

# TOWNSHIPSHIP OF BLANDFORD-BLENHEIM

## COUNCIL MEETING AGENDA

Wednesday, April 16<sup>th</sup>, 2025

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 April 16<sup>th</sup>, 2025 Regular Meeting of Council be adopted as printed, and circulated.

### 4. Disclosure of Pecuniary Interest

### 5. Minutes

#### a. [April 2<sup>nd</sup>, 2025 Minutes of Council](#)

Recommendation:

That the minutes of the April 2<sup>nd</sup>, 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. [OP 25-02-1 & ZN1-25-01, Josif and Lidia Catana](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim advise County Council that the Township does not support the application for Official Plan Amendment, File No. OP25-02-1, submitted by Josif and Lidia Catana for the lands legally described as Part Lot 7, Concession 7 (Blenheim), As In 492273, Except Part 3 and 6, Registered Plan 41R-3823, Township of Blandford-Blenheim to include a site specific policy to permit a special events facility as an On-Farm Diversified Use (OFDU); and further,

[Township of Blandford-Blenheim Website](#)

That the Council of the Township of Blandford-Blenheim not approve the Zone Change Application (File No. ZN1-25-01) submitted by Josif and Lidia Catana, whereby the lands described as Part Lot 7, Concession 7 (Blenheim), As In 492273, Except Part 3 and 6, Registered Plan 41R-3823, Township of Blandford-Blenheim, be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit a special events facility as an On-Farm Diversified Use (OFDU).

## **8. Delegations / Presentations**

- a. [Ronda Stewart, Economic Development Director, Rural Oxford Economic Development Committee, re: 2024 Rural Oxford EDC Year in Review](#)
- b. [Randolph Lee, Resident, re: Princeton Drainage Works, 2022 Invoice](#)
- c. U13 Plattsville Rage Hockey Team, Re: Good Deeds Cup 1<sup>st</sup> Place Finalists (5:30 p.m.)

## **9. Correspondence**

### **a. Specific**

None.

### **b. General**

- i. [Melissa Abercombie, Director of Public Works, Oxford County, re: PW-2025-18, 2024 Annual Waste Management Reports](#)
- ii. [Benjamin R. Addley, Chief Administrative Officer, Oxford County, re: PW2025-20, 2024 Annual Transportation System Performance](#)
- iii. [Nathan E. Gerber, Coordinator of Energy Management, Oxford County, re: PW2025-21, 2024 Annual Energy Report](#)
- iv. [Jessica M. Elliott, Coordinator of Legislative Services/Deputy Clerk, Oxford County, re: COVID-19 Economic Recovery Act, 2020 S.O. 2020, c. 18 – Bill 197](#)

Recommendation:

That the general correspondence items be received as information.

## **10. Staff Reports**

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

- i. [FC-25-06 – Year End Report](#)

Recommendation:

That Report FC-25-06 be received as information.

ii. [FC-25-07 – Monthly Report](#)

Recommendation:

That Report FC-25-07 be received as information.

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

i. [CBO-25-04 – Monthly Report](#)

Recommendation:

That Report CBO-25-04 be received as information.

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

i. [PW-25-05 – 2025 Gravel Tender Results](#)

Recommendation:

That Report TR-25-06 be received as information; and,

That Council accepts the tender submitted by Ross Roth Sand & Gravel Ltd. for the supply, crushing and placement of approximately 18,000 Tonnes of granular “A” at a unit price of \$12.25/tonne; and further,

That Council directs the Director of Public Works to use the remaining \$62,500 in the 2025 gravel budget to purchase an additional approximately 5,000 tonnes of granular “A” from Ross Roth Sand & Gravel Ltd. to be used on the Township Road infrastructure.

ii. [PW-25-06 – 2025 Surface Treatment Tender Results](#)

Recommendation:

That Report TR-25-06 be received as information; and,

That Council accept the Surface Treatment tender submitted by Walker Construction, Niagara Falls, ON; and further,

That Council direct the Director of Public Works to use the remaining budget money to pull Blandford Road ahead and do the double surface treatment at a cost of \$98,532.00

**d. Josh Brick – Chief Administrative Officer**

i. [CAO-25-10 – Strategic Plan Adoption](#)

Recommendation:

That Report CAO-25-10 be received as information; and,

That Council adopts the 2025-2028 Strategic Plan, as presented; and further,

That Council directs staff to plan a public information session relating to the adopted 2025-2028 Strategic plan, in addition to general overview of Municipal Operations.

**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. 2493-2025, a By-law to provide for an interim levy of the actual cost of the work of the construction of Phase 3 of the Princeton Drainage System 2022 project as provided for in By-Law 2313-2022;](#)

[b. 2494-2025, Being a By-law to confirm the proceedings of Council.](#)

Recommendation:

That the following By-laws be now read a first and second time: 2493-2025 & 2494-2025.

Recommendation:

That the following By-laws be now given a third and final reading: 2493-2025 & 2494-2025.

**17. Other**

**18. Adjournment and Next Meeting**

Wednesday, May 7<sup>th</sup>, 2025 at 4:00 p.m., Regular Meeting

Recommendation:

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

That Council adjourn to meet again on Wednesday, May 7<sup>th</sup>, 2025 at 4:00 p.m.

# MINUTES

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

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

Staff: Baer, Borton, Brick, Cadwell, Davidson, Degier, Krug, Harmer, and Matheson.

Mayor Peterson in the Chair.

## 1. Welcome

## 2. Call to Order

## 3. Approval of the Agenda

### RESOLUTION #1

Moved by – Councillor Young  
Seconded by – Councillor Demarest

Be it hereby resolved that the agenda for the April 2<sup>nd</sup>, 2025 Regular Meeting of Council be adopted, as printed and circulated.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

- a. March 19<sup>th</sup>, 2025, Regular Meeting Minutes of Council
- b. March 25<sup>th</sup>, 2025, Special Meeting Minutes of Council

### RESOLUTION #2

Moved by – Councillor Banbury  
Seconded by – Councillor Barnes

Be it hereby resolved that the minutes of the March 19<sup>th</sup> and March 25<sup>th</sup>, 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

- i. Chair K. Stewart & Vice-Chair M. Peterson, Oxford O.P.P. Detachment Board 2, re: Letter to Municipal Councils

**RESOLUTION #3**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

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

.Carried

## 10. Staff Reports

### a. Trevor Baer – Director of Community Services

- i. CS-25-03 – Monthly Report

**RESOLUTION #4**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

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

.Carried

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

- i. PW-25-04 – Road Improvement Criteria

**RESOLUTION #5**

Moved by – Councillor Young  
Seconded by – Councillor Barnes

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

.Carried

ii. PW-25-05 – Monthly Report

**RESOLUTION #6**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that Report PW-25-05 be received as information.

.Carried

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

i. FC-25-05 – Princeton Fire Station Report

**RESOLUTION #7**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Report FC-25-05 be received as information;  
and further,

That Council directs staff to proceed with final preparation of tender documents for construction of the Princeton Fire Station to be released the beginning of July, it being noted construction would begin September 2025.

.Carried

**d. Sarah Matheson – Clerk**

i. DC-25-02 – Flag Policy Review

**RESOLUTION #8**

Moved by – Councillor Barnes  
Seconded by – Councillor Young

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

That the revised Flag Protocol Policy for the Township of Blandford-Blenheim be adopted.

.Carried

- ii. DC-25-03 – Annual Accessibility Plan Status Report

**RESOLUTION #9**

Moved by – Councillor Demarest  
Seconded by – Councillor Young

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

.Carried

- iii. DC-25-04 – Voting Methods for the 2026 Municipal Election

**RESOLUTION #10**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that Report DC-25-04 be received as information;  
and further,

That the decision regarding the implementation of a voting method for the  
2026 Municipal Election be deferred to a subsequent meeting.

.Carried

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

- i. TR-25-07 – Additional 2025 Council Grant & Subsidy Request

**RESOLUTION #11**

Moved by – Councillor Demarest  
Seconded by – Councillor Young

Be it hereby resolved that Report TR-25-07 be received as information;  
and further,

That Council grants the Drumbo Lions Club's request for funding for the  
Lions Memorial bench in the Drumbo Park in the amount of \$1,000.00.

.Carried

**11. Reports from Council Members**

Councillor Young reported regarding the Hugh Hall Event, the Drumbo Fire Association Charity, citing an excellent wrap up to the season in the arena. Mayor Peterson reported that the U13 Rep Team won the Good Deeds Cup in

Plattsville. Mayor Peterson reported that the team will attend the next meeting and one player will be appointed Mayor of the Day.

## **12. Unfinished Business**

None.

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

None.

## **14. New Business**

None.

## **15. Closed Session**

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

Re: Personal Matters

### **RESOLUTION #12**

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 5:19 p.m. to discuss:

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

Re: Personal Matters

.Carried

### **RESOLUTION #13**

Moved by – Councillor Demarest  
Seconded by – Councillor Young

Be it hereby resolved that that Council does now adjourn from Closed Session and resume into Open Session at 6:25 p.m. and reports the following:

That Council provided direction to staff regarding Report CAO-25-08, directing staff to begin the recruitment process for a Deputy Clerk / Communications Coordinator.

.Carried

## 16. By-laws

### RESOLUTION #14

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

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

- a. 2491-2025, Being a By-Law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-24); and,
- b. 2492-2025, Being a By-law to confirm the proceedings of Council.

.Carried

### RESOLUTION #15

Moved by – Councillor Barnes  
Seconded by – Councillor Young

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

- a. 2491-2025, Being a By-Law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-24); and,
- b. 2492-2025, Being a By-law to confirm the proceedings of Council.

.Carried

## 17. Other Business

None.

## 18. Adjournment and Next Meeting

### RESOLUTION #16

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 6:27 p.m.;

Be it hereby resolved that Council adjourn to meet again on Wednesday, April 16<sup>th</sup>, 2025 at 4:00 p.m.

.Carried

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Mark Peterson, Mayor  
Township of Blandford-Blenheim

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Sarah Matheson, Clerk  
Township of Blandford-Blenheim

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

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

## **Applications for Official Plan Amendment and Zone Change OP 25-02-1 and ZN1-25-01 – Josif and Lidia Catana**

### **REPORT HIGHLIGHTS**

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- The Official Plan Amendment Application and Zone Change Application propose to include site-specific policies to recognize an existing special events facility, approximately 960 m<sup>2</sup> (10,333.4 ft<sup>2</sup>) in size, as an On-Farm Diversified Use (OFDU).
- It is the opinion of this Office that the proposal is beyond the scale considered reasonable for an OFDU and is not consistent with the policies of the Provincial Planning Statement and does not maintain the intent and purpose of the Official Plan regarding permitted uses in prime agricultural areas.

### **DISCUSSION**

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#### **Background**

APPLICANT/OWNER:

Josif and Lidia Catana  
935929 Blenheim Road, Drumbo, ON N0J 1G0

AGENT:

MHBC Planning  
540 Bingemans Centre Drive, Kitchener, ON N2B 3X9

LOCATION:

The subject lands are described as Part Lot 7, Concession 7 (Blenheim), except Parts 3 and 6, Registered Plan 41R-3823. The lands are located at the northwest corner of the Blenheim Road and Oxford Road 29 intersection. The subject lands are municipally addressed as 807417 Oxford Road 29.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "B-1"	Township of Blandford-Blenheim Land Use Plan	Agricultural Reserve and Open Space
Schedule "C-2"	County of Oxford Development Constraints Plan	Erosion Hazard Lands

TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BYLAW 1360-2002:

Existing Zoning: 'General Agricultural Zone (A2)'

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

PROPOSAL:

For Council's information, the Township of Blandford-Blenheim served the owners of the subject lands with a Notice of Violation identifying the property as being out of compliance with the Township's Zoning By-law in 2024. Specifically, the order identified the fact that a special events facility was operating on property that was zoned 'General Agricultural Zone (A2),' which is not a listed permitted use within the A2 zone.

In response to the Township Notice, the landowners have submitted the subject Official Plan Amendment and Zone Change Applications in order to recognize the existing facility as an On-Farm Diversified Use (OFDU). The facility that the owners are looking to formally recognize consists of three permanent event tents with a combined size of approximately 9,687.5 ft<sup>2</sup> (900 m<sup>2</sup>), a washroom facility approximately 645.8 ft<sup>2</sup> (60 m<sup>2</sup>) in size, a grassed parking area for 100 vehicles, and landscape areas between the parking and the event space. The owners have advised that no additional buildings are proposed to be constructed.

The owners have advised that the facility is generally in operation between May and September with the majority of weddings being booked for Saturdays and the occasional wedding for Fridays and Sundays. It has been advised that weekday events are currently rare. The facility has a maximum capacity of 250 people, and the owners have advised that the average event has between 160 and 180 attendees. The owners also advise that weddings are serviced by external vendors, such as caterers and wait staff, and the site only supplies the facility space. In addition to weddings, the proposal for a special events facility would also include permitting retreats/workshops (limited to 50 people or less), corporate events, and milestone celebrations.

The subject lands are approximately 39.3 ha (97.1 ac) and contain two separate building clusters. One building cluster contains a large single detached dwelling (circa 2015), two personal greenhouses, and the events facility structures (subject to ongoing applications). The dwelling, events facility and the greenhouses share the same access to the subject lands. The second cluster is located in the southeast corner of the subject lands and contains numerous older agricultural accessory buildings (i.e. the original farm cluster). The remainder of the lands are utilized for cash-cropping purposes.

The subject lands contain an area of significant woodlands, non-provincially significant wetlands, and areas to the west and south of the events facility that are regulated by Grand River Conservation Authority (GRCA). Staff are satisfied that the proposed and existing development would not have any impact on these natural areas. Surrounding land uses are predominantly agricultural in nature.

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

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

Plate 3, Aerial Photography (2020) – Zoomed In, provides an aerial view of the existing development on the subject lands.

Plate 4, Official Plan Designation Map, shows the designation of the subject lands and surrounding lands in the Official Plan.

Plate 5, Applicants' Sketch, identifies the location of the existing structures on the subject lands as provided by the applicant, as well as the proposed layout for the existing parking area.

## **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. The policies of the PPS represent minimum standards and planning authorities, and other decision makers may go beyond these minimum standards to address matters of local importance, unless doing so would conflict with any PPS policy.

Direction for rural areas in municipalities are found in Section 2.5 of the PPS. Rural areas are comprised of rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and resource areas. In Oxford County, all lands located outside of designated settlement areas are considered to be a prime agriculture area, with the applicable policies for such areas primarily contained in Section 4.3. of the PPS.

Section 4.3 of the PPS directs that planning authorities are required to use an agricultural system approach, based on provincial guidance, to maintain and enhance a geographically continuous agricultural land base and support and foster the long-term economic prosperity of the 'agri-food network' (i.e. elements important to the viability of the agri-food sector such as agricultural operations and primary processing, infrastructure, agricultural services, farm markets, distributors etc.). Further, that prime agricultural areas shall be designated and protected for long term agricultural use.

The PPS defines agricultural uses to mean the growing of crops, including nursery, biomass and horticulture crops, as well as the raising of livestock and animals for food, fur or fibre including poultry and fish, apiaries, agro-forestry, maple syrup production and associated on-farm buildings and structures, including accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

Section 4.3.2 (Permitted Uses) of the PPS indicates that permitted uses and activities are: agricultural uses, agriculture-related uses, and on-farm diversified uses. Permitted uses within prime agricultural areas shall be compatible with and shall not hinder surrounding agricultural operations. Criteria for these uses may be based on provincial guidance or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.

The PPS provides definitions for both agriculture-related use and on-farm diversified use:

*Agriculture-related uses: means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit*

*from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.*

*On-farm diversified uses: means uses that are secondary to the principal agricultural use of the property and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, uses that produce value-added agricultural products, and electricity generation facilities and transmission systems, and energy storage systems.*

Section 4.3.5 (Non-Agricultural Uses in Prime Agricultural Areas) of the PPS directs that 'non-agricultural uses' in prime agricultural areas may only be permitted for the extraction of minerals, petroleum resources and mineral aggregate resources or limited non-residential uses provided that:

- the land does not comprise a specialty crop area;
- the proposed use complies with MDS;
- there is an identified need for the land to accommodate the proposed use; and
- alternative locations have been evaluated and there are no reasonable alternative locations that avoid prime agricultural areas or are on lower priority agricultural land.

Further, impacts from any new or expanding non-agricultural uses on the agricultural system are to be avoided and, where avoidance is not possible, minimized, and mitigated as determined through an agricultural impact assessment.

With respect to the above noted reference to Provincial guidance in 4.3.2 of the PPS, the province has published a document entitled 'Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas' which provides further detail and direction on appropriate types of 'agriculture-related uses' and 'on-farm diversified uses' and associated review criteria, in accordance with the PPS policies. The document is also referred to as Publication 851.

The document contains guidance for agriculture-related uses, being farm-related commercial and/or industrial uses, which may include retailing of agriculture-related products, livestock assembly yards, and farm equipment repair shops, if they meet all the PPS criteria for such uses.

The review criteria for on-farm diversified uses indicate that they shall be located on a farm that is actively in agricultural use and be secondary to the principal agricultural use of the property, be limited in area, and be compatible with and not hinder surrounding agricultural operations.

The general intent of the limited in area criterion is to minimize the agricultural land taken out of production if any, ensure agriculture remains the main land use, and limit off-site impacts (e.g. traffic and changes to the rural character of the property) to ensure compatibility with surrounding agricultural operations. The approach to the limited in area criterion is intended to achieve a balance between farmland protection and economic opportunities for farmers, improve consistency in approach, and provide flexibility as such uses and owners change.

The guidelines indicate that the "limited in area" criterion should be based on the total area of the farm property occupied by the on-farm diversified use (i.e. buildings, outdoor storage, landscaped areas, well and septic systems, parking, new driveways etc.) and that such area does not exceed 2% of the lot area. Municipalities may further scope the scale of on-farm diversified uses by limiting the number or place of residence of employees, number of businesses, percentage of products sold that are produced on the farm, the floor area of buildings and outdoor storage.

The guidelines indicate that, if the area of an on-farm diversified use exceeds these recommended thresholds, consideration should be given to the non-agricultural use policies and, further, that on-farm diversified uses that are proposed to grow beyond these limits, either incrementally or otherwise, are not supported.

For further clarity, Section 2.3.3 of the guideline document sets out various uses that would typically not be considered OFDUs, including:

- large-scale equipment or vehicle dealerships, hotels, landscape businesses, manufacturing plants, trucking yards
- uses with high water and sewage needs and/or that generate significant traffic, such as large food processors, distribution centres, full-scale restaurants, banquet halls
- large-scale recurring events with permanent structures
- institutional uses (e.g., churches, schools, nursing homes, cemeteries)
- large-scale recreational facilities such as golf courses, soccer fields, ball diamonds or arenas

Finally, the guidelines indicate that, since the PPS requires settlement areas to be the focus growth and development, large-scale industrial and commercial buildings that are more appropriate to locate in settlement areas are not permitted in prime agricultural areas and, as such, recommends that municipalities cap the gross floor area of buildings for on-farm diversified uses at a scale appropriate to prime agricultural areas.

### Official Plan

The subject lands are located within the Agricultural Reserve and Open Space designations according to the Township of Blandford-Blenheim Land Use Plan, as contained in the Official Plan. The Open Space designation represents a strip of land abutting the Nith River and does not impact the lands where the events facility is located. The policies of the Agricultural Reserve designation permit a wide range of agricultural uses and farm buildings and structures necessary to the farming operation, including accessory residential uses required for the farm. Agriculture-related uses and secondary uses, such as On-Farm Diversified Uses (OFDUs) and home occupations, may also be permitted, if they comply with all applicable review criteria.

The County, as part of broader agricultural policy updates recently approved by the Province (i.e. in early 2024), has established comprehensive, locally tailored, Official Plan policies and criteria for such uses to further clarify and expand upon the PPS policies and guidelines for such uses. As such, the review criteria for permitted uses in prime agricultural areas specified in these policies serve as the municipal approach, as set out in municipal planning documents, that achieves the same objective as provincial guidance with respect to such uses, as permitted by the PPS.

Section 3.1.4.3 speaks to Secondary Uses, which are comprised of on-farm diversified uses and rural home occupations, together with Agricultural Related Uses, are intended to provide opportunities to strengthen and diversify the rural economy, by allowing for the establishment of businesses and services that support or improve agriculture in the area, supplement and diversify farm incomes, and/or provide home based employment opportunities for farms and other rural residents (i.e. home occupations on rural residential lots). Such uses must be compatible with and not hinder agricultural operations, be appropriate for rural services, not undermine or conflict with the planned function of rural settlements and meet various other development criteria.

Section 3.1.4.3.2 of the Official Plan indicates that OFDUs are intended to provide reasonable opportunities for farmers to diversify their farming operation and/or supplement their income from farming, by allowing for certain small-scale business activities to be established as a secondary use on their farm. The policies further direct that such uses may be permitted on an agricultural lot in accordance with various policy criteria, including limitations on the type, size, scale, and area of such uses, primarily to ensure such uses are:

- clearly secondary to the principal agricultural operation on the lot and limited in area;
- are compatible with, and do not hinder, surrounding agricultural operations;
- protect prime agricultural areas for the long term;
- are appropriate for rural infrastructure and public services; and
- do not undermine or conflict with the planned function of settlements.

Generally, the policies contained in the Official Plan direct that OFDUs will only be permitted on an agricultural lot that is being actively farmed and must be clearly secondary to the agricultural operation on the lot in terms of size, scale, and importance. The policies contained in the Official Plan permit the following uses as an OFDU, provided they meet all applicable policy criteria:

- A rural home industry;
- A value-added agricultural facility serving a number of local area farms;
- A value retaining facility;
- A farm-related tourism use;
- A smaller scale agriculture-related use;
- A farm winery; or
- A ground-mounted solar facility.

Additionally, the Official Plan policies specifically identify the following uses that shall not be permitted as an on-farm diversified use:

- Retail uses, office, medical/dental clinics and restaurants;
- Residential uses or accommodation, except for limited, short-term accommodation, including farm vacation rental or bed and breakfast;
- Institutional uses;
- Recreational uses and special event facilities;
- Large scale commercial and industrial uses; and
- Other uses that may attract large numbers of customers or other people, generate significant traffic or not otherwise be appropriate for rural infrastructure or services, create compatibility or enforcement issues, undermine or conflict with the planned function of rural settlements, or otherwise not be consistent with the applicable policies of the Plan.

Wholesaling or retailing are permitted where it is clearly ancillary to the permitted OFDU and limited to small portion of the total gross floor area, the goods or merchandise offered for sale are produced, processed or fabricated on the farm lot, and are restricted to the sale of farm inputs (e.g. feed, seeds, or fertilizer) primarily to farm operations in the area.

The area used and/or occupied by an OFDU (including buildings, areas for loading and unloading product, driveways and parking, well and septic systems etc.) will be limited to the minimum area required for the use and will not exceed 2% of the total lot area, to a maximum of 0.8 ha (2 acres).

The policies state that the maximum gross floor area of all buildings and/or structures used for the purposes of an OFDU shall be regulated through the provisions of the Township Zoning By-law, provided that the cumulative gross floor area of all buildings and/or structures used or occupied by an OFDU shall not exceed 557 m<sup>2</sup> (6,000 ft<sup>2</sup>), except for limited, minor exceptions as

set out in the policies. Further, proposals for such uses shall include a detailed description of the proposed use and be accompanied by a detailed site plan and such uses shall generally be subject to site plan control.

In addition to the foregoing, the OFDU shall directly involve the farmer living on the same lot as the use and may also involve any other permanent residents on the lot, and up to two employees who do not reside on the lot. A limited number of additional seasonal employees may be permitted for a farm-related tourism use.

Concerning on-site services for OFDUs, existing or proposed individual on-site water services and individual on-site sewage services shall be demonstrated to be adequate or will be made adequate to serve the proposed OFDU and shall be in accordance with the requirements of the County, including the applicable policies of Sections 3.2.7.2, Water Quality and Quantity and 5.5, County Servicing Policy.

OFDUs that would require individual on-site sewage services that have a design capacity in excess of 10,000 litres per day shall not generally be permitted. On-farm diversified uses must also be appropriate for other rural infrastructure and public services (paramedics, fire, etc.).

Proposals for new or expanding OFDUs which would exceed the number of employees, gross floor area or site area restrictions will not be permitted unless they comply with the agriculture-related use policies. Reasonable exceptions to the gross floor area and/or number of employees may be considered on site specific basis for a value retaining facility, value added agricultural facility, and/or smaller agriculture-related use, where Area Council is satisfied that such use could not reasonably be located within a rural settlement. Proposal that cannot comply with the agriculture-related use policies (Section 3.1.4.3.3) shall be directed to be located, or relocate, in a settlement or must comply with the applicable policies for non-agricultural uses.

Section 3.1.4.3.3 considers the objectives and criteria for agriculture-related uses within the Agricultural Reserve designation. The intent of the policies is to ensure:

- that all agriculture-related uses are directly related to farm operations in the area;
- require a location in close proximity to those farm operations;
- support agriculture;
- provide direct products and/or services to farm operations as their primary activity;
- to minimize the amount of agricultural land which is developed for agriculture-related uses;
- to ensure that new agriculture-related uses are directed to rural settlements wherever feasible to support the planned employment and/or service function of the settlements in the County; and
- to ensure that agriculture-related uses are compatible with and do not hinder surrounding agricultural operations and other nearby land uses.

The Official Plan policies outline various uses that shall not be permitted as agriculture-related uses:

- Retail uses, offices, and restaurants, except where explicitly permitted by the Official Plan policies;
- Residential uses or accommodation;
- Institutional uses;
- Recreational uses;
- Banquet halls and special event facilities;

- Mechanics shops, automobile and recreational vehicle dealerships, distilleries, trucking operations, wrecking yards, contractors' yard, landscaper business, well drillers, excavators, building suppliers and other general commercial and industrial uses; and
- Other uses that may attract large numbers of customers or other people, generate significant traffic or not otherwise be appropriate for rural infrastructure or services, create compatibility or enforcement issues, undermine or conflict with the planned function of rural settlements, or otherwise not be consistent with the applicable policies of the Plan.

Further, development criteria for agriculture-related uses shall not undermine or conflict with the planned employment and/or service functions of settlements in the County. As such, the proponent is required to demonstrate that the proposed agriculture-related use is not suitable for, and/or cannot reasonably be accommodated within a settlement.

According to Section 3.1.5, it is an objective of the Official Plan to only permit new non-agricultural uses where such uses do not conflict with the 'Goal for Agricultural Policies', as set out in Section 3.1.1, to preserve and protect prime agricultural areas for long term viable agricultural use and avoid or minimize potential impacts on agricultural operations, and direct non-agricultural uses to settlements wherever possible.

Non-agricultural uses include commercial, industrial, institutional, infrastructure, public works yards, recreational and residential uses that are not directly related to, or supportive of agriculture. Within the Agricultural designation, the use of prime agricultural land for agricultural, mineral, petroleum and environmental resources will be given a higher priority in land use decision making than its use for non-agricultural uses.

To maintain the agricultural land resource for agriculture and related uses, and ensure new commercial, industrial and institutional uses develop on an appropriate level of services and are directed to settlements to support their planned service and employment functions, new non-agricultural commercial, industrial and institutional uses will not be permitted within the Agricultural Reserve, except in accordance with the policies of Section 3.1.7.2.

Section 3.1.7.2 directs that proposals to amend the Official Plan to permit the establishment of new non-agricultural uses in the Agricultural Reserve must provide compelling evidence to demonstrate that the proposed non-agricultural use cannot be located within a settlement and that the following considerations have been addressed:

- Justification analysis which shows that:
  - there is a demonstrated need within the planning period for additional land to be removed from agricultural production and re-designated for the proposed use, given the nature and capacity of undeveloped lands within settlements and/or within other appropriate land use designations;
  - nature of the proposal and whether the use requires special locational requirements or physical features that are only available in prime agricultural areas;
  - the amount of land proposed for the new development is the minimum required for the immediate needs of the proposed use; and,
- Agricultural impact analysis, which demonstrates:
  - the lands do not comprise a specialty crop area;
  - there are no reasonable alternatives which avoid prime agricultural areas;
  - there are no reasonable alternatives on lands with lesser agricultural capability or on lands left less suitable for agriculture by existing or past development;

- MDS I is satisfied; and,
  - Impacts from the new use on nearby agricultural operations are mitigated to the extent possible.
- The level of servicing planned or available is consistent with the servicing hierarchy established in Section 5.5.3 of this Plan for individual on-site water and individual on-site sewage services.
  - The proposed use shall be compatible with and not hinder surrounding agricultural operations and nearby land uses.
  - The proposed use shall not create traffic hazards, and the road infrastructure shall be capable of accommodating the new use or expansion.
  - The proposal is consistent with Environmental Resource Policies and Cultural Heritage Policies.
  - The proposal will not conflict with Resource Extraction Policies.
  - The proposal is acceptable regarding the ability to achieve the Goal for Agricultural Policies as set out in Section 3.1.1, the precedent to be established for other sites within the County and the ability to implement planned land uses in the vicinity.

The subject lands are located within an identified Sand and Gravel Resource Area. These identified areas are where high quality sand and gravel deposits exist and where potential future extraction activity is most likely to occur. The intent of the policies within the Official Plan concerning Sand and Gravel Resource Areas is to minimize potential future conflicts between extraction operations and other uses.

To proactively plan for the protection of known aggregate deposits, including Sand and Gravel Resource Areas, the Official Plan discourages incompatible land uses, such as non-agricultural uses. Section 3.4.1.3.1.3 of the Official Plan outlines that new non-agricultural commercial, industrial, or institutional non-farm rural residential and/or active recreational uses shall not be permitted within the Quarry Area designation, and within the Limestone Resource Area and the Sand and Gravel Resource Area.

### Zoning By-law

The subject lands are currently zoned 'General Agricultural Zone (A2)' according to the Township of Blandford-Blenheim Zoning By-law, which permits a wide range of agricultural uses, including farm buildings and an accessory dwelling, and requires a minimum lot area of 30 ha (74.1 ac) and a minimum lot frontage of 100 m (328.1 ft).

While the Township of Blandford-Blenheim Zoning By-law does not specifically list a special events facility in Table 5.18.2.1 – Parking Standards, a reasonable comparative would be an assembly hall, which requires one parking space per 10 m<sup>2</sup> (107.6 ft<sup>2</sup>) of gross floor area or one parking space per four seats, whichever is greater. At a capacity of 250 people, assuming 250 seats would result in the need for 62.5 parking spaces. At a size of 960 m<sup>2</sup> (10,333.4 ft<sup>2</sup>) the parking calculation would result in the need for 96.6 parking spaces. As the gross floor area calculation is the greater of the two, 96 parking spaces would be required. The applicants are proposing 100 parking spaces, including four accessible parking spaces.

### Agency Comments

The Township Chief Building Official has indicated that the Township only has record of a building permit for the single detached dwelling. Any detached structures over 15 m<sup>2</sup> (161.4 ft<sup>2</sup>), septic system, and/or tents over 60 m<sup>2</sup> (646 ft<sup>2</sup>) require building permits.

The Township Director of Public Works has indicated they have reviewed the submitted Traffic Impact Study and have no concerns. It was indicated that traffic will typically be at off peak times and the driveway is visible in both directions.

The Township Director of Protective Services has advised that the following will be required:

- Fire inspection
  - Fire safety plan
    - Including posting of emergency procedures throughout all public buildings
  - Fire route signage – including no parking signs to ensure no parking in laneway
  - Fire route-ensure proper turning radius for fire apparatus
  - Fire extinguishers
    - Including training of all staff
    - Monthly checks of extinguishers along with annual inspections
  - Emergency lighting
  - Water supply
    - With dry hydrant connection
    - Size of water storage to be determined by owner's engineer
  - Routine fire inspections scheduled with Township Fire Prevention Officer
  - Please inform the applicant that this operation is subject to compliance with the township noise by-law 2357-2023
  - Please inform the applicant that any use of fireworks must comply with the township fireworks by-law 2423-2024

The Oxford County Public Works Department, the Grand River Conservation Authority (GRCA), Rogers Canada, and Canada Post have indicated no concerns with the proposal.

### Public Consultation

Notice of complete application and notice of public meeting regarding this application were circulated to surrounding property owners on February 26<sup>th</sup> and March 27<sup>th</sup>, 2025, respectively. At the time this report was written, no comments or concerns had been received from the public.

## **Planning Analysis**

### 2024 Provincial Planning Statement

Section 2.3 of the PPS directs that prime agricultural areas shall be protected for long-term use for agriculture. Permitted uses and activities within a prime agricultural area include agricultural uses, agriculture-related uses, and on-farm diversified uses.

Planning staff have assessed the proposed recognition of the existing events facility, in accordance with the PPS policies and provincial guidelines pertaining to permitted uses in prime agricultural areas. The subject lands do not comprise a specialty crop area as defined by the PPS but are actively farmed and the majority of lands are located within a prime agricultural area consisting of Class 2 type soil based on the Canada Land Inventory. The existing events facility appears to comply with the Minimum Distance Separation (MDS) requirements and the continuation of the facility in the existing location is not anticipated to hinder surrounding livestock operations with respect to MDS.

The PPS policies pertaining to OFDUs require, along with other criteria, that such uses be secondary to the principal agricultural use and limited in area in order to minimize the amount of land taken out of agricultural production, ensure agriculture remains the main land use, and limit off-site impacts. The related provincial guidance indicates that the area required for the OFDU shall include all land that is removed from agricultural production for the OFDU, including buildings, outdoor storage, landscaped areas, private services, and parking. However, it is noted that, as permitted by the PPS, the County of Oxford Official Plan sets out more specific, locally developed and Provincially approved, size/area and other scale criteria for such uses, which are reviewed below.

Based on the site plan and information submitted by the applicant, the existing site area associated with the events facility (i.e. buildings, parking, landscaped areas etc.) is approximately 0.7 ha (1.7 ac), which equates to 1.8% of the total lot area. This meets both the recommended maximum site area criteria set out for such uses in the provincial guidance document (i.e. 2% of lot area to a maximum of 1 ha), as well as the locally established maximum site area criteria for such uses set out in the Official Plan (i.e. 2% of lot area to a maximum of 0.8 ha). However, other scale related aspects of the event facility (e.g. building size, number of employees and patrons) are beyond the scale intended for an OFDU by provincial policy and guidelines, as more specifically addressed by local developed OP criteria. Further, it is the opinion of staff that an event facility, such as that being proposed, would fall into the same categories as a banquet hall or large scale recurring event with permanent structures, which are identified in Provincial guidelines as uses that would typically not be permitted as an OFDU. In keeping with this direction, similar use restrictions have also been incorporated in the locally developed OFDU policy criteria contained in the County Official Plan.

The definition and policies for agriculture-related uses in the PPS indicate that such uses are farm-related commercial and farm related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.

Considering the overall nature and scale of the existing events facility, it is the opinion of Planning staff that the use does not enhance or support the agri-food network, is not limited in scale, could successfully operate within a settlement area, and would not meet the definition and applicable criteria for an On-Farm Diversified Use or Agricultural Related Use, as set out in the PPS and associated Provincial guidelines and locally developed criteria. As such, it is not consistent with the PPS policies for permitted uses in a prime agricultural area and, therefore, would be considered a non-agricultural use in a prime agricultural area. Provincial policy directs that Planning authorities may only permit non-agricultural uses within prime agricultural areas for extraction of aggregates and resources or limited non-residential uses that meet specific policy criteria.

#### Official Plan

Staff have evaluated the proposal in accordance with the review criteria in the Official Plan for OFDUs. The intent of the Official Plan policies for OFDUs is to ensure that the use is clearly secondary to the principal agricultural operation, compatible with and does not hinder surrounding agricultural uses, protects prime agricultural areas, is appropriate for rural infrastructure, and does not undermine, or conflict with the planned function of settlements.

In this case, the events facility is located on farm (cash cropping operation) within one of the established farm building clusters and makes use of the same driveway as the single detached dwelling accessory to the farm, which are basic requirements for an OFDU.

However, in keeping with both provincial guidelines and local policy objectives, the Official Plan policies specifically prohibit 'special events facilities' as an OFDU. So, it is clear that such facilities are not considered to be an OFDU. Even other uses that may be permitted as OFDUs (i.e. are not prohibited), can only be considered if they meet all applicable policy criteria, including various specific and very intentional limitations on size and scale (e.g. maximum size area, building size, number of employees and customers/patrons etc.). For comparison purposes, this proposal has also been reviewed in relation to a number of these criteria, as follows.

Based on the site plan and information submitted by the applicant, the total area associated with the existing events facility is approximately 0.7 ha (1.7 ac) or 1.7% of the total parcel size, which is below the maximum of 0.8 ha (2 ac), or 2% of total lot area, permitted by the OP. However, the policies also require that the area be limited to the minimum area required for the proposed OFDU. Further, the gross floor area of all buildings used for the events facility is approximately 960 m<sup>2</sup> (10,333.4 ft<sup>2</sup>), which exceeds the permitted maximum gross floor area of 557 m<sup>2</sup> (6,000 ft<sup>2</sup>) by 403 m<sup>2</sup> (4,333.4 ft<sup>2</sup>), or over 70%

The Official Plan policies also state that the OFDU shall directly involve the farmer living on the same lot as the OFDU and may also involve any other permanent residents on the lot and up to two employees who do not reside on the farm. In this case, other than owning the event facility, it is not clear to what extent the farmer living on the lot will be directly involved in the running of the event facility. It is noted that the event business would limit permanent employees to those who reside on-site, while those renting the facility would be responsible for contracting workers for the event (caterers, photographers, etc.). While the majority of additional staff working on-site would be on contract through the party renting the facility, the number of staff that would be required for the average event could be considerable. It is realistic to expect a wedding event to have a caterer, wait staff, bar staff, photographer, officiant, event coordinator, decorator, music provider etc. While not permanent staff, these contract workers will have a similar impact to permanent staff, considering that the events are recurring weekly from May to September. As such, Planning staff are of the opinion that the proposed staffing makeup does not meet the intent and purpose of the OFDU policies within the Official Plan.

Further, it is the opinion of planning staff that the proposed use would attract large numbers of customers or other people (i.e. up to 250 patrons and contracted services), could create compatibility or enforcement issues, undermine or conflict with the planned function of rural settlements, and not otherwise be consistent with the objectives of the plan, which are also identified in the policies as reasons for a use not being permitted as an OFDU.

For the above reasons, it is the opinion of planning staff that the proposed event facility use and scale are clearly not intended to be permitted as an OFDU. Further, the OP policies specifically state that uses that would exceed the scale restrictions for an OFDU shall not be permitted unless they comply with the agricultural use policies. Proposal that cannot meet those policies shall be directed to locate or relocate in a settlement or must comply with the applicable policies for non-agricultural uses.

In this regard, it is also the opinion of staff that the use does not comply with the applicable policies for agricultural related uses, as it has not been demonstrated that the use is directly related to agricultural uses in the area and provides direct support to farm operations as a primary activity. As such, Planning staff are of the opinion that the proposal to recognize the existing events facility

would be considered a non-agricultural use, which should generally be directed to locate or relocate in a settlement area (e.g. on lands designated for commercial purposes with appropriate services).

In light on the foregoing, Planning staff are of the opinion that the existing events facility does not meet the definition of an OFDU, as the use is specifically prohibited as an OFDU by the Official Plan policies and is not small scale, in accordance with the applicable criteria. As the use has been proposed as an OFDU, the applicant has not provided justification (i.e. planning justification, agricultural impact analysis etc.) to address the applicable PPS and OP criteria that would apply to consideration of a non-agricultural use in a prime agricultural area. Even so, it is not certain that the proposed event facility would be able to meet all of those applicable criteria, given the fact that the use is located within an identified Sand and Gravel Resource Area and it has not been demonstrated to staff that there are no alternative site options within identified settlements.

As such, staff are of the opinion that the proposal is not appropriate from a planning perspective and should not be given favorable consideration.

## **RECOMMENDATIONS**

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- 1. That the Council of the Township of Blandford-Blenheim advise County Council that the Township does not support the application for Official Plan Amendment, File No. OP25-02-1, submitted by Josif and Lidia Catana for the lands legally described as Part Lot 7, Concession 7 (Blenheim), As In 492273, Except Part 3 and 6, Registered Plan 41R-3823, Township of Blandford-Blenheim to include a site-specific policy to permit a special events facility as an On-Farm Diversified Use (OFDU); and,**
- 2. And further that the Council of the Township of Blandford-Blenheim not approve the Zone Change Application (File No. ZN1-25-01) submitted by Josif and Lidia Catana, whereby the lands described as Part Lot 7, Concession 7 (Blenheim), As In 492273, Except Part 3 and 6, Registered Plan 41R-3823, Township of Blandford-Blenheim, be rezoned from ‘General Agricultural Zone (A2)’ to ‘Special General Agricultural Zone (A2-sp)’ to permit a special events facility as an On-Farm Diversified Use (OFDU).**

## **SIGNATURES**

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**Authored by:** *‘Original Signed by’*

Dustin Robson, MCIP, RPP  
Development Planner

**Approved for submission:** *‘Original Signed by’*

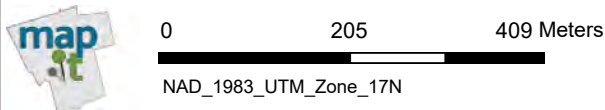
Eric Gilbert, MCIP, RPP  
Manager of Development Planning



**Legend**

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

**Notes**



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

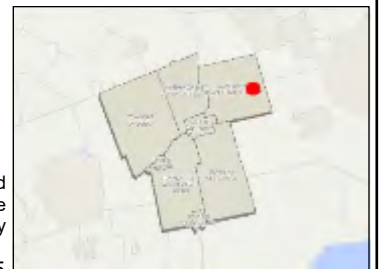
February 14, 2025



**Legend**

- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
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- Land Use Zoning (Displays 1:16000 to 1:500)

**Notes**



0 205 409 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

February 14, 2025



**Legend**

- Parcel Lines**
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  - ▲ 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

Location of Special Events Facility

**Notes**



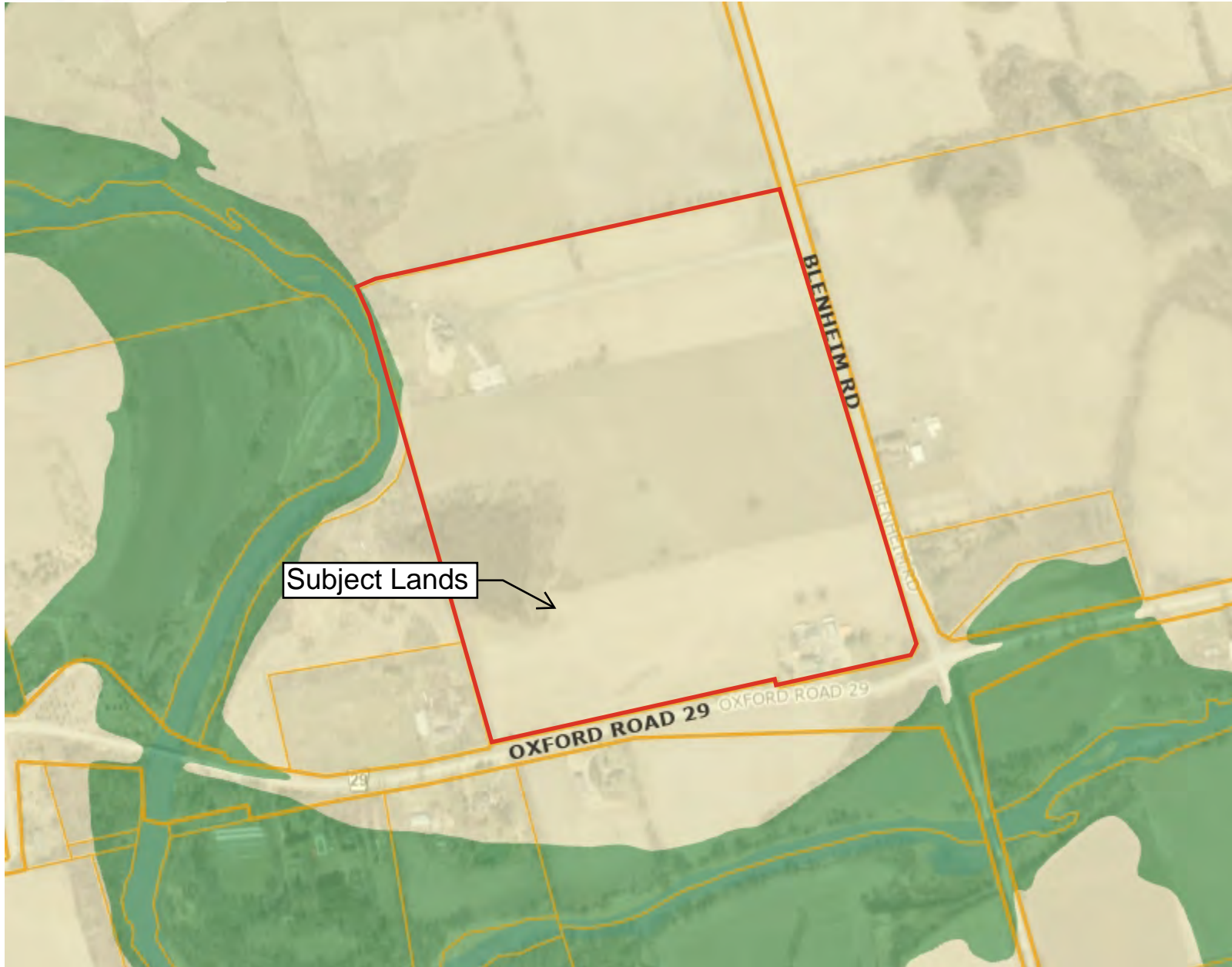
0 51 102 Meters

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

March 28, 2025

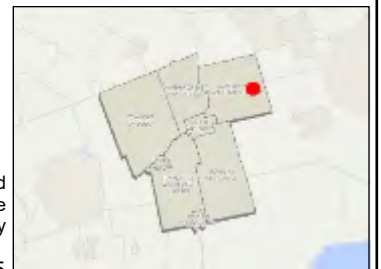


Subject Lands

### Legend

- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
  - 100 Metre Buffer Ingersoll
- Land Use Designation**
  - Residential
  - Residential Reserve
  - Central Business District
  - Entrepreneurial District
  - Neighbourhood Shopping Centre
  - Service Commercial
  - Regional Commercial Node
  - Business Park
  - Traditional Industrial
  - Community Facility
  - Open Space
  - Environmental Protection
  - Future Urban Growth
  - Rural Buffer
  - Industrial Site Specific Policy Area
  - Agricultural Reserve
  - Settlement
  - County Biosolid Storage Facility
  - County Landfill Site
  - Quarry Area
  - Industrial
  - Prime Industrial
  - Linear Rural Cluster
  - Pedestrian Predominate Area

### Notes



0 205 409 Meters



NAD\_1983\_UTM\_Zone\_17N





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March 28, 2025

**Figure #:**  
**Inset Map/ Parking Concept**

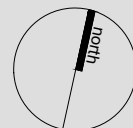
**925929 Blenheim Rd**  
 Township of Blandford-Blenheim  
 County of Oxford

-  Subject Lands (39.3ha)
-  Total Lands Occupied (0.7ha / 1.8%)

Conceptual Parking Area:  
 Parking Provided: \*100  
 \*Including 4 Accessible Spaces



**Notes:**  
 • For conceptual purposes only

<b>DATE:</b> January, 2025	
<b>FILE:</b> 24330A	
<b>SCALE:</b> 1:750	
<b>DRAWN:</b> GC	

K:\24330A- CATANA ESTATE\CP\INSETPLAN\_CP\_29JAN2025.DWG

# Catana Estate

935929 Blenheim Rd, Drumbo

Public Meeting – April 16<sup>th</sup>



# Subject Lands

## Subject Lands

- 39.3 hectares
- Frontage on Blenheim Road Oxford Road 29
- Existing access on Blenheim Rd

## On-farm Diversified Use (OFDU)

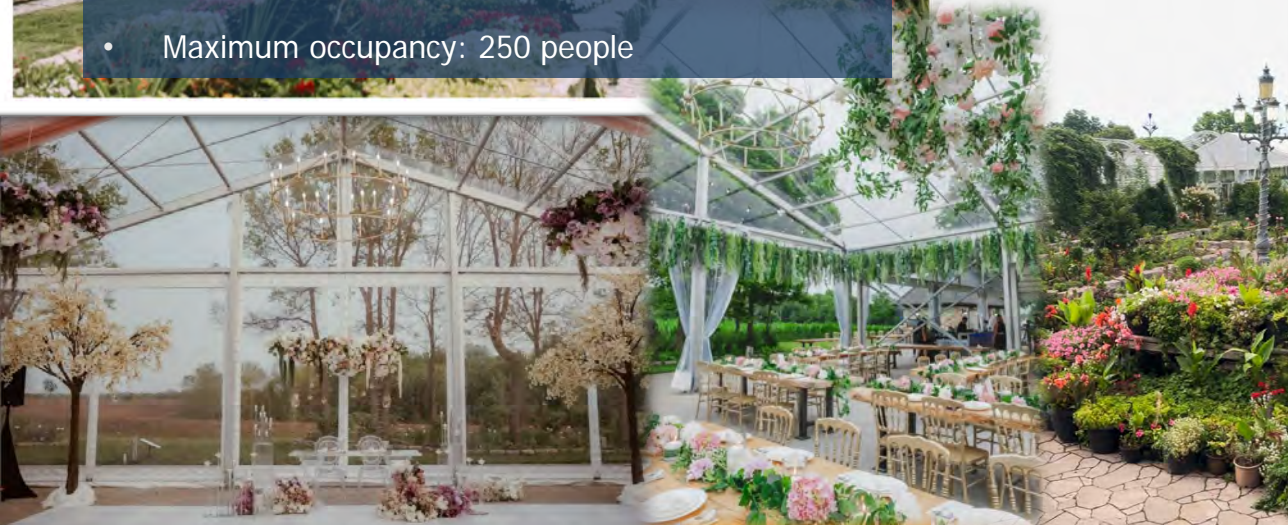
- 0.7 hectares (1.8 % of subject lands)
- Existing access on Blenheim Rd

The subject lands currently contain agricultural uses (including the dwelling, cropland, and barns) and an on-farm diversified use (a special events venue consisting of three tents, a washroom facility, a turf parking area, and a shared driveway)



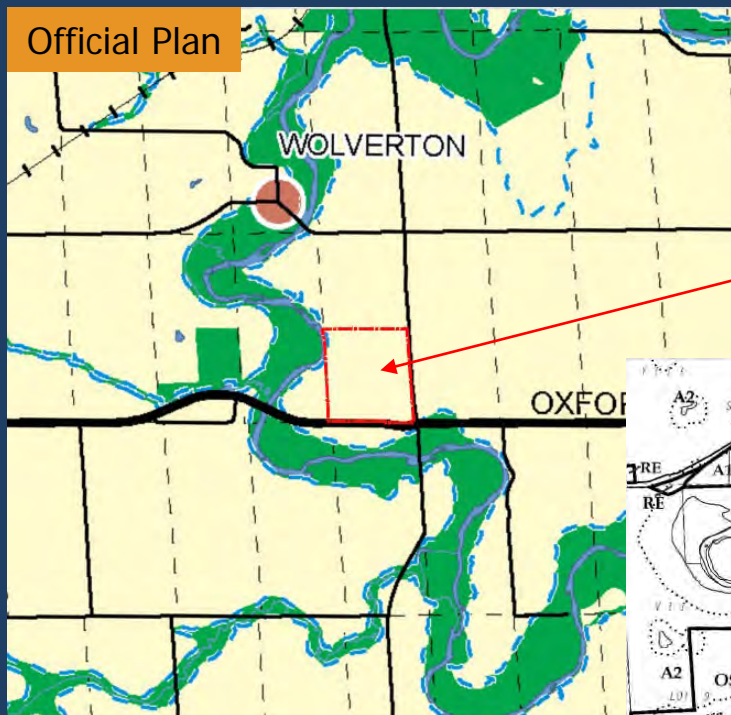
# Catana Estate Venue Space

- Seasonal (May to September) event venue
- Majority of events hosted Saturdays, with occasional Friday and Sunday events (weekday events would be rare)
- Average occupancy: 160-180 people
- Maximum occupancy: 250 people



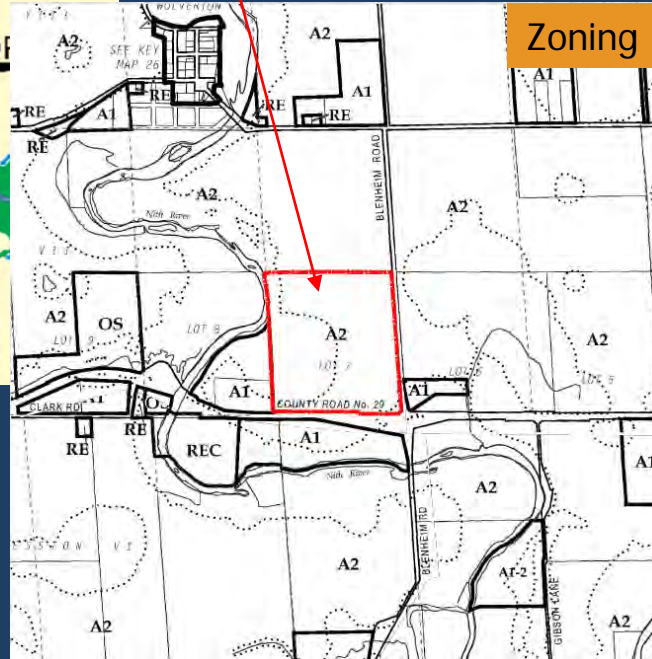


## Official Plan



935929 Blenheim Rd

## Zoning



# Planning Framework

- Designated 'Agricultural Reserve' in Oxford County Official Plan
- Zoned 'General Agricultural Zone (A2)' in Township of Blandford-Blenheim Zoning By-law

# Guidelines on Permitted Uses in Prime Agricultural Areas

- This document is a guideline only and under Section 1.1 it is acknowledged that "*where specific parameters are proposed, they represent best practices rather than specific standards that must be met in every case.*"
- The Guidelines provide the following criteria for an on-farm diversified use (OFDU):
  - On-farm diversified uses must be located on a farm property that is actively in agricultural use. → the majority of the property is used as crop land
  - On-farm diversified uses must be secondary to the principal agricultural use of the property. The agricultural uses must remain the dominant use of the property. → *spatially secondary, seasonal intermittent events proposed to occur*
  - The on-farm diversified use should be limited in area. → *less (1.8%) than the recommended 2% of the total area of the property*
  - Include, but are not limited to, home occupations, home industries, agri-tourism uses and uses that produce value-added agricultural impacts. → *venue attracts tourists and employs local vendors to diversify rural economy*
  - Shall be compatible with, and shall not hinder, surrounding agricultural operations. → *venue area well setback from adjacent agricultural uses, traffic study determined no expected safety impact to agricultural vehicles*

# Proposed Official Plan Amendment

The proposed Official Plan Amendment seeks to introduce site-specific policies to the Agricultural Reserve designation of the subject lands to:

- Permit a 'Special Event Facility' as an on-farm diversified use; and,
- Permit a maximum combined gross floor area of 960 m<sup>2</sup> for buildings and structures used by the OFDU.

The Official Plan Amendment will permit the Special Event Facility to diversify the local rural economy and support the economic viability of the property while ensuring that the OFDU remains limited in area and secondary to the agricultural use of the property.



# Proposed Zoning By-law Amendment

A Zoning By-Law Amendment is proposed to apply a site-specific General Agricultural Zone (A2-XX) zone to the subject lands to:

- Permit a 'Special Event Facility' as an on-farm diversified use;
- Permit a maximum combined gross floor area of 960 m<sup>2</sup> for buildings and structures used by the OFDU;
- Permit a maximum lot area of 0.7 hectares (less than 1.8% of the total lot area) to accommodate the OFDU;
- Restrict events to the months of May through September
- Restrict the maximum occupancy of events to 250 people.

The proposed Zoning By-law Amendment ensures that the OFDU is limited in area, secondary to the principle agricultural use of the property, and compatible with the on-site as well as adjacent agricultural operations by establishing a maximum size for the special event venue restricting the maximum occupancy for a special event; and limiting special events to May-October.





**THANK YOU!**  
**QUESTIONS?**





# Rural Oxford

Economic Development

PEOPLE • PROXIMITY • PROSPERITY

## Here to Serve

[ruraloxford.ca](http://ruraloxford.ca)

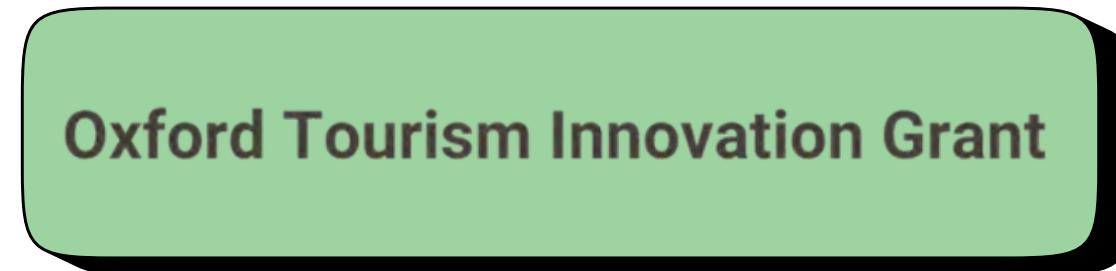
# Your Rural Economic Development Team



Crystal van Roekel - Economic Development Officer

Ronda Stewart - Economic Development Director

# 2024 Work Plan Highlights



# Agri-Food & Manufacturing BR&E Surveys



**25 Business Visits**

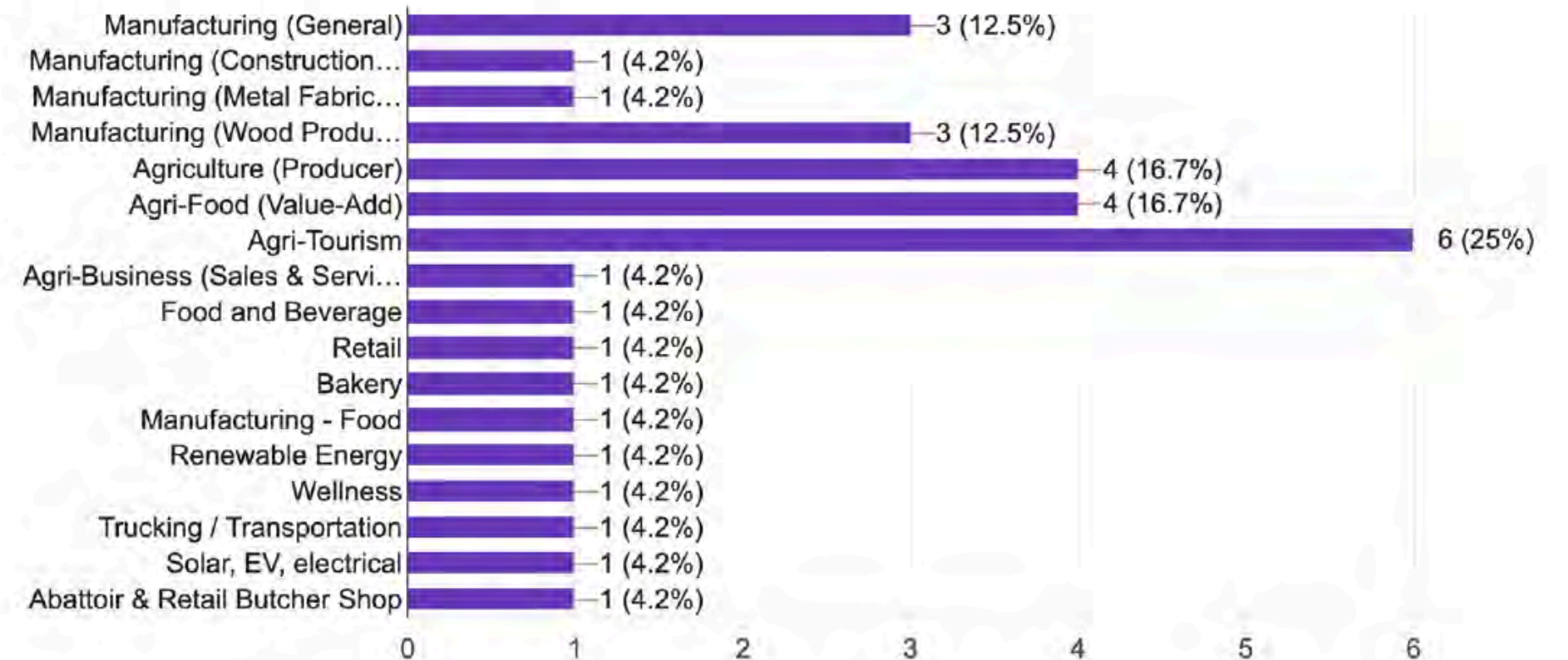
Most were coordinated with value-add introductions to MEDJCT, OMAFA & FedDev Reps



## 2024 Rural Oxford EDC Agri-Food & Manufacturing BR&E Surveys - 24 Surveys Completed -

Please Identify Your Industry:

24 responses



# Agri-Food & Manufacturing BR&E Surveys

## Growth & Investment Trajectory Summary:

Combined Capital Investment this Fiscal: \$17,420,000

Combined 2024 R&D Investment: \$2,053,000

15 Companies invested in R&D

7 Companies did not invest in R&D

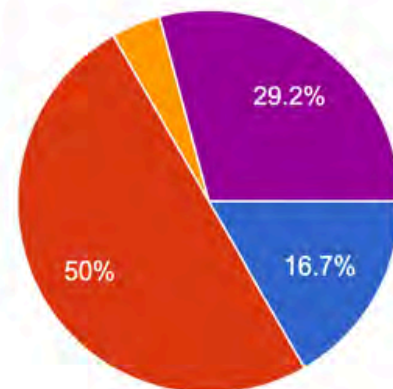
2 Companies did not track R&D investment

17 Companies are planning to expand or relocate in the next 5 years

7 Companies are not planning to expand or relocate at this time

Is your company planning to expand its physical location or looking at options to relocate to a larger facility? If yes, what timeframe would you be planning for?

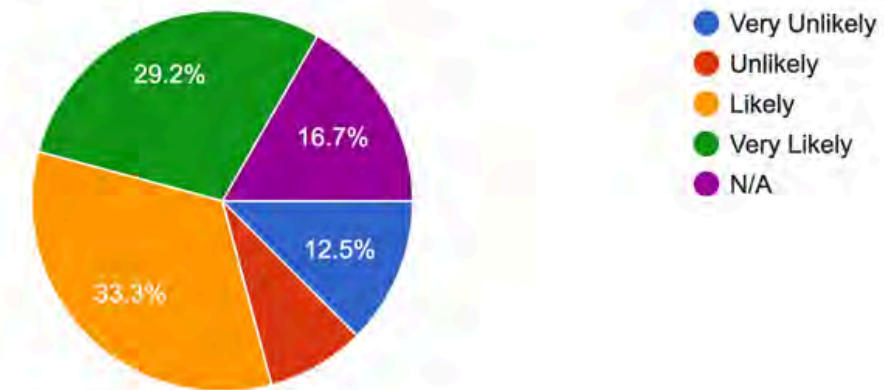
24 responses



- < 1 year
- 1-3 years
- 3-5 years
- 5-10 years
- We are not planning to expand our location or relocate to a larger facility, at this time

Future Plans: (General feedback on your company's future plans) Investing in Smart Manufacturing / Technology Adoption

24 responses



- Very Unlikely
- Unlikely
- Likely
- Very Likely
- N/A

Does your company have any new market interests? If yes, which countries, sectors, markets?

- Yes, the US
- Yes, Eastern Europe
- Yes, Domestic: Agriculture sector, grocery sector
- Yes, we're looking for water filled aggregate pits to put fish farms in Oxford County
- Yes, in Oxford County and Ontario - expanding renewable energy
- Yes, Australia, Brazil
- Yes, Online sales platforms
- Yes, the GTA through a partnership with another delivery service
- No, None

# Agri-Food & Manufacturing BR&E Surveys

**What Commercialization plans (new products/new segments) does your company have for the next 3-5 years?**

- Enhanced exposure of current product line to the US as well as expansion into other aspects of the craft industry
- Solar + heat pump for ag barns
- Adding related and unrelated products to our current line, increase our DTC revenue
- Refrigeration domestic parts
- Expand berry value added product lines into grocery stores and upscale stores
- Growth of fish sales with new sites
- Wind energy expansion
- Planning to supply product to dog treats for a healthy snack treat and supply cheese to a manufacturer for use in further processing
- Opportunity for more custom slaughtering and processing, more "kill and chill" for other businesses. New products including different varieties of sausages and patties, as well as plans for a new line of lamb products.
- Potentially move part of our operation to a facility better suited for that part of the company
- Additional ready to eat meals, expanded products for sale, additional training classes and events, improved farm tours
- Expand wholesale accounts to larger chain businesses
- Looking at creating an event facility on farm
- Expand on our clothing and general merchandise
- Develop manufacturing / marketing site
- Increase wellness and group offerings
- New cheese
- New shop
- None, N/A



**Combined, the approximated investment for these Commercialization plans (new products/new segments) over the next 5 years is \$426,548,000.**

# 2025 Work Plan



# Recommendations for Rural Development



Proactive Secondary Planning to prepare rural townships for smart commercial/industrial growth as Oxford County's population is projected to increase +47,000 by 2046

Municipally-owned "shovel ready" land for sale in 1-2 acre commercial/industrial parcels

Overlay commercial/industrial "Development" zoning on parcels abutting settlement area boundaries (where practical)

Collaborate on the 401 Corridor Secondary Plan

Remove policy barrier that restrict OFDU's to being able to only employ 2 people who do not live on-site

*Proudly Serving...*  
**Our Member Municipalities**



*Thank You*

**Read our full 2024 Year in Review Report:**  
<https://ruraloxford.ca/2024-rural-oxford-edc-year-in-review>

Possible Alternatives?

Could the repayment timetable be increased to a maximum of ten years? Allow residents to select payment plans ranging from 5 to ten years.

Could a reduction in interest rate be considered?

Randolph Lee 1-319-774-8476

Randolph W. Lee



Petition to the Township of Blandford-Blenheim

Re: Assessment for Princeton Drainage System 2022

We the undersigned residents of Main (north of railway), Cowan, McQueen and Gissing Streets do not feel it is appropriate to tax us for the upgrade to the drainage system done from May to November of 2024.

Print Name	Signature	Print Name	Signature
Bev Beemer		BEV BEEMER	
Kyle Baran		Tanya Melski	
Chris Hartz		MATT MISSEPI	
Noah Scherberger		ROB COWAN	
Mike Shantz		BEV COURTNEY	
BRENDAN JOHNSTON		ROBERT GOVIER	
Paige Stortz		Olivier Stoffyn	
MARG JOHNSTON		Sheryl Kieckhefer	
WAYNE JOHNSTON		Michelle Brown	
RANDY LEE		TERRY RILEY	
Stephanie Gilbert		RON PARTNICK	
Jason Gilbert		Johanna Bell	
Johan deKoning		Dave Carswell	
Carley Brown		E. Matthewsloan	
Chris Huntley		HARRYSIMON	
KEITH CADWELL		Kari Pink	
DONALD HALL		MARC LAVIGNE	
Mike Lavigne		Sharon Dymont	
Ryan Rodrigue		Rob VanDeCamp	
Rachel Wynen		JAMES VAN DER LAAN	
Randy Crosby			
W. Skokun			

Petition to the Township of Blandford-Blenheim

Re: Assessment for Princeton Drainage System 2022

We the undersigned residents of Main (north of railway), Cowan, McQueen and Gissing Streets do not feel it is appropriate to tax us for the upgrade to the drainage system done from May to November of 2024.

Print Name	Signature	Print Name	Signature
TULLER JAMIESON			
Joby			
Ben Weert			
NORLIZON FALLAI			
EBIN			
PUSHPA			
HANS ARN			
SCOTT MCCARGAR			
ROB RACKWOR			
Judie Demarest			
Zac Smith			
JOHN McEALUM			
Ryan Edgar			
August Quast			
AND GIBSON			

## REPORT TO COUNTY COUNCIL

# 2024 Annual Waste Management Reports

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

**From:** Director of Public Works

## RECOMMENDATION

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1. That County Council receive Report PW 2025-18 entitled “2024 Annual Waste Management Reports” as information.

## REPORT HIGHLIGHTS

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- This report summarizes the annual performance of the Oxford County Waste Management Facility (OCWMF) and waste diversion programs in 2024.
- The County achieved an overall landfill waste diversion rate (residential and Industrial, Commercial and Institutional (ICI) waste material handled by Oxford County) of approximately 46% in 2024 and has an estimated remaining landfill service life of approximately 31 years.
- 2024 achievements include the diversion of 35,010 tonnes of material received at the OCWMF and includes brush, leaf and yard waste, construction and demolition waste, blue box material, biosolids, electronic waste, scrap metal, film plastic and agricultural plastic.
- Other 2024 accomplishments include the start of the South Fill Area Expansion Landfill Gas Wellfield Expansion projects.

## Implementation Points

The 2024 Annual Waste Management Reports will be submitted to the Ministry of Environment, Conservation and Parks (MECP) by March 31, 2025, in accordance with regulatory requirements and posted on the County’s website for public access.

## Financial Impact

There are no financial impacts as a result of this report. Any required actions that will result in expenditures have been accounted for in the 2025 Business Plan and Budget for Waste Management.

## Communications

The 2024 Annual Waste Management Reports will be available for public viewing on the County’s website on March 26, 2025, at <https://www.oxfordcounty.ca/en/your-government/reports-and-publications.aspx#Public-Works-Annual-Reports>.

The County communicates the performance of key Public Works systems (Waste Management, Transportation, and Water and Wastewater) annually to the public through an annual social media campaign after the last performance report has been submitted to Council. In addition, the County will further communicate 2024 performance highlights of key Public Works systems, including Waste Management, to the public through an annual social media campaign during National Public Works Week (May 18 – 24, 2025).

A copy of Report PW 2025-18 will be circulated to Area Municipalities and Zero Waste Oxford.

## 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 recommendation in this report supports the following Strategic Plan pillars and goals:

		
<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>

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

## DISCUSSION

### Background

#### Waste Management Services

As the Waste Management Authority, the County is responsible for residential curbside waste collection (garbage, recycling, large items) and management of waste generated within the County through landfill disposal, waste diversion, and resource recovery programs. The OCWMF is operated by County staff and receives solid waste from residential and ICI sources within the County. Residential waste collection services are managed by the County through a third-party contractor and municipal service agreements with Area Municipalities (City of Woodstock and Township of South-West Oxford).

Curbside collection of residential garbage, recycling (Blue Box) and large items is further supplemented by convenience depots located throughout the County where residents can drop off various waste materials (yard waste, film plastic, bulky Styrofoam, large items, recyclables, household hazardous waste, electronics, tires, scrap metal, and agricultural plastics). Convenience depots are operated by Area Municipalities on behalf of the County and are funded through the County's Waste Management budget.

A summary of the County-wide residential waste collection services and associated County service providers is provided in Table 1.

**Table 1: Residential Waste Management Collection Services/County Service Providers**

Waste Collection Services		Ingersoll, Blandford-Blenheim, East Zorra-Tavistock, Norwich, Zorra	Tillsonburg	South-West Oxford	Woodstock
Garbage and Blue Box Service Providers	Curbside Collection	County Contractor <i>(weekly co-collection garbage and single stream recycling)</i>		South-West Oxford * <i>(six-day co-collection garbage and single stream recycling)</i>	Woodstock * <i>(weekly garbage and bi-weekly two stream recycling collection)</i>
	Garbage Disposal	Oxford County Waste Management Facility (OCWMF) <i>(User Fees Apply)</i>			
	Blue Box Processing	County Contractor			Woodstock Contractor *
Convenience Depots Service Providers <i>(includes Blue Box, Cardboard, Film Plastic and Bulky Styrofoam, Agricultural Bale Wrap, Scrap Metal, Household Hazardous Waste, Cooking Oil (FOG), Tires, Electronics, and Construction and Demolition)</i>		Woodstock Enviro Depot * <i>(Excludes agricultural bale wrap)</i> <i>(User Fees Apply for Non-Woodstock Residents)</i>			
		South-West Oxford - Beachville Fire Hall * <i>(Film Plastic Only)</i>			
		Tillsonburg Transfer Station * <i>(Excludes collection of blue box, household hazardous waste, tires, electronics, and agricultural bale wrap)</i> <i>(Open to all County residents in 2024, User Fees for Non-Tillsonburg Residents)</i>			

Waste Collection Services		Ingersoll, Blandford-Blenheim, East Zorra-Tavistock, Norwich, Zorra	Tillsonburg	South-West Oxford	Woodstock
		Oxford County Waste Management Facility (OCWMF) <i>(User Fees for Some Materials May Apply)</i>			
Leaf and Yard Waste Depots Service Providers	Collection	Ingersoll, Zorra, East Zorra-Tavistock, Blandford-Blenheim, Tillsonburg and Norwich Leaf and Yard Waste Depots	OCWMF Leaf and Yard Waste Depot	City of Woodstock Leaf and Yard Waste Depot *	
	Processing	Oxford County Compost Facility			
Large Items Service Providers	Collection	County Contractor <i>(once annual curbside collection)</i> <i>(NEW in 2024 – once annual curbside collection in Tillsonburg)</i>		Woodstock * <i>(once annual curbside collection)</i>	
	Convenience Depots	Woodstock Enviro Depot * <i>(User Fees Apply)</i>			
		Tillsonburg Transfer Station * <i>(Open to all County residents in 2024 with User Fees)</i>			
		Oxford County Waste Management Facility (OCWMF) <i>(User Fees Apply)</i>			
Processing	Oxford County Waste Management Facility (OCWMF)				

\* Services provided by the Area Municipality under contract to the County

Oxford County and its eight Area Municipalities are scheduled to transition to the Provincial common collection system and Extended Producer Responsibility (EPR) on January 1, 2026. With the transition to full EPR, Ontario municipalities will no longer be responsible for managing and financing the traditional Blue Box program (collection and processing).

### Environmental Regulatory Compliance

Operation of waste management facilities and waste diversion programs are regulated by the MECP through applicable legislation and issuance of Environmental Compliance Approvals (ECAs). Submission of annual reports to the MECP for various waste management services and activities is a regulatory requirement to demonstrate environmental compliance with associated legislation and specific ECA terms and conditions.

Annual reporting requirements must comply with the guidelines set out in the MECP's Technical Guidance Document: Monitoring and Reporting for Waste Disposal Sites Groundwater and Surface Water. This document provides a general framework for completing technical reports, as well as a report structure to ensure that all necessary information is provided for the MECP to complete a technical review of monitoring performed at both active and closed waste disposal sites.

In accordance with regulatory requirements, the 2024 Annual Waste Management Reports, prepared for submission to the MECP, provide performance data on Oxford County's waste management facilities, operations, and programs. The pertinent regulatory requirement is referenced in each Annual Waste Management Report.

### Closed Landfill Sites

Oxford County owns the following eight closed landfill sites that were historically owned and operated at the lower-tier level and were transferred to the County in the early 1980s.

- Lakeside (East Nissouri) Landfill
- Embro (West Zorra) Landfill
- Thamesford (North Oxford) Landfill
- Blandford-Blenheim (Drumbo) Landfill
- Gunn's Hill (East Oxford) Landfill
- Otterville (South Norwich) Landfill
- Tillsonburg Industrial Landfill
- Holbrook Landfill

The local landfill sites noted above were closed prior to being transferred to the County, with the exception of the Tillsonburg and Holbrook sites that remained open and were operated by the County for a period of time until the OCWMF was opened in 1986.

With the exception of the Holbrook Closed Landfill Site, annual reporting to the MECP for the County-owned closed landfills is not a regulatory requirement. However, monitoring programs for landfill gas, groundwater, and surface water have been implemented at these sites as a due diligence exercise to identify any adverse environmental impacts and mitigate the County's risk and potential liability.

### Comments

#### Summary of County-Wide Waste Generation

Approximately 112,450 tonnes of waste (0.3% decrease over 2023) was generated in Oxford County in 2024. Of the total amount of waste generated, 82,840 tonnes (0.6% decrease over 2023) was processed at the OCWMF. The remaining approximately 29,610 tonnes of waste was exported out-of-County (without direct handling at the OCWMF). This includes an estimated 26,790 tonnes of waste from the ICI sector (disposed of by private haulers) and 2,820 tonnes of Blue Box material from the City of Woodstock's curbside collection program exported directly to an out-of-County processing facility. Overall, approximately 26% (equal to 2023) of the total waste generated is being exported out of County.

A summary of County-wide waste generation in 2024 is depicted in Figure 1 with a historical summary of County-wide waste generation illustrated in Table 2. The total waste and large item generation tonnage per household (hh) for 2024 was 389 kg/hh for the entire County, representing a 5% increase over 2023.

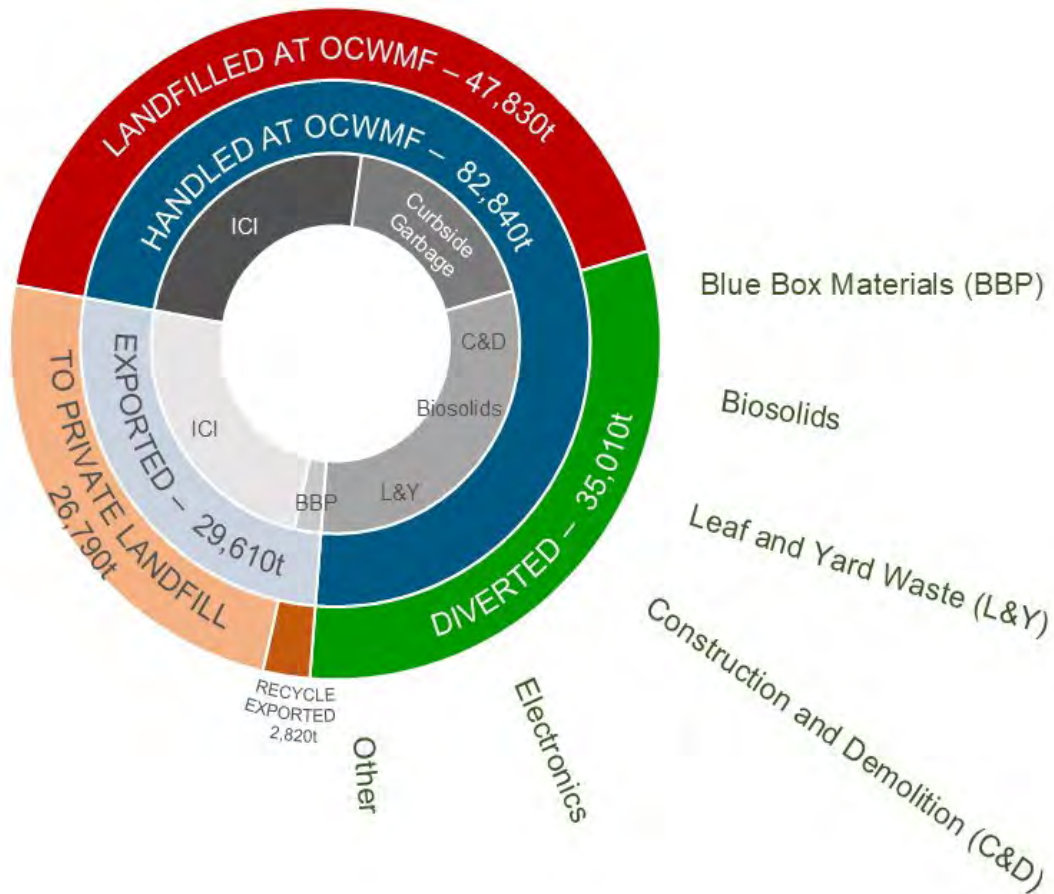


Figure 1: 2024 County-wide Waste Generation

Table 2: Historical County-Wide Waste Generation Summary (2020-2024)

Year	Total Waste Generated in Oxford County (tonnes)	Waste Exported out of County (tonnes)	Waste Processed at OCWMF (tonnes)	Waste Diverted and Recycle Exported (tonnes)	Landfill Diversion Rate
2024	112,450	29,610	82,840	38,000	<b>46%</b>
2023	112,780	29,425	83,355	37,350	<b>45%</b>
2022	109,454	29,232	80,222	36,280	<b>45%</b>
2021	115,195	29,040	86,155	40,095	<b>47%</b>
2020	122,610	26,025	96,585	40,320	<b>42%</b>

## 2024 Annual Waste Management Reports

The 2024 Annual Waste Management Reports have been generated to satisfy ECA terms and conditions, regulatory requirements, and Ministry technical reporting guidance documents, and will be submitted to the MECP by March 31, 2025.

The annual reports are linked below, followed by a summary section for each:

- [2024 Oxford County Waste Management Facility, Salford Operations and Monitoring Report](#)
- [2024 Oxford County Waste Management Facility, Annual Monitoring Report, Landfill Gas Collection and Flaring System](#)
- [2024 Oxford County Holbrook Landfill, Water Monitoring Report](#)
- [2024 Oxford County Stormwater Pond Results - Summary and Interpretation](#)
- [2024 Oxford County Waste Management Facility, HHW Annual Report](#)
- [2024 Oxford County Leaf and Yard Waste System Annual Report](#)
- [2024 Oxford County Blue Box System Annual Report](#)
- [2024 Oxford County Closed Landfill Sites, Due Diligence Monitoring](#)

Staff are pleased to inform County Council that in 2024, the County's waste management facilities and programs operated within environmental regulatory compliance and that no adverse environmental impacts were observed.

### *Oxford County Waste Management Facility, Salford 2024 Operations and Monitoring Report*

- Approximately 82,840 tonnes of waste was handled at the site, with approximately 35,010 tonnes being diverted and recovered as material resources. Overall resource recovery material brought to the OCWMF in 2024 decreased by 6% and landfilled material decreased by 0.6%.
- The total trips by all vehicles using the facility averaged about 4,702 per month in 2024, an increase of 16% compared to 2023.
- The film plastic drop-off program generated 15 tonnes of material in 2024, a 67% increase over 2023.
- The bulky Expanded Polystyrene (Styrofoam) program generated 11 tonnes of recycled packaging material for reuse in product manufacturing, no change from 2023 tonnages.
- The remaining landfill site service life in 2024 is calculated to be approximately 31 years based on the current landfilling rate and waste diversion rate (approximately 46%).
- There were no influences of leachate in the groundwater at the site boundaries.
- Private well monitoring showed no landfill influence.

The MECP conducted a routine facility ECA inspection in August 2024. Of the items that were inspected, no environmental compliance orders were issued. However, the inspection report identified one ongoing concern and one recommendation:

- MECP identified a concern with surface emissions but acknowledged ongoing abatement efforts by the County to undertake repairs to the interim landfill cover, manhole sealing, and expansion of the landfill gas wellfield pending ECA approval in 2025.
- MECP recommended installation of a gas monitoring alarm system at the County's Biosolids Centralized Storage Facility (BCSF) due to proximity to the active landfill site.

*Annual Monitoring Report, Landfill Gas Collection and Flaring System (LGCFS) January 2024 – December 2024, Oxford County Waste Management Facility*

- The LGCFS operated as intended in 2024 and successfully controlled emissions even though volumes and concentrations of methane gas continue to remain low. The flare had an average run time of 65% compared to 32% in 2023. This increase in run time is due to modifications to operations to maximize flare run times. In 2024 the flare ran at an average flow of 97 cubic feet of gas volume per minute (cfm), down from 107 cfm in 2023 and an average 39% methane by volume, down from 48% in 2023.

*2024 Water Monitoring Report, Holbrook Closed Landfill*

- There was no clear indication of leachate influence in the deeper groundwater system at the property boundaries and no landfill influence at the private well monitoring locations.
- No methane was detected in 2024.
- Staff will continue to perform inspections at this facility to ensure the site is secure and to assess any potential environmental concerns.

*2024 Due Diligence Monitoring Program, Oxford County Closed Landfill Sites*

Monitoring programs for landfill gas, surface water and ground water were undertaken at County-owned closed landfill sites as a due diligence exercise and to identify any offsite adverse environmental impacts. The findings and recommendations of the 2024 Due Diligence Monitoring Program are highlighted below:

- No landfill impacts were identified at the Lakeside, Embro, Thamesford, Gunn's Hill and Otterville Closed landfill sites and therefore, further annual monitoring is not required.
- Continued annual monitoring is recommended to observe parameter concentration trends of potential historic impacts to the surface water and shallow groundwater to the east of the Blandford-Blenheim site.
- Continued monitoring at the Tillsonburg site is recommended to observe parameter concentration and flow rate trends at surface water monitoring locations to the east and southeast of the site.

*Oxford County 2024 Compost Facility Storm Water Management (SWM) Annual Report*

SWM system monitoring results indicated acceptable effluent concentrations were consistent with historical trends. In 2024, there were minor Provincial Water Quality Objectives/Canadian Environmental Quality Guidelines (PWQO/CEQG) exceedances for field pH, iron, total phosphorus, Total Suspended Solids (TSS) and phenols recorded, and mitigation was not deemed necessary based on external review using benchmark standards and historical reporting limits.

*Oxford County 2024 Household Hazardous Waste (HHW) Depot Annual Report*

- The depot serviced approximately 5,522 vehicles, a 7% increase from 2023.
- Approximately 218 tonnes of HHW material was collected, a 28% increase over 2023.
- The City of Woodstock's HHW Depot was open 159 days in 2024 and collected 115 tonnes of HHW (increase of 15% from 2023).

*Oxford County 2024 Leaf and Yard Waste System Annual Report*

- Over 17,840 tonnes of material was received, representing a 7% increase over 2023.
- Approximately 13,730 tonnes of finished compost was sold to the end market in 2024 and generated over \$264,400 in County revenue.
- A total of 95 composters and 170 green cones were sold to residents, a decrease of 37% from 2023.
- Home composters and green cones are sold throughout the County at a subsidized rate of \$20 and \$51.50 each, respectively.

Oxford County continues to undertake backyard composting program education and outreach to help reduce the quantity of organics currently black bagged/landfilled. Also, implementation of a County-wide SSO program will be phased in starting in 2026 for the Township of South-West Oxford and the City of Woodstock and in 2027 for the rest of the County.

*Oxford County 2024 Year-End Blue Box Waste Management System Annual Report*

- The recycling collection tonnage per hh for 2024 was 152 kg/hh for the entire County, representing a 1.3% decrease from 2023 even though there was a 1% increase in households. A contributing factor to the decrease in collected tonnes is due to material weight; Blue Box materials (e.g. paper products and packaging products) continues to be made lighter.
- 7,860 tonnes of residential curbside Blue Box material was collected (0.6% decrease from 2023). Following the removal of contaminated material (residual waste) during processing, approximately 6,640 tonnes of processed material was sent to end markets.
- The contamination rate of the 2024 County single stream recycling program is estimated at 15% and the South-West Oxford single stream recycling program is estimated at 3% based on third-party audit data. The variance between the diversion rates is due to the amount of sorting performed at the curb by the collector, the amount of urban vs rural stops and more specifically, the decrease in multi-residential collections, which typically have a higher blue box contamination rate. The Township collects on average 300 fewer stops per truck per day compared to the County's contractor. This variance in stops increases the amount of time available to sort material at the curb. The average contamination rate for single-stream recycling programs is 11% based on industry audit data, placing the South-West Oxford contamination rate below and the County higher than the industry average.
- The contamination rate for the two-stream recycling program in Woodstock was estimated at 9% based on third-party audit data, placing the contamination rate above the industry average of 7%.

2025 represents the last year that the Blue Box Program will be administered by municipalities and the County will continue to update residents on the Blue Box Program Transition to Producer Responsibility through the County's [website](#).

**Film Plastics, Bulky Styrofoam, and Agricultural Bale Wrap Diversion Programs**

There are five drop-off depots for film plastics and three drop-off depots for bulky Styrofoam located across the County and collected material tonnage continues to increase year over year with film plastic increasing by 66% in 2024 while bulky Styrofoam remained constant. The agricultural bale wrap program which started in 2023, increased collected tonnage by 60% in 2024.

**Curbside Waste Collection Contract Performance**

In 2024, staff monitored and tracked performance issues and any occurrences of missed and incomplete collections over the course of the year. Detailed contract performance metrics in 2024 are summarized in Table 3.

**Table 3: 2024 County Curbside Collection Contractor Annual Completion Rate**

<b>Collection Performance</b>		<b>Ingersoll</b>	<b>Tillsonburg</b>	<b>Blandford-Blenheim</b>	<b>Norwich</b>	<b>East Zorra-Tavistock</b>	<b>Zorra</b>	<b>Total</b>
Successful Route Completion Rate *	Q1	100%	100%	99%	99%	98%	100%	<b>99%</b>
	Q2	100%	99%	96%	99%	99%	95%	<b>98%</b>
	Q3	98%	100%	98%	97%	100%	96%	<b>98%</b>
	Q4	97%	99%	96%	99%	100%	99%	<b>98%</b>
<b>Average Annual Completion Rate</b>		<b>99%</b>	<b>100%</b>	<b>97%</b>	<b>99%</b>	<b>99%</b>	<b>98%</b>	<b>98%</b>

\* Successful route completion indicates where the planned route curbside collection was completed on the designated pick-up day (no missed collections).

Staff regularly addressed contract performance issues with its collection contractor (Emterra) to ensure that any curbside collection customer service issues or incomplete collections were either resolved on the same collection pickup day (in most cases) or carried over to the next calendar day.

**2024 Accomplishments**

As part of the Goals and Objectives of the 2024 Business Plan and Budget - Waste Management, the following initiatives were implemented:

**Residential (Curbside) Diversion Rate**

The residential diversion rate (from curbside, depots, brush, leaf and yard waste depots, and OCWMF) was estimated to be 52% in 2024. The residential diversion rate has plateaued in recent years ranging between 47-52%.

### Landfill Diversion Rate

The County's landfill diversion rate is currently 46% and takes into consideration all waste managed through County Waste Management services (residential and ICI). It is important to note that this diversion rate differs from what is published by the Resource Productivity and Recovery Authority, known as the residential diversion rate, which only takes into consideration residential generated waste.

### Advancing to Zero Waste

To achieve the goals and objectives in the County's **Zero Waste Plan**, as well as address provincial and federal regulatory requirements, the County will need to further increase waste diversion efforts through innovative programs and technologies.

In 2025, Council approved a County-wide green bin (SSO) program to be phased in over 2026 and 2027, which is the next step to increasing the life of the County's landfill site and further increasing the landfill diversion rate.

## CONCLUSIONS

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The 2024 Annual Waste Management Reports demonstrate that Oxford County's waste management programs and facilities continue to operate in compliance with regulatory requirements.

Residents and businesses across Oxford County continue to receive convenient access to curbside and waste management facility diversion programs.

Notable changes to management of waste across Oxford County will continue over the next decade and will contribute to the collective goals of a circular economy and recognizing waste as a resource.

## SIGNATURES

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### Report author:

Original signed by

---

Andrea Coverdale  
Coordinator of Waste Management

### Departmental approval:

Original signed by

---

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

**Approved for submission:**

Original signed by

---

Benjamin R. Addley  
Chief Administrative Officer

## REPORT TO COUNTY COUNCIL

# 2024 Annual Transportation System Performance

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

**From:** Director of Public Works

## RECOMMENDATION

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1. That County Council receive Report PW 2025-20 entitled “2024 Annual Transportation System Performance” as information.

## REPORT HIGHLIGHTS

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- This report provides an overview of the performance of Oxford County’s regional transportation system, along with activities undertaken in 2024 related to planning, design, construction, operations, and maintenance.
- A summary of annual transportation system capital investments (forecast ~ \$41 M) and an overview of key maintenance activities that were completed on the transportation infrastructure assets is provided within this report in the 2024 Transportation System Infrastructure Capital Investments sub-section. The ongoing commitment to preventative maintenance standards and road pavement and bridge condition reviews ensures that all County roadways are maintained in a good state of repair for residents, businesses, and visitors.
- Oxford County continues to ensure the safe and efficient operation of its regional road network through proactive programs such as pedestrian crossing studies, intersection studies, traffic calming, speed management and road safety reviews.

## IMPLEMENTATION POINT

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Following Council’s receipt, this report will be posted on the County’s website for public access.

## Financial Impact

There are no financial impacts that will result from the recommendation contained in this report. Any required actions that will result in expenditures have been accounted for in the 2025 Business Plan and Budget for Transportation.

## Communications

The 2024 Annual Transportation Report will be available for public viewing on the County’s website on March 27, 2025, at <https://www.oxfordcounty.ca/en/your-government/reports-and-publications.aspx#Public-Works-Annual-Reports>.

This Council report will also be circulated to Area Municipalities, Woodstock Police Service, and Ontario Provincial Police.




In addition, the County will further communicate 2024 performance highlights of key Public Works systems, including Transportation, to the public through an annual social media campaign during National Public Works Week (May 18 – 24, 2025).

## 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 recommendation 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 1.2 – Sustainable infrastructure and development</p> <p>Goal 1.3 – Community health, safety and well-being</p> <p>Goal 1.4 – Connected people and places</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

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### Background

Under the *Municipal Act, 2001*, the County of Oxford holds non-exclusive municipal authority over “Highways, including parking and traffic on highways” where both upper and lower-tier municipalities have the power to pass by-laws to regulate its transportation systems. Accordingly, the *Municipal Act* also affords the County with the ability to delegate its powers and duties pertaining to the same through agreements with Area Municipalities on behalf of the County.

In the current state service delivery model, Oxford County (road authority) owns all the transportation network assets within its regional (arterial) road right-of-ways. Oxford County also operates and maintains all these same system assets, with the exception of regional roads and bridge assets that are located within the urban limits of Woodstock, Ingersoll, and Tillsonburg. In these cases, Woodstock, Ingersoll, and Tillsonburg operate and maintain the arterial transportation network (roads and bridges) on behalf of Oxford County, under urban road maintenance service contract agreements.

Additionally, the County shares operational and maintenance responsibilities of its boundary road with other neighbouring municipalities through various service contract agreements.

The County road network is shown on Attachment 1.

### Transportation System Operations and Maintenance Levels of Service

To ensure that monitoring and maintenance of the County’s Regional Road Network is undertaken in accordance with established Provincial Level of Service standards, Oxford County adopted the road classification system used by the Ministry of Municipal Affairs and Housing in O.Reg. 239/02 - Minimum Maintenance Standards for Municipal Highways (MMSMH), under the *Municipal Act, 2001*.

The MMSMH establishes six road classifications. All County Regional roads are major arterial roads with Class 2 through Class 5 classifications, which carry relatively high volumes of traffic. To comply with Ontario Regulation 239/02, road classifications are reviewed annually to ensure they are current. The review is based on average annual daily traffic volumes and speed limits. Using these two values, road classifications are set to meet the Provincial standards. As a result of road classification adjustments, maintenance requirements may be amended accordingly.

In 2003, (Report [PW 2003-148](#)) County Council adopted the Winter Road Maintenance Level of Service (LOS) in accordance with MMSMH and hours of service for winter maintenance from 5:00 a.m. to 11:00 p.m..

Traffic control devices (signage, traffic signals, pavement markings) are installed and maintained in accordance with the Ontario Traffic Manual (OTM) and Manual of Uniform Traffic Control Devices (MUTCD) to ensure consistent application and regulatory compliance in accordance with the Ontario Highway Traffic Act (HTA).

## County Transportation System Overview

The Transportation division within Oxford County's Public Works Department is responsible for management of the County's transportation network and associated assets including annual operations and maintenance, transportation planning and traffic and corridor management to provide a safe and efficient multi-modal transportation system for the movement of people and goods into and through the County.

The function and structure of the County transportation network, as defined in the Oxford County Official Plan (OP), is to serve moderate to high volumes of inter-municipal and long-distance traffic movements between Provincial highways and local roads. The strategic approach established in the OP is intended to minimize conflict between non-local and local traffic, identify necessary improvements over time, provide a safe pedestrian environment, and integrate transportation facilities provided by Area and neighbouring Municipalities.

The functionality of the County's transportation network is maintained through corridor management policies to limit direct access to abutting properties where possible, control the number of access points to Residential and Industrial, Commercial, and Institutional (IC&I) development, and restrict on-street parking as necessary.

The County's entrance By-law 5222-2010 and accompanying guidelines (Attachment 2) was adopted by County Council in 2010 and regulates the number, location, spacing, and function of County road access points from abutting properties and developments.

The County is responsible for the operation and maintenance of ~ \$1.15 B of transportation network infrastructure assets as follows:

- 1,335 lane km of roads
- 163 bridges/culverts (> 3m span)
- 128 retaining walls
- 175 km of storm sewer
- 1,200 km of ditches/swales
- 40 signalized traffic light intersections
- 3 roundabouts
- 15 pedestrian crossings (PXOs)
- 5,562 regulatory/warning signs
- 30 km of active transportation infrastructure (bike lanes, multi-use paths, trails)
- 22 grade level railway crossings\*

\*Ownership of grade level crossings is by the Rail Authority, who are responsible for the condition of the crossing surface and warning devices. Road authorities are responsible for approaches, warning signs, and sightlines.

## Comments

### 2024 Annual Transportation System Summary

Highlights of the activities undertaken in 2024 related to the planning, design, construction, operations and maintenance of Oxford County's regional transportation system include, but are not limited to:

- Completion of 62 km of road reconstruction and/or road asphalt resurfacing
- 3 bridge/culvert (>3m span) replacements/rehabilitations completed
- 740 m of guide rails installed (replaced and/or new)
- Implementation of 18 Speed Feedback Signs, two controlled PXOs, and one newly signalized intersection
- 2 traffic signal optimizations and 11 studies completed (i.e. Class Environmental Assessment Studies, Intersection Control/Pedestrian, etc.)
- Winter control response (2023/2024 winter season) to 53 storm weather events
- 873 annual motor vehicle collisions reported, with 7 fatal collisions
- 215 Road Issue Notifications on Municipal 511 automated notification system
- Seasonal load restrictions in effect for 21% of the road network

### Traffic and Road Safety Management

Initiatives to promote traffic calming, speed management and road safety have been undertaken in recent years to provide a safe, sustainable, and multi-modal transportation network that supports all road users and are further summarized below.

#### *Active Transportation*

Ongoing initiatives to support active transportation (AT) include the incorporation of cycling infrastructure and improvements to pedestrian facilities that meet current Accessibility for Ontarians with Disabilities Act (AODA) standards as part of scheduled capital improvements and asset management. In 2024, these initiatives resulted in the following AT improvements:

- Cycling infrastructure on Oxford Road 24 from Tavistock to Punkeydoodles Corners;
- Wider asphalt platform on Oxford Road 2 resurfacing project;
- Curb bump outs and improved pedestrian crossings at intersection of Oxford Road 20 (North Street West) and Quarter Townline in Tillsonburg;
- Bike lanes and sidewalk improvements on Oxford Road 9 (Ingersoll Road) in Woodstock;
- Audible pedestrian signals at signalized intersection of Oxford Road 15 (Parkinson Road) and Springbank Avenue in Woodstock; and
- New traffic signals at Oxford Road 35 (Devonshire Avenue) and Clarke Street in Woodstock.

#### *Community Safety Zone (CSZ) Implementation*

In 2024, an additional nine locations throughout the County were approved by County Council for CSZ implementation (refer to Report [PW 2024-04](#)) in accordance with the County's CSZ criteria and warrant process adopted by County Council in 2021 (Report [PW 2021-31](#)). This brings the total number of designated CSZs throughout the County transportation network to 29.

Designated CSZs will also be eligible for Automated Speed Enforcement (ASE) applications as part of a potential future County-wide ASE program that will be developed and presented to County Council in 2025 that, if adopted, will promote road safety for all users and potentially reduce the number of collisions and fatalities on the County regional road network.

### *County-wide Approach to Speed Management and Traffic Calming*

In 2024, speed data was collected at various locations throughout the County's transportation system where previous traffic calming measures had been implemented. The post monitoring speed data will be utilized to assess effectiveness and to determine if additional traffic calming measures are warranted in accordance with the County-wide approach to Speed Management and Traffic Calming.

### *Road Safety*

Staff utilized traffic management principles and engineering best practice methodologies to develop and implement various site-specific evidence-based recommendations intended to improve road safety measures at the following locations:

- Controlled PXOs on Oxford Road 18 (Main Street West) in Norwich and on Oxford Road 20 (North Street East) in Tillsonburg;
- All-way stop implemented at the intersection of Oxford Road 29 (Maplewood SR) and 16<sup>th</sup> Line;
- Lateral acoustic (rumble) strips at intersection of Oxford Road 28/Oxford Road 6 and Oxford Road 17/Oxford Road 6;
- Installation of 18 speed feedback signs;
- Road diet on Oxford Road 9 (Ingersoll Road) in Woodstock;
- Intersection realignment and improvements at Punkeydoodles Corners; and
- CSZ designations.

### *Frequency and Severity of Collisions*

A review of the collision data shows a total of 873 collisions, 106 of which resulted in injuries/fatalities across the County's road network in 2024. This represents a 10% increase in total collisions, and a 20% decrease in injury/fatality related collisions, since 2019 (refer to Figure 1). The decrease in total and injury/fatality related collisions from 2020 – 2023 (compared to 2019) may be attributable to COVID-19 traffic impacts which has since rebounded to pre-pandemic conditions. A total of 7 fatal collisions occurred on the County road network in 2024 and has averaged 6 fatal collisions per year from 2019 -2024.

The 2024 collision rate on the County road network is estimated at 0.36 collisions per one million vehicle kilometres and is below the 2021 Provincial collision rate of 1.0.

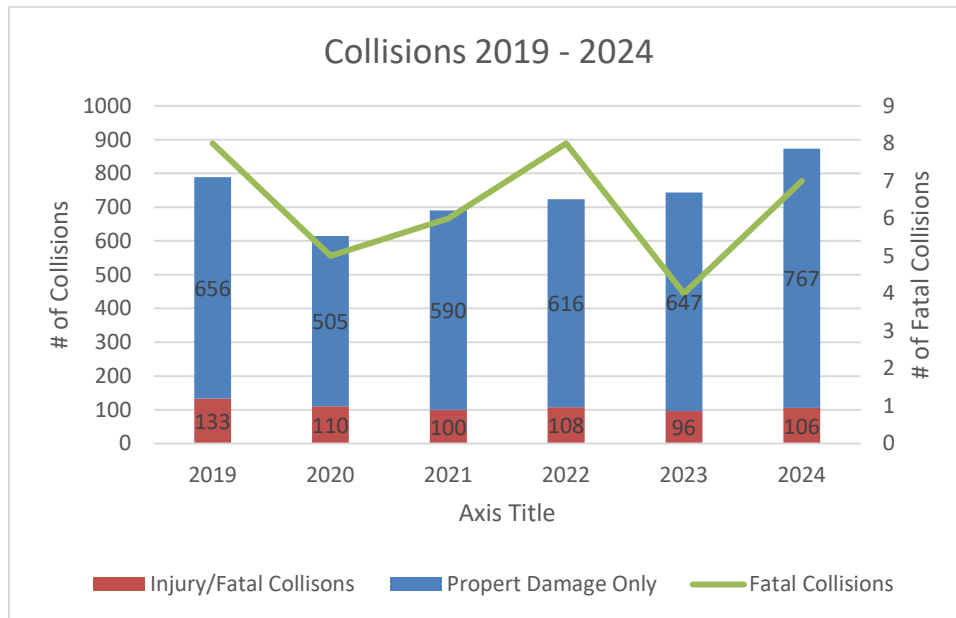


Figure 1 – 2019-2024 Collision Occurrences on County Road Network

The distribution of collision occurrences throughout the County between 2019 and 2024 is shown on Attachment 3 with the highest number of collisions occurring in the three urban municipalities (Woodstock, Ingersoll, and Tillsonburg).

Collision occurrences are typically higher at intersections where the risk of conflicts is greater as a result of turning movements, speed differential (rear-end collisions), and driver non-compliance (failure to yield, failure to stop, etc.). The top ten urban collision locations are at County intersections within the City of Woodstock and can be attributed to generally higher traffic volumes at these locations.

### Transportation System Asset Management

The overall asset condition of the County regional transportation system is monitored regularly through the Road Needs Study and biennial Bridge and Culvert inspections. Other inspection programs are initiated from time to time, as required, and include retaining walls, guide rails, and grade level crossings.

These programs provide an inventory of assets, quantitative condition and performance measures, performance prediction as well as engineering and economic analysis tools to provide costs for future transportation system improvement needs such as resurfacing, rehabilitation, replacement, and reconstruction.

The asset condition monitoring of Oxford County’s bridges and major culverts is done through biennial Ontario Structural Inspection Manual (OSIM) inspections as per Provincial legislation O.Reg. 104/97 ‘Standard for Bridges’. This legislation requires that inspections be undertaken on all structures that have a span greater than three meters in accordance with the OSIM, every two years under the direction of a Professional Engineer. The condition of bridges and major

culverts is assessed using the MTO methodology Bridge Condition Index (BCI) and is used to prioritize capital improvements.

A Road Needs Study is performed every five years through a visual examination to inventory and appraise improvement needs within each road section. The study provides an overall rating of the road system by section, including factors such as surface type, surface width, capacity, structural adequacy, drainage, and geometry. The Study reports on the deficiencies, needs and conditions captured through the Road System Inventory, Road Appraisal Sheets, and Railway Level Crossing Inventory. The Study also identifies recommended timing and estimated cost of the proposed construction and/or rehabilitation improvements.

Similar to bridges and major culverts, the road network is assessed using the MTO Pavement Condition Index (PCI) methodology to rank the current condition of the road segment and identify maintenance and rehabilitation requirements.

### *2024 Transportation System Infrastructure Capital Investments*

As per the revised 2024 Forecast in the 2025 Business Plan and Budget, the County invested approximately \$41 M in tax supported transportation infrastructure which included, but is not limited to, several notable capital projects as follows:

- Oxford Road 8/36 - roundabout construction (\$1,700,000)<sup>1</sup>
- Oxford Road 16 – phase 2 reconstruction (\$6,500,000)
- Oxford Road 9 (Ingersoll Road) – road reconstruction (\$1,500,000)
- Punkeydoodles Corners – intersection improvements (\$1,100,000)
- County-wide road resurfacing (\$6,800,000)
- County-wide rural storm replacement (3,000,000)
- Bridge Rehab – Oxford Road 33 (\$1,350,000)
- Bridge Rehab – Oxford Road 59 (\$8,500,000)<sup>2</sup>
- Culvert Rehab – Oxford Road 8 (\$800,000)
- Culvert Rehab – Oxford Road 16 (\$500,000)
- County-wide guiderail installation – (\$300,000)
- Controlled Pedestrian Crossings - PXOs (\$240,000)
- Traffic Signal Upgrades (\$1,100,000)
- Princeton Drain (\$600,000)

1. Oxford's 50% share of total cost

2. Construction carryover to 2025

### *2024 Operation and Maintenance of Transportation System*

In addition to the transportation system capital investments noted above, several planned operational and maintenance activities are carried out annually to help optimize the useful service life and efficiency of transportation infrastructure assets and support a safe and reliable transportation network. The 2024 Roads Operational Expense was approximately \$12 M and included several key annual maintenance activities performed on the transportation network as noted in Table 1.

Table 1: Transportation System Operation and Maintenance (2024)

Activity	Quantity
Road Salt Application - Tonnes of Salt (2023/2024 Winter)	8,750 tonnes
Road Sand Application - Tonnes of Sand (2023/2024 Winter)	5,500 tonnes
Road Side Maintenance / Shouldering - Tonnes of Gravel Placed	14,770 tonnes
Ditch Clean Outs - Length of Ditches Cleaned Out	7,400 metres
Asphalt Patching / Pothole Repair – Tonnes of Hot Mix Placed	1,380 tonnes
Line Painting (kms)	1,818 kms
Sign Inspections / Reflectivity	6,587 signs
Bridge Washing (Area)	13,618 square metres
Snow Fence Installation/Removal - Metres	9,700 metres
Number of Regulatory Signs Replaced	451

## CONCLUSIONS

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The 2024 Annual Transportation System Performance Report demonstrates Public Works' continued efforts to maintain the County's transportation systems in a good state of repair to effectively serve Oxford County residents, businesses and travelling public, and promote safe, efficient, and sustainable movement of people and goods into, out of, and throughout Oxford County.

The County continues to institute industry best management standards to annually monitor the levels of service and financial performance of its transportation infrastructure and to ensure transportation infrastructure assets are maintained in optimal condition through effective preventative maintenance and optimized infrastructure decision-making.

Through on-going investment in capital expansion, state-of-good repair works, and operational improvement measures, the performance of the system will continue to meet or exceed current levels of service.

## SIGNATURES

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### Report author:

Original signed by

\_\_\_\_\_

Frank Gross, C. Tech  
 Senior Manager of Transportation and Waste Management Services

**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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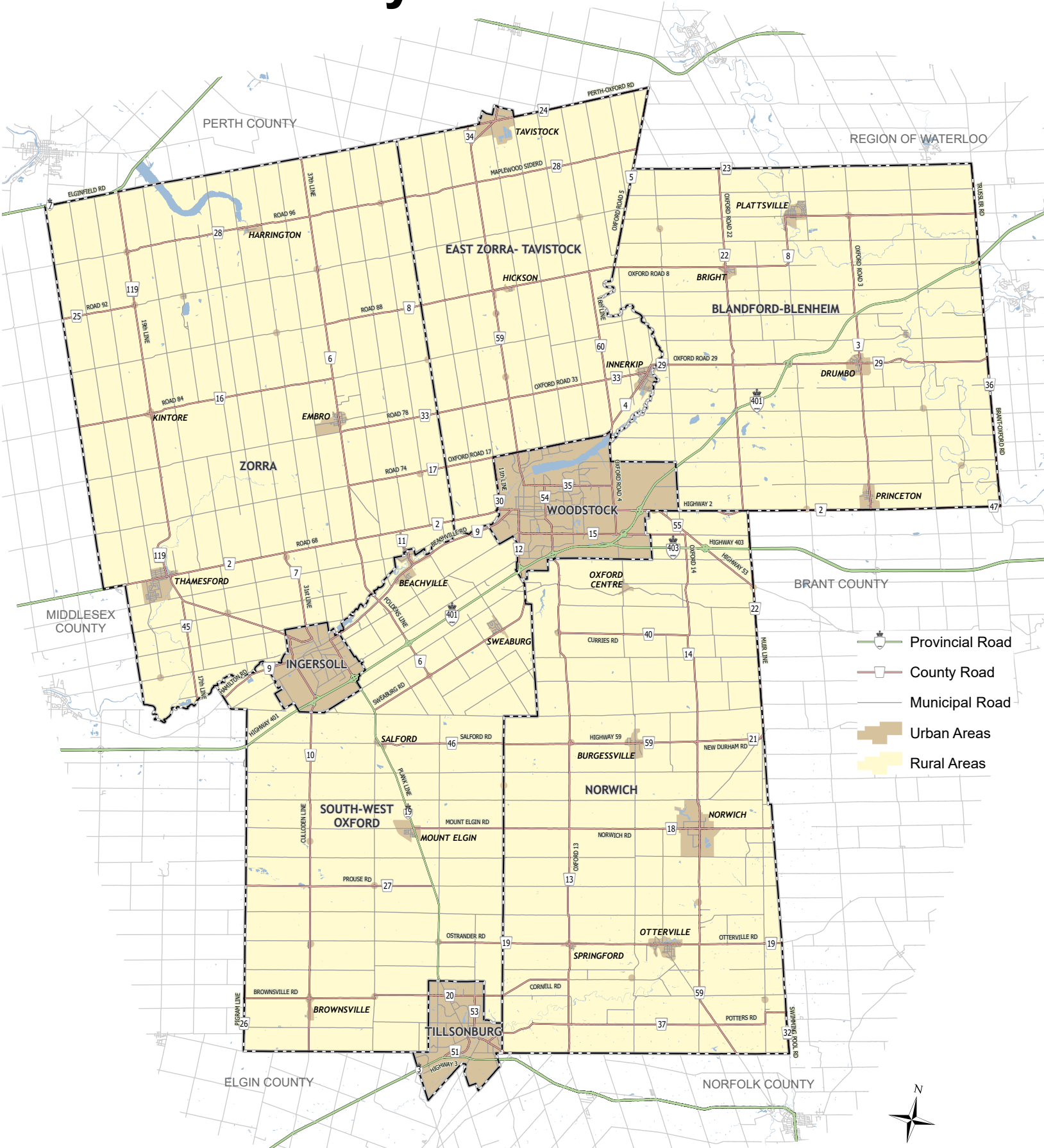
Benjamin R. Addley  
Chief Administrative Officer

**ATTACHMENTS**

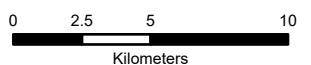
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- Attachment 1 – County Base Map
- Attachment 2 – Entrance By-law and Guidelines
- Attachment 3 – MTO Collision Heat Map 2019-2024

# Oxford County



- Provincial Road
- County Road
- Municipal Road
- Urban Areas
- Rural Areas



Report PW 2025-20  
Attachment 2

COUNTY OF OXFORD

BY-LAW NO. 5222-2010

**BEING a By-law to Regulate the Approval, Construction and Maintenance of Entrances Providing Access to and Egress from Roads within the County Road System in the County of Oxford.**

**WHEREAS**, it is in the public interest to ensure the safe and orderly access to the *County Road System* consistent with the safety, functional and operational requirements of public roads and the accessibility needs of the adjacent land uses;

**AND WHEREAS**, the *Municipal Act 2001* provides that Council may pass by-laws for such purposes;

**AND WHEREAS**, the *Municipal Act 2001* also provides that the County of Oxford

- has jurisdiction over all roads in the *County Road System*,
- may pass by-laws restricting, or removing, the right of access to the *County Road System*, and
- has the power to delegate its powers and duties with respect to the matters addressed in this By-law.

**AND WHEREAS**, the County of Oxford Official Plan establishes the *County's* transportation policies and provides for the use of access by-laws to regulate the number, location, spacing and function of driveways providing access to and egress from abutting properties;

**AND WHEREAS**, the County recognizes the need to establish differing levels of access control to recognize the range of characteristics of roads under the County jurisdiction while ensuring minimum traffic safety design and construction standards are maintained throughout the *County Road System* for the protection of the travelling public;

**NOW THEREFORE**, the Council of the County of Oxford enacts as follows:

**1. Definitions**

For the purposes of this by-law:

"*County*" means the County of Oxford;

"*County Road System*" means the system of *County roads* established under County of Oxford By-law 4167-2001 as amended, and including duly approved changes to the *County Road System* by future amendments to that By-law as depicted in Schedule C-4 of the County of Oxford Official Plan;

"*County Road*" means a common and public Highway, and includes any street, avenue, parkway, driveway, square, place, bridge, laneway, viaduct, trestle or other structure forming part of the Highway, or any other type of thoroughfare or road allowance under the jurisdiction of the County of Oxford as a part of the *County Road System*, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof and, except as otherwise provided, includes a portion of a Highway. It has the same meaning as "Highway" as defined in the *Municipal Act 2001* or the *Highway Traffic Act 1990* or both;

"*Director*" means the director of Public Works, County of Oxford or a designate authorized by the director to issue *entrance permits* pursuant to this by-law;

“*Entrance*” means physical vehicular or pedestrian access of any kind from a private property to a *County Road* and includes, without limit, the types of entrances identified and defined in section 1 of The Guidelines for Entrances to the County Road System - Tiered Access Control Standards;

“*Entrance Permit*” means a permit, as issued by the *Director*, County of Oxford, to establish an *Entrance* to a *County Road* from a property abutting a *County Road* ;

“*local municipality*” means one of the lower tier municipalities comprising the County of Oxford; being the City of Woodstock, the Town of Ingersoll, the Town of Tillsonburg, the Township of Blandford-Blenheim, the Township of East Zorra-Tavistock, the Township of Norwich, the Township of South-West Oxford or the Township of Zorra;

“*municipal law enforcement officer*” means a duly authorized person appointed by the County of Oxford for the purpose of enforcing the provisions of municipal by-laws;

“*roadway*” means the part of the *County Road* that is improved, designed or ordinarily used for vehicular traffic but does not include the shoulder and where a *County Road* includes two or more separate *roadways*, the term “*roadway*” refers to any one *roadway* separately and not to all of the *roadways* collectively;

## **2. No Access to County Roads without Permit**

No person shall create, construct or otherwise establish an *Entrance* to a *County Road* without first obtaining an *Entrance Permit*.

## **3. No Alteration to Entrance without Permit**

No person shall in any way alter the design, construction, location or use (e.g. any change requiring an Official Plan or Zone Change under the Planning Act) of an existing *Entrance* without obtaining an *Entrance Permit*. Approval of changes of use only will be dealt with through the Planning Act process.

## **4. Construction, Alteration in Accordance with Permit**

No person shall construct an *Entrance* or carry out alterations to an existing *Entrance* except under the terms and conditions of an approved *Entrance Permit* issued in accordance with this By-law, and the criteria and standards set out in The Guidelines for Entrances to the County Road System - Tiered Access Control Standards.

## **5. Maintenance of Entrances**

All *Entrances* shall be maintained in accordance with the criteria and standards set out in The Guidelines for Entrances to the County Road System - Tiered Access Control Standards and the terms and conditions of the approved *Entrance Permit*.

## **6. Costs**

a) The owner or the applicant shall be responsible for all costs associated with the construction, alteration or maintenance of any *Entrance* providing access to or egress from their property to a *County Road*.

b) Notwithstanding S. 6a), where an existing first or only *Entrance* contains a culvert, the provisions of S.6 c) to The Guidelines for Entrances to the County Road System - Tiered Access Control Standards shall apply.

## **7. Delegation of Council Authority**

- a) The Council for the County of Oxford delegates the authority for all decisions pertaining to the implementation of this By-law to the *Director*.
- b) The *Director* shall have the exclusive authority to approve with or without terms and conditions, remove, and take any and all steps necessary to ensure the safe operation and the proper design, construction, alteration and maintenance of *Entrances* onto *County Roads*, in accordance with this by-law and the approved *Entrance Permit* and/or the criteria and standards set out in The Guidelines for Entrances to the County Road System - Tiered Access Control Standards.
- c) In the event of a dispute between the *Director* and an owner or applicant which cannot be resolved to their mutual satisfaction, the aforesaid owner or applicant may bring the application to the Council for the County of Oxford.
- d) Where the *Director* is satisfied that contravention(s) of one or more provisions of this By-law, or any terms or conditions of any *Entrance Permit* issued under this By-Law, has occurred, the *Director* is authorized to apply the enforcement and penalty provisions of section 9 of this By-law.

## **8. Exemption: Planning Act Approval**

a) Where a proposed new entrance or entrances are shown on an application for plan of subdivision, plan of vacant land condominium, consent or site plan approval which is submitted for approval pursuant to the requirements of the *Planning Act*, R.S.O.1990, c.P.13, as amended, and where such entrance or entrances are approved as part of the foregoing application process, and where such application is approved pursuant to the requirements of the Act, such new entrance or entrances shall, subject to subsections b) and c) below, be exempt from the requirements of section 2, 3 and section 4 of this By-law.

b) Notwithstanding, a) above, entrances which form part of applications for site plan approval pursuant to section 41 of the *Planning Act* are only exempt from the requirements of section 2,3 and 4 of this By-law if

- the entrance has already been presented in an application, and approved, in the context of consent or draft plan of subdivision/draft plan of vacant land condominium approval process under the *Planning Act*; or
- the entrance/access issue has been addressed to the County's satisfaction in the site plan drawings and/or conditions of site plan approval as approved by the municipality pursuant to section 41 of the *Planning Act*. Where the County is not satisfied with such an entrance/access, the matter shall be referred to County Council for decision.

c) Notwithstanding, a) above, a further approval must be sought pursuant to section 4 of this By-law prior to any alteration to any entrance or entrances approved as part of an application under the *Planning Act*.

## **9. Enforcement and Penalty Provisions**

a) The provisions of this by-law shall be enforced pursuant to the provisions set out in the *Provincial Offences Act*. The provisions of this by-law shall be enforced by a police officer or by the County of Oxford.

b) Any person who creates, constructs, alters or otherwise establishes an *Entrance* onto a *County Road* without first obtaining an *Entrance Permit*, other than a person who is exempt from the requirement to obtain an *Entrance Permit* by operation of section 8 of this By-law, or who contravenes any terms and conditions of any *Entrance Permit* or the provisions of this By-law or its Schedule, is guilty of an offence and upon conviction shall be subject to a fine, exclusive of costs and all such fines shall be recoverable under the provisions of the Provincial Offences Act.

c) If any person creates, constructs, alters or otherwise establishes an *Entrance* onto a *County Road* without first obtaining an *Entrance Permit*, or who contravenes any terms and conditions of an *Entrance Permit* or otherwise fails to comply with this By-law including The Guidelines for Entrances to the County Road System - Tiered Access Control Standards, the *Director* may:

- i) Issue one or more work orders pursuant to Section 445 of the *Municipal Act, 2001* requiring that person to correct such contravention or contraventions; and
- ii) In the event of failure to comply with the work order within the timeframe specified in the order, take any remedial action and related cost recovery actions to complete the work required under the order at that person's expense pursuant to section 446 of the *Municipal Act, 2001*.

**10. The Guidelines for Entrances to the County Road System - Tiered Access Control Standards- Criteria and Standards for Entrances to County Roads**

a) The Guidelines for Entrances to the County Road System - Tiered Access Control Standards, as amended from time to time, establishes, either directly or by reference to other documents, criteria and standards applicable to the decisions on *Entrances* to *County Roads* under this By-law.

b) The location, design, number and width of *entrances* onto *County Roads* and the maintenance thereof, shall be regulated in accordance with the criteria and standards contained in The Guidelines for Entrances to the County Road System - Tiered Access Control Standards.

c) the application requirements and fees for *Entrance Permits* and *Entrance* installation and inspection shall be in accordance with the criteria and standards contained in The Guidelines for Entrances to the County Road System - Tiered Access Control Standards.

**11. Amendments to By-law, The Guidelines for Entrances to the County Road System - Tiered Access Control Standards**

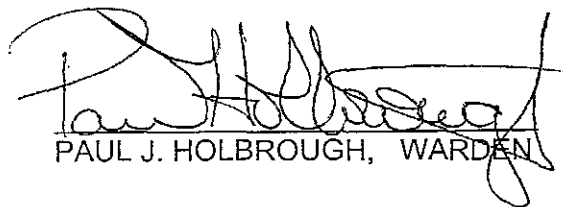
This By-law and The Guidelines for Entrances to the County Road System - Tiered Access Control Standards shall be reviewed from time to time and amended, as required, by the Council of the County of Oxford.

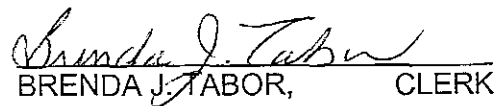
12. Validity

If any section, clause or provision of this By-law, and anything contained in The Guidelines for Entrances to the County Road System - Tiered Access Control Standards, is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than the section, clause or provision declared invalid; and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force and effect until repealed.

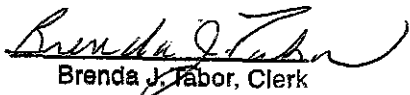
READ a first and second time this 24<sup>th</sup> day of November, 2010.

READ a third time and finally passed this 24<sup>th</sup> day of November, 2010.

  
PAUL J. HOLBROUGH, WARDEN

  
BRENDA J. TABOR, CLERK

I hereby certify this to be a true copy of  
County of Oxford By-law No. 5222-2010

11/26/10   
Date Brenda J. Tabor, Clerk

## **GUIDELINES FOR ENTRANCES TO THE COUNTY ROAD SYSTEM – TIERED ACCESS CONTROL STANDARDS (“GUIDELINE”)**

### **1. Purpose**

a) The purpose of this Guideline is to set out the criteria and standards for implementing a tiered approach to the approval, construction, alteration and maintenance of *Entrances* providing access to roads within the *County Road System*, in accordance with By-law 5222-2010 (The By-law) as amended.

b) The Guideline, and the standards and criteria set out herein, take into account the differing nature of the roads within the County Road System. While sharing the common characteristic of being arterial roads, County Roads have differing safety and other requirements depending on whether or not they are rural or urban, within or outside *Settlements*, and therefore subject to corresponding higher or lower speed limits. While no guideline can specifically address all possible circumstances, the Guideline is designed to provide clear direction to applicants and approval authorities applicable to a range of circumstances. The Guideline also serves to establish certain necessary minimum standards required in order to maintain overall traffic safety and mitigate/reduce the significant liabilities that attach to the County as decision maker with jurisdiction over the safe operations of the County Road System.

c) The primary purpose of *Entrances* to *County Roads* is to provide safe and orderly access consistent with the functional and operational requirements of *County Roads* and the accessibility needs of the adjacent land uses. Decisions on each application for a proposed *Entrance* will be made with due consideration to the nature of the conditions and circumstances in the vicinity of the proposed entrance. Factors to be considered include location (including whether the Entrance is to be located within a *Settlement* area or a rural area), the speed limit on the particular section of road, the geometry of the road and the adjoining geography; existing built development in the immediate surroundings; and the number and density of existing *Entrances*.

d) There is a direct correlation between the number of entrances on a road and the number of collisions on that road. Each additional entrance potentially increases the risk of collision and reduces the safety of the motoring public. In implementing the By-law, it is the County’s objective to evaluate all proposed new *Entrances* in accordance with criteria and standards pertaining to location, design, maintenance, number and width with a view to minimizing risk to the public.

e) Pursuant to Sections 2, 3, 4 and 8 of the By-law, new *Entrances* and alterations to existing *Entrances* shall conform to and be completed in accordance with the following criteria and standards.

### **2. Definitions**

In addition to the definitions contained in the By-law, the following definitions shall apply to this guideline:

“*Agent*” means a person or business or corporation acting on behalf of and with the permission of the *Owner*.

“*Applicant*” means the person, business, corporation or Municipality applying for the *Entrance* Permit. An *Applicant* may be the *Owner* or an *Agent* of the *Owner*.

“*Commercial/Industrial/Institutional/Multi-residential Entrance*” means an entrance which provides access to a business, institutional facility or multi-residential use permitted in the zoning By-law.

“*Common Entrance*” has the same meaning as “*Mutual Entrance*”

“*Culvert*” means an open-ended underground pipe, conveying surface storm water across a *County Road* (“*Highway Culvert*”) or across an entrance (“*Entrance Culvert*”).

“*Sight Triangle*” means the triangular space formed by the street lines and a line drawn from a point on one street line to a point drawn on the other street line, each such point being nine (9) metres, measured along the street line from the point of intersection of the street lines.

“*Emergency Entrance*” means an *Entrance* which provides access to subdivision developments for emergency vehicles only, in the event that the main entrance to the development is not passable.

## Guidelines For Entrances To The County Road System

“*Farm Entrance*” means an *Entrance* which provides access to farm buildings and agricultural lands including any residence(s) located on the same property.

“*Field Entrance*” means an *Entrance* which provides access to agricultural fields.

“*Mutual Entrance*” means an *Entrance* which serves more than one lot or more than one use on a single lot such as a farm business, campground or commercial use with an accessory residence.

“*OPSD*” means the Ontario Provincial Standard Drawing from the Ontario Provincial Standards for Roads and Public Works, <http://www.ragsa.mto.gov.on.ca/techpubs/ops.nsf/OPSHomepage>

“*OPSS*” means the Ontario Provincial Standard Specification from the Ontario Provincial Standards for Roads and Public Works, <http://www.ragsa.mto.gov.on.ca/techpubs/ops.nsf/OPSHomepage>

“*Owner*” means any persons, business, corporations or Municipality(s) that owns or has an interest in the property that is the subject of the *Entrance* Permit Application.

“*Public Entrance*” means an *Entrance* which provides access onto a *County Road* from a registered subdivision by means of a public road or street

“*Residential Entrance*” means an *Entrance* which provides access to a residential dwelling containing no more than two units.

“*Rural Cross-section*” means a road cross section comprising the *Roadway* bounded by shoulders and ditches on either side. A *Rural Cross-section*, while normally found outside *Settlements*, may also be found within *Settlements*.

“*Settlement*” means the area where development is concentrated and a variety of land uses may be present. *Settlements* only include designated Rural Clusters, Villages, Serviced Villages and Large Urban Centres as defined in the County of Oxford Official Plan.

“*TAC Guide*” means the Transportation Association of Canada’s Geometric Design Guide for Canadian Roads, as amended.

“*Temporary Entrance*” means an *Entrance* which provides access to properties for a limited period not to exceed six months for the purpose of construction, repairs or improvement on that property or to facilitate a staged development.

“*Urban Cross-section*” means a road cross-section comprising the *Roadway* bounded by curbs or curb and gutter on either side. . An *Urban Cross-section*, while normally found within *Settlements*, may also be found outside *Settlements*.

### **3. Permit Required**

Pursuant to Section 2 of the By-law, and except as exempted by section 8 of the by-law, *Entrance Permits* are required for:

- i) Construction of a new *Entrance* (paved or unpaved),
- ii) Changing the design of an existing *Entrance*,
- iii) Changing the location of an existing *Entrance*,
- iv) Changing the use of an existing *Entrance* (e.g. from residential to commercial) and/or,
- v) Construction of a *Temporary Entrance* or the use of any part of the *County Road* right-of-way as a means of temporary access.

# Guidelines For Entrances To The County Road System

## **4. Location of Entrances**

a) New entrances shall be located so as to provide, in the opinion of the *Director*:

- i) No undue interference with the safe movement of vehicular traffic, pedestrians, or other users of the *County Road*; and
- ii) Safe and convenient vision, grade, and alignment conditions for all traffic using the proposed *Entrance* to the *County Road*.

b) New entrances will not be permitted where one or more of the following criteria are met:

- i) Where access can reasonably be gained via a City, Town, Village, or Township right-of-way, with consideration given to the traffic volumes and the roadway geometrics;
- ii) Along a lane that is identified for the purpose of an exclusive vehicular turning movement;
- iii) Within the *Sight Triangle* at any intersection;

iv) Within 20 metres centre to centre of another same-side entrance in areas outside of *Settlements* with rural cross-sections;

v) Where the new *Entrance* would oppose the non-through leg of a “T” intersection, except where the new entrance is a *Public Entrance* or a *Commercial, Industrial, Institutional, Apartment or Multi-residential Entrance*;

vi) In areas within a *Settlement*, at locations with an *Urban Cross-section* where the proposed *Entrance* cannot be spaced away from adjacent *Entrances* at a sufficient distance to provide a minimum length of 2 metres of raised curb between adjacent *Entrances*, with the exception of mutual driveways straddling a property line, or in the case of *Entrances* at locations with a *Rural Cross-section*, at a sufficient distance to provide a minimum of 2 metres clear space between the ends of adjacent *Entrance Culverts*;

vii) In close proximity to intersections where the following minimum distance from the nearest edge of pavement, taken from the *TAC Guide*, Figure 3.2.8.2 “Suggested Minimum Corner Clearances to Accesses or Public Lanes at Major Intersections”, is not met:

Speed Limit	Minimum Distance
50 km/hr	85 metres
60 km/hr	110 metres
70 km/hr	140 metres
80 km/hr	170 metres

viii) Where the following minimum sight distance requirements, taken from the *TAC Guide*, Figure 2.3.3.4 “Sight Distance for Turning Movements from Stop”, are not met:

Speed Limit	Minimum Sight Distance
50 km/hr	160 metres
60 km/hr	200 metres
70 km/hr	250 metres
80 km/hr	300 metres

ix) Adjacent to a bridge or other structure, where the following minimum sight distance requirements, taken from the *TAC Guide*, Table 2.3.3.5, “Sight Distance for Left Turns at Unsignalized Interchange Ramp Terminals” are not met:

Speed Limit	Minimum Sight Distance
50 km/hr	115 metres
60 km/hr	135 metres
70 km/hr	150 metres
80 km/hr	170 metres

## Guidelines For Entrances To The County Road System

c) In areas where the speed limit is less than 80 km/hr *and* the sight distances in sub-paragraphs vii), viii) or ix) above cannot physically be achieved *and* the restriction of the location of an *Entrance* relative to the bridge or other structure can be relaxed or waived without negatively affecting the safety of the *County Road* at that location, the *Director* may permit an *Entrance*.

### **5. DESIGN STANDARDS**

#### a) *Entrance* Grade and Back Slope (For All *Entrances*)

- i) The finished surface of the *Entrance* must drop away from the edge of the highway-driving surface to the end of the shoulder rounding at a rate equal to the slope of the shoulder. *Entrances* shall be constructed as shown in the applicable *OPSD*.
- ii) Each *Entrance* to a *County Road* must be designed, constructed, and maintained in a manner that will prevent surface water from the entranceway or from the adjoining property being discharged via the entrance onto the traveled portion of the *County Road*.
- iii) The design of all *Entrances* must be submitted to, and approved, by the *Director* and an *Entrance Permit* issued prior to work commencing on the entrance within the limits of the road allowance of a *County Road* or any works related to said entrance.
- iv) Filling in of ditches in front of properties is prohibited, with the exception of works carried out as part of a drainage works under the Drainage Act.

#### b) *Field Entrance*

The property *Owner* shall provide to the *Director* a drawing showing the proposed *Entrance* including dimensions. The *Entrance* shall be surfaced with at least 150 mm (6") pit run gravel (Granular "B") and 50 mm (2") of crushed gravel (Granular "A") and the *Culvert* must be of sufficient length to provide the required slope up from the ditch invert to an *Entrance* width as specified in Section 6 of this Guideline. The minimum cover of granular material on the *Culvert* is to be 450 mm (18").

#### c) *Farm or Residential Entrance*

In the case of proposed *Farm or Residential Residences*, the property *Owner* shall provide to the *Director* a drawing showing the proposed *Entrance*, including dimensions and grading plan. The *Entrance* shall be surfaced with a minimum of 150 mm (6") of crushed gravel (Granular "A") and 150 mm (6") of pit run gravel (Granular "B"). A *Farm or Residential Entrance* shall not be hard surfaced except in areas with urban cross-sections including curb and gutter. All existing hard surfaced *Entrances* within the *County Road* are the sole responsibility and risk of the property *Owner* and will not be maintained by the *County*. The *Culvert* must be of sufficient length to provide the required slope up from the ditch invert to an *Entrance* width as specified in Section 7 of this Guideline. The minimum cover of granular material on the *Culvert* is to be 450 mm (18").

#### d) *Commercial/Industrial/Institutional/Multi-residential Entrance*

*Commercial/Industrial/Institutional/Multi-residential Entrances* associated with the following *Planning Act* applications will be considered by the *County* for approval as part of the *County Public Works* commenting process under the *Planning Act* for these applications:

- plans of subdivision,
- plans of vacant land condominium ,
- consents or
- site plan approvals

Based on acceptable geometry and location shown in the application documentation, a provisional approval will be given subject to submission of engineering drawings prior to construction. It is anticipated that the required drawings will be site plan, subdivision drawings, etc. for the project in question. The following drawings and other requirements are to be submitted to the *Director* by or on behalf of the *Owner/Applicant* for that final approval:

- i. technical drawings prepared by a qualified professional showing the proposed *Entrance*, including dimensions, grading plan typical sections including type and thickness of granular base, projected traffic flows and all other *Entrances* within 300 metres of the proposed *Entrance* ;

## Guidelines For Entrances To The County Road System

- ii. confirmation that the entrance shall be surfaced with a minimum of two lifts, not less than 50mm (2") each, of hot mix asphalt;
- iii. where a *Culvert* is required, its length will be determined by the *Entrance* design which will be site specific, having regard for number and type of vehicles expected to utilize the *Entrance*;
- iv. the *Entrance* width shall be as specified in Section 7 of this Guideline;
- v. the minimum cover of asphalt and granular material on the *Culvert* is to be 450 mm (18"); and
- vi. the specific design of the sub-grade and granular base is to be designed by the property *Owner* or his *Agent* for the intended type and volume of traffic and subject to the *Director's* approval.

### e) *Temporary Entrance*

i) A *Temporary Entrance* shall be designed and constructed in a manner that is appropriate for the intended use, subject to the approval of the *Director*.

ii) Where any part of the *County Road* right-of-way is used for a *Temporary Entrance*, the right-of-way shall be restored to its original condition by the *Owner* to whom the *Entrance Permit* is issued before the expiry date of the permit. A deposit of \$2000.00 shall be forwarded to the *County* to be held as a security deposit until the restoration is completed to the satisfaction of the *Director*.

iii) *Temporary Entrance* permits shall specify: the expiry date, the extent and nature of the works to be done on the property and the *Owner's* responsibility to clean up all mud and debris from the road in a timely fashion, all to the satisfaction of the *Director*. If a time extension is required for a *Temporary Entrance Permit*, the *Owner* must apply for a new permit prior to the expiration of the existing permit.

### f) *Public Entrance*

*Public Entrances* associated with the *Planning Act* applications for plan of subdivision, plans of vacant land condominium, consents or site plan approvals will be considered by the County for approval as part of the County Public Works commenting process under the *Planning Act* for these applications. The roadway beyond the County Road right of way must meet the standards of the Municipality which will assume that road. The subdivision *Owner* shall provide to the Director technical drawings prepared by a qualified professional showing the proposed *Entrance*, including dimensions, grading plan typical sections including type and thickness of granular base and projected traffic flows. All other *Entrances* within the bounds of the drawing shall be shown on the drawing. All other *Entrances* within 300 metres of the proposed *Entrance* shall be shown on a drawing or sketch submitted with the application package.

### g) *Emergency Entrance*

The property *Owner* shall provide to the Director technical drawings prepared by a qualified professional showing the proposed *Entrance*, including dimensions, grading plan, typical sections including type and thickness of granular base and projected traffic flows. The drawings shall also clearly indicate the measures to be incorporated in the *Emergency Entrance* to prevent (adequately discourage) non-emergency use such as by private residents or delivery vehicles. All other *Entrances* within the bounds of the drawing shall be shown on the drawing. All other *Entrances* within 300 metres of the proposed *Entrance* shall be shown on a drawing or sketch submitted with the application package.

### h) *Curb and Gutter*

i) Where a curb and gutter exists at the location of the proposed *Entrance*, the *Applicant* shall be required to construct a drop curb at the *Entrance* location. The existing curb shall be cut or removed and replaced using materials and construction methods as per the applicable OPSSs and OPSDs.

ii) The area between the curb and sidewalk is to be hard surfaced with a minimum of two lifts, not less than 50mm (2") each, of hot mix asphalt, 150 mm (6") of concrete or suitable interlock pavers, in accordance with the County's requirements. If there is no sidewalk, the entrance is to be hard surfaced a minimum distance of two metres behind the curb.

## Guidelines For Entrances To The County Road System

### i) *Culverts*

i) All *Culverts* shall be constructed to the proper grade ensuring that free and unimpeded flow of surface water is maintained to the satisfaction of the *Director*.

ii) *Culverts* required for new or re-designed entrances must be of sufficient diameter to maintain the free flow of water in ditch and be installed to the satisfaction of the *Director* in order to avoid future maintenance problems.

iii) The minimum *Culvert* diameter for *Residential* and *Commercial Entrances* is 450 mm (18"). For *Public Entrances*, the minimum size is 600 mm (24"). Exceptions to these standards for *Culverts* shall be at the discretion of the *Director*.

iv) When the roadside ditch is part of a municipal drain, the diameter of the *Culvert* is subject to municipal standards. The *County* must contact the municipal drainage superintendent for advice on the requirements relating to the municipal drain such as the appropriate diameter of *Culvert*.

v) Where the upstream *Culvert* is a greater diameter than the minimum standard, the *Culvert* for the proposed entrance must be at least the same diameter in order to avoid "bottlenecks", unless it is determined that the upstream culvert is oversized for the expected flows.

vi) The length of an *Entrance Culvert* shall be equal to the width of the entrance plus the width of the slopes on both sides of the entrance, as measured at the bottom of the ditch. A minimum of 0.6 metres (2') of the *Culvert* shall be left clear of surface cover at both ends.

vii) The *Culvert* shall be placed in the centre of the *County Road* ditch and be embedded in a minimum of 100 mm (4") of granular material dependant upon sub-grade material. The *Culvert* invert is to be placed at the existing ditch invert on the ditch alignment.

viii) OPSD Standards (800 series) shall be used to determine the specifications of the *Culvert* (type, material, gage, etc.) and the bedding requirements.

ix) A *Culvert* shall be constructed of new material only, as approved by the director.

### j) *Curbs and/or Headwalls*

i) The construction of curbs and headwalls is prohibited within the *County* road allowance. No curb or headwall can extend above the surface of the roadway shoulder within the limits of the shoulder and its rounding.

ii) All existing curbs and headwalls within the *County Road* are the sole responsibility and risk of the property *Owner* and may be removed, if necessary, at the discretion of the *Director* and at the property *Owner's* expense.

## **6. MAINTENANCE OF ENTRANCES**

a) Property *Owners* with an *Entrance* to a *County Road* are solely responsible for the maintenance of the *Entrance* according to the applicable standards specified in this Guideline, as well as any necessary dust control and the removal of snow and ice to keep the *Entrance* in a safe condition for vehicular traffic.

b) The *County* shall not be liable for any damage due to shoulder grading, snowplowing or other maintenance activities undertaken by the *County* or by a contractor employed as an agent of the *County* done to paving stones, surface treatment, asphalt pavement or concrete pavement on *County Roads*.

## Guidelines For Entrances To The County Road System

c) A *Culvert* installed under the terms of the *Entrance* Permit shall become the property of the *County* upon acceptance of the work by the *Director*. All subsequent replacement, maintenance, repairs or alterations to the *Culvert* and drainage through it shall be carried out by the *County*. The *County* shall bear the costs of such maintenance work for the first or only *Entrance* to a property except for widening or other alteration as may be approved through an *Owner's* request for a change. The costs for all maintenance to any second and subsequent *Entrances* are the sole responsibility of the property *Owner* and, if necessary, shall be recovered from that property *Owner* by the *County* as permitted under section 446 of the *Municipal Act, 2001*.

### **7. NUMBER AND WIDTH OF ENTRANCES**

a) Notwithstanding the provisions of any *Area Municipal Zoning By-laws*, the *County* shall specify the width and number of *Entrances* to *County Roads*. The widths specified in Section 7.b) below are the driving surface of the entrance measured at the location of the culvert or the curb cut unless specified otherwise.

b) The *County* shall limit the number of *Entrances* per property to the minimum number required for access while maintaining the greatest possible level of safety for the motoring public. The number of *Entrances* permitted shall be as follows:

i) *Residential Entrance* - one per property where residential uses are permitted except in the case of *Mutual Entrances* where one *Entrance* will serve multiple properties. Outside of *Settlements*, the maximum width is six (6) metres (20'), in *Settlements* the maximum width is four (4) metres (13') for a single driveway or six (6) metres (20') for a double driveway or *Mutual Entrance*.

ii) *Farm Entrance* - one *Farm Entrance* per farm property with additional *Field Entrances* where natural obstructions within the field physically prevent access across the field or, where the property frontage exceeds 400 metres, an additional *Field Entrance* may be permitted for each additional 400 metres of frontage at the discretion of the *Director*. The normal entrance width is twelve (12) metres (39'). Wider entrances shall be permitted subject to the particular use or specific industry requirements (example - the Dairy Farmers of Ontario) as approved by the *County*.

iii) *Commercial/Industrial/Institutional /Multi-residential Entrance* – one per property where C/I/I/MR uses are permitted. Site plan deficiencies will not generally be accepted as a reason for a second *Entrance*, nor will additional *Entrances* be permitted to preclude the installation of warranted traffic signals. A second entrance may be approved by the *Director* in the case of special circumstances. For high traffic volume sites, a peer reviewed Traffic Impact Study may be required, at the discretion of the *Director*, for the approval of multiple entrances. The width is to be nine (9) metres (30') at the property line with five (5) metre (16.5') radii.

iv) *Temporary Entrances* – the number and dimensions will be based on the proposed use.

v) For site plans of Area Municipality or County Emergency Services (Police, EMS, Fire) facilities, the *Director* will consider the specific needs of the facility when considering access provisions such as number and width of entrances.

c) Special Circumstances – notwithstanding Section 7.b), Where there is a valid need for an exception to these criteria and standards based on topography or other special circumstance, such an exception may be granted at the discretion of the *Director*.

### **8. MUTUAL ENTRANCES**

*Mutual Entrances* will be required where deemed necessary by the *Director* during the development process when direct access to a *County Road* is sought for contiguous lots outside of *Settlements*. *Mutual Entrances* shall be subject to the criteria and standards of this Guideline for the purpose the *Entrance* is intended to serve. The provision of access to the lots via a *Mutual Entrance* rather than through individual entrances shall be registered on title for all of the affected lots. *Mutual entrances* may also be required inside *Settlements* based on lot geometry, distance from intersections, topography issues, etc. at the discretion of the *Director*, through comments during the development process.

## Guidelines For Entrances To The County Road System

### **9. ENTRANCE PERMIT APPLICATION PROCESS:**

a) As indicated in Section 8 of the By-law, and section 5 of these Guidelines, where a proposed new entrance, or entrances, is requested as part of an application for plan of subdivision, plan of vacant land condominium, consent or site plan approval, the approval decision for the *Entrance or Entrances* will be made as part of the County Public Works commenting process associated with the particular application.

b) Applications for new *Entrances*, or reclassifications of or alterations to existing *Entrances* which are not part of any of the planning approval identified in 9 a) above, shall be submitted by the property *Owner* or an *Agent* on forms supplied by the Public Works Department. Approval of all *Entrance* Permits shall be subject to conditions, technical, financial or otherwise, prior to, or as part of the installation of the *Entrance*.

c) Proposed Entrance location(s) shall be clearly illustrated on a drawing as required in Section 5 of this Guideline, which is to accompany the application. The drawing for a *Field, Farm or Residential Entrance* may be a hand-drawn sketch, but it must provide enough information to enable staff to locate it in the field (i.e.) dimensions to buildings and/or landmarks such as fences hedgerows, tree lines, etc.

d) The following criteria will be considered in determining whether or not to grant approval to all applications for new *Entrances* or alterations to existing *Entrances*:

i) Protection of the public through the orderly control of traffic movements onto and from *County Roads*, including possible requirements for left and/or right turn lanes.

ii) Maintenance of the traffic carrying capacity of the *County Roads System*.

iii) Protection of the public investment in *County Roads System*.

iv) Minimization of *County* expenditures on the maintenance of *Entrances*.

v) Minimization of risk of future maintenance problems and reconstruction costs.

vi) Existence of sufficient legal access onto *County Roads* via easement, right-of-way or mutual entrance through adjacent property.

e) An *Entrance* Permit will be issued upon satisfaction of the *Director* that all necessary arrangements, agreements and financial securities and fees are provided to the *County*.

f) Should the ownership of the property change after the date of the application, the new *Owner* shall become the *Applicant*.

### **10. INSTALLATION OF THE ENTRANCE**

a) The *Entrance* shall be installed at the *Applicant's* expense, to the relevant OPSS and OPSD and in accordance with this Guideline. In the case of Commercial, Industrial, Institutional or Multi-residential developments, where a licensed contractor has been retained to construct site services, installation of the *Entrance* by the contractor will normally be permitted, subject to prior approval of the *Director*. In all other cases, the *Entrance* shall be installed by the *County*, at the *Applicant's* expense.

b) Approval for an *Entrance* as part of an application for plan of subdivision, plan of vacant land condominium, consent or site plan approval remains valid for the duration of the validity of the instrument wherein the approval was granted.

c) Work on an installation under the authority of an *Entrance* Permit must be completed within six (6) months of the date of issue of the *Entrance* Permit. Failure to complete the required work within six (6) months of *Entrance* Permit issuance may result in the cancellation of the *Entrance* Permit by written notice.

d) All works related to or forming a part of an *Entrance* shall be carried out in accordance with the approved plans, specifications and conditions, and are subject to the approval of the *Director*.

## Guidelines For Entrances To The County Road System

e) Where installation by the *Applicant's* contractor is approved by the *Director*, the *Applicant* shall be responsible for the construction, marking, and maintenance of the detours required, and for maintaining safety measures for the protection of the public during the construction of any works in respect of the *Entrance*.

### **11. INSPECTION OF THE ENTRANCE**

a) Where a contractor installs the *Entrance* with the approval of the *Director*, the installation of the *Entrance* will be inspected by the *Director* upon completion. It shall be the *Applicant's* responsibility to contact the County Public Works Department for an inspection of the *Entrance* installation, once it has been completed.

b) Should any adjustments to the constructed or altered *Entrance* be required by the *Director*, said adjustments shall be completed within ten (10) days of written notification by the *Director* of the adjustments that are required.

### **12. ENTRANCE PERMIT FEE**

a) When approval for an *Entrance* is sought as part of an application for plan of subdivision, plan of vacant land condominium , consent or site plan approval, no fee additional to that of the application is payable.

b) The fees charged for *Entrance* Permits shall be in accordance with County Fee By-law No. 4821-2007 as amended from time to time and any successors to it that may be enacted.

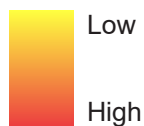
# Oxford County Road Network Collision Heatmap 2019-2024



## Road Network

- Provincial Road
- County Road
- Municipal Road

## Collision Frequency



## REPORT TO COUNTY COUNCIL

# 2024 Annual Energy Report

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

**From:** Director of Public Works

## RECOMMENDATION

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- 1. That County Council receive Report PW 2025-21 entitled “2024 Annual Energy Report” as information.**

## REPORT HIGHLIGHTS

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- The purpose of this report is to summarize the County’s 2024 renewable energy (RE) generation results and provide an overview of annual energy consumption and greenhouse gas (GHG) emissions by County-owned facilities and fleet assets in 2024.
- The County’s annual RE generation has increased by approximately 203% since 2015 baseline levels, with 5.56 million kilowatt hours (ekWh) of RE produced in 2024 from various solar, biogas and geothermal applications - reaching 85% of the County’s 2025 target of 11.7%.
- County facilities consumed just over 47.6 million ekWh of energy in 2024, costing approximately \$4.7 million. Despite total energy consumption by facilities increasing 2.9% since 2015 due to expanded provisions of municipal services, the actual energy use intensity (EUI) for buildings/minor assets and water/wastewater treatment plants has reduced by 25.2% and 5.1%, respectively.
- The County’s fleet and equipment consumed approximately 8.5 million ekWh of energy in 2024, including \$1.09 million in fuel purchases of unleaded gasoline, diesel, compressed natural gas (CNG) and electricity. Approximately 32% of the County’s in-service fleet (57 out of 179 units) have been converted to alternative fuels as of the end of 2024 to reduce fossil fuel consumption and GHG emissions.
- County facilities and fleet produced 5,744 tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) in GHG emissions in 2024 which were 7.7% lower than 2015. Factoring in service growth, the actual GHG intensity for facilities and fleet decreased by about 26.4% and 8.5%, respectively.

## IMPLEMENTATION POINT

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As required by O. Reg. 25/23, the 2024 energy consumption data and GHG emissions will be reported through the Broader Public Sector reporting portal by July 1, 2025.

### Financial Impact

There are no financial impacts as a result of this report. Any required actions that will result in expenditures have been accounted for in the 2025 Business Plan and Budget based on the County's *2024 Energy Management Plan, 2022-2032 Renewable Energy Action Plan and 2021-2025 Green Fleet Plan*.

### Communications

Upon Council approval, this Council report will be circulated to Area Municipalities, Smart Energy Oxford, the County's staff Energy Team and Extended Leadership Team as information outlining the progress of Oxford County's corporate organization relating to the goals of the *100% RE Plan*.

As all municipalities are required under *O. Reg. 25/23: Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans*, the County communicates energy performance to the Ministry of Energy, via annual energy consumption and GHG emissions reporting. This is completed annually, as well as through the County's *2024 Energy Management Plan (EMP)* updated in 2024.

Annual energy updates are posted to the Oxford County website at [www.oxfordcounty.ca/en/your-government/reports-and-publications.aspx](http://www.oxfordcounty.ca/en/your-government/reports-and-publications.aspx), with highlights shared on social media. In addition, the County will further communicate 2024 performance highlights of key Public Works systems, including energy initiatives, to the public through an annual social media campaign during National Public Works Week (May 18 – 24, 2025).

## 2023-2026 STRATEGIC PLAN

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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 recommendation in this report supports the following Strategic Plan pillars and goals:

		
<p><b>Promoting community vitality</b></p>	<p><b>Enhancing environmental sustainability</b></p>	<p><b>Fostering progressive government</b></p>
<p>Goal 1.2 – Sustainable infrastructure and development</p>	<p>Goal 2.1 – Climate change mitigation and adaptation</p>	<p>Goal 3.1 – Continuous improvement and results-driven solution</p>

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

## DISCUSSION

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### Background

On June 24, 2015, Oxford County Council unanimously passed the 100% RE goal by 2050. This was followed up when County Council adopted the [100% RE Plan](#) on June 27, 2018, which lays out a strategic approach to achieving the goal of 100% RE by 2050. This initiative seeks to reduce energy consumption while at the same time increasing RE generation to achieve net-zero performance across the geographical County by the year 2050.

The 100% RE Plan is based on a community-wide initiative. The County organization is a major contributor to the potential achievement of the 100% RE Plan by addressing the energy consumption and generation potential of the County’s facility and fleet portfolio, striving to be a leader within the community and demonstrating active support for this important community goal.

As shown in Figure 1 below, the 100% RE Plan has a number of contributor groups, including individual residents, organization groups, businesses residing in the community and governments, which include the area municipalities, as well as the County organization.

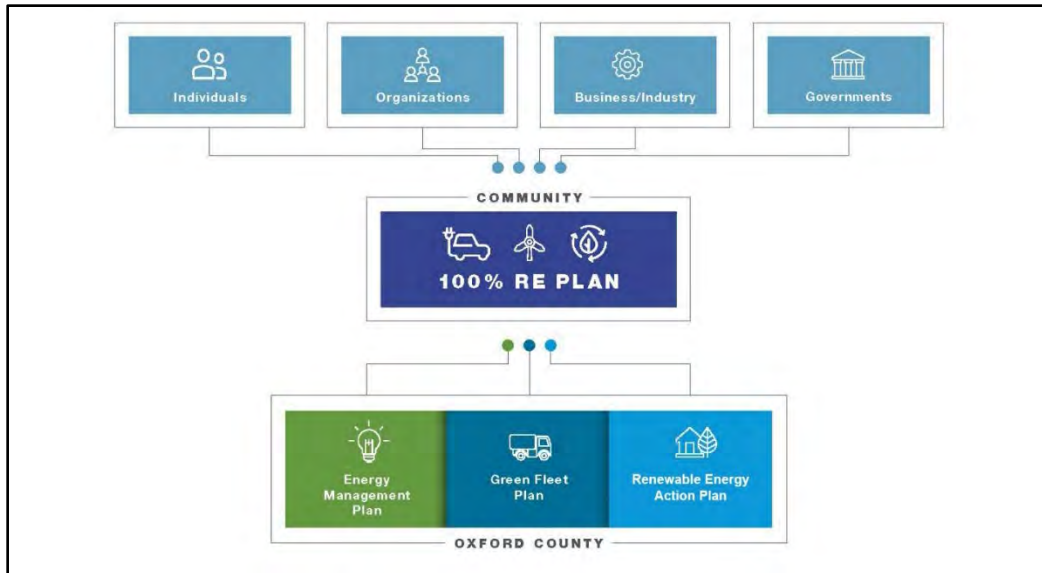


Figure 1 – 100% RE Plan Contributors

Over the last number of years, Oxford County has set organizational goals to help advance the progress of the 2050 100% RE community goal. Of note, the County has developed and implemented various plans to drive efforts of energy conservation and RE generation (or harvesting) as follows:

- **2024 Energy Management Plan** – On July 10, 2024, County Council approved Report [PW 2024-25](#), which outlined the County’s updated [Energy Management Plan](#) (EMP-2024) for 2024 through to the end of 2028. EMP-2024 is the third iteration of the County’s EMP, with the first being enacted in 2014. As required by provincial regulation O. Reg. 25/23, this EMP is required to be updated every five years, with the next update due by July 2029. The focus of this plan is on energy conservation and GHG emission reductions.
- **2021-2025 Green Fleet Plan** – On June 9, 2021, County Council adopted Report [PW 2021-23](#), which outlined the County’s 2021-2025 [Green Fleet Plan](#) (GFP-2021) building off the former *2016 Green Fleet Plan*. This is the second iteration of the GFP and specifically targets the reduction of GHG emissions through progressive transformation of the County’s fleet towards lower carbon alternative fuels and energy reduction. The next iteration of this plan will be presented to Council later in 2025 and will outline the County’s plan from 2026-2031.
- **2022-2032 Renewable Energy Action Plan** – On August 10, 2022, County Council approved Report [PW 2022-37](#), which outlined the County’s 10-year [Renewable Energy Action Plan](#) (REAP) for 2022 through to 2032. The REAP will expand upon the County’s existing renewable energy systems through a proposed multi-year capital implementation plan comprised of an additional solar PV system, geothermal / air source heat pump, heat recovery and wood pellet boiler technology applications. The focus of this plan is on RE generation (harvesting), as well as energy conversion to reduce GHG emissions.

Management of energy and GHG emissions plays an integral role in reducing GHG emissions and energy consumption, improving energy efficiency, establishing financial stability and increasing RE harvesting. Management includes planning, implementing, verifying and reporting. For this reason, the County organization has established and adopted the EMP, GFP, and REAP, each of which plays a role in identifying where the County may reduce energy dependence and resulting GHG emissions in support of the community's 100% RE Plan. These plans provide a roadmap, along with actionable items required to meet the targets. Refer to Table 1 below for a summary of how the County organization is progressing with respect to targets as identified in the 100% RE Plan.

**Table 1 – 100% RE Plan Energy and GHG Target Status\***

Description	Current 2024	Intermediate Target 2025	Final Target 2050
Total Energy reduction from 2015	<b>-1.7%</b>	10.5%	54%
Total GHG emissions reduction from 2015	<b>7.7%</b>	11%	47%
Total Renewable Energy Mix	<b>9.9%</b>	11.7%	80.3%

\* Note: The initial targets approved by Council did not speak to changes related to service growth.

## Comments

Oxford County, as an organization, owns, operates and maintains various assets that affect energy consumption and GHG emissions as well as RE utilization (also referred to as harvesting).

To differentiate where energy is consumed, how GHG's are emitted, and where RE is utilized, these assets have been broken down into three main service areas, including Facilities, RE Utilization and Fleet. To come up with cumulative energy consumption, various energy types are quantified into a single metric by converting to ekWh which assists in comparing year-to-year metrics across all commodities (i.e. electricity, natural gas, gasoline, diesel, etc.).

A summary of the County's energy metrics is outlined in Attachment 1.

## Facilities

The County operates 278 individual buildings across 256 facility sites that consume energy such as electricity, natural gas or propane. These assets have been organized by operation type to line up in general with *O.Reg. 25/23 Broader Public Sector* reporting requirements and are comprised of 89 facility building locations (i.e. non-process assets including administrative offices, housing, patrol yards, libraries, etc.), 98 plant locations (i.e. treatment plants and pumping stations) and 69 minor asset locations (i.e. street lighting, COIN Towers and stand-alone public Electric Vehicle Chargers).

In 2024, these assets had a total purchased energy consumption of just over 43 million ekWh, which included 27.1 million kWh of electricity, 1.46 million m<sup>3</sup> of natural gas, 47,261 litres of propane and 5,227 litres of diesel. The total utility cost of this purchased energy was \$4.7 million, with \$4.08 million related to electrical and \$662,000 in natural gas (including propane).

For asset comparison purposes, these values can be represented as an EUI, either ekWh per square meter (SM) (non-process assets), or as ekWh per megalitre (ML) of fluid moved (plant process assets). The comparison of net-energy usage intensity per SM and per ML of each individual operation type is summarized in Table 2 below. The RE consumed by buildings and plants are broken out and included as a separate line to show the RE contribution towards total energy consumption requirements. In 2024, the gross consumption of energy by the County was the equivalent of 47.6 million kWh, which is a 2.9% increase from 2015 consumption levels of 46.3 million kWh.

**Table 2 – 2024 Facilities Consumption by Operation Type**

Operation Type	Area (SM)	Flow (ML)	Energy (ekWh)	EUI (ekWh/SM)	EUI (ekWh/ML)
Woodingford Lodge (LTC)	15,664	-	8,076,285	516	-
Human Services (Multi-Unit Housing)	30,117	-	5,945,073	197	-
Public Works (Admin, libraries, EMS stations, childcare, etc.)	21,113	-	3,697,319	175	-
Human Services (Single Family Townhouses)	13,008	-	2,117,665	163	-
Public Works (Patrol Yard Facilities)	8,735	-	923,196	106	-
Public Works (Waste Facilities)	7,167	-	240,794	34	-
Buildings RE Consumption	-	-	891,140	9	-
Public Works (Street/Traffic Lighting)	-	-	227,713	0	-
Public Works (COIN Towers/EV chargers)	-	-	90,352	-	-
Public Works (Wastewater Plants)	13,192	18,384	13,653,647	-	743
Public Works (Water Plants)	5,910	10,675	7,646,254	-	716
Plant RE Consumption	-	-	4,124,441	-	142
<b>TOTAL</b>	<b>114,906</b>	<b>29,059</b>	<b>47,633,879</b>	<b>-</b>	<b>-</b>

While overall energy consumption has risen slightly over 2023, the EUI for both SM (non-process building / minor assets) and ML of flow (plant process – water and wastewater treatment plant assets) has reduced significantly as shown in Table 3, resulting in significant energy consumption avoidance while supporting a growing community. Based on 2015 energy intensities and using updated variables, the 2024 energy consumption would have been projected to be 53.9 million ekWh (increase of 16.4% over 2015 actuals) had no energy conservation measures been in place.

Another factor of influence includes weather temperatures, in which total heating and cooling degree days reduced by 13.6% over 2015 actuals. Due to the complexity of applying this variable to the various facilities, it has not been included in the baseline adjustments as indicated. A further illustration of actual energy consumption, as well as avoidance based on the 2015 EUI baseline is shown in Figure 2.

Table 3: Facilities Energy Intensity Overview

Service Area	2015 EUI	2024 EUI	Reduction
Buildings/Minor Assets	310 ekWh/SM	232 ekWh/SM	<b>25.2%</b>
Plants	922 ekWh/ML	875 ekWh/SL	<b>5.1%</b>

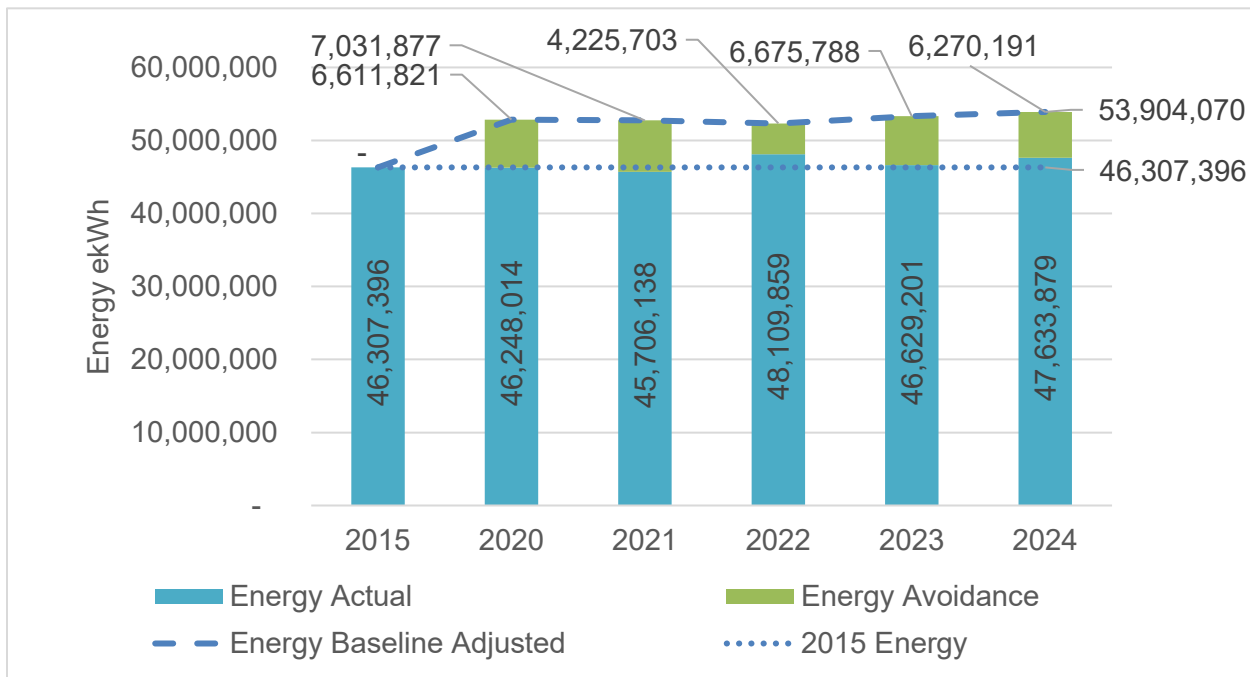


Figure 2 – Facilities Energy Consumption and Avoidance Trending (2015 to 2024)

## Renewable Energy Utilization

The County’s RE assets are divided into sub-categories based on technology type including biogas boiler, geothermal (ground source and air source), solar PV (feed-in tariff and net-metered) and solar thermal and may expand in the future as new technologies emerge or are implemented (i.e. biomass, air source heat pump, etc.) as per the *REAP*.

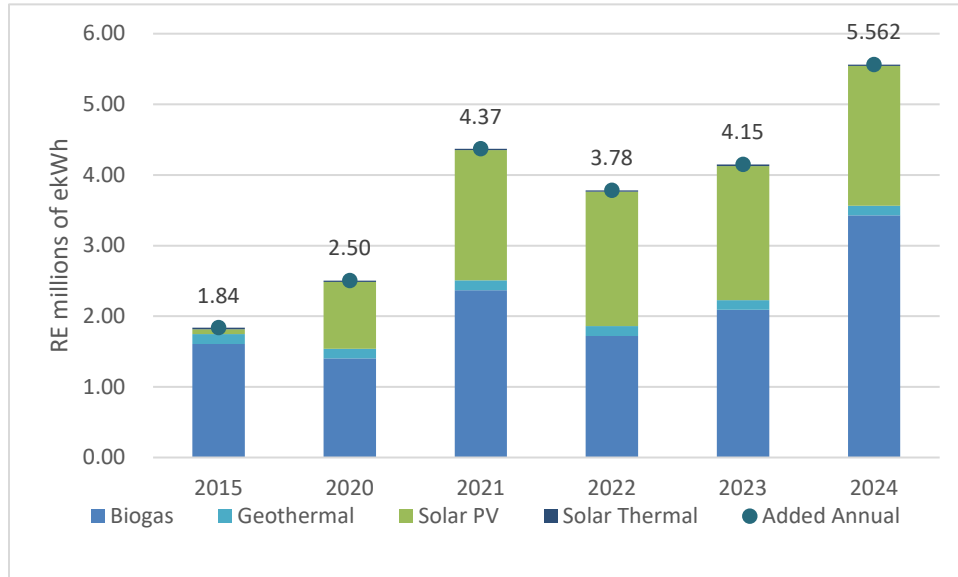
These existing assets are summarized in Table 4 below, showing the overall portfolio production for 2024. To assist Council and the public in understanding the financial implications of the RE harvesting, the associated financial benefit has also been included in the table for each system type. Financial benefits from these systems can either come from direct revenue, such as FIT solar contracts with IESO, or through cost avoidance using direct harvesting through County-owned systems, such as solar net-metering, biogas use, geothermal, etc. In total, for 2024, the harvested RE resulted in approximately \$444,600 in operational savings, or a cost avoidance equating to 9.4% of the 2024 utility budget.

The majority of the energy that is harvested across the County’s RE portfolio is utilized by County assets directly on the site where the system is located, with a smaller percentage of systems (i.e. FIT/micro-FIT systems) fully exporting RE back to the electrical grid generating revenue. In 2024, 5.02 million ekWh were consumed on site, while 546,000 ekWh were exported back to the electrical grid. Overall, all RE produced is considered an offset to the total energy consumption needs of the County.

Table 4: County RE System Performance

RE Harvesting Technology	Asset Count	Utilization Actuals 2024 (ekWh)	Revenue or Avoided Cost	RE Annual Revenue (or Avoided Cost)
Solar PV (Feed-in-Tariff)	13	377,000	Revenue	\$144,000
Solar PV (Net-Metered)	9	1,600,000	Avoided Cost	197,000
Biogas (Ingersoll and Woodstock WWTPs)	2	3,427,000	Avoided Cost	99,000
Geothermal (Social Housing - 111 Brock St.)	1	138,000	Avoided Cost	4,000
Solar Thermal (Social Housing - 742 Pavey St.)	1	20,000	Avoided Cost	600
<b>TOTAL</b>	<b>26</b>	<b>5,562,000</b>		<b>\$444,600</b>

Since 2015, total annual RE harvesting has gone from 1,843,000 ekWh to 5,562,000 ekWh, representing an increase of 203% (refer to Figure 3). This total RE harvested by the County would be enough to supply the annual energy needs for 115 typical family homes in southwestern Ontario. In 2024, the amount of RE harvested as a percentage of the total energy consumption (considered the RE mix from generation) was 9.9%, which is progressing towards the 2025 target of 11.7% in the 100% RE Plan.



**Figure 3 – Annual RE Harvesting Trending (2015 to 2024)**

It is important to note that the RE industry is rapidly changing, and in order to achieve some of the identified future targets of the 100% RE Plan, regulatory restrictions related to Virtual Net-Metering and other constraints will need to continue to be advocated for in order to expand potential deployment capacity. County staff will continue to look for opportunities to provide feedback and influence regulatory decision-making.

### Fleet

The County’s fleet travelled just under 3.1 million kms in 2024, up 2.8 million kms from 2023. These assets can be organized into the following sub-categories:

- Commercial (light-duty vehicles, cars, SUVs, etc.)
- Industrial (heavy vehicles, including plows, leachate trucks, vacuum trucks, tractors, etc.)
- Paramedical (ambulances, first response units, etc.)
- Equipment (all unlicensed, off-road vehicles including compactors, forklifts, etc.)

Fleet assets are powered by a variety of fuels, including gasoline, diesel, CNG and battery electric. In 2024, fleet fuel costs across all fuel types were a combined \$1.09 million. Overall fleet energy usage increased in 2024 by 14.6% over 2023 in large part due to increased services provided, which are reflected in the increased kilometres travelled. The total fleet grew by eight assets, and there was an increase in winter road operations from the previous year.

Table 5 summarizes the fleet assets, kilometres driven, fuel equivalent consumption and fuel efficiency.

Table 5: 2024 Fleet Asset Utilization Overview

Fuel Type	Fleet Type	Asset Count	Travel Distance (km)	Fuel * (eL unleaded)	Efficiency (eL/100 km)
<b>Fuel Unleaded (Includes HEV)</b>	Commercial	62	1,277,863	186,247	14.57
	Paramedical	26	813,985	145,049	17.82
	Equipment	2	256	108	42.19
<b>Subtotal (L)</b>		<b>90</b>	<b>2,092,104</b>	<b>331,405</b>	<b>15.84</b>
<b>Fuel Diesel</b>	Commercial	3	49,393	9,234	18.69
	Industrial	25	436,534	208,464	47.75
	Paramedical	1	27,092	3,936	14.53
	Equipment	30	16,611	240,393	1,447.19
<b>Subtotal (L)</b>		<b>59</b>	<b>529,631</b>	<b>462,027</b>	<b>87.24</b>
<b>Fuel CNG (kg)</b>	Industrial	4	83,155	51,901	62.41
<b>Dual Fuel - Unleaded / CNG (eL)</b>	Commercial	13	271,822	38,952	14.33
<b>Fuel Propane (L)</b>	Equipment	3	92	99	107.15
<b>Fuel Electric</b>	Commercial	6	73,300	2,496	3.40
	Equipment	2	74	9	12.65
<b>Subtotal (kWh)</b>		<b>8</b>	<b>73,374</b>	<b>2,505</b>	<b>3.41</b>
<b>Dual Fuel - Unleaded / Electric (eL)</b>	Commercial	2	18,518	607	3.28
<b>TOTAL</b>		<b>179</b>	<b>3,068,697</b>	<b>887,496</b>	<b>28.92</b>

\* Note: Fuel consumption has been converted to equivalent gasoline (eL unleaded or eL) for all fuel types to demonstrate a common “apples to apples” comparison. Using this comparison, the eL is actually more than actual volumes consumed due to conversions (i.e. a litre of diesel has a higher energy content than a litre of unleaded gasoline so when expressed as eL the volume is greater).

As of the end of 2024, 32% of the County’s fleet (57 out of 179 units) have been converted to alternative fuels to reduce GHG emissions. This represents a small percentage decrease from 2023 as the majority of new units added to the fleet in 2024 did not have viable alternate fuel options available on the market. By the end of 2025, it is projected that 34% of the County’s fleet (60 of 179) will have been converted to alternative fuels. With current market conditions, the existing County fleet can attain a maximum of 45% alternate fuel deployment (80 out of 179 units).

## Greenhouse Gas Reductions

Reducing the County’s overall GHG emissions has been a strong driver for ongoing initiatives, including the REAP and GFP. As the County continues to grow as an organization to support a growing community (i.e. a larger staff complement equating to more space, a larger fleet, etc.), the overarching goal of reducing emissions remains. However, it should be noted that the growth of the organization may translate to an emissions avoidance and is not always a clear reduction simply based on the number of buildings, size of the fleet, etc.

In 2024, the County emitted the equivalent of 5,744 tCO<sub>2</sub>e in GHGs (3,658 tCO<sub>2</sub>e Facilities and 2,086 tCO<sub>2</sub>e Fleet), which is a 7.7% decrease from 2015 emissions of 6,223 tCO<sub>2</sub>e (3,984 tCO<sub>2</sub>e Facilities and 2,239 tCO<sub>2</sub>e Fleet). The 100% RE Plan includes a GHG emissions reduction target of 11% by 2025, which works out to a 1.1% year over year GHG reduction from 2015 or target of 5,607 tCO<sub>2</sub>e in GHGs for the County in 2024.

Despite this decrease, the GHG intensity (GHG per SM, per ML and per km driven) has reduced substantially more compared to the 2015 baseline (refer to Table 6), resulting in significant GHG emissions avoidance while supporting a growing community. Based on 2015 GHG emissions intensities and using updated variables, GHG emissions would have been projected to be 7,247 tCO<sub>2</sub>e (increase of 16.5% over the 2015 baseline) had no energy conservation measures been in place. A further illustration of actual GHG emissions, as well as avoidance based on the 2015 emission intensity baseline and 100% RE Plan GHG emissions reduction target is shown in Figure 4.

**Table 6: GHG Emissions Intensity Overview**

<b>Sector</b>	<b>2015 GHGI</b>	<b>2024 GHGI</b>	<b>Reduction</b>
Facility GHG/SM	0.037 tCO <sub>2</sub> e	0.026 tCO <sub>2</sub> e	<b>29.7%</b>
Facility GHG/ML	0.048 tCO <sub>2</sub> e	0.039 tCO <sub>2</sub> e	<b>18.8%</b>
Fleet GHG/100 KM	0.082 tCO <sub>2</sub> e	0.075 tCO <sub>2</sub> e	<b>8.5%</b>

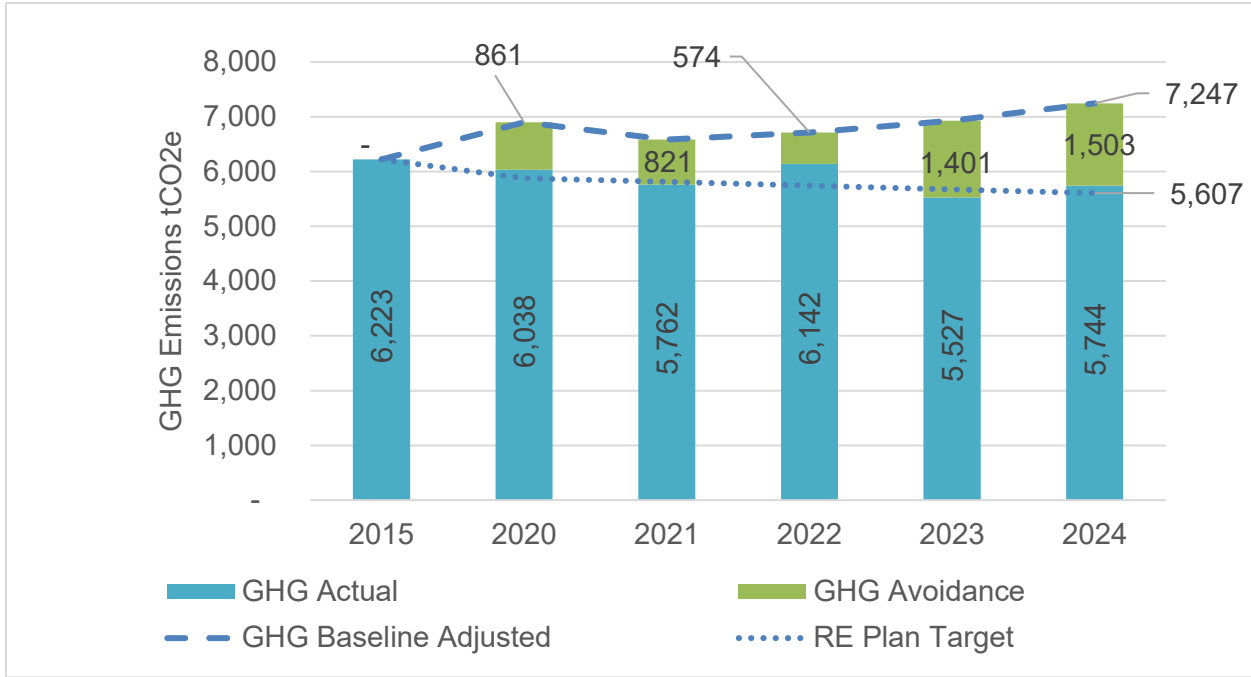


Figure 4 – GHG Emissions and Avoidance Trending (2015 to 2024)

In 2024, the top energy fuel source utilized by County assets was electricity, which makes up over 54% of all energy consumption, but only equates to 14% of all GHG emissions. The top fuel source contributing to GHG emissions is natural gas/CNG, at just over 50% of all GHG emissions, but only makes up just over 30% of all energy consumption. The fuel source with the highest GHG intensity was diesel making up only 9% of energy consumption but contributing 20% of all GHG emissions. Refer to Figure 5 below for a comparison of energy consumption versus GHG emissions by fuel source type.

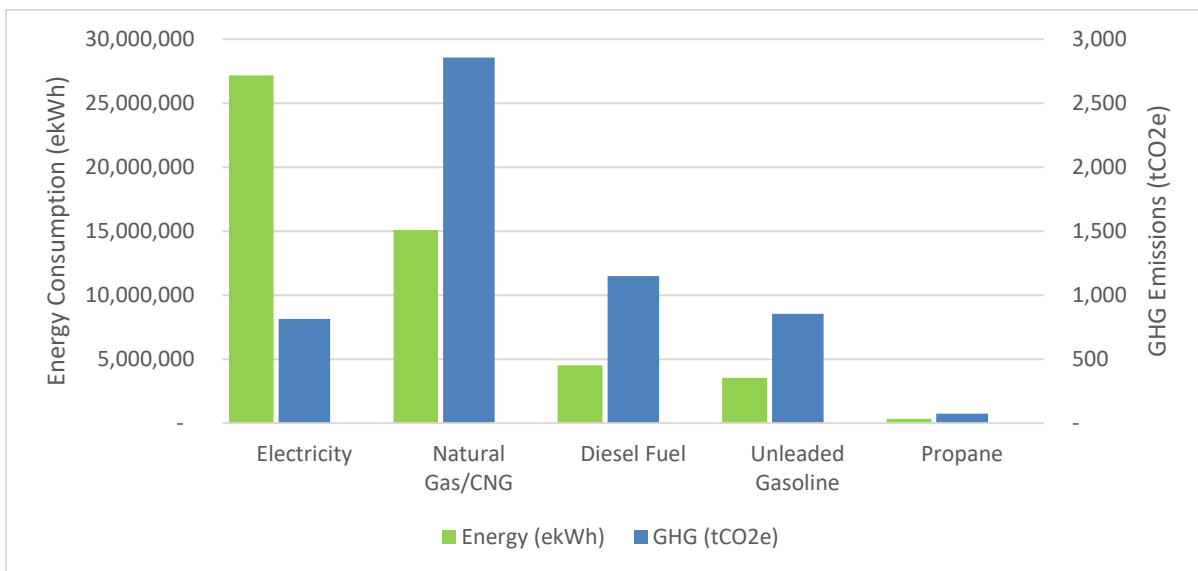


Figure 5 – 2024 Energy Fuel Source Type and GHG Emissions

To provide further clarity, Table 7 below outlines the GHG emissions per 1 million ekWh consumption for each fuel type. These numbers help to illustrate the importance of the REAP and GFP initiatives to implement alternative fuel sources where appropriate, as well as the EMP for overall conservation and energy demand reduction. The Government of Canada’s latest GHG emissions factor for Ontario’s electricity that was used for 2024 rose by 18%, which has negatively impacted the County’s emissions reduction. The increase in the amount of GHG produced by the Ontario electricity grid is a result of additional gas plant generation and nuclear plant downtime. Where possible, the County will continue to advocate for a cleaner provincial electricity grid to positively impact the County’s GHG performance through electrification.

**Table 7: GHG Emission Rates**

<b>Energy Type</b>	<b>GHG/1 million ekWh (tCO<sub>2</sub>e)</b>
Diesel Fuel	254.8
Unleaded Gasoline	241.6
Propane	219.2
Natural Gas/CNG	182.6
Electricity	30.0

### 2024 Plan Updates

In 2024, the County completed several initiatives identified in the EMP-2024, GFP-2021 and REAP-2022. Key changes to the plans, which will affect targets, included the removal of the Wood Pellet Boiler pilot project that was planned to be constructed at the Water Operations facility at 59 Goerge Johnson Blvd in Ingersoll. This project was planned for construction in 2024; however, upon completing the tendering process, the low bid was significantly over budget making the project no longer feasible. Upon review, staff determined it was best to not request additional funding to award the contract and proceeded with cancelling the project. Removal of this project will eliminate 174,000 ekWh of anticipated RE harvesting that was included in the plan.

Staff are mitigating this capacity loss by bringing additional opportunities forward through the annual Business Plan and Budget process. The REAP includes exploration of newer technologies, with the intention that projects may be added or removed based on economic circumstances. Staff will continue to evaluate and propose implementation recommendations for Council’s consideration to further the County’s strategic goals.

## CONCLUSIONS

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The 2024 Annual Energy Report demonstrates Public Works' continued administration of the County's comprehensive energy portfolio to effectively manage operational costs while striving to contribute to the 100% RE goal.

Through future years' budgets, the County organization will continue to work to reduce energy consumption and GHG emissions further below the 2015 baseline in the coming years through planned ongoing implementation of the EMP, the REAP and the GFP.

## SIGNATURES

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### Report author:

Original signed by

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Nathan E. Gerber, A.Sc.T., CEM, CMVP  
Coordinator of Energy 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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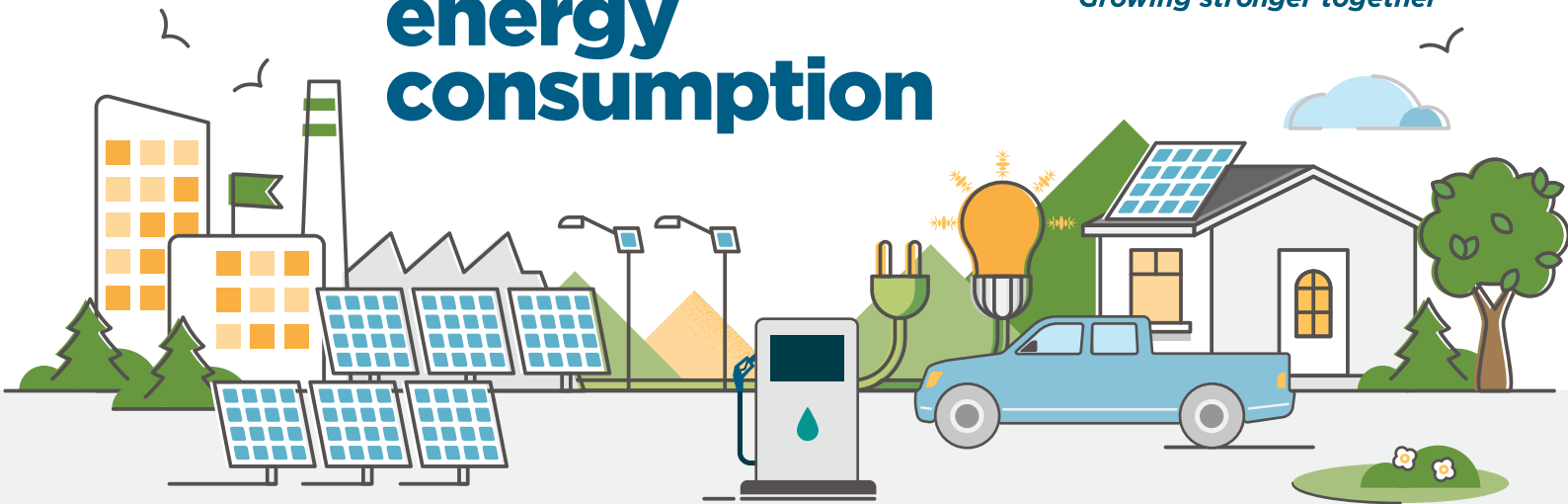
Benjamin R. Addley  
Chief Administrative Officer

## ATTACHMENT

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Attachment 1 – Overview of 2024 Corporate Energy Consumption

# 2024 Corporate energy consumption



**56.18** million ekWh

**Total energy consumed**  
(facilities and fleet)

↑ 3.9% from 2023

**887** thousand equivalent gas litres

**Fleet fuel consumed**  
(unleaded, diesel, CNG, electric, propane)

↑ 14.5% from 2023

**5.80** million dollars

**Total energy cost**  
(facilities and fleet)

↓ 1.1% from 2023

## Energy use by service area

**CORPORATE FACILITIES** (47,634 eMWh) | ↑ 2.2%/2023



**Buildings**  
21,891 eMWh

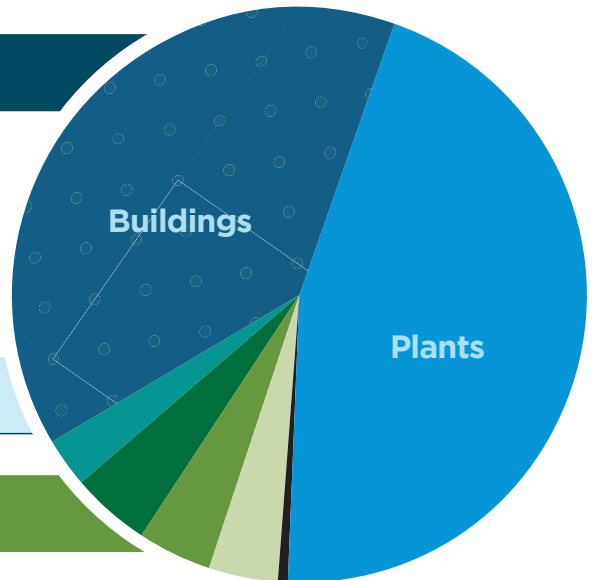


**Plants**  
25,424 eMWh



**Minor Assets\***  
318 eMWh

**TOTAL COST: \$4.70 MILLION** | ↓ 3.4%/2023



**CORPORATE FLEET** (8,545 eMWh) | ↑ 14.6%/2023



**Commercial**  
2,287 eMWh



**Equipment**  
2,317 eMWh



**Industrial**  
2,507 eMWh



**Paramedical**  
1,434 eMWh

**TOTAL COST: \$1.09 MILLION** | ↑ 9.0%/2023

\* Minor assets include:  
street lighting,  
communication  
towers, etc.



Facilities area (square metres)

**114,906<sup>SM</sup>**

↓ 1.4% from 2023

2015: 93,728 SM



Fleet travel (kilometres)

**3.1 million**

↑ 9.6% from 2023

2015: 2.74 million km



Water & Wastewater treatment and distribution (megalitres)

**29,059<sup>ML</sup>**

↑ 2.9% from 2023

2015: 24,948 ML

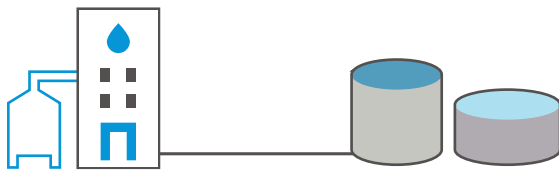


Total greenhouse gas emissions (facilities and fleet)

**5,744<sup>tCO2e</sup>**

↑ 3.9% from 2023

2015: 6,223 tCO2e



natural gas

**1,459,000 m<sup>3</sup>**

↓ 5.1% from 2023

2015:  
1,414,000 m<sup>3</sup>

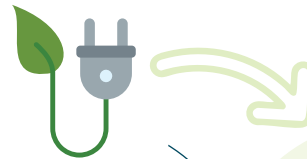


purchased electricity

**27,156,600 kWh**

↑ 1.8% from 2023

2015:  
29,379,600 kWh



renewable energy generated

**5,562,000 ekWh**

↑ 34.1% from 2023

2015:  
1,843,131 ekWh

**\$**  
revenue from  
renewable  
energy  
**\$444,600**

April 10, 2025

Oxford County Area Municipalities

VIA EMAIL

**RE: COVID-19 Economic Recovery Act, 2020, S.O. 2020, c. 18 – Bill 197**

At its meeting held April 9, 2025, Oxford County Council passed the following resolution:

Moved By: Brian Petrie  
Seconded By: David Mayberry

Whereas the Provincial Government passed COVID-19 Economic Recovery Act, 2020, S.O. 2020, c. 18 – Bill 197, which requires support from all municipalities within 3.5 kilometers of a landfill application; and,

Whereas Oxford County has never officially endorsed this change made in Bill 197; and,

Whereas at least one company has registered lobbyist with the Provincial Government for the purpose of removing this requirement;

Therefore, be it resolved that Oxford County Council fully endorses the changes passed in COVID-19 Economic Recovery Act, 2020, S.O. 2020, c. 18 - Bill 197, giving municipalities within 3.5 kilometers of a new landfill application the right of approval;

And furthermore, that advocating that this requirement stay in place and that it be included in the list of items that Oxford County actively advocates on.

DISPOSITION: Motion Carried

Thank you,



Jessica M. Elliott  
Coordinator of Legislative Services/Deputy Clerk  
Encl.

**Municipal Council of the County of Oxford  
Council Meeting - Oxford County**

**Date:** Wednesday, April 9, 2025

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**Moved By:** Brian Petrie

**Seconded By:** David Mayberry

Whereas the Provincial Government passed *COVID-19 Economic Recovery Act, 2020, S.O. 2020, c. 18 - Bill 197*, which requires support from all municipalities within 3.5 kilometers of a landfill application; and,

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And furthermore, that advocating that this requirement stay in place and that it be included in the list of items that Oxford County actively advocates on.

**DISPOSITION:** Motion Carried





# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Drew Davidson Director of Protective Services
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	April 7 <sup>th</sup> , 2025
<b>Subject:</b>	2024 Year End Report	<b>Council Meeting Date:</b>	April 16 <sup>th</sup> , 2025
<b>Report #:</b>	FC-25-06		

### Recommendation:

That Report FC-25-06 is received as information.

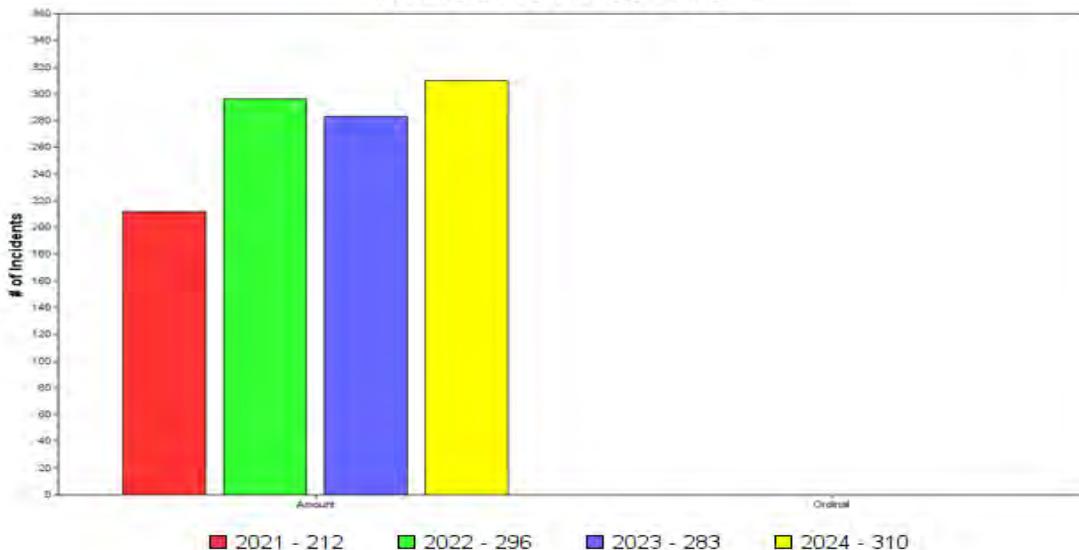
### Background:

To provide Council with a year-end report for 2024 regarding the activities of the Protective Services Department.

### EMERGENCY RESPONSE

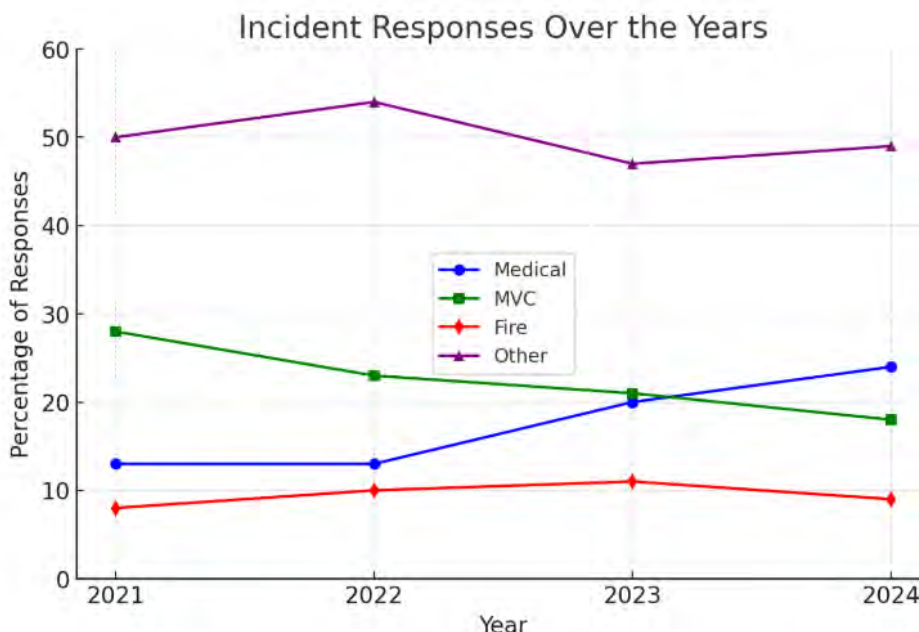
In 2024, Blandford-Blenheim Fire Services responded to 310 incidents, compared to 283 in 2023, 296 in 2022 and 212 in 2021. East-Zorra Tavistock responded to 10 calls and North Dumfries responded to 0 calls in 2024 in Blandford-Blenheim Township. Wilmot was paid a per-resident fee, but responded to 0 calls in 2024.

**Totals by Year**  
From Jan 1 21 to Dec 31 24



A four-year comparison of the type of response is shown in the chart below.

Type of Incident	2021	2022	2023	2024
Medical	13%	13%	20%	24%
MVC	28%	23%	21%	18%
Fire	8%	10%	11%	9%
Other	50%	54%	47%	49%



**Trends by Incident Type:**

1. Medical Responses
  - o Started at 13% in 2021 and remained the same in 2022.
  - o Increased significantly to 20% in 2023 and 24% in 2024.
  - o This shows a steady upward trend of medical-related incidents over the years.
2. Motor Vehicle Collisions (MVC)
  - o Dropped from 28% in 2021 to 23% in 2022.
  - o Continued to decline to 21% in 2023 and further down to 18% in 2024.
  - o This represents a consistent decrease, suggesting improved road safety, safer road conditions or fewer traffic-related incidents.
3. Fire Responses
  - o 8% in 2021, rising slightly to 10% in 2022 and 11% in 2023, then dropping back to 9% in 2024.
  - o Shows minor fluctuations but remains relatively stable over the years.
4. Other Responses
  - o 50% in 2021, increasing to 54% in 2022.
  - o Dropped to 47% in 2023, then slightly increased again to 49%+ in 2024.
  - o This suggests some fluctuations but staying close to half of all responses.

**Key Takeaways:**

- Medical calls are increasing, becoming a larger portion of total incidents.
- Fire responses remain relatively stable, fluctuating slightly year to year.
- Other responses are the largest category, staying close to 50% of all incidents.

**Other Responses include the following call types:**

- Burning complaints
- Grass/brush fires
- Pre-fire conditions (no fire)
- Smoke/co alarms
- Fire alarms
- Hydro lines
- Mutual aid

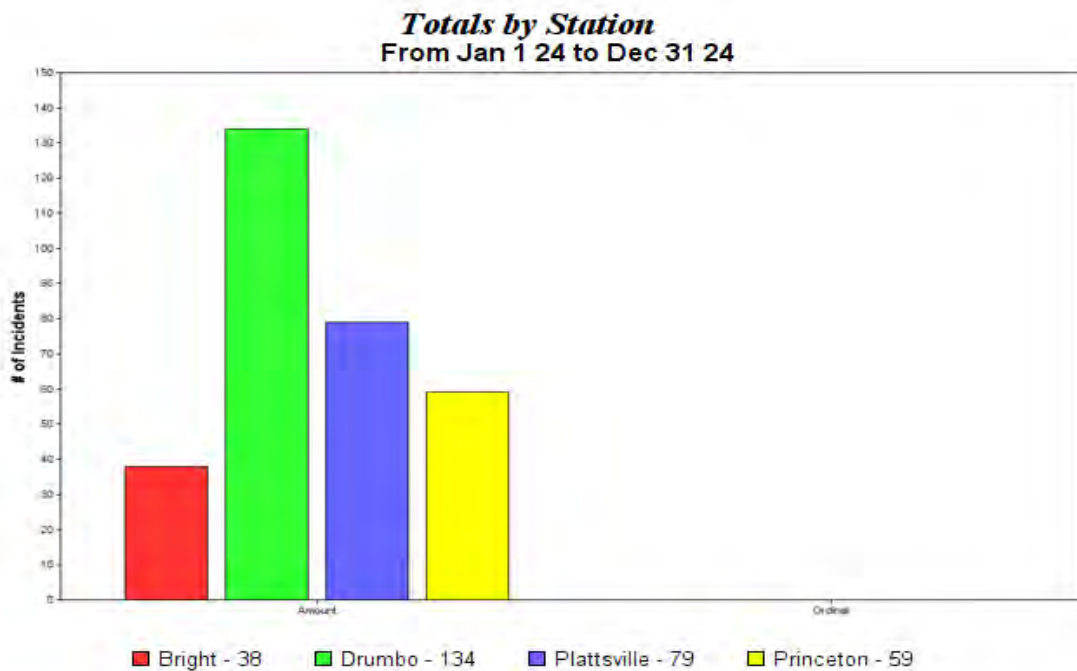
**Station Responses:**

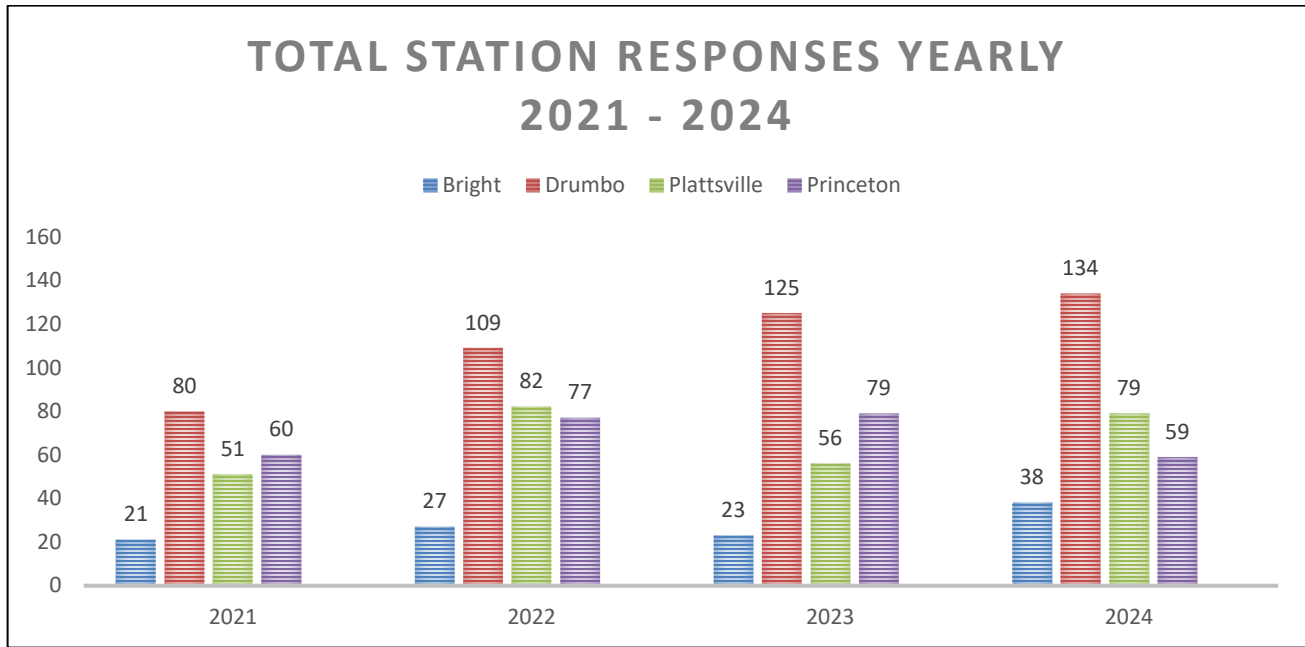
Department protocols provide for multi-station response for all reported structure fires. This includes full station response from all four stations.

In the first 3 years, Bright fire response area was dual response with Plattsville attending all calls in Bright’s area with them. In 2024, this arrangement was amended and Plattsville only attended to daytime calls with Bright.

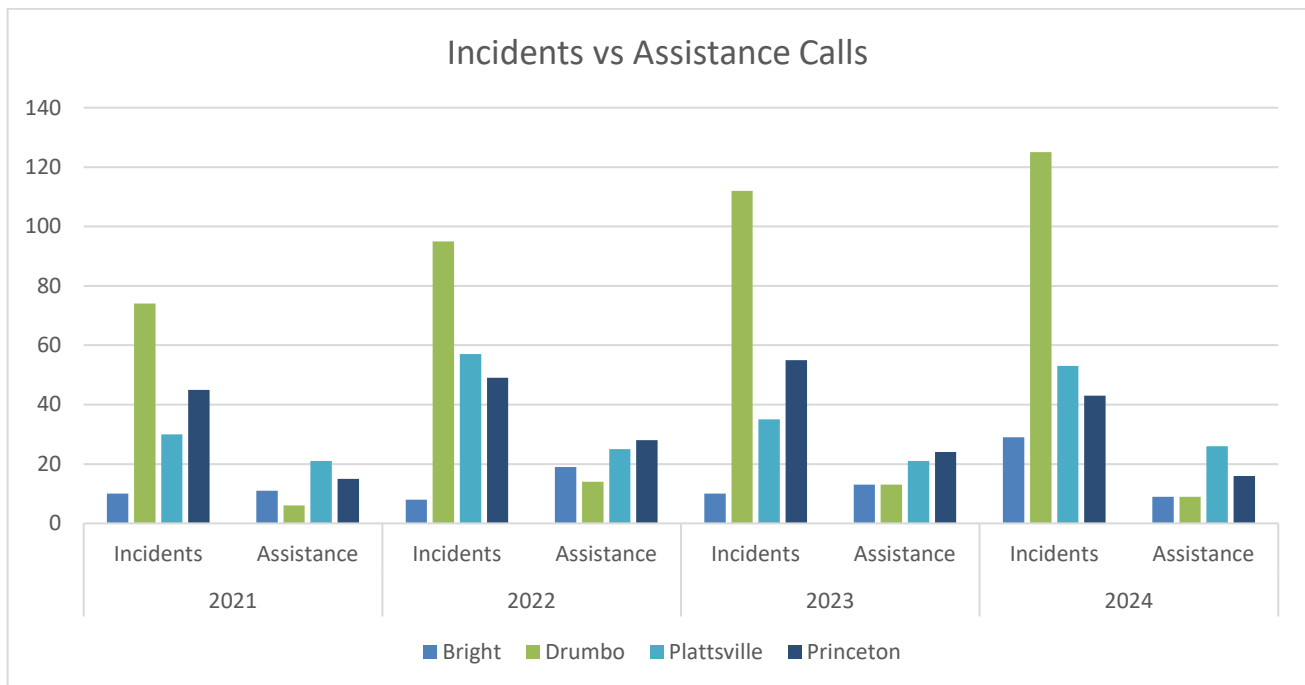
In 2022, Dispatch run card protocols were enacted to automatically dispatch Princeton tanker and ranger to all grass/brush fires within the township.

The chart below indicates the number of responses for each station in 2024 and annually.





The chart below shows a comparison of first station response calls versus assistance calls, where a secondary station is called to assist the main responding station.



**Personnel attendance:**

In 2024, the average number of firefighters attending an incident was approximately 8.7 firefighters as compared to 9.9 in 2023, 10.4 in 2022, and 10.1 in 2021. This includes response to all types of incidents, including large incidents where firefighters from multiple stations respond, and other types of emergencies such as MVCs, medical assists and Mutual Aid where only one station is dispatched and fewer numbers of firefighters respond.

**Response Hours:**

In 2024, Volunteer Firefighters performed approximately 2,563 hours of emergency response activities as compared to 2,521 in 2023, 2,369 in 2022, and 1,765 hours in 2021 for the same period. The chart below shows the number of hours annually since 2021. Staff use average hours from 4 years of data to assist in determining future operating budget wages for firefighters.

Year	Hours
2021	1765
2022	2369
2023	2521
2024	2563
Average	2304

**Fire Loss Statistics:**

In 2024, the reported estimated total dollar value loss as a result of fires in the Township was approximately \$1,439,500.00 as compared to \$1,133,500.00 in 2023, \$1,011,500.00 in 2022, and \$648,000.00 in 2021. Staff suggest the overall trend in increased dollar loss as a result of fires is consistent with the increase in property values, contents, and construction costs.

**Fire Prevention/Public Education:**

Remaining constant over the years, Blandford-Blenheim’s Public Education events are coordinated mainly through each individual station, based on community demographics.

In 2024, consistent messaging was distributed through public education events including:

- Station visits by schools/daycares where firefighters spoke to students and performed demonstrations as well as provided public education material.
- Participation in community events where demonstrations were given, apparatus displayed, and public education took place.
- In-person station open houses and community breakfasts with demonstrations, children’s activities, public education.
- Online promotion of messaging from the Office of the Fire Marshal related to fire safety.
- School site visits which included water demonstrations.
- Attendance at Outdoor Farm Show with the Rural Fire Services of Oxford County (Blandford-Blenheim, East Zorra-Tavistock, Norwich, South-West Oxford and Zorra) for the purpose of fire safety education. Approximately 37,051 visitors attended the September 2024 Farm Show.
- All signs at fire stations portray consistent messaging with regards to fire safety, emergency preparedness, and life safety.

Social messaging is shared amongst the Township Fire Stations, which each station hosting their own Facebook account and Blandford-Blenheim Fire Prevention hosting a joint site amongst the 4 stations where messaging is shared for fire safety, emergency preparedness and community events with firefighter participation.

**Fire Safety Inspections:**

In 2024, Staff conducted thirteen (13) fire safety inspections/re-inspections, as compared to thirty-two (32) in 2023, twenty (20) in 2022. Prior inspections were not documented in 2021. The reduction in inspections in 2024 was due to a staff vacancy for a few months and a more intensive inspection follow-up program. Staff anticipate this number to increase in 2025 as the new shared Fire Prevention Officer is busy conducting inspections and follow-up inspections.

In 2024, Staff provided fire inspection services for the following:

- Complaints and request inspections;
- Vulnerable occupancy inspections;
- Routine inspections;
- Conducting licensing inspections;
- Enforcing Fire Code compliance;
- Enforcing municipal by-laws;
- Issuing burn permits;
- Issuing fireworks permits; and
- Preparing reports and issuing responses to requests.

The larger number of inspections conducted is a result of community growth and increased requests. The shared service Fire Prevention Officer (shared equally with 5 rural municipalities) along with the Fire Chief and Deputy Fire Chief continue to follow-up on in-progress compliance/re-inspections as well as close files as they meet the requirements of the Ontario Fire Code. The shared service Fire Prevention Officer has been used extensively to meet the needs identified in the Community Risk Assessment.

Staff also review and approve Fire Safety Plans for occupancies as part of the requirements under the Ontario Fire Code, and upon request by the property owner.

**Camp 85**

Over the course of five days July 9<sup>th</sup> -13<sup>th</sup> 2024, Blandford Blenheim hosted our second annual Camp 85. This report along with the attached summary is intended to give council an insight as to the success of this program throughout our community.

To highlight the benefit of having a program like this run in our township and the way our stations have come together to produce such an event with the community support in every aspect is something we are all very proud off.

Camp 85 is proving to be a place where young people can experience and practice lifelong skills, from climbing a ladder for the first time, using a fire extinguisher, or working as a team to complete a task, the lessons learned are invaluable.

During this week time and time again we hear, "I can't wait to join the fire service" which in staff's mind is the ultimate way of succession planning to ensure our township has residents who understand they do have what it takes to join our department and are excited to do so.

The success of this camp is not the result of one person, one station, or even one department. It comes from an entire community pulling together to help our young people reach their ultimate potential. Staff truly believes that it will not be long and we will see recruits who have

gone through the camp join our department. This opportunity has given them the confidence and knowledge to realize that joining the fire service is the right path for them.

**Motor Vehicle Collision Revenues – Non-Resident**

Non-residents involved in an MVC are invoiced for response to the scene by Blandford-Blenheim Fire Services. Where a non-resident is involved in a collision, the non-resident is invoiced for the fees associated to the required response. The owner is advised to contact their insurance company for the invoice directly. The current MTO rate effective 2025 is \$570.50 per hour per fire truck that responds to an emergency.

The exception to this is any MVC calls to the 401 are billed directly to the Province.

**Burn Permits**

The Township has a Controlled Burn Guideline in place to regulate open air burning in the Township. Currently the program requires a person to obtain a Burn Permit at no cost for any fire larger than a recreational campfire. Burn Permits are issued to the property owner each time they wish to burn. The issuance of this guideline has drastically reduced the unnecessary fire calls for controlled burning.

In 2024, staff issued 348 burn permits as compared to 316 in 2023.

The Township implemented a zero-tolerance enforcement approach towards violations of the Township Open Air Burning By-law. The enforcement policy includes a fee of the current MTO rate for all fire apparatus dispatched (paged) to the fire, at the current MTO rate.

In 2024, the Township responded to 10 unauthorized burns call, compared to 13 in 2023 and 18 in 2022.

**Training:**

Firefighters hold bi-weekly in-service training sessions to maintain skills and certifications. Training took place throughout the year with new recruit training, Rural Fire Services of Oxford County (RFSOC) courses, and Fire College Regional Training Centre (RTC) courses running throughout the year at rotating locations in the five rural fire departments.

In 2024, the average attendance at bi-weekly training sessions across the four stations was approximately 12.23 firefighters, compared to 12.05 in 2023, 10.54 in 2022, and 7.56 in 2021. This upward trend demonstrates the success of our new training structure.

The Blandford-Blenheim Training Committee annually establishes a departmental training schedule, which incorporates the National Fire Protection Association (NFPA) training standards. All new members (recruits) participate in the RFSOC Recruit Training Program. At the completion of the program, recruits will be trained and take part in mandatory provincial certification testing to NFPA 1001 Firefighter Level 1 and 2 as well as NFPA 1072 Hazardous Materials Awareness and Operations (Core and Product Control) standards. In addition, successful recruits will have acquired Standard First Aid, CPR, and Medical Delegation training. Additional training requirements are met following the completion of recruit training, which include NFPA 1002 Pumper Operations, NFPA 1035 Fire and Life Safety Educator Level 1 and DZ license. Blandford-Blenheim Fire Service firefighters have shown strong commitment to ongoing training and meeting the provincial requirements of being certified.

Since 2021, Blandford-Blenheim Fire Service has hired 24 volunteer firefighters for an average of 6 recruits annually. This represents approximately 36% of the total firefighter complement. This average is higher than neighbouring departments. The reason for the regular need to hire new members is due to a number of considerations, including but not limited to, retirement, regular job changes, change in location of residence and time commitments. Our current compliment is 66 firefighters.

- Bright – 9
- Drumbo – 19
- Plattsville – 19
- Princeton - 19

**Automatic Aid Agreements:**

The Township of Blandford-Blenheim are in automatic aid agreements with the following municipalities for response area coverage:

- Wilmot
- North Dumfries
- East-Zorra Tavistock
- Brant County

All agreements are currently under review with the Wilmot agreement being completed.

**Fire Service Legislative Amendments:**

In 2022, Ontario Regulation 343/22 came into effect requiring all firefighters to become certified to National Fire Protection Association (NFPA) levels for service levels provided. Blandford-Blenheim has been training firefighters to certification standards since 2016 and as a result, current firefighters (not including recruits) are ninety-nine (99) percent compliant for the core firefighting skills of NFPA 1001 Firefighter 1 and 2 as well as NFPA 1072 Hazardous Materials Awareness and Operations, NFPA 1002 Pumper Operations, and NFPA 1035 Fire and Life Safety Educator 1.

The regulation pertaining to Community Risk Assessments requires all municipalities to undertake a standardized risk assessment that will be used to inform the development of municipal fire protection services. The regulation came into force on July 1, 2019, and municipalities had five years (July 2024) to complete a risk assessment. A full risk assessment will need to be conducted every five years, with monitoring a reviewing annually.

Blandford-Blenheim has completed the Community Risk Assessment and presented to Council in 2024. In the fall of each year, staff will present a mandatory annual review of the Community Risk Assessment with any changes noted and actions recommended for Council consideration.

**Procurement of Blandford-Blenheim's First Aerial Apparatus:**

As part of our ongoing commitment to enhancing emergency response capabilities, the Blandford-Blenheim Fire Service made significant progress in 2024 by specifying and ordering the township's first-ever aerial apparatus. This major investment represents a transformative step in fire suppression and rescue operations, ensuring our community is better protected for years to come. The apparatus is expected to be delivered in 2027, marking a key milestone in the evolution of our fire service.

The fire service conducted extensive research and worked collaboratively with industry experts, manufacturers, and municipal stakeholders to determine the most suitable specifications for our needs. Key considerations in the selection process included:

- **Reach and Accessibility:** Ensuring the apparatus has the required reach for firefighting and rescue in multi-story structures and challenging environments.
- **Pump Capacity and Water Flow:** Selecting an apparatus capable of delivering high water flow rates for maximum firefighting efficiency.
- **Safety Features:** Incorporating advanced stabilization, communication tools, and ergonomic designs to enhance firefighter safety.
- **Versatility:** Ensuring the apparatus can support a range of operations, including aerial rescue, ventilation, and water tower applications.

After thorough evaluation, a vendor was selected, and the order was placed in 2024. This project was a significant milestone in our strategic plan, addressing the growing needs of our township and fire service.

The addition of an aerial apparatus will greatly enhance the capabilities of the Blandford-Blenheim Fire Service. Once delivered, this new resource will:

- **Expand Fire Suppression Capabilities:** The aerial ladder will provide an elevated firefighting advantage, improving efficiency and effectiveness in complex fire scenarios.
- **Enhance Rescue Operations:** The elevated platform will allow for safer and more effective rescues in high-rise or difficult-to-access structures.
- **Improve Firefighter Safety:** Advanced stabilization and operational features will reduce risks and improve on-scene efficiency.
- **Strengthen Community Protection:** As our township continues to grow, this investment ensures we remain well-equipped to handle evolving fire safety challenges.

The procurement of our first aerial apparatus stands out as one of our most significant accomplishments of 2024. This investment reflects our dedication to advancing our fire service and providing the highest level of protection to both our firefighters and the community. With an anticipated delivery in 2027, we look forward to the integration of this cutting-edge apparatus into our operations, reinforcing our commitment to safety and preparedness for years to come.

### **Fire Station Renovations for Firefighter Health and Safety:**

The Blandford-Blenheim Fire Service is committed to enhancing the safety, health, and operational efficiency of our firefighters. In pursuit of this goal, significant renovations were undertaken at the Plattsville and Drumbo fire stations in 2024 to improve facilities and reduce firefighter exposure to harmful contaminants. These improvements included the creation of dedicated bunker gear rooms and additional infrastructure enhancements to support training and administrative functions.

### **Station 83 (Plattsville) Renovations:**

At Station 83, a dedicated bunker gear room was established, allowing for the removal of all bunker gear from the apparatus bay. Previously, bunker gear was stored in close proximity to vehicles, exposing it to exhaust fumes and other contaminants. This renovation marks a major improvement in firefighter health and cancer prevention by minimizing exposure to hazardous substances with a self-contained air handling unit. The new bunker gear room provides a designated space for proper storage and maintenance of protective equipment, ensuring it remains clean and ready for use.

**Station 82 (Drumbo) Renovations:**

Similar upgrades were implemented at Station 82 in 2024, where a dedicated bunker gear room was also created. This strategic move enhances health and safety measures by isolating bunker gear from environmental contaminants within the apparatus bay using the same air-handling technology as Station 83.

Additionally, the renovations at Station 82 included the development of a new training room on the upper level, providing firefighters with a dedicated space to conduct theoretical training sessions.

Furthermore, two new offices were constructed on the main level, allowing for improved administrative functions and operational efficiency. These office spaces provide much-needed areas for fire service personnel to conduct meetings, complete reports, and manage station operations effectively.

The successful completion of these renovations represents a significant step forward in protecting firefighter health and ensuring long-term safety. The key benefits include:

- **Reduced Contamination Risks:** Removing bunker gear from the apparatus bay significantly decreases the risk of exposure to hazardous chemicals and carcinogens.
- **Enhanced Training Opportunities:** The new training room at Station 82 provides a dedicated space for ongoing firefighter education and skill development.
- **Improved Administrative Capacity:** Additional office spaces enhance operational efficiency and support the day-to-day management of fire service activities.
- **Long-Term Health Benefits:** By prioritizing cancer prevention and workplace safety, these upgrades contribute to the overall well-being of our firefighters and their ability to serve the community effectively.

The completion of these renovations at Station 82 and Station 83 in 2024 demonstrates the Blandford-Blenheim Fire Service's commitment to firefighter health and safety. By investing in dedicated bunker gear rooms and improved station facilities, we are taking proactive measures to protect our personnel from harmful exposures while enhancing our operational capabilities. These improvements will have a lasting positive impact on the safety and effectiveness of our fire service.

**BY-LAW SERVICES**

The Protective Services Department investigates all written complaints of violations pertaining to the various Township By-laws.

In June 2019, the Township contracted Municipal Enforcement Unit (MEU) to conduct By-law Enforcement Services for the Township. By-law enforcement is conducted on a complaint basis. When staff receive a complaint, MEU was contacted and directed to investigate the complaint and take appropriate enforcement action. In July 2022, the MEU no longer provided by-law services for the Township. Staff coordinated with surrounding municipalities, which also no longer had MEU services, to explore the possibility of a Shared Service By-law Officer. The shared service position was supported by Norwich, Zorra, South-West Oxford, and Blandford-Blenheim Councils and Zorra Township hosted the position which commenced in December 2022. The Officer rotates between the 4 municipalities equally. The shared service by-law enforcement officer position has functioned very well in meeting the Township needs related to complaints and enforcement.

## EMERGENCY MANAGEMENT

### Emergency Response:

In 2024, the Township did not need to activate the Community Control Group to respond to any emergency events in the community.

### Public Education/Awareness:

In 2024, the Township met the legislated requirements (Ont. Reg. 343/22) for emergency management public education and awareness. The Township provided information to residents through the Township website, various signs, and social media.

In addition, the Township continues to participate in the County's "Oxford 72 Hours" Emergency Preparedness Program, which promotes emergency preparedness programs for all municipalities in Oxford County.

Emergency Management Program Committee has met the annual minimum requirements prescribed under the Emergency Management and Civil Protection Act (EMPCA) for the Township's Emergency Management Program.

The EMPCA requires each municipality to review, revise, develop and/or endorse the following at least annually:

- Emergency Response Plan
- Community Hazard Identification and Risk Assessment (HIRA)
- General Community Hazards Assessment
- Hazard Information Sheets for each General Hazard
- Community Risk Profile
- Appendices to the Emergency Response Plan
- Critical Infrastructure Assessment
- Community Control Group training and annual exercise.

The HIRA was reviewed in 2024 with no notable changes. Further, the Emergency Response Plan was reviewed, and a number of contacts were updated in the Appendixes.

### Annual Exercise:

In 2024, the Township hosted a tabletop exercise that required staff and CCG members to register and respond to implementation of Everbridge 360, a notification system to alert members to an emergency. The objectives of the exercise were to:

- Demonstrate ability to notify all CCG members and confirm that the member contact information in the CCG Notification Procedures is valid.
- Demonstrate that the CCG members are able to set up the EOC in accordance with prescribed procedures.
- Demonstrate the ability to identify tasks that contribute to maintain Business Continuity of Township services and ensure that the safety of community is maintained.
- Deliver timely and accurate messaging
- Test the Township ERP, and its contents to confirm that the CCG member roles outlined in the ERP are accurate, and confirm that the contact information in the appendix are accurate.

**Training:**

Community Emergency Management Coordinators must complete the following courses offered by Emergency Management Ontario (EMO):

- Basic Emergency Management
- Community Emergency Management Coordinator
- Introduction to Incident Management System
- Basic Incident Management System

The Township CEMC meets all minimum requirements for training as mandated by EMO.

Municipal Emergency Control Group members are required annually to demonstrate an adequate level of training in each of the following areas:

- Knowledge of all of the components of the municipal Emergency Management Program, including, but not limited to the municipal Hazard Identification Risk Assessment and Critical Infrastructure list;
- Knowledge of their municipality's Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response;
- Knowledge of the procedures used to activate and operate under the Municipal Emergency Plan;
- Knowledge of the notification procedures used to notify members of the Emergency Control Group when the Municipal Emergency Plan is activated; and
- Knowledge of the location, communications infrastructure and technology in their municipal Emergency Operations Centre.

The CCG members demonstrated the above through their response to the training exercise.

**Initiatives:**

In 2025, staff will undertake the following programs and initiatives:

- Continue firefighter certification courses to work towards 100% compliance to Ontario Regulation 343/22.
- Conduct an internal review of the Ministry of Labour, Training and Skills Development Firefighter's Cancer Prevention Checklist and report findings and recommendations back to Council.
- Continue review all eighty-six (86) and development of any new Standard Operating Guidelines to coincide with the Occupational Health and Safety Act Section 21 Guidelines.
- Provide recruit training to new members appointed to Blandford-Blenheim Fire Service.
- Facilitate fire service personnel individual development through approved training.
- Ensure mandatory provincial requirements are met as relates to emergency management training and meetings
  - Ensure mandatory provincial requirements are met in relation to the annual review of the Community Risk Assessment.
- Apply for grants and funding opportunities to offset expenses and equipment replacements.

**Conclusion:**

The members of the Blandford Blenheim Fire Service are deeply committed to the safety and well-being of Township residents. Through continuous training, public education, and countless

hours responding to emergencies of all types, they demonstrate unwavering dedication to their community.

Blandford Blenheim Fire and Protective Services continues to operate efficiently, adapting to evolving challenges while maintaining a high standard of service. The firefighters' dedication to ongoing training, public education, and emergency response reflects their strong commitment to the community.

Their professionalism, teamwork, and passion for service ensure that Blandford Blenheim remains a safe and prepared community. With their ongoing efforts, residents can feel confident that their fire service is ready to respond whenever needed.

Respectfully submitted by:



Drew Davidson  
Director of Protective Services



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Drew Davidson Director of Protective Services
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	April 7 <sup>th</sup> , 2025
<b>Subject:</b>	March Monthly Report	<b>Council Meeting Date:</b>	April 16 <sup>th</sup> , 2025
<b>Report #:</b>	FC-25-07		

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### Recommendation:

That Report FC-25-07 is received as information.

### Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of March 2025.

### Analysis/Discussion:

### Meetings, Courses and Training Attended:

#### 1. Decontamination Washer Installation

This month, Blandford-Blenheim Fire Department achieved a significant milestone in our cancer prevention efforts with the delivery and installation of our new decontamination washer at Station 82 (Drumbo). This essential piece of equipment will help all Blandford Blenheim firefighters reduce exposure to harmful contaminants, contributing to the long-term health and safety of our personnel. This is a major step forward in ensuring a safer working environment for our team and the community.

#### 2. RFSOC Training Officer Application Process

The application process for the RFSOC Training Officer position was re-opened this month, allowing interested candidates to submit their applications until the end of March. Interviews for the position are scheduled for the second week of April, with the goal of filling this crucial role in our training and development programs.

#### 3. Princeton Station Preliminary Site Planning

Throughout March, staff engaged in preliminary site planning efforts for the new Station 81 (Princeton). This process involved coordination with various outside agencies to ensure a well-

structured and efficient development plan. These discussions will be ongoing as efforts continue to move forward with this important project.

#### 4. Medical Delegation Training

Medical delegation training held at the Station 83 (Plattsville) this month. This training ensures our department remains current with medical response protocols and maintains a high standard of care for our community. Additionally, all fire personnel have now completed their medical training requirements for the year, reinforcing our commitment to emergency medical response readiness.

#### Upcoming Department Events

##### April

- **April 03** – Camp 85 Information Night
- **April 19** – Bright Egg Hunt - 11am-1pm – Station 84 (Bright)
- **April 25** - Recruit Training - 6pm-10pm – Station 84 (Bright)
- **April 26** – Recruit Training - 8am-3pm – Station 84 (Bright)

##### May

- **May 10** – Plattsville Annual Breakfast -8am-noon – Station 83 (Plattsville)
- **May 17** – Princeton Annual Fireworks

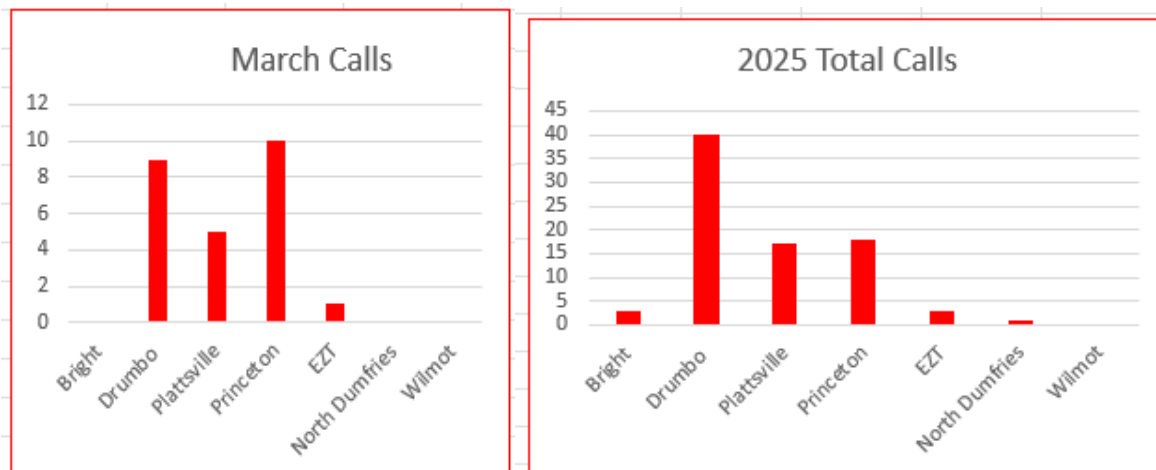
#### Conclusion

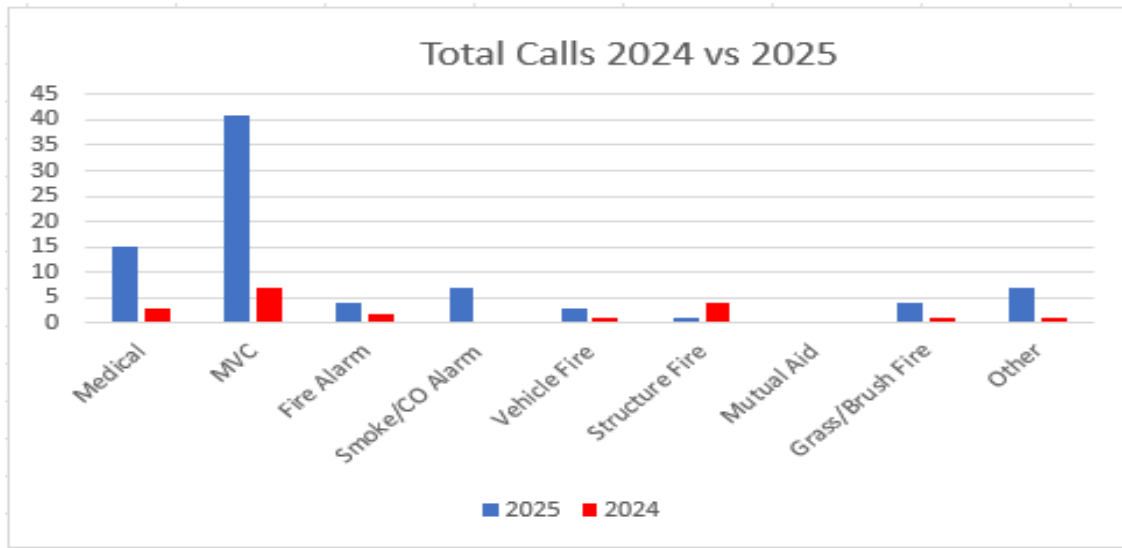
March has been a productive month for our department, with significant progress made in firefighter safety, training, and infrastructure planning. We remain committed to advancing these initiatives and look forward to further developments in the coming months.

#### Fire:

- 15 burn permits were issued in March 2025
- March 2025 monthly fire calls with annual comparisons (included)

#### March Fire Reports:





**CEMC – March 2025**

- Attended multiple briefings on significant events throughout the month via zoom meetings

**By-Law Enforcement – March 2025**

- Parking Complaint...1
- Parking tags issued...1
- Traffic Complaint...1
- Property Standards...1

Respectfully submitted by:

Drew Davidson  
Director of Protective Services



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

**To:** Members of Council                      **From:** Ray Belanger, CBO  
**Reviewed By:** Josh Brick, CAO                      **Date:** April 10, 2025  
**Subject:** Monthly Report to Council                      **Council Meeting Date:** April 16, 2025  
**Report #:** CBO-25-4

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### Recommendation:

That report CBO-25-4 be received as information.

### Background:

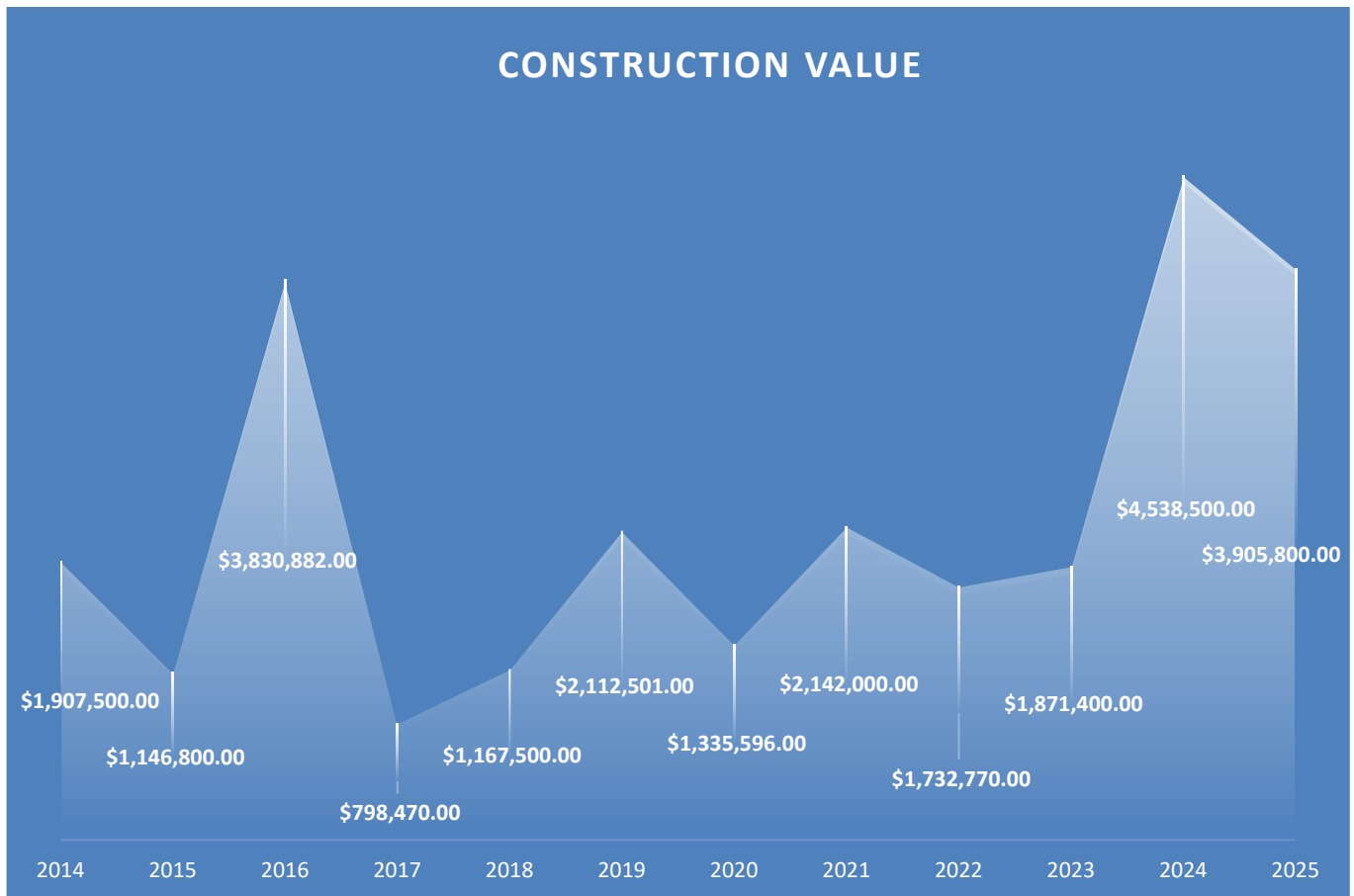
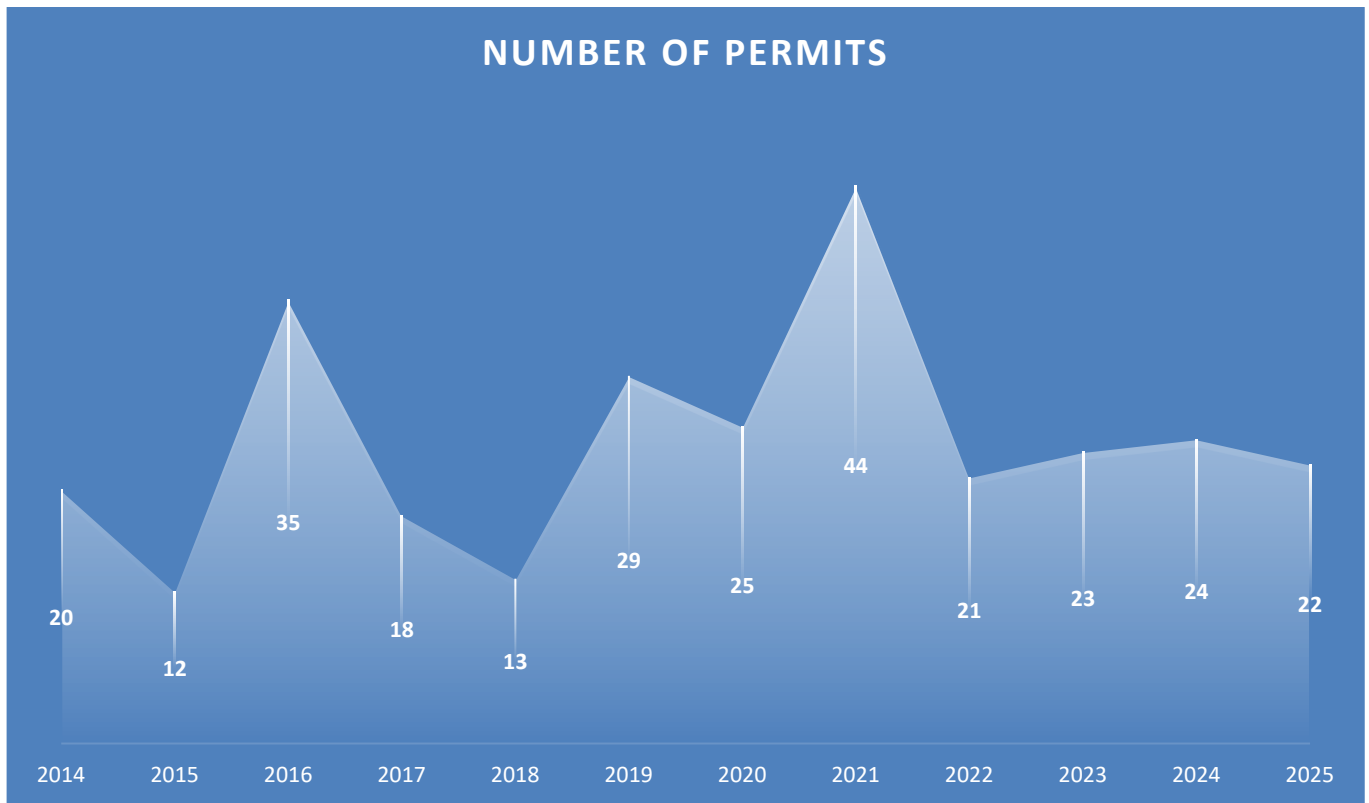
To provide Council with an update regarding the monthly building activities for the period ending on March 31, 2025.

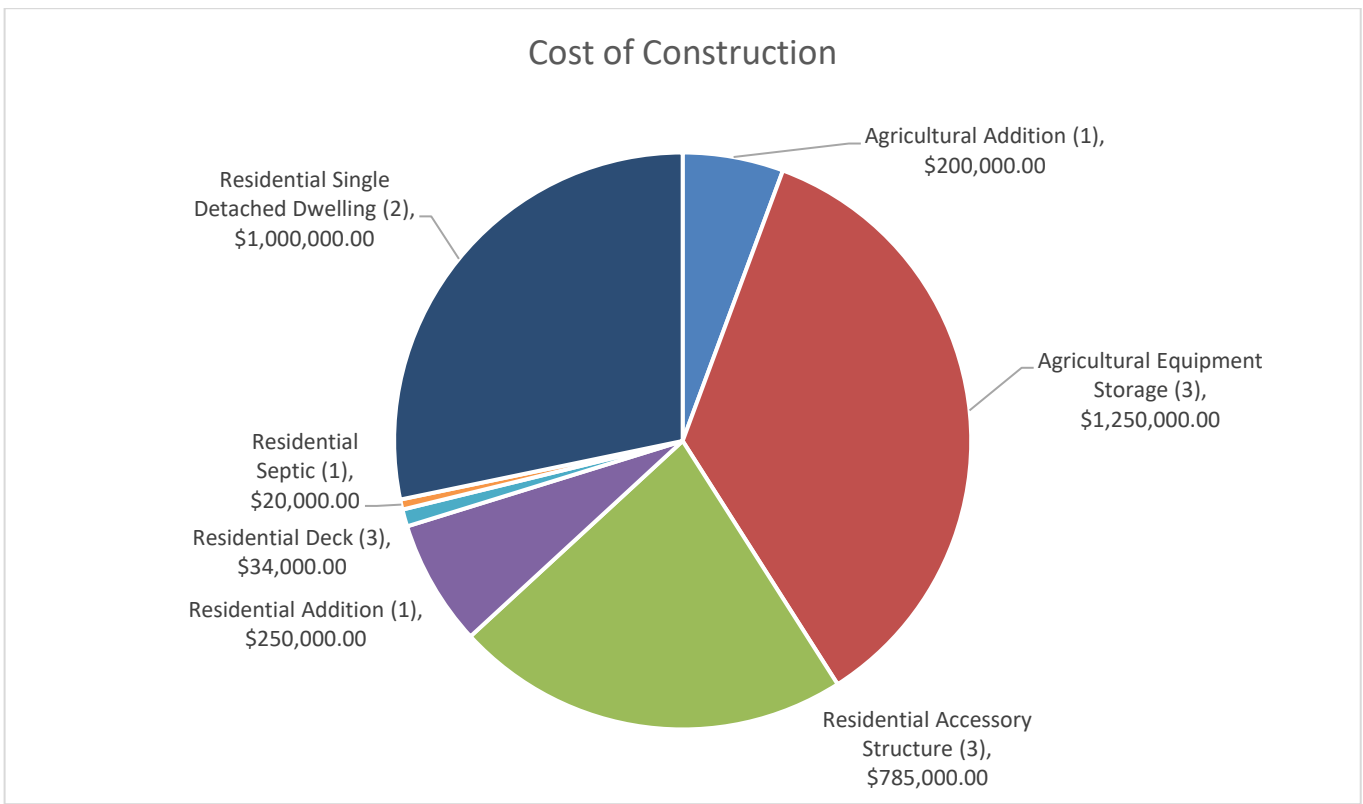
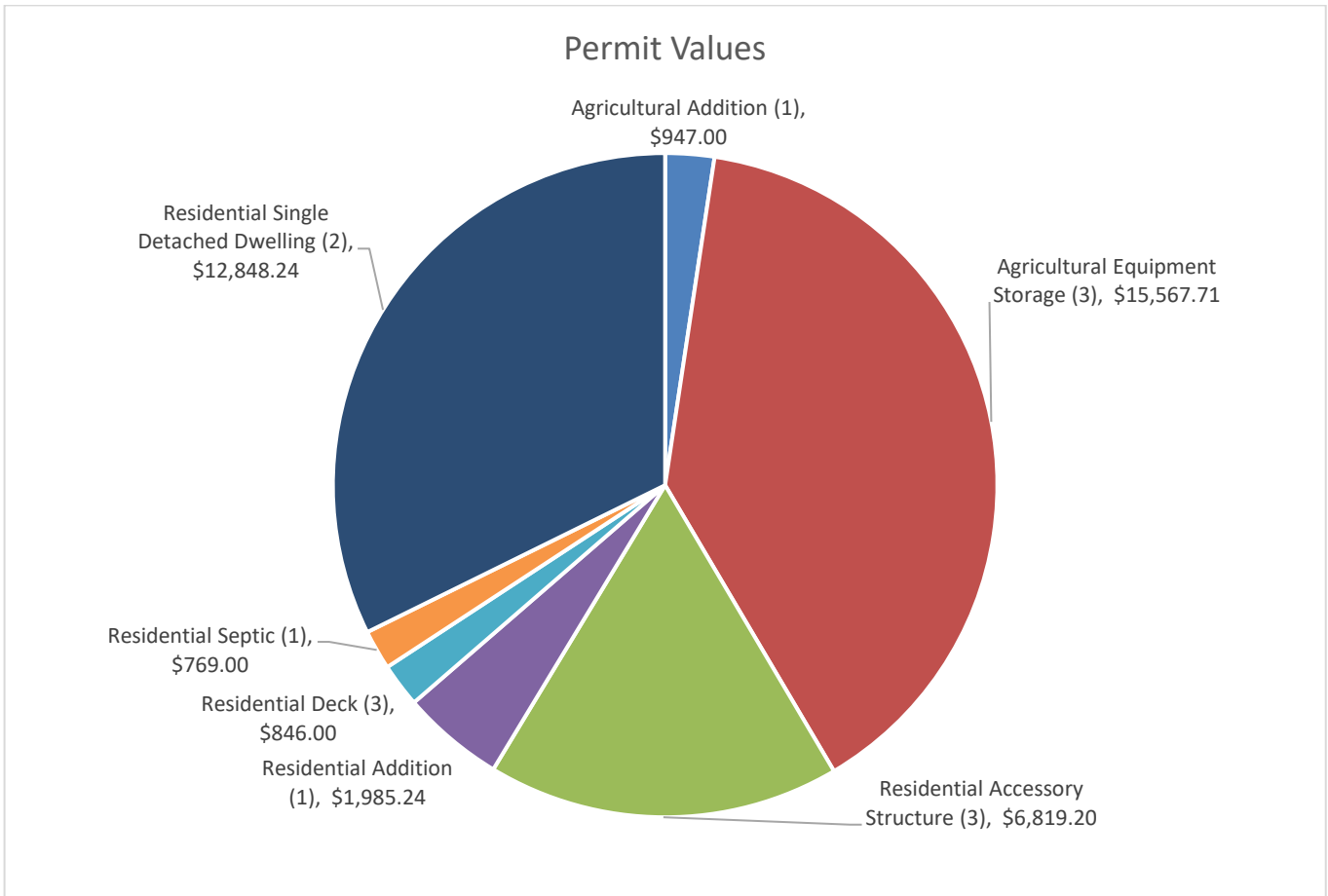
### Building Department Updates:

- The building department issued 14 permits for the month of March 2025.

Respectfully submitted by:

Ray Belanger  
CBO







# 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 ,CAO	<b>Date:</b>	April 10, 2025
<b>Subject:</b>	2025 Gravel Tender Results	<b>Council Meeting Date:</b>	April 16, 2025
<b>Report #:</b>	PW-25-05		

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### Recommendation:

That Report PW-25-05 be received for information; and,

That Council accepts the tender submitted by Ross Roth Sand & Gravel Ltd. for the supply, crushing and placement of approximately 18,000 Tonnes of granular “A” at a unit price of \$12.25/tonne; and further,

That Council directs the Director of Public Works to use the remaining \$62,500 in the 2025 gravel budget to purchase an additional approximately 5,000 tonnes of granular “A” from Ross Roth Sand & Gravel Ltd. to be used on the Township Road infrastructure.

### Background:

The Township puts out an annual gravel tender for the supply, crushing, loading, weighing and placement. The Township has split the roads up into 3 areas. In 2025 we will be doing the C cycle which is the North/East roads. Staff used the online procurement site Bids&Tenders to issue the gravel tender. Bids&Tenders sent out notifications to 20 plus suppliers. There were 8 contractors that took plans and 4 plan takers submitted prices.

### Analysis/Discussion:

The Township received 4 bids for the supply, crushing and placement of the gravel;

- 1) Ross Roth Sand & Gravel Inc. \$12.25/tonne for granular “A” with the source of material coming from the Bright Pit on Township Road 12.
- 2) Summit Aggregates KW Inc. \$13.50/tonne for granular “A” with the source of the material coming from the Ayr pit at 2686 Greenfield Road.

- 3) Lakeview Sand and Gravel Ltd. \$18.00/tonne for granular “A” with the source for the material coming from their pit at 1368 Beke Rd. Cambridge.
- 4) Quality Property Management \$37.17/tonne for granular “A”

During the 2024 budget discussions it was agreed upon that the Township would try a 3-year cycle for the placement of fresh gravel. The Township has been split into 3 equal parts with this year being in area C which is the North/East roads. As the majority of the gravel roads are showing good quantities of gravel on them, the idea behind the 3 cycles was to help create a better balance for budgeting and with the higher costs of the gravel a more manageable budget number.

Staff is recommending that the contract be awarded to Ross Roth Sand & Gravel Inc.. Staff have confirmed that the gravel is of good quality and a sieve analysis will be provided once awarded. Ross Roth Sand & Gravel Inc. will be supplying a scale calibration and ensures the Township that they can supply enough trucks to meet the 2000 tonne per day application.

**Financial Considerations:**

Placement of 18,000 tonne A gravel	<b>Budget: \$283,000.00</b>
<b>Ross Roth Sand &amp; Gravel Ltd. A gravel \$12.25</b>	<b>\$220,500.00</b>
Summit Aggregates KW Inc A gravel \$13.50	\$243,000.00
Lakeview Sand & Gravel Ltd. A gravel \$18.00	\$324,000.00
Quality Property Management . A gravel \$37.17	\$669,060.00

**Attachments:** Map of C cycle

Respectfully submitted by:




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Jim Borton  
Director of Public Works



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	April 10, 2025
<b>Subject:</b>	2024 Surface Treatment Tender Results	<b>Council Meeting Date:</b>	April 16, 2025
<b>Report #:</b>	PW-25-06		

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### Recommendation:

That Report PW-25-06 be received for information;

And further that Council accept the Surface Treatment tender submitted by Walker Construction, Niagara Falls, ON.

And further that Council direct the Director of Public Works to use the remaining budget money to pull Blandford Road ahead and do the double surface treatment at a cost of \$98,532.00

### Background:

The Townships surface treated roads require resurfacing every 7 years to maintain them. The Township started using FibreMat in the surface treatment process in 2015, it has added strength, flexibility and is proving to be a beneficial product.

All Oxford Municipalities were asked if they wanted to participate in the 2025 Surface treatment tender. The invitation was also extended to Wilmot Township as we have some boundary roads being done. The tender was put on bids and tenders, there were 12 plan takers, however, Walker Construction was the only bidder.

### Analysis/Discussion:

We will be resurfacing with FibreMat:  
Oxford-Waterloo Rd from Washington Rd. to Trussler Rd. (50% cost shared with Wilmot)  
Township Road 5 from Blenheim Rd to Trussler Rd.  
Canning Road from Township Rd 3 to highway 2

The Township of Wilmot will be converting Oxford-Waterloo Rd from Washington Rd to Hofstetter Rd. This is being administered by Wilmot with the Township of Blandford-Blenheim responsible for 50% of the cost.

The conversion cost is \$8.79 m<sup>2</sup> for a double treatment and the FibreMat Surface treatment cost is \$6.49 m<sup>2</sup>. This is an increase from 2023, the high inflation rate and the high oil pricing is the main contributor to the increase in cost.

As the cost to resurface Oxford-Waterloo Road is a 50/50 cost sharing with Wilmot Township due to this being our boundary road, staff has shared the results with Wilmot. At this time Wilmot has asked if this capital work can be pushed into 2025. Due to some other projects, they have going on this year they do not have the funding required in 2024. Since the overall tender pricing exceeded the Township’s budget, by removing the Oxford-Waterloo portion from the 2024 planned work the Township will then be within the projected 2024 budget number. Staff has looked at the long-term budget and reserves, by pushing the resurfacing of Oxford-Waterloo Road into 2025 some work will also have to be moved out so that we do not put the public works reserve into a negative number. Staff is confident that this can be done without compromising the quality or integrity of the Townships roads.

**Financial Considerations:**

**Tender Results**

**Walker Construction**

Resurfacing		
Oxford -Waterloo Road	(50/50 with Wilmot Twp)	\$298,723.47
Hubbard Road		\$114,260.90
Township Road 2		\$166,563.70
Double Surface		
Township Road 6		\$236,408.00

**Budget**

Road	Budget	Cost	Difference
Double Surface Twp Rd. 6	\$215,000.00	\$236,408.00	-\$21,408.00
Resurfacing	\$425,000.00	\$579,548.07	-\$154,548.07
Remove Oxford-Waterloo	\$254,100.00 (50% Wilmot \$127,050.00)		
Resurfacing New	\$297,950.00	\$280,824.60	\$17,125.40
Required from Public Works reserve	\$4,282.60		

**Attachments:** Location Map

Respectfully submitted by:



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



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Josh Brick, CAO Sarah Matheson, Clerk
<b>Reviewed By:</b>		<b>Date:</b>	April 8, 2025
<b>Subject:</b>	Strategic Plan Adoption	<b>Council Meeting Date:</b>	April 16, 2025
<b>Report #:</b>	CAO-25-10		

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### Recommendation:

That Report CAO-25-10 be received as information; and,

That Council adopts the 2025-2028 Strategic Plan, as presented; and further,

That Council directs staff to plan a public information session relating to the adopted 2025-2028 Strategic plan, in addition to general overview of Municipal Operations.

### Background:

In 2024, Council initiated a strategic planning process. The purpose of this exercise was to help define a clear vision and mission, set priorities and align resources to meet the evolving needs of the community. Further, the strategic plan was intended to provide a roadmap that guides decision-making, budgeting and service delivery over a multi-year period. Ultimately this ensures that Council, staff and residents are working toward common goals, improves organizational focus, and enhances accountability and transparency in municipal operations.

Council retained Jennifer Kirkham of Mischievous Cat Productions to facilitate the strategic planning process.

Council and senior staff participated in strategic planning sessions on February 4<sup>th</sup> and March 25<sup>th</sup>, 2025. Information from these sessions formed the basis for the final strategic plan attached to report CAO 25-10.

### Analysis/Discussion:

With the last strategic planning process having been undertaken in 2012 at the Township of Blandford-Blenheim, the updated 2025-28 Strategic Plan represents a significant milestone in ensuring that the municipality's priorities reflect the current realities, opportunities and goals of the community.

Once Council has approved the Strategic Plan, staff will begin the implementation phase to operationalize the high-level strategic pillars and objectives. This phase ensures that the direction set by Council is translated into meaningful, actionable outcomes across the organization.

Key next steps include:

**1. Development of Departmental Business Plans**

- Each department will prepare an annual or multi-year business plan that aligns with key principles from the adopted Strategic Plan.
- These business plans will identify specific initiatives, programs, and services that contribute to achieving the strategic objectives.
- Plans will include measurable goals, timelines, and required resources to support implementation.

**2. Identification of Key Deliverables**

- Staff will define concrete deliverables and action items that respond directly to Council's priorities.
- These deliverables will be tracked and reported on regularly to further enhance transparency and accountability. These key deliverables will also be integrated with existing performance evaluation processes for senior staff and the CAO.

**3. Integration into Budgeting and Work Planning**

- Strategic priorities will be embedded into the annual operating and capital planning processes to ensure appropriate resource allocation/ prioritization.

**4. Monitoring and Reporting**

- Staff will establish a framework to monitor progress and measure success against identified outcomes.
- Regular progress updates will be provided to Council and the public to maintain alignment, transparency, and accountability. One example that Council will routinely notice is the identification of relevant strategic pillars within future staff reports received by Council.

**5. Communication and Engagement**

- The Strategic Plan will be shared internally with staff and externally with the community to reinforce collective ownership and understanding of municipal priorities.
- Ongoing engagement will be encouraged to ensure the plan remains relevant and responsive to community needs.

**Financial Implications:**

The 2025–28 Strategic Plan will serve as a foundational document guiding future operating and capital budget decisions. As departmental business plans are developed in alignment with the strategic priorities, staff will identify resource needs, including new initiatives, service

enhancements, or infrastructure investments. This information will be considered through annual budget deliberations to ensure that financial planning supports the achievement of Council's strategic objectives. Over time, the Strategic Plan will help prioritize investments, allocate resources more effectively, and enhance long-term financial sustainability by ensuring key decisions are guided by clearly defined priorities.

Strategic plan facilitation services had a total budget impact of less than \$2000.00, which was funded through the Council Professional Services budget line item.

Respectfully submitted by:

Josh Brick  
Chief Administrative Officer

Sarah Matheson  
Municipal Clerk

Township of Blandford-Blenheim  
Strategic Plan (2025-2028)

<p><b>Vision</b> An engaged, forward-thinking community that values responsible growth and embraces its natural beauty, small town charm and enhanced quality of life for all.</p>	<p><b>Mission Statement</b> To support our residents, businesses and future generations by advocating for and delivering quality services that promote growth and well-being.</p>
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Engaged and Informed Community	Responsible and Strategic Growth	Community Well-Being and Inclusivity	Excellence in Public Service
<p><b>Goal:</b> To foster a culture of open communication, transparency, and community involvement, ensuring residents are well-informed, engaged, and empowered to contribute to municipal decision-making.</p>	<p><b>Goal:</b> To guide well-planned, sustainable growth that balances economic development, environmental sustainability, and community needs, while preserving our rural and agricultural heritage.</p>	<p><b>Goal:</b> To create a safe, healthy, and inclusive community where all residents feel welcome, connected, and supported through diverse programs, services, and opportunities.</p>	<p><b>Goal:</b> To uphold transparency, accountability, innovation and responsible fiscal management in municipal operations by fostering a high-performing workforce, delivering exceptional public service, and providing high-quality, accessible, and efficient municipal services and facilities.</p>
<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Strengthen two-way communication through transparent and effective outreach</li> <li>• Increase public participation in municipal decision-making and initiatives</li> </ul>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Support economic growth that aligns with community values and long-term development plans</li> <li>• Leverage economic development opportunities along key corridors, such as the 401</li> </ul>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Support and advocate for initiatives that promote active living, aging in place, and family-friendly environments</li> <li>• Encourage diverse and welcoming community</li> </ul>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Foster a culture of continuous improvement and innovation in service delivery</li> <li>• Prioritize workforce development, succession planning, and staff resources</li> <li>• Enhance, expand and improve access to municipal</li> </ul>

Engaged and Informed Community	Responsible and Strategic Growth	Community Well-Being and Inclusivity	Excellence in Public Service
<ul style="list-style-type: none"> <li>• Develop and implement a comprehensive communication strategy leveraging technology, social media presence, and digital engagement tools</li> <li>• Promote community identity and pride through storytelling and branding efforts</li> </ul>	<ul style="list-style-type: none"> <li>• Strengthen advocacy efforts with upper-tier governments to support local growth initiatives, including the necessary infrastructure and services to support responsible expansion</li> <li>• Protect farmland and rural character while fostering economic development</li> <li>• Encourage mixed-use and walkable community planning</li> </ul>	<p>programs that appeal to all demographics</p> <ul style="list-style-type: none"> <li>• Develop walkable and connected neighbourhoods that enhance quality of life</li> <li>• Promote and encourage volunteerism</li> </ul>	<p>programs and services to meet evolving community needs</p> <ul style="list-style-type: none"> <li>• Invest in facility maintenance and upgrades for long-term sustainability</li> <li>• Foster partnerships and shared service models to maximize efficiency</li> <li>• Leverage technology to improve service delivery and responsiveness</li> <li>• Ensure long-term financial stability through responsible fiscal planning and diversified revenue streams</li> <li>• Implement financial policies that promote efficiency, accountability, and cost-effective service delivery</li> </ul>

**THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM**

**BY-LAW 2493-2025**

**2025 INTERIM LEVY #2 (ACTUAL COST BY-LAW) FOR**

**PHASE 3 OF THE PRINCETON DRAINAGE SYSTEM 2022**

**BEING** a By-law to provide for an interim levy of the actual cost of the work of the construction of Phase 3 of the Princeton Drainage System 2022 project as provided for in By-Law 2313-2022;

**WHEREAS** By-law Number 2313-2022 was passed on the 19th day of October, 2022 providing for the construction of the Princeton Drainage System 2022;

**AND WHEREAS** the Municipality has collected the costs for work for Phases 1 and 2 and now wishes to collect the costs of work completed in Phase 3;

**AND WHEREAS** the costs incurred in Phase 3 are \$5,160,868.44, which is 28.20% of the total estimated cost of \$18,300,000.00;

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

1. THAT the interim cost (actual cost) of Phase 3 of the Princeton Drainage System 2022 be levied against the lands and roads as set out in the assessment schedule adopted by By-Law 2313-2022 and in accordance with the requirements of the Report that assessments to privately owned parcels affected by any levy be fixed as per the Report estimate, that road work assessments to roads in the levy be based on actual costs of the road work, and that drain work assessments to roads in the levy be prorated as set out in By-Law 2313-2022.
1. THAT the last date for making a commuted payment in cash was the 30<sup>th</sup> day of March, 2025. All those not paid, will be debentured, and charged a 2% administration fee for doing so as well as 1.25% interest for 1 month until the debenture is in place.
2. THAT the interim costs being the actual costs for Phase 3 be levied and collected as set out in Schedule C3 attached hereto and forming part of this By-Law.

**READ** a **FIRST**, **SECOND** and **THIRD** time and **FINALLY PASSED** this 16<sup>th</sup> day of April, 2025.

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Sarah Matheson, Clerk

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Mark Peterson, Mayor

**SCHEDULE C3  
ASSESSMENTS FOR BILLING 3 (2024)  
PRINCETON DRAINAGE SYSTEM 2022, TOWNSHIP OF BLANDFORD-BLENHEIM**

Roll Number & Owner	Con, Lot, Reg's Plan, & Reg's Plan Lot Descriptions	Approx. Street Location	Sched A Gross (Report)	BILLING 3	
				Gross	Allowances
010-00100 (John & Christine Beasley)	PLAN 99 LOT 90	Church Street	5,626		0.00
010-00200 (Benjamin & Emma Galbraith)	PLAN 99 LOT 88 TO 89	Church Street	5,752		0.00
010-00300 (James & Sharon Walker)	PLAN 99 LOT 93 TO 94 PT;CHURCH ST	Church Street	5,878		0.00
010-00400 (Christopher Tweedle)	PLAN 99 LOT 92	Church Street	5,626		0.00
010-00500 (Scott & Jody Polisak)	PLAN 99 PT LOT 91	Church Street	5,626		0.00
010-00600 (Blake & Judy Mullin)	BLENHEIM CON 1 PT LOT 13;PLAN 65 LOTS C AND D PT LOT;1 RP 41R579 PART 2 RP;41R3857 PART 1	Cowan Street	5,831	5,831.00	5,831.00
010-00601 (Neil & Sheila Beaton)	PLAN 65 PT LOTS 1,2 CON 1 PT;LOT 13 RP 41R1629 PART 2	Cowan Street	5,658	5,658.00	5,658.00
010-00602 (Scott & Elizabeth MacAlpine)	PLAN 65 LOT 3 PT LOT 2,4 CON;1 PT LOT 13 RP 41R1629 PART;1	Cowan Street	5,705	5,205.00	5,205.00
010-00700 (Timothy & Susan Casler)	PLAN 65 LOT 5 W PT LOT 4	Cowan Street	5,784	5,284.00	5,284.00
010-00701 (Lynda Rumble)	PLAN 65 PT LOTS 6,7,8 CON 1;PT LOT 13	McQueen St N	5,863	5,363.00	5,363.00
010-00705 (Johan & Patricia DeKoning)	PLAN 65 PT LOTS 6 TO 8	McQueen St N	5,831	5,831.00	5,831.00
010-00800 (Sheryl Kiertcher)	PLAN 65 LOT 7,8 S/S COWAN	Cowan Street	5,752	5,252.00	5,252.00
010-00805 (Princeton & District Housing)	CON 1 LOT 13 PLAN 65 LOTS;9-11 N/S COWAN RP 41R2908;PARTS 1 & 5	Cowan Street	22,470	22,470.00	22,470.00
010-00900 (Allan Blackmore)	PLAN 65 LOT 6	Cowan Street	5,626	5,126.00	5,126.00
010-00905 (Matthew Sloan & Tara Watters)	PLAN 65 LOT 9 PT LOT 10 RP;41R4347 PT 1	Cowan Street	5,736	5,236.00	5,236.00
010-00908 (Mark & Danielle Perry)	PLAN 65 LOT 11 PT LOTS 10-12;RP 41R4347 PARTS 2 & 6	Cowan Street	5,736	5,236.00	5,236.00
010-00910 (Stephanie Nicole Robbins)	CON 1 S PT 13 PLAN 65 PT 12;RP 41R4347 PARTS 3 & 7	Cowan Street	5,736	5,236.00	5,236.00
010-00912 (Debra and Beverly Beemer)	CON 1 N PT LOT 13 RP 41R4347;PART 4	Cowan Street	5,610	5,110.00	5,110.00
010-00980 (Gary & Sharon Laird)	PLAN 65 LOT 3 PT LOT 4, S/S COWAN	Cowan Street	5,736	5,736.00	5,736.00
010-00990 (Michael & Doris llycky)	PLAN 65 LOTS 1 & 2	Cowan Street	5,752	5,752.00	5,752.00
010-01000 (Lawrence Etherington)	PLAN 99 LOT 79	Emma Street	2,563		0.00
010-01001 (John & Marguerite Anderson)	PLAN 99 LOT 80 TO 81	Emma Street	5,752		0.00
010-01002 (Cory Blight)	PLAN 99 LOT 77 TO 78	Emma Street	5,752		0.00
010-01003 (Sarah Barone)	PLAN 99 PT LOT 75 PT LOT 76	Emma Street	5,721		0.00
010-01004 (Robert & Debora Randall)	PLAN 99 PT LOTS 73,74,75	Emma Street	5,736		0.00
010-01100 (Dianne Savage)	PLAN 99 PT LOT 99 LOT;100,101	Elgin St East	5,768		0.00
010-01200 (Terry & Kimberly Fountain)	PLAN 99 LOT 102 PT LOT 91	Elgin St East	5,642		0.00
010-013-00 (Nelson & Mary Anne DaCosta)	CON 1 PT LOT 13	Elgin St West	5,989		0.00
010-013-02 (Nelson DaCosta)	CON 1 PT LOT 13	Elgin St West	5,989		0.00
010-01305 (Paul & Lorri Zimmerman)	CON 1 PT LOT 13 RP 41R5175;PART 1	Elgin St West	5,863		0.00
010-01306 (W. & M. Mallinson/C. Howgego)	CON 1 PT LOT 13 RP 41R5175;PART 2	Elgin St West	5,863		0.00
010-01400 (2498298 Ontario Limited)	CON 1 S PT LOT 12 PLAN 99;LOT 82-87 E/S WONHAM LOTS 95;TO 99 LOTS 107,108 AND;RP41R6182 PART 2	Elgin St East	122,531		0.00
010-01404 (Jesse Moesker)	CON 1 S PT LOT 12 PLAN 99;LOT 82-87 E/S WONHAM LOTS 95;TO 99 LOTS 107,108 AND;RP41R6182 PART 2	Emma Street	6,178		0.00
010-01500 (United Church Princeton)	PLAN 99 LOT 105 TO 106	Elgin St East	5,752		0.00
010-01600 (Joanne MacGregor)	PLAN 99 LOT 104 PT LOT 103	Elgin St East	5,658		0.00

**SCHEDULE C3  
ASSESSMENTS FOR BILLING 3 (2024)  
PRINCETON DRAINAGE SYSTEM 2022, TOWNSHIP OF BLANDFORD-BLENHEIM**

Roll Number & Owner	Con, Lot, Reg's Plan, & Reg's Plan Lot Descriptions	Approx. Street Location	Sched A Gross (Report)	BILLING 3		
				Gross	Allowances	Net
010-01700 (Kyle Hammer & Katelyn Johnson)	PLAN 65 W PT LOT 10	Elgin St West	5,563			0.00
010-01800 (Dennis & Jerri-Lynn Haack)	PLAN 65 LOTS 9,11 S/S;VICTORIA ST	Elgin St West	5,752			0.00
010-01900 (Allan, Lisa & Kevin McLean)	PLAN 65 LOT 12	Elgin St West	5,626			0.00
010-02000 (Glenn Anderson)	PLAN 65 LOT 13 TO 15	Elgin St West	5,878			0.00
010-02100 (Amy Rehkopf & Ross Farrant)	PLAN 65 E PT LOT 17	Elgin St West	5,579			0.00
010-02200 (Bradley & Susan Rumble)	PLAN 65 LOT 18 W PT LOT 17	Elgin St West	5,673			0.00
010-02300 (William & Mary Lou Hall)	PLAN 65 LOT 19 TO 20	Elgin St West	5,752			0.00
010-02301 (Robert & Marlene Podetz)	PLAN 65 LOTS 21 -22	Elgin St West	5,752			0.00
010-02400 (Kathryn Keys)	PLAN 65 LOTS 14,15 PT LOT 13;RP 41R2297 PART 1	Gissing Street	5,673	5,173.00		5,173.00
010-02401 (Matthew Missere)	PLAN 65 LOTS 11,12 PT LOT 13;RP 41R2297 PART 2	Gissing Street	5,831	5,331.00		5,331.00
010-02408 (Sheryl Kiertscher)	PLAN 65 LOT 10	Gissing Street	2,563	2,563.00		2,563.00
010-02410 (Glen & Chelsea McFadden)	PLAN 65 LOTS 16,17 CON 1 PT;LOT 13 RP41R6106 PART 1	Gissing Street	5,689	5,189.00		5,189.00
010-02500 (Julie Carswell)	PLAN 65 LOT 8 TO LOT 9	Gissing Street	5,752	5,252.00		5,252.00
010-02600 (Michael Shantz & Cheryl Smith)	PLAN 65 LOT 7 N/S GISSING;LOT 5 S/S COWAN	Gissing Street	5,752	5,252.00		5,252.00
010-02601 (Rystat Properties Limited)	PLAN 65 LOT 1 TO 3 CON 1 PT;LOT 13 RP 41R791 PT 1	Gissing Street	5,894	5,894.00		5,894.00
010-02612 (Rystat Developments Inc.)	CON 1 PT LOT 13 RP 41R5556;PART 1	Gissing Street	5,725	5,225.00	6,500.00	-1,275.00
010-02700 (William & Sarah Wursten)	PLAN 65 LOT 6 N GISSING PT;LOT 4 S COWAN AND RP 41R5363;PART 1	Gissing Street	5,642	5,142.00		5,142.00
010-02800 (Simon Dyt)	PLAN 65 NS GISSING LOTS 4 & 5	Gissing Street	5,752	5,252.00		5,252.00
010-02900 (Alfred & Cheryl Budgell)	PLAN 65 LOT 3 PT LOTS 1 & 2;RP 41R3826 PART 1	Gissing Street	5,689	5,189.00		5,189.00
010-03100 (Jamie & Julia MacDonald)	CON 1 N PT LOT 12	Main St. East - N Rwy	5,642	5,142.00		5,142.00
010-03200 (Michael Lavigne)	CON 1 N PT LOT 12	Main St. East - N Rwy	5,642	5,142.00		5,142.00
010-03300 (James & Margaret Church)	CON 1 N PT LOT 12	Main St. East - N Rwy	5,768	5,268.00		5,268.00
010-03500 (Donald Hall)	CON 1 N PT LOT 12	Main St. East - N Rwy	5,610	5,110.00		5,110.00
010-03600 (Hydro One Networks)	CON 1 N PT LOT 12	Main St. East - N Rwy	5,579	5,079.00		5,079.00
010-03700 (Jack & Kathryn Keys)	CON 1 N PT LOT 12	Main St. East - N Rwy	5,768	5,268.00		5,268.00
010-03800 (Alexander Donn)	CON 1 N PT LOT 12	Main St. East - N Rwy	5,610	5,110.00		5,110.00
010-03900 (Glenn Jenkins & Tonya-Anne Hay)	CON 1 N PT LOT 12	Main St. East - N Rwy	5,610	5,110.00		5,110.00
010-04000 (Princeton Holdings Limited)	BLLENHEIM CON 1 N PT LOT 12;RP 41R7759 PARTS 1 TO 4	Main St. East - N Rwy	45,175	45,175.00		45,175.00
010-04100 (Fredrick Courtney)	CON 1 PT LOT 12 AND PLAN 65;PT LOTS A B E/S MAIN LOTS 1;TO 7 S/S COWAN LOTS 4 TO 9;N/S GISSING LOTS 6 TO 11 S/S	Main St. East - N Rwy	3,016	2,516.00		2,516.00
010-04101 (Michael Ashton & Catherine Melanson)	CON 1 N PT LOT 12 RP 41R241;PART 1	Main St. East - N Rwy	5,847	5,347.00		5,347.00
010-04102 (Billy & Williamina Skokun)	CON 1 N PT LOT 12 RP 41R218;PART 1	Roper Street - S/S	3,079	2,579.00		2,579.00
010-04103 (Robert Cowan)	CON 1 PT LOT 12 RP 41R218;PART 2	Roper Street - S/S	3,016	2,516.00		2,516.00
010-04104 (Robert & Margaret Stevenson)	CON 1 N PT LOT 12 RP 41R218;PART 3	Roper Street - S/S	3,016	2,516.00		2,516.00
010-04112 (Christopher & Lynne McDougall)	CON 1 N PT LOT 12 RP 41R810;PART 2	Roper Street - S/S	500	500.00		500.00
010-04114 (Jack Keeton & Katie McFarland)	CON 1 N PT LOT 12 RP 41R810;PART 3	Roper Street - S/S	500	500.00		500.00
010-04116 (Beverly and Joan Courtney)	CON 1 N PT LOT 12 RP 41R810;PART 4	Roper Street - S/S	500	500.00		500.00

**SCHEDULE C3  
ASSESSMENTS FOR BILLING 3 (2024)  
PRINCETON DRAINAGE SYSTEM 2022, TOWNSHIP OF BLANDFORD-BLENHEIM**

Roll Number & Owner	Con, Lot, Reg's Plan, & Reg's Plan Lot Descriptions	Approx. Street Location	Sched A Gross (Report)	Gross	BILLING 3 Allowances	Net
010-04200 (Jan Pannekoek)	PLAN 65 LOT 1 E/S MAIN LOT 3;N/S GISSING	Main St. East - N Rwy	5,516	5,016.00		5,016.00
010-04300 (Michael Deane)	PLAN 65 LOT 2	Main St. East - N Rwy	5,516	5,016.00		5,016.00
010-04400 (Michael & Kelly Nielsen)	PLAN 65 LOT 3 TO 5, S/S GISSING ST	Main St. East - N Rwy	5,516	5,016.00		5,016.00
010-04500 (2789062 Ontario Inc)	PLAN 65 LOT 5 N PT LOT 6 E;MAIN LOT 7 S/S RAILWAY	Main St. East	5,815			0.00
010-04700 (Derek Novakowich)	PLAN 65 S PT LOTS 6 7 AND 9	Main St. East	5,752			0.00
010-047-01 (Derek Novakowich)	PLAN 65 N PT LOT 8 E MIDDLE;TOWN LINE	Main St. East	5,563			0.00
010-048-00 (Foster Gordon & Luigi Collalto)	PLAN 65 N PT LOT 8 E MIDDLE;TOWN LINE	Main St. East	5,563			0.00
010-05000 (Lisa Mitchell)	PLAN 99 LOT 9	Main St. East	5,642			0.00
010-05100 (St. Pauls Anglican Church)	PLAN 99 LOT 10 AND 11	Main St. East	5,752			0.00
010-05200 (Anglican Church of St. Pauls)	PLAN 99 PT LOTS 12,103	Main St. East	5,721			0.00
010-05300 (Kari-Ann Pink)	PLAN 99 LOT 13	Main St. East	5,626			0.00
010-05400 (Herman Leusink & Keira Lynas)	PLAN 99 LOTS 14-15	Main St. East	5,752			0.00
010-05500 (William, Heather & Cheryl Donkers)	PLAN 99 LOT 16	Main St. East	5,626			0.00
010-05600 (Daniel & Sharron Dymont)	PLAN 99 LOT 17	Main St. East	5,626			0.00
010-05700 (Dianne Boyko)	PLAN 99 LOT 18	Main St. East	5,642			0.00
010-05800 (Mellissa Meggs)	PLAN 99 PT LOT 19 RP 41R6255;PART 1	Main St. East	5,626			0.00
010-05900 (C.MacDonald, D.Sokol-MacDonald & S.Etherington)	PLAN 99 LOT 20 PT LOT 19	Main St. East	5,626			0.00
010-06000 (Issyfab Speed LTD)	PLAN 99 LOT 21	Main St. East	5,626			0.00
010-06100 (Larry & Lovey Meade)	PLAN 99 LOTS 22, 67, 68 & PT;LOT 23 PT MARY STREET RP;41R5278 PARTS 1,2 & 6 RP;41R6535 PARTS 1 & 2	Main St. East	5,941			0.00
010-06200 (J., R., D. & B. Vervaecke)	PLAN 99 LOT 24 PT LOTS 23;AND 25 AND PT CLOSED MARY ST;RP 41R5278 PARTS 3 TO 5	Main St. East	6,004			0.00
010-06300 (Justin Budgell)	PLAN 99 LOT 26 PT LOT 25,27	Main St. East	5,705			0.00
010-06400 (C. MacDonald & D. Sokol-MacDonald)	PLAN 99 LOT 28 S PT LOT 27	Main St. East	5,736			0.00
010-06500 (Brian & Linda Martin)	PLAN 99 LOT 29 PLAN 136 LOT;X	Main St. East	5,752			0.00
010-06600 (Michael & Paula Johnson)	PLAN 99 LOT 30,31 PT LOT 32	Main St. East	5,784			0.00
010-06700 (Danny Klassen (Grand River Mennonite Church))	BLLENHEIM CON 1 S PT LOT 12;PLAN 99 LOTS 33 34 AND Y PT;LOTS 32 35 AND RP 41R6122;PART 1	Main St. East	49,520			0.00
010-06800 (Frank Romano & Patricia Ferreira)	CON 1 S PT LOT 13	Main St. West	6,209			0.00
010-06801 (Romano SWM Pond)	Allowance is to Blandford-Blenheim					0.00
010-06900 (Nuno & Rachel Lobo)	CON 1 S PT LOT 13	Main St. West	6,052			0.00
010-06901 (Gregory & Joanne Forrest)	CON 1 S PT LOT 13	Main St. West	5,815			0.00
010-06902 (Roger & Vanessa Mabee)	CON 1 S PT LOT 13	Peter Street	5,815			0.00
010-07000 (Van Wees Roses Inc.)	BLLENHEIM CON 1 PT LOT 13 RP;41R8514 PT 2	Peter Street	384,817			0.00
010-07001 (James & Elizabeth Brown)	CON 1 S PT LOT 13	Peter Street	5,800			0.00
010-07002 (Jason Leuszler)	CON 1 S PT LOT 13	Peter Street	5,784			0.00
010-07003 (Theodorus & Patricia DeWaal)	CON 1 S PT LOT 13	Peter Street	5,721			0.00
010-07004 (Robert & Rose Hearn)	CON 1 S PT LOT 13	Peter Street	5,721			0.00
010-07005 (Christopher Brouwer)	CON 1 S PT LOT 13	Peter Street	5,721			0.00

**SCHEDULE C3  
ASSESSMENTS FOR BILLING 3 (2024)  
PRINCETON DRAINAGE SYSTEM 2022, TOWNSHIP OF BLANDFORD-BLENHEIM**

Roll Number & Owner	Con, Lot, Reg's Plan, & Reg's Plan Lot Descriptions	Approx. Street Location	Sched A Gross (Report)	Gross	BILLING 3 Allowances	Net
010-07010 (Robert & Jacqueline Cadwell)	CON 1 S PT LOT 13 RP 41R3495;PART 3	Main St. West	5,705			0.00
010-07012 (Christopher & Mari-Anne Rook)	CON 1 S PT LOT 13 RP 41R3495;PART 2	Main St. West	5,705			0.00
010-07100 (Ronald Gillepie & Judith Demarest)	CON 1 S PT LOT 13 RP 41R3495;PART 1	Main St. West	5,705			0.00
010-07101 (Township of Blandford-Blenheim)	CON 1 S PT LOT 13 RP 41R2675;PART 1	Main St. West	5,831			0.00
010-07300 (Flying Wrenches Automotive)	CON 1 S PT LOT 13	Main St. West	5,989			0.00
010-07500 (Township of Blandford-Blenheim)	CON 1 S PT LOT 13	Main St. West	5,642			0.00
010-07600 (Jordan Korevaar)	CON 1 S PT LOT 13	Main St. West	5,626			0.00
010-07700 (Robert & Patricia Van de Cappelle)	CON 1 S PT LOT 13	Main St. West	5,610			0.00
010-07800 (Township of Blandford-Blenheim)	BLENHIEM CON 1 S PT LOT 13;RP 41R5445 PARTS 1 AND 2 RP;41R8514 PART 1	Main St. West	61,467			0.00
010-07900 (Harry Sinden)	PLAN 65 E PT LOTS 9,10	Main St. West	5,547			0.00
010-08100 (David & Amy Young)	PLAN 65 PT LOTS 9, 10	Main St. West	5,642			0.00
010-08200 (William & Mary Lou Hall/Rebecca Dohey)	PLAN 65 S PT LOT 8	Main St. West	5,563			0.00
010-08300 (George Townsend)	PLAN 65 PT LOTS 7,8	Main St. West	5,642			0.00
010-08400 (Derek & Barbara Brown)	PLAN 65 LOT 6	Main St. West	5,626			0.00
010-08500 (Michael & Bonnie Buchanan)	PLAN 65 LOT 5	Main St. West	5,626			0.00
010-08600 (Jacob Royston)	PLAN 65 LOT 4	Main St. West	5,626			0.00
010-08700 (James Gale)	PLAN 65 LOT 3	Main St. West	5,626			0.00
010-08800 (Canada Post Corporation)	CON 1 S PT LOT 13	Main St. West	5,705			0.00
010-09400 (William & Kayla Pettman)	PLAN 65 LOTS A,B PT LOTS 1-2;RP 41R3826 PART 2	Main St. West	5,957	5,457.00		5,457.00
010-09500 (Keith & Patricia Cadwell)	PLAN 146 PT LOT D & CON 1 PT;LOT 13 RP 41R3857 PART 2	Main St. West - N Rwy	5,973	5,473.00		5,473.00
010-09600 (DeerRidge Holdings Inc.)	CON 1 N PT LOT 13 PLAN 146;LOT 1,2 & 8-11 BLK C LOTS;8,9 & 1 TO 12 S/S PALMER LOT;8-12 E/S KING, PLAN 146 LOTS 4 TO 7 W/S; MURRAY ST LOTS 1 TO 2 S/S; LISTER ST LOTS 1 TO 2 N/S; FOX ST	Main St. West - N Rwy	113,137	113,137.00	1,050.00	112,087.00
010-09700 (Gary & Valerie Fawcett)	PLAN 146 LOT 12,14 PT LOT 11;W MAIN PT LOTS 10,11,12 E/S;KING KING	Main St. West - N Rwy	5,673	5,173.00		5,173.00
010-09800 (James & Dee Prowse)	PLAN 146 LOT 10 PT LOTS 9;AND 11 W/S MAIN ST PT LOTS 9;AND 10 E/S KING ST	Main St. West - N Rwy	5,610	5,110.00		5,110.00
010-09900 (Ian Smith & Lisa Cramm)	PLAN 146 LOT 8 PT LOT 9 W;MAIN ST PT LOTS 8 AND 9 E;KING ST	Main St. West - N Rwy	5,595	5,095.00		5,095.00
010-10000 (Sharyn Banks / Doris Rabb Estate)	PLAN 146 LOT 3 TO LOT 7	Main St. West - N Rwy	5,784	5,284.00		5,284.00
010-10100 (Ryan Rodrigue)	PLAN 146 LOT 1 TO LOT 2	Main St. West - N Rwy	5,626	5,126.00		5,126.00
010-10200 (Randy & Peggy Crosby)	PLAN 146 BLK A	Main St. West - N Rwy	5,689	5,189.00		5,189.00
010-10300 (Kenneth Hanchiruk)	PLAN 146 PT BLK B S/S ROPER;PT LOTS 1 & 2 E/S KING	Roper Street - S/S	47	47.00		47.00
010-10501 (Ficzere & Sons Limited)	CON 1 S PT LOT 13	Railway St W - S/S	1,860			0.00
010-10600 (Michelle Duncan)	PLAN 65 LOT 16 PT LOT 15	Railway St W - S/S	5,721			0.00
010-10700 (Sandra Etherington)	PLAN 65 LOT 14 PT LOT 15	Railway St W - S/S	5,658			0.00
010-10800 (Zachary Hazell & Sarah Simkin)	PLAN 65 LOT 13	Railway St W - S/S	5,626			0.00

**SCHEDULE C3  
ASSESSMENTS FOR BILLING 3 (2024)  
PRINCETON DRAINAGE SYSTEM 2022, TOWNSHIP OF BLANDFORD-BLENHEIM**

Roll Number & Owner	Con, Lot, Reg's Plan, & Reg's Plan Lot Descriptions	Approx. Street Location	Sched A Gross (Report)	BILLING 3	
				Gross	Allowances
010-10900 (David & Laura Peart)	PLAN 65 LOT 12	Railway St W - S/S	5,626		0.00
010-11000 (Benjamin & Meghan Collins)	PLAN 65 LOT 11	Railway St W - S/S	5,626		0.00
010-11100 (David Crawford & Laura Allin)	PLAN 65 LOT 10	Railway St W - S/S	5,626		0.00
010-11200 (McLaren Property Enterprise)	PLAN 65 LOT 9 S RAILWAY PLAN;65 PT LOT 11 N VICTORIA	Railway St W - S/S	5,642		0.00
010-11300 (Lydia & Courtney Lieske)	PLAN 65 LOT 8	Railway St W - S/S	5,626		0.00
010-11400 (Ryan Taylor & Holly Walker)	PLAN 65 LOT 7	Railway St W - S/S	5,626		0.00
010-11500 (Bell Canada)	PLAN 65 LOT 6	Railway St W - S/S	5,626		0.00
010-11800 (Bryce Watson & Shyan Linthorne-House)	PLAN 65 LOT 5 S RAILWAY	Railway St W - S/S	5,626		0.00
010-11900 (Allen & Beverly Yeandle)	PLAN 65 LOT 8 W PT LOT 9	Railway St E - S/S	5,689		0.00
010-12000 (Darrell Ingrey & Glenda Doan)	PLAN 65 LOTS 10-11 PT LOT 9	Railway St E - S/S	5,815		0.00
010-12100 (Charles McCarthy)	PLAN 65 LOT 12	Wonham Street	5,626		0.00
010-12300 (Jeffrey & Darlene Tait)	CON 1 S PT LOT 12	Wonham Street	5,595		0.00
010-12400 (588922 Ontario Inc.)	BLENHEIM CON 1 PT LOT 12 RP;41R8292	Wonham Street	5,079		0.00
010-12410 (588922 Ontario Inc.)	BLENHEIM CON 1 PT LOT 12 RP;41R7961 PART 1	Railway St E - N/S	5,563		0.00
010-12500 (588922 Ontario Inc.)	PLAN 65 LOT 1	Railway St E - N/S	2,547		0.00
010-12700 (Jack Keys)	CON 1 PT LOT 13 RP 41R5556;PTS 2,3,4 & 6	Railway St W - N/S	5,631		0.00
010-12802 (J B Beaton Construction Limited)	PLAN 65 LOTS 1 TO 5	Railway St W - N/S	4,597		0.00
010-12812 (Melvin Campbell)	PLAN 65 LOTS 6 & 7	Railway St W - N/S	95		0.00
010-12816 (Marcott Smith Holdings Inc.)	PLAN 65 LOTS 8 TO 13	Railway St W - N/S	284		0.00
010-12900 (Samuel & Laura Baker)	PLAN 65 LOT 17 TO LOT 18	Victoria St W - N/S	5,752		0.00
010-12901 (Jaben Wassink & Megan Trendell)	PLAN 65 LOT 15 TO LOT 16	Victoria St W - N/S	5,752		0.00
010-13000 (Benjamin Beechey)	PLAN 65 LOT 13 TO LOT 14	Victoria St W - N/S	5,752		0.00
010-13100 (John & Margaret Kipp)	PLAN 65 LOT 12	Victoria St W - N/S	5,626		0.00
010-13200 (John Beaton)	PLAN 65 PT LOT 11	Victoria St W - N/S	5,610		0.00
010-13300 (Ronald Preszcatore & Jacqueline Milton)	PLAN 65 LOT 10	Victoria St W - N/S	5,626		0.00
010-13400 (Joshua Horvath)	PLAN 65 LOT 9	Victoria St W - N/S	5,626		0.00
010-13500 (Diane Goodwin)	PLAN 65 LOT 8	Victoria St W - N/S	5,626		0.00
010-13600 (Christopher Neil)	PLAN 65 LOT 7	Victoria St W - N/S	5,626		0.00
010-13700 (Frederick Attridge)	PLAN 65 S PT LOT 8	Victoria St E - N/S	5,563		0.00
010-13800 (Ronald Partridge & Janet Mann-Partridge)	PLAN 65 LOT 10 E PT LOT 9	Victoria St E - N/S	5,689		0.00
010-13900 (Philip Bird)	PLAN 65 LOT 11	Victoria St E - N/S	5,626		0.00
010-14000 (Matthew Leo)	PLAN 65 LOT 12	Victoria St W - S/S	5,626		0.00
010-14100 (John Jansen)	PLAN 65 LOT 13 LOT 14	Victoria St W - S/S	5,768		0.00
010-14300 (Helen MacDonald)	PLAN 65 LOTS 19-20	Victoria St W - S/S	5,752		0.00
010-14400 (Steven & Debra Hiltz)	PLAN 65 LOT 17 TO LOT 18	Victoria St W - S/S	5,752		0.00
010-14500 (Holly Baughman & Thomas Beron)	PLAN 65 LOT 16	Victoria St W - S/S	5,626		0.00
010-14600 (Rodger & Sandra Mordue)	PLAN 65 LOT 14 TO 15 S/S;VICTORIA LOT 16 N ELGIN	Victoria St W - S/S	5,878		0.00
010-14700 (2162037 Ontario Inc.)	PLAN 65 LOT 12,13 PT LOT 11	Victoria St W - S/S	2,642		0.00
010-14800 (Sara Szmeretzky)	PLAN 151 LOT 10 E PT LOT 11	Victoria St W - S/S	5,721		0.00
010-14900 (George Townsend)	PLAN 65 PT LOT 7,8	Victoria St W - S/S	3,016		0.00

**SCHEDULE C3  
ASSESSMENTS FOR BILLING 3 (2024)  
PRINCETON DRAINAGE SYSTEM 2022, TOWNSHIP OF BLANDFORD-BLENHEIM**

Roll Number & Owner	Con, Lot, Reg's Plan, & Reg's Plan Lot Descriptions	Approx. Street Location	Sched A Gross (Report)	BILLING 3		
				Gross	Allowances	Net
010-15000 (Johanna Bell)	PLAN 99 LOTS 114,115 PT LOT;109 RP 41R6246 PTS 1,2	Victoria St E - S/S	5,784			0.00
010-15100 (Princeton Pastoral Charge)	PLAN 99 LOT 112 TO LOT 113;PT LOT 109	Victoria St E - S/S	5,815			0.00
010-15200 (Deborah Boakes)	PLAN 99 LOT 111 PT LOTS 109;110	Victoria St E - S/S	5,736			0.00
010-15300 (Orvie & Darlene Savage)	PLAN 99 E PT LOT 109,110 PT;WONHAM ST CLOSED RP 41R329;PART 1	Wonham Street	5,736			0.00
010-15400 (Terence Riley)	CON 1 S PT LOT 12 AND;RP41R6182 PART 1	Victoria St E - S/S	5,894			0.00
010-15500 (Jordan Brown)	CON 1 S PT LOT 12	Wonham Street	5,563			0.00
010-16000 (Robert & Denise Gibbons)	PLAN 795 LOT 4	County Road 2	158			0.00
010-16004 (Kevin & Stacy Perry)	PLAN 795 PT LOT 4 RP 41R4110;PART 1	County Road 2	158			0.00
010-16100 (Michael & Gwendolyn Kipp)	PLAN 795 LOT 5	County Road 2	315			0.00
010-16200 (Jenna Forest)	PLAN 795 LOT 6	County Road 2	126			0.00
010-16300 (Darren French & Lisa Storoschuk)	PLAN 795 LOT 7	County Road 2	95			0.00
010-16400 (John & Suzanne Langlois)	PLAN 795 LOT 8	County Road 2	79			0.00
010-16500 (Keith Shearsby)	PLAN 795 LOT 9	County Road 2	47			0.00
010-16600 (Richard & Janet McManis)	PLAN 795 LOT 10	County Road 2	126			0.00
010-16700 (David Mountney)	PLAN 795 LOT 11	County Road 2	126			0.00
010-16800 (5816060 Ontario Inc.)	PLAN 795 LOT 12	County Road 2	189			0.00
010-16900 (David & Janinne Stanley)	PLAN 795 LOT 13	County Road 2	221			0.00
010-17000 (Wynston Donker & Chantel Jonkman)	PLAN 795 LOT 14	County Road 2	5,658			0.00
010-17100 (Antonio & Kathleen Lerno)	PLAN 99 LOT 36 PT LOT 35,37	County Road 2	5,815			0.00
010-17101 (Antonio Lerno)	CON 1 PT LOT 12	County Road 2	5,736			0.00
010-17105 (Blandford-Blenheim Township)	CON 1 S PT LOT 12 RP 416124;PART 1	County Road 2	236			0.00
010-17300 (Sandra Dekoning)	CON 1 S PT LOT 12 686995;HIGHWAY 2	County Road 2	181			0.00
010-17400 (PVW Legacy Inc.)	CON 1 S PT LOT 12 RP 41R5171;PART 1	County Road 2	44,371			0.00
010-17405 (Van Wees Flower Centre Limited)	CON 1 S PT LOT 12	County Road 2	329,358			0.00
010-17405-01 (Van Wees SWM Pond)	Allowance is to Blandford-Blenheim					0.00
010-21800 (Ficzere & Sons Limited)	CON 1 S PT LOTS 13,14	County Road 2	252			0.00
020-03100 (Garry Williams)	CON 2 S PT LOT 12 RP 41R;5839 PART 1 & 2	Roper Street - N/S	500	500.00		500.00
020-03101 (Norman & Helen Church)	CON 2 S PT LOT 12 RP 41R5839;PTS 3 TO 5	Roper Street - N/S	500	500.00		500.00
020-03200 (Olivier Stoffyn & Kayla Perkel)	CON 2 S PT LOT 12	Roper Street - N/S	500	500.00		500.00
020-03300 (Walter & Cheryl Cadwell)	CON 2 S PT LOT 12	Roper Street - N/S	500	500.00		500.00
020-03400 (Kenneth & Marjorie Govier)	CON 2 S PT LOT 12	Roper Street - N/S	500	500.00		500.00
020-03500 (Bradley & Kelsey Yost)	CON 2 W PT LOT 12	Roper Street - N/S	5,752	5,252.00		5,252.00
020-03501 (County of Oxford)	BLLENHEIM CON 2 PT LOT 13 RP;41R202 PART 1	Main Street	5,847	5,347.00		5,347.00
090-60000 (Canadian National Railway Co.)	DUNDAS SUBDIVISION	Railway St East - N/S	2,995	2,995.00		2,995.00
090-60100 (588922 Ontario Inc.)	BLLENHEIM CON 1 PT LOT 12 RP;41R8484 PT 1	Railway St East - N/S	25,926			0.00
<b>Subtotal (Lands):</b>			<b>2,182,743</b>	<b>443,399.00</b>	<b>7,550.00</b>	<b>435,849.00</b>

**SCHEDULE C3  
ASSESSMENTS FOR BILLING 3 (2024)  
PRINCETON DRAINAGE SYSTEM 2022, TOWNSHIP OF BLANDFORD-BLENHEIM**

Roll Number & Owner	Con, Lot, Reg's Plan, & Reg's Plan Lot Descriptions	Approx. Street Location	Sched A Gross (Report)	BILLING 3		
				Gross	Allowances	Net
County Road 2	County of Oxford		443,308	111,645.52	0.00	111,645.52
County Road 3 (Main Street)	County of Oxford		2,412,541	607,588.99	0.00	607,588.99
Township Roads	Twp of Blandford-Blenheim		5,709,766	1,437,979.34	0.00	1,437,979.34
Special Assessment to County of Oxford for Road Design Work (County Road 3)			160,221	0.00	0.00	0.00
Special Assessment to County of Oxford for Road Construction & Supervision (County Road 3)			2,694,566	931,535.49	0.00	931,535.49
Special Assessment to Township of Blandford-Blenheim for Road Design Work			263,604	0.00	0.00	0.00
Special Assessment to Township of Blandford-Blenheim for Road Construction & Supervision			4,433,251	1,628,720.10	0.00	1,628,720.10
<b>Subtotal (Roads):</b>			16,117,257	4,717,469.44		4,717,469.44
<b>TOTAL ASSESSMENTS FOR BILLING 3 - PRINCETON DRAINAGE SYSTEM 2022:</b>			18,300,000	5,160,868.44	7,550.00	5,153,318.44

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2494-2025

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 April 16<sup>th</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 16<sup>th</sup> day of April, 2025.

By-law read a third time and finally passed this 16<sup>th</sup> day of April, 2025.

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MAYOR  
MARK PETERSON

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CLERK  
SARAH MATHESON