

# TOWNSHIPSHIP OF BLANDFORD-BLENHEIM

## COUNCIL MEETING AGENDA

Wednesday, November 20<sup>th</sup>, 2024

Watch via Live Stream on Township's YouTube:

<https://www.youtube.com/channel/UCdKRV0GAEuFaGbwhRPzoEXA>

4:00 p.m.

### 1. Welcome

### 2. Call to Order

### 3. Approval of the Agenda

Recommendation:

That the agenda for the November 20<sup>th</sup>, 2024 Regular Meeting of Council be adopted as printed, and circulated.

### 4. Disclosure of Pecuniary Interest

### 5. Minutes

#### a. [November 6<sup>th</sup>, 2024 Minutes of Council](#)

Recommendation:

That the minutes of the November 6<sup>th</sup>, 2024 Regular Meeting of Council be adopted, as printed and circulated.

### 6. Business Arising from the Minutes

### 7. Public Meetings

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

##### i. Minutes

[November 6<sup>th</sup>, 2024 Minutes of the Meeting of the Committee of Adjustment](#)

##### ii. Applications for Minor Variance

[MVA08-24, Adamkiewicz, 72 Wilmot Street South](#)

Recommendation:

That the Township of Blandford-Blenheim Committee of Adjustment approve Application File A08-24, Andrew Adamkiewicz, for lands described

as Part Lot 12, Concession 6, Part 1, Plan 41R1060, in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 11.2 – R1 Zone Provisions; to reduce the minimum rear yard depth from 7.5 m (24.6 ft) to 6.1 m (20 ft) for a proposed garage addition.

Subject to the following condition:

i. That the proposed relief shall only apply to an attached garage of the approximate size and location as depicted on Plate 3 of Report CP 2024-361.

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

- i) deemed to be minor variances from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;
- ii) desirable for the appropriate development or use of the land;
- iii) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002, and;
- iv) in keeping with the general intent and purpose of the Official Plan of the County of Oxford.

b. Public Meeting under the Planning Act, Zone Change

- i. [Application for Zone Change – ZN1-24-20, Arkink Farms Inc., 966558 Oxford-Waterloo Road](#)

Recommendation:

That the Township of Blandford-Blenheim approve in principle the Zone Change Application submitted by Arkink Farms Inc. (File No. ZN1-24-20) whereby the lands described as Part Lots 20-21, Concession 14 (Blenheim), Part 2, 41R-863, Township of Blandford-Blenheim are to be rezoned from 'General Agricultural Zone (A2)' to 'Special Rural Residential Zone (RR-sp).'

## 8. Delegations / Presentations

- a. [Emily Sousa & April Nix, Policy Planners, Oxford County, re: Agricultural Zoning Review: Initiation of the updates to amend the Township Zoning By-law](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim receive report CP 2024-347 for information; and,

That Blandford-Blenheim Township Council direct staff to proceed with initiating amendments to the Township Zoning By-Law under ss. 26(9) and S. 34 of the Planning Act, to support the implementation of the agricultural policies within the Oxford County Official Plan.

## 9. Correspondence

### a. Specific

- i. [Safe and Well Oxford Steering Committee, re: Ontario's Child Welfare Services sector need for funding](#)

Recommendation:

That Council direct staff to prepare the necessary letter of support as requested by the Children's Aid Society of Oxford County.

### b. General

- i. [2025 Council Meeting Schedule for the Council of the Township of Blandford-Blenheim;](#)
- ii. [Doug Coppins, re: Riverside Cemetery \(Inactive Cemetery in Blandford-Blenheim\) ; and,](#)
- iii. [Marshall Chanda, Township of Blandford-Blenheim Resident, re: Parking at the Intersection of Centre Street and Oxford Street West in Drumbo.](#)

Recommendation:

That the general correspondence items be received as information.

## 10. Staff Reports

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

- i. [FC-24-22 – Monthly Report](#)

Recommendation:

That Report FC-24-22 be received as information.

### b. Ray Belanger – Chief Building Official

- i. [CBO-24-11 – Monthly Report](#)

Recommendation:

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

### c. Denise Krug – Director Finance

- i. [TR-24-16 – 2024 3<sup>rd</sup> Quarter Variance Report](#)

Recommendation:

That Report TR-24-16 be received as information.

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

**i. CAO-24-44 – Safe and Well Oxford CSWBP – Inclusion Charter**

Recommendation:

That Report DC-24-10 be received as information; and,

That Council endorses the Safe and Well Oxford Community Safety and Well-being Plan – Inclusion Charter in principle; and further,

That Council directs staff to provide an implementation workplan for approval.

**11. Reports from Council Members**

**12. Unfinished Business**

**13. Motions and Notices of Motion**

**14. New Business**

**15. Closed Session**

**16. By-laws**

a. 2464-2024, Being a By-law to amend the assessment schedules based on actual costs incurred for constructing the Mitchell Drain 2023; and,

b. 2465-2024, Being a By-law to confirm the proceedings of Council.

Recommendation:

That the following By-laws be now read a first and second time: 2464-2024 & 2465-2024.

Recommendation:

That the following By-laws be now given a third and final reading: 2464-2024 & 2465-2024.

**17. Other**

**18. Adjournment and Next Meeting**

Wednesday, December 4<sup>th</sup>, 2024 at 4:00 p.m.

Recommendation:

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

That Council adjourn to meet again on Wednesday, December 4<sup>th</sup>, 2024 at 4:00 p.m.

# MINUTES

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

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

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

Other: Robson, Planner.

Mayor Peterson in the Chair.

## 1. Welcome

## 2. Call to Order

## 3. Approval of the Agenda

### RESOLUTION #1

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that the agenda for the November 6<sup>th</sup>, 2024 Regular Meeting of Council be adopted as amended, with the addition of items 9. a. iii. & 15. b.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

### a. October 16<sup>th</sup>, 2024 Special Meeting Minutes of Council

### RESOLUTION #2

Moved by – Councillor Barnes  
Seconded by – Councillor Young

Be it hereby resolved that the minutes of the October 16<sup>th</sup>, 2024 Special Meeting Minutes of Council be adopted, as printed and circulated.

.Carried

### b. October 16<sup>th</sup>, 2024 Regular Meeting Minutes of Council

### RESOLUTION #3

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that the minutes of the October 16<sup>th</sup>, 2024 Regular Meeting Minutes of Council be adopted, as printed and circulated.

.Carried

## 6. Business Arising from the Minutes

None.

## 7. Public Meetings

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

#### RESOLUTION #4

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that Council move into Committee of Adjustment at 4:01 p.m.

.Carried

#### i. Application for Minor Variance

MVA-24-7, Seed, 155 Glennbriar Street

The Minutes can be found on the November 6, 2024 Committee of Adjustment.

#### RESOLUTION #5

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that the Committee rise at 4:05 p.m. and that the Open Council meeting resumes.

.Carried

### b. Public Meeting under the Planning Act, Zone Change

#### i. Application for Zone Change – ZN1-24-19 (Keeton, 955216 Canning Road)

#### RESOLUTION #6

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

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

ZN1-24-19 (Keeton);

And that Mayor Peterson Chair the Public Meeting.

.Carried

The Planner presented the Report, recommending denial. The applicant was present and spoke in favour of the application. P. Emerson further spoke in favour of the application. CAO Brick read correspondence in favour of the application, received after publishing the agenda. No one in the audience spoke further for or against the application.

**RESOLUTION #7**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

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

.Carried

**RESOLUTION #8**

Moved by – Councillor Barnes  
Seconded by – Councillor Banbury

Be it hereby resolved that the Township of Blandford-Blenheim approve in principle the Zone Change Application submitted by Randy Keeton, whereby lands described as Part Lot 4, Concession 2, Part Lots 101-104, Plan 122, Township of Blandford-Blenheim, are to be rezoned from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone (RE-sp)' to permit an increase in lot coverage for accessory buildings.

.Carried

## **8. Delegations / Presentations**

- i. Marie Russell & Jim Robson, Oxford County Residents, re: Automatic Speed Enforcement

**RESOLUTION #9**

Moved by – Councillor Demarest  
Seconded by – Councillor Young



Be it hereby resolved that the delegation by Marie Russell and Jim Robson regarding Automatic Speed Enforcement be received as information.

.Carried

- ii. Stephen Owen, Community Engagement Coordinator, Parkinson Society Southwestern Ontario (PSSO), re: PSSO Update

**RESOLUTION #10**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that the delegation by Stephen Owen regarding Parkinson Society Southwestern Ontario Update be received as information.

.Carried

## 9. Correspondence

- a. Specific

- i. Julia Harris, Board Chair, Oxford County Library, re: Request for Support of the Ox on the Run Pilot Extension.

**RESOLUTION #11**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

Whereas Oxford County Library Board at its meeting of August 21, 2024 adopted the recommendations contained in Report 2024-35 titled “Ox on the Run Pilot Extension,” which extended the Ox on the Run Pilot for a third year through 2025;

And whereas the Ox on the Run pilot serves the underserved villages and community members of Blandford-Blenheim Township;

Be it hereby resolved that the Council of the Township of Blandford-Blenheim provides support for the Oxford County Library Board and the Ox on the Run Pilot extension.

.Carried

- ii. William Short, Director of Council and Administrative Services/Regional Clerk, Region of Waterloo, re: Solve the Crisis

**RESOLUTION #12**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

Whereas there is a humanitarian crisis in cities, large and small, urban and rural, across Ontario. We need immediate action at all levels of government, starting with the Province; and

Whereas the homelessness, mental health and addictions crisis continues to grow with 3432 drug related deaths in Ontario in 2023 as well as with an estimated 234,000 Ontarians experiencing homelessness and over 1400 homeless encampments across Ontario communities in 2023; and

Whereas the province has provided additional funding for mental health, addictions and homelessness programs, including the recently announced Homelessness and Addiction Recovery Treatment (HART) Hubs, it does not adequately address the growing crisis and the financial and social impact on municipalities and regions across the province; and

Whereas municipalities and regions are stepping up and working with community partners to put in place community-specific solutions to address this crisis, but municipalities and regions lack the expertise, capacity, or resources to address these increasingly complex health care and housing issues alone; and

Whereas this is primarily a health issue that falls under provincial jurisdiction and municipalities and regions should not be using the property tax base to fund these programs; and

Whereas there is no provincial Minister focused on this crisis leading to unanswered questions that span over a dozen ministries, and a lack of support to manage the increasing needs of those who are unhoused.

Now Therefore be it resolved that the Township of Blandford-Blenheim supports the Solve the Crisis Campaign;

And calls on provincial and federal governments to commit to immediate action to solve the Humanitarian Crisis that Ontario is facing as the numbers of unhoused individuals and those suffering with mental health & addictions grows exponentially;

And that the province officially makes Homelessness a Health Priority; And appoints a responsible Minister and Ministry with the appropriate funding and powers as a single point of contact to address the full spectrum of housing needs as well as mental health, addictions and wrap around supports;

And request that the provincial government strike a task force with broad sector representatives including municipalities, regions, healthcare, first responders, community services, the business community and the tourism industry to develop a Made in Ontario Action Plan;

And that this provincial task force reviews current programs developed by municipalities, regions and community partners that have proven successful in our communities, to ensure that solutions can be implemented quickly and effectively to tackle this crisis.

And provides the adequate, sufficient and sustainable funding to ensure that municipalities have the tools and resources to support individuals suffering with mental health and addictions, including unhoused people and those from vulnerable populations that may be disproportionately impacted;

And, that this resolution be circulated to:

- The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada;
- The Honourable Doug Ford, Premier of Ontario;
- The Honourable Sylvia Jones, Deputy Premier and Minister of Health;
- The Honourable Paul Calandra, Minister of Municipal Affairs and Housing;
- The Honourable Michael Parsa, Minister of Children, Community and Social Services;
- The Honourable Michael Tibollo, Associate Minister of Mental Health and Addictions;
- The Region of Waterloo; and,
- The Association of Municipalities of Ontario.

.Carried

- iii. Nicole Chambers, South West-Oxford Township, re: Oxford County Joint Rural OPP Detachment Board Selection Committee resolution regarding Community Appointee

**RESOLUTION #13**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that the Council of Blandford-Blenheim approves the appointment of Tracy Litt as the Community Representative for the Oxford Joint Rural OPP Detachment Board; and,

Further that she be appointed for a two-year period, concluding on October 10, 2026.

.Carried

b. General

None.

## 10. Staff Reports

### a. Adam Degier – Drainage Superintendent

#### i. DS-24-19 – Monthly Report

#### RESOLUTION #14

Moved by – Councillor Banbury  
Seconded by – Councillor Barnes

Be it hereby resolved that Report DS-24-19 be received as information.

.Carried

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

#### i. CS-24-16 – Monthly Report

#### RESOLUTION #15

Moved by – Councillor Demarest  
Seconded by – Councillor Young

Be it hereby resolved that Report CS-24-16 be received as information.

.Carried

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

#### i. PW-24-26 – Monthly Report

#### RESOLUTION #16

Moved by – Councillor Banbury  
Seconded by – Councillor Barnes

Be it hereby resolved that Report PW-24-26 be received as information.

.Carried

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

- i. TR-24-14 – 2025 Fees and Charges

**RESOLUTION #17**

Moved by – Councillor Demarest

Seconded by – Councillor Young

Be it hereby resolved that Report TR-24-14 be received as information;

And further that Council authorize the Director of Finance to prepare a fees and charges by-law for the December 4th, 2024 Council meeting based upon Township fees and charges as outlined on Report TR-24-14.

.Carried

- ii. TR-24-15 – Elimination of the Vacant Unit Rebate Program

**RESOLUTION #18**

Moved by – Councillor Demarest

Seconded by – Councillor Young

Be it hereby resolved that Report TR-24-15 be received as information;  
and,

And further that By-law 2459-2024, Being a by-law to Opt-Out of the Vacant Unit Rebate Program under Section 364 of the Municipal Act, 2001, be approved.

.Carried

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

- i. CAO-24-40 – 50<sup>th</sup> Anniversary of the Municipality

**RESOLUTION #19**

Moved by – Councillor Barnes

Seconded by – Councillor Demarest

Be it hereby resolved that Report CAO-24-40 be received as information;  
and,

That Council directs staff to contact local historical/ archival organizations respecting special exhibits/ celebrations to recognize the 50th Anniversary of the formation of the Township of Blandford-Blenheim, it being noted that

\$4500.00 will be made available through 2025 Grant/ Donation funds to support relevant initiatives; and,

That Council directs staff to proceed with commissioning of a Chain of Office to recognize the 50th anniversary of the Township, historic communities within the Township and other matters of local interest as directed by Council.

.Carried

- ii. CAO-24-43 – Asset Naming Policy – Inventory Update

**RESOLUTION #20**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that Report CAO-24-43 be received as information; and,

That Council approves the following name to be added to the names registry for Township assets:

*Racknor.*

.Carried

**11. Reports from Council Members**

Mayor Peterson reminded of the Remembrance Day Ceremonies being held throughout the Township on November 10<sup>th</sup> and 11<sup>th</sup>.

**12. Unfinished Business**

None.

**13. Motions and Notices of Motion**

None.

**14. New Business**

None.

**15. Closed Session**

- a. Report CAO-24-39– Personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)]  
Re: Personal Matters – Building Services
- b. Report CAO-24-42– Advice that is subject to solicitor-client privilege, including communications necessary for that purpose. [s. 239 (2)(f)]  
Re: Legal Advice

**RESOLUTION #21**

Moved by – Councillor Demarest  
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 5:33 p.m. to discuss:

- a. Report CAO-24-39– Personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)]  
Re: Personal Matters – Building Services
- b. Report CAO-24-42– Advice that is subject to solicitor-client privilege, including communications necessary for that purpose. [s. 239 (2)(f)]  
Re: Legal Advice

.Carried

**RESOLUTION #22**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 6:11 p.m. and reports the following:

That Council provided direction to staff regarding Report CAO-24-39 and CAO-24-42.

.Carried

**16. By-laws**

**RESOLUTION #23**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

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

- a. 2459-2024, Being a by-law to Opt-Out of the Vacant Unit Rebate Program under Section 364 of the Municipal Act, 2001;
- b. 2460-2024, Being a By-law to appoint Aird & Berlis LLP as the Closed Meeting Investigator and Integrity Commissioner for the Township of Blandford-Blenheim;
- c. 2461-2024, Being a By-law to amend the assessment schedules based on actual costs incurred for constructing the Baker Drain 2024;
- d. 2462-2024, Being a by-law to appoint Building Officials under the Building Code Act for the Corporation of Township of Blandford-Blenheim; and,
- e. 2463-2024, Being a By-law to confirm the proceedings of Council

.Carried

**RESOLUTION #24**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

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

- a. 2459-2024, Being a by-law to Opt-Out of the Vacant Unit Rebate Program under Section 364 of the Municipal Act, 2001;
- b. 2460-2024, Being a By-law to appoint Aird & Berlis LLP as the Closed Meeting Investigator and Integrity Commissioner for the Township of Blandford-Blenheim;
- c. 2461-2024, Being a By-law to amend the assessment schedules based on actual costs incurred for constructing the Baker Drain 2024;
- d. 2462-2024, Being a by-law to appoint Building Officials under the Building Code Act for the Corporation of Township of Blandford-Blenheim; and,
- e. 2463-2024, Being a By-law to confirm the proceedings of Council

.Carried

**17. Other Business**

None.

**18. Adjournment and Next Meeting**

**RESOLUTION #25**

Moved by – Councillor Young  
Seconded by – Councillor Demarest

Whereas business before Council has been completed at 6:14 p.m.;



Be it hereby resolved that Council adjourn to meet again on Wednesday,  
November 20<sup>th</sup>, 2024 at 4:00 p.m.

.Carried

---

Mark Peterson, Mayor  
Township of Blandford-Blenheim

---

Sarah Matheson, Clerk  
Township of Blandford-Blenheim

## **COMMITTEE OF ADJUSTMENT MINUTES**

The Township of Blandford-Blenheim Committee of Adjustment met at 4:01 p.m.

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

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

Others: Dustin Robson, Planner, Oxford County.

Mayor Peterson in the Chair

### **Disclosure of Pecuniary Interest**

None.

### **Minutes**

#### **i. October 16<sup>th</sup>, 2024 Meeting of the Committee of Adjustment**

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

Moved by – Councillor Banbury

Seconded by – Councillor Demarest

### **Application**

#### **i. Application for Minor Variance MVA-24-07 Seed, 155 Glennbriar Street, Blandford-Blenheim**

The Planner presented the report, recommending approval. The applicant's agent was present. No Member asked question or made comment. No one in attendance spoke for or against the application.

Verbal motion to approve the application.

Moved by – Councillor Demarest

Seconded by – Councillor Young

For application A24-07 the decision was signed as approved.

The Committee adjourned at 4:05 p.m. and the Open Council meeting resumed.



**Community Planning**

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

Our File: **A08-24**

**APPLICATION FOR MINOR VARIANCE**

**TO:** Township of Blandford-Blenheim Committee of Adjustment  
**MEETING:** November 20, 2024  
**REPORT NUMBER:** CP 2024-361

**OWNER:** Andrew Adamkiewicz  
72 Wilmot Street South, Drumbo, ON N0J 1G0

**AGENT:** Joe Adamkiewicz  
72 Wilmot Street South, Drumbo, ON N0J 1G0

**VARIANCE REQUESTED:**

- 1. Relief from **Section 11.2 – R1 Zone Provisions**; to reduce the minimum rear yard depth from 7.5 m (24.6 ft) to 6.1 m (20 ft) to facilitate a garage addition.

**LOCATION:**

The subject lands are described as Part Lot 12, Concession 6, Part 1, Plan 41R1060, in the Township of Blandford-Blenheim. The lands are located on the east side of Wilmot Street South, lying between Oxford Street East and Township Road 6, and are municipally known as 72 Wilmot Street South in the Village of Drumbo.

**BACKGROUND INFORMATION:**

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'B-1'	Township of Blandford-Blenheim Land Use Plan	Settlement
Schedule 'B-3'	Village of Drumbo Land Use Plan	Low Density Residential
Schedule 'C-1'	County of Oxford Settlement Strategy Plan	Village

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

## Residential Type 1 Zone (R1)

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

The applicant is proposing to obtain relief from the above noted provision of the Township's Zoning By-law to facilitate the construction of an attached garage on the side of an existing single detached dwelling.

The subject lands are approximately 1,327.2 m<sup>2</sup> (14,285.8 ft<sup>2</sup>) in size, zoned 'Residential Type 1 Zone (R1),' and contain a single detached dwelling (c. 1990) approximately 125.9 m<sup>2</sup> (1,356 ft<sup>2</sup>) in size with an attached garage approximately 59.6 m<sup>2</sup> (642 ft<sup>2</sup>) in size. A detached shed also exists on-site and is proposed to be removed. The applicant is proposing to construct a 132.2 m<sup>2</sup> (1,425 ft<sup>2</sup>) attached garage on the existing dwelling. In order to facilitate the construction of the garage, the applicant is proposing to reduce the required rear yard depth from 7.5 m (24.6 ft) to 6.1 m (20 ft).

The subject lands are located within an established residential neighbourhood consisting primarily of single detached dwellings.

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

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

Plate 3, Applicant's Sketch, shows the location of the existing dwelling and the proposed attached garage as submitted by the applicant.

(b) Agency Comments

The Township Director of Public Works, Oxford County Public Works Department and Southwestern Public Health have indicated no concerns with the proposal.

(c) Public Consultation:

The Notice of a Public Meeting was circulated on November 7, 2024 in accordance with the requirements of the Planning Act. As of the date of this report, no comments or concerns had been received from the public.

(c) Intent and Purpose of the Official Plan:

The subject lands are designated 'Low Density Residential' according to the Village of Drumbo Land Use Plan, as contained in the Official Plan. Low Density Residential areas include those lands that are primarily developed or planned for a variety of low rise, low density housing forms, including single detached dwellings, semi-detached dwellings, duplexes, triplexes, converted dwellings, and street townhouses.

Planning staff are generally satisfied that the construction of the proposed attached garage to an existing single detached dwelling will have minimal impact on surrounding properties and will continue to utilize the lands for a use intended by the Official Plan. Based on this, Planning staff are of the opinion that the proposed variance maintains the intent and purpose of the Official Plan.

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

The subject lands are zoned 'Residential Type 1 Zone (R1)' according to the Township of Blandford-Blenheim Zoning By-Law. The 'R1' zone permits a single detached dwelling, converted dwelling, a home occupation, or a group home.

The subject application proposes to reduce the required rear yard depth from 7.5 m (24.6 ft) to 6.1 m (20 ft) to permit an attached garage on the north side of the existing dwelling on the subject lands. It is the intent of the rear yard depth provision to ensure that sufficient separation is maintained between development on private land and the rear lot line to allow for private amenity area, as well as area for grading and drainage. In this case, it is not anticipated that the reduced rear yard depth will have a negative impact on available amenity area of the subject lands, or the necessary lot grading and drainage provisions.

Planning staff are generally satisfied that the requested reduction will continue to allow for sufficient rear yard depth between the proposed garage and the rear lot line to provide an adequate area for private amenity space. Planning staff are of the opinion that overall, the intent of the Zoning By-law can be maintained in this instance.

(e) Desirable Development/Use:

It is the opinion of this Office that the applicant's request can be considered minor and desirable for the development of the subject lands.

Staff are satisfied that the requested variance, which is limited to a 15.2 m (50 ft) x 9.3 m (30.8 ft) attached garage on the side of the existing dwelling, can be considered a minor deviation from the rear yard depth requirement. As the proposed relief is not anticipated to impact the ability of the lands to provide adequate amenity space or negatively impact drainage, the requested relief can be considered minor. Further, staff are satisfied that the proposed relief will not result in the establishment of an undesirable precedent for similarly zoned lands in the area and the proposed development will be in keeping with the character of similar type development in the surrounding community. No adverse impacts on surrounding lands are anticipated.

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

**RECOMMENDATION:**

That the Township of Blandford-Blenheim Committee of Adjustment **approve** Application File A08-24, submitted by Andrew Adamkiewicz, for lands described as Part Lot 12, Concession 6, Part 1, Plan 41R1060, in the Township of Blandford-Blenheim as it relates to:

1. Relief from **Section 11.2 – R1 Zone Provisions**; to reduce the minimum rear yard depth from 7.5 m (24.6 ft) to 6.1 m (20 ft) for a proposed garage addition.

Subject to the following condition:

- i. That the proposed relief shall only apply to an attached garage of the approximate size and location as depicted on Plate 3 of Report CP 2024-361.

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

- i) deemed to be minor variances from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;
- ii) desirable for the appropriate development or use of the land;
- iii) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002, and;
- iv) in keeping with the general intent and purpose of the Official Plan of the County of Oxford.

Authored by: *Original Signed by*

Dustin Robson, MCIP, RPP  
Development Planner

Approved by: *Original Signed by*

Heather St. Clair, MCIP, RPP  
Senior Planner



### Legend

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

### Notes



0 51 102 Meters

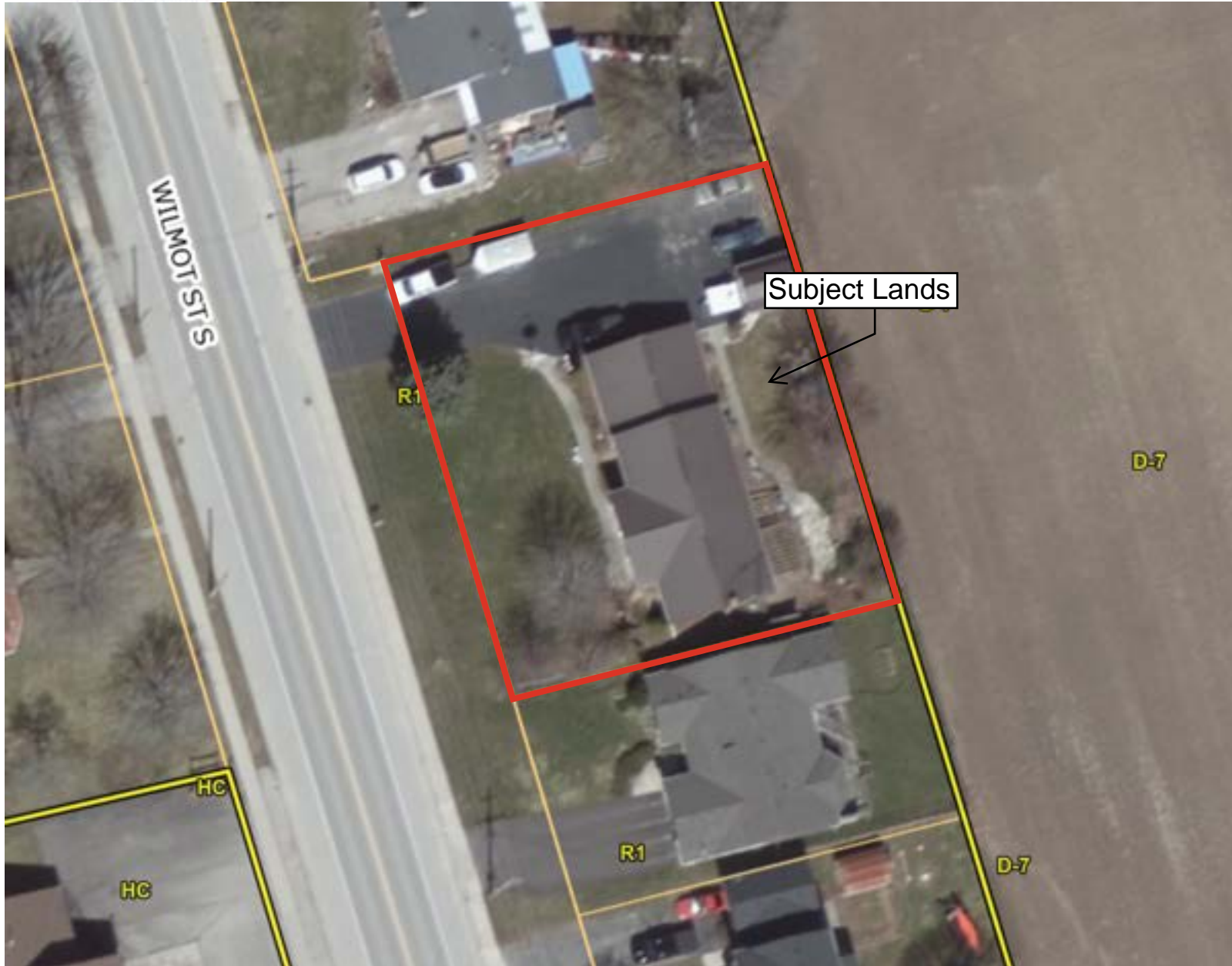
NAD\_1983\_UTM\_Zone\_17N



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

October 31, 2024





### Legend

- 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)

Subject Lands

### Notes



0 13 26 Meters

NAD\_1983\_UTM\_Zone\_17N



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

October 31, 2024

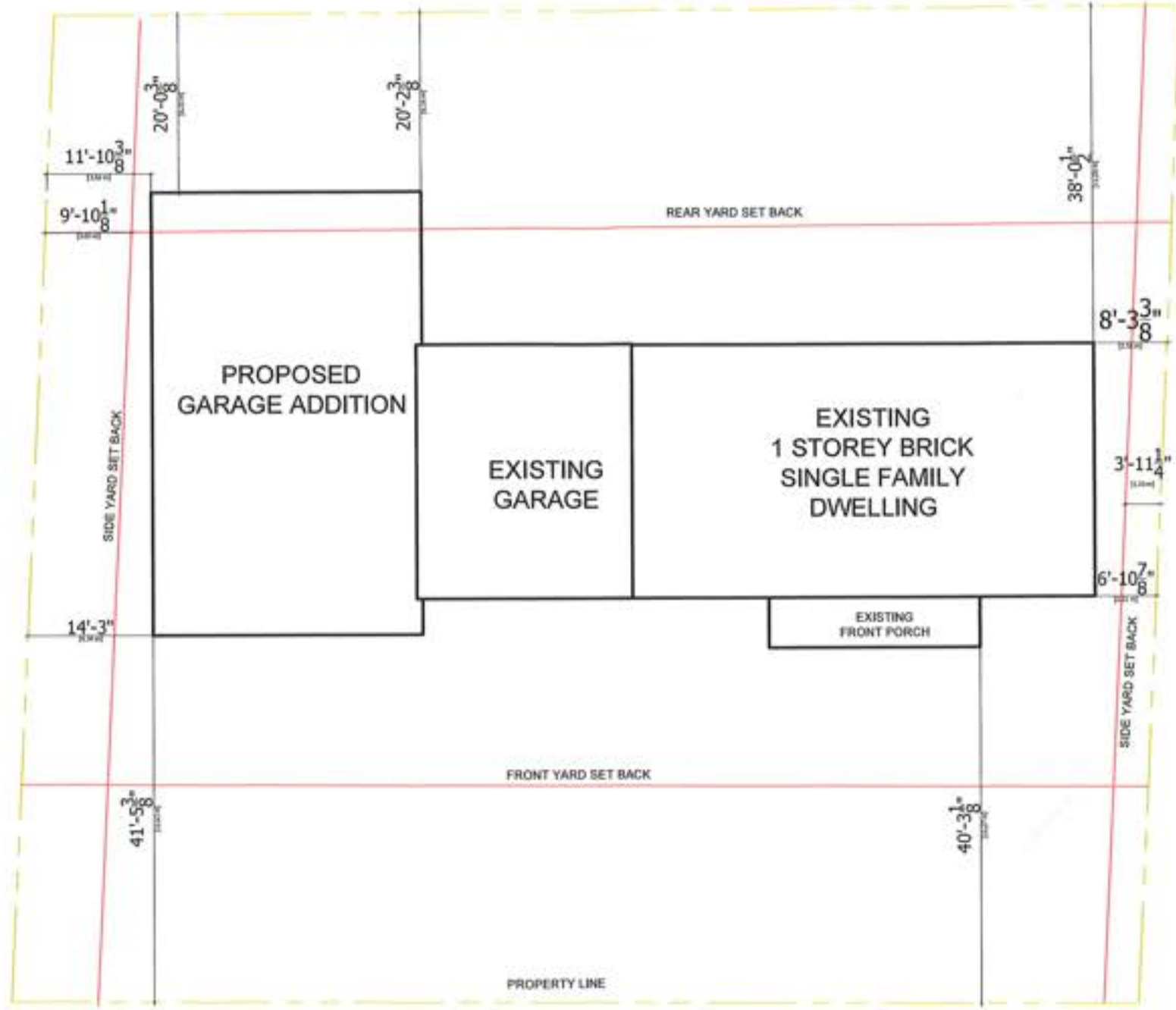


Plate 3: Applicant's Sketch  
 File No. A08-24 (Adamkiewicz)  
 Part Lot 12, Concession 6, Township of Blandford-Blenheim - 72 Wilmot Street South

72 Wilmot St S, Drumbo		
PROPOSED SITE PLAN		
DESIGN BY E. GRANGER	DATE AUGUST 25, 2024	A1.0
PROJECT NORTH	TRUE NORTH	
SCALE 1/16" = 1'-0"		

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

From: Dustin Robson, Development Planner, Community Planning

## Application for Zone Change ZN1-24-20 – Arkink Farms Inc.

### REPORT HIGHLIGHTS

---

- The Zone Change Application proposes to rezone the retained lot resulting from Consent Application B24-48-1 from 'General Agricultural Zone (A2)' to 'Special Rural Residential Zone (RR-sp).'
- The related consent application was approved by the Oxford County Land Division Committee on September 5, 2024. The Zone Change Application is required to fulfill a condition of the consent.
- Planning staff are recommending that the application be approved as it is consistent with the Provincial Planning Statement and maintains the intent and purpose of the Official Plan with respect to farm consolidations and non-farm rural residential development in prime agricultural areas.

### DISCUSSION

---

#### Background

OWNER/APPLICANT: Arkink Farms Inc.  
946548 Township Road 14, Plattsville, ON N0J 1S0

SOLICITOR: Payden Shrubbs  
408 Dundas Street, Woodstock, ON N4S 1B9

LOCATION:

The subject lands are described as Part Lots 20-21, Concession 14 (Blenheim), Part 2, 41R-863, are located on the south side of Oxford-Waterloo Road, lying between River Road and Oxford Road 22, and are municipally addressed as 966558 Oxford-Waterloo Road.

COUNTY OF OXFORD OFFICIAL PLAN:

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

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

Lots to be severed and enlarged:

Existing Zoning: 'General Agricultural Zone (A2)'  
Proposed Zoning: 'General Agricultural Zone (A2)'

Lot to be retained:

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

PROPOSAL:

The Zone Change Application proposes to rezone the retained lot resulting from Consent Application B24-48-1 from 'General Agricultural Zone (A2)' to 'Special Rural Residential Zone (RR-sp).' The related consent application was approved by the Oxford County Land Division Committee on September 5, 2024. A special provision is requested to permit a reduced minimum frontage for the lot to be retained of 10.2 m (33.4 ft). The subject Zone Change Application is a requirement to fulfill a condition of the consent.

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

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

Plate 3, Aerial Photography (2020) – Zoomed In, provides an aerial view of the subject lands and immediate vicinity.

Plate 4, Applicant's Sketch, depicts the proposed configuration of the lots to be severed, enlarged, and retained, along with the location of existing buildings and structures, as provided by the applicants.

Plate 5, Applicant's Sketch – Lot to be Retained, depicts the zoomed in configuration of the lot to be retained, along with the location of existing buildings and structures, as provided by the applicants.

## **Application Review**

### 2024 Provincial Planning Statement

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

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

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

- for agricultural uses, provided the lots are of a sufficient size for the type of production common in the area and are sufficiently large enough to maintain flexibility in adapting the operation in the future;
- for agricultural-related uses, provided that any new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services;
- one new residential lot per farm consolidation for a residence surplus to an agricultural operation, provided that:
  1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and
  2. the planning authority ensures that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings or additional residential units are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches that achieve the same objective; and
- infrastructure, where the facility or corridor cannot be accommodated through the use of easements or rights of way.

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

### Official Plan

The subject lands are located within the 'Agricultural Reserve' and 'Open Space' designations according to the Township of Blandford-Blenheim Land Use Plan in the Official Plan. The majority of the lands, including the proposed lot to be retained, are located within the Agricultural Reserve designation.

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

The goal of the Agricultural Reserve designation is to minimize conflict with farm operations, including commercial, industrial, and residential.

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

The policies of Section 3.1.5.3 (Creation of Rural Residential Lots) permit the consideration of non-farm rural residential lots in the following circumstances:

- i) A proposal to rezone an existing industrial (with the exception of aggregate or limestone industrial), commercial, or institutionally zoned lot to a residential use, provided such lot does not exceed 1 ha (2.5 acre) in area. Where such lot is larger

than 1 ha (2.5 acre) in area, consideration may only be given to rezoning for *agricultural use*, in accordance with the policies of Section 3.1.5.1; or,

- ii) A proposal to create a lot for a *residence surplus to a farming operation* as a result of farm consolidation, provided that:
  - a) The proposal is to retain an existing permanent, habitable dwelling that was constructed prior to December 13, 1995, where such dwelling is contained on an agricultural lot that is to be legally consolidated with an abutting agricultural lot, to form one larger agricultural lot under identical ownership;

or,

  - b) The proposal is to retain an existing permanent, habitable dwelling, where the *farm owner* owns multiple agricultural lots which may or may not abut, and providing:
    - The lot containing the surplus dwelling proposed to be severed contains a minimum of 2 existing dwellings, and all such dwellings were constructed prior to December 13, 1995;
    - The resulting agricultural lot is owned by the *farm owner*; and,
    - The resulting agricultural lot is rezoned to prohibit the future construction of a new residential dwelling of any type and an agreement for such prohibition is also registered on the property title. The requirement for the Zoning By-law amendment and agreement, as noted above, shall be implemented through conditions imposed by the County's Land Division Committee at the time that provisional consent approval is given.

If the proposal to create a non-farm rural residential lot qualifies under one of the listed scenarios above, then the proposal shall be reviewed against the following criteria:

- The proposal shall not result in the severance of the only dwelling from an agricultural lot, except in the case of a farm consolidation involving the merger of abutting agricultural lots as one larger lot under identical ownership, where one of the agricultural lots to be consolidated is vacant, but the existing zoning would permit the construction of an accessory dwelling on that lot.
- The lands shall be zoned for agricultural use.
- The proposed non-farm rural residential lot shall not be located within a Quarry Area Limestone Resources, or Sand and Gravel Resource Area.
- The proposed non-farm rural residential lot shall not be located within a Future Urban Growth Area designation.
- The creation of new residential lots in prime agricultural areas shall not be permitted, except in accordance with Section 3.1.5.3, which permits a lot for a surplus residence subject to the area of the new lot being limited to a minimum size needed to accommodate the uses and appropriate sewage and water services. Non-farm rural residential lots shall generally not exceed 0.8 ha (2 ac) in size. Proposals to exceed 0.8 ha (2 ac) shall demonstrate the following:
  - The additional area is required to accommodate individual on-site water services and individual on-site sewage;
  - Services, the lands have topographic limitations for agricultural use;

- The lands are physical separated from the remainder of the farm by significant natural heritage features/watercourses;
- To conserve cultural heritage resources;
- Proposed lot will not exceed 1 ha (2.5 ac) in size;
- The proposal can demonstrate the ability to provide adequate on-site private services.
- Compliance with Minimum Distance Separation formulae (MDS);
- The proposed non-farm rural residential lot shall have direct frontage on a permanent public road maintained year-round and receives approval for access through the appropriate road authority;
- Compliance with relevant Environmental Resource policies; and,
- Any enlarged agricultural lot that would result from a proposal for non-farm rural residential *development* through farm consolidation shall comply with the applicable policies of Section 3.1.4.2.4

### Zoning By-law

The subject lands are currently zoned 'General Agricultural Zone (A2)' in the Township of Blandford-Blenheim Zoning By-Law. The 'A2' zone permits a variety of agriculture-related uses, including a farm, a regulated farm, and a single-detached dwelling if accessory to a farm or a regulated farm. The 'A2' zone requires a minimum lot area of 30 ha (74.1 ac) and a minimum lot frontage of 100 m (328.1 ft). Once merged, the newly enlarged lot will be approximately 69.1 ha (171 ac), with approximately 1,043.7 m (3,424.1 ft) of frontage between Oxford-Waterloo Road and on the Township Road 14.

The lot to be retained is proposed to be used for non-farm rural residential purposes and will be required to be rezoned to recognize the use of the lands as such. The 'Rural Residential Zone (RR)' requires a minimum lot area of 2,800 m<sup>2</sup> (30,139 ft<sup>2</sup>), a minimum lot frontage of 35 m (114.8 ft), and a minimum lot depth of 80 m (262.5 ft). The lot to be retained is proposed to have an area of 0.8 ha (2 ac), frontage of approximately 10.2 m (33.4 ft) on Oxford-Waterloo Road. A special provision is requested to permit the proposed minimum lot frontage of 10.2 m (33.4 ft).

### Agency Comments

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

### Public Consultation

Notice of a Complete Application for the proposal was circulated to neighbouring property owners on October 21, 2024 and the Notice of a Public Meeting was circulated on October 31, 2024 in accordance with the requirements of the Planning Act. As of the date of this report, no comments or concerns had been received from the public.

### **Planning Analysis**

The Application for Consent, which proposes a farm consolidation and the retention of a lot for non-farm rural residential use, has been reviewed under the policy direction of the Provincial Planning Statement (PPS) and the County Official Plan.

It is proposed that approximately 30.7 ha (76 ac) of agricultural land will be severed and added to the existing agricultural parcel to the south, which is approximately 38.4 ha (95 ac) in area, for a total agricultural parcel size of proximately 69.1 ha (171 ac). The resulting agricultural lot size and configuration is consistent with the PPS direction of maintaining farm parcels of adequate size to adapt to changing agricultural conditions.

The retained parcel will be approximately 0.8 ha (2 ac) in area and will be used for non-farm rural residential purposes. As previously outlined, a lot for a surplus residence is permitted as part of a farm consolidation subject to the area of the new lot being limited to a minimum size needed to accommodate the uses and appropriate sewage and water services. Given the lot size, staff are generally satisfied that the proposal is consistent with the policies of the PPS regarding non-farm rural residential uses and lot creation in prime agricultural areas.

The Official Plan states that proposals for the retention of surplus farm dwellings shall not result in the severance of the only dwelling from an agricultural lot, except in the case of a farm consolidation involving the merger of abutting agricultural lots as one larger lot under identical ownership, where one of the agricultural lots to be consolidated is vacant, but the existing zoning would permit the construction of an accessory dwelling on that lot. While the lot to be enlarged is vacant it does meet the minimum lot size of 30 ha (74.1 ac) to qualify for a Building Permit to allow for the construction of a single detached dwelling accessory to a farm.

The newly enlarged parcel will continue to be used for agricultural purposes, will not result in further fragmentation of agricultural land, and the increase in parcel size will aid in flexibility for future changes in the type of farm operation beyond its current capabilities. The Official Plan generally limits non-farm rural residential lots to a maximum size of 0.8 ha (2 ac) unless the need for additional land can be demonstrated, while not exceeding 1 ha (2.5 ac). The proposed lot to be retained will be approximately 0.8 ha (2 ac) in size. In the opinion of staff, the proposal also appears to maintain the general intent of the Official Plan.

As previously outlined, the applicant is proposing a minimum frontage of 10.2 m (33.4 ft) for the lot to be retained, while the required minimum frontage for an RR zoned lot is 35 m (262.5 ft). In the opinion of staff, the developed area of the lot is sufficient to accommodate the necessary private servicing, off-street parking, and amenity space. Further, the proposal has been reviewed by the Township Director of Protective Services who has not indicated any concern with the proposed 10.2 m (33.4 ft) frontage when it comes to access to the site for the Township fire apparatuses. As such, staff are satisfied that the proposed frontage is appropriate in this instance.

In light of the foregoing, it is the opinion of this Office that the proposal is consistent with the policies of the PPS and maintains the intent of the Official Plan and Planning staff recommend that the application be given favourable consideration.

The proposed amending Zoning By-Law will be brought forward for Council's consideration once the associated reference plan has been received to generate the appropriate by-law schedules.



## **RECOMMENDATIONS**

---

It is recommended that the Council of the Township of Blandford-Blenheim approve in principle the Zone Change Application submitted by Arkink Farms Inc. (File No. ZN1-24-20) whereby the lands described as Part Lots 20-21, Concession 14 (Blenheim), Part 2, 41R-863, Township of Blandford-Blenheim are to be rezoned from 'General Agricultural Zone (A2)' to 'Special Rural Residential Zone (RR-sp).'

## **SIGNATURES**

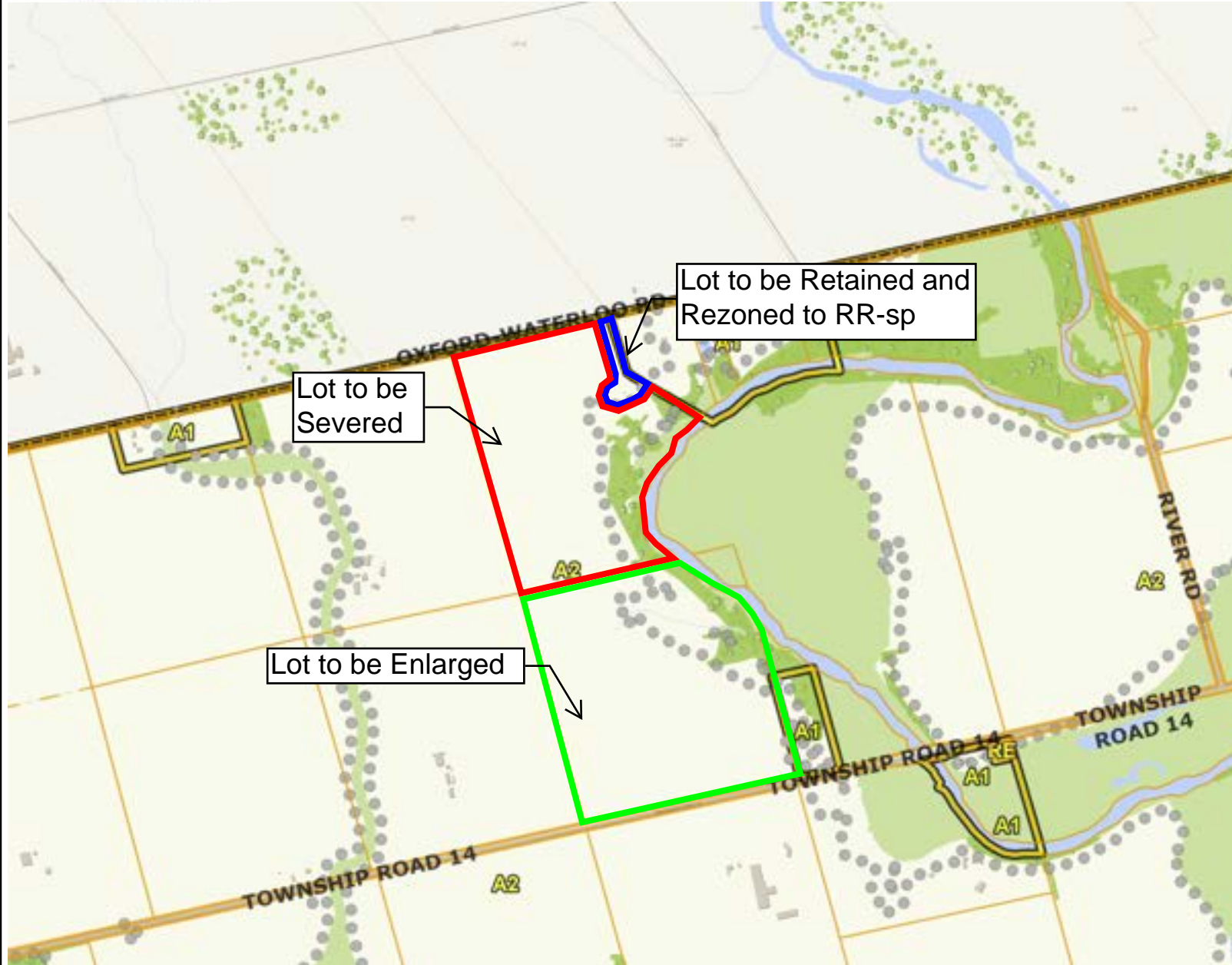
---

**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**



0 409 818 Meters

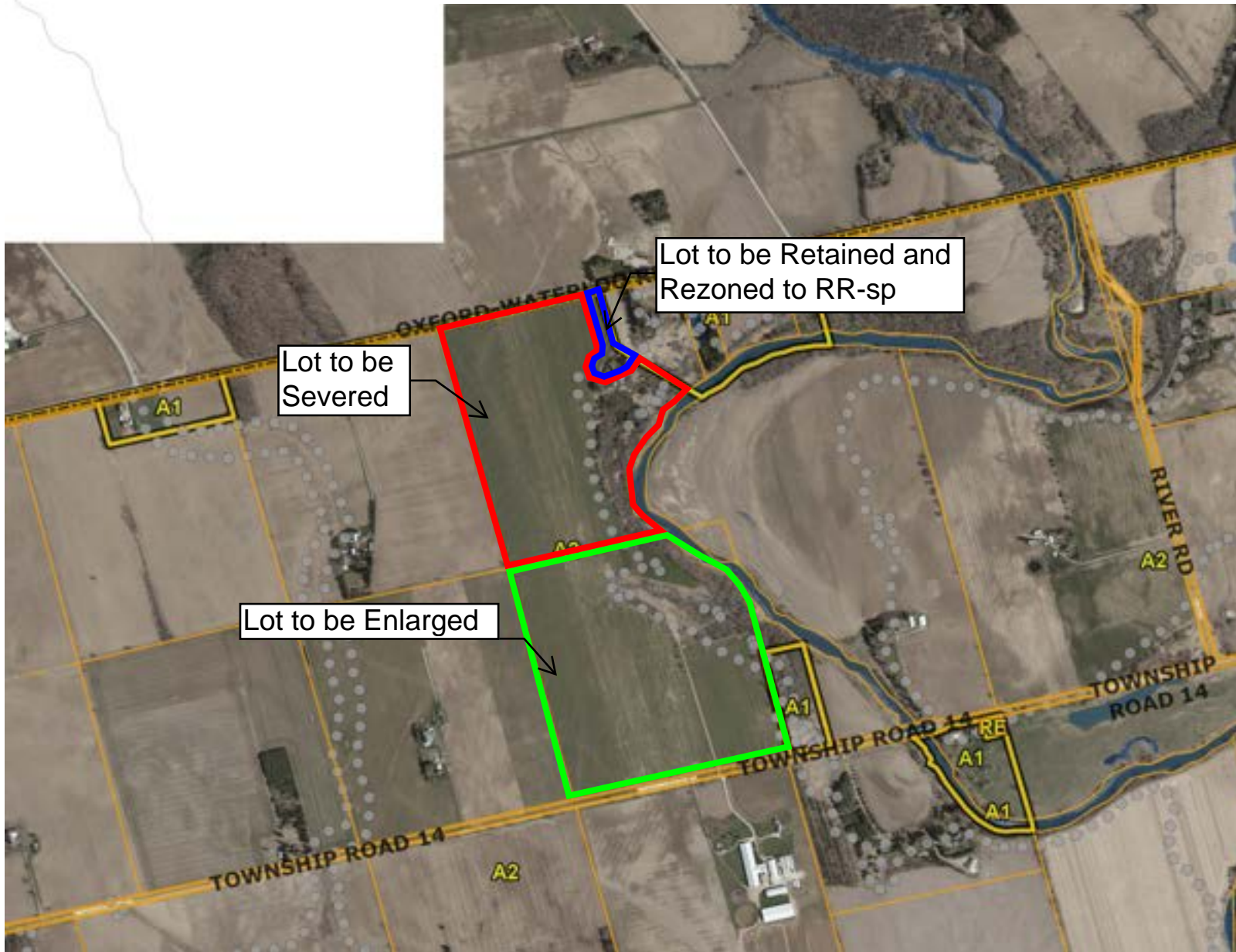


NAD\_1983\_UTM\_Zone\_17N



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

June 14, 2024



**Legend**

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

**Notes**



0 409 818 Meters

NAD\_1983\_UTM\_Zone\_17N



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

June 14, 2024





**Legend**

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

**Notes**



Lot to be Severed

Lot to be Retained and Rezoned to RR-sp



0 102 205 Meters

NAD\_1983\_UTM\_Zone\_17N



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

June 14, 2024

Oxford - Waterloo Road

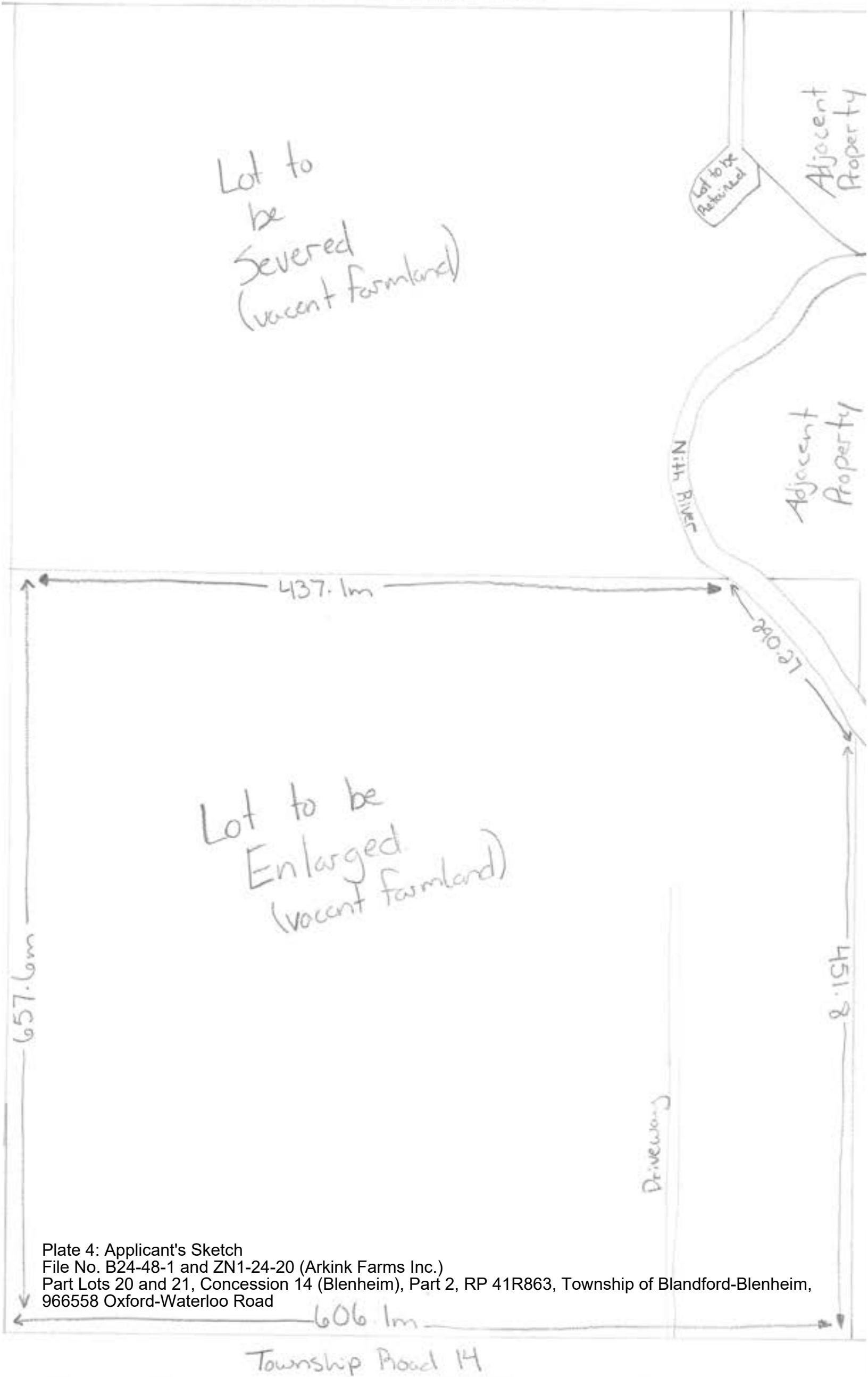


Plate 4: Applicant's Sketch  
File No. B24-48-1 and ZN1-24-20 (Arkink Farms Inc.)  
Part Lots 20 and 21, Concession 14 (Blenheim), Part 2, RP 41R863, Township of Blandford-Blenheim,  
966558 Oxford-Waterloo Road

# Oxford - Waterloo Road

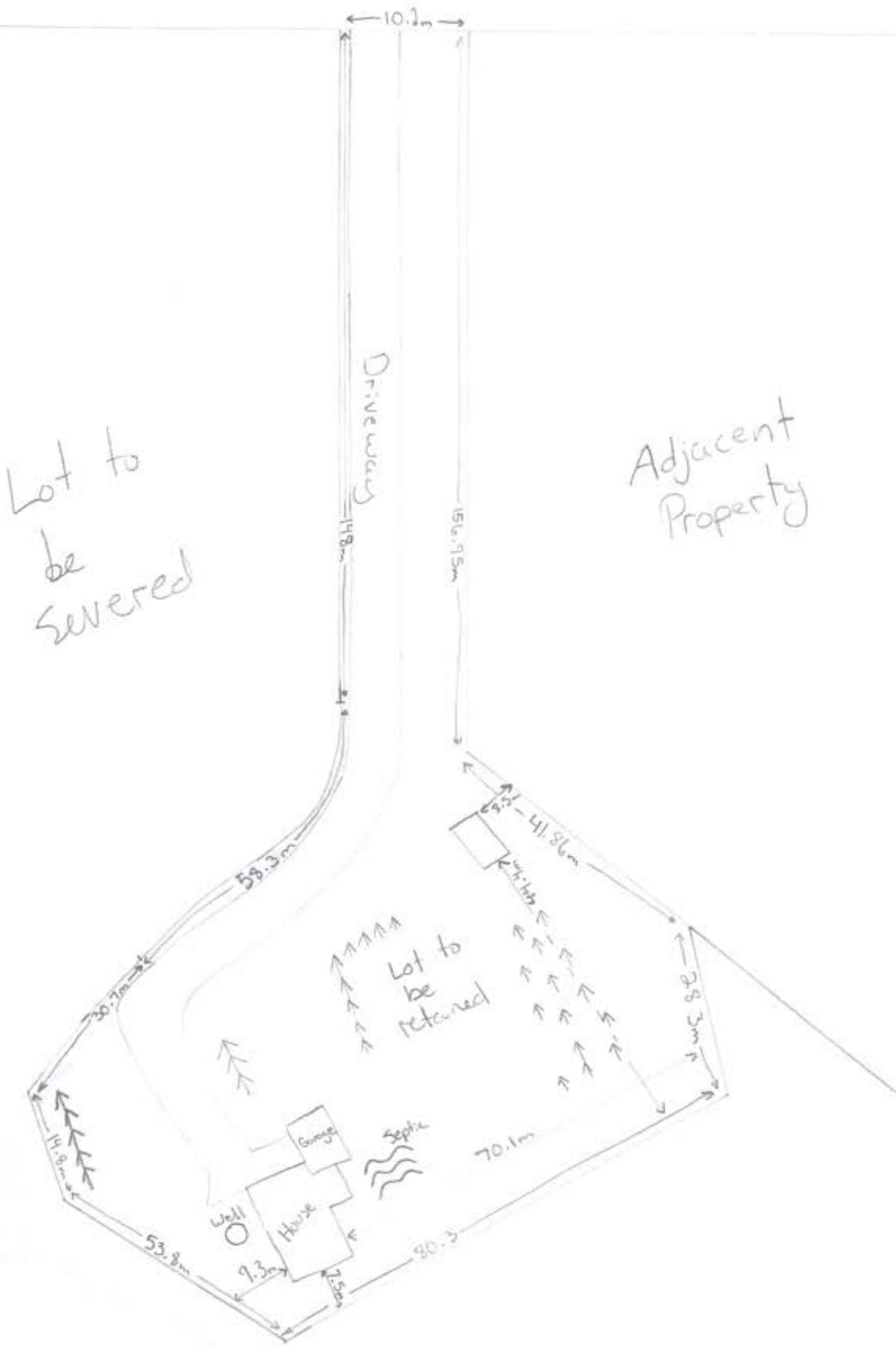


Plate 5: Applicant's Sketch - Lot to be Retained  
File No. B24-48-1 and ZN1-24-20 (Arkink Farms Inc.)  
Part Lots 20 and 21, Concession 14 (Blenheim), Part 2, RP 41R863, Township of Blandford-Blenheim,  
966558 Oxford-Waterloo Road

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

**From: Oxford County, Community Planning Office**

## **Agricultural Zoning Review – Initiation of proposed amendments to the Township Zoning By-Law**

### **REPORT HIGHLIGHTS**

---

- Official Plan Amendment (OPA) 269, to update the County's agricultural policies was adopted by County Council on May 25, 2022, and approved by the Province on February 8, 2024. The Planning Act requires municipalities to update their zoning by-laws following the update of an Official Plan (OP).
- The purpose of this report is to formally initiate a review and update of the Township Zoning By-Law required to support and implement the new OP agricultural policies, as approved through OPA 269. The review and updates are intended to establish clear zoning direction with respect to the various potential uses that may now be permitted within the Township's agricultural areas and applicable development standards.
- This report summarizes key areas for change to the identified by planning staff through the preliminary review that has been undertaken to date. This summary is intended to serve as the basis for obtaining initial feedback to help inform the development of a draft Zoning By-Law Amendment for formal public and agency consultation.
- There will be opportunities for agency and public consultation as part of the Zoning By-Law Amendment process, including a public open house, statutory public meeting, as well as targeted input from other community groups and agencies (e.g. Rural Oxford Economic Development Corporation, Agricultural and Planning Advisory Committee, etc.)

### **DISCUSSION**

---

#### **Background**

On February 8, 2024, the County of Oxford received a decision from the Ministry of Municipal Affairs and Housing approving OPA 269 to amend the Agricultural Policies within the Oxford County OP. The Planning Act requires that the area municipal council amend the implementing Zoning By-Law to conform with the OP within three years from the day the OP amendment comes into effect.

The primary purpose of the current Agricultural Zoning Review, is to ensure the zoning provisions are consistent with applicable Provincial and County plans and policies, as required by the Planning Act. Updates to the agricultural zoning provisions are also proposed to support more consistent interpretation within zoning categories, improve processes and requirements for

development applications, update related technical matters such as mapping, and better reflect each local municipal context.

Staff have been working on a preliminary background review which has included: reviewing the current zones and related provisions for the agricultural and rural zoning categories; looking at other agricultural zoning practices from other municipalities; and reviewing related Provincial guidance, and other academic or best practice resources which focus on or support effective zoning approaches in agricultural areas.

In addition, planning staff have had preliminary discussions with, and considered feedback from, area municipal staff regarding the overall proposed approach and related considerations, which are discussed further below.

### **Key Highlights**

The following provides a high-level overview of the potential zoning changes and approaches being considered as part of the current Agricultural Zoning review and update process. This information is intended to provide an initial basis for obtaining feedback on the overall intent, approach and scope of the updates proposed to be considered as part of this review. There will be further opportunities for Area Municipal and public input as part of the development of a draft zoning by-law amendment, as outlined under Next Steps below.

The potential updates to the agricultural and rural zoning categories currently being contemplated generally include, but are not limited to:

1. Updating agricultural and rural zoning categories to provide clarity and consistency in mapping and establish appropriate updated zone provisions (e.g. lot area), which will also assist with more consistent implementation and future monitoring;
2. Updating and introducing new defined terms to provide greater clarity and reflect updated Official Plan terminology;
3. Clarifying certain uses as 'agricultural uses' and developing regulations to permit these uses in the agricultural zones (e.g. cannabis production, Class I Anaerobic Digesters, and farm labour residences);
4. Introducing a new zone (e.g. 'A3') that would prohibit the construction of a new dwelling on a retained agricultural lot resulting from the severance of a surplus second farm dwelling, which is required by Provincial policy (PPS).
5. Introducing new zoning approaches (e.g. site-specific/overlay type zoning) and general provisions for 'on-farm diversified uses' and 'agriculture-related uses' to help support, inform and consistently implement individual zoning by-law amendments for such uses.
6. Retaining and updating the existing Agribusiness (AB) zone to ensure it conforms to current PPS and OP requirements, while also providing greater flexibility to locate 'agriculture-related uses' on certain existing AB zoned lots (i.e. those that already permit the full range of AB uses).
7. Introduce a new zone (e.g. REU) for Rural Entrepreneurial Uses and incorporate general provisions for REUs into zoning, to support and inform individual zoning by-law amendments for such uses.
8. Clarify and refine existing general provisions and related terminology to establish clear parameters around renewable energy projects permitted as per the Official Plan (i.e., small-scale solar)

These proposed updates have been informed by the background review to date and are elaborated further below.



### Review of Agricultural and Rural Residential Zones

Similar to the agricultural OP policies, it has been some time since a fulsome review of the agricultural and rural zoning approaches has been undertaken. As such, as part of the proposed updates to the zoning categories, Staff have identified opportunities to improve the ability to monitor changes across the landscape, as well as update the overall approach to improve consistency and make it easier to implement, respond to inquiries, and process applications.

For example, the Township currently divides agricultural zones into two different categories: Limited Agricultural (A1) zone and the General Agricultural (A2) zone. Previously, these zones were differentiated to implement certain restrictions for existing, built undersized agricultural lots (e.g. regulating/limiting farm building development and restricting the number of livestock), through the application of the A1 zone, and to allow a full range of agricultural uses on A2 zoned lots, provided minimum lot size requirements are met.

However, given the various changes to Provincial planning legislation and policy that have occurred over the years, some of these existing zoning approaches are likely no longer necessary and/or appropriate and would benefit from review and update. As such, staff are proposing to review all Agriculturally zoned lots across the Township to ensure they are appropriately zoned moving forward. This is proposed to include more clearly differentiate those agricultural lots that are considered undersized from those that are not (see Table 1). Doing so would allow Township staff and others to more easily determine whether a building permit for an agricultural use could be issued for the property, or whether further planning approvals would be required to consider permission of such use (e.g. where a lot does not meet the minimum agricultural lot area). This approach would also assist in the implementation of other potential agricultural area use policies where limitations or permissions are tied to lot area (e.g. OFDUs, dwellings on existing undersized agricultural lots).

Table 1. Proposed Zoning Review of Agricultural Lots Based on Lot Area

<b>Zone Code</b>	<b>Zone Name (Revised)</b>	<b>Lot Area</b>
A1	Undersized Agricultural	Less than 16 ha
A2	Agricultural	16 ha or greater

The residential zones in the agricultural area, which generally consist of the Rural Residential (RR) and Residential Existing (RE) zones, are also proposed to be reviewed and updated to better differentiate residential lots located outside of a designated settlement area from those located within a settlement area (i.e. rural clusters) and reflect the potential differing use permissions and development standards for residential lots in settlement versus non-settlement areas, in accordance with the applicable Official Plan policies.

### Updating Terms and Definitions

The County introduced new definitions into the Official Plan through OPA 269 (e.g. 'farm winery', 'rural entrepreneurial use'). As a result, there will be recommended updates to the zoning by-law terminology and definitions to support implementation of these permitted OP uses and to help further expand or refine certain use requirements and standards and clarify the zoning implementation process and expectations.

### Clarifying Permitted Agricultural Uses

OPA 269 introduced and clarified some additional uses to be permitted in the agricultural area as 'agricultural uses,' subject to criteria. The Zoning By-Law review will include proposed updates to clarify which uses are intended to be permitted as agricultural uses (i.e. subject to a building permit and meeting any applicable zone provisions), including farm labour residences, cannabis production (but not associated production/value-added uses such as laboratories, processing, packaging, and shipping) and class 1 anaerobic digestors.

#### Introducing a New Zone for Lots Severing a Surplus Farm Dwelling

OPA 269 introduced the ability for someone to sever a surplus additional farm dwelling through a farm consolidation of non-abutting farm parcels in instances where one of the parcels to be consolidated contains more than one farm dwelling constructed prior to December 1995. The PPS requires that planning authorities prohibit the construction of any **new** dwellings on a remnant agricultural parcel resulting from such a severance. As such, Staff are proposing to introduce a new zone category to meet this requirement: Agricultural – No New Dwelling (A3). Establishing an A3 zone will make it easier for the area municipalities to implement the required Provincial restrictions without the need to establish a new site-specific zone and provisions for each one and would also make for easier tracking of parcels where such dwelling restrictions apply. This zoning code would not be applied to surplus farm dwelling severances where a merger of the retained lands with an adjacent farm is proposed.

#### On-Farm Diversified Uses and Agriculture-Related Uses Zoning and Provisions

New and/or updated zoning provisions are being considered to support implementation of the on-farm diversified use (OFDUs) and agriculture-related use policies set out in the OP, by providing a local zoning framework to guide the establishment of such uses. These would be developed in consultation with area municipal staff to determine matters or provisions that may benefit from greater direction within local zoning regulations.

Staff are proposing a site-specific/overlay-type zoning approach for OFDUs and agriculture-related uses, to help regulate the size, scale, and location of such uses where they are proposed through an application for a site-specific zoning by-law amendment, in accordance with the OP policies applicable to the proposed use. This intent of this zoning approach would be to clearly delineate the specific area of the property within which the additional use is permitted, and any related special provisions, while also allowing the permitted uses of the underlying agricultural zone to continue should the OFDU or agriculture-related use cease operations in the future.

#### Retaining and Updating the Existing Agribusiness (AB) Zone

The Agribusiness (AB) zone presents both challenges and opportunities as part of the updates to the zoning by-law. Many permitted uses in the existing standard AB zone do not conform with the PPS and Official Plan policies pertaining to permitted uses in prime agricultural areas. That said, it is recognized that many of the existing AB-zoned lots were established well before the current PPS and OP policies came into place and, as such, serve as potential opportunity sites for a range of rural commercial and industrial uses that would not be permitted by the current policies. As a result, staff are exploring opportunities to retain the AB Zone for certain existing sites/properties that are in a standard AB zone (i.e. not site-specific AB zoning, with specific permitted uses and provisions), as those sites and uses were generally established prior to the current policy framework coming into effect.

Existing AB sites present potential opportunity sites for locating new agriculture-related uses without the need to consume agricultural land and, as such, are indicated as preferred locations

in the Official Plan. To support this direction, staff are exploring possibilities of adding certain additional agriculture-related uses (e.g., value-added facilities) to the standard AB zone as permitted uses, which would make it easier locate new agriculture-related uses on existing underutilized AB sites instead of productive agricultural land. Further, staff are also examining the merits of possibly permitting agricultural uses in the AB zone, subject to other applicable zoning provisions (e.g. MDS).

As previously noted, new 'agricultural-related uses' that were/are established in accordance with the current PPS and OP policy framework for such uses are proposed to be recognized through a new site-specific zoning category (i.e. site-specific AB zoning would no longer be used). Further, any new non-agricultural uses that may be permitted in the agricultural area in accordance with applicable PPS and OP policies would also be placed in an appropriate site-specific zone, but not a site-specific AB. These proposed changes will help to ensure the implementing zoning clearly identifies and reflects the specific type of use permitted, in accordance with the applicable OP policies.

#### Introducing a New Zone for Rural Entrepreneurial Uses

The Official Plan now provides greater flexibility for rural live-work opportunities with new policies allowing existing rural residential lots outside of settlements to be used for the establishment of a business use that may exceed the size and scale of a home occupation (i.e. Rural Entrepreneurial or 'REU'). REUs, such as a workshop for a trade occupation, are only permitted subject to a Zoning By-Law Amendment and must be clearly secondary to the residential use.

To effectively implement REUs, the applicable zoning will need to identify the specific permitted uses and establish appropriate size, scale, compatibility and locational provisions to ensure such uses remain secondary to the residential use, are compatible with surrounding uses, are appropriate for rural-level services and do not undermine or conflict with the employment and service function of rural settlement areas. Staff are suggesting that rural residential lots looking to permit an REU be rezoned to a new zone category: Rural Entrepreneurial Use (REU) to allow for the specific use and establish applicable zoning provisions. Similar to OFDUs and agriculture-related uses, the input from area municipal staff will be critical in the development of appropriate provisions for the REU zone.

#### Renewable Energy in the Agricultural Area

The County proactively ensured greater clarity surrounding planning requirements for renewable energy projects were established through the agricultural OP updates following the repeal of the Green Energy Act. These policy updates established the basic planning requirements for many types of renewable energy projects (e.g., wind, solar, biogas) in the agricultural area. Staff are proposing to clarify/refine the existing zoning provisions within the General Provisions section of the Zoning By-Law to:

- Permit roof and wall-mounted solar in Agricultural and Rural Residential zones on existing structures and buildings, as per the Ontario Building Code;
- Permit small-scale ground-mounted solar projects as an on-farm diversified use, subject to OP criteria and a rezoning application, where proposed on farms;
- Permit ground-mounted solar in Rural Residential zones at a certain scales;
- Permit Class I Anaerobic Digesters as agricultural uses, subject to OP criteria and MDS requirements.

Staff are also considering updates to related terminology and are also proposing to clarify that 'Energy Storage Systems' as defined in the PPS, 2024 are not intended to be permitted as infrastructure, so it is clear they are to be subject to applicable planning processes (e.g. zoning by-law amendment) to ensure such projects can be appropriately reviewed, prior to their establishment.

## **Next Steps**

An important component of the Agricultural Zoning review process will be understanding and considering the public's and other stakeholders' input on the proposed draft provisions. As such, staff are proposing to undertake broader public and agency consultation to ensure awareness of the various amendments being proposed and provide opportunities for input and feedback.

The proposed approach for updating the zoning by-law is to include 5 main steps:

1. Project initiation (i.e., this report)
2. Early consultation and input on a proposed overall approach for updating the agricultural zoning (this will include a public open house and input from key stakeholder groups County Agricultural and Planning Advisory Committee and Rural Oxford Economic Development Corporation, etc.)
3. Release of a draft zoning by-law amendment
4. Statutory public meeting
5. Adoption of a recommended zoning by-law amendment

Area municipal staff will be engaged and have opportunities to provide input through the full process, with particular focus on preparing and reviewing the draft amendment. Similarly, various materials and information will also be made available online for the public and include opportunities to provide general feedback or connect with planning staff to discuss more detailed or specific concerns/questions, in addition to the opportunities that will be provided as part of the open house and public meeting.

Overall staff are proposing to work closely with the Area Municipalities to navigate this process, with the overall goal of having the updated zoning in place by early to mid 2025.

## **Conclusions**

The proposed updates to the Township's Agricultural Zoning provisions will implement OPA 269 and ensure local zoning is consistent with the current Official Plan policies and any applicable Provincial legislation, plans, policies, and guidelines, as required by the Planning Act. The initiation of the Agricultural Zoning Review provides an opportunity to create a zoning framework that will help to support efficient, effective and consistent implementation of the agricultural policies at the local level, and to clarify their intent and ensure they reflect the local planning context and considerations, to the extent possible.

This report aims to provide the Township Council with an overview of the proposed updates and associated Zoning By-Law Amendment process and to seek their initial feedback so that it can be taken into consideration by Planning staff in the development of the initial draft updates to the zoning by-law.

## **RECOMMENDATIONS**

---

1. That the Council of the Township of Blandford-Blenheim receive report CP 2024-347 for information purposes; and,
2. That Blandford-Blenheim Township Council direct staff to proceed with initiating amendments to the Township Zoning By-Law under ss. 26(9) and S. 34 of the Planning Act, to support the implementation of the agricultural policies within the Oxford County Official Plan.

## **SIGNATURES**

---

**Authored by:** Emily C. Sousa, RPP, MCIP, Policy Planner

**Authored by:** April Nix, RPP, MCIP, Policy Planner

**Approved for submission:**

Paul Michiels  
Director, Community Planning

**Attachments:**

**Attachment 1 – Agricultural Zoning Update Overview - presentation**

OXFORD COUNTY

# Agricultural Zoning Review

Initiation of the updates to amend the Township Zoning By-Law

**Emily Sousa**  
Policy Planner  
[esousa@oxfordcounty.ca](mailto:esousa@oxfordcounty.ca)

**April Nix**  
Policy Planner  
[anix@oxfordcounty.ca](mailto:anix@oxfordcounty.ca)



# Purpose and Intent

- To update the Township Zoning By-Law to support implementation of the agricultural policy updates to the Official Plan (OPA 269)
- Requirement for Council to formally initiate a review and update to the Zoning By-Law as per the Planning Act
- Purpose of review and update to the Zoning:
  - To support more consistent interpretation and clarity within the agricultural/rural zoning categories
  - To help improve processes and requirements for development applications, where required
  - To update related technical matters in the Zoning By-Laws

# Proposed Agricultural Zoning Framework

Type	Symbol	Zone
Agricultural Zones	A1*	Undersized Agricultural
	A1-ND*	Undersized Agricultural – No Development Permitted
	A2*	Agricultural
	A3†	Agricultural – No New Dwelling Permitted
	OFD-† AR-†	On-Farm Diversified Use (Site-Specific/Overlay Zone) Agriculture-Related Use (Site-Specific/Overlay Zone)
Residential Zones	RR*	Rural Residential
	RC†	Rural Cluster
	REU†	Rural Entrepreneurial Use
Retained Zones	AB*	Will be limited to those existing Agri-Business zones as of [date By-Law passed].

\* Existing zone with revisions proposed.

† New zone to be introduced.



# Agricultural and Rural Residential Zone Review

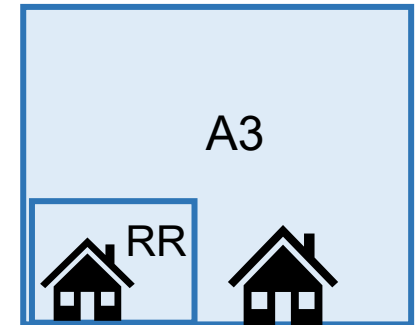
- Re-assess and rezone A1/A2 to align with minimum lot sizes in the OP

Zone Code	Zone Name (Revised)	Lot Area	Development Permissions
A1	Undersized Agricultural	Less than 16 ha	Existing undersized lot already containing built development (i.e., dwellings, farm buildings)
A1- ND	Undersized Agricultural – No Development	Less than 16 ha	No development exists on the lot to date, requires rezoning
A2	Agricultural	16 ha or greater	Dwellings and farm buildings permitted as of right

- Re-assess and rezone rural residential lots (RR, RE zones) based on location, either inside or outside a settlement area (i.e., rural cluster)
  - Rural residential lots will be contained into two zoning categories:
    - Rural Residential (RR) zones which are lots located outside of a settlement area and/or rural cluster and Rural Cluster (RC) zones which are lots located within a designated rural cluster

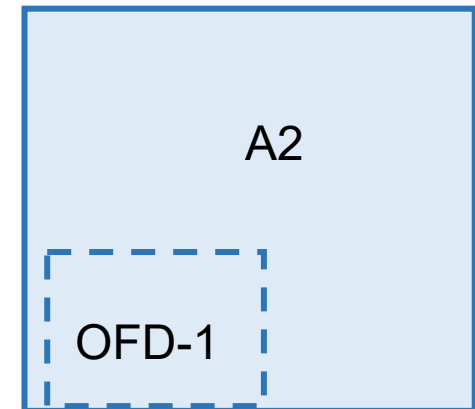
# Surplus Farm Dwelling Severances

- OP now allows for a surplus farm dwelling to be severed from a farm lot with two or more homes built before Dec 1995, where the multiple farm lots may not abut
- PPS and OP require rezoning the retained farm lot to prohibit future dwelling construction (**note: not a new requirement**)
  - **New approach**/zone category proposed to reflect this provision (e.g., A3) will make it easier for the area municipalities to implement the required Provincial restrictions and consistently identify and track these lots across the landscape
  - Severed lot containing the surplus dwelling would continue to be rezoned RR
  - Would prohibit all new detached dwellings in the A3 zone (including ARUs accessory to an existing dwelling)



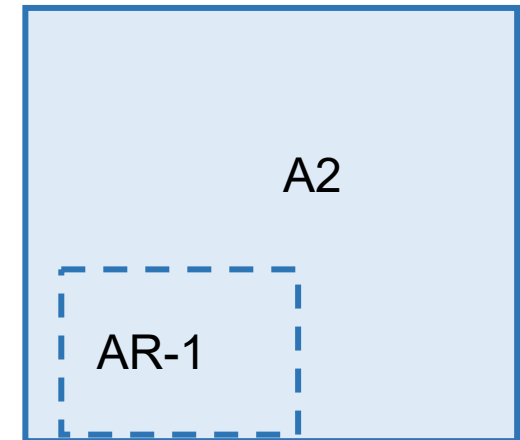
# On-Farm Diversified Uses (OFD Zone)

- To be permitted on A2 lots only (to align with minimum lot size >16 ha)
- Rezoning required, proposed site specific/ overlay zone for the area the OFDU is permitted on (e.g., OFD-#)
- Potential Zoning Provisions:
  - Provisions to determine eligible lots (i.e., bona fide farmers)
  - Limited in size and scale as per OP
  - Limitations on gross floor area
  - Re-use existing/locate new buildings within the farm building cluster
  - Definitions and supporting diagrams to be included in the Zoning By-Law



# Agriculture-Related Uses (AR Zone)

- Agriculture-related uses now permitted in OP
- To be permitted on AB, A1, or A2 lots
- Proposed overlay zone (e.g., AR-#)
- Rezoning required, proposed Special Provision Overlay (e.g., AR-#)
- Potential Zoning Provisions:
  - Prohibited uses in the OP
  - Ensure AR use is limited in size to minimum needs
  - Maximum lot coverage relative to lot size



# Agribusiness (AB) Zone

- AB Zone is proposed to be retained but will be limited to existing sites/properties only
- Existing AB sites present opportunities as potential locations to direct new agriculture-related uses as these lots typically contain existing non-agricultural development
- Considering adding agricultural uses as a permitted use for AB zone generally (farming not currently permitted)
- New agriculture-related uses will go to a different zoning category (i.e., AR-) when proposed on new/alternative sites
  - A standardized zoning approach will need to be considered for new non-ag uses proposed in the agricultural area, as per OP and PPS policies
- Overall goal is to bring uses on existing AB Zoned sites into greater conformity with the OP over time

# Secondary Residential Uses

## Home Occupations

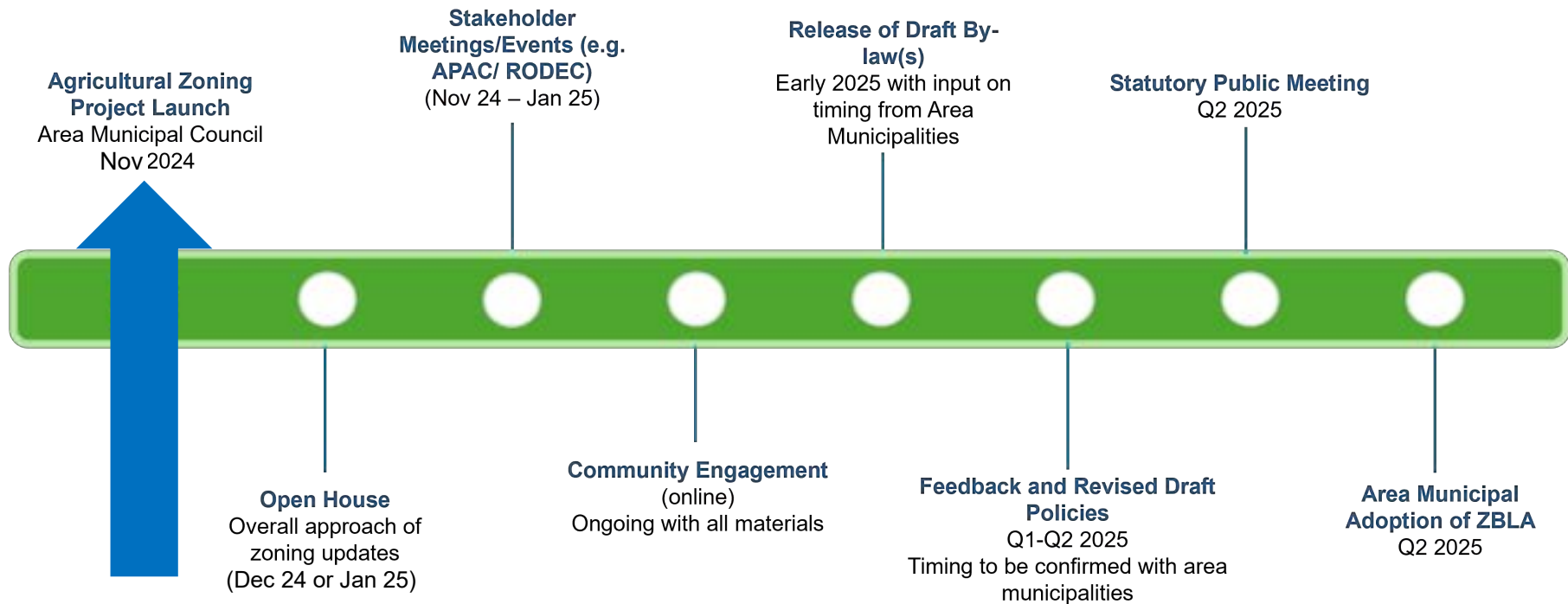
- Home Occupations permitted 'as of right' on any lot with a dwelling
- Any changes will build from updates to HO provisions through housekeeping amendments (where completed)
- Zoning to update existing provisions to include:
  - Permitted and prohibited uses;
  - Criteria to establish small-scale and secondary nature

## Rural Entrepreneurial Use (REU)

- Add a new zone category (REU-#) to rezone existing RR lots where an REU is proposed.
- Permitted uses and prohibited uses to be established in Zoning By-Law
- Requires a site-specific amendment to the Zoning By-Law which meets key Official Plan policy criteria (zoning can be more restrictive).



# Milestone Map



## Questions?

**Emily Sousa**  
Policy Planner  
esousa@oxfordcounty.ca

**April Nix**  
Policy Planner  
anix@oxfordcounty.ca



Tina Diamond, MSW, RSW, MBA, CHRL  
Executive Director

September 9, 2024

Safe and Well Oxford Steering Committee  
c/o Sarah Hamulecki  
21 Reeve Street, P.O. Box 1614,  
Woodstock, Ontario  
N4S 7Y3

Dear Steering Committee;

Children's Aid Societies and Indigenous Child and Family Well-Being Agencies, otherwise known as child welfare agencies, are dedicated to promoting the health, well-being, and safety of children, youth, and families across Ontario. They work together with local community-based organizations and service providers to support children, youth, and families facing challenges.

- Under the *Child, Youth and Family Services Act, 2017*, child welfare agencies have the legal mandate to provide child protection services 7 days a week, 365 days a year. They are the only mandated service providers within the broader children's services system.
- Child welfare agencies do not simply help protect children and youth who are experiencing abuse or neglect, or at risk of experiencing abuse or neglect. Agencies also provide critical crisis intervention and ongoing early intervention and preventative services, while prioritizing improved, equitable outcomes for children, youth, and families. They work tirelessly to ensure children, youth, and families get the right care, at the right time, close to home, so they can thrive and stay together.
- Most cases that child welfare agencies encounter are not ones of extreme abuse or neglect. Families face issues such as poverty, inadequate housing, unemployment, mental health challenges, and addictions, as well as intersecting systems of power, privilege, and oppression. These stressors and complications can impact a family's ability to care for their children and increase the likelihood of an interaction with the child welfare sector.
- Systems are failing caregivers, and child welfare agencies are doing work to fill systemic gaps and put children, youth, and families first.

Child welfare agencies across the province, similar to other publicly funded services, are facing significant funding challenges. We do not have the ability to turn families away, we do not manage waitlists, nor do we have the option to say that services are not available through us. As a sector we have committed to approaching our municipalities seeking a letter of support for sustainable child welfare services. Safe and Well Oxford's overriding purpose is to improve the safety and well-being of community members, by defining and addressing priority risks through proactive, integrated system-wide strategies. Please consider our request for a letter of support from Safe and Well Oxford.



n , the Children's Aid Society of Oxford County provided the following critical services:

- Completed 801 Child Protection Investigations throughout the year and provided ongoing services to an average of 162 families each month.
- Supported an average of 30 children and youth in the care of the Society on a monthly basis. This compares to 2013/2014, when an average of 154 children and youth were in the care of the Society each month. This change reflects the intentional work of the Society over the past decade to engage in early intervention and prevention services with families, so that children and youth can remain safely in their homes or communities. Ensuring children are safe and well in their homes, requires additional resources, and the funds once spent to bring children and youth into Society care, is redirected directly to the family through prevention supports and ongoing services.
- Supported an average of 52 children and youth placed in the care of kin (members of their extended family or network) as an alternative to care. Again, this has been a significant area of focus for the Society as 64% of children and youth requiring an out of home placement were placed with members of their family or community last year, compared to 2013/14 when only 15% of children and youth were placed with kin. We believe children and youth have better outcomes when living with people who are familiar to them and ensure that kinship families receive the financial support required.
- Provided service to an average of 6 youth aged 16-17 years, and 27 youth aged 18-23 years, each month.

Despite providing communities with services designed to protect children and youth and to offer support to vulnerable families, agencies are not receiving adequate funding, nor does the funding formula truly align with best practices and service principles (i.e., early intervention, prevention, continued connections to kin, community, and culture) as set out in the Child Welfare Redesign framework. We are calling on Ontario to bring greater financial stability and sustainability to the child welfare sector by ensuring that agencies are provided with enough funding to deliver high-quality, trauma-informed, culturally relevant care and develop an updated funding formula that truly prioritizes early intervention, prevention, and continued connections to kin, community, and culture.

The provincial child welfare allocation assigned to Oxford County has decreased by 2.9 million dollars (-17.5%) over the last ten years, despite acknowledgement that families, children and youth are experiencing unprecedented challenges. The families in our community, not unlike other communities, are experiencing challenges that have increased in severity and, as you are aware, access to services is becoming increasingly difficult - meaning that when families come to us, they are often past the crisis point.

Despite strong and collaborative community partnerships, we do not have the ability to bypass or move clients to the front of treatment waitlists for the services they require and in many tragic situations, the families end up relinquishing their parental rights in an effort to have the needs of their children met.

The underfunding of services to children and families, compounded by additional factors, have collectively resulted in half of all Ontario Children's Aid Societies operating in deficit:

- Two percent annual reductions in funding on the spurious grounds that after eight years of austerity a small agency can easily find six-figure efficiency savings.
- Pre-formula adjustments for overhead expenses based on actual expenses from 2011.
- Priorities that are only partially funded, including targeted adoption subsidies and support for youth.
- High costs for complex special needs children who are in need of treatment, but not necessarily in need of protection.

**712 PEEL ST., WOODSTOCK, ONTARIO N4S 0B4 TELEPHONE (519) 539-6176 FAX (519) 421-0123**

Reform of the funding formula was promised by the Ministry of Children, Community, and Social Services in 2020 as part of Child Welfare Redesign. To date, there has been no meaningful progress despite two specific consultations with sector leadership wherein recommendations were submitted, and months of sector and Ministry collaboration occurring in a joint task force designed to make child and family focused changes.

The Children's Aid Society of Oxford County practices child welfare in a manner that places the child/youth at the center of service and recognizes that when it is safe to do so, the best outcomes occur when the family or someone familiar to the child/youth is involved and providing care for them. However, due to the complex and significant needs of the youth in our community, we have seen an increase in families abandoning their youth into our care with the hope that we are able to expedite residential mental health services.

Not only do we not have expedited access to services, in some situations, the youth is not prioritized due to our involvement. Furthermore, despite our community having some of the strongest and most effective collaborations between service partners, we do not have residential services in our community. This means we are forced to move youth hours away from their homes and use our limited funding to ensure that their families are able to travel to, and from, the youth's placement as we believe this is necessary to support an eventual reintegration of the youth into their family. The costs associated with these placements are exorbitant. This year, we are forecasting boarding costs of 4 million dollars. This is an increase of 1.3 million dollars from last year. Additionally, we currently have two youth placed in in Air BnBs, and one youth in a hotel, because we are unable to find placements that will accept the youth with their presenting needs.

Over the past year we have seen an increase in alarming behaviours due to the complex mental health needs of youth in our community. These have included attempts to jump off houses and other buildings, fabricated illnesses/injuries, self-harm attempts, significant substance use, threats of weapons, grooming by traffickers, and instances of youth being subjected to serious criminal offenses. In addition, we are currently experiencing a concerning trend within our community - a significant increase in the number of 17-year-olds in crisis. The families of these 17-year-old youth are unable to access treatment and support and in turn, abandon the youth to the child welfare system. These youth enter a system that is ill prepared to meet their needs and often adds to the problems they are facing. In the month of August 2024, we supported four families requesting the Society assume legal guardianship of their youth.

We have experienced a similar situation with families navigating the criminal justice system. When faced with complex-needs youth, the courts are issuing restraining orders that prevent these youth from returning home. Often the youth have been charged with acts of violence, resulting in limited family who can assume their care. Consequently, these youth are abandoned to a child welfare system ill-equipped to address their specific needs. In July 2024, we supported two families through this experience.

The costs to adequately support youth who present with severe and complex behaviours is significant, especially with a decreasing funding allocation. Not only do these high costs take away from supports we are able to provide to other children, youth, and families, but the indirect costs to the community are also noteworthy. For instance, the costs associated with increased police calls, ambulance usage to transport youth to hospitals, and fire calls over the last year have been substantial. Child welfare needs to be adequately funded to support these high needs youth or the Ministry of Health must cover the costs.

These are Oxford County's children, youth, and families, and our community deserves access to services that are appropriately funded and community based.

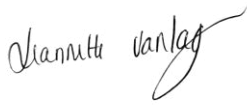
Sincerely,



Tina Diamond, MSW, RSW, MBA, CHRL  
Chief Executive Officer  
Children's Aid Society of Oxford County  
[tdiamond@casoxford.on.ca](mailto:tdiamond@casoxford.on.ca)  
(519) 539-6176 x 325



Catherine Leclair  
Board Chair



Jeannette Van Lagen  
Board Vice Chair



Robert Kates  
Treasurer



Fred Freeman  
Director



Erin Harvey  
Director



Jo Ann Hanson  
Director



Rod Wilkinson  
Director



Tammy Hewson  
Director



Tracey Thompson  
Director

Rocio Salinas  
Rocio Salinas  
Director

Tami Murray  
Tami Murray  
Director



Igor Bubic  
Director

Derek Salinas  
Derek Salinas  
Director

---

October 24, 2024

**RE: Ontario's Child Welfare Services sector need for child welfare services funding**

On behalf of the Safe and Well Oxford Steering Committee, please see attached letter from the Children's Aid Society of Oxford County outlining their critical funding situation. As indicated in the letter, the work of the Children's Aid Society of Oxford County aligns directly with the goals and objectives within the Safe and Well Oxford plan. The services provided are crucial to the well-being of youth within our communities, proactively supporting the future of Oxford County.

We encourage your Council to read the letter and formalize your support through the writing of a letter, as requested by the Children's Aid Society of Oxford County. Having all municipalities within the County demonstrate their support for the financial needs of the Children's Aid Society of Oxford County is important and impactful.

Thank you for your consideration. If you have any questions or concerns regarding our support, please contact me at [mryan@oxfordcounty.ca](mailto:mryan@oxfordcounty.ca) or 519-539-9800 x3003.

Sincerely,



Marcus Ryan  
Chair, Safe and Well Oxford Steering Committee  
Warden, Oxford County





## Township of Blandford-Blenheim 2025 Council Meeting Dates

Date	Time	Location
January 15, 2025* Budget	10:00 am	Council Chambers, 47 Wilmot St. S. Drumbo
January 22, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
February 5, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
February 19, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
March 5, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
March 19, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
April 2, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
April 16, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
May 7, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
May 21, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
June 4, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
June 18, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
July 2, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
August 6, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
September 3, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
September 17, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
October 1, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
October 15, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
November 5, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
November 19, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
December 3, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo
December 17, 2025	4:00 pm	Council Chambers, 47 Wilmot St. S. Drumbo

**From:** [COPPINS](#)  
**To:** [Sarah Matheson](#)  
**Subject:** Riverside Baptist Church Cemetery  
**Date:** November 7, 2024 7:32:59 PM

---

***To The Members of Blandford Blenheim Council - Please add this to the Agenda of your next Council Meeting***

My name is Doug Coppins from Paris, Ontario and I am sending this email with regard to the decline of Riverside Baptist Cemetery, found at the South 1/2 of Lot 4, Concession 5 of Blenheim Township just east of Richwood and near the Nith River bridge on the 5th Concession.

In recent weeks, I have been out to Riverside Baptist Cemetery visiting the graves of my ancestors when I noticed the decline of this cemetery, one of the oldest places in Blenheim Township. In 2026, this cemetery will be 200 years old. Riverside Baptist Cemetery contains the graves of Baptist United Empire Loyalist immigrants from around the Sussex area of New Brunswick. They came here for a better place to live and are buried here. This cemetery is 40 years older than Richwood Cemetery.

In Riverside Baptist Cemetery, I have found headstones laying under a tree, a headstone recently broken off, headstones leaning against other headstones and the cemetery has become overgrown with headstones slowly disappearing in the bushes.

It would be nice if the name of the cemetery would be on a nice sign so people could know about this historical place. Care needs to be taken when cutting grass, etc. as the headstones here are more fragile than those at Richwood Cemetery. Most of the headstones at Richwood are made from granite.

I hate to complain, but this is personal. I have 9 generations of my Daniel family that has lived, died here and are living around this area today. In October 1811, a land grant was given to my 4th great uncle and cousin William Daniel Bowen of Lot 4 Concession 4, 200 acres (south of the cemetery), Lot 3 Concession 5 (east of the cemetery) 200 acres and 2 100 acre lots on the 10th Concession.

Riverside Baptist Cemetery contains the unmarked graves of Clarissa (Wynn) (Daniel) McLeod, my 4th great Grandmother, wife of Joel Daniel UEL and now remarried to John McLeod. Clarissa was born about 1765 of Staten Island (from Quakers) or New Jersey; arrived in Burford in 1819 from Sussex, N.B. and died November 29, 1831, likely Blenheim Township. John McLeod is buried next to Clarissa. John was born in 1768 in New Jersey, lived near Sussex, N.B. and died after 1832 in Blenheim Township.

Next to John and Clarissa McLeod is Clarissa's son Henry Daniel, my 3rd great Grandfather. Henry was born on the Penniac Creek grant near Fredericton, N.B., March 13, 1788. Henry, wife Esther Frazee and 2 children, 2 brothers and sister arrived in Burford in 1816 and moved to Lot 4, Concession 4, Blenheim Township in about 1822 after the death of William Daniel Bowen. At the time of his death from a falling tree on August 15, 1832, Henry was the Captain of the Militia for Blenheim and Burford Township. Henry's wife Esther Frazee is buried in San Jose, California, after following a family member to California that got rich in the Gold fields in 1850.

When I look at books and documents that I have of the families that are buried here, I see them all living in the area near Sussex, New Brunswick after the American Revolution ended.

In this cemetery there are Burgess family graves and the Rupert family graves are found here. The Rupert Family founded the cemetery in 1826.

In this cemetery there are members of the Scheck family whose father Christopher Scheck fought in the 1779-1780 Southern Campaign of the American Revolution with my own 4th great grandfather, Joel Daniel.

There are Muma and Pinkham families buried at Riverside Baptist Cemetery that are also related to me.

Esther Muma and her husband William Pinkham are also buried here. Esther, my 3rd great aunt is the first cousin of Henry Muma, the founder of Drumbo. William and Esther's son Eb left Richwood for Exeter, California in 1902. Eb went on to be the largest persimmon grower in the world. The name of his farm was Richwood.

Today in the city of Visalia/Exeter, California there exists a Pinkham School; a Pinkham Park and a Pinkham Street. .

I have documents and maps that show the location of who is buried at this cemetery. I believe that all graves are not recorded as some have no headstones.

I find it really strange as I look at other cemeteries in the area, Drumbo, Richwood, that seem to be so clean and well kept. It seems today that if there is no graves being added to the cemetery, then it is something that we forget about. It really hurts when it's your Family.

This history of this Cemetery, this Township and this County of Oxford should never be forgotten.

I hope you take notice of my concerns and I look forward to a solution.

Loyally yours,

Doug Coppins U.E.



---

**Your Name:**

Marshall Chanda

**Subject:**

Re. Parking concern inquiry

**Your Message:**

Hello,

I'm writing to inquire about a potential safety issue with regard to parking at the intersection of Centre Street and Oxford Street West in Drumbo. With the large new white building erected there, cars are parking right at this intersection often, and I believe there are issues with the location of parking here, and a blind spot in trying to turn left onto Oxford Street West, heading in the direction of the 401 highway. Because of the road sloping down, and the close proximity of car parked at this intersection, a driver has to come out almost into the middle of the road to see if any cars are coming. (See attached pictures to have an idea of sight lines for drivers at this intersection, and if a township staff tried to come onto this road and turn, they would certainly see for themselves what I believe to be a safety concern regarding blind spot for turning onto the road.)

I am wondering if an adjustment could be made to not allow for any parking past the new driveway of the residence (large white building on the corner lot of Oxford Street West and Centre Street).

This would allow for greater visibility for vehicles turning onto Oxford Street West, I believe.

If you can investigate and assess this at your earliest convenience, that would be greatly appreciated. Thank you for looking into this matter and fielding my inquiry to the township.

Sincerely,

Marshall Chanda





MUSEUM →

CENTRE

OXFORD ST



Screenshot 1 of video showing intersection



Screenshot 2 of video showing intersection.





# 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>	November 12 <sup>th</sup> , 2024
<b>Subject:</b>	October Monthly Report	<b>Council Meeting Date:</b>	November 20 <sup>th</sup> , 2024
<b>Report #:</b>	FC-24-22		

---

### Recommendation:

That Report FC-24-22 is received as information.

### Background:

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

### Analysis/Discussion:

#### Meetings, Courses and Training Attended:

- Our department started off the month of October with promoting fire prevention week. Bright and Plattsville stations held open houses for the public. These events were well attended by the community and the message of fire safety was well received. Members of the Drumbo station spent time at the Drumbo public school working with grades JK to 3. The children learned of the importance of having a home escape plan, what to do when they hear a smoke alarm go off, what a firefighter looks like when wearing an air pack and that they are there to help, followed by a tour through the fire truck.
- Blandford Blenheim was proud to host four days of training for our new peer support team. With twenty-seven firefighters from seven municipalities participating in this training the team has taken shape and getting closer to our official launch early in the new year. We would like to thank the Tema Foundation for their time and effort in bringing the team together. Three instructors led everyone through some tough topics and how to handle them. Next steps for our peer support team will be a wrap up session between Tema and all Chiefs, and setting up the Peer Connect App which is the vital link between each firefighter and the support team. The level of engagement has been unbelievable and everyone involved cannot wait to have this crucial team in place.
- In the ever-changing area of lithium-ion batteries our Township, along with the Township of EZT, hosted an information session led by The Antler Group at the Plattsville station. Firefighters learned of different ways of handling situations that involve lithium-ion batteries, including specialized apps that list all electric vehicles and safe areas to disconnect a battery or different zones on a vehicle that are available when using the jaws of life.

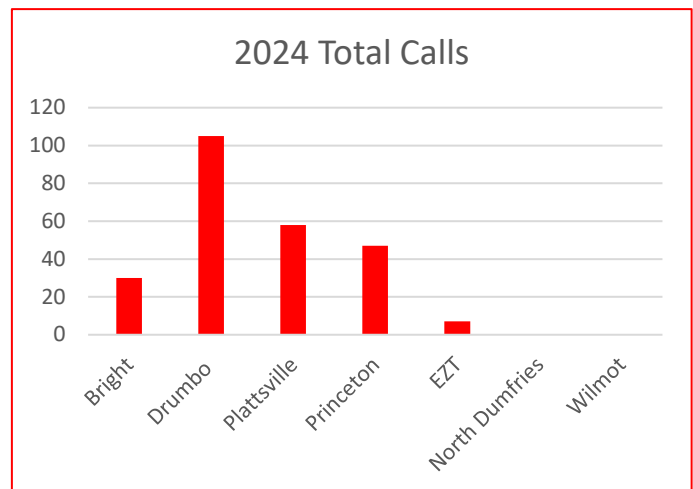
Firefighters who attended this training will take the information back to their stations to pass along.

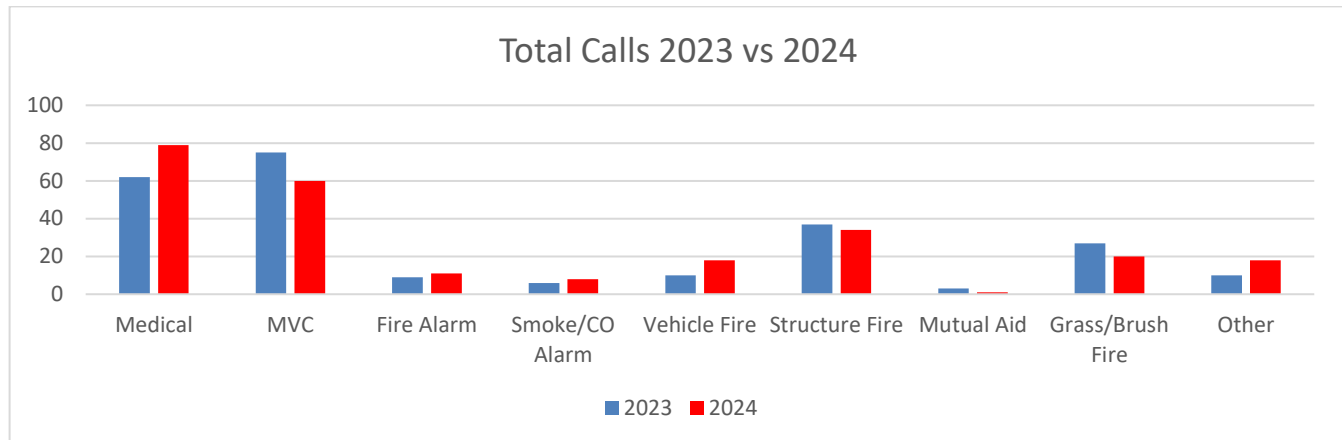
- Staff hosted an all-officers meeting with eleven out of our thirteen able to attend. Staff have started to have these meetings on a semi-annual basis where all officers are able to attend and discuss the happenings of their station over the previous six months and items which are being looked at to accomplish going forward.
- Enbridge hosted a training evening open to all Blandford Blenheim firefighters in October. Staff is happy to report over forty firefighters attended to sharpen their skills if an emergency were to arise at the Bright compressor station. Enbridge staff had a well thought out range of scenarios for the firefighters to work through including on-site water shuttle, man down alarms and mapping of the complex.
- We are pleased to announce that Tabitha Siegfried, Kurt Housworth, and Cody Cummerson have been hired to joined the Princeton station. They will attend practices starting November 1<sup>st</sup> in preparation for RFSOC recruit training that will begin in the new year.
- Staff has been busy nearing the completion of the Drumbo station renovation. Station gear has been moved into the new gear room, training room is complete upstairs, and staff along with our Deputy Chief have relocated their offices to the Drumbo station. The Fire Prevention officer and By-Law officer will be reporting to the Drumbo station on days they are in our Township.

**Fire:**

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

**October Fire Reports:**





### **CEMC – October 2024**

- Attended Fall St Clair Sector meeting virtually. Topics covered for this full day meeting included
  - Emergency Medical Assistance Team (EMAT)
  - Learnings from Sarnia and Lambton train derailment & diesel spill
  - Learnings from Windsor COVID-19 response around the Ambassador Bridge Blockade
  - Learnings from Chatham-Kent water treatment plant fire
  - Learnings from Aamjiwnaang First Nation Benzene Exposure
  - Field Officer Updates
  - Emergency Management Ontario Update
- Begin plans for our 2024 annual exercise

### **Fire Prevention – October 2024**

- FPO has started completing follow up inspections on all previously completed inspections with outstanding orders
- 2 home daycare inspections have been completed

### **By-Law Enforcement – October 2024**

- Land and Clear
  - 3 follow ups
  - 3 new occurrences
    - 1 charge laid
    - 1 order issued
- Noise...1
- Parking...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:** November 14, 2024  
**Subject:** Monthly Report to Council                      **Council Meeting Date:** November 20, 2024  
**Report #:** CBO-24-11

---

#### **Recommendation:**

That report CBO-24-11 be received as information.

#### **Background:**

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

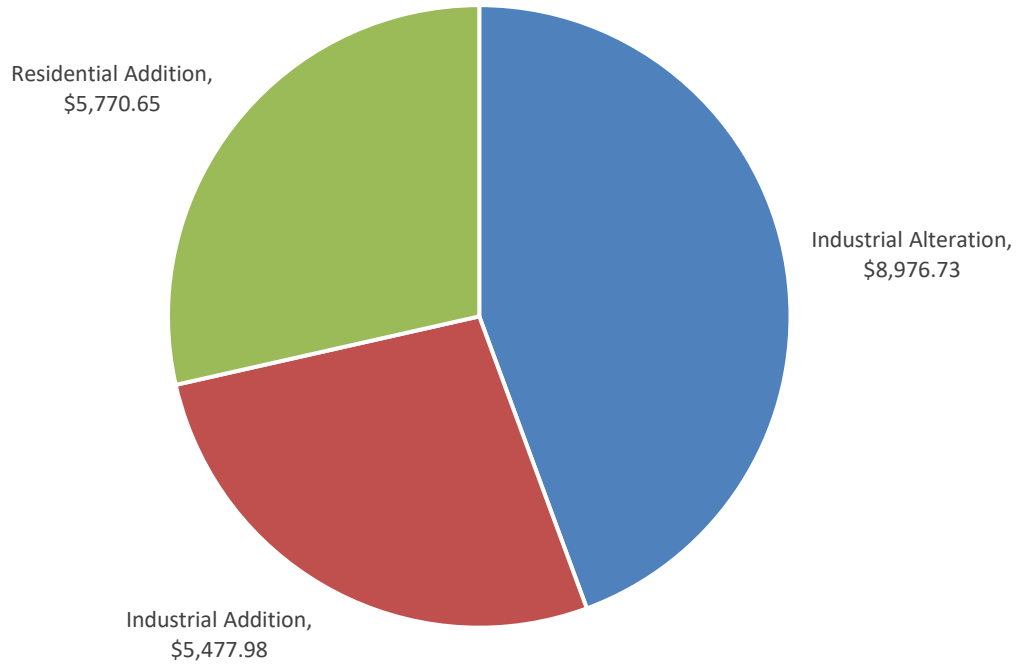
#### **Building Department Updates:**

- The building department issued 3 permits for the month of September 2024.

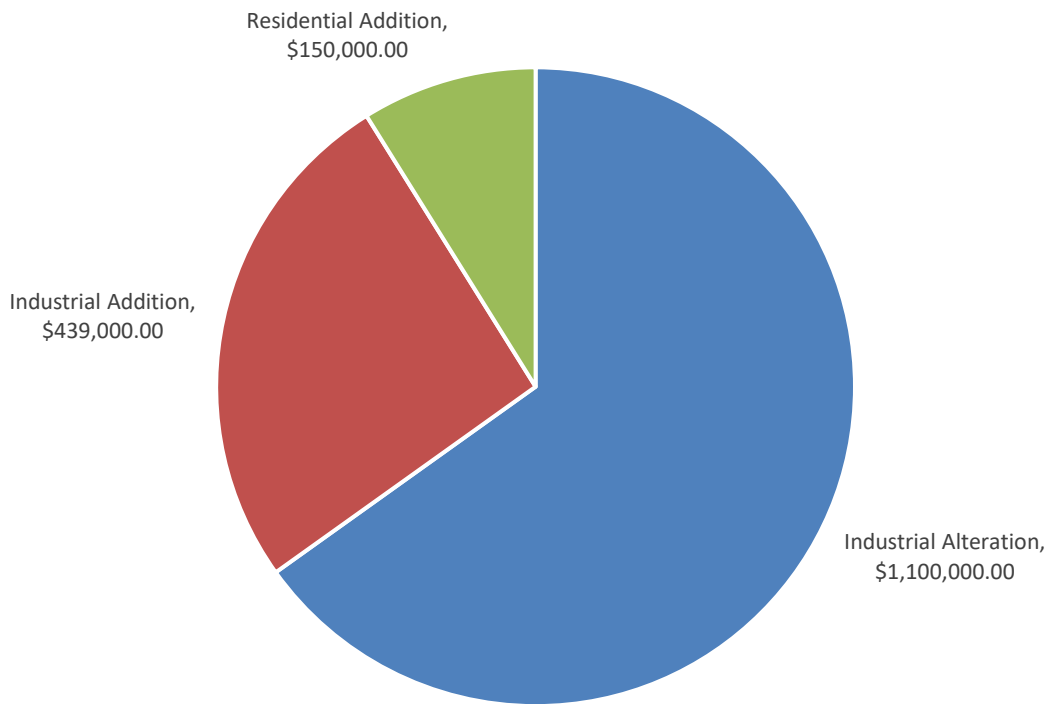
Respectfully submitted by:

Ray Belanger  
CBO

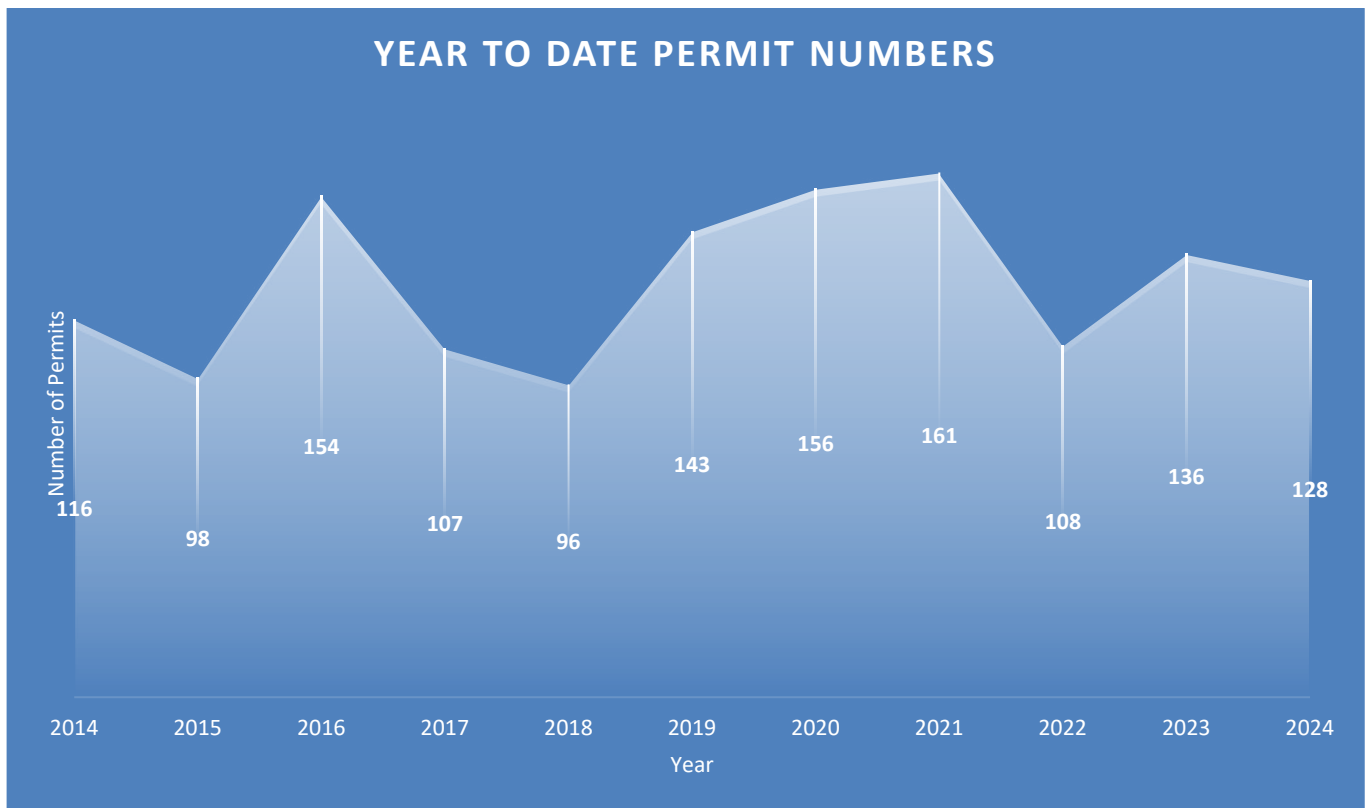
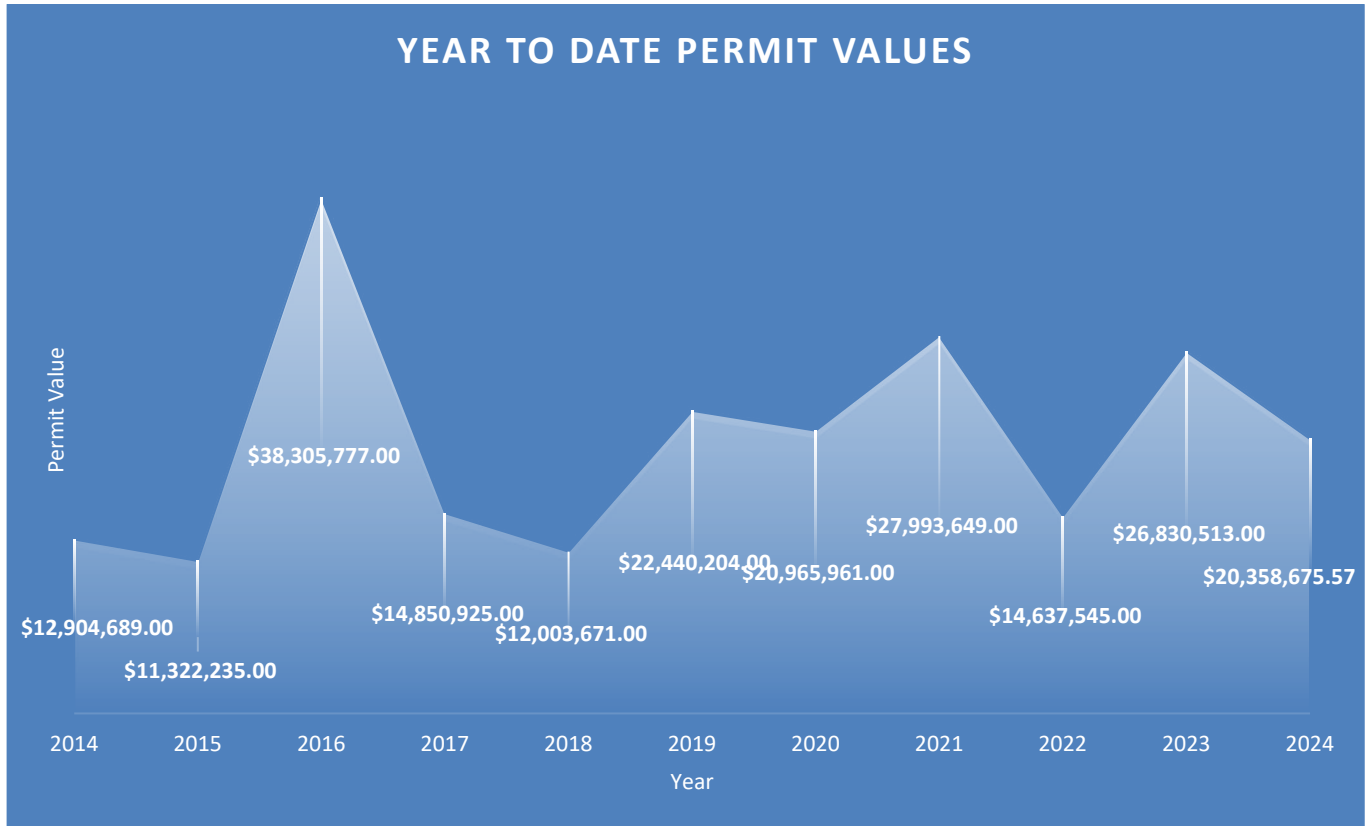
### October 2024 Permit Fees



### October 2024 Permit Value









# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Denise Krug, Director of Finance
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	November 7, 2024
<b>Subject:</b>	2024 3 <sup>rd</sup> Quarter Variance Report	<b>Council Meeting Date:</b>	November 20, 2024
<b>Report #:</b>	TR-24-16		

---

### Recommendation:

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

### Background:

On a regular basis staff will provide a financial report to Council that shows the budget and actual expenses for the year to date. This 3<sup>rd</sup> Quarter Operating report shows projected year end balances and variances. The report is attached for Council's review and is for the period ending September 30, 2023.

The columns in the operating report are set up as follows:

- 2023 Budget (as approved by Council)
- YTD Budget September – budget amount to September 30<sup>th</sup> only
- YTD Actual – expenses/revenues as of September 30, 2023
- Projected Year end Balance – staff estimate of year end balance
- % Projected Over/-Under Budget – percentage over/under budget expected at year end – positive percentage is expected to be over budget i.e. over in expenses or revenues and a negative percentage is expected to be under budget, i.e. under in expenses or revenues.

### Analysis/Discussion:

The 3<sup>rd</sup> Quarter report presented to Council estimates the projected year end balances and surplus/deficit. It is important to note that this report is not a final accounting of transactions but merely a projection based on current information at hand. Extraordinary events have not been accounted for in this report. Staff have provided some explanations where significant variances are expected.

Two summary reports are provided at the end, one breaking it down by department and the other by category of revenue or expense. As indicated in the summary reports, the Township anticipates having a small surplus at year end, largely in part to the interest rates remaining high. Other reasons include the Community Services department not yet hiring additional staff and the December 2023 ice revenues being included as they were not accrued into last year.

2024 – Capital Projects 3<sup>rd</sup> Quarter Interim Report – This report indicates how all 2024 projects are progressing according to budget. There are several projects that will not be completed in 2024 due to various reasons including projects not needing to be done yet or grants not awarded. Total projected spending on capital projects is anticipated to be higher than budgeted due to part of the Princeton Road/Stormwater project not being completed in 2023 and not included in the 2024 budget as well as Bridge 38 rehabilitation being significantly over budget.

**Financial Considerations:**

At this time, it is anticipated that the Township's 2024 Operating finances will complete the year with a surplus, which will be transferred to the Tax Stabilization reserve if needed as well as other general reserves, funding future capital. The building department is also anticipating a surplus which will be transferred to the building reserve.

**Attachments:**

2024 3<sup>rd</sup> Quarter Summary Variance Report  
2024 Capital Projects - 3<sup>rd</sup> Quarter Interim Report

Respectfully submitted by:

Denise Krug  
Director of Finance/Treasurer

## Township of Blandford-Blenheim - 2024 - 3rd Quarter Capital Variance Report

Project	Location	Description	Account #	Total Budget	Complete	Actual Costs to Sept 30	Tenders Accepted to Date	Updated Estimated Costs	Estimated Over (+) Under (-) Budget	Comments
<b>Administration - Municipal Office</b>										
DEVELOPMENT CHARGE STUDY			01-1192-0615	\$15,000.00	X	\$24,670.48		\$24,670.48	\$9,670.48	includes DC amendment study and bylaw
Replacement of Air Conditioner	Drumbo	Replace Office Air Conditioner damaged by lightning		\$0.00	X	\$4,502.88		\$4,502.88	\$4,502.88	Emergency Repair
Sealing of Parking Lot	Drumbo	Sealing of Parking Lot at Municipal Office to prolong its life	01-1196-0915	\$10,000.00	x			\$10,000.00	\$0.00	Invoice hasn't come in yet
<b>2024 ADMIN PROJECT TOTALS</b>				<b>\$25,000.00</b>		<b>\$29,173.36</b>	<b>\$0.00</b>	<b>\$39,173.36</b>	<b>\$14,173.36</b>	
<b>Fire</b>										
Bunker suits	All Stations	Replace 13 sets of bunker gear (\$3000 each)	Equip. Capital	\$39,000.00	X	\$37,464.97		\$37,464.97	(\$1,535.03)	Remainder approved for Drumbo renovation
Portable radios	All Stations	Replace 7 portable radios (\$2000 each)	Equip. Capital	\$14,000.00	X	\$14,167.03		\$14,167.03	\$167.03	
Pagers Bunker gear room	All Stations	Replace 16 pagers (\$800 each)	Equip. Capital	\$12,800.00	X	\$11,381.85		\$11,381.85	(\$1,418.15)	
	Plattsville Station	Move gear out of apparatus bay health and safety	01-2096-3901	\$75,000.00	X	\$32,745.81		\$32,745.81	(\$42,254.19)	
	Drumbo Station		01-2093-2901	\$0.00		\$7,853.02		\$64,250.00	\$64,250.00	
Engineering	Princeton Station	Engineering costs for new fire hall.	01-2096-4901	\$120,000.00				\$120,000.00	\$0.00	
<b>2024 FIRE PROJECT TOTALS</b>				<b>\$260,800.00</b>		<b>\$103,612.68</b>	<b>\$0.00</b>	<b>\$280,009.66</b>	<b>\$19,209.66</b>	
<b>Building/Drainage</b>										
Hybrid 4WD vehicle		Replacement scheduled in 2022, delayed until necessary	01-2196-0933	\$50,000.00		\$0.00	\$49,226.00	\$50,000.00	\$0.00	2024 Silverado 4wd Pickup
<b>2024 BUILDING/DRAINAGE PROJECT TOTALS</b>				<b>\$50,000.00</b>		<b>\$0.00</b>	<b>\$49,226.00</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	
<b>Public Works</b>										
RESURFACE SURFACE TREATED RDS.		FIBREMAT, (15 E & F) OXFORD-WAT. RD. WASHINGTON RD. TO TRUSSLER (42,350M2) SHARED WITH WILMOT TWP.; Hubbard Rd, Oxford RD 29 to Twp Rd 9 (15410m2), Twp Rd 2, Oxford Rd 3 to Blenheim Rd (22630m2)	01-3096-0925	\$425,000.00	X	\$15,264.00	\$280,824.60	\$296,088.60	(\$128,911.40)	Completed in Q3
Roller for Grader		Roller for grader 8-18	01-3096-0901	\$25,000.00			\$25,700.00	\$25,700.00	\$700.00	
Guard Rail rehab		Rehab/Replace old guard rail and 3 wire system within the Township	01-3096-0146	\$50,000.00				\$50,000.00	\$0.00	
Hotson Drain		Hotson drain is along Blandford Rd and Twp Rd 8	01-3096-0909	\$82,000.00				\$82,000.00	\$0.00	
Township Road 8 Drain		Twp Rd 8 Drain is along Twp Rd 8 and Hubbard Rd	01-3096-0910	\$115,000.00				\$0.00	(\$115,000.00)	Moved to 2025

## Township of Blandford-Blenheim - 2024 - 3rd Quarter Capital Variance Report

Project	Location	Description	Account #	Total Budget	Complete	Actual Costs to Sept 30	Tenders Accepted to Date	Updated Estimated Costs	Estimated Over (+) Under (-) Budget	Comments
Generator for Drumbo Shop		Replace old generator with new automatic engage generator	01-3096-0901	\$50,000.00				\$50,000.00	\$0.00	Report PW-24-21 approved 9/18/24 extra cost
Bridge 38 Deck rehab (Twp Rd 5)		Chip and patch deck, waterproof and asphalt	01-3096-0038	\$125,000.00		\$30,408.06	\$544,325.32	\$544,325.32	\$419,325.32	
Slide in water tank		Replace the 2011	01-3096-0901	\$28,000.00	X	\$29,012.00	\$27,192.00	\$29,012.00	\$1,012.00	
Replace Radiant Heaters		Replace 4 Radiant Heaters for the Drumbo Shop	01-3096-0915	\$20,000.00				\$20,000.00	\$0.00	
HARDSURFACE TWP. RD. 6 B PRINCETON MUN. DRAIN & STREET UPGRADES		DOUBLE SURFACE TREAT TWP. RD. 6 FROM BLANDFORD RD. TO OXFORD RD. 22 TO CONNECT PHASE 3 North SIDE OF PRINCETON MUN. DRAINAGE & STREET UPGRADES - FUNDED BY CCBF	01-3096-0147	\$215,000.00				\$0.00	(\$215,000.00)	Scheduled for 2025
			01-3096-0119	\$4,403,092.00		\$2,305,522.63	\$5,078,660.00	\$5,078,660.00	\$675,568.00	Van Wees storm pond added
BASE IMPROVEMENTS - BLANDFORD RD. N OF OX.RD.8		ADD 3,500T OF "B" & 3,500T OF "A" TO BLANDFORD RD. OX.RD.8 TO TWP. RD. 12 IN NORTH IN CONJUNCTION WITH SPRING GRAVELLING	01-3096-0148	\$75,000.00	X			\$0.00	(\$75,000.00)	Done as part of the gravel program. Will require addition A gravel in 2025
SIDEWALK TRACTOR PLOW		REPLACES 2013 MODEL YEAR TRACKLESS SIDEWALK TRACTOR & PLOW/BLOWER ATTACHMENTS - PURCHASED USED IN 2015 (REUSE PLOW) This was originally scheduled for 2023 replacement but was still in good condition.	01-3096-0901	\$200,000.00	X	220483.26	\$216,669.87	\$220,483.26	\$20,483.26	Addition cost for grinding head. Council approved
Guardrail cutter attachment		Raiber Transformer 840 - fits on the Kommunal machine and will allow staff to cut the guardrails more efficiently with less manual labor.	01-3096-0901	\$75,000.00	X	\$75,342.31		\$75,342.31	\$342.31	
TANDEM DUMP/PLOW TRUCK CAB & CHASSIS ONLY		REPLACES 2-14 (2015 FREIGHTLINER TANDEM DUMP/SANDER/PLOW TRUCK SALE VALUE \$35,000)	01-3096-0933	\$201,360.00			\$197,878.00	\$197,878.00	(\$3,482.00)	Q4 Extra expenses to complete EA study (additional studies were required)
BRIDGE #24 ENGINEERING		Start Engineering	01-3096-0024	\$39,375.00		\$66,204.53		\$75,000.00	\$35,625.00	
Bridge Study		OSIM bridge reports must be done every 2 years. This was started last year but not completed	01-3096-0896	\$0.00	X	\$15,030.57		\$12,685.00	\$12,685.00	Budgeted in 2023
Replace Twp Rd 11 Culvert		Emergency repair of culvert on Twp Rd 11	01-3096-0149	\$0.00	X	\$43,814.24		\$43,814.24	\$43,814.24	Emergency Repair
<b>2024 PUBLIC WORKS PROJECT TOTALS</b>				<b>\$6,128,827.00</b>		<b>\$2,801,081.60</b>	<b>\$6,371,249.79</b>	<b>\$6,800,988.73</b>	<b>\$672,161.73</b>	

## Township of Blandford-Blenheim - 2024 - 3rd Quarter Capital Variance Report

Project	Location	Description	Account #	Total Budget	Complete	Actual Costs to Sept 30	Tenders Accepted to Date	Updated Estimated Costs	Estimated Over (+) Under (-) Budget	Comments
<b>Plattsville Arena</b>										
STALL MATS	Plattsville	REPLACE MATS IN PLAYERS' BENCHES.	01-7096-3901	\$5,000.00		\$0.00	\$0.00	\$0.00	(\$5,000.00)	Move to 2025
TV	Plattsville	Life cycle, will do if required.		\$1,800.00		\$0.00	\$0.00	\$0.00	(\$1,800.00)	Move to 2025
H Vac Front of building	Plattsville	Replace front of building H Vac 10-15 years life cycle put in 2012		\$60,000.00		\$0.00	\$0.00	\$0.00	(\$60,000.00)	Going to move to 2 more year due to condition of units
Edger	Plattsville			\$ 4,000.00		\$ -	\$ -	\$ 4,000.00	\$ -	Ordered, not yet delivered
<b>2024 ARENA PROJECT TOTALS</b>				<b>\$70,800.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,000.00</b>	<b>(\$66,800.00)</b>	
<b>Parks</b>										
Wooden fence	Drumbo Park			\$7,000.00	X	\$2,895.23	\$3,500.00	\$7,000.00	\$0.00	Done still need one more invoice to come in yet
VEHICLE STORAGE YARD	PLATTSVILLE	CREATE SAFETY BARRIER BETWEEN EQUIPMENT AND PARK	01-7196-3915	\$4,000.00		\$0.00	\$4,000.00	\$4,000.00	\$0.00	Doing in Nov
Accessible Playground	Bright Drumbo	Dependent on Trillium Grant		\$120,000.00		\$0.00	\$0.00	\$0.00	(\$120,000.00)	Not a grant that came up this year Starting Dec over budget got \$200k from grant
Accessible Playground	Princeton	Friends of PR Park applied for grant		\$130,000.00		\$0.00	\$245,000.00	\$245,000.00	\$115,000.00	Starting in Nov , \$120K grant received
Accessible Playground	Plattsville	Plattsville grouped applied for grant		\$160,000.00		\$0.00	\$183,000.00	\$188,000.00	\$28,000.00	
New Slide	Princeton Park	Replace slide (insurance request)		\$10,000.00	X	\$0.00	\$0.00	\$0.00	(\$10,000.00)	doing in park project Dec
Drumbo Pavilion Reno	Drumbo Park	Additon with Storage		\$0.00	X	\$61,252.11		\$61,252.11	\$0.00	Funded by Drumbo Lions
<b>2024 PARKS PROJECT TOTALS</b>				<b>\$431,000.00</b>		<b>\$64,147.34</b>	<b>\$435,500.00</b>	<b>\$505,252.11</b>	<b>\$13,000.00</b>	
<b>Parks - Grounds Equipment</b>										
3/4 TON PICK UP FROM PW	Plattsville	2021 3/4 TON PICK UP TRANSFERRED FROM PW, DISPOSE OF 2015		\$5,000.00		\$0.00	\$0.00	\$0.00	(\$5,000.00)	Not happeneing this year
<b>2024 PARKS GROUNDS EQUIPMENT PROJECT TOTALS</b>				<b>\$5,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$5,000.00)</b>	
<b>Community Centres</b>										
Tables & Chairs	All	Tables & Chairs to replace those broken over the years.	01-7296-4901	\$7,000.00		\$0.00		\$5,000.00	(\$2,000.00)	Order placed in October
<b>2024 COMMUNITY CENTRES PROJECT TOTALS</b>				<b>\$7,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>(\$2,000.00)</b>	
<b>2024 TOTAL CAPITAL</b>				<b>\$6,978,427.00</b>		<b>\$2,998,014.98</b>	<b>\$6,855,975.79</b>	<b>\$7,684,423.86</b>	<b>\$644,744.75</b>	

project carried forward - approved in previous year

\$6,963,427.00 (not incl DC study)

\$7,659,753.38 (not incl DC study)

project approved after budget passed



# Township of Blandford-Blenheim

## Council

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
<b>Revenue</b>						
Other Revenue	-	-	-	-	#DIV/0!	
Contribution from Reserves	-60,000	-45,000	-	0	-100.0%	Secondary plan not undertaken in 2024
<b>Total Revenue</b>	<b>-60,000</b>	<b>-45,000</b>	<b>-</b>	<b>0</b>	<b>100.0%</b>	
<b>Expenses</b>						
Salaries, Wages & Benefits	101,898	76,419	75,999	101,898	0.0%	
Administration Expenses	76,970	57,726	11,729	16,970	-78.0%	Secondary plan not undertaken in 2024
Other Expenses	-	-	-	-	#DIV/0!	
Contribution to Reserves	-	-	-	-	#DIV/0!	
<b>Total Expenses</b>	<b>178,868</b>	<b>134,145</b>	<b>87,728</b>	<b>118,868</b>	<b>-33.5%</b>	
<b>Total Council</b>	<b>118,868</b>	<b>89,145</b>	<b>87,728</b>	<b>118,868</b>	<b>0.0%</b>	



# Township of Blandford-Blenheim

## General Revenue

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
<b>Revenue</b>						
Levy adjustments (Supps, Omits, Write-offs, etc)	-3,000	-2,250	-38,753	-20,000	566.7%	MPAC's new way of processing Farm properties more effective?
Payment-In-Lieu	-49,032	-36,774	-52,020	-52,020	6.1%	
Federal / Provincial Grants	-621,100	-465,822	-465,825	-621,100	-	
Revenue from Other Municipalities	-1,244,690	-933,516	-622,530	-1,300,000	4.4%	
User Fees	-2,200	-1,656	-793	-2,500	13.6%	
Licences & Permits	-31,625	-23,715	-35,417	-40,000	26.5%	higher admin building permit fees
Interest Income	-230,500	-172,872	-326,682	-325,000	41.0%	higher bank interest + O/S taxes
Other Revenue	-5,125	-3,843	-5,684	-6,000	17.1%	
Municipal Surplus	-	-	-289,399	-289,399	#DIV/0!	2023 surplus - trsf'd to reserve under Admin
<b>Total Revenue</b>	<b>-2,187,272</b>	<b>-1,640,448</b>	<b>-1,837,103</b>	<b>-2,656,019</b>	<b>21.4%</b>	
<b>Total General Revenue</b>	<b>-2,187,272</b>	<b>-1,640,448</b>	<b>-1,837,103</b>	<b>-2,656,019</b>	<b>21.4%</b>	





# Township of Blandford-Blenheim

## Administration

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
<b>Revenue</b>						
Federal / Provincial Grants	-	-	-	-	#DIV/0!	
Revenue from Other Municipalities	-	-	-	-	#DIV/0!	
Other Revenue	-	-	-19,559	-19,559	#DIV/0!	DR Beautification Donations, Debenture Admin fee
Development Charges	-	-	-	-	#DIV/0!	
Contribution from Reserves	-35,000	-26,244	-26,338	-49,173	40.5%	DC Study over, Emergency AC Repair
<b>Total Revenue</b>	<b>-35,000</b>	<b>-26,244</b>	<b>-45,897</b>	<b>-68,732</b>	<b>96.4%</b>	
<b>Expenses</b>						
Salaries, Wages & Benefits	704,769	528,579	512,372	700,000	-0.7%	
Administration Expenses	179,991	135,000	122,002	190,000	5.6%	DC study incl removal of Industrial Exemption
Building & Property Expenses	66,073	49,563	52,622	65,000	-1.6%	
Other Expenses	54,260	40,689	54,165	55,000	1.4%	
Downtown Revitalization	7,764	5,823	17,300	24,000	209.1%	Includes DR Beautification Expenses
Capital Expenditures	10,000	7,497	4,503	14,503	45.0%	includes Emergency AC repair
Contribution to Reserves	861,624	646,218	1,151,023	1,217,023	41.2%	Includes trsf of 2023 surplus + annexation funds
<b>Total Expenses</b>	<b>1,884,481</b>	<b>1,413,369</b>	<b>1,913,987</b>	<b>2,265,526</b>	<b>20.2%</b>	
<b>Total Administration</b>	<b>1,849,481</b>	<b>1,387,125</b>	<b>1,868,090</b>	<b>2,196,794</b>	<b>18.8%</b>	



# Township of Blandford-Blenheim

## Livestock/Canine

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
<b>Revenue</b>						
Licences & Permits	-1,200	-900	-720	-720	-40.0%	
Other Revenue	-4,300	-3,222	-50	-4,300	0.0%	
<b>Total Revenue</b>	<b>-5,500</b>	<b>-4,122</b>	<b>-770</b>	<b>-5,020</b>	<b>-8.7%</b>	
<b>Expenses</b>						
Administration Expenses	15,350	11,502	5,681	13,500	-12.1%	
<b>Total Expenses</b>	<b>15,350</b>	<b>11,502</b>	<b>5,681</b>	<b>13,500</b>	<b>-12.1%</b>	
<b>Total Livestock/Canine</b>	<b>9,850</b>	<b>7,380</b>	<b>4,911</b>	<b>8,480</b>	<b>-13.9%</b>	



# Township of Blandford-Blenheim

## Grants

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
<b>Revenue</b>						
Contribution from Reserves	-	-	78		#DIV/0!	
<b>Total Revenue</b>	-	-	78	0	#DIV/0!	
<b>Expenses</b>						
Other Expenses	10,000	7,497	6,000	7,000	-30.0%	Only 7 applications received in 2024
<b>Total Expenses</b>	10,000	7,497	6,000	7,000	-30.0%	
<b>Total Grants</b>	<b>10,000</b>	<b>7,497</b>	<b>6,078</b>	<b>7,000</b>	<b>-30.0%</b>	



# Township of Blandford-Blenheim

## Fire Department

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
<b>Revenue</b>						
Federal / Provincial Grants	-60,000	-45,000	-23,553	-45,000	-25.0%	lower call volume on 401
Revenue from Other Municipalities	-26,000	-19,503	-11,757	-20,000	-23.1%	lower call volume to Brant
User Fees	-1,600	-1,197	-966	-1,600	0.0%	
Other Revenue	-37,300	-27,972	-71,160	-100,000	168.1%	Peer Support other munis, RFSOC Instructors (offsets exp)
Development Charges	-50,000	-37,503	-	-50,000	0.0%	
Contribution from Reserves	-260,800	-195,597	-95,761	-280,010	7.4%	
<b>Total Revenue</b>	<b>-435,700</b>	<b>-326,772</b>	<b>-203,197</b>	<b>-496,610</b>	<b>14.0%</b>	
<b>Expenses</b>						
Salaries, Wages & Benefits	635,712	476,793	419,829	635,712	0.0%	
Administration Expenses	161,194	120,906	99,817	196,194	21.7%	Peer Support invoice
Building & Property Expenses	222,492	166,914	154,150	222,492	0.0%	
Other Expenses	68,471	51,354	30,993	68,471	0.0%	
Capital Expenditures	260,800	195,597	103,613	280,010	7.4%	Drumbo Station Renovations
Contribution to Reserves	335,285	251,469	285,284	335,825	0.2%	
<b>Total Expenses</b>	<b>1,683,954</b>	<b>1,263,033</b>	<b>1,093,686</b>	<b>1,738,704</b>	<b>3.3%</b>	
<b>Total Fire Department</b>	<b>1,248,254</b>	<b>936,261</b>	<b>890,489</b>	<b>1,242,094</b>	<b>-0.5%</b>	



# Township of Blandford-Blenheim

## By-Law Enforcement

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
<b>Revenue</b>						
Revenue from Other Municipalities	-	-	-		#DIV/0!	
User Fees	-	-	-292	-292	#DIV/0!	
Fines & Penalties	-1,050	-792	-90	-200	-81.0%	
Other Revenue	-	-	-50	-50	#DIV/0!	
<b>Total Revenue</b>	<b>-1,050</b>	<b>-792</b>	<b>-432</b>	<b>-542</b>	<b>-48.4%</b>	
<b>Expenses</b>						
Salaries, Wages & Benefits	10,674	8,010	614	10,674	0.0%	
Administration Expenses	35,265	26,442	179	35,265	0.0%	
<b>Total Expenses</b>	<b>45,939</b>	<b>34,452</b>	<b>793</b>	<b>45,939</b>	<b>0.0%</b>	
<b>Total By-Law Enforcement</b>	<b>44,889</b>	<b>33,660</b>	<b>361</b>	<b>45,397</b>	<b>1.1%</b>	



# Township of Blandford-Blenheim

## CEMC

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
<b>Revenue</b>						
Other Revenue	-	-	-	-	#DIV/0!	
<b>Total Revenue</b>	-	-	-	-	#DIV/0!	
<b>Expenses</b>						
Salaries, Wages & Benefits	15,791	11,844	1,852	15,791	0.0%	
Administration Expenses	1,300	972	455	1,300	0.0%	
<b>Total Expenses</b>	17,091	12,816	2,307	17,091	0.0%	
<b>Total CEMC</b>	<b>17,091</b>	<b>12,816</b>	<b>2,307</b>	<b>17,091</b>	<b>0.0%</b>	



# Township of Blandford-Blenheim

## Police

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
<b>Revenue</b>						
Federal / Provincial Grants	-32,345	-24,264	-5,900	-27,000	-16.5%	
User Fees	-9,000	-6,750	-4,749	-7,000	-22.2%	
Other Revenue	-	-	-		#DIV/0!	
Contribution from Reserves	-	-	-		#DIV/0!	
<b>Total Revenue</b>	<b>-41,345</b>	<b>-31,014</b>	<b>-10,649</b>	<b>-34,000</b>	<b>-17.8%</b>	
<b>Expenses</b>						
Salaries, Wages & Benefits	4,999	3,753	1,579	2,500	-50.0%	No PSB since April
Administration Expenses	978,390	733,797	721,060	978,390	0.0%	
Building & Property Expenses	627	477	126	126	-79.9%	
Other Expenses	500	378	-	0	-100.0%	
Contribution to Reserves	-	-	-	-	#DIV/0!	
<b>Total Expenses</b>	<b>984,516</b>	<b>738,405</b>	<b>722,765</b>	<b>981,016</b>	<b>-0.4%</b>	
<b>Total Police</b>	<b>943,171</b>	<b>707,391</b>	<b>712,116</b>	<b>947,016</b>	<b>0.4%</b>	



# Township of Blandford-Blenheim

## Building Services

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
<b>Revenue</b>						
Licences & Permits	-237,700	-178,272	-238,304	-300,000	26.2%	
Other Revenue	-12,500	-9,369	-1,850	-11,700	-6.4%	includes Property Standards recovery
Contribution from Reserves	-40,000	-29,997	-	-48,000	20.0%	Sale of CRV expected to be less than budgeted + purchase of laptop and monitors
<b>Total Revenue</b>	<b>-290,200</b>	<b>-217,638</b>	<b>-240,154</b>	<b>-359,700</b>	<b>23.9%</b>	
<b>Expenses</b>						
Salaries, Wages & Benefits	128,388	96,291	99,943	135,000	5.2%	Additional staff members hours
Administration Expenses	99,616	74,718	38,406	76,000	-23.7%	Contracted Services less than budgeted
Building & Property Expenses	12,196	9,153	12,005	12,500	2.5%	
Other Expenses	-	-	4,194	4,200	#DIV/0!	Property Standards expenses
Capital Expenditures	50,000	37,503	-	50,000	0.0%	
Contribution to Reserves	-	-	-	82,000	#DIV/0!	Surplus to be transferred to reserve
<b>Total Expenses</b>	<b>290,200</b>	<b>217,665</b>	<b>154,548</b>	<b>359,700</b>	<b>23.9%</b>	
<b>Total Building Services</b>	<b>-</b>	<b>27</b>	<b>-85,606</b>	<b>0</b>	<b>#DIV/0!</b>	





# Township of Blandford-Blenheim

## Drainage

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
<b>Revenue</b>						
Levy adjustments (Supps, Omits, Write-offs, etc)	-6,141	-4,608	-	-6,141	0.0%	
Federal / Provincial Grants	-56,200	-42,147	-	-56,200	0.0%	
User Fees	-300	-225	-415	-415	38.3%	
Licences & Permits	-3,300	-2,475	-	0	-100.0%	
Other Revenue	-750	-567	-661	-661	-11.9%	
Contribution from Reserves	-92,030	-69,021	-75,967	-87,030	-5.4%	
<b>Total Revenue</b>	<b>-158,721</b>	<b>-119,043</b>	<b>-77,043</b>	<b>-150,447</b>	<b>-5.2%</b>	
<b>Expenses</b>						
Salaries, Wages & Benefits	106,561	79,920	77,852	103,000	-3.3%	
Administration Expenses	34,820	26,118	5,695	30,000	-13.8%	
Building & Property Expenses	101,228	75,924	83,214	96,000	-5.2%	
Debt Charges	6,141	4,599	6,141	6,141	0.0%	
Capital Expenditures	-	-	-	-	#DIV/0!	
Contribution to Reserves	5,000	3,753	5,000	5,000	0.0%	
<b>Total Expenses</b>	<b>253,750</b>	<b>190,314</b>	<b>177,902</b>	<b>240,141</b>	<b>-5.4%</b>	
<b>Total Drainage</b>	<b>95,029</b>	<b>71,271</b>	<b>100,859</b>	<b>89,694</b>	<b>-5.6%</b>	



# Township of Blandford-Blenheim

## Public Works - Roads

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
	September	September	September	Balance	(+over/-under)	
<b>Revenue</b>						
Federal / Provincial Grants	-696,031	-522,018	-467,931	-696,031	0.0%	
Revenue from Other Municipalities	-1,453,444	-1,090,080	-888,342	-1,453,444	0.0%	
User Fees	-4,200	-3,150	-5,205	-5,205	23.9%	High volume of new culverts
Other Revenue	-2,072,264	-1,554,201	-72,801	-2,051,118	-1.0%	
Development Charges	-93,300	-69,975	-	-93,300	0.0%	
Contribution from Reserves	-2,167,933	-1,625,949	-	-2,915,000	34.5%	Needed for bridge 38 & Princeton projects
<b>Total Revenue</b>	<b>-6,487,172</b>	<b>-4,865,373</b>	<b>-1,434,279</b>	<b>-7,214,098</b>	<b>11.2%</b>	
<b>Expenses</b>						
Salaries, Wages & Benefits	826,686	620,010	687,472	826,696	0.0%	
Administration Expenses	31,600	23,715	16,462	26,600	-15.8%	
Building & Property Expenses	1,353,652	1,015,227	1,119,263	1,348,652	-0.4%	
Other Expenses	-	-	-	-	#DIV/0!	
Capital Expenditures	6,053,827	4,540,374	2,877,881	6,800,988	12.3%	
Contribution to Reserves	1,905,128	1,428,840	1,811,828	1,905,128	0.0%	
<b>Total Expenses</b>	<b>10,170,893</b>	<b>7,628,166</b>	<b>6,512,906</b>	<b>10,908,064</b>	<b>7.2%</b>	
<b>Total Public Works - Roads</b>	<b>3,683,721</b>	<b>2,762,793</b>	<b>5,078,627</b>	<b>3,693,966</b>	<b>0.3%</b>	

6487172		-7218695
-237845	CCBF	-237845
-200	911	-485
-4000	culverts	-4720
-15000	brush/compost	-9000
-8000	equipment rental	-4000
-75000	extraction	-68357
-93300		-93300
6053827	6053827 Capital	-6800988



# Township of Blandford-Blenheim

## Public Works - Winter Control

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
<b>Expenses</b>						
Salaries, Wages & Benefits	229,776	172,332	86,529	229,776	0.0%	
Building & Property Expenses	131,500	98,622	68,504	100,000	-24.0%	mild winter in Q1
<b>Total Expenses</b>	<b>361,276</b>	<b>270,954</b>	<b>155,033</b>	<b>329,776</b>	<b>-8.7%</b>	
<b>Total Public Works - Winter Control</b>	<b>361,276</b>	<b>270,954</b>	<b>155,033</b>	<b>329,776</b>	<b>-8.7%</b>	



# Township of Blandford-Blenheim

## Community Services - Administration

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
<b>Revenue</b>						
Federal / Provincial Grants	-	-	-	-	#DIV/0!	
Other Revenue	-	-	-150	150	#DIV/0!	
Contribution from Reserves	-5,000	-3,753	-	0	-100.0%	no funding of truck from PW
<b>Total Revenue</b>	<b>-5,000</b>	<b>-3,753</b>	<b>-150</b>	<b>150</b>	<b>-103.0%</b>	
<b>Expenses</b>						
Salaries, Wages & Benefits	164,561	123,426	114,992	160,000	-2.8%	No evening drop in program at schools
Administration Expenses	43,992	33,003	18,558	35,000	-20.4%	Training expenses down
Other Expenses	-	-	-	-	#DIV/0!	
Capital Expenditures	5,000	3,753	-	0	-100.0%	truck not being transferred in 2024
Contribution to Reserves	4,756	3,564	4,754	4,754	-0.0%	
<b>Total Expenses</b>	<b>218,309</b>	<b>163,746</b>	<b>138,304</b>	<b>199,754</b>	<b>-8.5%</b>	
<b>Total Community Services - Administration</b>	<b>213,309</b>	<b>159,993</b>	<b>138,154</b>	<b>199,904</b>	<b>-6.3%</b>	



# Township of Blandford-Blenheim

## Grass Cutting

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
<b>Expenses</b>						
Salaries, Wages & Benefits	92,194	69,147	84,619	94,000	2.0%	still cutting grass at end of October
Building & Property Expenses	-100,389	-75,294	3,613	-103,568	3.2%	allocoated at the end of the year
Contribution to Reserves	9,569	7,173	9,568	9,568	-0.0%	
<b>Total Expenses</b>	<b>1,374</b>	<b>1,026</b>	<b>97,800</b>	<b>0</b>	<b>-100.0%</b>	
<b>Total Grass Cutting</b>	<b>1,374</b>	<b>1,026</b>	<b>97,800</b>	<b>0</b>	<b>-100.0%</b>	



# Township of Blandford-Blenheim

## Plattsville Arena

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
<b>Revenue</b>						
Federal / Provincial Grants	-	-	5,760	0	#DIV/0!	
User Fees	-2,300	-1,728	-1,862	-2,300	0.0%	
Rents	-183,000	-137,250	-154,248	-235,000	28.4%	Dec 2023 revenue recorded in 2024
Other Revenue	-14,800	-11,106	-6,314	-15,000	1.4%	
Contribution from Reserves	-70,800	-53,100	-	-4,000	-94.4%	Capital not being completed in 2024
<b>Total Revenue</b>	<b>-270,900</b>	<b>-203,184</b>	<b>-156,664</b>	<b>-256,300</b>	<b>-5.4%</b>	
<b>Expenses</b>						
Salaries, Wages & Benefits	206,904	155,169	113,117	190,000	-8.2%	Less in wages didn't hire new full timer
Building & Property Expenses	257,379	193,032	131,610	255,000	-0.9%	
Other Expenses	-	-	2,936	2,936	#DIV/0!	
Debt Charges	-	-	-	-	#DIV/0!	
Canteen	-	-	-	-	#DIV/0!	
Capital Expenditures	70,800	53,100	-	4,000	-94.4%	Capital not being completed in 2024
Contribution to Reserves	61,557	46,170	61,558	61,557	0.0%	
<b>Total Expenses</b>	<b>596,640</b>	<b>447,471</b>	<b>309,221</b>	<b>513,493</b>	<b>-13.9%</b>	
<b>Total Plattsville Arena</b>	<b>325,740</b>	<b>244,287</b>	<b>152,557</b>	<b>257,193</b>	<b>-21.0%</b>	



# Township of Blandford-Blenheim

## Parks

As of September 30, 2024

	2024 Budget	YTD Budget September	YTD Actual September	Projected Year End Balance	Projected % Variance (+over/-under)	Explanation of Significant Variances
<b>Revenue</b>						
Federal / Provincial Grants	-108,000	-81,000	-212,500	-325,000	200.9%	2 Accessible Grants for Parks awarded
User Fees	-	-	-		#DIV/0!	
Rents	-9,900	-7,416	-19,432	-19,432	96.3%	More tournaments than anticipated
Other Revenue	-336,000	-252,000	-117,636	-137,252	-59.2%	Donations for Accessible Playgrounds
Development Charges	-47,000	-35,253	-	-47,000	0.0%	
Contribution from Reserves	-62,000	-46,503	-4,440	-43,000	-30.6%	
<b>Total Revenue</b>	<b>-562,900</b>	<b>-422,172</b>	<b>-354,008</b>	<b>-571,684</b>	<b>1.6%</b>	
<b>Expenses</b>						
Salaries, Wages & Benefits	55,356	41,508	52,964	60,000	8.4%	
Building & Property Expenses	81,210	60,885	30,462	80,000	-1.5%	
Other Expenses	-	-	-		#DIV/0!	
Capital Expenditures	506,000	379,503	64,147	505,252	-0.1%	
Contribution to Reserves	69,838	52,380	22,840	69,838	0.0%	
<b>Total Expenses</b>	<b>712,404</b>	<b>534,276</b>	<b>170,413</b>	<b>715,090</b>	<b>0.4%</b>	
<b>Total Parks</b>	<b>149,504</b>	<b>112,104</b>	<b>-183,595</b>	<b>143,406</b>	<b>-4.1%</b>	



# Township of Blandford-Blenheim

## Community Centres

As of September 30, 2024

	2024 Budget	YTD Budget September	YTD Actual September	Projected Year End Balance	Projected % Variance (+over/-under)	Explanation of Significant Variances
<b>Revenue</b>						
Federal / Provincial Grants	-	-	-25,000	-28,505	#DIV/0!	25k Seniors grant, 3.5k Covid Restart
Rents	-18,800	-14,103	-8,128	-12,000	-36.2%	
Other Revenue	-	-	-		#DIV/0!	
Contribution from Reserves	-7,000	-5,247	-	-5,000	-28.6%	
<b>Total Revenue</b>	<b>-25,800</b>	<b>-19,350</b>	<b>-33,128</b>	<b>-45,505</b>	<b>76.4%</b>	
<b>Expenses</b>						
Salaries, Wages & Benefits	20,651	15,489	8,739	18,000	-12.8%	
Building & Property Expenses	41,751	31,338	18,633	35,000	-16.2%	
Other Expenses	-	-	9,029	28,505	#DIV/0!	Seniors supplies, Covid modifications
Capital Expenditures	7,000	5,247	-	5,000	-28.6%	
Contribution to Reserves	11,597	8,694	11,596	11,597	0.0%	
<b>Total Expenses</b>	<b>80,999</b>	<b>60,768</b>	<b>47,997</b>	<b>98,102</b>	<b>21.1%</b>	
<b>Total Community Centres</b>	<b>55,199</b>	<b>41,418</b>	<b>14,869</b>	<b>52,597</b>	<b>-4.7%</b>	





# Township of Blandford-Blenheim

## Cemeteries

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
<b>Revenue</b>						
User Fees	-24,874	-18,657	-37,670	-40,000	60.8%	
Interest Income	-5,178	-3,897	-6,331	-6,331	22.3%	
Other Revenue	-2,250	-1,692	-1,060	-1,250	-44.4%	
Contribution from Reserves	-	-	-		#DIV/0!	
<b>Total Revenue</b>	<b>-32,302</b>	<b>-24,246</b>	<b>-45,061</b>	<b>-47,581</b>	<b>47.3%</b>	
<b>Expenses</b>						
Salaries, Wages & Benefits	61,596	46,242	30,137	45,000	-26.9%	
Administration Expenses	-	-	-		#DIV/0!	
Building & Property Expenses	75,887	56,943	15,483	75,000	-1.2%	
Other Expenses	-	-	-		#DIV/0!	
Capital Expenditures	-	-	-		#DIV/0!	
<b>Total Expenses</b>	<b>137,483</b>	<b>103,185</b>	<b>45,620</b>	<b>120,000</b>	<b>-12.7%</b>	
<b>Total Cemeteries</b>	<b>105,181</b>	<b>78,939</b>	<b>559</b>	<b>72,419</b>	<b>-31.1%</b>	



# Township of Blandford-Blenheim

## Splash Park

As of September 30, 2024

	2024	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
<b>Expenses</b>						
Salaries, Wages & Benefits	7,497	5,634	5,139	6,200	-17.3%	
Administration Expenses	61	45	61	61	0.0%	
Building & Property Expenses	29,761	22,320	13,249	21,000	-29.4%	Correction to PL water bill - no sewer charges
Contribution to Reserves	11,315	8,487	11,314	11,315	0.0%	
<b>Total Expenses</b>	<b>48,634</b>	<b>36,486</b>	<b>29,763</b>	<b>38,576</b>	<b>-20.7%</b>	
<b>Total Splash Park</b>	<b>48,634</b>	<b>36,486</b>	<b>29,763</b>	<b>38,576</b>	<b>-20.7%</b>	



# Township of Blandford-Blenheim

As of September 30, 2024

	2024 Budget	YTD Budget September	YTD Actual September	Projected Year End Balance	% Projected +Over/-Under Budget
Council	118,868	89,145	87,728	118,868	0%
General Revenue	-2,187,272	-1,640,448	-1,837,103	-2,656,019	21%
Administration	1,849,481	1,387,125	1,868,090	2,196,794	19%
Livestock/Canine	9,850	7,380	4,911	8,480	-14%
Grants	10,000	7,497	6,078	7,000	-30%
Fire Department	1,248,254	936,261	890,489	1,242,094	0%
By-Law Enforcement	44,889	33,660	361	45,397	1%
CEMC	17,091	12,816	2,307	17,091	0%
Police	943,171	707,391	712,116	947,016	0%
Building Services	-	27	-85,606	-	#DIV/0!
Drainage	95,029	71,271	100,859	89,694	-6%
Public Works - Roads	3,683,721	2,762,793	5,078,627	3,693,966	0%
Public Works - Winter Control	361,276	270,954	155,033	329,776	-9%
Community Services - Administration	213,309	159,993	138,154	199,904	-6%
Grass Cutting	1,374	1,026	97,800	0	-100%
Plattsville Arena	325,740	244,287	152,557	257,193	-21%
Parks	149,504	112,104	-183,595	143,406	-4%
Community Centres	55,199	41,418	14,869	52,597	-5%
Cemeteries	105,181	78,939	559	72,419	-31%
Splash Park	48,634	36,486	29,763	38,576	-21%
<b>Grand Total</b>	<b>7,093,299</b>	<b>5,320,125</b>	<b>7,233,997</b>	<b>6,804,252</b>	<b>-4.1%</b>



# Township of Blandford-Blenheim

## Township of Blandford-Blenheim

As of September 30, 2024

	2024	YTD	YTD	Projected	% Projected	
	Budget	Budget	Actual	Year End	+Over/-Under	Explanation of Significant Variances
		September	September	Balance	Budget	
<b>Revenue</b>						
Levy adjustments (Supps, Omits, Write-offs, etc)	-9,141	-6,858	-38,753	-26,141	186%	
Payment-In-Lieu	-49,032	-36,774	-52,020	-52,020	6%	
Federal / Provincial Grants	-1,573,676	-1,180,251	-1,194,949	-1,798,836	14.3%	
Revenue from Other Municipalities	-2,724,134	-2,043,099	-1,522,629	-2,773,444	1.8%	
User Fees	-44,474	-33,363	-51,952	-59,312	33.4%	
Licences & Permits	-273,825	-205,362	-274,441	-340,720	24.4%	
Fines & Penalties	-1,050	-792	-90	-200	-81.0%	
Rents	-211,700	-158,769	-181,808	-266,432	25.9%	
Interest Income	-235,678	-176,769	-333,013	-331,331	40.6%	
Other Revenue	-2,485,289	-1,863,972	-296,975	-2,346,740	-5.6%	
Development Charges	-190,300	-142,731	0	-190,300	0.0%	
Contribution from Reserves	-2,800,563	-2,100,411	-202,506	-3,431,213	22.5%	
Municipal Surplus	-	-	-289,399	-289,399	#DIV/0!	
<b>Total Revenue</b>	<b>-10,598,862</b>	<b>-7,949,151</b>	<b>-4,438,535</b>	<b>-11,906,088</b>	<b>12.3%</b>	
<b>Expenses</b>						
Salaries, Wages & Benefits	3,374,013	2,530,566	2,373,748	3,334,247	-1.2%	
Administration Expenses	1,658,549	1,243,944	1,040,105	1,599,280	-3.6%	
Building & Property Expenses	2,273,367	1,705,104	1,702,934	2,207,202	-2.9%	
Other Expenses	133,231	99,918	107,317	166,112	24.7%	
Debt Charges	6,141	4,599	6,141	6,141	0.0%	
Canteen	-	-	-	-	#DIV/0!	
Downtown Revitalization	7,764	5,823	17,300	24,000	209.1%	
Capital Expenditures	6,963,427	5,222,574	3,050,144	7,659,753	10.0%	
Contribution to Reserves	3,275,669	2,456,748	3,374,765	3,713,605	13.4%	
<b>Total Expenses</b>	<b>17,692,161</b>	<b>13,269,276</b>	<b>11,672,454</b>	<b>18,710,340</b>	<b>5.8%</b>	
<b>Total Township of Blandford-Blenheim</b>	<b>7,093,299</b>	<b>5,320,125</b>	<b>7,233,919</b>	<b>6,804,252</b>	<b>-4.1%</b>	



# 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>	November 13, 2024
<b>Subject:</b>	Safe and Well Oxford CSWBP – Inclusion Charter	<b>Council Meeting Date:</b>	November 20, 2024
<b>Report #:</b>	CAO-44-24		

---

### Recommendation:

**That Report CAO-44-24 be received as information; and,**

**That Council endorses the Safe and Well Oxford Community Safety and Well-being Plan – Inclusion Charter in principle; and further,**

**That Council directs staff to provide an implementation workplan for approval.**

### Background:

Legislative amendments to the Police Services Act, 1990 came into effect on January 1, 2019. These amendments required every municipality to prepare and adopt a community safety and well-being plan. The legislation required that municipalities work in partnership with police services and other sectors including health/mental health, education, community/social services and children/youth services throughout their planning process. Adoption of the Community Safety and Well-being Plan was required by July 1, 2021 (extended due to the COVID-19 pandemic).

The requirement to prepare and adopt a Community Safety and Well-being Plan applies to lower-tier municipalities in the County of Oxford and in counties, and regional municipalities (other than the County of Oxford) throughout the Province. In June, 2019 Oxford County CAOs, Clerks and Treasurers met and discussed the requirements of the legislation. There was consensus that the lower-tier municipalities within the County wished to work together to develop a joint plan. Terms of Reference were prepared and approved for the establishment of a Coordinating Committee to be made up of the Clerks from each of the participating municipalities, and an Advisory Committee. The Advisory Committee's role was to inform and guide the information gathering process, community consultation and plan/recommendation development stages of this project. Each participating municipality within the County allocated \$10,000 towards the development of the Plan to hire a consultant to work with the Advisory Committee to make recommendations, organize the information gathered and develop the plan for the lower-tier municipalities within Oxford. This was approved by all area municipal Councils by resolution in the Fall of 2019.

In January, 2020, Anne Becker, CEO, Climb Consulting Inc., in partnership with Lindsay Sage, Sagecomm, were retained by the Coordinating Committee to begin working on the development of the Community Safety and Well-being Plan. The ultimate goal of Community Safety and Well-being Plan (the Plan) was to achieve sustainable communities where everyone feels safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression.

As outlined in the Plan, community engagement activities were undertaken, in partnership with the Advisory Committee, to identify community priority risks. This process included the completion of an environmental scan, focus groups including over 150 participants, an online community survey with over 1,300 participants, youth focused community survey and one-on-one interviews with local subject matter experts – community engagement participants represented the following sectors in addition to members of the public:

- Policing;
- Emergency Response;
- School Boards;
- Hospitals;
- Community Health/ Health Teams;
- Addictions/ Support Agencies;
- Mental Health Agencies and Supports;
- Children’s Aid Societies;
- Organizations Serving Children and Families;
- United Way;
- Housing and Homelessness Groups;
- Justice Services;
- Social Planning;
- Business Community;
- CAO’s and Mayors from Oxford County Municipalities.

The approved Plan references feedback received from the community through the public consultation process detailed above. As a result of this process and environmental scan, the Advisory Committee identified four priority risks to be the focus of the plan for Oxford County:

- Mental Health
- Affordable Housing
- Substance Misuse and Addictions
- Equity, Diversity and Inclusion

The Safe and Well Oxford Community Safety and Well-being Plan was presented to all Oxford area municipal Councils in May and June of 2021. The plan approved by the Township of Blandford-Blenheim.

The purpose of this report is related to the above “Equity, Diversity and Inclusion” priority risk.

**Analysis/Discussion:**

In relation to Equity, Diversity & Inclusion, the following goals were established and approved within the Plan:

1. Establish an EDI Action Coalition to develop an evidence-informed, thoughtful and sensitive Equity, Diversity and Inclusion Strategy, including an Inclusion Charter, for all communities across Oxford County. An Action Coalition will bring together area municipalities, the County, police services, health care organizations and providers, school boards, businesses, social service providers, and agencies with a shared commitment to ensuring our communities are welcoming and inclusive for all. Most importantly the Action Coalition will engage community members representing the many differences across the County to ensure “no one is left behind”.
2. Develop, support, and promote community awareness and education campaigns to improve public understanding of racial and social justice and the individual and community impacts of stigma and discrimination.

The Inclusion Charter (the Charter), being a goal within the Plan, was then presented to Blandford-Blenheim Council on June 5, 2024. At that time, Council received the Inclusion Charter and related presentation for information. At this point, staff have had an opportunity to further review the plan and discuss next steps regarding implementation of general objectives/ calls to action outlined in the Charter. It is important to note that the Charter states: **we encourage partner organizations to adopt or adapt to this Inclusion Charter and implement its values and principles according to their current needs and resources.** The Charter provides guiding principles for municipalities in fostering inclusive communities and workplaces.

Through endorsement of the Inclusion Charter in principle, the Township of Blandford-Blenheim would demonstrate a commitment to implementing as many items that are applicable and attainable within the plan. In terms of next steps, staff will begin to create a “Blandford-Blenheim” specific implementation workplan, including budgetary and other operational considerations for objectives outlined within the (approved) plan. Staff would provide an update on this to plan in the first quarter of 2025, with it being anticipated that further progress reports would be provided to Council for information.

### **Financial Implications**

More specific financial implications would be highlighted within the implementation plan provided to Council. It is anticipated that there would be very limited financial implications immediately following approval in principle, with current staff undertaking this review and identified works.

Respectfully submitted by:

Josh Brick  
Chief Administrative Officer

# DIVERSITY EQUITY AND INCLUSION CHARTER







## Diversity, Equity, and Inclusion Charter

Pursuant to its mission, Safe and Well Oxford is committed to building an equitable, barrier-free, and inclusive society for people who live, work, visit, and invest in Oxford County.

Oxford County and Area Municipalities have a broad range of responsibilities that require an investment in organizational culture to counter racism and discriminatory behaviors and practices, and to ensure that a safe, welcoming, and accessible community exists for all citizens in a way that respects their dignity and independence.

The Diversity, Equity, and Inclusion (DEI) Charter sets out the commitments, calls to action, and shared responsibilities for achieving the vision of the Safe and Well Oxford Plan: “Communities where individuals and families feel safe, supported and included, and where they can access what they need, when they need it, to live fully.”

*“Communities where individuals and families feel safe, supported and included, and where they can access what they need, when they need it, to live fully.”*



## I

## Commitments

Development of Safe and Well Oxford's first Diversity, Equity, and Inclusion Charter, led by the Diversity, Equity, and Inclusion (DEI) Action Coalition with the support of Oxford County and Area Municipalities, is another step to address, prioritize, and advance diversity, equity, and inclusion initiatives in all aspects related to internal and external interactions with staff and communities.

This Charter is grounded within the principles of Ontario's Human Rights Code and the Seven Grandfather Teachings, i.e., Wisdom, Love, Respect, Bravery, Honesty, Humility, and Truth. Therefore, commitment to this Charter further affirms and fosters the implementation of legislation and the principles of the Indigenous teachings within the governing structures.

The Safe and Well Oxford DEI Action Coalition calls upon Oxford County and Area Municipalities to recognize these commitments as best practices.



---

## Employment

As employers, Oxford County and Area Municipalities should:

- Utilize transparent and inclusive recruitment, retention, and promotion practices that support employee attraction, retention, and empowerment.
- Remove non-essential credentials or qualifications that would hinder having a diverse pool of applicants and an equitable recruitment process.
- Actively work to attract a diverse and talented workforce that reflects the changing demographic makeup of Oxford County.
- Create an inclusive and equitable work environment that fosters mutual understanding, respect, and growth through education, awareness, and training opportunities for all staff, including management and councillors.
- Provide staff training, development, and ongoing learning opportunities that facilitate equity and inclusion at individual, organizational, and community levels.

## Service Delivery

As service providers, Oxford County and Area Municipalities should:

- Ensure service delivery models are inclusive and accessible to all community members, not just those who have traditionally requested the service.
- Be open to exploring new ways of delivering services and review existing service delivery using an equity lens to engage historically underserved, underrepresented, and equity-impacted groups, recognizing those identities within the Ontario Human Rights Code as guiding principles around inclusion.
- Provide services that respond to the diverse needs of the community.
- Train staff on inclusive, accessible, and equitable customer service.
- Build transparent and accountable relationships and systems.



## Economic Partnerships

As purchasers of goods and services, Oxford County and Area Municipalities should:

- Communicate procurement opportunities locally and broadly to promote equal and equitable opportunities.
- Ensure existing local purchasing relationships do not come at the expense of new and emerging supplier options.
- Hold suppliers accountable to a code of conduct that reflects diversity, equity, and inclusion, and addresses accessibility barriers and/or discriminatory practices, when engaged in activities on the County's behalf.

## Community Partnerships

As community partners, Oxford County and Area Municipalities should:

- Support the efforts of diverse communities and community organizations to promote inclusive and accessible changes, equitable opportunity, and respect for all.
- Collaborate with groups, communities, other Action Coalitions, and external organizations within Oxford County to advance diversity, equity, and inclusion initiatives.
- Recognize a diverse range of significant dates, holidays, and grassroots efforts that reflect the people of Oxford County.







## Calls to Action

The Calls to Action listed below provide additional support to Oxford County and Area Municipalities in implementing the Inclusion Charter.

The Calls to Action represent best practices that the County and Area Municipalities can progress towards over time and as resources are available. The suggested Calls to Action are not exclusive and can be adapted, added to, or customized to meet the current needs and capacities of partners as they continue to prioritize and implement the values and principles of the Inclusion Charter.

Providing DEI best practices for each of the Oxford County and Area Municipalities' roles in their respective communities further supports the broad and ongoing efforts and progress on DEI across our communities.

### Calls to Action as Policy-Makers

1. Develop, adopt, and implement the following policies: Diversity, Equity, Inclusion, and Belonging in the Workplace Policy; Indigenous Consultation Policy; and Flag-raising Policy.
2. Utilize anti-racism and intersectional policy development processes and frameworks, including Gender-Based Analysis Plus<sup>1</sup> and Anti-Racism and Anti-oppression Framework and Equity Tool<sup>2</sup>, to review existing policies and develop new ones, e.g., Accommodation policies, Workplace Harassment Policy, Dress Code Policy, and Accessibility Standards for Customer Service Policy.
3. Promote public participation in policy development through broad-based engagement platforms, e.g., Speak Up, Oxford!, and Ingersoll's FlashVote platform.

1 See Government of Canada resource, [Gender-based Analysis Plus \(GBA Plus\)](#).  
2 See Niagara Region resource, [Human Resources Best Practices Guidebook: How to Increase Diversity and Inclusion in Recruitment, Hiring, and Promotion](#).



---

## Calls to Action as Employers

1. Develop internal DEI Action Plans that address systemic issues and eliminate barriers through a well-informed strategy to identify priorities and apply best practices.
2. Develop a DEI Human Resources Best Practices Guidebook<sup>1</sup> to support managers and supervisors in ensuring that they utilize fair, equitable, and inclusive employment and workplace practices.
3. Include DEI and vaccination statements in job descriptions with revisions to existing accommodation statements.
4. Include a DEI vision statement during orientation to demonstrate the organization's commitment to creating a work environment and culture where diversity, equity, and inclusion are reflected and valued.
5. Provide educational and awareness opportunities for all staff and members of councils by considering training on the following topics:
  - i. Addressing Racism in the Workplace
  - ii. Why Diversity Matters
  - iii. Embracing Gender and Sexual Diversity
  - iv. Evolution of Human Rights in Canada
  - v. Unconscious Bias
  - vi. Workplace Sensitivity
  - vii. Gender-Based Analysis Plus Training
  - viii. Inclusion, Diversity, Equity, Accessibility, and Anti-Racism Training (IDEAA)
  - ix. Indigenous Cultural Mindfulness Training
  - x. Indigenous Community Awareness Training
6. Advertise employment opportunities through enhanced outreach and communication with organizations that are affiliated with historically underserved, underrepresented, and equity-impacted groups.



---

## Calls to Action as Service Providers

1. Develop accessible customer service toolkits for customer service counters that include:
  - o a Ubi-duo Machine
  - o personal amplifier
  - o hearing loops for service counters
  - o magnifiers
  - o pen grips
  - o a signature guide
  - o an iPad with Google Translator App to mitigate language barriers.
2. Ensure inclusion and equitable participation of employees, residents, and visitors with disabilities by continuing to embed and strengthen accessibility within Customer Service, Information and Communication, Employment, Transportation, Design of Public Spaces, and evaluating the impact of services and policies.
3. Continue consultation with the respective Accessible Advisory Committee (AAC) on the service delivery, programs, and initiatives.
4. Update public-facing forms with pronouns, salutations, and names to make them more inclusive.

## Calls to Action as Purchasers

1. Incorporate provisions into procurement policies and procedures to encourage suppliers and service providers that engage on behalf of the County and Area Municipalities to train their staff in DEI, too.
2. Create and provide a general code of conduct for contractors about expectations of behaviors and consider working this into the procurement process itself.
3. Ensure equitable access to procurement opportunities in Oxford County through outreach and enhanced communication with organizations affiliated with historically underserved, under-represented, and equity-impacted groups.



## Calls to Action as Community Partners

1. Support various cultural celebrations that reflect the diverse people and populations in Oxford County and demonstrate support through active communication channels, i.e., social media, newsletters, etc.
2. Dedicate resources to DEI initiatives, including people, time, and money.
3. Consider the use of a community flag pole to participate in flag-raising ceremonies, e.g.:
  - a. National Day for Truth and Reconciliation Day Flag
  - b. Pride Flag
  - c. Black History Month Flag
  - d. Every Child Matters Flag

## Responsibilities for Implementing the Charter

Implementing the values and principles contained within this Charter is the responsibility of Oxford County and Area Municipal Councils, senior leadership and management, and employees. However, we encourage partner organizations to adopt or adapt to this Inclusion Charter and implement its values and principles according to their current needs and resources.

Communication among Area Municipalities and Oxford County is imperative to tracking progress on the Inclusion Charter comments. Safe and Well Oxford acknowledges that this Charter is a living document that may require timely revisions and review when needed.

[www.safewelloxford.ca](http://www.safewelloxford.ca)  
June 2024



THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2464-2024

**Mitchell Drain 2023**

**BEING** a By-law to amend the assessment schedules based on actual costs incurred for constructing the Mitchell Drain 2023;

**WHEREAS** By-law Number 2416-2024 enacted the 3<sup>rd</sup> day of April 2024, provided for the construction of the Mitchell Drain 2023, based on the estimates contained in drainage report dated December 15, 2023, as submitted by C. MacIntyre, P. Eng., of K. Smart & Associates Limited;

**AND WHEREAS** the construction of the Mitchell Drain 2023 has been completed and it is deemed expedient to prorate the cost of the drain to the ratepayers in the watershed;

**AND WHEREAS** the total estimated cost of the Mitchell Drain 2023 was \$540,000;

**AND WHEREAS** the actual cost of construction was \$477,390.68, or 91.83% of the estimate;

**AND WHEREAS** the Provincial Grants on agricultural lands were \$85,375.27;

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

1. The balance of the cost shall be prorated and invoiced as set out in Schedule "C" attached hereto and forming part of this by-law.

Bylaw **READ** a **FIRST** and **SECOND** time this 20th day of November, 2024.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 20<sup>th</sup> day of November, 2024.

---

Mark Peterson, Mayor

(SEAL)

---

Sarah Matheson, Clerk

**SCHEDULE C - ESTIMATED NET ASSESSMENTS  
MITCHELL DRAIN 2023**

**Township of Blandford-Blenheim / Township of North Dumfries**

				ESTIMATED Gross Assessment (\$)	ACTUAL Gross Assessment (\$)	Non-Grantrable Section 24 (\$)	1/3 Grant (\$)	Allowances (\$)	Net Assessment (\$)	
<b>Twp. of Blandford-Blenheim</b>										
<u>Lands</u> (32-45-020-)										
F	Pt N½ 12	1	060-08101	Follingdale Farms Limited	34,857	33,153.89	8,000	11,051.30	100	30,002.59
F	N½ 12	2	060-08200	S. & I. Hurlbut	41,462	38,076.36		12,692.11	7,100	18,284.25
F	N½ 12	3	060-08220	G. Doehn	10,967	10,071.47		3,357.16	2,700	4,014.31
F	Pt S½ 13	1	060-11200	B. Fried	79,445	72,957.79		24,319.25	6,400	42,238.54
F	Pt S½ 13	1	060-11201	Coleman Equipment Inc.	13,198	12,120.30		4,040.10	2,400	5,680.20
	Pt S½ 13	1	060-11300	M. & M. Becker	1,275	1,170.89		0.00		1,170.89
F	S½ 13	2	060-11400	CW Highpoint Inc.	6,473	5,944.44		1,981.48		3,962.96
F	N½ 13	1	060-12600	W. & E. Albrecht	16,670	15,308.78		5,102.93		10,205.85
F	N½ 13	2	060-12700	Gustanda Investments Co. Ltd.	6,069	5,573.43		1,857.81		3,715.62
<b>Subtotal (Lands):</b>				210,416	194,377.34	8,000	64,402.14	18,700	119,275.20	
<u>Roads &amp; Utilities</u>										
	Oxford Rd 8			County of Oxford	120,636	100,208.14		0.00		100,208.14
	½ Trussler Rd			County of Oxford (Twp. of B.-B.)	44,772	29,801.48		0.00		29,801.48
	Enbridge Gas Inc. (Special Assessment)				14,755	26,445.25		0.00		26,445.25
<b>Subtotal (Roads):</b>				180,163	156,454.88	-	0.00	-	156,454.88	
<b>Total Assessment Township of Blandford-Blenheim:</b>				390,579	350,832.22	8,000	64,402.14	18,700	275,730.08	
<b>Twp. of North Dumfries</b>										
<u>Lands</u> (30-01-020-)										
F	Pt N½ 10	38	006-02300	P. & T. Renkema	18,832	17,294.24		5,764.75	400	11,129.49
F	N½ 11	38	006-05800	Cleave View Inc.	12,681	11,645.51		3,881.84		7,763.67
F	S½ 11	38	006-05830	Cleave View Inc.	37,001	33,979.63		11,326.54	500	22,153.09
<b>Subtotal (Lands):</b>				68,514	62,919.38	-	20,973.13	900	41,046.25	
<u>Roads &amp; Utilities</u>										
	Cedar Creek Road (Road 97)			Region of Waterloo	25,976	23,854.89		0.00		23,854.89
	½ Trussler Rd			Region of Waterloo (Twp. of N.D.)	46,931	31,784.19		0.00		31,784.19
<b>Subtotal (Roads):</b>				72,907	55,639.08	-	0.00	-	55,639.08	
<b>Total Assessment Township of North Dumfries:</b>				141,421	118,558.46	-	20,973.13	900	96,685.33	
<b>TOTAL ASSESSMENT MITCHELL DRAIN 2023:</b>				532,000	469,390.68	8,000	85,375.27	19,600	372,415.41	

Notes:

- Lands noted with an "F" are classified as agricultural and according to current OMAFRA policy qualify for the 1/3 grant. Eligibility for the 1/3 grant will be confirmed at the time the final cost is levied.
- Actual assessment is levied to the owner of the parcel at the time the final cost is levied.

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2465-2024

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

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

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

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

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

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on November 20<sup>th</sup>, 2024 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 20<sup>th</sup> day of November, 2024.

By-law read a third time and finally passed this 20<sup>th</sup> day of November, 2024.

---

MAYOR  
MARK PETERSON

---

CLERK  
SARAH MATHESON