

# TOWNSHIPSHIP OF BLANDFORD-BLENHEIM

## COUNCIL MEETING AGENDA

Wednesday, June 4<sup>th</sup>, 2025

Township Council Chambers

47 Wilmot St. S. Drumbo, ON

Watch via Live Stream on Township's YouTube:

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

3:00 p.m.

### 1. Welcome

### 2. Call to Order

### 3. Approval of the Agenda

Recommendation:

That the agenda for the June 4<sup>th</sup>, 2025 Regular Meeting of Council be adopted as printed, and circulated.

### 4. Disclosure of Pecuniary Interest

### 5. Minutes

#### a. [May 21<sup>st</sup>, 2025 Regular Meeting Minutes of Council](#)

Recommendation:

That the minutes of the May 21<sup>st</sup> 2025 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

[February 5<sup>th</sup>, 2025 Minutes of the Meeting of the Committee of Adjustment](#)

##### ii. Application for Minor Variance

[MVA02-25, Greg Voisin Investment Corporation](#)

Recommendation:

That the Township of Blandford-Blenheim Committee of Adjustment approve Application File A02-25, submitted by Greg Voisin Investment Corporation for lands described as Lot 1, Plan 41M-396, in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 11.2, Table 11.2 – Zone Provisions – R1 Zone Provisions, to reduce the minimum required exterior side yard width from 7.5 m (24.6 ft) to 5.7 m (18.7 ft) to facilitate the construction of a single detached dwelling.

Subject to the following condition:

- i. That the proposed relief shall only apply to a single detached dwelling of the approximate size and location as depicted on Plate 3 of Report CP 2025-159.

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

1. The proposed relief represents a minor variance from the provision of the Township's Zoning By-law in that the reduced exterior side yard width for a single detached dwelling is compatible with surrounding land uses, is minor, and is desirable for the development of the lands;
2. The proposed relief maintains the general intent and purpose of the Township's Zoning By-law, and no negative impacts are anticipated from the reduced exterior side yard width;
3. The relief is desirable for the use of the land as the said relief will allow for development that is permitted by the Zoning By-law; and,
4. The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Low Density Residential designation.

## **8. Delegations / Presentations**

None.

## **9. Correspondence**

### **a. Specific**

None.

### **b. General**

- i. [Ronda Stewart, Economic Development Director, Rural Oxford Economic Development, re: Invitation to Participate in the ROEDC Strategic Action Plan Focus Group.](#)

Recommendation:

That the general correspondence be received as information.

## **10. Staff Reports**

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

#### **[i. CS-25-07 – Potential Partnership Agreement](#)**

Recommendation:

That Report CS-25-07 be received as information; and further,

That Council direct staff regarding the potential partnership agreement between Drumbo Agricultural Society and the municipality.

#### **[ii. CS-25-08 – Monthly Report](#)**

Recommendation:

That Report CS-25-08 be received as information.

#### **[iii. CS-25-09 – Electric Vehicle Charging Units](#)**

Recommendation:

That Report CS-25-09 be received as information; and further,

That Council direct staff to proceed with exploring the installation of electric vehicle charging stations in the following Villages of the Township of Blandford-Blenheim: Bright, Drumbo, Plattsville, Princeton.

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

#### **[i. PW-25-07 – Monthly Report](#)**

Recommendation:

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

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

## **12. Unfinished Business**

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

**14. New Business**

**15. Closed Session**

a. Educating or training members of the council, a local board or committee. [s. 239 (3.1)]

Re: Asset Management Council Workshop (3:00 p.m.)

**16. By-laws**

a. [2499-2025, Being a By-law to confirm the proceedings of Council.](#)

Recommendation:

That the following By-law be now read a first and second time: 2499-2025.

Recommendation:

That the following By-law be now given a third and final reading: 2499-2025.

**17. Other**

**18. Adjournment and Next Meeting**

Wednesday, June 18<sup>th</sup>, 2025 at 4:00 p.m.

Recommendation:

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

That Council adjourn to meet again on Wednesday, June 18<sup>th</sup>, 2025 at 4:00 p.m.

Wednesday, May 21st, 2025  
Council Chambers  
47 Wilmot St. S. Drumbo, ON  
Streamed live to Township of Blandford-Blenheim YouTube Channel  
4:00 p.m.

# MINUTES

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

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

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

Mayor Peterson in the Chair.

## 1. Welcome

## 2. Call to Order

## 3. Approval of the Agenda

### RESOLUTION #1

Moved by – Councillor Demarest  
Seconded by Councillor Barnes

Be it hereby resolved that the agenda for the May 21st, 2025 Regular Meeting of Council be adopted, with the addition of items 8. c. and 10. c. i.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

### a. May 7<sup>th</sup>, 2025, Regular Meeting Minutes of Council

### RESOLUTION #2

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that the minutes of the May 7<sup>th</sup>, 2025 Meeting of Council be adopted, as printed and circulated.

.Carried

## 6. Business Arising from the Minutes

None.

## 7. Public Meetings

None.

## 8. Delegations / Presentations

a. Anne Coleman, Director of Programs & Services, Ontario Living Wage Network, re: Ontario Living Wage Employer Certification

Anne Coleman, Director of Programs and Services with the Ontario Living Wage Network presented information about the program and congratulations to the municipality for joining the program.

### **RESOLUTION #3**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

Be it hereby resolved that the delegation from Anne Coleman of the Ontario Living Wage Network regarding the Ontario Living Wage Employer Certification be received as information.

.Carried

b. Dennis O'Neil, Member Services Coordinator, Association of Ontario Road Supervisors, re: 2025 AORS Municipal Public Works Trade Show (June 4-5, 2025)

Dennis O'Neil Member Services Coordinator of the AORS spoke regarding the 2025 AORS Municipal Public Works Trade Show to be held on June 4-5, 2025 in Woodstock at the Oxford Auditorium and Civic Arena.

### **RESOLUTION #4**

Moved by – Councillor Barnes  
Seconded by – Councillor Young

Be it hereby resolved that the delegation from Dennis O'Neil of the Association of Ontario Road Supervisors regarding the 2025 AORS Municipal Public Works Trade Show be received as information.

.Carried

c. Jule, Electric Vehicle Charging and Battery Energy Storage Company, re: Explanation of EV Charging Program

### **RESOLUTION #5**

Moved by – Councillor Demarest  
Seconded by – Councillor Young

Be it hereby resolved that the delegation from Jule regarding the Electric Vehicle Charging Program be received as information.

.Carried

## 9. Correspondence

### a. Specific

- i. Drumbo Fire Association 14th Annual Co-Ed Slo-Pitch Fundraiser Tournament Request for Event of Municipal Significance

#### **RESOLUTION #6**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that whereas Regulation 389/91 of the Liquor License Act was amended in 2011; and,

Whereas Regulations require that an applicant for the Special Occasion Permit for a Public Event request the municipality to designate the event as an event of municipal significance

Be it hereby resolved that the Drumbo Fire Association's 14<sup>th</sup> annual Co-Ed Slo-pitch Tournament to be held on June 14, 2025 (or June 15, 2025 for the rain date) be declared an event of municipal significance.

.Carried

### b. General

None.

## 10. Staff Reports

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

- i. FC-25-08 – Monthly Report

#### **RESOLUTION #7**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

Be it hereby resolved that Report FC-25-08 be received as information.

.Carried

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

- i. CBO-25-05 – Monthly Report

**RESOLUTION #8**

Moved by – Councillor Demarest  
Seconded by – Councillor Young

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

.Carried

**c. Sarah Matheson – Clerk**

- i. DC-25-06 – Alternate Voting Method for the 2026 Municipal Election

**RESOLUTION #9**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

Be it hereby resolved that Report DC-25-06 be received as information;  
and,

That Council approves the use of alternate voting methods (internet and telephone) for the 2026 Municipal and School Board Election; and further,

That Council directs staff to prepare a 2026 Municipal Election Method of Voting By-Law for consideration at a future meeting of Council.

.Carried

**11. Reports from Council Members**

None.

**12. Unfinished Business**

None.

**13. Motions and Notices of Motion**

None.

**14. New Business**

None.

**15. Closed Session**

None.

## 16. By-laws

### RESOLUTION #10

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. 2497-2025, Being a by-law to provide for the adoption of budgetary estimates and tax rates for 2025, and to further provide for penalty and interest in default of payment; and,
- b. 2498-2025, Being a By-law to confirm the proceedings of Council.

.Carried

### RESOLUTION #11

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. 2497-2025, Being a by-law to provide for the adoption of budgetary estimates and tax rates for 2025, and to further provide for penalty and interest in default of payment; and,
- b. 2498-2025, Being a By-law to confirm the proceedings of Council.

.Carried

## 17. Other Business

None.

## 18. Adjournment and Next Meeting

### RESOLUTION #12

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Whereas business before Council has been completed at 4:36 p.m.;

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

.Carried

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Mark Peterson, Mayor  
Township of Blandford-Blenheim

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Sarah Matheson, Clerk  
Township of Blandford-Blenheim

## **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, Davidson, Degier, Krug, and Matheson.

Others: Dustin Robson, Planner, Oxford County.

Mayor Peterson in the Chair

### **Disclosure of Pecuniary Interest**

None.

### **Minutes**

#### **i. January 22<sup>nd</sup>, 2025 Meeting of the Committee of Adjustment**

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

Moved by – Councillor Banbury

Seconded by – Councillor Demarest

.Carried

### **Application**

#### **i. Application for Minor Variance MVA10-24 11967113 Ontario Inc, Drumbo Lot, Blandford-Blenheim**

The Planner presented the report, recommending approval. The applicant and agent were present. Julia Andic, agent, spoke in favour of the application. No Member asked question or made comment. Mark Kirby, resident, spoke to the application, with questions and concerns regarding lot coverage and the developer coming back for similar applications. Planner Robson noted that this lot is the only one that will require this particular variance due to the location. Planner Robson clarified that the lots along the southern border of the draft plan

have been approved, the northern lots are not in question. Mayor Peterson spoke to the minor nature of the application. Andic, agent, spoke to Kirby's concerns, specifically the orientation of the proposed homes. Andic spoke further regarding the future plans for the subdivision.

Verbal motion to approve the application.

Moved by – Councillor Young  
Seconded by – Councillor Demarest

For application A10-24 the decision was signed as approved.

**ii. Application for Minor Variance MVA11-24 DaCosta, 48 Elgin Street West, Blandford-Blenheim**

The Planner presented the report, recommending approval. The applicants were not 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 Banbury  
Seconded by – Councillor Barnes

For application A11-24 the decision was signed as approved.

**iii. Application for Minor Variance MVA01-25 McDonald, 907384 Township Road 12, Blandford-Blenheim**

The Planner presented the report, recommending approval. The applicants were not 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 A01-25 the decision was signed as approved.

The Committee adjourned at 4:20 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: **A02-25**

**APPLICATION FOR MINOR VARIANCE**

**TO:** Township of Blandford-Blenheim Committee of Adjustment

**MEETING:** June 4, 2025

**REPORT NUMBER:** CP 2025-159

**OWNER:** Greg Voisin Investment Corporation  
Suite 303 - 245 The Boardwalk, Waterloo, ON N2T 0A6

**AGENT:** Sally Creek Lifestyle Homes Inc.  
1193 Dundas Street, Woodstock, ON N4S 8W3

**VARIANCE REQUESTED:**

1. Relief from **Section 11.2, Table 11.2 – Zone Provisions – R1 Zone Provisions**, to reduce the minimum required exterior side yard width from 7.5 m (24.6 ft) to 5.7 m (18.7 ft) to facilitate the construction of a single detached dwelling.

**LOCATION:**

The subject lands are described as Lot 1, Plan 41M-396, in the Township of Blandford-Blenheim. The lands are located on the southeast corner of the Workman Crescent and Quandt Drive intersection and are municipally known as 77 Workman Crescent in the Village of Plattsville.

**BACKGROUND INFORMATION:**

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'C-3'	County of Oxford Settlement Strategy Plan	Serviced Village
Schedule 'B-1'	Township of Blandford-Blenheim Land Use Plan	Settlement
Schedule 'B-2'	Village of Plattsville Land Use Plan	Low Density Residential

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

Special Residential Type 1 Zone (R1-16) and Special Open Space Zone (OS-2)

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

The applicant is requesting relief from the above noted provision of the Township Zoning By-law to facilitate the construction of a single detached dwelling containing an attached garage with a reduced exterior side yard width. The applicant is proposing to reduce the minimum exterior side yard width from 7.5 m (24.6 ft) to 5.7 m (18.7 ft). The applicant has advised that the variance is being requested in order to facilitate the construction of a three-car attached garage.

The subject lands have an area of 1,058.4 m<sup>2</sup> (11,392.5 ft<sup>2</sup>) and are currently vacant. The lands are within a residential subdivision that is currently under construction. Locally known as Plattsville Estates, the residential subdivision will contain a mix of single detached dwellings, semi-detached dwellings, and townhouses. Existing to the south of the subject lands is an established residential neighbourhood consisting predominantly of single detached dwellings.

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

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

Plate 3, Applicant's Sketch, illustrates the general location of the proposed single detached dwelling.

(b) Agency Comments

The Oxford County Public Works Department and the Township Director of Public Works have indicated no concerns or objections regarding the proposed variance.

(c) Public Consultation:

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

(d) Intent and Purpose of the Official Plan:

The subject lands are located within the Serviced Village of Plattsville and are designated 'Low Density Residential' according to the Village of Plattsville Land Use Plan, as contained in the Official Plan. In Serviced Villages, Low Density Residential areas are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including single detached dwellings. The proposed use of the subject lands for a single detached dwelling is generally in-keeping with the intent and purpose of the Official Plan.

Planning staff are generally satisfied that the construction of a single detached dwelling is in keeping with the policy direction of the Low Density Residential designation in the Official Plan as it is a permitted use.

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

The subject lands are split zoned 'Special Residential Type 1 Zone (R1-16)' and 'Special Open Space Zone (OS-2)'. The proposed location of the single detached dwelling is located entirely within the R1-16 zoned lands. The provisions of the R1-16 zone require a minimum lot area of 600 m<sup>2</sup> (6,458.6 ft<sup>2</sup>) for a corner lot, a minimum lot depth of 30 m (98.4 ft), and a front yard depth,

rear yard depth, and exterior side yard width of 7.5 m (24.6 ft). Properties within the R1-16 zone are permitted a maximum lot coverage of 50%.

Concerning the required 7.5 m (24.6 ft) exterior side yard width for the R1-16 zone, the purpose of the minimum required exterior side yard provision is to ensure that there is adequate separation between structures or buildings on the lot and the public road allowance. The Township Director of Public Works has reviewed the plans, including the request for a reduced exterior side yard width of 5.7 m (18.7 ft), and has not advised of any expected impacts to road maintenance, sight lines, or snow clearing on the municipal right-of-way.

Staff note that there will be approximately 5 m (16.4 ft) of separation between the exterior lot line of the subject lands and the edge of Quandt Drive. Within the 5 m (16.4 ft) of separation will be a grass boulevard. The sidewalk within the subdivision will be on the opposite side (west side) of Quandt Drive once the subdivision is fully built out. Planning staff believe that the proposed single detached dwelling will be adequately setback to not hinder the municipal right-of-way. Further, no concerns were raised by the Township Director of Public Works concerning the proposal's proximity to the right-of-way.

The Township Zoning By-law requires corner lots in a residential zone to maintain a 7.5 m (24.6 ft) x 7.5 m (24.6 ft) sight triangle to ensure that sight lines are available to automobiles at the Quandt Drive and Workman Crescent intersection. Within a sight triangle, no obstructions higher than 0.6 m (2 ft) are permitted including any building, structure, sign, landscape planting, or the parking of vehicles. Staff have reviewed the provided site plan and are of the opinion that the required sight triangle will continue to be respected with the proposed variance. Further, staff note that the attached garage is proposed to be located on the east side of the subject lands, away from the sight triangle, which ensures that parking will not occur within the required sight triangle.

Finally, the proposed garage and related driveway are to be located on the easterly side of the lot, ensuring that access and parking will be provided from Workman Crescent. Staff are supportive of the requested variance as it will not impact the provision of off-street parking for the subject lands.

Planning staff are of the opinion that the requested relief is consistent with the general intent and purpose of the Zoning By-Law.

(f) 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, as the proposed relief will facilitate the construction of a single detached dwelling, which is a permitted use under the current R1-16 zoning. No impacts to the public right-of-way on Quandt Drive are expected, and the proposal would not appear to have adverse impacts on abutting properties. It is further noted that no comments of concern have been received from adjacent landowners.

It is also noted that 44 Applewood Street, which is the lot to the southwest of the subject lands, received relief for the required exterior side yard width in 2007. Minor Variance File No. A06-07 proposed to recognize an exterior side yard width of 2.1 m (6.8 ft) for a recently constructed single detached dwelling. Given this, staff are of the opinion that the request to reduce the exterior side yard width for a single detached dwelling would not be out of character within the neighbourhood.

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 Zoning By-law, can be considered minor, is a desirable use of the lands, and can be given favourable consideration.

**RECOMMENDATION:**

That the Township of Blandford-Blenheim Committee of Adjustment **approve** Application File A02-25, submitted by Greg Voisin Investment Corporation for lands described as Lot 1, Plan 41M-396, in the Township of Blandford-Blenheim as it relates to:

1. Relief from **Section 11.2, Table 11.2 – Zone Provisions – R1 Zone Provisions**, to reduce the minimum required exterior side yard width from 7.5 m (24.6 ft) to 5.7 m (18.7 ft) to facilitate the construction of a single detached dwelling.

Subject to the following condition:

- i. That the proposed relief shall only apply to a single detached dwelling of the approximate size and location as depicted on Plate 3 of Report CP 2025-159.

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

1. The proposed relief represents a minor variance from the provision of the Township's Zoning By-law in that the reduced exterior side yard width for a single detached dwelling is compatible with surrounding land uses, is minor, and is desirable for the development of the lands;
2. The proposed relief maintains the general intent and purpose of the Township's Zoning By-law, and no negative impacts are anticipated from the reduced exterior side yard width;
3. The relief is desirable for the use of the land as the said relief will allow for development that is permitted by the Zoning By-law; and,
4. The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Low Density Residential designation.

Authored by: *original signed by*

Dustin Robson, MCIP, RPP  
Development Planner

Approved for submission by: *original signed by*

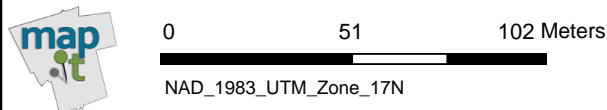
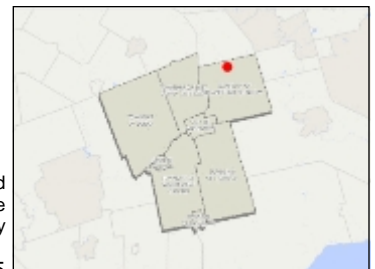
Marc Davidson  
Senior Development Planner



**Legend**

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

**Notes**



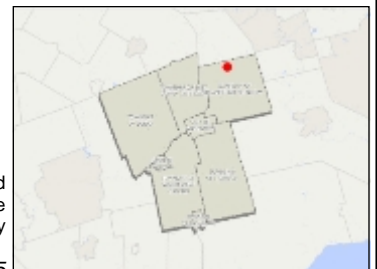
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey



**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)

**Notes**



0 26 51 Meters

NAD\_1983\_UTM\_Zone\_17N

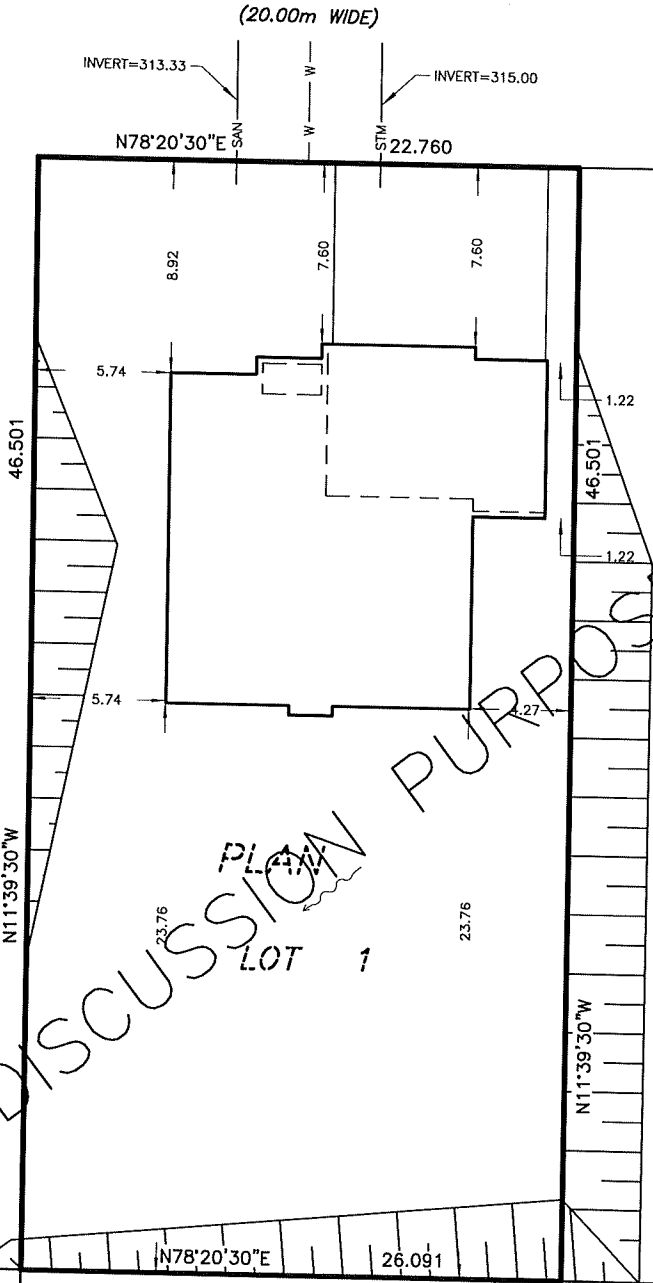


This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

May 1, 2025

LOT 1 STATISTICS	
LOT AREA	1058.4 m <sup>2</sup> .
BUILDING AREA	207.5 m <sup>2</sup> .
LOT COVERAGE	19.6 %
LANDSCAPE AREA	781.4 m <sup>2</sup> .
(LOT AREA - BLDG AREA - DRIVEWAY)	
BUILDING INFO	
RISERS FROM GARAGE TO FINISHED FLOOR	2
GARAGE FALL FROM BACK TO FRONT	0.13m
BASEMENT WALL HEIGHT	9'-0"
FOOTING THICKNESS	6"

WORKMAN CRESCENT (20.00m WIDE)



**LOT GRADING SKETCH**  
OF  
**LOT 1**  
**PLAN 41M-396**  
IN THE  
**TOWNSHIP OF BLANDFORD-BLENHEIM**  
**COUNTY OF OXFORD**

SCALE 1:250  
0 1 2 3 4 5 10 15 METRES

MTE OLS LTD.  
ONTARIO LAND SURVEYORS

**NOTES:**

1. BEARINGS AND DISTANCES SHOWN ON THIS PLAN WERE DERIVED FROM PLAN No. 41M-396.
2. GRADE PLAN INFORMATION WAS DERIVED FROM THE SUBDIVISION LOT GRADING PLAN PREPARED BY MTE (KITCHENER) JOB# 42283-114.
3. DEPTH OF ALL UNDERSIDE OF FOOTINGS MUST MAINTAIN A MINIMUM OF 1.219m (4'-0") OF FROST COVER BELOW FINISHED GRADE.

**CONSTRUCTION NOTES:**

1. EXTEND SERVICES TO PROPOSED HOUSE LOCATION PRIOR TO EXCAVATION OF THE FOUNDATION.
2. ANY DISCREPANCIES IN ELEVATION OF STORM OR SANITARY CONNECTIONS MUST BE REPORTED TO THE DEVELOPER'S ENGINEER PRIOR TO BACKFILLING.
3. BUILDING DIMENSIONS AND UNPROTECTED OPENING REQUIREMENTS SHOULD BE CONFIRMED WITH THE ARCHITECTURAL PLANS PRIOR TO CONSTRUCTION.
4. PREVENTATIVE BASEMENT FLOODING REQUIREMENTS SHOULD BE CONFIRMED WITH THE MUNICIPALITY WHEN OBTAINING THE BUILDING PERMIT.
5. WEEPERS MUST EMPTY INTO A SUMP AND BE PUMPED.
6. UTILITIES SHOULD BE LOCATED PRIOR TO EXCAVATING.

**LEGEND:**

- x 333.33 DENOTES EXISTING ELEVATION
- 333.33 DENOTES PROPOSED ELEVATION
- ← DENOTES PROPOSED SURFACE DRAINAGE DIRECTION
- ~ DENOTES PROPOSED SWALE
- R DENOTES RISERS

**CAUTION:**

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSES INDICATED IN THE TITLE BLOCK.

1/30/2025 THIS SKETCH WAS PREPARED FOR SALLY CREEK LIFESTYLE HOMES INC.



**MTE**  
MTE ONTARIO LAND SURVEYORS LTD.  
520 BINGEMANS CENTRE DRIVE  
KITCHENER, ONTARIO, N2B 3X9  
TEL: (519) 743-6500

CAD: B. CHITY	Check: DMB OLS (Ret)	Page: 11X17 (280X430)	42283-401-G1
File: P:\P\42283\401\42283-401-G1.DWG			

FOR DISCUSSION PURPOSES ONLY

QUANDT DRIVE  
(20.00m WIDE)

BLOCK 28  
BLOCK 27

PLAN  
LOT 15

41M--210  
LOT 14

41M--396  
LOT 2

**From:** [Sarah Matheson](#)  
**To:** [Sarah Matheson](#)  
**Subject:** FW: Invitation to Participate: Rural Oxford EDC Strategic Action Plan Focus Group  
**Date:** May 28, 2025 9:10:00 AM

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----- Forwarded message -----

From: Ronda Stewart  
Date: May 24, 2025 6:34 a.m.  
Subject: Invitation to Participate: Rural Oxford EDC Strategic Action Plan Focus Group  
To: Crystal Van Roeke  
Cc: \_\_\_\_\_

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear CAOs and Council Members,

Rural Oxford Economic Development Corporation is currently in the process of developing a Strategic Action Plan to guide our economic development efforts in both the short and long term. This plan will serve as a roadmap to ensure our activities align with the evolving needs of our rural communities and support sustainable growth across the region.

As part of this important initiative, we are inviting CAOs and Council Members to participate in an **in-person focus group** to provide valuable input into the development of this plan. Your insights will help shape the direction of our programs and initiatives.

We are seeking **2 elected representatives from each township** who do not currently sit on our Board of Directors to take part in this session. (Our Board will be participating in a Strategic Planning Session the following day). We kindly ask that you discuss amongst your team to determine availability and RSVP to this email by **June 10th**.

Date: June 19, 2025

Location: Elm Hurst Inn, Ingersoll

Time: 3pm-5pm

\*Calendar invites will be sent once representatives are confirmed\*

For those who won't be attending in person, we still welcome your input through a **brief 10-minute survey**, available here: <https://www.surveymonkey.com/r/RuralOxfordEDC>

Thank you for your ongoing support and commitment to strengthening our rural communities. We look forward to your participation.

Ronda Stewart

Economic Development Director

Rural Oxford Economic Development

<https://ruraloxford.ca>

519.619.6895

\*my work hours may vary from yours, please respond as convenient.



## TOWNSHIP OF BLANDFORD-BLENHEIM

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

**Reviewed By:** Sarah Matheson, Director of Corporate Services/Clerk  
**Date:** May 26, 2025

**Subject:** Potential Partnership Agreement  
**Council Meeting Date:** June 4 2025

**Report #:** CS-25-07

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### **Recommendation:**

That Report CS-25-07 be received and information; and further,

That Council direct staff regarding the potential partnership agreement between Drumbo Agricultural Society and the municipality.

### **Purpose:**

The purpose of this report is to seek Council's direction in responding to a partnership proposal from the Drumbo Agricultural Society. The request involves support for EarlyON programming to operate from the Drumbo Hall. Staff are seeking Council's recommendation on how to move forward, based on operational feasibility, insurance input, and discussions with the Agricultural Society.

This report follows up on information previously provided in Council Report CS-25-05 and responds to Council's request from the May 7 meeting for additional background regarding the cost, snow removal expectations, and insurance implications associated with the proposal.

### **Background:**

At the May 7 Council meeting, members requested further background information to help guide a clear decision regarding the proposed partnership with the Drumbo Agricultural Society. Specifically, Council asked for clarification on the associated costs, snow removal requirements and timing, and any related insurance considerations. Township staff have since followed up with the Agricultural Society, and Insurance provider to obtain the necessary details and have evaluated what aspects of the request can realistically be supported by the Township.

The Agricultural Society has proposed a partnership that would allow EarlyON programming to run once per week for 48 weeks per year at the Drumbo Hall. The hall

would act as a dependable indoor location for EarlyON programs, particularly during poor weather conditions when outdoor space is not suitable.

The Society has offered the use of the hall at a rate of \$225 per day, which reflects their standard rental rate. With 48 planned uses throughout the year, the total cost amounts to \$10,800. A seasonal deposit of \$225 would also be required, bringing the total annual cost to \$11,025.

. Staff approached the Agricultural Society to understand the expected terms of the agreement. The Agricultural Society requested that the Township provide grass cutting, snow removal services, and a \$1,000 financial contribution as part of the agreement. These three components—grounds maintenance, snow and ice control, and a monetary contribution—have been presented by the Society as necessary to support the ongoing use of the hall for this programming.

### **Analysis & Discussion:**

#### **Insurance and Risk Management Considerations:**

Following the request, the Township's insurer has reviewed the proposal and confirmed that the municipality performing grass cutting and snow removal would not impact the Township's insurance premiums. However, the insurer emphasized that several risk management measures would need to be in place to mitigate liability. These include establishing clearly defined snow removal triggers, for example starting service at a proposed accumulation, implementing a structured process for timely snow and ice control, providing a detailed site map identifying all areas to be maintained, and maintaining detailed records of all maintenance activity, weather conditions, and response times.

#### **Operational Feasibility:**

After evaluating the request in detail, staff have determined that while grass cutting can be carried out in-house using existing resources, the requested snow removal services cannot be accommodated internally. The Agricultural Society now provides a monthly booking schedule (which may change) and has requested that snow removal be completed prior to each scheduled use. Unfortunately, due to the Township's current winter maintenance obligations, limited equipment, and staffing levels, staff cannot commit to consistently meeting these timelines.

#### **Recommendation:**

Staff are seeking Council's direction based on the latest information gathered through negotiations and operational review. While the Township has the ability to support in-house grass cutting, it does not have the capacity to meet the snow removal expectations outlined by the Society due to staffing and equipment constraints.

Staff request that Council provide direction on one of the following options:

- **Option A:** Direct staff to return to the Agricultural Society with a proposal to provide in-house grass cutting services and a \$1,000 cash contribution.

- **Option B:** Direct staff to proceed with an offer to provide in-house grass cutting only, with no financial contribution or snow removal services included.
- **Option C:** Provide alternate direction, such as a different set of negotiation terms or a decision not to proceed with the partnership agreement at this time.

Once Council direction is provided, staff will communicate the selected approach to the Drumbo Agricultural Society and proceed accordingly.

Respectfully submitted by:

Trevor Baer



the region. Additionally, a high school tournament is scheduled to take place in Princeton on June 3rd, adding to a dynamic month of recreational activity. Staff continue to work closely with organizers to ensure facilities are maintained at a high standard throughout the busy season.

**Conclusion:**

The Community Services Department remains dedicated to strengthening community engagement and providing accessible, well-maintained recreational and cultural facilities across the Township. Further updates will be provided as projects and seasonal activities continue to progress.

Respectfully submitted by:

Trevor Baer



## TOWNSHIP OF BLANDFORD-BLENHEIM

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

**Reviewed By:** Sarah Matheson, Director of Corporate Services/Clerk  
**Date:** May 27 2025

**Subject:** Electric Vehicle Charging Units  
**Council Meeting Date:** June 4 2025

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

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### **Recommendation:**

That Report CS-25-09 be received as information; and further,

That Council direct staff to proceed with exploring the installation of electric vehicle charging stations in the following Villages of the Township of Blandford-Blenheim: Bright, Drumbo, Plattsville, Princeton.

### **Purpose:**

The purpose of this report is to seek Council approval for the installation, operation, and maintenance of electric vehicle (EV) charging stations at municipal properties in Drumbo, Princeton, Plattsville, and Bright. This project is funded through a grant from the Ministry of Transportation's (MTO) EV ChargeON program. Any and all remaining capital costs for each site above the EV ChargeON grant shall be funded by eCAMION Inc. (doing business as Jule)..

### **Background:**

An opportunity to expand public EV infrastructure through a grant program offered by the Ministry of Transportation was identified. Jule, the Northern American leader in Battery Based EV Charging, applied to the EV ChargeON program in partnership with Blandford Blenheim for four (4) of our community locations and were awarded funding to install 12 EV chargers—three stations at four of our community locations.

The Township's role in the application was to provide strategic site access, while Jule provided technical expertise and committed capital contributions. Through this partnership, the Township was awarded full project funding, ensuring that all installation and infrastructure costs are covered without requiring capital investment from the municipality.

## **Analysis & Discussion:**

### **Project Scope and Locations:**

The EV charging stations will be installed in the following municipal locations:

- Plattsville Arena Parking Lot
- Bright Park
- Princeton Hall Parking Lot
- Drumbo Park

Each site will host three EV chargers, supported by battery systems installed and maintained by Jule.

### **Operational Details and Responsibilities:**

Under the proposed agreement, Jule will be responsible for:

- Installation of all EV chargers and battery storage units;
- Ongoing operation and maintenance of the charging infrastructure; and,
- Payment of all hydro costs, calculated using smart meters connected to each battery.

Each battery unit will include a metering system that automatically calculates the hydro consumption. Jule will be billed quarterly for all electrical use, relieving the Township of ongoing utility expenses related to these stations.

As part of the agreement, Jule will pay the Township a fee of \$100 per parking spot per month, which will serve as a lease payment for the use of the designated parking spaces.

The Township's operational responsibility will be to ensure that snow is cleared from the designated EV parking areas during the winter season, as these spaces must remain accessible year-round.

The Township's insurer has been consulted regarding the proposed agreement. A verbal update will be provided at the meeting.

### **About the Project Partners:**

Jule is a Canadian leader in EV infrastructure and battery energy storage systems. The company provides turnkey EV charging solutions, including installation, monitoring, and full lifecycle maintenance. Jule's approach ensures minimal burden on municipal partners while supporting EV adoption.

Jule is a Toronto-based clean technology company specializing in energy storage and grid resilience. Jule's systems help balance energy loads and integrate renewables into local infrastructure.

Jule brings a fully managed, high-efficiency charging network to the Township, aligning with provincial sustainability goals and supporting the transition to low-emission transportation.

**Financial Considerations:**

This project has no capital cost to the Township. Installation and equipment will be funded through the MTO grant and Jule's direct contributions.

Ongoing costs to the Township are limited to snow removal from designated parking spots, which can be incorporated into existing winter maintenance schedules.

In return, the Township will receive a monthly lease payment of \$100 per charging unit, generating consistent revenue with minimal operational responsibility.

**Recommendation:**

That Council direct staff to proceed with exploring the installation of electric vehicle charging stations in the following Villages of the Township of Blandford-Blenheim: Bright, Drumbo, Plattsville, Princeton.

Staff recommend proceeding with this project to support the Township's sustainability goals and provide equitable access to EV infrastructure in rural communities.

If Council approves of the project, staff will return with a report regarding Council's authorization of staff to enter into an agreement with eCAMION Inc. (doing business as Jule) for the installation, operation, and maintenance of electric vehicle charging stations at specific locations in each of the four Township Villages.

Respectfully submitted by:

Trevor Baer



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	May 27, 2025
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	June 4, 2025
<b>Report #:</b>	PW-25-08		

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### **Recommendation:**

That Report PW-25-08 be received as information.

### **Capital**

- Princeton Pond Expansion project – The ponds are completed and Ducks Unlimited have been and done some plantings. Currently they are completing the walking path that will go around the pond.
- Princeton phase 4 (South section) – Construction has gone slower than expected to this point. They have had issues with some water lines and hydro lines that needed to be relocated. They are currently working on Main St. There has been good communication with Emergency services to ensure they are up to date and have vehicles available if required.
- Bridge 24 EA – The archaeological dig is expected to take place in May had to be pushed to early June due to all the rain and unstable banks by the river. Some of the previously reported information that was provided has helped speed up the process.
- Bridge 38 deck repair on Twp Rd 5. VanDriel construction has been working on the deck rehab. With all the rain it has slowed them down and the project is expected to be completed in early June.
- New Grader – Staff has reached out CAT & John Deere for information on current models, availability and participated in a couple of demos. Staff is working on the specs required for the new grader.

### **County Shared Service/Road Association/Training**

- Shared Services meeting – The service sharing committee met in Norwich. We discussed gravel tenders, dust suppressant application rates and the Trade Show.
- Road Association – Members are meeting regularly for the upcoming trade show.
- AORS – Most of my executive meetings are virtual. The Trade Show is coming up very quickly and planning is going well. Hope you all find time to visit the show June 4 & 5.

**Drainage**

- As drain inquiries come in, they are reviewed and the appropriate response is generated.
- Drain repairs are being completed on a priority basis.
- With construction season, also comes lots of Locates.
- Adam has been reviewing the Townships CLI – ECA documentation
- Adam has been reviewing legislation on SWM (Storm Water Management Ponds) what future legislation may contain as far as monitoring processes and maintenance functions and timelines.

**Other**

- The month of May is always a busy month for Township staff. Gravel application started as well as dust control. The rain also has kept us busy grading roads. Grass cutting and trimming has started with students.
- Reviewing CHER documents for Bridge 24
- Working on approving road permits that would allow Xplornet to use the Township right of way to run fibreoptic cable in the Township.
- Working on approving road permits that would allow Hydro1 to use the Township right of way to place new and replacement poles in the Township.
- Walk through of Plattsville phase 4 in preparation to assume these assets.
- Work with suppliers on future equipment purchases.
- Working with MESH and the Drainage Superintendent to add asset management programs to our road patrol and winter patrol program.
- Working with the Drainage Superintendent on finding suitable dump sites for the excess soil from the Princeton Drain project.
- Attend biweekly meetings on the progress of the Princeton project.
- Staff is continuing to meet with land owners at outdoor sites to discuss ditch or road issues.
- All Township staff spent an afternoon together team building.

**Attachments**

Respectfully submitted by:



Jim Borton CRS-S  
Director of Public Works

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2499-2025

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

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

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

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

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

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on June 4<sup>th</sup>, 2025 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 4<sup>th</sup> day of June, 2025.

By-law read a third time and finally passed this 4<sup>th</sup> day of June, 2025.

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MAYOR  
MARK PETERSON

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CLERK  
SARAH MATHESON