



# TOWNSHIP OF BLANDFORD-BLENHEIM COUNCIL MEETING AGENDA

Wednesday, July 02, 2025 at 04:00 PM

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

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**1. Welcome**

**2. Call to Order**

**3. Approval of the Agenda**

**Recommendation:**

Be it hereby resolved that the agenda for the July 2, 2025, Regular Meeting of Council be adopted as printed, and circulated.

**4. Disclosure of Pecuniary Interest**

**5. Minutes**

**5.a June 18, 2025, Minutes of Council**

**Recommendation:**

That the minutes of the June 18, 2025, Regular Meeting of Council be adopted as printed, and circulated.

**6. Business Arising from the Minutes**

**7. Public Meetings**

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

**Recommendation:**

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

**7.a.1 Minutes**

June 4th, 2025, Minutes of the Meeting of the Committee of Adjustment

**Recommendation:**

Be it hereby resolved that the June 4th, 2025, Minutes of the Meeting of the Committee of Adjustment be adopted as printed and circulated.

**7.a.2 Application for Minor Variance**

MVA03-25, Wayne & Dorothy Meacham

**Recommendation:**

That the Township of Blandford-Blenheim Committee of Adjustment approve Application File A03-25, submitted by Dorothy and Wayne Meacham for lands described as Part Lots 11 and 12, Concession 9 (Blenheim) in the Township of Blandford-Blenheim as it relates to:

- 1.) Relief from Section 7.1 – A2 Uses Permitted to permit an additional residential unit (ARU) within a detached accessory building; and,
- 2.) Relief from Section 5.5.2.4 – Provisions for Detached Additional Residential Units to permit an increased distance between an ARU and the principal dwelling from 30 m (98.4 ft) to 47.2 m (155 ft).

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

The proposed relief represents minor variances from the provisions of the Township’s Zoning Bylaw in that the permittance of a detached ARU and an increased separation between an ARU and principal dwelling is compatible with surrounding land uses, is minor and is desirable for the development of the lands;

The proposed relief maintains the general intent and purpose of the Township’s Zoning By-law, and no negative impacts are anticipated to be associated with the permittance of a detached ARU and an increased separation between an ARU and principal dwelling;

The relief is desirable for the use of the land as the said relief will allow for development that is compatible with the Zoning By-law; and,

The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Agricultural Reserve designation.

**Recommendation:**

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

**8. Delegations/Presentations**

**9. Correspondence**

**9.a Specific**

**9.b General**

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

**9.b.2 Melissa Abercrombie, Director of Public Works, Oxford County  
Re: Contract Award, Supply and Distribution of Curbside  
Collection Containers**

**Recommendation:**

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

**10. Staff Reports**

**10.a Jim Borton, Director of Public Works: PW-25-11, Monthly Report**

**Recommendation:**

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

**10.b Trevor Baer, Manager of Community Services: CS-25-09, Monthly Report**

**Recommendation:**

Be it hereby resolved that Report CS-25-09 be received as information.

**11. Reports from Council Members**

**12. Unfinished Business**

**13. Motions and Notices of Motion**

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

**Recommendation:**

WHEREAS the Township's current Flag Protocol Policy provides guidelines for the flying of flags on municipal property; and,

WHEREAS the existing layout accommodates only two flag poles, which display the Canadian Flag and either the Ontario Flag or a flag recognizing a community event or organization; and,

WHEREAS the lack of a third flag pole limits the Township's ability to consistently fly both the Canadian and Ontario flags while also celebrating local achievements or recognizing organizations of significance in accordance with the Policy;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to prepare a staff report and draft amendment to the Flag Protocol Policy that includes:

- An assessment of the estimated costs of installing a third flag pole at the Township Office location; and,
  - A draft policy amendment to enable permanent flying of both the Canadian and Ontario flags, with the third flag pole reserved for:
    - o Celebrating community achievement;
    - o Increasing public awareness of Township programs and activities;
    - o Acknowledging organizations that have achieved national or international distinction or made significant contributions to the community; or
    - o Recognizing organizations that have enhanced the Township in a positive manner;
- AND THAT staff be direct to prepare a report for Council consideration at a future meeting.

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

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

**Recommendation:**

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

- a. CAO-25-17, A proposed or pending acquisition or disposition of land by the municipality [s. 239 (2) (c)].

Re: Pending Acquisition/ Disposition of Lands

**Recommendation:**

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

That Council provided direction to staff regarding Report CAO-25-17.

**15.a CAO-25-17, A proposed or pending acquisition or disposition of land by the municipality [s. 239 (2) (c)]**

Re: Pending Acquisition/ Disposition of Lands

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

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

- 16.b 2504-2025, Being a by-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-25-04);**

- 16.c 2505-2025, Being a By-law to appoint the Deputy Clerk as a person authorized to issue Marriage Licenses;**

**16.d 2506-2025, Being a By-law to amend By-law Number 506-83, as amended, being a By-law to appoint Deputy Division Registrars for the Township of Blandford-Blenheim;**

**16.e 2507-2025, Being a By-law to confirm the proceedings of Council.**

**Recommendation:**

Be it hereby resolved that the following By-laws be now read a first and second time: 2503-2025, 2504-2025, 2505-2025, 2506-2025, & 2507-2025.

**Recommendation:**

Be it hereby resolved that the following By-laws be now given a third and final reading: 2503-2025, 2504-2025, 2505-2025, 2506-2025, & 2507-2025.

**17. Other**

**18. Adjournment and Next Meeting**

**Recommendation:**

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

Be it hereby resolved that Council adjourn to meet again on August 6th, 2025, at 4:00 p.m.

Wednesday, June 18<sup>th</sup>, 2025  
Council Chambers  
47 Wilmot St. S. Drumbo, ON  
Streamed live to Township of Blandford-Blenheim YouTube Channel  
4:00 p.m.

# MINUTES

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

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

Staff: Baer, Belanger, Borton, Brick, Davidson, Degier, Krug, Law, and Matheson.

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 Young

Be it hereby resolved that the agenda for the June 18<sup>th</sup>, 2025 Regular Meeting of Council be adopted as printed and circulated.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

### a. June 4<sup>th</sup>, 2025, Regular Meeting Minutes of Council

### RESOLUTION #2

Moved by – Councillor Banbury  
Seconded by – Councillor Barnes

Be it hereby resolved that the minutes of the June 4<sup>th</sup>, 2025 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 Changes

#### RESOLUTION #3

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

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

ZN1-25-03 (Dayle and Dana Reibling); and,

ZN1-25-04 (Cole and Jaynee Janscar);

And that Mayor Peterson Chair the Public Meeting.

.Carried

#### RESOLUTION #4

Moved by – Councillor Barnes  
Seconded by – Councillor Banbury

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

.Carried

#### RESOLUTION #5

##### i. Application for Zone Change, ZN1-25-03, Dayle and Dana Reibling

The Planner presented the Report, recommending deferral. The applicant was in attendance. The applicant discussed aspects of the property and expressed his willingness to find another location for the septic tank on the property if needed. Mayor Peterson expressed concerns over the location of the proposed structure. No one in attendance spoke further for or against the application. The decision was unanimous to defer the application.

Moved by – Councillor Young  
Seconded by – Councillor Demarest

Be it hereby resolved that Council defer the Zone Change Application submitted by Dayle and Dana Reibling, whereby lands described as S ½ Lot 8, Concession 13 (Blandford), in the Township of Blandford-Blenheim,

to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit a detached additional residential unit (ARU) on the subject lands; and further,

That Council directs the applicants to review and consider alternative locations for an ARU, in order to reduce the maximum distance between an ARU and a principal dwelling, and return to a subsequent meeting.

.Carried

**RESOLUTION #7**

Moved by – Councillor Demarest  
Seconded by – Councillor Young

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

ZN1-25-04 (Cole and Jaynee Janscar);

And that Mayor Peterson Chair the Public Meeting.

.Carried

**RESOLUTION #8**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

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

.Carried

ii. Application for Zone Change, ZN1-25-04, Cole and Jaynee Janscar

The Planner presented the Report, recommending approval. The applicant was in attendance. The applicant discussed the value the property holds to his family. No one in attendance spoke further for or against the application. The decision was unanimous to approve-in-principle the application.

**RESOLUTION #9**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that Council approve-in-principle the Zone Change Application submitted by Cole and Jaynee Janscar, whereby the lands described as Part Lot 23, Concession 12 (Blenheim) as in A1805, in the Township of Blandford-Blenheim are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to facilitate the construction of a single detached dwelling on an undersized agricultural parcel.

.Carried

## 8. Delegations / Presentations

- a. Christene Scrimgeour, Auditor, Scrimgeour & Company, re: 2024 Township Financial Statements (4:00 p.m.)

Christene Scrimgeour presented the Draft 2024 Financial Statements to Council. Scrimgeour discussed the breakdown of the Township's financial statements.

### **RESOLUTION #6**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that the Draft 2024 Financial Statements as presented by Christne Scrimgeour of Scrimgeour & Company be adopted, as printed and circulated.

.Carried

- b. Peter Wright, Resident, re: Concerns regarding Federation of Canadian Municipalities and Partners for Climate Protection Programming

Peter Wright discussed his concerns regarding local participation with Federation of Canadian Municipalities and Partners for Climate Protection Programming.

### **RESOLUTION #10**

Moved by – Councillor Barnes  
Seconded by – Councillor Banbury

Be it hereby resolved that the delegation from Peter Wright regarding concerns about the Federation of Canadian Municipalities and Partners for Climate Protection Programming, be received as information.

.Carried

## 9. Correspondence

### a. Specific

- i. Kristine Derozario, Resident, re: Fence Proposal Letter

**RESOLUTION #11**

Moved by – Councillor Barnes  
 Seconded by – Councillor Banbury

Be it hereby that the specific correspondence be received as information; and further,

That Council direct staff to bring a report back to a subsequent meeting.

### b. General

- i. Oxford O.P.P. Detachment Board 2, re: Minutes of Meeting on March 19, 2025;
- ii. Frank Gross, Senior Manager of Transportation and Waste Management Services, Oxford County, re: 2024 Storm Water System Performance; and,
- iii. Rural Oxford Economic Development Corporation, re: Mid-November 2024 to Mid-April 2025 Economic Development Activity Reports.

**RESOLUTION #12**

Moved by – Councillor Young  
 Seconded by – Councillor Banbury

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

.Carried

## 10. Staff Reports

### a. Dustin Robson – Planner

- i. CP-2025-177 – Request for Extension of Draft Approved Plan of Subdivision SB10-06-1 – Westside Communities (Plattsville) Inc.

**RESOLUTION #13**

Moved by – Councillor Barnes  
 Seconded by – Councillor Young

Be it hereby resolved that Council advise Oxford County that the Township supports a one year extension of draft approval for the plan of subdivision submitted by West Side Communities (Plattsville) Inc. (SB10-06-1), for lands described as Part Lots 16 & 17, Concession 12 (Blenheim) and Parts 1 & 2, Plan 41R-8446, Township of Blandford-Blenheim, to August 31, 2026 to provide additional time to register the plan or subdivision or process submitted applications for draft plan of subdivision, official plan amendment, and zone change.

.Carried

**b. Jordon Sangers – Supervisor of Asset Management, Oxford County**

i. TR-25-08 – 2025 Asset Management Report

**RESOLUTION #14**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that Report TR-25-08 be received as information;  
and further,

That the 2025 Asset Management Report be adopted.

.Carried

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

i. FC-25-09 – Monthly Report

**RESOLUTION #15**

Moved by – Councillor Young  
Seconded by – Councillor Barnes

Be it hereby resolved that Report FC-25-09 be received as information.

.Carried

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

i. CBO-25-06 – Monthly Report

**RESOLUTION #16**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

Be it hereby resolved that Report CBO-25-06 be received as information.

.Carried

**e. Jim Borton – Director of Public Works**

i. PW-25-09 – Princeton Fill

**RESOLUTION #17**

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that Report PW-25-09 be received as information.

.Carried

ii. PW-25-10 – Fennel St. 3-way Stop

**RESOLUTION #18**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that Report PW-25-10 be received as information;  
and,

That Council direct staff to proceed with the installation of two 3-Way Stops, one at the Todd Way/Fennel Street intersection and one at the Applewood Street / Fennel Street intersection, with funding to come from the Signs/Safety devices Public Works Operating Budget line; and further,

That staff assess and report to Council the traffic calming effect of the stop signs, once installed, with decision to come in the future regarding the proposed Fennel Street table top cross walk.

.Carried

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

i. TR-25-09 – Recommendation re: Use of 2024 Surplus

**RESOLUTION #19**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that Report TR-25-09 be received as information;  
and further,

That the 2024 surplus of \$640,095 be allocated as follows:

Tax Stabilization Reserve	\$33,366
Working Capital Reserve	\$606,729.

.Carried

## 11. Reports from Council Members

Councillor Young reported regarding the 2025 Plattsville Community Day, citing its success despite a slightly lower turnout than the previous year. Councillor Young mentioned the upcoming weekly Music in the Park in Princeton (Thursdays), weekly Barbeque and Music in the Park in Plattsville (Thursdays) and the upcoming breakfast at the Bright Fire Station. Councillor Barnes cited the success of the car show at the 2025 Plattsville Community Day. Councillor Demarest congratulated Councillors Barnes and Young on their work done for the Plattsville Community Day. Councillor Demarest reported her appreciation for the accessible Plattsville playground. Mayor Peterson cited the success and beautiful weather at the Co-ed Slo-Pitch Tournament ran by the Drumbo Firefighters Association and the large turnout at the Drumbo splashpad. Mayor Peterson reminded Council of the Canada Day celebration the Drumbo Heritage Society is hosting, mentioning children's activities and displays will be at the event.

## 12. Unfinished Business

None.

## 13. Motions and Notices of Motion

None.

## 14. New Business

- a. Princeton Crosswalk Construction

**RESOLUTION #20**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

WHEREAS pedestrian safety is a key priority for the residents of the Village of Princeton and the Township of Blandford-Blenheim, and improved connectivity between the east and west sides of the village is essential to ensure safe and equitable access for all;

AND WHEREAS the proposed location of a pedestrian crosswalk in the Village of Princeton will optimally serve the majority of pedestrian traffic, particularly those travelling from the residential areas on the east side to key community amenities located on the west side of the village, including the Princeton Library Branch, Princeton Park, playground, multipurpose pad, and the walking trails;

AND WHEREAS a centrally located crosswalk would provide safer and more direct pedestrian access for residents, including children and seniors, and better align with pedestrian traffic patterns within the village;

AND WHEREAS Council believes that effective pedestrian safety infrastructure must include more than basic pavement markings and signage, and should incorporate illuminated warning lights and prominent visual cues to ensure high visibility and compliance by motorists;

THEREFORE, Be it hereby resolved that the Council of the Township Blandford-Blenheim formally request that Oxford County locate the proposed crosswalk at the Elgin Street crossing, as outlined in the attached map, in order to better serve the needs and safety of pedestrians; and further,

THAT the Township requests that the crosswalk design include, at a minimum, the following safety features:

- Illuminated pedestrian-activated warning lights,
- High-visibility signage on both approaches,
- Standard road painting for crosswalk delineation; and,

THAT a copy of this motion be forwarded to Oxford County Council.

## 15. Closed Session

a. CAO-25-15, A proposed or pending acquisition or disposition of land by the municipality [s. 239 (2) (c)].

Re: Pending Acquisition/ Disposition of Lands

b. CAO-25-16, Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality. [s. 239 (2) (e)]

Re: Legal Advice re: Enforcement

**RESOLUTION #23**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Council move into Closed Session under the authority of Section 239 of the Municipal Act at 5:44 p.m. to discuss:

a. CAO-25-15, A proposed or pending acquisition or disposition of land by the municipality [s. 239 (2) (c)].

Re: Pending Acquisition/ Disposition of Lands

b. CAO-25-16, Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality. [s. 239 (2) (e)]

Re: Legal Advice re: Enforcement

.Carried

**RESOLUTION #24**

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 6:22 p.m. and reports the following:

That Council provided direction to staff regarding Report CAO-25-15 & CAO-25-16.

.Carried

**16. By-laws**

**RESOLUTION #21**

Moved by – Councillor Demarest  
Seconded by – Councillor Young

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

a. 2501-2025, Being a by-law to amend Zoning By-law Number 1360-2002, as amended (ZN1-21-01);

b. 2502-2025, Being a By-law to confirm the proceedings of Council

.Carried

**RESOLUTION #22**

Moved by – Councillor Demarest

Seconded by – Councillor Young

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

a. 2501-2025, Being a by-law to amend Zoning By-law Number 1360-2002, as amended (ZN1-21-01);

b. 2502-2025, Being a By-law to confirm the proceedings of Council

.Carried

**17. Other Business**

None.

**18. Adjournment and Next Meeting**

**RESOLUTION #25**

Moved by – Councillor Young

Seconded by – Councillor Banbury

Whereas business before Council has been completed at 6:23 p.m.;

Be it hereby resolved that Council adjourn to meet again on Wednesday, July 2<sup>nd</sup>, 2025, at 4:00 p.m.

.Carried

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

\_\_\_\_\_  
Sarah Matheson, Clerk  
Township of Blandford-Blenheim

Township of Blandford-Blenheim  
 Committee of Adjustment  
 Council Chambers, 47 Wilmot St. S. Drumbo  
 Streamed to Township's YouTube  
 Wednesday, June 4<sup>th</sup>, 2025  
 4:16 p.m.

## COMMITTEE OF ADJUSTMENT MINUTES

The Township of Blandford-Blenheim Committee of Adjustment met at 4:16 p.m.

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

Staff: Baer, Belanger, Brick, Krug, Law, and Matheson.

Others: Dustin Robson, Planner, Oxford County.

Mayor Peterson in the Chair

### Disclosure of Pecuniary Interest

None.

### Minutes

#### i. February 5<sup>th</sup>, 2025 Meeting of the Committee of Adjustment

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

Moved by – Councillor Banbury

Seconded by – Councillor Demarest

.Carried

### Application

#### i. Application for Minor Variance MVA02-25 Greg Voisin Investment Corporation, 77 Workman Crescent, Blandford-Blenheim

The Planner presented the report, recommending approval. The applicant and agent were present. Councillor Demarest questioned whether the single detached dwelling to be built on the site would be constructed at a height in-keeping with the height of neighbouring homes. Planner Robson responded that the builders would be required to respect municipal by-laws permitting a maximum height of eleven (11) metres, then deferring to the applicant and

agent. The agent responded that the proposed height shall be in-keeping with the neighbourhood. No further comment was made.

Verbal motion to approve the application.

Moved by – Councillor Banbury

Seconded by – Councillor Demarest

For application A02-25 the decision was signed as approved.

The Committee adjourned at 4:22 p.m. and the Open Council meeting resumed.

**Community Planning**

P. O. Box 1614, 21 Reeve Street  
Woodstock Ontario N4S 7Y3  
Phone: 519-539-9800 • Fax: 519-421-4712  
Web site: [www.oxfordcounty.ca](http://www.oxfordcounty.ca)

Our File: **A03-25**

**APPLICATION FOR MINOR VARIANCE**

**TO:** Township of Blandford-Blenheim Committee of Adjustment  
**MEETING:** July 2, 2025  
**REPORT NUMBER:** CP 2025-196

**OWNERS/APPLICANTS:** Wayne and Dorothy Meacham  
867148 Township Road 10, RR 3, Bright, ON N0J 1B0

**VARIANCES REQUESTED:**

- 1.) Relief from Section 7.1 – A2 Uses Permitted to permit an additional residential unit (ARU) within a detached accessory building; and,
- 2.) Relief from Section 5.5.2.4 – Provisions for Detached Additional Residential Units to permit an increased distance between an ARU and the principal dwelling from 30 m (98.4 ft) to 47.2 m (155 ft).

**LOCATION:**

The subject lands are described as Part Lots 11 and 12, Concession 9 (Blenheim), in the Township of Blandford-Blenheim. The lands are located on the south side of Township Road 10, lying between Oxford Road 3 and Blenheim Road, and municipally known as 867148 Township Road 10.

**BACKGROUND INFORMATION:**

**COUNTY OF OXFORD OFFICIAL PLAN:**

Schedule 'B-1'	Township of Blandford-Blenheim Land Use Plan	Agricultural Reserve and Open Space
Schedule 'C-1'	County of Oxford Environmental Features Plan	Provincially Significant Wetlands

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

Existing Zoning: General Agricultural Zone (A2)

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

The subject lands are currently zoned 'General Agricultural Zone (A2)' and are approximately 52.3 ha (129.2 ac) in size. The lands currently contain a 278.7 m<sup>2</sup> (3,000 ft<sup>2</sup>) single detached dwelling, a 77.2 m<sup>2</sup> (832 ft<sup>2</sup>) detached garage, and a 408.7 m<sup>2</sup> (4,400 ft<sup>2</sup>) accessory building used for agricultural purposes. The applicant is proposing to permit an additional residential unit (ARU) within a detached structure approximately 98.1 m<sup>2</sup> (1,056 ft<sup>2</sup>) in size.

The applicants are also requesting to increase the maximum distance between the ARU and the principal dwelling from 30 m (98.4 ft) to 47.2 m (155 ft). This relief is being requested to accommodate on-site obstacles including, a floodplain, private services, and existing topography.

Surrounding lands generally contain agricultural operations. Additionally, a rural residential use exists to the northeast of the subject lands. Highway 401 exists to the south of the subject lands.

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

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

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

Plate 4, Applicants' Sketch, illustrates the existing buildings and the location of the proposed ARU.

(b) Agency Comments

The Southwestern Public Health and the Grand River Conservation Authority (GRCA) have indicated no concerns or objections regarding the proposed minor variance.

(c) Public Consultation:

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

(d) Intent and Purpose of the Official Plan:

The subject lands are designated 'Agricultural Reserve' and 'Environmental Protection' according to the Township of Blandford-Blenheim Land Use Plan, as contained in the County Official Plan. The proposed detached ARU would be located entirely within the portion of land designated Agricultural Reserve.

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

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

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

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

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

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

In addition to above policies, the following shall apply to the establishment of an additional residential unit in a detached ancillary structure on an agricultural lot:

- Shall only be permitted through a minor variance granted by the Area Municipal Committee of Adjustment, to ensure all applicable policy criteria, zoning provisions and any local standards and requirements will be adequately addressed (i.e. through the review and conditions of approval);
- the additional residential unit should share individual on-site water supply and sewage services and utility services with the principal dwelling, where possible;
- the ancillary structure must be located within the established residential area on the agricultural lot (i.e. the area comprising the principal dwelling and accessory residential structures, driveway, outdoor amenity areas and individual on-site services);
- an additional residential unit in a new ancillary building shall be located a maximum distance of 30 m (98 ft) from the principal dwelling; and
- the cumulative area of the lot utilized for residential purposes shall be minimized to the extent feasible to a maximum of 0.8 ha (2 ac) and the location of the additional residential unit and/or related services and outdoor amenity areas shall minimize the loss of tillable agricultural land and potential impacts on the farm operation and adjacent farms.

Access to the new ARU will be via the existing laneway. The use of the existing laneway is supported by staff as the Official Plan policies states that all ARUs shall use the same access as the principal dwelling. Further, the land utilized for residential purposes would be under the

permitted 0.8 ha (2 ac) maximum size. The application has also been circulated to the Township Chief Building Official who did not advise of any concerns regarding Minimum Distance Separation I (MDS I).

Given the above, staff are of the opinion that the general intent and purpose of the Official Plan to permit an ARU on agricultural lands is being maintained. Specifically, staff are satisfied that the proposed ARU would be located within an established cluster on the subject lands, would use existing infrastructure (driveway), and would not introduce any adverse impacts on surrounding agricultural operations. As such, staff are satisfied that the intent of the Official Plan can be met in this instance.

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

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

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

- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwellings and/or uses, including a group home, boarding or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- A cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling is permitted, to a maximum of 140 m<sup>2</sup> (1,506 ft<sup>2</sup>);
- There is a 1.2 m (3.9 ft) unobstructed pathway from the front lot line to the entrance;
- 1 parking space per ARU is provided on-site;
- A minimum 75 m<sup>2</sup> (807 ft<sup>2</sup>) of open space in the rear yard for 1 ARU;
- The subject lands are a minimum of 0.6 ha (1.48 acres);
- The ARU shall have a maximum height of 5.5 m (18 ft); and,
- The ARU shall be a maximum distance of 30 m (98.4 ft) from the main dwelling.

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

The ARU zoning provisions include the requirement for an ARU to have a maximum gross floor area of 50% of the principal dwelling or 140 m<sup>2</sup> (1,507 ft<sup>2</sup>), whichever is lesser. Given that the existing principal dwelling on the subject lands is 278.7 m<sup>2</sup> (3,000 ft<sup>2</sup>), an ARU on the subject lands would be permitted to be no larger than 139.3 m<sup>2</sup> (1,500 ft<sup>2</sup>). The proposed detached ARU is approximately 98.1 m<sup>2</sup> (1,056 ft<sup>2</sup>) in size, well below the permitted maximum size of 139.3 m<sup>2</sup> (1,500 ft<sup>2</sup>).

While the proposal does conform to the majority of the zoning provisions, it does not conform to the minimum distance between ARU and the principal dwelling. The applicant is requesting

relief from the maximum distance permitted between an ARU and the principal dwelling to permit 47.2 m (155 ft) instead of the permitted 30 m (98.6 ft). The proposed ARU is to be located to the east of the existing detached garage, as shown on Plate 4 of Report No. 2025-196.

The chosen location, while 17.2 m (56.4 ft) further from the principal dwelling than the permitted 30 m (98.4 ft), is supportable by Staff in this circumstance. The chosen location will avoid a private septic system to the south of the principal dwelling and topography constraints to the north. The land to west contains an existing propane tank and hydro pole, while an identified Provincially Significant Wetland (PSW) exists to the southwest of the principal dwelling. The proposed location for the ARU will allow the structure to be located within the established building cluster and would avoid the removal of active farmland. Further, the proposed location will allow the existing access to be used for both the principal dwelling and the ARU.

Staff note that the subject lands fall within the regulation limit of the Grand River Conservation Authority (GRCA). As such, the GRCA has been circulated the subject variance application. Through the circulation, the GRCA advised staff that the organization did not have any concerns and that the proposed ARU would not require a permit from the GRCA.

In the opinion of staff, the proposal meets the general intent and purpose of the Township Zoning By-law.

(f) Desirable Development/Use:

It is the opinion of this office that the applicants' proposal to obtain relief to facilitate the establishment of an ARU within a detached structure at an increased distance from the principal dwelling would be desirable for the subject lands.

Staff have reviewed the proposal and believe that the submitted proposal for a detached ARU would generally comply with the policies within the Official Plan and the provisions in the Zoning By-law for ARUs. Further, staff are of the opinion that the proposed location for the detached ARU will ensure the continued use of the existing driveway and will not have an adverse impact on surrounding agricultural operations.

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

**RECOMMENDATION:**

That the Township of Blandford-Blenheim Committee of Adjustment **approve** Application File A03-25, submitted by Dorothy and Wayne Meacham for lands described as Part Lots 11 and 12, Concession 9 (Blenheim) in the Township of Blandford-Blenheim as it relates to:

- 1.) Relief from Section 7.1 – A2 Uses Permitted to permit an additional residential unit (ARU) within a detached accessory building; and,
- 2.) Relief from Section 5.5.2.4 – Provisions for Detached Additional Residential Units to permit an increased distance between an ARU and the principal dwelling from 30 m (98.4 ft) to 47.2 m (155 ft).

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

The proposed relief represents minor variances from the provisions of the Township's Zoning By-law in that the permittance of a detached ARU and an increased separation between an ARU and principal dwelling is compatible with surrounding land uses, is minor and is desirable for the development of the lands;

The proposed relief maintains the general intent and purpose of the Township's Zoning By-law, and no negative impacts are anticipated to be associated with the permittance of a detached ARU and an increased separation between an ARU and principal dwelling;

The relief is desirable for the use of the land as the said relief will allow for development that is compatible with the Zoning By-law; and,

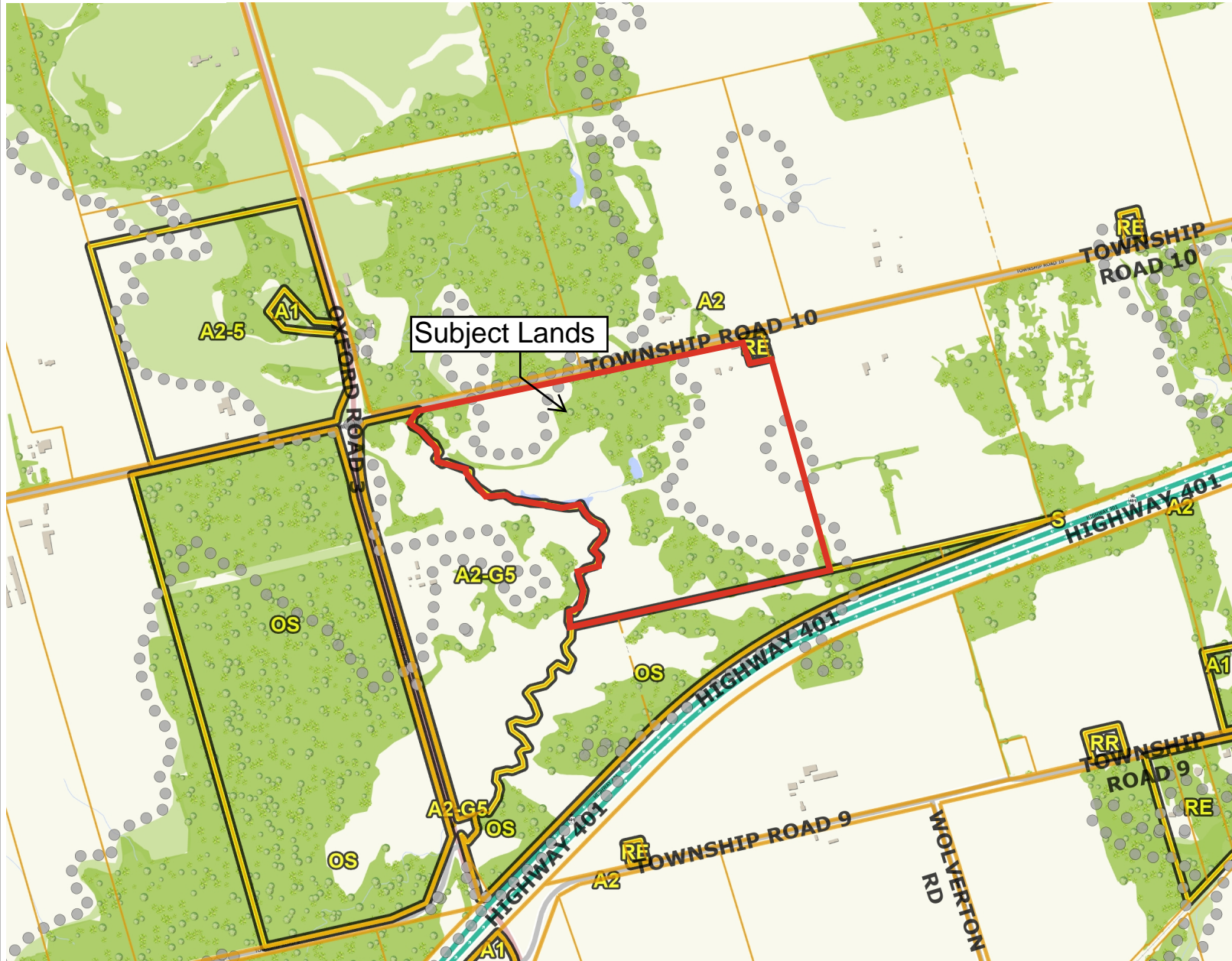
The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Agricultural Reserve designation.

Authored by: *original signed by*

Dustin Robson, MCIP, RPP  
Development Planner

Approved for submission by: *original signed by*

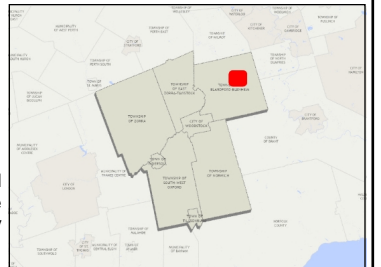
Marc Davidson  
Senior Development Planner



**Legend**

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

**Notes**



0 409 818 Meters

NAD\_1983\_UTM\_Zone\_17N



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

June 4, 2025

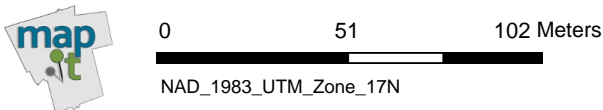
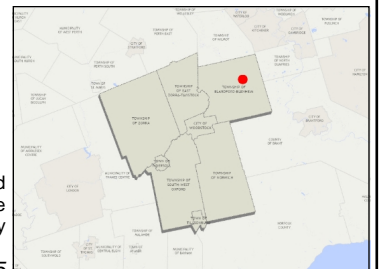




**Legend**

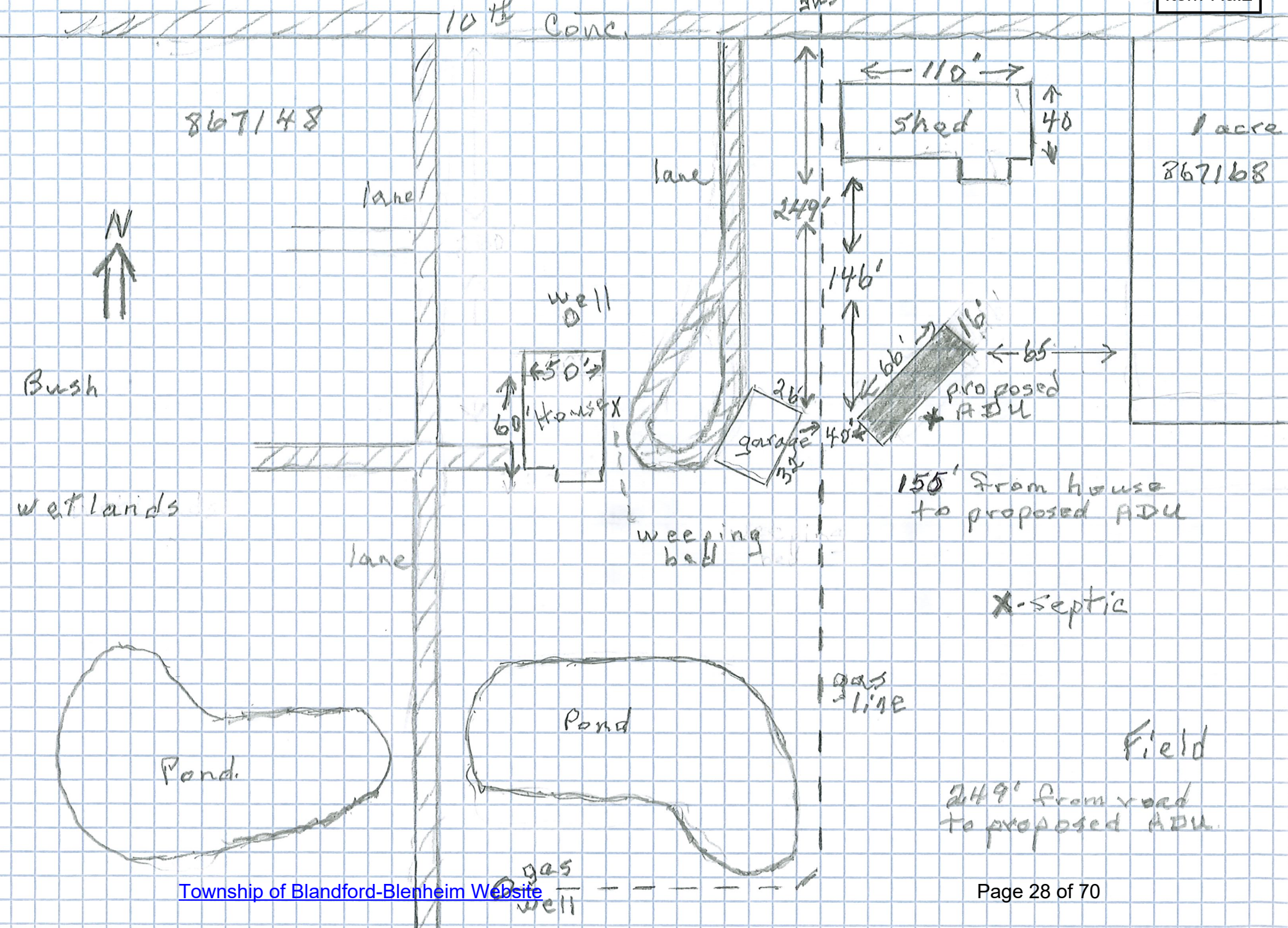
- Parcel Lines
  - Property Boundary
  - - - Assessment Boundary
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  - - - Road
  - - - Municipal Boundary
- Zoning Floodlines Regulation Limit
  - ◆◆ 100 Year Flood Line
  - ▲ 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory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

**Notes**



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

June 17, 2025



## Safe & Well Oxford - Update to Area Municipal Councils

Safe and Well Oxford has begun the process of conducting a thorough review and update of the existing Community Safety and Wellbeing Plan. Although legislative requirements to conduct a “review and update if necessary” have been met, it is important that a more fulsome review be completed to ensure that the existing plan is reflective of community needs. StrategyCorp Inc. was recently awarded the contract to facilitate this process and has already conducted the kick-off meeting with the Staff Lead for the project.

The Canadian Index of Wellbeing survey is set to close on June 30<sup>th</sup> and will have approximately 1500 responses. According to the University of Waterloo, the breakdown of responses received across all eight area municipalities very closely resembles the census population breakdown of Oxford County.

StrategyCorp is currently finalizing details for the community engagement process and will start to review existing data and information to inform the new plan and begin to establish our communities’ priority risk areas. More information will be shared when the engagement plan is finalized.

Below is a table that outlines the project timelines.

	Phase 1	Phase 2	Phase 3	Phase 4
Phase	Project Kick-Off	Insight Gathering	Updated CSWB Plan Drafting	Updated CSWB Plan Finalization & Implementation Planning
Timing	June 9 <sup>th</sup> – June 13 <sup>th</sup>	June 16 <sup>th</sup> – August 29 <sup>th</sup>	September 1 <sup>st</sup> – September 26 <sup>th</sup>	September 29 <sup>th</sup> – October 31 <sup>st</sup>
Objective	Formally kick-off the project and lay the groundwork for project success.	Develop and align on the fact base and key strategic issues to support the updating of the County’s CSWB Plan.	Design and present draft updated CSWB Plan.	Finalize the updated CSWB Plan and design action-oriented implementation roadmap.

Additional updates will be provided throughout the process. Any questions in the meantime can be directed to the Staff Lead for the project, Sarah Hamulecki, Manager of Strategic Initiatives and Intergovernmental Relations at Oxford County ([shamulecki@oxfordcounty.ca](mailto:shamulecki@oxfordcounty.ca) or 519-539-9800 x3150).



Report PW 2025-36  
PUBLIC WORKS  
Council Date: June 11, 2025

## REPORT TO COUNTY COUNCIL

# Contract Award – Supply and Distribution of Curbside Collection Containers

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

**From:** Director of Public Works

## RECOMMENDATIONS

1. That County Council approve the contract award to Orbis Canada Limited for the supply and distribution of curbside collection containers in the amount of \$1,497,046 (excluding HST);
2. And further, that Schedule “A” to By-law 4889-2007, being a by-law to impose fees and charges for services provided by the County of Oxford that are not covered through direct taxation, be amended effective June 11, 2025, as outlined in this report to reflect container pricing obtained through the competitive bid process;
3. And further, that County Council authorize the Chief Administrative Officer and the Director of Public Works to execute all documents related hereto.

## REPORT HIGHLIGHTS

- The purpose of this report is to obtain County Council approval to award the supply and distribution of curbside collection containers for Source Separated Organics (SSO) and Non-Eligible Sourced (NES) recycling to Orbis Canada Limited as the preferred Vendor with the highest scoring submission following the Request for Proposal (RFP) evaluation process.
- Container procurement is part of SSO and NES recycling program implementation and will include container distribution in Q4 2025 for the City of Woodstock and the Township of South-West Oxford (Phase 1) and in Q1 2027 for the remaining six Area Municipalities (Phase 2).
- All properties currently receiving municipal garbage collection will also receive SSO collection services as part of the program rollout. Each single-family dwelling (including applicable commercial properties) will receive one 45L green bin and one kitchen container at no cost. Multi-residential properties will receive green bins and kitchen containers for

each unit at no cost but may be required to purchase a larger SSO bin for communal use depending on the number of units.

- Participating NES recycling properties will have the option of purchasing a 360L grey colour coded container or use their existing recycling container that is identified with an NES program eligibility sticker. Only NES properties will be required to have a new 360L recycling bin if they choose to participate.

## IMPLEMENTATION POINTS

Following County Council approval, a contract will be executed with Orbis Canada Limited for the supply and distribution of curbside collection containers for SSO and NES recycling.

Staff will work with the program implementation team to develop branding and messaging to be applied to the containers during the manufacturing process. The information kit will also be prepared for inclusion in cart distribution by Orbis Canada Limited.

The updated fees and charges schedule, which will reflect the container pricing obtained through this competitive bid process, will be posted on the County website for public information and a copy of the revised fees and charges schedule will be circulated to Area Municipalities.

## Financial Impact

County Council approved the transfer of \$1.7 million from the Landfill and Waste Diversion Reserve Fund ([Report PW 2024-44](#)) for container procurement associated with the implementation of the new curbside collection contracts for organics and NES recycling collection.

A summary of costs and detailed cost phasing based on the submission received from the preferred Vendor, Orbis Canada Limited, is provided in Table 1 and Table 2 respectively.

Table 1: Summary of Costs

Account / Description	Available 2025 Budget	Bid Amount (excluding HST)
280000 - Organics Collection	\$1,700,000	\$1,497,046
<b>Non-Refundable HST (1.76%)</b>		<b>26,348</b>
<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>\$1,523,394</b>

Based on the information presented above, this project falls within the estimated budget available for this project.

Table 2: Detailed Cost Phasing

Description	Estimated Cost*
<b>Phase One (Q4 2025): City of Woodstock and Township of South-West Oxford</b>	
Supply and distribution of 45L SSO Bin and 7L Kitchen Container 19,500 units	\$507,700
Supply and distribution of 360L Recycling Container 1,500 units (subject to number of registrants)	130,900
Supply only of 45L SSO Bin and 7L Kitchen Container 500 units (surplus inventory)	9,800
Supply only of 360L Recycling Container 500 units (surplus inventory)	37,100
<u>Provisional Item</u> Supply and distribution of 120L SSO Container 200 units	20,700
<u>Provisional Item</u> Supply and distribution of 7L Kitchen Container (Multi-Res) 3,500 Units	10,300
<u>Provisional Item</u> Supply only 120L SSO Container 200 units (surplus inventory)	18,100
<b>Phase One Total Costs</b>	<b>\$734,600</b>
<b>Phase Two (Q1 2027): Remaining Area Municipalities</b>	
Supply and distribution of 45L SSO Bin and 7L Kitchen Container 27,200 units	\$726,900
Supply only of 45L SSO Bin and 7L Kitchen Container 500 units	9,800
Supply only of 360L Recycling Container 500 units	37,200
<u>Provisional Item</u> Supply and distribution of 120L SSO Container 70 units	7,200

Description	Estimated Cost*
<u>Provisional Item</u> Supply and distribution of 7L Kitchen Container 1,500 Units	4,400
<u>Provisional Item</u> Supply only 45L SSO Bin 200 units	3,300
<b>Phase Two Total Costs</b>	<b>\$788,800</b>

\*Estimated Costs include non-refundable HST, rounded.

Surplus container inventory was accounted for in the RFP procurement documents to cover warranty and/or damage replacements, residential development, and requests for purchase of additional bins.

Potential cost recovery from the sale of containers has not been included in the financial analysis since the actual quantity is difficult to predict as part of initial program implementation. However, future container costs will be offset by including replacement costs in the annual Waste Management Operations budget and through ongoing container sales.

All containers supplied under this contract will include a five-year manufacturer’s warranty. The 45L green bins will be a County-owned asset with a life expectancy of approximately 20 years under normal use. Replacement costs will be included in the annual Waste Management budget and will fund replacement of green bins that are damaged from normal wear and tear. To ensure a consistent practice of container replacements that are lost, stolen or misused, staff will develop a guidance document that can be used for administering the replacement and sale of SSO containers.

### Communications

A comprehensive communication strategy plan is currently underway regarding container delivery, new curbside collection program changes, acceptable green bin materials, implementation timelines, and collection schedules. This includes the launch of a monthly municipal partner update in June, followed by an information kit for Area Municipalities in September ahead of container distribution to residences in October 2025.




A copy of Report PW 2025-36, including the updated Fees and Charges schedule, will be forwarded to Area Municipalities for their information.

**2023-2026 STRATEGIC PLAN**

Oxford County Council approved the **2023-2026 Strategic Plan** on September 13, 2023. The Plan outlines 39 goals across three strategic pillars that advance Council’s vision of “Working together for a healthy, vibrant, and sustainable future.” These pillars are: (1) *Promoting community vitality*, (2) *Enhancing environmental sustainability*, and (3) *Fostering progressive government*.

The recommendations in this report supports the following strategic goals.

Strategic Plan Pillars and Goals

PILLAR 1	PILLAR 2	PILLAR 3
		
<b>Promoting community vitality</b>	<b>Enhancing environmental sustainability</b>	<b>Fostering progressive government</b>
	<p>Goal 2.1 – Climate change mitigation and adaptation</p> <p>Goal 2.2 – Preserve and enhance our natural environment</p>	<p>Goal 3.1 – Continuous improvement and results-driven solutions</p> <p>Goal 3.2 – Collaborate with our partners and communities</p>

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

**DISCUSSION**

**Background**

As part of Report PW 2024-44, County Council approved the award of the next curbside collection contract (2027-2032) which includes County-wide SSO (green bin) collection and the NES recycling program to address the loss of service to these properties once the County’s Blue Box Program transitions to Producer responsibility on January 1, 2026. Early commencement of SSO collection in the City of Woodstock and Township of South-West Oxford starting in 2026 was also approved by County Council along with funding for container procurement.

In preparation of SSO and NES recycling program implementation, competitive RFP procurement documents for the supply and distribution of green bins and recycling totes were

posted to the open market through the County's electronic bidding system. The scope of work in the RFP included supply and distribution of containers, along with the assembly and distribution of program information kits supplied by the County.

The RFP was developed in collaboration with the City of Woodstock, Township of South-West Oxford, and County staff and included a two-stage evaluation process consisting of review of technical and financial submissions. Only proposals receiving a minimum score of 70% in the technical submission stage would advance to the financial submission stage.

RFP technical submissions were reviewed by the Evaluation Team consisting of City of Woodstock, Township of South-West Oxford, and County staff. Sample containers provided as part of RFP submission requirements were reviewed by frontline municipal staff and the County's collection contractor for feedback that was factored into the technical submission scoring.

## Comments

The RFP for the supply and distribution of green bins/containers and recycling containers resulted in submissions from the following Vendors:

- Orbis Canada Limited
- IPL North America Inc.

Both Vendors advanced to the financial stage after scoring of their respective technical submissions by the evaluation team. The submission from Orbis Canada Limited received the highest combined score (technical and financial), and as a result is being recommended for contract award as the preferred Vendor.

The scope of work under this contract will include the supply and distribution of containers as required for the SSO and NES recycling collection programs over two phases. Phase One will take place in Q4 2025 to support City of Woodstock and Township of South-West Oxford SSO collection and County-wide collection of NES recycling material. Phase Two will take place in Q1 2027 and will involve container distribution for SSO program implementation in the remaining six Area Municipalities.

The containers to be supplied under this contract are shown in Attachment 1 and further described below:

### 45L Green Bin

The wheeled 45L green bin is intended for manual collection and has been designed to withstand Ontario's full range of seasonal climate conditions including freezing winters and humid summers. The bin can hold a maximum of 20 kgs (45 lbs) and is equipped with a secondary lock to prevent entry by racoons, rodents and other pests.

### Kitchen Container

The kitchen container comes with a solid locking lid to prevent spillage of organic waste and a handle for easy transport. The container has been designed for placement on a kitchen counter, under the kitchen sink, or mounted to a kitchen cabinet or wall.

### 120L Green Container – Provisional Item

The 120L wheeled green container comes with a secondary locking mechanism to ward off racoons and other pests and to prevent spillage if the container is tipped over. It is also equipped with a metal grab bar for use by a mechanical cart tipper. The 120L container will be optional for communal SSO use by multi-residential and commercial properties.

### 360L Recycling Container

The 360L wheeled containers are grey colour coded with a program label affixed to differentiate set outs from the Provincial Common Collection System (CCS) and come with a metal grab bar to be used with a mechanical cart tipper and contains mounting handles for easy handling by the collection staff.

### Warranty

All containers supplied under this contract come with a five-year manufacturer's warranty.

### Information Kits

Information kits will be prepared by the County and included with cart distribution. Each information kit will contain a collection schedule, acceptable materials list and set out requirements. Individuals will also be able to scan a QR Code directing them to the County website for additional information such as helpful tips, commonly asked questions, information about the County's mobile app, etc.

### Distribution of Containers

Orbis will utilize the County's storage facility east of the Compost Facility as a staging area for its distribution team. Container deliveries will be tracked using radio frequency identification (RFID) tags and reported electronically to the County daily for inventory and warranty management.

Table 3 below identifies the type of containers available for use by program and property type.

Table 3 Container Distribution by Property Type

<b>45L Green Bin 7L Kitchen Container</b>	<b>120L Green Container 7L Kitchen Container</b>	<b>83L Blue Box 360L Recycling Container</b>
<ul style="list-style-type: none"> <li>• Residential properties</li> <li>• Multi-residential properties utilizing curbside collection</li> <li>• Registered commercial properties located along a collection route</li> <li>• Containers provided at no additional cost</li> </ul>	<ul style="list-style-type: none"> <li>• Registered multi-residential properties</li> <li>• Commercial properties located along a collection route</li> <li>• 120L containers sold at cost (1 container for approximately 30 units)</li> <li>• 7L kitchen container for each unit at no additional cost</li> </ul>	<ul style="list-style-type: none"> <li>• NES registered properties located along a curbside collection route</li> <li>• Containers sold at cost</li> </ul>

*SSO Program*

Each property located along a curbside collection route that participates in the garbage collection program will receive a 45L green bin and a 7L kitchen container. Additional containers will be available for purchase from the County and Area Municipalities at cost.

*Multi-Residential SSO Program Participation*

Organics collection within the County will initially be offered to multi-residential properties currently receiving curbside garbage collection. Other multi-residential properties currently not participating in the municipal garbage collection program and are interested in participating in the SSO program will be assessed after the initial program implementation to allow prioritization of existing customers before considering program expansion.

*NES Recycling Containers and Program Participation*

Properties interested in participating in the NES recycling program will be required to register for the program and will be evaluated for eligibility. The approval process will confirm that the applicant is located along an existing collection route, and that the business is not regulated under O. Reg. 103/94 to provide their own waste separation program (Attachment 2).

The 360L colour coded recycling bins will be available for purchase and use by approved NES properties to differentiate from recycling set outs for the Provincial Common Collection System. However, NES properties will be permitted to use existing recycling containers with an affixed NES program eligibility sticker supplied by the County.

To incorporate the container pricing obtained through this competitive bid process, changes are required to Schedule “A” of the County’s Fees and Charges By-law 4889-2007 as illustrated in Attachment 3.

## CONCLUSIONS

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Staff recommend contract award to Orbis Canada Limited, identified as the preferred Vendor through the RFP evaluation process, for the supply and distribution of curbside collection containers for SSO and NES recycling. Orbis Canada Limited has been supplying curbside collection containers since 2002 to over 35% of Canadian households. With extensive experience in the supply and distribution of curbside collection containers, they are in a position to competently execute the County's contract.

## SIGNATURES

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### Report author:

Original signed by

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Pamela Antonio, BES, MPA  
Supervisor of Waste Management

### Departmental approval:

Original signed by

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

### Approved for submission:

Original signed by

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Benjamin R. Addley  
Chief Administrative Officer

## ATTACHMENTS

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Attachment 1 - Organics and Recycling Containers  
Attachment 2 - O. Reg. 103/94 vs NES Eligibility  
Attachment 3 - Schedule "A" to By-law No. 4889-2007, as amended



Figure 1: 45L Green Bin



Figure 2: 7L Kitchen Container



Figure 3: Green Bin Kit



Figure 4: 120L Organics Cart



Figure 5: 360L Recycling Cart

<p><b>Non-Eligible Sourced (NES) Type</b></p>	<p><b>O. Reg. 103/94</b></p>	<p><b>County NES Program</b> The following business types may participate in the County curbside NES collection program as long as they can meet program requirements and:</p>
<p>Retail Establishments</p>	<p>A complex selling goods and services with a floor area of 10,000 m<sup>2</sup> or more located in a municipality with a population of at least 5,000.</p>	<p>Have a complex with a floor area of less than 10,000 m<sup>2</sup></p>
<p>Large Construction Projects</p>	<p>Construction project of one or more buildings with a total floor area of 2,000 m<sup>2</sup></p>	<p>Have a building floor area of less than 10,000 m<sup>2</sup></p>
<p>Large Demolition Projects</p>	<p>Demolition project of one or more buildings with a total floor area of 2,000 m<sup>2</sup></p>	<p>Have a building floor area of less than 2,000 m<sup>2</sup></p>
<p>Office Buildings</p>	<p>Building or group of buildings with a floor area of at least 10,000 m<sup>2</sup>  Group of buildings – two or more buildings under same ownership with no more than one property of different ownership between the two buildings</p>	<p>Have a building floor area of less than 10,000 m<sup>2</sup></p>
<p>Multi-Unit Residential Buildings</p>	<p>Building that contains 6 or more units</p>	<p>Does not apply as they can participate in the Common Collection System if registered</p>
<p>Restaurants</p>	<p>Restaurants and take-out restaurants</p>	<p>Able to participate as long as they can meet program requirements</p>
<p>Hotels and Motels</p>	<p>Hotel or motel with more than 75 units</p>	<p>Hotel or motel with less than 75 units</p>
<p>Hospitals</p>	<p>Public hospitals classed as A (teaching hospitals), B (no fewer than 100 beds), or F hospital (no fewer than 200 beds) in Reg 964</p>	<p>All County hospitals exceed the NES limit.</p>
<p>Educational Institutions</p>	<p>Has an annual enrollment of more than 350 people</p>	<p>Less than 350 people enrolled</p>
<p>Large Manufacturing Establishments</p>	<p>Monthly worker hours exceed 16,000 hours (approximately 100 or more employees)</p>	<p>Monthly worker hours less than 16,000 hours (approximately less than 100 employees)</p>

Schedule of Fees and Charges  
To Be Effective June 11, 2025

Description of Fee or Charge	Approved 2025 Rate	HST Rate		Notes
<b>General</b>				
Commissioners fee	\$15.00		per request	
Photocopy - 8 ½" x 11" black	\$0.25	Inc. HST	per page	
Photocopy - 8 ½" x 11" colour	\$0.40	Inc. HST	per page	
Photocopy - 8 ½" x 14" black	\$0.35	Inc. HST	per page	
Photocopy - 8 ½" x 14" colour	\$0.45	Inc. HST	per page	
Photocopy - 11" x 17"	\$0.50	Inc. HST	per page	
Photocopy - 11" x 17" colour	\$0.60	Inc. HST	per page	
Photocopy - larger than 11" x 17" black	\$12.00	Inc. HST	per page	
Photocopy - larger than 11" x 17" colour	\$24.00	Inc. HST	per page	
Non-sufficient funds charge/Returned Item Charge	\$25.00		per occurrence	
Meeting investigation fee	\$25.00		per request	
<b>Records Management</b>				
PHIPA access requests	\$30.00	Exempt		The set fee of \$30.00 includes administrative charges such as locating and retrieving the record, reviewing the contents of the record for not more than 15 minutes and preparing a response letter to the individual. The fee also includes photocopying or printing the first 20 pages of a record. Requests which exceed 20 pages will be subject to an additional photocopying or printing charge of \$0.25 per page. These costs will be provided in an estimate to the requestor prior to proceeding.
PHIPA access requests - photocopying more than 20 pages	\$0.25	Exempt	per page (after 20 pages)	
MFIPPA information request	As prescribed by Regulation	Exempt		
Ambulance Call Report Request	\$65.00	Exempt	per request	

BY-LAW NO. 4889-2007  
SCHEDULE "A"

Description of Fee or Charge	Approved 2025 Rate	HST Rate		Notes	Item 9.b.2
<b>Provincial Offences Administration</b>					
To transcribe all or part of a recording and provide a certified transcript in electronic format, the greater of \$25.00 and,				\$100.00 minimum deposit is required when ordering an original transcript.  Fees set out in <i>Administration of Justice Act</i> Ontario Regulation 145/22	
i. if transcript is to be provided within 24 hours	\$11.75	Exempt	per page or \$25.00, whichever is greater		
ii. if transcript is to be provided within five business days	\$8.80	Exempt			
iii. in any other case	\$6.30	Exempt			
To transcribe all or part of a recording and provide a certified transcript in paper format, the greater of \$25.00 and,		Exempt	per page or \$25.00, whichever is greater		
i. if transcript is to be provided within 24 hours	\$12.55	Exempt			
ii. if transcript is to be provided within five business days	\$9.60	Exempt			
iii. in any other case	\$7.10	Exempt			
Copy of transcript already produced	\$0.80	Exempt			
For an electronic copy of the transcript requested at the same time as a request for a transcript or copy	No charge	Exempt			
For an electronic copy of the transcript requested at any other time	\$25.00	Exempt	per transcript		
Commissioners fees related to a general affidavit for a provincial offences matter	No charge	Exempt			
Provincial Offences photocopy or certified copy	\$1.00	Exempt	per page		
<b>Tourism</b>					
Ad Partnership - A	\$100.00	Plus HST	per campaign		
Ad Partnership - B	\$250.00	Plus HST	per campaign		
Ad Partnership - C	\$300.00	Plus HST	per campaign		
Ad Partnership - D	\$500.00	Plus HST	per campaign		
Rural Routes Partnership	\$100.00	Plus HST	per partnership		
Lure Brochure - Map listing	\$50.00	Plus HST	per partnership		
Lure Brochure - Add	\$1,000.00	Plus HST	per ad		
Enhance Blog - renewal	\$150.00	Plus HST	per listing		
Enhanced Blog - new listing	\$250.00	Plus HST	per listing		
Oxford County Cheese Trail - Quick Stop Partner	\$150.00	Plus HST	annual		
Oxford County Cheese Trail - Full Partner	\$300.00	Plus HST	annual		

BY-LAW NO. 4889-2007  
SCHEDULE "A"

Description of Fee or Charge	Approved 2025 Rate	HST Rate		Notes	Item 9.b.2
<b>Information Services</b>					
Urban zoning maps - 24" x 36" colour	\$15.00	Plus HST			
Urban zoning maps - 36" x 48" colour	\$20.00	Plus HST			
Township base maps - 24" x 36" colour	\$15.00	Plus HST			
Township base maps - 36" x 48" colour	\$20.00	Plus HST			
County of Oxford map book	\$20.00	Plus HST			
Customer map/data request - labour and material charges	\$50.00	Plus HST	per hour		
- linear foot plotter printout	\$10.00	Plus HST	per linear foot		
Consolidated Zoning map - colour	\$20.00	Plus HST			
Ortho-photography Images	\$50.00	Plus HST	per tile (sq. km)		
<b>Library</b>					
Faxing	\$0.25		per page		
Library merchandise and consumables	Prices Vary	Plus HST		Items may include book bags, program materials, memory sticks, etc.	
Library card replacement	\$2.00				
Maker Space Fee	\$3.00		per hour	Fee may be waived for projects using little to no consumables or taking less than an hour of time.	
<b>Room rentals</b>					
				For all branches except those specifically identified	
Any morning, afternoon or evening rental period	\$13.00	Inc HST			
Any two morning, afternoon or evening rental period	\$15.00	Inc HST			
Full day rental period	\$22.00	Inc HST			
After Hours Rentals	\$40.00	Inc HST	per hour		
<b>Room rentals - Ingersoll, Norwich, Plattsville, Tavistock, Thamesford, Tillsonburg</b>					
First hour of rental	\$22.00	Inc HST	first hour		
Each hour thereafter	\$11.00	Inc HST	per hour after first		
After Hours Rentals	\$55.00	Inc HST	per hour		
<b>Equipment Rentals (for use with Room Rentals)</b>					
Portable Screen	\$5.00	Inc HST		Fees may not be charged if items are already available at a location.	
Projector	\$10.00	Inc HST			
<b>Local history/genealogy research fees</b>					
First hour of research	\$30.00			Fees may not be charged for research that does not require significant staff involvement. Fees include copying/printing of up to 15 pages single-sided, postage and handling. Additional copying and printing will be billed at the established rates.	
Additional 15 minute intervals	\$10.00				
Lost or Damaged collection items	Replacement cost less depreciation		dollar value assessed by library staff		
<b>Job Related Faxes and Printing</b>					

BY-LAW NO. 4889-2007  
SCHEDULE "A"

Description of Fee or Charge	Approved 2025 Rate	HST Rate		Notes	Item 9.b.2
Faxes of Job applications	No charge		up to 5 pages free per day, local or long distance faxes, limited to 2 times per week	In the event that government grants and funding are available to assist the library with the provision of these services, copying and faxing fees may be reduced or waived.	
Photocopies of resumes and job applications	No charge		up to 10 free copies per day, limited to 2 times per week		
<i>Education Related Services</i>					
Proctoring	No Charge				
<b>Archives</b>					
External research - after 15 minutes	\$30.00	Inc. HST	per hour		
Photocopies from microfilm reader/printers - 11" x 17"	\$0.50	Inc. HST	per page		
Photocopies from microfilm reader/printers - 8" x 14"/8" x 11"	\$0.25	Inc. HST	per page		
Digital image scanning - previously scanned	\$5.00	Inc. HST	per image		
Digital image scanning - new scan	\$10.00	Inc. HST	per image		
Digital image scanning - bound volume	\$30.00	Inc. HST	per hour		
Memory stick (USB)	\$10.00	Inc. HST			
Document conservation - cleaning and repair	\$60.00	Inc. HST	per hour		
<i>Document conservation - encapsulation</i>					
Mylar	\$10.00	Inc. HST	per square foot		
Encapsulating tape	\$24.00	Inc. HST	per roll		
<b>Paramedic Services</b>					
Event Coverage - Ambulance and 2 Paramedics	\$148.00	Exempt	per hour (minimum 6 hours)		
Event Coverage - Ambulance/ERV and 1 Paramedics	\$74.00	Exempt	per hour (minimum 6 hours)		
Event Coverage - Additional Paramedic (each)	\$59.00	Exempt	per hour (minimum 6 hours)		
Event Coverage - Supervisor (each)	\$80.00	Exempt	per hour (minimum 6 hours)		
Event Coverage - Statutory Holiday	2 X above rates	Exempt	per hour (minimum 6 hours)		

BY-LAW NO. 4889-2007  
SCHEDULE "A"

Description of Fee or Charge	Approved 2025 Rate	HST Rate		Notes	Item 9.b.2
<b>Planning</b>					
Condominium (except vacant land)	\$7,415.00	Exempt	Subject to PW Dev. Review Fee	Plus a deposit to recover the costs for peer review of studies submitted in support of the application as required.	
Exemption from draft approval (all)	\$3,710.00	Exempt			
Consent	\$3,895.00	Exempt			
Each additional lot	\$1,900.00	Exempt			
Consent & minor variance	\$4,045.00	Exempt			
Each additional lot	\$2,020.00	Exempt		Plus a deposit to recover the costs for peer review of studies submitted in support of the application as required.	
<i>Consent or consent &amp; minor variance</i>					
Changes to approved conditions (major)	\$375.00	Exempt			
Changes to approved conditions (minor)	\$195.00	Exempt			
Revised application (major)	\$515.00	Exempt			
Revised application (minor)	\$265.00	Exempt			
Validation order	\$925.00	Exempt			
Cancellation Certificate	\$925.00	Exempt			
Certificate for Retained Lot	\$925.00	Exempt			
Official plan (regular)	\$4,810.00	Exempt	Subject to PW Dev. Review Fee	Plus a deposit to recover the costs for peer review of studies submitted in support of the application as required.	
Official plan (technical)	\$2,405.00	Exempt			
Part lot control exemption	\$1,060.00	Exempt			
Plus: per new part/lot (1 to 6 parts/lots)	\$185.00	Exempt			All lots must be exempted under one by-law
Plus: 7 to 24 lots	\$1,380.00	Exempt			All lots must be exempted under one by-law
Plus: 25+ lots	\$2,760.00	Exempt			All lots must be exempted under one by-law
Subdivision (and vacant land condominium)	\$7,415.00	Exempt	Subject to PW Dev. Review Fee	Plus a deposit to recover the costs for peer review of studies submitted in support of the application as required.	
Extension of draft approval	\$820.00	Exempt			
Changes to draft approval (major)	\$2,010.00	Exempt			
Changes to draft approval (minor)	\$995.00	Exempt			
Woodlands Conservation (minor exemption application)	\$230.00	Exempt			
<b>Facilities</b>					
Electric Vehicle Supply Equipment (EVSE) charging fees-Level 2	\$1.75			per prorated hour	
Electric Vehicle Supply Equipment (EVSE) charging fees-Level 3	\$14.25			per prorated hour	
Filming Fees (on County property or inside County facility)	\$500/day minimum	Plus HST		per location/facility	The minimum will be increased based on factors such as type of facility, and how much of the site/facility will be used for filming with all increases approved by the Manager of Engineering Services.

BY-LAW NO. 4889-2007  
SCHEDULE "A"

Description of Fee or Charge	Approved 2025 Rate	HST Rate		Notes	Item 9.b.2
<i>Room rentals</i>					
Any morning, afternoon or evening rental period	\$20.00	Plus HST			
Full day rental period	\$30.00	Plus HST			
Communication Tower Equipment	\$1,400.00	Plus HST	annual	The fee will be imposed as new tenants are authorized and existing leases are renewed. Exemption from this fee will apply to existing emergency communication equipment owned and maintained by area municipalities.	
<b>Roads Operations</b>					
<i>Moving Permits</i>					
Annual Permit	\$200.00	Exempt	each		
One Time Permit	\$75.00	Exempt	each		
Project Permit (multiple moves, same route/product in same year)	\$500.00	Exempt	max per year		
<i>Culvert Install (includes admin fee)</i>					
For 10m of 400mm culvert	\$2,750.00	Plus HST		Culvert sizes larger than 450mm will be charged at actual cost and will be quoted to the applicant prior to installation	
For 10m of 450mm culvert	\$3,000.00	Plus HST			
Each additional meter	\$250.00	Plus HST			
<i>Curb cut (includes admin fee)</i>					
Minimum charge (7.6m)	\$750.00	Plus HST			
Each additional 0.3m over 7.6m	\$25.00	Plus HST			
Entrance Admin fee	\$110.00				
<b>Public Works Development Review</b>					
Condominium (only 'Exemption from Draft Approval' applications)	\$1,550.00	Exempt	per application		
Consent	\$1,050.00	Exempt	per application / lot		
Consent & minor variance	\$1,050.00	Exempt	severed		
Minor variance	\$130.00	Exempt	per application		
Official plan	\$830.00	Exempt	per application		
Zone change	\$180.00	Exempt	per application		
Subdivision or Condominium (except 'Exemption from Draft Approval') - Draft Plan Application (Initial)	\$3,100.00	Exempt	per subdivision		
Subdivision or Condominium (except 'Exemption from Draft Approval') - Subdivision Registration Phase	\$9,800.00	Exempt	per phase of subdivision	Subdivision phasing subject to County approval.	
Site plan review	\$2,100.00	Exempt	per application		
Site plan amendment	\$1,050.00	Exempt	per application		
Application to Connect Review (water or wastewater) - Infill only	\$80.00	Exempt	per service connection		
Consolidated ECA Sanitary sewers including appurtenances	\$1,250.00	Exempt	per application	For subdivisions (as applicable), a separate ECA is required per registration/servicing phase.	
Consolidated ECA Storm sewers including appurtenances	\$1,250.00	Exempt	per application	For subdivisions (as applicable), a separate ECA is required per registration/servicing phase.	

BY-LAW NO. 4889-2007  
SCHEDULE "A"

Description of Fee or Charge	Approved 2025 Rate	HST Rate		Notes	Item 9.b.2
Consolidated ECA Sanitary forcemains	\$2,100.00	Exempt	per application		
Consolidated ECA Sanitary sewer pumping stations	\$2,100.00	Exempt	per application		
Form 1 Watermains including appurtenances	\$1,250.00	Exempt	per application	For subdivisions (as applicable), a separate Form 1 is required per registration/servicing phase.	
Sanitary ECA inspections	1.6%	Exempt	of development securities for sanitary infrastructure (vertical and horizontal)		
Storm ECA inspections	1.6%	Exempt	of development securities for storm infrastructure		
Watermain inspection	1.6%	Exempt	of development securities for watermain infrastructure		
<b>Waste Management</b>					
83 Litre Recycling bin - Residential	\$7.00	Inc. HST			
83 Litre Recycling bin - Industrial/Commercial and Institutional	\$9.00	Inc. HST		For NES recycling program starting Jan. 2, 2026	
Recycling totes					
Apartment Recycling bin (small)	\$4.00	Inc. HST			
360 Litre Multi-residential	\$38.00	Inc. HST			
360 Litre Recycling Tote - Industrial/Commercial and Institutional	<del>76</del> \$82.00	Inc. HST		For NES recycling program starting Jan. 2, 2026	
Recycling lid for 83 Recycling bins	\$3.00	Inc. HST			
45 Litre Green Bin - Residential/Industrial/Commercial and Institutional	\$19.00	Inc. HST		For organics program starting Jan. 2, 2026	
7 Litre Kitchen Container - Residential/Industrial/Commercial and Institutional	\$3.00	Inc. HST		For organics program starting Jan. 2, 2026	
120 Litre Green Cart - Multi-Residential/Industrial/Commercial and Institutional	\$101.00	Inc. HST		For organics program starting Jan. 2, 2026. Includes secondary lock	
Composters	\$21.00	Inc. HST			
Green Cone	\$53.00	Inc. HST			
Green Cone Accelerator Powder	\$4.25	Inc. HST			
Bag Tags	\$2.00	Exempt	per tag	One bag tag shall be used for each garbage bag (up to 76 x 96 cm) or each rigid container (up to 128 litres) and each such bag or container must weigh less than 20kg. Two bag tags shall be used for each rigid container with a volume between 129 and 240 litres and this container must also weigh less than 20kg. Three bag tags shall be used for each rigid container with a volume between 241 and 360 litres	
Disposal of Mixed Solid Waste (MSW)	\$95.00	Exempt	per tonne		
Disposal of Construction and Demolition Material (C&D)	\$91.00	Exempt	per tonne		

BY-LAW NO. 4889-2007  
SCHEDULE "A"

Description of Fee or Charge	Approved 2025 Rate	HST Rate		Notes	Item 9.b.2
Disposal of Asbestos	\$350.00	Exempt	per tonne		
Agricultural wrap program	\$50.00	Exempt	per tonne		
Minimum tipping fee	\$10.00	Exempt			
Vehicle Weight Fee	\$10.00	Exempt	each		
Freon Units	\$20.00	Exempt	per unit		
ICI Hazardous Waste	\$40.00	Exempt	per 25L container		
<i>Fixed Rate Tipping Fees (Mixed Solid Waste) when weigh scale is offline</i>					
Passenger Vehicle	\$16.00	Exempt		Based on average gross weight for vehicle type	
Passenger Vehicle (empty) and Trailer	\$19.00	Exempt			
Passenger Vehicle and Trailer	\$24.00	Exempt			
Pick-up Truck	\$17.00	Exempt			
Pick-up Truck (empty) and Trailer	\$41.00	Exempt			
Pick-up Truck and Trailer	\$48.00	Exempt			
Cube Van	\$61.00	Exempt			
Stake Truck	\$67.00	Exempt			
Farm Vehicle	\$155.00	Exempt			
Single-Axle Vehicle	\$115.00	Exempt			
Single-Axle Vehicle and Trailer	\$200.00	Exempt			
Tandem-Axle Vehicle	\$523.00	Exempt			
Tandem-Axle Vehicle and Trailer	\$899.00	Exempt			
Compacted Roll Off Vehicle	\$428.00	Exempt			
Non-Compacted Roll Off Vehicle	\$214.00	Exempt			
<i>Fixed Rate Tipping Fees (Construction and Demolition Waste)</i>					
Passenger Vehicle	\$19.00	Exempt		Based on average gross weight for vehicle type	
Passenger Vehicle (empty) and Trailer	\$27.00	Exempt			
Passenger Vehicle and Trailer	\$39.00	Exempt			
Pick-up Truck	\$29.00	Exempt			
Pick-up Truck (empty) and Trailer	\$75.00	Exempt			
Pick-up Truck and Trailer (Residential)	\$78.00	Exempt			
Pick-up Truck and Trailer (Commercial)	\$194.00	Exempt			
Cube Van	\$61.00	Exempt			
Stake Truck	\$184.00	Exempt			
Farm Vehicle	\$152.00	Exempt			
Single-Axle Vehicle	\$122.00	Exempt			

BY-LAW NO. 4889-2007  
SCHEDULE "A"

Description of Fee or Charge	Approved 2025 Rate	HST Rate		Notes	Item 9.b.2
Single-Axle Vehicle and Trailer	\$223.00	Exempt			
Tandem-Axle Vehicle	\$318.00	Exempt			
Tandem-Axle Vehicle and Trailer	\$380.00	Exempt			
Compacted Roll Off Vehicle	\$197.00	Exempt			
Non-Compacted Roll Off Vehicle	\$243.00	Exempt			
<b>Wastewater Treatment</b>					
Sewage Over-Strength Agreement Rate (over and above By-law No.2719-87 limit including but not limited to Biochemical Oxygen Demand, Total Suspended Solids and Total Phosphorus). This rate may be part of an agreement with the County	\$1.75	Exempt	per kg		
Sewage Over-Strength Agreement Exceedance Fee (over and above the Over-Strength Agreement Rate limit defined in an agreement with the County).	\$3.50	Exempt	per kg		
Collection of Sewage Samples under Over-Strength Agreement	\$64.00	Exempt	per hour		
Laboratory Costs for Samples collected under Over-Strength Agreement (set collection list)	Actual cost	Exempt			
Laboratory Costs for Samples collected under Over-Strength Agreement (each additional sample)	Actual cost	Exempt			
General Hauled Septage	\$13.80	Exempt	per cubic meter		
Hauled Wastewater (Domestic waste from a single source that is not general hauled septage, that meets the sewer use By-law No. 2719-87 whose source is within Oxford County and > 22,700 Litres either at one time or over the course of a year)	\$1.80	Exempt	per cubic meter		
Holding (Large volume wastewater) Tank Waste	\$6.90	Exempt	per cubic meter		
Portable Toilet Waste	\$13.80	Exempt	per cubic meter		
Peat Moss Septic System Waste	\$13.80	Exempt	per cubic meter		
<b>Water and Wastewater</b>					
Rain Barrels	\$65.00	Inc. HST			
New Meter (< 25mm) - without radio transmitter	\$210.00		each		
New Meter (≥ 25mm) - without radio transmitter	Actual cost		Based on full cost recovery		
Radio Transmitter for Water/Wastewater readings	\$160.00		each		
Replacement of Water Meter due to Frost Damage	Meter Cost + \$64		each/per hour		
Replacement of Water Meter due to Frost Damage - after hours	Meter Cost + \$128		each/per hour	Min. two and half hours	
Meter transmitter replacement due to damage	\$160 flat + \$64/hour		per hour		
Shut-off / Turn-on Fee, 8am-4:30pm	\$64.00		each occurrence		

BY-LAW NO. 4889-2007  
SCHEDULE "A"

Description of Fee or Charge	Approved 2025 Rate	HST Rate		Notes	Item 9.b.2
Shut-off / Turn-on Fee, after hours	\$128.00		each occurrence		
Emergency water turn-off/turn-on	\$64.00		each occurrence		
Manual read of water/wastewater customer without radio transmitter	\$50.00		per read		
Missed appointment or customer not ready	\$64.00		per hour		
Temporary service (includes hosing and fittings)	\$200.00				
Clear sewer blockage (private side lateral)	\$75 flat + \$64/hour		per hour		
Camera sewer blockage (private side lateral)	\$75 flat + \$64/hour		per hour		
W/WW service call operator time - 8am-4:30pm	\$64 plus materials		per hour	Private connection service call	
W/WW service call operator time - after hours	\$128 plus materials		per hour	Min. two and half hours; Private connection service call	
Meter checked for accuracy at customer's request and found to be accurate (< 25mm)	\$250.00		each occurrence	Meter checked for accuracy at customer's request and found not to be accurate	
Meter checked for accuracy at customer's request and found to be accurate (≥ 25mm)	Actual cost		each occurrence		
Thawing private service 15mm-25mm	Materials + \$64/hour		each occurrence		
Monthly rental for fire hydrant meter	\$250 + consumption water rate		per m3		
Hydrant meter relocation during rental	\$250 + consumption water rate		per m3		
Flow Testing inspection service (hydrant) for Third Party	\$64.00		per hour		
Removal of hydrant (no new hydrant required)	Actual cost				
Installation of new hydrant	Actual cost				
Use of Bulk Water Station	\$25.75		per key fob		
Water Taken from Bulk Water Station	\$3.55		per m3		
Inspection fees for new water/sanitary services to a severed property or infill lot	Actual cost; Min. \$500		each occurrence not under site plan		
Connection to existing watermain or service within communities without water development charges	Actual cost; Min. \$5,500		unless cost is specified in an existing bylaw;	Communities without Development Charges (DC) - Bright, Beachville, Brownsville, Dereham Centre, Hickson, Lakeside, Otterville, Princeton, Sweaburg and Springford	

BY-LAW NO. 4889-2007  
SCHEDULE "A"

Description of Fee or Charge	Approved 2025 Rate	HST Rate		Notes	Item 9.b.2
Connection to existing watermain or service within communities with water development charges	Actual cost; Min. \$4,000		plus applicable development charges each occurrence; unless cost is specified in an existing by-law;	Communities with Development Charges - Embro, Drumbo, Ingersoll, Innerkip, Mt Elgin, Norwich, Plattsville, Tavistock, Thamesford, Tillsonburg and Woodstock	
Developer connection to existing watermain or service within communities without water development charges	\$1,500.00		per service within servicing community	Communities without Development Charges (DC) - Bright, Beachville, Brownsville, Dereham Centre, Hickson, Lakeside, Otterville, Princeton, Sweaburg and Springford	
Connection to existing sewer (Sewer depth 0 - 3.0 metres)	Actual cost; Min. \$6,500				
Connection to existing sewer (Sewer depth > 3.0 metres)	Actual cost; Min. \$9,500				
Connection of a service to an extended watermain or sewer	Actual cost		Based on full cost recovery		
Installation of larger service connection due to premises demand	Actual cost		Based on full cost recovery		
Grinder pump monthly maintenance charge (customers under section 4.1 of Grinder Pump Policy)	No Charge				
Grinder pump monthly maintenance charge (customers under sections 4.2 or 4.3 of Grinder Pump Policy)	Actual cost		Based on full cost recovery when applicable as per By-law No. 5275-2011		
Grinder pump package purchase	Actual cost				
Permit for automatic sprinklers non-metered individual customer	\$28.60				
Permit for automatic sprinklers metered customer	No Charge				
Permits for outside water use for new sod, seed, or chemically sprayed lawns or for non-profit fund-raising events	No Charge				
Negotiation of Risk Management Plan – Future Threat Activities (Section 59 Notice)	\$200.00		Plus peer review	Deposit for peer review	
Deposit for peer review – subject to full cost recovery when determined	\$1,500.00			Deposit for peer review	
Watermain inspection/commissioning - Site Plan	Actual cost; Min. \$500				
Watermain inspection/commissioning -Subdivision < 25 lots	Actual cost; Min. \$1,500				
Watermain inspection/commissioning - Subdivision > 25 lots	Actual cost; Min. \$2,500				

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SCHEDULE "A"

Description of Fee or Charge	Approved 2025 Rate	HST Rate		Notes	Item 9.b.2
Water/Wastewater System Capacity Assessment/Hydraulic Modelling	Actual Cost \$500 minimum charge		per request		
Backflow Testing - Report Submission Fee	\$39.55	Inc. HST	per test		
Cross Connection Survey Submission Fee	\$33.90	Inc. HST	per test		
5-Year Backflow Prevention Program Test Tag Fee	\$25.00	Exempt			
<b>Woodingford Lodge</b>					
Visitor/Family Meals	\$10.00	Inc. HST	per meal		



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Josh Brick	<b>Date:</b>	June 26, 2025
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	July 2, 2025
<b>Report #:</b>	PW-25-11		

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### Recommendation:

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

### Capital

- Princeton Pond Expansion project – The ponds are completed. Ducks Unlimited is currently working on pumping the water down to install geese fencing. In conversation with Ducks Unlimited in regards to trees to outline the perimeter, they won't install any, however, they also have no issues if the Township wishes to. They did comment that once there planting take hold and grow, the pond will be easy distinguished.
- Princeton phase 4 (South section) – Construction is going better. The Main St. is on schedule. Once the Main St is completed up to Railway St., they will then move to the side streets before going to complete the south end. The communication between the inspector and Emergency services has been going well and allowed Emergency services time to make alternative plans if required.
- Bridge 24 EA – The archaeological dig is completed and nothing out of the ordinary was found. They are finalizing the report to be circulated. Once approved by all parties we will work on getting the tender out.
- Bridge 38 deck repair on Twp Rd 5. Due to weather delays this project is behind. The new deck has been poured and is curing. The weather sealing of the joints and deck water proofing will be completed July 7<sup>th</sup> – 11<sup>th</sup>. Asphalt will be completed and the road reopen the next week.

### County Shared Service/Road Association/Training

- Shared Services meeting – The service sharing committee met in SWOX. We discussed future training opportunities, joint tenders/services and work procedures by different municipalities.
- Road Association – Hosted the Trade Show, was a great success. We set records for the number of booths and for attendance. The Woodstock show has set the standard for the future shows.

- AORS – Most of my executive meetings are virtual. The summer board meeting and workshop were held June 19<sup>th</sup> & 20<sup>th</sup>. We worked on our strategic plan for 2026- 2030 during the workshop and had good business discussion at the board meeting.

### Drainage

- As drain inquires come in, they are reviewed and the appropriate response is generated.
- Drain repairs are being completed on a priority basis.
- With construction season, also comes lots of Locates.
- Adam will be joining the joint Oxford storm water management group. They are hoping to have 3 meeting a year to discuss what the other municipalities are doing and if joint tenders, projects are viable.
- Adam has been reviewing the Townships CLI – ECA documentation
- Adam has been reviewing legislation on SWM (Storm Water Management Ponds) what future legislation may contain as far as monitoring processes and maintenance functions and timelines.

### Other

- The month of June has been busy. Staff completed our annul gravel program and dust application on the Township roads. Road side mowing is in full swing with 2 pieces of equipment out working on it.
- Working on approving road permits that would allow Xploret to use the Township right of way to run fibreoptic cable in the Township.
- Working on approving road permits that would allow Hydro1 to use the Township right of way to place new and replacement poles in the Township.
- Work with suppliers on future equipment purchases.
- Working with MESH and the Drainage Superintendent to add asset management programs to our road patrol and winter patrol program.
- Working with the Drainage Superintendent on finding suitable dump sites for the excess soil from the Princeton Drain project.
- Attend biweekly meetings on the progress of the Princeton project.
- Staff is continuing to meet with land owners at outdoor sites to discuss ditch or road issues.
- Implemented a work boot purchasing partnership with Mister Safety Shoe. All staff are permitted to go and purchase safety shoes through the program. They now only have to pay if they exceed what they are annually allotted.

**Attachments** June Service Sharing minutes.

Respectfully submitted by:



Jim Borton CRS-S  
Director of Public Works

## Service Rationalization

### MEETING MINUTES

DATE: June 12, 2025

LOCATION: SWOX

PRESENT: Tom Lightfoot, Steve Oliver, Jim Borton, Adam Prouse, Rich Fleming, Ken Farkas, Shawn Vanacker, Daniel Locke, Jeff

REGRETS: Richard Sparham

COMMITTEE CHAIRMAN: Adam Prouse

SECRETARY: Tom Lightfoot

ITEM	ACTION	ASSIGNED TO
1. Meeting called to order	10:06AM	
2. Minutes of Last Meeting:	Reviewed- Moved Second <span style="color: red;">No minutes available from the last meeting.</span>	
3. Correspondence/ Speaker	None	
4. Old Business	Jim- Tradeshow wrap up discussion. Record attendance numbers and vendors.	
5. New Business	Tom- Vision Zero discussion, Tom to forward Zorra's resolution to the group.	
6. Round Table	<p>Jim- Chainsaw training- Shawn will notify the group when the County hosts a course this year.</p> <p>Ken- Summer student discussions on who has them and what type of work they do. Possible opportunity to do group student training in the future.</p> <p>Shawn- Report to Council for June 25<sup>th</sup> for all way stops at 16<sup>th</sup> &amp; 33, also 28 &amp; 6. - Illumination planned for intersections of 8/16 and 13/20</p> <p>Steve- Wheel installer course in the fall, Rich organizing. - Winter training, Jim will reach out to AORS for pricing on their program.</p> <p>Adam- Elgin Golf Tournament, registration due by June 18<sup>th</sup>.</p> <p>Dan is retiring on June 30/25 (Congratulations Dan)</p> <p>All-Discussion on common issues. Equipment auction discussion.</p> <p>Tom- to let everyone know when Trackless does their guiderail demo.</p>	
7. Health & Safety	Rich- Tailgate hand injury Shawn- Oxford County had a site meeting from Ministry of labour. Jeff- discussion on how others do cold patch, regarding tools and load securement.	
8. Next Meeting	<b>September 11, 2025, 10:00am Tillsonburg</b>	
9. Adjourned	10:58 AM	

Service Sharing Meeting Dates 2025

January 9 EZT

February 13 Zorra

March 12 ~~Oxford County~~ Blandford Blenheim

April 10 ~~Blandford Blenheim~~ Oxford County

May 8 Norwich

June 12 SWOX

September 11 Tillsonburg

October 9 Woodstock

November 13 Ingersoll

December 10 Zorra



## TOWNSHIP OF BLANDFORD-BLENHEIM

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

**Reviewed By:** Sarah Matheson, Director of Corporate Services/Clerk  
**Date:** June 24 2025

**Subject:** June Monthly Report  
**Council Meeting Date:** July 2 2025

**Report #:** CS-25-09

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### Recommendation

That Report CS-25-09 be received as information

### Administration

Township staff reached out to Learners LLP to conduct a thorough review of the draft agreement with Jule Power (operated by eCamion Inc.) for the installation of EV fast-charging stations under Ontario's EV ChargeON program. Upon completion, the document will be shared with Jule Power for their feedback. Staff continue to ensure that the Township's interests and protections are fully incorporated. Once both parties have agreed to the terms, a report will be prepared for Council recommending formal approval to finalize the EV charging agreement.

Staff met with the Drumbo Agricultural Society Committee to discuss the resolution from Report CS-25-07 – Potential Partnership Agreement concerning shared use of Drumbo Hall for EarlyON programming. The Committee will present the Township's request to their Board in July and report back to staff upon reaching a decision. Staff will continue to keep Council updated on developments as this process unfolds

### Parks & Recreation

As summer arrived, Township parks became lively centers of community engagement. Drumbo hosted its annual Firefighters' co-ed slo-pitch tournament in early June, featuring eight registered teams. Five youth minor-ball tournaments were also held across the Drumbo and Princeton diamonds, offering valuable recreational opportunities for young athletes.

Capital infrastructure advanced significantly in June with the official opening of the Princeton Playground to the public. While the playground is already accessible and being enjoyed by families, several finishing touches remain—including installation of benches, a saucer swing, a picnic table, and final landscaping cleanup. These items are

scheduled for completion in July, after which staff will coordinate a grand-opening ceremony for both Council and staff to attend.

On June 14, Plattsville's Community Day featured a vendor market, family barbecue, and the official ribbon-cutting of its newly accessible playground, drawing positive feedback from the community.

In addition, splash pads across the Township experienced heavy use during the final two weeks of June due to sustained warm weather.

### **Cemeteries**

In June, Township staff met with the designated contractor to review the cemetery maintenance priorities outlined in the annual budget, with particular focus on monument foundation repairs. While specific work dates are not yet confirmed, the contractor will coordinate the foundation repairs to align with upcoming concrete pouring activities in Township cemeteries. This approach ensures efficient project delivery and compliance with municipal groundskeeping schedules. This program demonstrates the Township ongoing dedication to cemetery visitor safety and well-being.

### **Community Beautification**

The Township's patriotic banner program continued its successful run in June, with eight Canada flags installed on light pole standards throughout Drumbo, Bright, and Plattsville—marking the eighth consecutive year of the initiative. Banners were not installed along Princeton's main street this year due to ongoing road construction closures.

### **Summary**

June was a month of forward momentum and community engagement across all service areas. Administration progressed on key initiatives, including advancing the EV charging station agreement and beginning partnership discussions for EarlyON programming at Drumbo Hall. Parks and recreation saw strong tournament participation, infrastructure improvements with two playgrounds and splash pads, and positive community events. Cemetery work was planned proactively to align with safety, scheduling, and compliance standards. Beautification efforts continued with pride, enhancing Township ambience and cohesion.

Respectfully submitted by:

Trevor Baer

**WHEREAS** the Township's current Flag Protocol Policy provides guidelines for the flying of flags on municipal property; and,

**WHEREAS** the existing layout accommodates only two flag poles, which display the Canadian Flag and either the Ontario Flag or a flag recognizing a community event or organization; and,

**WHEREAS** the lack of a third flag pole limits the Township's ability to consistently fly both the Canadian and Ontario flags while also celebrating local achievements or recognizing organizations of significance in accordance with the Policy;

**NOW THEREFORE BE IT RESOLVED THAT** Council direct staff to prepare a staff report and draft amendment to the Flag Protocol Policy that includes:

- An assessment of the estimated costs of installing a third flag pole at the Township Office location; and,
- A draft policy amendment to enable permanent flying of both the Canadian and Ontario flags, with the third flag pole reserved for:
  - Celebrating community achievement;
  - Increasing public awareness of Township programs and activities;
  - Acknowledging organizations that have achieved national or international distinction or made significant contributions to the community; or
  - Recognizing organizations that have enhanced the Township in a positive manner;

**AND THAT** staff be direct to prepare a report for Council consideration at a future meeting.

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER **2503-2025**

Being a By-law to amend By-law Number 506-83, as amended, being a By-law to appoint certain municipal officials.

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

**AND WHEREAS** Section 228(2) of the Municipal Act, S.O. 2001, Chapter 25, and amendments thereto, provides that a municipality may appoint a Deputy Clerk who has all the powers and duties of the Clerk under this and any other Act.

**AND WHEREAS** the Municipal Council of the Corporation of the Township of Blandford-Blenheim deems it advisable to further amend By-law Number 506-83, as amended, and to repeal By-law Number 1800-2013 to reflect the changes in personnel with this municipal appointment.

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

1. That Section 3 of By-law Number 506-83, as amended, is hereby deleted and the following section substituted.
  - 1.1 "Section 3" That Kevin Brandt is hereby appointed as the Deputy Clerk for the municipality.
2. That By-law 1919-2015, enacted the 5th day of August, 2015, is hereby repealed.
3. The provisions of this By-law shall take full force and effect on July 2, 2025.

By-law **READ** a **FIRST** and **SECOND** time this 2<sup>nd</sup> day of July, 2025.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 2<sup>nd</sup> day of July, 2025.

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Mark Peterson, Mayor

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Sarah Matheson, Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2504-2025

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

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

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

- 1. That Schedule "A" to By-Law Number 1360-2002, as amended, is hereby amended by changing to 'A2-45' the zone symbol of the lands so designated 'A2-45' on Schedule "A" attached hereto.
- 2. That Section 7.6 to By-Law Number 1360-2002, as amended, is hereby further amended by adding the following subsection at the end thereof:

"7.6.45 **Location: Part Lot 23, Concession 12 (Blenheim) As in A1805, 906447 Township Road 12 A2-45 (Key Map 14)**

7.6.45.1 Notwithstanding any provisions of this Zoning By-Law to the contrary, no *person* shall within any 'A2-45' Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

*all uses permitted* in Section 7.1 of this Zoning By-Law.

7.6.45.2 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any 'A2-45' Zone *use any lot, or erect, alter or use any building or structure* except in accordance with the following provisions:

7.6.45.2.1 *LOT AREA*

Minimum **14 ha** (34.8 ac)

7.6.45.2.2 SPECIAL PROVISIONS FOR DEVELOPMENT ON AN UNDERSIZED AGRICULTURAL LOT

7.6.45.2.2.1 All residential *buildings and structures*, including *structures accessory* to a residential *use*, and inclusive of a *septic system, a water supply, amenity area, and a driveway*, shall be contained within an area not to exceed **228.6 m** (750 ft) measured northernly from Township Road 12 along the western lot line, **59.7 m** (196 ft) measured easterly from the western lot line, **39.6 m** (130 ft) measured southernly, **55.1 m** (181 ft) measured westerly, **184.4 m** (605 ft) measured southernly, **86.8 m** (285 ft) measured easterly, **4.5 m** (15 ft) measured southernly towards Township Road 12, and **91.4 m** (300 ft) measured westerly along the front

lot line towards the western lot line, as existing on the date of passing of this by-law.

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

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

READ a first and second time this 2<sup>nd</sup> day of July, 2025.

READ a third time and finally passed this 2<sup>nd</sup> day of July, 2025.

\_\_\_\_\_  
Mark Peterson – Mayor

(SEAL)

\_\_\_\_\_  
Sarah Matheson, Clerk

ZN1-25-04

## TOWNSHIP OF BLANDFORD-BLENHEIM

## BY-LAW NUMBER 2504-2025

## EXPLANATORY NOTE

The purpose of By-law Number 2504-2025 is to rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-45)' to permit the construction of a single detached dwelling on the subject lands. All residential buildings and structures, including structures accessory to a residential use, and inclusive of a septic system, a water supply, amenity area, and a driveway, shall be contained within an area not to exceed 228.6 m (750 ft) measured northerly from Township Road 12 along the western lot line, 59.7 m (196 ft) measured easterly from the western lot line, 39.6 m (130 ft) measured southernly, 55.1 m (181 ft) measured westerly, 184.4 m (605 ft) measured southernly, 86.8 m (285 ft) measured easterly, 4.5 m (15 ft) measured southernly towards Township Road 12, and 91.4 m (300 ft) measured westerly along the front lot line towards the western lot line.

The subject lands are described as Part Lot 23, Concession 12 (Blenheim) as in A1805, in the Township of Blandford-Blenheim. The lands are located on the north side of Township Road 12, between Oxford Road 22 and Oxford Road 8, and are municipally known as 906447 Township Road 12.

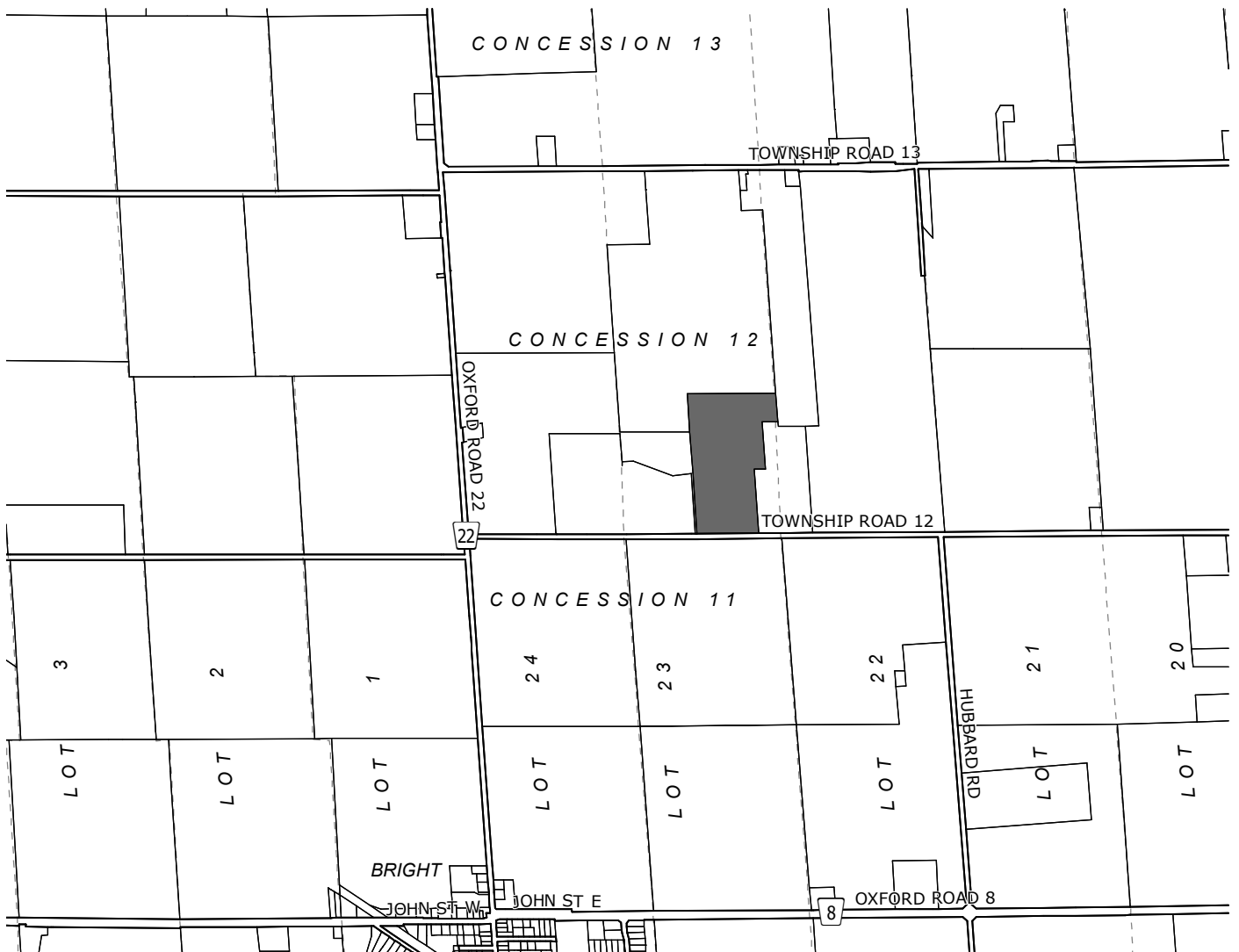
The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted the amending By-law Number 2504-2025. The public hearing was held on June 18, 2025 and Council did not receive any comments from the public respecting this application.

Any person wishing further information regarding Zoning By-Law Number 2504-2025 may contact the undersigned.

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

Telephone: 463-5347

# KEY MAP



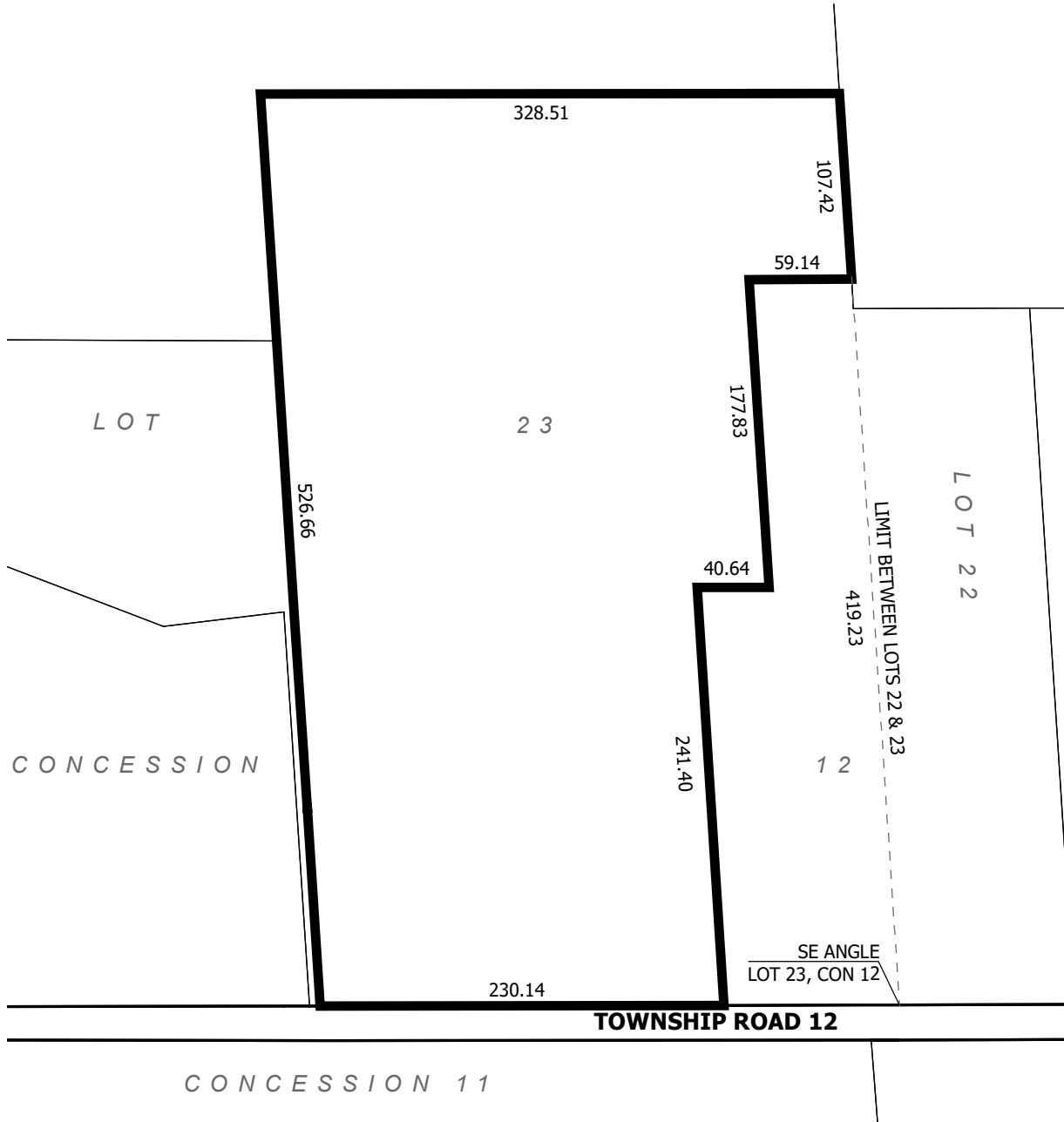
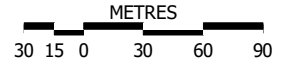
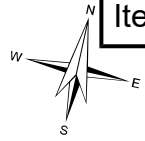
 LANDS TO WHICH BYLAW 2504-2025 APPLIES

# SCHEDULE "A"

TO BY-LAW No. 2504-2025

PART LOT 23, CONCESSION 12 (BLENHEIM)  
TOWNSHIP OF BLANDFORD-BLENHEIM

Item 16.b



 AREA OF ZONE CHANGE TO A2-45

NOTE: ALL DIMENSIONS IN METRES



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[Township of Blandford-Blenheim Website](#)

THIS IS SCHEDULE "A"

TO BY-LAW No. 2504-2025, PASSED

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

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER **2505-2025**

Being a By-law to appoint the Deputy Clerk as a person authorized to issue Marriage Licences.

**WHEREAS** pursuant to Section 11(2) of the *Marriage Act*, R.S.O. 1990, c. M.3, the Honourable Minister of Government Services may appoint the Clerk of a Township as a person authorized to issue Marriage Licences in and for the Township;

**AND WHEREAS** pursuant to Section 11(3) of the *Marriage Act*, R.S.O. 1990, c. M.3, the Clerk of a Township, as issuer, may appoint in writing one or more deputies to act for him or her;

**AND WHEREAS** the Council of the Corporation of the Township of Blandford-Blenheim deems it expedient for the public convenience that the Deputy Treasurer of the Corporation of the Township of Blandford-Blenheim be appointed in such capacity;

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

1. The Corporation of the Township of Blandford-Blenheim be and it is hereby authorized to make application to the Honourable Minister of Government Services to have Kevin Brandt, the Deputy Clerk of the Corporation of the Township of Blandford-Blenheim appointed as a person authorized to issue Marriage Licences in and for the Corporation of the Township of Blandford-Blenheim;
2. The Mayor and the Clerk be and they are hereby authorized and directed to do all such things and execute all such documents as may be necessary for the completion and implementation of the said appointment;
3. By-law Number 2115-2019 enacted the 16<sup>th</sup> day of January, 2019, is hereby repealed.

By-law **READ** a **FIRST** and **SECOND** time this 2<sup>nd</sup> day of July, 2025.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 2<sup>nd</sup> day of July, 2025.

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Mayor  
Mark Peterson

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Clerk  
Sarah Matheson

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER **2506-2025**

Being a By-law to amend By-law Number 506-83, as amended, being a By-law to appoint Deputy Division Registrars for the Township of Blandford-Blenheim.

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

**And Whereas** the Vital Statistics Act stipulates that every Municipal Clerk is a Division Registrar and is responsible for the duties of Division Registrar as prescribed by the Vital Statistics Act;

**AND WHEREAS** Chapter V.4, Section 38 of the Vital Statistics Act, R.S.O. 1990, provides that a Division Registrar may, with the approval of the Registrar General, appoint one or more Deputy Division Registrars to act for him or her and any such Deputy while so acting has all the powers and duties of the Division Registrar who appointed the Deputy;

**AND WHEREAS** the Municipal Council of the Corporation of the Township of Blandford-Blenheim deems it advisable to further amend By-law Number 506-83, as amended, to reflect the changes in personnel with this municipal appointment.

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

1. That Section 2 of By-law Number 506-83, as amended, is hereby further amended by adding the following section.
  - 1.1 "Section 2.1" That Sarah Matheson is hereby appointed as Clerk for the purpose of acting as Deputy Division Registrar for the municipality upon approval of the Registrar General.
  - 1.2 That Kevin Brandt is hereby appointed as Clerk for the purpose of acting as Deputy Division Registrar for the municipality upon approval of the Registrar General.
2. The provisions of this By-law shall take full force and effect upon passage of this by-law and approval of the Registrar General.
3. That By-law 1879-2015 is hereby repealed.

By-law **READ** a **FIRST** and **SECOND** time this 2<sup>nd</sup> day of July 2025.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 2<sup>nd</sup> day of July 2025.

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Mark Peterson, Mayor

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Sarah Matheson, Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2507-2025

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

**WHEREAS** by Section 5 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of a municipal corporation are to be exercised by its Council.

**AND WHEREAS** by Section 11 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of every Council are to be exercised by by-law;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Blandford-Blenheim at this meeting be confirmed and adopted by by-law;

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

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on July 2<sup>nd</sup>, 2025 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 2<sup>nd</sup> day of July, 2025.

By-law read a third time and finally passed this 2<sup>nd</sup> day of July, 2025.

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MAYOR  
MARK PETERSON

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CLERK  
SARAH MATHESON