-24-01 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;

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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.

**Background:**

In March 2019, the Ontario government passed the *Community Safety and Policing Act (CSPA)* as part of the *Comprehensive Ontario Police Services Act, 2019*. On its proclamation date of April 1, 2024, the CSPA replaced the *Police Services Act*. The CSPA is intended to modernize policing and enhance community safety in Ontario.

The Ministry of the Solicitor General forwarded correspondence to all impacted municipalities, including those of Oxford County, outlining amendments to existing Section 10 and 5.1 Board structures as a result of the CSPA. Specifically, the CSPA dissolves all existing Section 10 and 5.1 Boards, to create one joint Board per detachment.

The Board is a civilian body that oversees the Oxford County Rural Township's detachment of the OPP and draws its authority from the CSPA and regulations. The role of the Board as set out under Section 68(1) of the CSPA is to:

- consult with the Commissioner regarding the selection of a detachment commander and otherwise participate, in accordance with the regulations made by the Minister, in the selection of the detachment commander;
- determine objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;
- advise the detachment commander with respect to policing provided by the detachment;
- monitor the performance of the detachment commander;
- review the reports from the detachment commander regarding policing provided by the detachment; and
- on or before June 30 in each year, provide an annual report to Council regarding the policing provided by the detachment in their municipalities.

Previous Status - *Police Services Act*

- Municipalities in Oxford County were all policed by the OPP (except Woodstock).
- Those municipalities that had an agreement with the Ministry/OPP as per PSA s.10 were required to have a police services board.
- Those municipalities without an agreement were not required to have a police services board.

Current Status – *Community Safety and Policing Act*

- The *Community Safety and Policing Act* came into force on April 1, 2024.

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- CSPA s.67 requires there be at least one OPP detachment board for each OPP detachment that provides policing in a municipality or First Nation.
  - The composition, term of office, remuneration and expenses for the members are provided in regulations established by the Minister.
  - OPP detachment boards were established by the regulation for each of the O.P.P. detachments

### **Analysis:**

Blandford-Blenheim Council considered correspondence from the Police Service Board at their meeting on May 5, 2021, and passed resolution receiving their request as information, with the request being that the structure of the Board remain the same. The legislation does not allow Council to fulfill this request and the PSB as it was known has been dissolved.

Per the regulations, the Joint Board is required to include a minimum of seven members, with one community representative and one provincial appointee. Unlike the previous requirements of the Police Services Act, 1990, the Mayor of each municipality is not a mandated member of the Joint Board.

In accordance with the CSPA, the Oxford Rural Detachment Joint Board will be comprised of the following:

Township of Blandford-Blenheim – one elected official;  
Township of East Zorra-Tavistock – one elected official;  
Township of Norwich – one elected official;  
Township of South West Oxford – one elected official;  
Township of Zorra – one elected official;  
One Provincial Appointee, and  
One Community Appointee.

Totaling a Board of seven members. The Ministry of the Solicitor General proclaimed the Oxford Rural Police Service Board on April 1, 2024. Effective April 1, 2024, the Ontario Police Services Act (OPSA) was repealed and replaced with the new Community Safety and Policing Act (CSPA). This change means that all old boards have been dissolved, and new members are being selected. The Ministry has advised that the Board will legally be known as it is written within the legislation: Oxford O.P.P. Detachment Board - Blandford-Blenheim Township, East Zorra-Tavistock Township, Norwich Township, South-West Oxford Township, Zorra Township. For the purpose of this report, it will be referred to as “the Board”.

### **Discussion:**

To ensure compliance the below process should be followed:

**Step 1** Appoint Council Representatives and Establish Ad-Hoc Selection Committee

**Step 2** Advertise for and appoint Community Representative and Administrative Support

**Step 3** Formally establish the Board and create administrative procedures and policies

**Step 4** Board members to complete required training.

#### Step 1 – Appoint Council Representatives and Establish Ad-Hoc Selection Committee

Upon presentation of this report, each respective participating Council in the Board must appoint one elected member to represent their municipality on the Board. Each appointed

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member will also form part of an Ad-Hoc Committee, formed to select the one Community Appointee.

As described in the Terms of Reference for the Ad-Hoc Selection Committee, attached to this report as 'Appendix A', the noted community appointee to the Board will be appointed in alphabetical order throughout the detachment area. Their appointment shall be for two years. Each participating community will not be represented during each term of Council. Every two years a new community appointee will be chosen by the next Municipality in line, going in alphabetical order (beginning with Blandford-Blenheim). The purpose of this is to provide balance and fairness to all communities represented by the Board over time. The process of selecting Community Appointment in subsequent terms of the Board will be subject to the Board developing an approved procedure. The municipality who is next in alphabetical order will be the only one to advertise for the position.

Blandford-Blenheim Council is requested to identify a member of Council who will be the elected representative for the Township on the newly formed Joint Board. It is anticipated that the new Board will meet approximately six times a year and that meetings will be held in person. The legislation requires four meetings per year. Meetings will be held in a location or locations across the service area of the Board and staff are recommending the meetings take place during the day. The new Board Member will be required to undertake mandatory training. As noted in this report, the timing for the first Board meeting is not established as yet.

### Step 2 – Advertise for Community Members and Appoint

Following their appointment to the Board, and by extension, the Ad-Hoc Selection Committee, the respective Council representatives will meet to select the community appointee to the Board. Following their selection, the Committee will recommend to each participating Council, appointment of the chosen community appointee. Per guidance of the Ministry, community appointees to the Joint Board must be ratified by all participating Councils.

The CSPA defines terms for ineligibility of community appointees, however, remains silent on any prequalification to hold a position on the Board. More specifically:

The following persons are not eligible to be members of a police service board:

1. A judge or justice of the peace.
2. A member of a police service, a special constable or a First Nation Officer.
3. Any person who practises criminal law as a defence counsel or as a prosecutor.
4. A director, officer or employee of a prescribed policing provider.
5. Any other prescribed persons.

Former Ontario Provincial Police (OPP) members are prohibited from being appointed to an OPP detachment Board.

All members require a police record check. OPP online police record check unit will be completing these police record checks and Board Members are requested to apply online.

An advertisement for interested community members to apply for a position on the Board will be circulated by the municipality who is appointing the community member (ie. Blandford-Blenheim for the first two-year term). Any member of the public who resides within Blandford-Blenheim and is eligible as per the legislation, is welcome to apply.

### Step 3 – Create Board and Establish Procedures

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The CSPA and the regulations therein define establishment procedures of the Board, rendering a separate Terms of Reference unnecessary. Upon appointment of the municipal elected officials, one community appointee and one provincial appointee (to be appointed by the Ministry), the Joint Board will be considered established and host its first meeting. It is anticipated that the Joint Board will meet on a bi-monthly basis.

At their first meeting, the Joint Board will be expected to Elect a Chair and Vice Chair, adopt a Procedure By-law and establish procedures for operations of the Board. Staff recommend that administrative support be hired for the committee to provide long-term administrative support to the Board. SWOX has offered the Board to utilize a member of their support staff on a trial basis for this position to provide administrative support to the Board. Oxford County IT has agreed to assist in the creation of a website for the Board so that the area municipalities can link to one shared site with all the necessary correspondence.

#### Step 4 – Training

Section 35 of the CSPA outlines training requirements for all members, elected, provincial and community, appointed to the Board. All board members must successfully complete training approved by the Minister. The Ontario Police College has prepared the required web-based mandatory training and it is now available online. The training is expected to take each member approximately 1.5 hours to complete.

#### Next Steps

Formalizing appointment of the Township's elected representative to the Board is required. Regular updates will then be presented to Council, outlining progress of the implementation of the Board.

#### **Financial Considerations:**

As each participating party will have only one elected representative on the Joint Board, expenses related to meeting remuneration and mileage will be shared equally. However, as the administrative operations and training impact of the amendments to existing structures remain unknown, total costs to each participating party remain approximate.

Budget information will be provided to council at a later date to allocate costs associated with the Joint Board, including, but not limited to, meeting remuneration, mileage, training opportunities and staff resources. It is also important to note that any surplus received from court security costs could be applied to the Board expenses.

Additional costs associated with administering the Board including, but not limited to, meeting hosting, administrative services and staffing costs are anticipated. At this time, administrative support for the new Joint Board is being recommended by staff and these costs are unknown. Administrative support will include agenda and minute preparation. The hourly wages for SWOX support staff would be a shared cost by the rural municipalities.

Regarding financial administrative support, the rural area municipalities currently have various other joint ventures and share in the responsibilities for financial services. The Township of Zorra manages the By-law Enforcement Officer (excludes EZT), the Township of Norwich manages the Fire Training Officer, the Township of Blandford-Blenheim manages the Fire



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Prevention Officer, the Township of EZT manages ROEDC and the County of Oxford manages the Asset Management Coordinator (excludes EZT).

The Township of SWOX has offered to manage the Board finances, which would be at no cost to the area municipalities.

Insurance coverage is another important component of the Board. At this time the advice received from McFarlan Rowlands is for the Board to be created as a new entity with a management liability policy created to protect the Board members. The cost of this is unknown however would be split equally between the five rural area municipalities.

**Attachments:**

Draft Selection Committee Terms of Reference

Respectfully submitted by:

Sarah Matheson  
Clerk

**Terms of Reference: Oxford County Rural Detachment Joint Police Services Board**

**Community Appointee Selection Committee**

1. Purpose

These Terms of Reference are to guide the proceedings and undertakings of the Oxford County Rural Detachment Joint Police Services Board Community Appointee Selection Committee.

2. Mandate of the Committee

The Oxford County Rural Detachment Joint Board Community Appointee Selection Committee is established to review community member applications to the Oxford County Rural Detachment Joint Police Services Board.

The request for applications of community members shall be advertised throughout the detachment area, with all selected applications appointed at large.

Community representation on the joint board shall move on a rotating basis, with new communities given priority in the consecutive term. All community appointees will be appointed for the same term as their Council peers, mirroring the municipal Council term.

Following their review of all applications received, the Committee will make recommendations to participating municipalities regarding the community member appointment to the Oxford County Rural Detachment Joint Police Services Board.

3. Term

The Oxford County Rural Detachment Joint Police Services Board Community Appointee Selection Committee shall be an ad-hoc Committee established with its sole purpose to review community member applications and make recommendations to the participating Councils. The Term shall begin upon formal appointment of all elected officials from the participating Councils, with the Committee immediately disbanded following formal establishment of the larger Joint Board.

4. Composition of Committee

Shall be comprised of one (1) elected official from each participating municipality including:

Township of Blandford-Blenheim – 1 elected official

Township of East Zorra-Tavistock – 1 elected official

Township of Norwich – 1 elected official

Township of South West Oxford – 1 elected official

Township of Zorra – 1 elected official

A Chair and Vice-Chair shall be elected by the committee membership. Members that are appointed to the Oxford County Rural Detachment Joint Police Services Board will, by default, be appointed to the ad-hoc selection committee. Above all, members of the Oxford County Rural Detachment Joint Police Services Board Community Appointee Selection Committee should be committed to acting in an ethical manner with the avoidance of conflict of interest as a body and as individuals, while meeting legislative requirements.

Members are expected to attend meetings as scheduled. In the event a member is unable to attend a meeting, the member must contact and advise the Chair and the committee administrator in advance.

#### 5. Meetings

All meetings shall follow a written agenda with minutes kept of all decisions. A quorum comprised of more than 50% of appointed members will be required to hold a meeting. The Committee is subject to the open meetings requirements of the Municipal Act, 2001. Meetings shall be held in accordance with the Township's Electronic Participation policy.

#### 6. Activities

The Committee shall meet as many times as deemed necessary to complete the following activities:

- a) Thoroughly review all community applications to the Oxford County Rural Detachment Joint Police Services Board; and
- b) Prepare recommendations regarding which applications to appoint to said Joint Board.



## TOWNSHIP OF BLANDFORD-BLENHEIM

<b>To:</b>	Members of Council	<b>From:</b>	Denise Krug, Director of Finance
<b>Reviewed By:</b>	Josh Brick, CAO Trevor Baer, Director of Community Services	<b>Date:</b>	June 10, 2024
<b>Report #:</b>	TR-24-08	<b>Council Meeting Date:</b>	June 19, 2024
<b>Subject:</b>	Replacement of Air Conditioning Unit		

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### **Recommendation:**

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.

### **Background:**

On Monday, May 27<sup>th</sup>, the air conditioning unit that cools the upstairs here at the municipal office was not working. A technician was called in to evaluate the system and determined that it was likely struck by lightning during the severe thunderstorm the previous weekend. As a result, the air conditioning unit suffered irreparable damage and was inoperable. The unit is original to the building and is 18 years old.

### **Analysis/Discussion:**

We aren't yet into summer but we have already had several days of extreme heat. We also have equipment in the office that is sensitive to high temperatures. For these reasons, we went ahead and replaced the damaged air conditioning unit. While the expenditure was not originally budgeted for this year, it was necessary to ensure the continuity of operations and the well-being of occupants.

### **Financial Considerations:**

We were quoted a price that included all necessary parts, labour and disposal of the damaged unit. The total expense for the replacement of the unit was \$4,502.88, including unrecoverable HST. Staff is asking Council to approve the transfer of the funds from the Office Building Reserve.

### **Attachments:**

None.

Respectfully submitted by:  
Denise Krug, Director of Finance/Treasurer

## Township of Blandford-Blenheim

### By-Law No. 2440-2024

#### A By-law to Amend Development Charges By-law 2436-2024

**WHEREAS** subsection 2 (1) of the *Development Charges Act, 1997*, S.O. 1997, c.27 (hereinafter called “the Act”) provides that the council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for Services arising from the Development of the area to which the by-law applies;

**AND WHEREAS** Section 19 of the Act provides for amendments to be made to development charges by-laws;

**AND WHEREAS** subsection 19 (1.2) of the Act permits a municipality to amend a development charges by-law, subject to conditions being met, that do not require the process for by-law amendments under subsection 19 (1) of the Act to be followed;

**AND WHEREAS** the Council of the Township of Blandford-Blenheim, hereinafter referred to as the “Township”, enacted and passed By-law 2436-2024 on June 5, 2024; and

**AND WHEREAS** on June 19, 2024, Council received correspondence from Watson & Associates Economists Ltd. supporting this by-law amendment and 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.

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

1. By-law 2436-2024 is hereby amended as follows:

(1) Section 1 (11) of the by-law is deleted and substituted with the following:

“**Capital Cost**” means costs incurred or proposed to be incurred by the Township or a local board thereof directly or by others on behalf of, and as authorized by, the Township or local board,

- (a) to acquire land or an interest in land, including a leasehold interest;
- (b) to improve land;
- (c) to acquire, lease, construct or improve buildings and structures;
- (d) to acquire, lease, construct or improve facilities including (but not limited to),

- (i) furniture and equipment, other than computer equipment; and
  - (ii) material acquired for circulation, reference or information purposes by a library board within the meaning of the *Public Libraries Act*; and
  - (iii) rolling stock with an estimated useful life of seven years or more;
- (e) interest on money borrowed to pay for costs in (a) to (d);
  - (f) to undertake studies in connection with any matter under the Act and any of the matters in clauses (a) to (d) above, including the development charge background study

required for provision of Services designated in this by-law within or outside the Township;

- (2) Section 2 (1) of the by-law is deleted and substituted with the following:

Subject to the provisions of this by-law, the Development Charge against land in the Township shall be imposed, calculated and collected in accordance with the rates set out in Schedules “B1”, “B2”, ‘B3”, and “B4” relating to the Services set out in Schedule “A”.

- (3) Section 2 (2) (a) (ii) of the by-law is deleted and substituted with the following:

the corresponding total dollar amount for such Dwelling Unit as set out in Schedules “B1”, “B2”, ‘B3”, and “B4”, further adjusted by section 13; and

- (4) Section 2 (2) (b) (ii) of the by-law is deleted and substituted with the following:

the corresponding total dollar amount per square metre of Total Floor Area, as set out in Schedules “B1”, “B2”, ‘B3”, and “B4”, further adjusted by section 13; and

Section 2 (2) (c) of the by-law is deleted and substituted with the following:

In the case of Wind Turbines, the sum of the number of Wind Turbines multiplied by the corresponding amount for each Wind Turbine as set out in Schedules “B1”, “B2”, ‘B3”, and “B4”, further adjusted by section 13.

- (5) Section 5 (6) of the by-law is deleted and substituted with the following:

Notwithstanding subsections 5 (1) and 5 (3), where the development of land results from the approval of a Site Plan or Zoning By-law Amendment application received on or after January 1, 2020, and the approval of the application occurred within 2 years of building permit issuance, the

Development Charges under section 2 shall be calculated based on the rates set out in Schedules “B1”, “B2”, “B3”, and “B4” on the date of the planning application. Where both planning applications apply, Development Charges under section 2 shall be calculated on the rates set out in Schedules “B1”, “B2”, “B3”, and “B4” on the date of the later planning application.

- (6) Section 13 (1) of the by-law is deleted and substituted with the following:

The Development Charges set out in Schedules “B1”, “B2”, “B3”, and “B4” to this by-law shall be adjusted annually as of June 13, without amendment to this by-law, in accordance with the most recent twelve month change in the Statistics Canada Quarterly, “Construction Price Statistics”.

- (7) Section 16 (1) of the by-law is deleted and substituted with the following:

The following Schedules to this by-law form an integral part of this by-law:

Schedule A – Schedule of Municipal Services

Schedule B1 – Schedule of Development Charges – Services Related to a Highway

Schedule B2 – Schedule of Development Charges – Fire Protection Services

Schedule B3 – Schedule of Development Charges – Parks and Recreation Services

Schedule B4 – Schedule of Development Charges – Growth-Related Studies

- (8) Schedule “A” is deleted and replaced with Schedule “A” attached to this by-law

- (9) Schedule “B1” is deleted and replaced with Schedule “B1” attached to this by-law

- (10) Schedule “B2” is deleted and replaced with Schedule “B2” attached to this by-law

- (11) Schedule “B3” is deleted and replaced with Schedule “B3” attached to this by-law

- (12) The attached Schedule “B4” is added to the by-law

2. This by-law shall come into force and effect on the day it is passed

**READ a first and second time this 19th day of June, 2024.**

**READ a third time and finally passed in Open Council this 19<sup>th</sup> day of June, 2024.**

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MAYOR, Mark Peterson

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CLERK, Sarah Matheson



**SCHEDULE "A"**  
**TO BY-LAW NO. 2440-2024**

**DESIGNATED MUNICIPAL SERVICES UNDER THIS BY-LAW**

- (1) Services Related to a Highway
- (2) Fire Protection Services
- (3) Parks and Recreation Services
- (4) Growth-Related Studies

**SCHEDULE "B1"  
TO BY-LAW NO. 2440-2024**

**SCHEDULE OF DEVELOPMENT CHARGES – SERVICES RELATED TO A HIGHWAY**

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Services Related to a Highway	5,413	3,739	2,995	1,901	3.55	5,413

**SCHEDULE "B2"**  
**TO BY-LAW NO. 2440-2024**

**SCHEDULE OF DEVELOPMENT CHARGES – FIRE PROTECTION SERVICES**

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Fire Protection Services	4,887	3,375	2,704	1,716	3.20	4,887

**SCHEDULE "B3"**

**TO BY-LAW NO. 2440-2024**

**SCHEDULE OF DEVELOPMENT CHARGES – PARKS AND RECREATION SERVICES**

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Parks and Recreation Services	2,265	1,564	1,253	795	0.48	0.00

**SCHEDULE "B4"  
TO BY-LAW NO. 2440-2024**

**SCHEDULE OF DEVELOPMENT CHARGES – GROWTH-RELATED STUDIES**

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Growth-Related Studies	206	142	114	72	0.12	206

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2439-2024

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 June 19<sup>th</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 19<sup>th</sup> day of June, 2024.

By-law read a third time and finally passed this 19<sup>th</sup> day of June, 2024

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MAYOR  
MARK PETERSON

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CLERK  
SARAH MATHESON