

TOWNSHIPSHIP OF BLANDFORD-BLENHEIM

COUNCIL MEETING AGENDA

Wednesday, March 5th, 2025

Township Council Chambers

47 Wilmot St. S. Drumbo, ON

Watch via Live Stream on Township's YouTube:

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

4:00 p.m.

1. Welcome

2. Call to Order

3. Approval of the Agenda

Recommendation:

That the agenda for the March 5th, 2025 Regular Meeting of Council be adopted as printed, and circulated.

4. Disclosure of Pecuniary Interest

5. Minutes

a. [February 19th, 2025 Regular Meeting Minutes of Council](#)

Recommendation:

That the minutes of the February 19th, 2025 Regular Meeting of Council be adopted, as printed and circulated.

6. Business Arising from the Minutes

7. Public Meetings

a. **Public Meeting under the Planning Act, Official Plan Amendment & Zone Change**

i. [Application for Zone Change –ZN1-24-08, Generate Resource Recovery LP and Generate Capital Canada STF Group](#)

Recommendation:

That the Township of Blandford-Blenheim approve-in-principle the zone change applications (File Nos. ZN1-24-26 and ZN1-24-27) submitted by Generate Resource Recovery LP and Generate Capital Canada STF Group (File No. ZN1-24-08) whereby the lands described as Part Lot 21, Concession 6 (Blenheim), Part 1, Registered Plan 41R9844, Township of

Blandford-Blenheim are to be rezoned from 'Special Restricted Industrial Zone (MR-2)' to 'Special General Agricultural Zone (A2-19).'

8. Delegations / Presentations

None.

9. Correspondence

a. Specific

None.

b. General

None.

10. Staff Reports

a. Trevor Baer – Director of Community Services

[i. CS-25-02 – Monthly Report](#)

Recommendation:

That Report CS-25-02 be received as information.

b. Jim Borton – Director of Public Works

[i. PW-25-02 – Princeton Phase 4](#)

Recommendation:

That Report PW-25-02 be received for information; and,

That Council accepts the tender bid of \$4,089,450.45 not including HST submitted by Cassidy Construction London Ltd.; and further;

That Council authorizes the Chief Administrative Officer to execute the tender documents contract binding the Township and Cassidy Construction for the capital works.

[ii. PW-25-03 – Monthly Report](#)

Recommendation:

That Report PW-25-03 be received as information.

c. Sarah Matheson, Clerk

[i. DC-25-01 – Meeting Management Software](#)

Recommendation:

That Report DC-25-01 be received as information; and further,

That Council approve the purchase of eScribe software for Council Meeting Management.

d. Denise Krug, Director of Finance

i. [TR-25-05 – Additional 2025 Council Grant & Subsidy Request](#)

Recommendation:

That Report TR-25-05 be received as information; and

That Council give direction in regards to the Blenheim District Public School Home & School Association's request for funding for the Outdoor Greening Project in the amount of \$1,000.00.

11. Reports from Council Members

12. Unfinished Business

13. Motions and Notices of Motion

14. New Business

15. Closed Session

None.

16. By-laws

a. [2486-2025, Being a By-law to confirm the proceedings of Council.](#)

Recommendation:

That the following By-law be now read a first and second time: 2486-2025.

Recommendation:

That the following By-law be now given a third and final reading: 2486-2025.

17. Other

18. Adjournment and Next Meeting

Wednesday, March 19th, 2025 at 4:00 p.m.

Recommendation:

Whereas business before Council has been completed at _____ pm;

That Council adjourn to meet again on Wednesday, March 19th, 2025 at 4:00 p.m.

Wednesday, February 19th, 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, and Matheson.

Other: Robson, Planner.

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that the agenda for the February 19th, 2025 Regular Meeting of Council be adopted, as printed and circulated.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

RESOLUTION #2

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that the minutes of the February 4th and February 5th, 2025 Meetings of Council be adopted, as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Public Meetings

None.

8. Delegations / Presentations

None.

9. Correspondence

- a. Specific

None.

- b. General

None.

10. Staff Reports

a. Drew Davidson – Director of Protective Services

- i. FC-25-03 – January Monthly Report

RESOLUTION #3

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that Report FC-25-03 be received as information.

.Carried

b. Ray Belanger – Chief Building Official

- i. CBO-25-02 – January Monthly Report

RESOLUTION #4

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that Report CBO-25-02 be received as information.

.Carried

c. Denise Krug – Director of Finance

- i. TR-25-02 – Council Grant and Subsidy Requests 2025

RESOLUTION #5

Moved by – Councillor Banbury

Seconded by – Councillor Young

Be it hereby resolved that Report TR-25-02 be received as information;
and,

That Council direct staff to allocate Grant and Subsidy Funds as
recommended.

.Carried

- ii. TR-25-03 – Ontario Reg. 284-09

RESOLUTION #6

Moved by – Councillor Demarest
Seconded by – Councillor Young

Be it hereby resolved that Report TR-25-03 be received as information,
and,

That Report TR-25-03, with respect to Ontario Regulation 284/09 for the
budget year 2025, be adopted.

.Carried

- iii. TR-25-04 – Statement Issued with Respect to 2024 Salaries, Benefits and
Expenses

RESOLUTION #7

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that Report TR-25-04 be received as information.

.Carried

11. Reports from Council Members

Councillor Banbury addressed the Public Works Director, Jim Borton, regarding a vehicle that hit the railway tracks in Princeton by the Post Office. Councillor Banbury requested that we contact Oxford County regarding signage being installed promptly. Borton responded that the department is currently working on signage. Mayor Peterson reported that our CN rail representative ought to be contacted.

Councillor Barnes reported regarding Drumbo Heritage Society holding an event from 10:00 am to 2:00 pm on Sunday including games, a model train, old time clothing dress up.

Mayor Peterson commented on behalf of Council, extended appreciation to the Public Works department for their long hours and hard work.

12. Unfinished Business

None.

13. Motions and Notices of Motion

RESOLUTION #8

Moved by – Councillor Young

Seconded by – Councillor Demarest

Whereas speeding, distracted driving, and impaired driving are among the leading causes of driving related collisions, injuries, and fatalities in Ontario; and,

Whereas municipalities are called upon to modify driver behaviour through expensive infrastructure and even more expensive policing; and,

Whereas infrastructure and policing are inherently limited in their effectiveness at reducing speed and distracted driving, and entirely ineffective at reducing impaired driving;

Therefore, be it resolved that Blandford Blenheim Township calls on the Provincial and Federal governments to do everything in their power to limit speeding, distracted driving, and impaired driving, and thereby reduce collisions, injuries, and fatalities in our communities;

That the Township of Blandford Blenheim specifically requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead, which will allow Ontario's rural municipalities to make the critical investments needed to reduce the number of people being killed and seriously injured on Ontario's rural roads; and

And that Blandford Blenheim Township Staff work with Oxford County and all Oxford municipalities on the feasibility of implementing a long-term Vision Zero Policy and the Good Roads Rural Road Safety strategy across all of Oxford; and,

That a copy of this resolution be forwarded to the Ontario Premier, Ontario Minister of Transportation, Ontario Minister of Infrastructure, Ontario Minister of Agriculture, Ontario Minister of Rural Affairs, Ontario Associate Minister of Emergency Preparedness and Response, and Ontario Minister of Health, and Good Roads; and

FURTHER THAT this resolution be circulated to all Oxford police services boards, Safe and Well Oxford, Good Roads, and all municipalities in Ontario requesting their support.

.Carried

14. New Business

RESOLUTION #9

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Whereas [Canada and the United States \(U.S.\) have the world's most comprehensive and dynamic trading relationship, which supports millions of jobs in each country;](#) and,

Whereas [on February 1, 2025, the U.S. announced that it is imposing tariffs of 25 per cent on all Canadian goods, and a tariff of 10 per cent on energy exports from Canada, imported into the U.S. from Canada, effective February 4, 2025;](#) and,

Whereas the Government of [Canada responded to the U.S. imposition of tariffs on Canadian goods by introducing a set of prospective countermeasures designed to apply economic pressure on the U.S. to remove the tariffs as soon as possible;](#) and,

Whereas the Government of Ontario was also responsive to the imposition of U.S. tariffs on Canadian goods, [including highlighting the option of banning U.S. companies from Provincial contracts and discontinuing existing contracts with U.S. companies;](#) and,

Whereas on February 3, 2025, the U.S. announced that the plan to levy tariffs on Canada would be paused for at least 30 days, following negotiations with the Government of Canada, it being noted that the purpose of the pause would be to see “whether or not a final economic deal with Canada can be structured”; and,

Whereas municipalities, while relatively small players in Canada-U.S. trade, collectively procure substantial quantities of goods and services from U.S. suppliers;

Now Therefore Be It Resolved That Council direct staff to prepare a report outlining actions that can be taken to ensure relevant Township of Blandford-Blenheim procurement practices are aligned with recent directives advanced by

the Province of Ontario and Government of Canada in the event that future tariffs or similar economic sanctions be placed on Canada; and further,

That a copy of this resolution be forwarded to all Oxford County Municipalities, the Association of Municipalities of Ontario (AMO), Oxford County MPP Candidates, Oxford County MP – Arpan Khanna, and the Office of the Prime Minister of Canada.

.Carried

15. Closed Session

None.

16. By-laws

RESOLUTION #10

Moved by – Councillor Young
Seconded by – Councillor Barnes

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

- a. 2485-2025, Being a By-law to confirm the proceedings of Council.

.Carried

RESOLUTION #11

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

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

- a. 2485-2025, Being a By-law to confirm the proceedings of Council.

.Carried

17. Other Business

None.

18. Adjournment and Next Meeting

RESOLUTION #12

Moved by – Councillor Young

Seconded by – Councillor Demarest

Whereas business before Council has been completed at 4:26 p.m.;

Be it hereby resolved that Council adjourn to meet again on Wednesday, March 5th, 2025 at 4:00 p.m.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Sarah Matheson, Clerk
Township of Blandford-Blenheim

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

From: Dustin Robson, Development Planner, Community Planning

Application for Zone Change ZN1-24-08 – Generate Resource Recovery LP and Generate Capital Canada STF Group

REPORT HIGHLIGHTS

- The Zone Change Application proposes to rezone the severed lot resulting from Consent Application B24-36-1 from ‘Special Restricted Industrial Zone (MR-2) to ‘Special General Agricultural Zone (A2-19).’
- The related consent application was approved by the Oxford County Land Division Committee on February 6, 2025. The Zone Change Application is required to fulfill a condition of the consent approval.
- Planning staff are recommending approval of the proposal, as it is consistent with the Provincial Planning Statement and maintains the intent and purpose of the Official Plan.

DISCUSSION

Background

OWNER: Generate Capital Canada STF Group and
Generate Resource Recovery
1087 Green Valley Road, London, ON N6N 1E4

APPLICANT: MHBC Planning
200 – 540 Bingeman’s Centre Drive, Kitchener, ON N2B 3X9

LOCATION:

The subject lands are described as Part Lot 21, Concession 6 (Blenheim), Part 1, Registered Plan 41R9844, in the Township of Blandford-Blenheim. The lands are located at the south side of Oxford Road 29, lying between Highway 401 and Oxford Road 22, and are municipally known as 806548 Oxford Road 29.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule “B-1”	Township of Blandford-Blenheim Land Use Plan	‘Agricultural Reserve’
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TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW 1360-2002:

Lot to be Severed:

Existing Zoning: 'Special Restricted Industrial Zone (MR-2)'
Proposed Zoning: 'Special General Agricultural Zone (A2-19)'

Lot to be Retained:

Existing Zoning: 'Special Restricted Industrial Zone (MR-2)'
Proposed Zoning: 'Special Restricted Industrial Zone (MR-2)'

Lot to be Enlarged:

Existing Zoning: 'Special General Agricultural Zone (A2-19)'
Proposed Zoning: 'Special General Agricultural Zone (A2-19)'

PROPOSAL:

The Zone Change Application proposes to rezone the severed lot resulting from Consent Application B24-36-1 from 'Special Restricted Industrial Zone (MR-2)' to 'Special General Agricultural Zone (A2-19)'. The related consent application was approved by the Oxford County Land Division Committee on February 6, 2025. The subject Zone Change Application is a requirement to fulfill a condition of the consent.

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

Plate 2, Aerial Photography (2020), provides an aerial view of the subject lands and surrounding area.

Plate 3, Applicants' Sketch, shows the configuration and dimensions of the lands to be severed, enlarged, and retained as proposed by the applicant.

Application Review

2024 Provincial Planning Statement

The 2024 Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act.

Section 4.3 (Agriculture) of the PPS directs that prime agricultural areas shall be protected for long term agricultural use.

Further, Section 4.3.3 (Lot Creation and Lot Adjustments) discourages the creation of new lots in prime agricultural areas and provides only four instances where such lot creation may be permitted, as summarized below:

- for agricultural uses, provided the lots are of a sufficient size for the type of production common in the area and are sufficiently large enough to maintain flexibility in adapting the operation in the future;
- for agricultural-related uses;
- for a surplus farm residence resulting from a farm consolidation; and,
- for infrastructure facilities and corridors in lieu of an easement or right-of-way.

The policies of the PPS also direct that lot adjustments in prime agricultural areas may be permitted for legal or technical reasons, which are defined to mean consents for the purpose of easements, corrections of deeds, quit claims and minor boundary adjustments that do not result in the creation of a new lot.

Official Plan

The subject lands are located within the Agricultural Reserve designation according to Schedule B-1 'Township of Blandford Blenheim Land Use Plan' in the County of Oxford Official Plan. In the Agricultural Reserve designation, lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms together with farm buildings and structures necessary to the farming operation, and accessory residential uses required for the farm.

The policies regarding boundary adjustments in areas designated for agriculture are outlined in Section 3.1.4.4.4 (Easements, Rights-of-Way, Correction of Title and Boundary Adjustments) in the Official Plan. Specifically, these policies permit minor adjustments to the legal boundaries of lots to conform to existing patterns of exclusive use and occupancy or to rectify problems created by the encroachment of buildings, structures, private water supply or private sewage disposal facilities on abutting lots.

Zoning By-law

The lands to be severed are currently zoned 'Special Restricted Industrial Zone (MR-2)' in the Township of Blandford-Blenheim Zoning By-Law. The 'MR-2' zone permits a limited range of industrial uses, including a recycling depot, a processing plant accessory to a permitted use, a manufacturing plant accessory to a permitted use, and a retail outlet or wholesale outlet or business office accessory to a permitted use. A recycling depot shall be prohibiting from receiving, storing, or process any hazardous substances. The 'MR-2' zone requires a minimum lot area of 3,700 m² (39,828 ft²) and the minimum lot frontage shall be the frontage existing at the time of the passage of the Zoning By-law. Once the lot to be severed is conveyed to the lot to be enlarged, the resulting lot size for the lot to be retained would be approximately 4.1 ha (10.1 ac) in size.

The lands to be enlarged are currently zoned 'Special General Agricultural Zone (A2-19).' The 'A2-19' zone permits a variety of agriculture-related uses, including a farm, a regulated farm, and a single-detached dwelling if accessory to a farm or a regulated farm. The 'A2-19' zone requires a minimum lot area of 14.6 ha (36 ac) and a minimum lot frontage of 100 m (328.1 ft). The lot to be severed would be approximately 0.1 ha (0.2 ac) in area. Once the lot to be severed is conveyed to the lot to be enlarged, the resulting lot size would be approximately 14.7 ha (36.2 ac) while maintaining the existing 300 m (984.2 ft) frontage on Oxford Road 29.

Should the subject Application for Consent be approved by the Land Division Committee, the applicants have also submitted a Zone Change Application that would rezone the lot to be severed

from MR-2 to A2-19. This would ensure that the newly enlarged lot would have one consistent zoning.

Agency Comments

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

Public Consultation

Notice of Complete Application was circulated on February 6, 2025 while Notice of the Public Meeting was circulated to neighbouring property owners on February 13, 2025 in accordance with the requirements of the Planning Act. As of the date of this report, no comments or concerns had been received from the public.

Planning Analysis

Planning staff have reviewed the applicants' request and are of the opinion that the proposal represents a minor boundary adjustment that will not result in the creation of a new lot nor remove land from agricultural production and can therefore be considered appropriate in this instance.

The purpose of the Application for Consent is to facilitate a minor boundary adjustment (lot addition) that would see a portion of an existing industrial lot (806548 Oxford Road 29) of approximately 0.1 ha (0.2 ac) be severed and conveyed to an abutting agricultural lot (806538 Oxford Road 29). The purpose of the proposed consent and conveyance is to expand the agricultural lands of the lot to be enlarged with a portion of land that is currently not being used by the industrial operation on the subject lands.

The retained lands will be approximately 4.1 ha (10.1 ac) in size and will continue to be used for industrial purposes. A recycling facility exists on-site and will continue to operate on the lands. Staff are satisfied that the conveyance of approximately 0.1 ha (0.2 ac) will not significantly impact the use of the retained lands as the lands being conveyed have not been used for the current industrial purposes. Further, the lot to be retained will continue to be of a sufficient size to accommodate the necessary off-street parking, drainage, and private services.

Concerning the lot to be severed, staff recommended that as a condition of consent the lot to be severed be appropriately zoned. As such, the applicants submitted the subject Application for Zone Change, which requests to rezone the lot to be severed from 'Special Restricted Industrial Zone (MR-2)' to 'Special General Agricultural Zone (A2-19)' to ensure that the zoning of the 'new' enlarged parcel created by this application is consistent. Planning staff have reviewed the proposed applications, both severance and zone change, in relation to one another and are of the opinion that they maintain the minimum requirements in terms of minimum lot size, lot depth, and frontage for the subject lands.

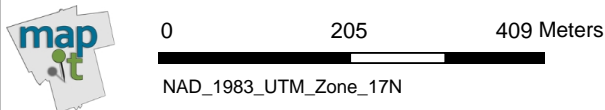
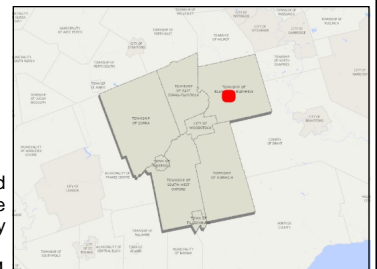
In light of the foregoing, it is the opinion of this Office that the proposal is consistent with the policies of the PPS and maintains the intent of the Official Plan and Planning staff recommend that the application be given favourable consideration. The proposed amending Zoning By-Law will be brought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



Legend

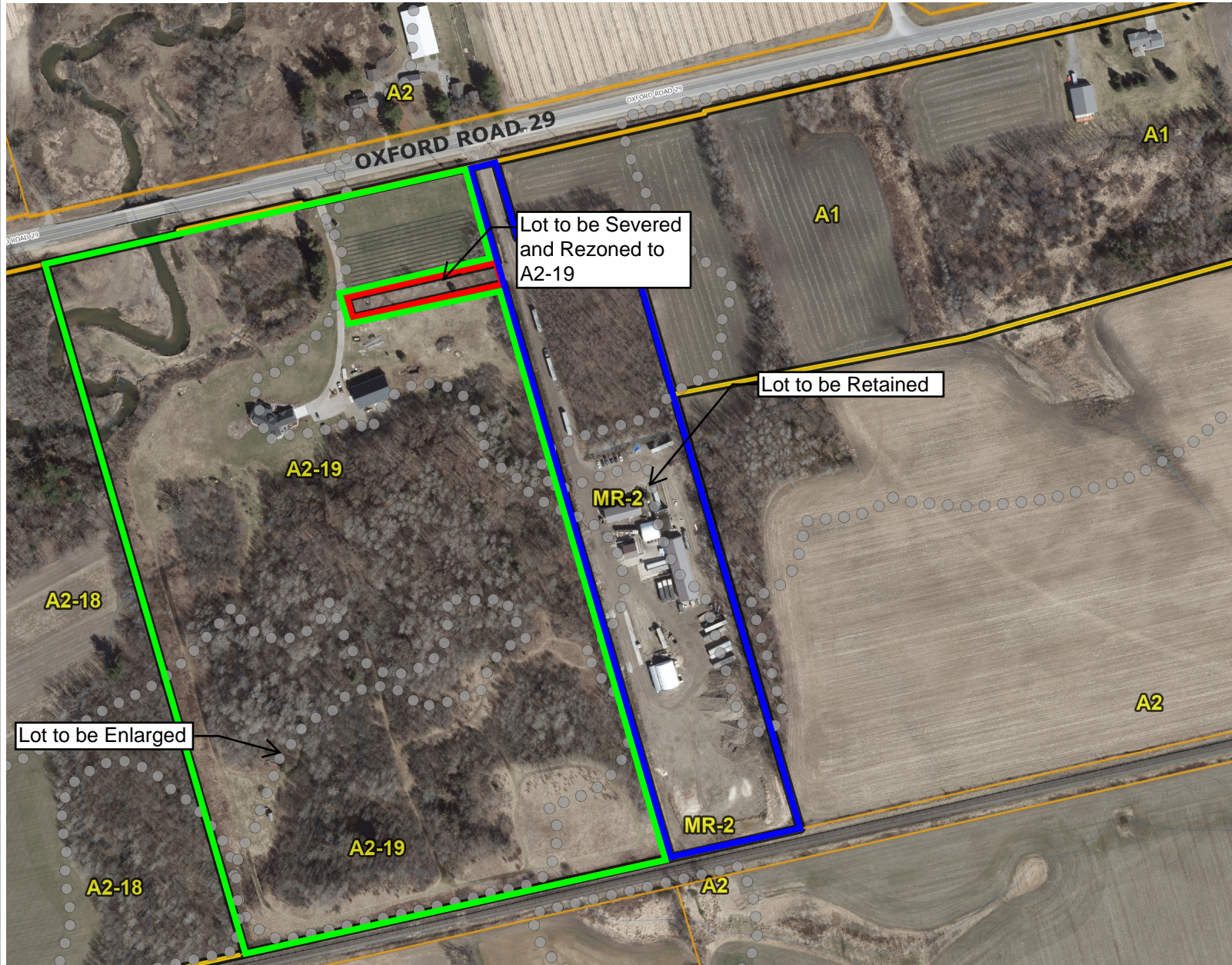
- Parcel Lines**
 - Property Boundary
 - - - Assessment Boundary
 - Unit
 - Road
 - - - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
 - 100 Year Flood Line
 - ▲ 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays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

Notes



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

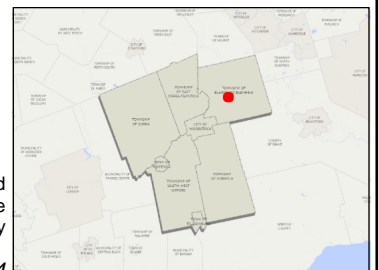
June 6, 2024



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



0 102 205 Meters
NAD_1983_UTM_Zone_17N



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June 6, 2024



Conceptual Severance Plan

806538 and 806548 Oxford Rd 29
 Township of Blandford-Blenheim
 Oxford County

LEGEND

-  Subject Lands - 806548 Oxford County Rd. 29 (± 42,868.5m²)
-  Severed Line
-  Lands to be Severed (± 1,621.4m²)
-  Lands to be Retained (± 41,247.1m²)
-  Benefiting Lands - 806538 Oxford County Rd. 29 (± 146,458.2m²)

Note:
 -Measurements are in metres and only approximate

DATE: April 2024
 FILE: 08126K
 SCALE: 1:3,000
 DRAWN: PL



K:\08126K - 806538 OXFORD ROAD 29, TOWNSHIP OF BLANDFORD-BLENHEIM\SEVERANCE SKETCH\SEVERANCE SKETCH_BAPRIL 2024-PLAN3.DWG



TOWNSHIP OF BLANDFORD-BLENHEIM

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

Reviewed By: Josh Brick , CAO
Date: Feb 26 2025

Subject: Monthly Report – Feb
Council Meeting Date: Mar 5 2025

Report #: CS-25-02

Recommendation:

That Report CS-25-02 be received as information.

Background:

The following report provides Council with an update regarding the activities of the Community Services Department for the month of February 2025.

Analysis/Discussion:

Administration

The Community Services Department has purchased a new floor scrubber to improve facility maintenance at the Plattsville Arena, with the existing scrubber being relocated to Princeton Hall. This purchase aligns with the Township of Blandford-Blenheim's Procurement Policy and remains within the 2024 operating budget.

This purchase follows the Township's Procurement Policy, which outlines:

- For purchases between \$10,000 and \$30,000, staff must obtain a minimum of three written quotes before proceeding.
- For purchases over \$30,000, a formal tendering process is required.

The following quotes were received:

- Original advertised price (as of today): \$17,500
- Quote from Swish: Alternative machine (not directly comparable)
- Quote from Frank's Maintenance Products: \$13,782
- Final purchase Flexco: \$12,200

- Purchase date: December 2024

This purchase was planned within the 2024 operating budget, and staff want Council to be aware that this expense was accounted for and did not exceed the approved budget line at the end of the year. Additionally, purchasing in 2024 ensured cost savings, as pricing and tariffs are expected to increase in 2025.

Operational Benefits

The new floor scrubber significantly enhances facility cleanliness and efficiency by simultaneously scrubbing floors and vacuuming up dirty water, unlike traditional mops that spread debris rather than removing it effectively. This upgrade ensures that:

- Plattsville Arena receives a more effective cleaning solution.
- Princeton Hall benefits from having a dedicated floor scrubber for the first time.

This investment improves cleanliness and safety for facility users while ensuring efficient budget use.

Conclusion

The purchase of this floor scrubber follows all required procurement procedures and remains within the 2024 operating budget. This investment enhances facility maintenance while maximizing budget efficiency.

Arena Staffing Updates

Two staff positions at the Plattsville Arena have been posted to replace outgoing employees. The job postings close on March 17, 2025.

Township's 50th Anniversary

I have met with all three heritage committees within the township to discuss the \$1,500 grant allocated for anniversary celebrations. Each group is planning events to commemorate the township's 50th anniversary, and I will provide updates as event details are finalized.

Arena Activities

In February, the arena hosted several Family Day skates, sponsored by community groups and local businesses. Despite a snowstorm over the Family Day weekend, attendance was strong.

Parks and Recreation

Staff have engaged with local baseball organizations to discuss plans for the 2025 season. These consultations ensure that our facilities and programs align with community needs and expectations.

The Community Services Department remains committed to fostering engagement and enhancing recreational opportunities. Further updates will be provided as projects progress

Financial Considerations:

Not applicable.

Attachments:

Not applicable.

Submitted by:

Trevor Baer

Director of Community Services



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Josh Brick	Date:	February 25, 2025
Subject:	Princeton Phase 4	Council Meeting Date:	March 5, 2025
Report #:	PW-25-02		

Recommendation:

That Report PW-25-02 be received for information; and,

That Council accepts the tender bid of \$4,089,450.45 not including HST submitted by Cassidy Construction London Ltd.; and further,

That Council authorizes the Chief Administrative Officer to execute the tender documents contract binding the Township and Cassidy Construction for the capital works.

Background:

The Princeton Street Reconstruction and Storm Water Improvement Project has been in the Townships long term capital plan for many years now. After some initial delay, the project has been given the green light to proceed. Township staff have been supported by K.Smart Engineering (Drainage Division) to facilitate this work.

Phase (4) of the project will be the last of the major construction in the village. This phase includes the Main St. and the side streets to the East of the village. This phase of construction will be the largest. Staff will continue to work with the contractor and engineer to ensure any disruptions as a result of this capital work are mitigated as much as possible.

Analysis/Discussion:

The tender was issued through Bids&Tenders. Since using the procurement site, the Township has had better responses for these types of projects. The Princeton Street Reconstruction and Storm Water Improvement Project tender had (28) plan takers and received (9) competitive bids.

Contractor Tender Amount**Cassidy Construction London Ltd \$4,089,450.45****Viewcon Construction Ltd \$4,441,815.99****Network Sewer and Watermain Ltd \$4,986,304.12****J-AAR Excavating Limited \$5,159,264.90****GIP Paving Inc. \$5,277,750.00****Bel-Air Excavating & Grading Ltd \$5,533,535.39****Capital Paving Inc. \$5,717,000.00****Navacon Construction Inc. \$6,359,209.10****2008422 Ontario Limited \$8,300,288.87**

K.Smart and Township staff have reviewed all the bids and the bids meet the criteria layed out within the tender. The low bid is from Cassidy Construction London Ltd, in the amount of \$4,089,450.45. References have been contacted and all have confirmed that this contractor does good work, are easy to work with and complete jobs on time. They have a proven track record, having done work in the past for The City of St. Thomas and the Municipality of Central Elgin. Based on the above, staff and the Township-contracted engineer are recomending that Phase (4) of the Princeton Street Reconstruction and Storm Water Improvement Project be awarded to Cassidy Construction Ltd.

Financial Considerations:

Cassidy Construction London Ltd. \$4,089,450.45 plus HST.

Considerations for this capital work were included in the 2025 Capital Plan in the amount of \$5,822,549.00. While there will be additional expenses related to the project outside the scope of this tender, this tender outcome represents a significant capital budget efficiency.

Attachments: K.Smart Recommendation Letter

Respectfully submitted by:



Jim Borton, C.R.S.S
Director of Public Works



K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS & PLANNERS

85 McIntyre Drive
Kitchener, ON N2R 1H6

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

Feb 24, 2025

File No. 24-247

Mr. Adam Degier
Drainage Superintendent
Township of Blandford-Blenheim
47 Wilmot Street, Drumbo ON N0J 1G0

**RE: PRINCETON DRAINAGE SYSTEM 2022 – PHASE 4
CONTRACT NO. 2025-02
RECOMMENDATION OF AWARD OF TENDER**

Dear Adam:

We have completed our review of the tenders submitted, and Cassidy Construction London Ltd. submitted the low tender bid of \$4,089,450.45, not including HST.

All the bids submitted are listed below from lowest to highest, not including taxes.

<i>Contractor</i>	<i>Tender Amount</i>	<i>Contractor</i>	<i>Tender Amount</i>
Cassidy Construction London Ltd	\$4,089,450.45	Bel-Air Excavating & Grading Ltd	\$5,533,535.39
Viewcon Construction Ltd	\$4,441,815.99	Capital Paving Inc.	\$5,717,000.00
Network Sewer and Watermain Ltd	\$4,986,304.12	Navacon Construction Inc.	\$6,359,209.10
J-AAR Excavating Limited	\$5,159,264.90	2008422 Ontario Limited	\$8,300,288.87
GIP Paving Inc.	\$5,277,750.00		

Cassidy Construction London Ltd. has successfully completed similar projects for the City of St. Thomas and the Municipality of Central Elgin. I followed up with both municipalities, and they were very satisfied with Cassidy's work at that time and would hire them again.

We have no experience with Cassidy Construction for road reconstruction work, but our company has worked with them on a municipal drain. The municipal drain construction went well, and we have no concerns about working with Cassidy on the project.

We recommend that the contract be awarded to Cassidy Construction London Ltd. for \$4,089,450.45, not including HST, subject to the final valuation of the completed work.

If you agree, please have the agreement, which forms part of the contract, completed and signed by both parties and a copy mailed to us.

If you have any questions, please get in touch with the undersigned.

Yours truly,

Kevin Death, C.E.T.
K. Smart Associates Limited



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Josh Brick	Date:	February 26, 2025
Subject:	Monthly Report	Council Meeting Date:	March 5, 2025
Report #:	PW-25-03		

Recommendation:

That Report PW-25-03 be received as information.

Capital

- Princeton Pond Expansion project – Construction of the pond is complete. The installation of a head wall/Outlet and some pipe for the next phase to connect to will be started once the weather allows. After further discussions with the Drainage Superintendent and the CAO about fencing or alternatives. The Drainage Superintendent is going to speak with Ducks Unlimited for a recommendation of tree plantings to help distinguish the ponds top boarders. Staff will look at doing this at both Princeton ponds.
- Princeton phase 4 (South section) – The tender for Phase 4 closed on February 20th. The Township received 9 tender bids with Cassidy Construction being the low bid. See report PW-25-02.
- Bridge 24 EA – The process has run into a snag. Horizon the company hired to complete both the archeological and the CHER/HIA studies has given us notice that they cannot/will not complete the reports. KSmart has reached out to other companies that have worked on similar projects to get the reports completed. It looks like the bulk of the work is transferable, however, it will take time to get it finished. Instead of an early spring tender we will be looking at a summer tender. Construction is still planned to start in 2025.
- Bridge 38 deck repair. Staff remains in contact with VanDriel construction and as soon as the weather permits this project will resume.
- New Grader – Staff has reached out CAT & John Deere for information on current models, availability and possible demos.
- A request for pricing for the deck survey of Bridge 23 is currently out.
- The Surface treatment tender will be going out in early March. Blandford-Blenheim, Zorra, Norwich and Wilmot Townships are joining together on the tender with the premise of receiving better market pricing.
- Wilmot Township has removed the conversion of Oxford-Waterloo Road from the budget for 2025. There has been no decision on Bridge 3 as of yet.

County Shared Service/Road Association/Training

- Shared Services meeting – The service sharing committee met in Zorra. We discussed programs for Hours-of-Service tracking & vehicle inspections. Current road conditions and activities. Upcoming training opportunities and the Safety Truck Roadeo.
- Road Association – The Oxford Assoc. next meeting in March 13.
- AORS – The next meeting will be a virtual meeting in March. AORS staff continues to work on advocacy initiatives and the Municipal Public Works training program. The Trade Show committee is meeting once a month, planning is coming along great for the June 4 & 5 show. We currently have 88% of all the booth space sold.

Drainage

- 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.
- As drain inquires come in, they are reviewed and the appropriate response is generated. Any drain repairs will be conducted once the weather allows.

Other

- The month of February has continued to be snowy and windy. Staff has been busy keeping the road cleared and safe. A Significant Weather Event was called on February 17th and was in place until mid-day on the 19th. Some snow removal has been taking place in the villages for safety concerns and to allow snow storage in the event of more snow accumulation.
- Reviewing EA documents for Bridge 24
- Working on approving road permits that would allow Xplornet to use the Township right of way to run fibreoptic cable in the Township.
- Work with supplier on future equipment purchases.
- Working with MESH and the Drainage Superintendent to add asset management programs to our road patrol and winter patrol program.
- Working with the Drainage Superintendent on finding suitable dump sites for the excess soil from the Princeton Drain project.
- Working with KSmart and Drainage Superintendent on the next phases of the Princeton project.
- Staff is continuing to meet with land owners at outdoor sites to discuss ditch or road issues.

Attachments Service Sharing minutes from February

Respectfully submitted by:



Jim Borton CRS-S
Director of Public Works

Service Rationalization

MEETING MINUTES

DATE: February 13, 2025

LOCATION: Zorra

PRESENT: Tom Lightfoot, Steve Oliver, Jim Borton, Adam Prouse, Rich Fleming, Ken Farkas, Alex Laros

REGRETS: Richard Sparham, Shawn Vanacker, Daniel Locke,

COMMITTEE CHAIRMAN: Steve Oliver

SECRETARY: Tom Lightfoot

ITEM	ACTION	ASSIGNED TO
1. Meeting called to order	10:09AM	
2. Minutes of Last Meeting:	Reviewed- Moved by Adam Second by Jim	
3. Correspondence/ Speaker	None	
4. Old Business	Reduced load period discussion. Jim- Tradeshow update and discussion, next meeting will be February 24/25. Tom and Ken to reach out to mobile power washing companies for the show. Show is over 80 % sold.	
5. New Business	Tom- OGRA, AORS booth Sunday- Ken, Adam to run the booth. Monday- Tom, Steve, Adam Rich/Jim- HOS, Vehicle Inspections discussion on who is doing what and how. On Track has been arranged to do a presentation of their Hours-of-Service software at the next meeting in Blandford Blenheim. Rich- Wheel Installer course, Rich found a company going to confirm pricing. Jim- Notice of Motion, regarding road safety. BB will be sending around their motion after Council.	
6. Round Table	Ken- staff wage discussion Jim- surface treatment tender, plan to issue the tender by end of February. If you have any work to be added let him know. Alex- in discussions with Cobalt Safety over supervisor training. Ken-Truck Rodeo, Alex is helping organize the Rodeo this year. The date is April 24, 2025, for this year's event.	
7. Health & Safety	None	
8. Next Meeting	March 12, 2025, 10:00am Blandford Blenheim	
9. Adjourned	11:00 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

Efficiencies are anticipated. Implementing a meeting management software is anticipated to represent a four-to-six-hour time savings per agenda cycle.

Blandford-Blenheim is currently the only Oxford municipality that is not using a meeting management software for Council meetings. The majority of Oxford municipalities are currently using eScribe.

Meeting management software will streamline internal processes for creating, management and distributing agendas. eScribe is a web-based interface with the ability to be accessed from anywhere.

Implementing meeting management software will provide increased openness and transparency to the public. Meetings will be streamed to YouTube with the playback version being time-stamped for ease of access. Further, the agenda will be available in both pdf and html format, with the html format being fully accessible as well as time stamped.

Further benefits of eScribe software:

- an interactive interface with supporting content, i.e. dynamic maps, videos and ease of ability to link to external sources;
- simple and cleaner process for development of reports;
- approval workflow management for a consistent approach to review, version control, audit trail and approval of agenda reports which will decrease the opportunity for human error;
- streamlined approach for staff submitting reports;
- streamlined minutes with automatic resolution numbering and option to prepare minutes as meeting is happening.

Financial Considerations:

Given that eScribe is the preferred vendor locally, with Oxford County using the software, staff are recommending purchasing the eScribe software. eScribe is a Canadian company, founded in Markham, Ontario and with legal address in Toronto, Ontario.

Staff are recommending Option B: Premium Bundle through eScribe. The quoted price for the software is \$9,900.00 annually (proposal attached). eScribe has agreed to waiving the one-time training and setup fee of \$3,000.00.

Staff have explored other viable options finding two other companies that offer the software being sought. Diligent and Stoneshare have provided pricing, with Diligent's basic solution coming in about \$7,500.00 annually. This company is American, as result, compliance with AODA is difficult to ensure. Stoneshare's quote came in at \$20,000.00.

Attachments:

- eScribe Proposal

Respectfully submitted by:

Sarah Matheson,
Clerk



The Township of Blandford-Blenheim Meeting Management System Proposal

Ethan Driedger

edriedger@eScribemeetings.com

519-732-1111

Date: November 22, 2024

Valid Until: December 29, 2024

Situational Analysis

The Township of Blandford-Blenheim is looking to help improve efficiencies around their meeting processes, both internally and for public transparency.

Project Goals

Based on our discussions to date, it is understood that The Township of Blandford-Blenheim is seeking a way to improve meeting management to achieve the following project goals:

- Digitally create and manage public meetings for staff, elected officials and public
- Improve staff efficiency with automated workflow and approval processes
- Reduce late items and changes to agenda items after they have been published
- Efficiently create and distribute paperless agendas to meeting attendees
- Improve citizen transparency with Web-streaming and digitally inclusive documents

High Level Timeline

The eScribe implementation plan is formulated with consultation between the Customer Project Team and the eScribe Implementation Consultant upon the finalization of the agreement. Below is a sample implementation schedule and may change depending on the modules selected and Customer's timelines.

Stage	Description	Target Date
PHASE 1		
1	Project Kick off - Agreement signed	Week 1
2	Pre-Configuration – Meeting, user and process information	Week 2
3	Configure eScribe settings for Customer	Weeks 3&4
4	User Adoption – Train and transition users to eScribe	Weeks 5-9
5	Live Meeting – First fully live meeting conducted using eScribe	Week 10
PHASE 2		
6	eScribe assists Customer with roll out plan for other areas of the organization	Week 11+
7	Roll Out Complete – transitioned to Account Management	

Our Recommendation

eScribe is a highly modular and scalable solution. You can mix and match features (modules) to build your own custom meeting management solution or save money and reduce onboarding times by taking advantage of one of our pre-configured meeting management bundles designed to solve common pain points. Here is our recommended bundle to get you up and running quickly:

Option A: Essentials Bundle

Annual Subscription Cost: \$8,900 | One Time Training And Setup Fees: \$2,000

Modules included in the Essentials bundle:

- **Meeting Manager** – Streamlines and automates meeting preparation and post meeting activities, and conducting meetings
- **Participant Portal** – Secure access for board and elected officials
- **Internet Publishing Plus** – Easily engage stakeholders through their existing website, without programming and fully supports evolving accessibility requirements
- **Report Manager** – Revolves around the preparation and approval of reports and items for submission to meetings
- **Meetings Pro App (up to 10 users)**– Easy agenda access from iPad or Windows 10+ devices, including confidential documents for council and administrators. Highlight, make notes, declare conflicts of interest.
- **Single Sign-On EntraID/AzureAD Integration** – Integrate with your identity provider for an added security layer
- **Storage – Up to 5GB**

Option B: Premium Bundle

Annual Subscription Cost: \$9,900 | One Time Training And Setup Fees: \$3,000

In addition to the modules included in the Essentials bundle, eScribe's Ultimate bundle also includes:

- **YouTube/Vimeo Integration** - Connect your public facing agendas and YouTube or Vimeo video to enable timestamped agenda items indexed to agendas and minutes.
- **Storage – Up to 25GB**

Option C: Ultimate Bundle

Annual Subscription Cost: \$19,950 | One Time Training And Setup Fees: \$5,000

In addition to the modules included in the Premium bundle, eScribe's Ultimate bundle also includes:

- **Video Manager & Webcasting Plus** – An end-to-end storage and streaming solution with one integrated encoder, Webcasting Plus provides everything you need to capture video from cameras located onsite. Livestream can also be pushed to YouTube.
- **Live Closed Captioning** – Real-time, AI generated captions to make your videos even more accessible (one stream per encoder)
- **Vote Manager & Request to Speak** – Rules-based electronic voting and speaker management
- **Storage – Up to 75GB**

Optional Add-Ons:

- **Board Manager Life or Plus**– Easily manage your boards and member details online
- **Public Comments** – Receive and publish comments from citizens
- **Delegation Request** – Manage citizen requests to speak during public meetings

Pricing Notes:

- Implementation fees are for remote support. Onsite personnel can be arranged. Additional travel and living expenses would apply in addition to the Implementation Fees.
- Year 1 Subscription and Implementation Services Fees are invoiced upon commencement of the project.
- Subsequent year(s) Subscription Fees will be due on the anniversary date and will increase from the previous years Subscription Fees by four percent (4%).
- Payment Terms are Net 30 from date of invoice.

Fees do not include the migration of any existing meeting content. Should you wish to migrate legacy data, eScribe would be happy to provide a separate statement of work and costs based on specific requirements.

For more information on each of the recommended module(s) features and details, please refer to Appendix A.

Onboarding

While a few vendors have solutions with features to address some of the pain points associated with meetings, features on their own don't necessarily drive benefits. While features are an important consideration at eScribe, we've learned that the ultimate success of a meeting management solution implementation is driven more by end user buy in to the improved way of doing things. That is why more projects fail from lack of user adoption than virtually any other reason.

While training end users on proper system use is an important component, there are additional critical factors to consider. To ensure a successful implementation we assign a dedicated team and follow a repeatable framework that has been developed over hundreds of successful implementations spanning customers both large and small.

NOTE: The eScribe system does have minimum requirements to ensure it can run properly with a positive experience, please refer to appendix C of this proposal.

Your eScribe Team

Customer experience is very important to us. We understand it can be daunting to migrate to new software. That is why you will have access to a dedicated team of experienced eScribe professionals supporting you every step of the way, reducing the impact on your internal staff and IT department and ensuring a successful roll-out, including:

- ✓ *Corporate Project Sponsor*
- ✓ *Project Management*
- ✓ *Training & Process Workshops*
- ✓ *Technical Systems Analyst*
- ✓ *Realtime Technical Support*
- ✓ *Account Management*

Project Management

eScribe is a flexible cloud-based platform that can be personalized with the look and feel of an organization while still aligning with "best-practices" and automated processes to assist users before, during and after meetings.

Your Project Lead will guide you through the process of setting up your project for success and long-term satisfaction through the whole organization. Throughout a series of project meetings

you will be led through a tried and true process to take your organization from configuration, training, initial go live, and subsequent roll out to the rest of the organization.

Configuration

Your Project Lead will work with you to communicate with staff and coordinate the gathering of user, meeting and process information and configuring eScribe for first use, including:

- Project Planning and ongoing Coordination
- User and Permissions Configuration
- Meeting Types Configuration
- Agenda & Minute Templates & Workflow Configuration
- Report & Legislative Templates & Workflow Configuration
- Webcasting Configuration
- Internet Publishing Configuration
- Scheduling End User Training
 - Meeting Administrators
 - Site Administrators
 - Staff Contributors
 - Meeting Participants
- Maintaining project documentation and resolving open items

Training & Process Workshops

Training

eScribe is built to be user-friendly and with just a few training sessions, users will be quickly on their way to run their first live meeting independently and with confidence.

eScribe Academy

eScribe Administrators will be given a login to begin their training. Courses are assigned based on the tools their organization uses. Learning is self-paced with each session lasting approximately 2.5 hours, with the whole program taking approximately 8–10 hours. Each session includes quizzes to ensure viewers are understanding the content that they must pass in order to progress.

Each eScribe Administrator should have their own unique license for the system as they will receive an eScribe Certificate with their name after training is completed. Certificates can be downloaded and added to their resume and LinkedIn profile! Administrators will be eScribe Certified!

Train the Trainer

This method ensures there are always competent in-house power users available to help your team out with the new processes until the new skills become a habit. The other benefit to in-house power users who train other users is that they understand the organizational culture and needs, allowing them to share information and new knowledge in a way that will resonate with their staff.

Workshop Sessions

In addition to end user training, you will participate in optional one on one workshop sessions following your training session. Workshops are usually scheduled in 30-60 minutes increments, with the majority of Customers taking advantage of 4-5 hours of workshop time throughout the onboarding process.

These workshop sessions will focus on any specific processes that require further discussion, as well as any questions that have risen from practice following the training session.

These sessions are designed to compliment the training sessions to ensure that each Customer can use their eScribe system to it's fullest potential. It is recommended that to make best use of these workshop sessions, they are scheduled once users have had a chance to practice after training in order to have a basic understanding of the flow of information throughout the eScribe system.

Dedicated Go Live Support

In order to ensure that your first meeting gets off to a strong start, your eScribe Project Lead and Trainer will support you through agenda prep, conducting and recording your first live eScribe meeting to ensure administrative users are comfortable with all aspects of the meeting lifecycle.

Online Resources and User Forums

Educational Webinars

The eScribe Training team also leads educational webinars on topics as requested and voted on by customers offering how-to instructions and time saving tips to help users get the most from eScribe. There is no additional cost for these webinars. Sign up for one or as many as you like.

Customer Community Portal (CCP)

To further empower our customers, the CCP can be used to submit and track support tickets. There is also a Feature Request forum within it to share product ideas directly with the eScribe product management team and vote on ideas from other organizations. A General Discussion forum is also used for collaborating on meeting “best-practices” with other eScribe customers.

Some key features of CCP include:

- **Knowledge Base** – A library of user reference, and help articles
- **FAQ section** – “How-to” guides and technical trouble shooting assistance
- **Customer forum** – Chat with other eScribe customers and learn from each other
- **Feature requests** – Submit ideas to eScribe and vote/comment on proposed features from other users
- **Announcements** – Including product release notes, promotions, company updates

Real Time Technical Support

We are very proud of our solution, but even prouder of our post sale relationship with our customers.

Our support team is just a few clicks or call away and prides itself on their responsiveness and knowledge of both eScribe and the meeting processes we support.

eScribe customers can access our support in three ways:

- Customer Community Portal
- support@escribemeetings.com
- 1-855-299-0023

Standard support hours are from Monday to Friday, 8:30am to 8pm EST with extended phone support available until 11pm EST (Webcasting phone support is provided 24/7) excluding statutory holidays. Emergency and extended support are available by request. Key features of Technical Support include:

- Online access to eScribe's trouble ticketing portal to log and update service requests, communicate directly with support personnel and access eScribe's online technical repository
- Live answering and monitoring of customer tickets during regular support hours.
- Unlimited technical assistance by telephone or electronic mail for designated individuals
- Provide any updates to eScribe software and its documentation automatically at no additional charge.

Account Management

As your implementation of eScribe comes to an end, Customers will be transitioned to the Account Management team. Your Account Manager is your champion and single point of contact throughout your relationship with eScribe. Through proactively scheduled Account Management calls throughout the year you will always feel kept up to speed with any pertinent information and always have a friendly voice checking in to see how everything is going, and if there is anything that eScribe can do to further support you.

Optional Services

In addition to our core services, Customers may require additional services to assist with implementation and user adoption, which are available for additional fee.

Change Management Support

We understand that for many, change can be scary, and there many questions that need to be answered in order to effectively manage changing the way an organization manages its public meetings as we move to digital, including:

"How will we communicate this to our stakeholders?"

"Will our processes need to change?"

"How will we smoothly transition to the new system?"

The transition away from traditional paper is changing the way we create, consume and share information, requiring us to move away from established processes and adopt a more integrated workflow, that once in place will benefit internal and external stakeholders alike.

With many years of real-world public sector experience, our third-party change management consultants can help you identify any process, training or skills variances and develop a plan to help your users smoothly transition to eScribe.

Legacy Data Migration

In many cases eScribe's robust platform can import legacy meeting information from internal or competitive systems to provide users with a seamless experience. We would be happy to provide a custom statement of work and quotation based on a review of available data and structure.

Document/Records Management Integration

At eScribe we realize that your public meetings are part of an overall content management strategy across your organization (ECM). That's why eScribe provides off the shelf "connectors" to many of the industry's leading ECM systems, including, Laserfiche, FileHold and SharePoint.

Why eScribe?

With over a decade of experience in meeting management, spanning hundreds of person years, eScribe has become the go-to-choice for public sector boards, committees and councils looking to go digital. A Microsoft partner since day one, eScribe also partners with other best-of-breed technology companies to offer Customers trusted and reliable end-to-end solutions.


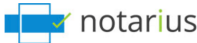












Key Differentiators

- **Customer Experience:** eScribe prides itself on the customer experience and support
- **Modular and Scalable:** End-to-end solution that you can add to over time to support the entire meeting lifecycle
- **Efficiency:** Process automation and workflow support before, during and after meetings
- **Digital Inclusion:** Industry leading WCAG 2.0 AA compliance reduces risk and user workload
- **Transparency:** Improved citizen communication and real-time access to meeting information through your organizations existing website with no programming
- **Security:** Built on the Microsoft Azure cloud, offering advanced security access and data protection services and guarantees.
- **Best of Breed Partnerships:** Relationships with complimentary industry leaders extending eScribe functionality before, during and after the meeting.
- **100% Public Meeting Focus:** At eScribe managing public meetings is all we do; That's why 100% of our resources and R&D budgets are dedicated to helping our Customers improve the efficiency and transparency of their public meetings

Comprehensive Digital Strategy

eScribe has established strategic partnerships with leading solution providers who share our vision, and complement one another to deliver additional benefits before, during and after meetings.

Data Centre	Digital Signatures	Accessibility	
			
Change Management	Audio Visual		Associations
			
Documents & Records Management			
			

The Microsoft Azure Cloud Platform



Microsoft leads the industry in establishing clear security and privacy requirements and then consistently meeting these requirements.

Azure meets a broad set of international and industry-specific compliance standards, such as General Data Protection Regulation (GDPR), ISO 27001, HIPAA, FedRAMP, SOC 1 and SOC 2, as well as country-specific standards, including Australia IRAP, UK G-Cloud, and Singapore MTCS.



Rigorous third-party audits, such as those done by the British Standards Institute, verify Azure's adherence to the strict security controls these standards mandate.

Strengthen Your Security Posture with Azure

Organizations like yours continue to face challenges that increase your risk of significant financial loss, damage to reputation, and stakeholder satisfaction. Azure protects assets while reducing security costs and complexity. Built-in security controls and intelligence help you easily identify and respond to threats and security gaps, allowing your organization to rapidly improve your security posture.

Learn more about Azure security [here](#).

Own and Control Your Data

Our time-tested approach to privacy and data protection is grounded in our commitment to organizations' ownership of and control over the collection, use, and distribution of their information. We strive to be transparent in our privacy practices, offer you meaningful privacy choices, and responsibly manage the data we store and process. One measure of our commitment to the privacy of Customer data is our adoption of the world's first code of practice for cloud privacy, ISO/IEC 27018.

Learn more about privacy [here](#).

Contact

We look forward to the potential of working on this important project with you. Should you have any questions about this proposal, please do not hesitate to reach out.

Ethan Driedger
Territory Sales Manager
519-732-1111
edriedger@escribemeetings.com
<https://escribemeetings.com>

Appendix A – Module Details

Module Description



Meeting Manager

*Agendas, minutes,
and more*

Meeting Manager facilitates the building of agendas, minutes, action lists, and provides a platform for adding additional eScribe functionality.

Streamline and automate meeting preparation and post meeting activities. Conduct meetings; take roll call and manage member conflicts, record motions and actions. And with the addition of eScribe Meetings for the iPad or Windows 10, your board can go totally paperless.

Key Features

- Create & manage unlimited meeting templates and user groups
- Robust end-to-end pre- and post-meeting management, and user-configurable workflow support
- Fast Conduct Meeting mode to keep up with the flow of meetings
- Live meeting support, including roll call, quorum and conflict management, electronic recording of votes and minute capture
- Integrated action log for post-meeting follow-up and staff direction
- Comprehensive Report Center for meeting and attendee statistics



Participant Portal

Secure access for board and elected officials

Security-trimmed access for meeting participants to browse upcoming meeting agendas, access all related reports and supporting information, record personal comments, follow-up notes and tasks, access online resources, and search previous meetings.

Supports web browsers and eScribe mobile apps for iOS and Windows 10.

Key Features

- Join any meeting, from anywhere, with any device
- View upcoming agendas and support materials in advance
- Download meeting materials and work offline
- Secure access to confidential meetings



Internet Publishing Plus

Engage with your stakeholders and drive greater transparency

Internet Publishing Plus has a fully responsive WCAG 2.0 design that allows organizations to easily engage stakeholders through their existing website, without programming and fully supports evolving digital inclusion requirements.

Easily search through historical and upcoming meetings, access agenda details, open and download attachments with a click.

Key Features

- Supports HTML and/or PDF publishing to website with links to individual supporting attachments
- Supports one-click publishing of meeting agendas and minute packages
- Flexible layout options including list and calendar views
- Can be added on top of Webcasting Plus or YouTube Integration module for automatic indexing and publishing of video/audio linked files for increased transparency



Public Comments

*Receive and
publish comments
from citizens*

An add-on to the Internet Publishing Plus module, Public Comments allows organizations to receive and publish comments from citizens before, during and/or after meetings.

Key Features

- Meeting administrators can track and post citizen comments by agenda item
- Configurable rules by meeting type
- Optional review and approval
- Comments can be retained as part of the public record or alternatively deleted after the meeting
- Fully integrated with the meetings agenda, minutes and video through your existing website



Delegation Request Management (DRM)

*Manage citizen
requests to speak
during public
meetings*

An add-on to the Internet Publishing Plus module, Delegation Request Management (DRM) allows organizations to efficiently manage citizens to speak during meetings through an online form on their existing website.

Key Features

- Manage delegations' deadlines by individual meeting type
- Automated delegation request and approval
- Customizable web form fields



Report Manager

*Manage templates,
automated
approvals and
submission of
reports and items*

Providing administrators and staff comprehensive management of all pre-meeting and post-meeting workflow activities, Report Manager revolves around the preparation and approval of reports and items for submission to meetings. Easily manage submission deadlines and notifications to staff, reducing last minute changes to the agenda.

Leveraging the power of Microsoft Word, administrators can easily standardize and maintain unlimited templates for bills, resolutions, and reports, ensuring compliance across the organization.

Key Features

- Collaboration support, including version control, simultaneous multi-user document editing
- Manage permissions for public & private/in-camera items
- Flexible, user-configurable approval workflows, such as late item and exception management, ad-hoc and delegate approvers
- Automatic extraction of content to populate agenda items details, motions, and minutes
- Comprehensive audit reports and workflow approval histories, including electronic signature options
- Draft agenda allows staff documents to automatically be added into the selected agenda when created



Webcasting Plus

*Unlimited live and
archival web
streaming and
content distribution*

An end-to-end storage and streaming solution with an integrated encoder, Webcasting Plus provides everything you need to capture video from cameras located onsite.

With the addition of Internet Publishing Plus, audio and video content are automatically indexed with the meeting's agenda and minutes for publishing to the web, for both live and archived viewing by stakeholders.

Fully automated Closed Captioning service is available as an option. Cameras and installation sold separately.

Key Features

- Unlimited storage & streaming of meeting audio or video content
- Automatically detects device used to view the video stream, and loads a suitable video player
- Allows for smart (hyper) tags of video to the meeting's agenda items and minutes
- Allows users to view entire meeting or jump to specific agenda item sections with a single tap
- Access to reporting & metrics of viewership
- Video feed can be provided by any video capture source, even from a cable company
- Optional closed captioning service



Vote Manager & Request to Speak

*Rules-based
electronic voting*

Vote Manager allows meeting participants to electronically vote on resolutions in real-time directly through their Participant Portal, iPad or Windows 10 tablet. Leveraging the enhanced Request to Speak add-on helps manage member debates in real-time during meetings.

Vote Manager also provides an enhanced graphical interface for clear display of vote results to participants and public, both in chamber and through the web, with the addition of Internet Publishing Plus.

Key Features

- Supports multiple vote types: simple majority, majority present, weighted, two-thirds (present/members), $\frac{3}{4}$ majority, unanimous, tie breaker, multiple choice, and secret ballot
- Fully integrated with roll call, check in/out, pecuniary interest, voting areas
- Easily manage member debates with Request to Speak
- Graphical public display with configurable voting results

Add-On or Standalone Module Description



Board Manager –
*available in Lite or
Plus*

*Easily manage
boards, members,
vacancies and
appointments online*

Available as a stand-alone solution or integrated with eScribe's comprehensive meeting management suite, Board Manager lets municipalities, school districts and all public sector entities easily manage and publish their boards' and members' details – in addition to managing vacancies, applications and appointments – through an intuitive, responsive interface.

Key Features

- Easily track, manage and publish board and member data
- Review, search and action items through a fully-responsive interface
- Configurable email alerts and notifications sent automatically
- Fully-responsive publishing screens integrate seamlessly with your existing website
- Associates boards with eScribe to fully manage meeting agendas, minutes and attendees

Upgrade to Board Manager Plus

In addition to all the features of Board Manager Lite, upgrading to Board Manager Plus takes it a step further and allows administrators to manage the vacancy process. Create, post, receive and manage applications for vacancies all through your existing website.

Key Features

- Post vacancies online with just a few mouse clicks, and present them through pages on your existing website
- Review, search and action submitted applications for vacancies
- Customize applicant statuses to match your organization's process
- Easily export selected applicant information to include in meetings as part of the decision-making process

Appendix B – Webcasting Feature Matrix

FEATURES	LITE	PLUS	MANAGED
Unlimited Viewership	✓	✓	✓
Unlimited Meetings (Storage)	✓	✓	✓
Canadian Hosted and Distributed	✓	✓	✓
Optional Closed Captioning	✓	✓	✓
Supported on all devices and OS	✓	✓	✓
99.9% Server Uptime	✓	✓	✓
Integration with Meeting Management	✓	✓	✓
Ability to add indexing	✓	✓	✓
Supports Migrated Archival Content	✓	✓	✓
Advanced Reporting/Statistics of Viewership	✓	✓	✓
Integrates with any Existing AV		✓	✓
Local Recording Back-up		✓	✓
In-Camera Mode		✓	✓
Audio Correction		✓	✓
Adaptive Bitrate		✓	✓
Remote Troubleshooting/Support		✓	✓
Offline notification		✓	✓
Presentation Integration		✓	✓
New Feature updates included in Service		✓	✓
Encoder Included in Service		✓	✓
Encoder Replacements included in Service		✓	✓
Hands Free Streaming			✓
Remote Video Switching			✓
Automated Indexing			✓
Realtime Performance Monitoring			✓

Webcasting Lite – Camera Specifications

- Panasonic 1/2.7" inch HD CMOS Sensor
- 3G-SDI High Definition Video Output
- H.264, H.265 & MJPEG IP Streaming Output (dual stream)
- High performance in low illumination situations
- Full 1920x1080p HD Resolutions up to 60 frames per second
- 2D and 3D noise reduction with our latest "low noise CMOS sensor"
- Wide Dynamic Range
- Menu controls on back of camera
- RS485 and IP remote camera control
- C/CS Type Lens Mount
- Standard 1/4-20 female thread for camera mounting (top + bottom)
- PoE (Power over Ethernet) or 12VDC



Camera and Lens Specification

- Dimension: 2.8'W x 2.4'H x 5.94'D (8.25' w/ incl. lens)
- Weight: 0.82 lbs (1.1 lbs w/ incl. lens)
- Power Supply: 12W (Max)
- Input Voltage: 12V DC (10.8 – 13V DC)
- Video CMOS Sensor: 1/2.7" CMOS, 2.07 Mega Pixels
- Frame Rate: 1080p 60/50/30/25, 1080i 60/50/30/25, 720p 60/50 30/25
- Included Lens: F 2.8mm ~ 12mm, F1.4
- Included Lens Zoom: 4X Optical Zoom
- Included Lens Field of View: 122°
- Min Lux: 0.05 Lux (F1.8, AGC ON)
- Shutter Speed: 1/30s – 1/10000s
- SNR: ≥55dB
- Vertical Flip & Mirror: Supported
- Included Lens Horizontal Angle of View: 28° (tele) - 122° (wide)
- Included Lens Vertical Angle of View: 16° (tele) - 91° (wide)
- Working Environment: Indoor

Appendix C – Mobile Applications



Meetings for Tablets

*Secure Access to
Meetings On-the-
Go (for meeting
participants)*

With digital content exploding, tablets and smartphones have evolved the way we live and work. eScribe Meetings is a real-time application for elected officials and meeting participants who actively participate in meetings. Users can securely access and sync with any authorized eScribe meeting portals to:

- Browse upcoming meeting agendas, download content for viewing offline
- Access related reports and supporting information easily
- Annotate comprehensively, with private and group comments support
- Use integrated e-voting and request-to-speak management for members (**If Vote Manager & Request to Speak module is enabled*)
- Search online resources library for non-meeting specific information; and more
- eScribe Meetings is available globally for Apple iPad's running iOS 11 or higher, through the Apple App Store, as well as for Windows 10 through the Microsoft Store
- Available in Standard or Pro



eScribe
Approval
Manager
for Smartphones

Never miss a deadline again, with Approval Manager for iOS and Android Smartphones. Now managers and report authors can easily access their Report Manager approval requests anywhere, anytime. With a few simple taps, users can review and prioritize awaiting approvals, open reports and supporting documents, and approve or reject with comments.

eScribe Meetings is available globally for Apple iPad's running iOS 9.0 or higher, through the Apple App Store, as well as for Android 4.4 or later through Google Play Store.

App Features

- Approval Management – Secure access to your workflow approval tasks from Report Manager
- Secure Access – No separate usernames and passwords are required
- Document Viewer – Built-in online viewer supports all major file formats, including Microsoft Office and PDF

Appendix C – IT Environment Checklist

In effort to facilitate an eScribe roll out to staff and meeting participants that thoughtful and proactive to ensure that all eScribe users will be working with equipment that is suitable to support their use of the system.

In a world of remote working and meeting participation, there has been a significant increase in the number of variables that need to be considered when running a remote or hybrid meeting.

The following is intended to be used as a check list for considerations to review prior to launching eScribe or as a troubleshooting guide in the event where issues have arisen in it's use.

NOTE: for the purposes of this document, the following terms are defined below:

- *A hybrid meeting* – where some participants join the meeting remotely, while others are in the meeting room
- *A remote meeting* – where all participants join the meeting remotely
- *eScribe Meetings Pro* – Pro applications are provided on a per licenses basis for both iPad and Windows 10 devices

Network Connectivity

1. Webcasting services requires the following required dedicated bandwidth
 - a. minimum level of available bandwidth- 3 Mbps upload speed
 - b. ideal recommendation of available bandwidth - 5 Mbps upload speed
2. Investigate what bandwidth requirements are required from the chosen video conference tools being used.
3. Conduct evaluation of the internet connection available at each participant's location to ensure ample bandwidth is available to support a real time connection with the meeting.
4. Roll out standard procedures for reducing consumption of internet bandwidth at the time of the meeting, especially for those working from home. This would include procedures like reduce other people in the home on video conference meeting or using streaming services.

5. In effort to ensure optimal quality for the webcasting feed, implementing Quality of Service (QOS) rules within your network you can ensure that the feed from the encoder and the eScribe website is prioritized within your available network bandwidth is STRONGLY recommended.
6. For an outline of internet bandwidth is required for eScribe users, please see chart in appendix A.

Hardware Devices

1. It is strongly recommended that participants who are attending a hybrid (or remote meeting remotely have dual monitors (one to participate in the meeting via video conference, and the other to use eScribe).
 - a. If the participant is using an iPad, or other device that doesn't support a dual monitor, it is recommended that a secondary device be provided.
2. The meeting administrator functions will likely need to be divided into multiple administrators in effort to not overburden a single computer or administrator given the increased responsibilities to support a video conference.
 - a. One administrator can conduct the meeting (take minutes, request to speak, open & close votes), while the other administrator can login to the video conference and manage the public display screens.
3. Meeting participants are required to have a quality peripheral headset and microphone.
4. See below for an outline of recommended device specifications.

Application	OS Supported	Minimum Dedicated Bandwidth	Minimum		Recommended	
			CPU	RAM	CPU	RAM
eSCRIBE	Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required	10 Mbits/s	i3 gen7, or comparable	4 GB	i5 - Latest 2 generations	8 GB
eSCRIBE + Video Conferencing (ex: Zoom, Teams, Webex)	Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required	15 Mbits/s	i5 gen7, or comparable	8GB	i7 - Latest 2 generations	16 GB
eSCRIBE Meetings Pro for Windows 10	Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required	10 Mbits/s	Dual Core	4 GB	Dual Core	4 GB
eSCRIBE Meetings Pro for Windows 10 + Video Conferencing (ex: Zoom, Teams, Webex)	Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required	15 Mbits/s	i5 gen7, or comparable	8 GB	i5 - Latest 2 generations	16 GB
eSCRIBE Meetings Pro for the iPad	iOS 12 to iOS 14	10 Mbits/s	n/a	n/a	n/a	n/a
Approval Manager app - iOS	iOS 12 to iOS 14	n/a	n/a	n/a	n/a	n/a
Approval Manager app - Android	Android 4.4 - Android 10	n/a	n/a	n/a	n/a	n/a

Browsers

1. Ensure that users are running the latest 2 version to any one of the following browsers:
 - a. Google Chrome

- b. Microsoft Edge
 - c. Apple Safari
 - d. FireFox
2. Browser Configurations:
 - a. JavaScript must be enabled
 - b. Cookies must be enabled
 - c. Local storage must be enabled
 - d. TLS v1.2 or above
 - e. eScribe must be setup as a trusted site
 - f. eScribe site URL must be white listed in any pop-up blockers & ad blockers
 - g. Enable the setting to "Automatic logon with current user name and password"
 - h. For more details on the recommended browser settings please see [this article](#) in eScribe's Customer Community Portal
3. [Microsoft Upload Center](#) – enable setting in Upload Center cache to "Delete files from the Office Document Cache when they are closed"

Other Applications

1. What other applications will be running on the device at the time of the meeting? It is recommended where possible that applications that are not in use are shut down to avoid resource conflicts.
 - a. Example of this would be a VPN connection.
2. Ensure that there are no computer or network scans being done at one time (ex: virus scans, monitoring tools).
3. Windows 10 or greater is required.
4. Microsoft Office of 2010 or greater is required.

Friends of Princeton Park	Use of Princeton Centennial Hall for meetings and events	\$1,000
Poppy Project	Intergenerational community initiative to crocket/knit poppies to display each November	\$1,000
Total		\$9,500

We have now received an additional funding request from the Blenheim District Public School’s Home and School Association. The application has been provided separately to Council to respect the organization’s privacy.

Analysis/Discussion:

On February 5, 2025, Council passed Bylaw 2483-2025 approving the budget which included a total of \$14,500 for grants & subsidies. This included an extra \$4,500 for 3 organizations for 50th Anniversary Township celebrations. On February 19, 2025, Council approved a total of \$9,500 in funding, leaving \$2,000 of the annual grants and subsidies unallocated, as well as \$3,000 for 50th Anniversary celebrations.

Financial Impacts:

If Council approves the request from the Blenheim District Public School’s Home and School Association’s request for funding for their Outdoor Greening Project, there is no further impact to the budget over that which has already been approved.

Attachments:

None.

Respectfully submitted by:

Denise Krug
 Director of Finance/Treasurer

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2484-2025

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 February 5th, 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 5th day of February, 2025.

By-law read a third time and finally passed this 5th day of February, 2025.

MAYOR
MARK PETERSON

CLERK
SARAH MATHESON