

**TOWNSHIP OF BLANDFORD-BLENHEIM**  
**COUNCIL MEETING AGENDA - AMENDED**

Wednesday, April 17<sup>th</sup>, 2024

Watch via Live Stream on Township's YouTube:  
<https://www.youtube.com/channel/UCdKRVOGAEuFaGbwhRPzoEXA>

3:00 p.m.\*

\*Council exercise in Closed Session, Regular Meeting to begin after

**1. Welcome**

**2. Call to Order**

**3. Closed Session (3:00 p.m.)**

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

Re: Council Exercise – Strategic Plan

**4. Approval of the Agenda**

Recommendation:

That the agenda for the April 17<sup>th</sup>, 2024 Regular Meeting of Council be adopted, with the addition of item 17. b.

**5. Disclosure of Pecuniary Interest**

**6. Minutes**

a. [April 3<sup>rd</sup>, 2024 Minutes of Council](#)

Recommendation:

That the minutes of the April 3<sup>rd</sup>, 2024 Regular Meeting of Council be adopted, as printed and circulated.

**7. Business Arising from the Minutes**

**8. Public Meetings**

a. **Public Meeting under the Planning Act, Zone Change**

i. [Application for Zone Change – ZN1-24-04 \(Steven & Debbie Reichert\)](#)

Recommendation:

That the Township of Blandford-Blenheim not approve the Zone Change Application submitted by Jusitn Irvin on behalf of Steven and Debbie Reichert, whereby lands described as Part Lot 7, Concession 8 (Blenheim), Township of Blandford-Blenheim, are to be rezoned from 'Special General Agricultural Zone (A2-G4)' to 'Special General Agricultural Zone (A2-sp)' to permit an additional residential unit (ARU) on the subject lands.

## 9. Delegations / Presentations

- i. Joanna Taylor & Robbie Savage, Residents, re: Moving back speed signs on the County Roads leading into the Village of Drumbo

Recommendation:

That the delegation from Joanna Taylor & Robbie Savage be received as information.

- ii. [Darrell Fried & Tyler Vollmershausen, Residents, re: Concern over Renewable Energy, Specifically Wind](#)

Recommendation:

That the delegation from Darrell Fried & Tyler Vollmershausen be received as information; and further that,

Council direct staff to provide a follow up report regarding the requests made by the delegates.

## 10. Correspondence

### a. Specific

None.

### b. General

[i. David Simpson, Director of Public Works, County of Oxford, Re: 2023 Annual Waste Management Reports;](#)

[ii. David Simpson, Director of Public Works, County of Oxford, Re: 2023 Annual Energy Reports;](#)

Recommendation:

That the general correspondence items be received as information.

## 11. Staff Reports

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

- i. [FC-24-08 – March Monthly Report](#)

[Township of Blandford-Blenheim Website](#)

Recommendation:

That Report FC-24-08 be received as information.

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

[i. CBO-24-04 – March Monthly Report](#)

Recommendation:

That Report CBO-24-04 be received as information.

**c. Adam Degier – Drainage Superintendent**

[i. DS-24-10 – Award of Tender: Baker Drain 2024](#)

Recommendation:

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

That the tender for the Baker Drain 2024 be awarded to SEG Excavating Ltd. in the amount of \$85,700.00 plus applicable taxes.

[ii. DS-24-11 – Award of Tender: Mitchell Drain 2023](#)

Recommendation:

That Report DS-24-11 be received as information; and further,

That the tender for the Mitchell Drain 2023 be awarded to Robinson Farm Drainage Limited in the amount of \$307,052.00 plus applicable taxes.

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

[i. PW-24-10 – 2024 Gravel Tender Results](#)

Recommendation:

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

That Council accepts the tender submitted by Summit Aggregates KW Inc for the supply, crushing and placement of approximately 18,000 Tonnes of granular “A” at a unit price of \$13.74/tonne.

[ii. PW-24-11 – 2024 Surface Treatment Tender Results](#)

Recommendation:

That Report PW-24-11 be received as information; and further,

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

That the remaining balance required to complete the work be transferred from the Public Works reserve.

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

**i. TR-24-07 – Asset Retirement Obligation Policy**

Recommendation:

That Report TR-24-07 be received as information;

And further that Council approves and adopts the Asset Retirement Obligation Policy.

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

**i. CAO-24-16 – Preliminary Engineering and Design Works – Princeton Fire Hall**

Recommendation:

That CAO-24-16 be received as information; and,

That Council directs staff to engage Nelson Dawley, P. Eng., for preliminary design and engineering works for the future Princeton Fire Station, it being noted that preliminary works shall take place within the \$120,000.00 budget as set out in the approved 2024 capital budget.

**12. Reports from Council Members**

**13. Unfinished Business**

**14. Motions and Notices of Motion**

**15. New Business**

**16. Closed Session**

None.

## 17. By-laws

- a. 2429-2024, Being a By-law to confirm the proceedings of Council; and,
- b. 2430-2024, Being a By-law to provide for an interim levy of the actual cost of the work of the construction of Phases 1 and 2 of the Princeton Drainage System 2022 project as provided for in By-Law 2313-2022. (Addition, to be considered at time of approval of the Agenda)

Recommendation:

That the following By-laws be now read a first and second time: 2429-2024 & 2430-2024.

Recommendation:

That the following By-laws be now given a third and final reading: 2429-2024 & 2430-2024.

## 18. Other

## 19. Adjournment and Next Meeting

Wednesday, May 1<sup>st</sup>, 2024 at 4:00 p.m.

Recommendation:

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

Be it hereby resolved that Council adjourn to meet again on Wednesday, May 1<sup>st</sup>, 2024 at 4:00 p.m.

# MINUTES

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

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

Staff: Baer, 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 Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that the agenda for the April 3<sup>rd</sup>, 2024 Regular Meeting of Council be adopted as printed and circulated.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

### a. March 20<sup>th</sup>, 2024 Minutes of Council

### RESOLUTION #2

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that the minutes of the March 20<sup>th</sup>, 2024 Meeting of Council be adopted, as printed and circulated.

.Carried

## 6. Business Arising from the Minutes

None.

## 7. Public Meetings

None.

## 8. Delegations / Presentations

- i. U11 LL Team, Re: Good Deeds Cup 3<sup>rd</sup> Place Finalists (5:00 p.m.)
- ii. U13 Rep Team, Re: Good Deeds Cup 1<sup>st</sup> Place Finalists (5:10 p.m.)

Mayor Peterson presented a certificate to a representative of the 3<sup>rd</sup> place finalists from the Good Deeds Cup. Mayor Peterson then presented a certificate to each player of the 1<sup>st</sup> place finalists and made a select player “Mayor of the Day”.

## 9. Correspondence

- a. Specific

None.

- b. General

- iii. Southwestern Public Health, re: Actions to Reduce Alcohol-Related Harms Report;
- iv. Safe & Well Oxford Steering Committee, re: Update and Minutes; and,
- v. David Simpson, Director of Public Works, Oxford County, re: Water Capacity Buy-Back Program Update.

### RESOLUTION #3

Moved by – Councillor Demarest  
Seconded by – Councillor Young

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

.Carried

## 10. Staff Reports

- a. **Adam Degier – Drainage Superintendent**

- i. DS-24-09 – Monthly Report

### RESOLUTION #4

Moved by – Councillor Barnes  
Seconded by – Councillor Banbury

Be it hereby resolved that Report DS-24-09 be received as information.

.Carried

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

- i. PW-24-07 – Slide in Water Tank

**RESOLUTION #5**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

Be it hereby resolved that Report PW-24-07 be received as information;  
and further,

That Council accepts the quote submitted by Road Maintenance  
Equipment & Services Inc. for the supply and installation of a 2,600 USG  
slip-in style transport tank.

.Carried

- ii. PW-24-08 – Trackless MT7

**RESOLUTION #6**

Moved by – Councillor Demarest  
Seconded by – Councillor Young

Be it hereby resolved that Report PW-24-08 be received as information;  
and further,

That Council accepts the quote submitted by Work Equipment for a  
Trackless MT7; and further,

That Council instructs staff to purchase the Trackless MT7 through the  
Canoe procurement program.

.Carried

- iii. PW-24-09 – Monthly Report

**RESOLUTION #7**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest



Be it hereby resolved that Report PW-24-09 be received as information.

.Carried

**c. Trevor Baer – Director of Community Services**

- i. CS-24-03 – Monthly Report

**RESOLUTION #8**

Moved by – Councillor Barnes

Seconded by – Councillor Young

Be it hereby resolved that Report CS-24-03 be received as information.

.Carried

**11. Reports from Council Members**

Mayor Peterson reported that the Hugh Hall Celebration will be happening this Saturday, April 6<sup>th</sup> at the Plattsville Arena.

**12. Unfinished Business**

None.

**13. Motions and Notices of Motion**

None.

**14. New Business**

None.

**15. Closed Session**

- a. Report CAO-24-15 - Personal matters about an identifiable individual, including municipal employees [s. 239 (2)(b)]

Re: Staff

**RESOLUTION #9**

Moved by – Councillor Demarest

Seconded by – Councillor Banbury

Be it hereby resolved that Council move into Closed Session under the authority of Section 239 of the Municipal Act at 4:25 p.m. to discuss:

- a. Report CAO-24-15 - Personal matters about an identifiable individual, including municipal employees [s. 239 (2)(b)]

Re: Staff

.Carried

**RESOLUTION #10**

Moved by – Councillor Young  
Seconded by – Councillor Demarest

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 4:43 p.m.

.Carried

**16. Other Business**

None.

**17. By-laws**

- a. 2416-2024, Being a By-law to provide for drainage works in the Township of Blandford-Blenheim in the Restructured County of Oxford (Mitchell Drain 2023) (3<sup>rd</sup> & final reading);
- b. 2417-2024, Being a By-law to provide for drainage works in the Township of Blandford-Blenheim in the Restructured County of Oxford (Baker Drain 2024) (3<sup>rd</sup> & final reading); and,
- c. 2428-2024, Being a By-law to confirm the proceedings of Council.

**RESOLUTION #11**

Moved by – Councillor Barnes  
Seconded by – Councillor Banbury

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

- c. 2428-2024, Being a By-law to confirm the proceedings of Council.

.Carried

**RESOLUTION #12**

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. 2416-2024, Being a By-law to provide for drainage works in the Township of Blandford-Blenheim in the Restructured County of Oxford (Mitchell Drain 2023) (3<sup>rd</sup> & final reading);
- b. 2417-2024, Being a By-law to provide for drainage works in the Township of Blandford-Blenheim in the Restructured County of Oxford (Baker Drain 2024) (3<sup>rd</sup> & final reading); and,
- c. 2428-2024, Being a By-law to confirm the proceedings of Council.

.Carried

## 18. **Adjournment and Next Meeting**

### **RESOLUTION #13**

Moved by – Councillor Barnes  
Seconded by – Councillor Young

Whereas business before Council has been completed at 5:12 p.m.;

Be it hereby resolved that Council adjourn to meet again on Wednesday, April 17<sup>th</sup>, 2024 at 4:00 p.m.

.Carried

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Mark Peterson, Mayor  
Township of Blandford-Blenheim

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Sarah Matheson, Clerk  
Township of Blandford-Blenheim

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

From: Dustin Robson, Development Planner, Community Planning

## Application for Zone Change ZN1-24-04 – Steven & Debbie Reichert

### REPORT HIGHLIGHTS

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- The Application for Zone Change proposes to rezone the lands from ‘Special General Agricultural Zone (A2-G4)’ to ‘Special General Agricultural Zone (A2-sp).’
- The applicants are proposing to allow an additional residential unit (ARU) on the subject lands, which already contain a garden suite.
- Special provisions are being requested to increase the maximum size of an ARU, increase the maximum distance between an ARU and a principal dwelling, and to increase the maximum cumulative size of residential accessory buildings.
- Planning staff are not supportive of the proposed rezoning, as it does not maintain the intent and purpose of the Official Plan and Zoning By-law with respect to additional residential units (ARUs).

### DISCUSSION

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#### Background

APPLICANT/OWNER:

Steven & Debbie Reichert  
936119 Blenheim Road, Drumbo, ON N0N 1G0

AGENT:

Justin Irvin  
7 Matheson Street, Drumbo, ON N0N 1G0

LOCATION:

The subject lands are described as Part Lot 7, Concession 8, in the former Township of Blenheim, now in the Township of Blandford-Blenheim. The lands are located on the west side of Blenheim Road, lying between Highway 401 and Township Road 8. The lands are municipally known as 936119 Blenheim Road.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule “C-1”

County of Oxford

Significant Valleylands

Environmental Features Plan

Schedule "C-2" County of Oxford Erosion Hazard Lands  
Development Constraints

Schedule "B-1" Township of Blandford-Blenheim Agricultural Reserve & Open Space

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

Existing Zoning: Special General Agricultural Zone (A2-G4)

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

PROPOSAL:

For Council's information, a Zone Change Application (ZN1-18-03) was approved by Township Council in 2018 to permit a garden suite on the subject lands for a time period of 10 years from April 18, 2018 to April 18, 2028.

The subject Application for Zone Change proposes to rezone the lands to a new 'Special General Agricultural Zone (A2-sp)' in order to permit an ARU on the same lot as a garden suite. In addition to permitting an ARU and a garden suite on the same lot, the following relief is requested:

- Increase the maximum gross floor area for an ARU from 140 m<sup>2</sup> (1,507 ft<sup>2</sup>) to 162.5 m<sup>2</sup> (1,750 ft<sup>2</sup>);
- Increase the maximum distance between an ARU and a principal dwelling from 30 m (98.4 ft) to 65 m (213.2 ft); and,
- Increase the maximum gross floor area for accessory buildings from 225 m<sup>2</sup> (2,422 ft<sup>2</sup>) to 463.5 m<sup>2</sup> (4,990 ft<sup>2</sup>).

The subject lands are approximately 18.4 ha (45.4 ac) in size. The lands contain an existing 367.8 m<sup>2</sup> (3,960 ft<sup>2</sup>) single detached dwelling, a 83.6 m<sup>2</sup> (900 ft<sup>2</sup>) detached garage, and a cold storage barn. The lands also continue to contain the 111.4 m<sup>2</sup> (1,200 ft<sup>2</sup>) garden suite that was approved in 2018. Surrounding uses are predominately agricultural.

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

Plate 2 – Aerial Photography (2020), shows an aerial view of the subject lands.

Plate 3, Applicants' Sketch, identifies the current location of the garden suite and other existing buildings and structures. The location of the proposed additional residential unit (ARU) is also identified.

## **Application Review**

### 2020 Provincial Policy Statement

Section 1.1.1 of the Provincial Policy Statement (PPS) provides that healthy liveable and safe communities are sustained by accommodating an appropriate range and mix of residential

housing (including additional units, affordable housing, and housing for older persons) to meet long-term needs, and promoting cost-effective development that minimizes land consumption and servicing costs.

Further, Section 1.4 Housing, specifically ss. 1.4.3, states that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- Establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- Permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents;
- Permitting and facilitating all types of residential intensification, including additional residential units and redevelopment, in accordance with policy 1.3.3.3;
- Directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- Promoting densities for new housing which efficiently use land, resources, infrastructure, and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and
- Establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

The policies of Section 2.3 require municipalities to protect prime agricultural areas for the long-term for agricultural uses. Permitted uses in prime agricultural areas include agriculture, agriculture-related uses, and on-farm diversified uses. New land uses, including the creation of new lots, shall comply with the minimum distance separation formulae.

### Official Plan

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

Regarding Additional Residential Units (ARUs), Oxford County Council adopted policies regarding these units on February 8, 2023 via Official Plan Amendment 285 which are applicable to this application.

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

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

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

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

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

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

An additional residential unit shall not be severed from the lot containing the principal dwelling or converted into a separately transferable unit through plan of condominium.

### Zoning By-law

The subject lands are zoned 'Special General Agricultural Zone (A2-G4)' in the Township of Blandford Blenheim Zoning By-law. The 'A2' zone permits a wide range of agricultural uses, including livestock and regulated farm operations, as well as buildings and structures accessory thereto. A special provision exists in the A2-G4 to permit a garden suite for 10 years, expiring on April 18, 2028.

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

- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding, or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental, or other similar uses;

- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- Contains a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m<sup>2</sup> (1,506 ft<sup>2</sup>);
- There is a 1.2 m (3.9 ft) unobstructed pathway from the front lot line to the entrance;
- 1 space per ARU is provided on-site;
- A minimum 75 m<sup>2</sup> (807 ft<sup>2</sup>) of open space in the rear yard for 1 ARU;
- The subject lands are a minimum of 0.6 ha (1.48 acres);
- The ARU shall have a maximum height of 5.5 m (18 ft); and,
- The ARU shall be a maximum distance of 30 m (98.4 ft) from the principal dwelling;

Section 5.5.2.2 outlines that additional residential units shall not be permitted on any lot containing a boarding or lodging house, a group home, a garden suite, a converted dwelling, a duplex dwelling, a mobile home, or a bed and breakfast establishment.

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

#### Agency Comments

The Township Chief Building Official, the Township Drainage Superintendent, the Township Director of Public Works, the Oxford County Public Works Department, Enbridge Gas, and the Grand River Conservation Authority (GRCA) have indicated no concerns or objections regarding the proposed zoning amendment.

#### Public Consultation

Notice of the proposal was provided to the public and surrounding lands owners in accordance with the requirements of the Planning Act. At the time of writing this report, no comments or concerns had been received from the public.

### **Planning Analysis**

Table 5.5.2.3 and Table 5.5.2.4 of the Township Zoning By-law, which speak to the requirements for ARUs, limits the gross floor area of an ARU to 50% of the gross floor area of the existing dwelling, or 140 m<sup>2</sup> (1,507 ft<sup>2</sup>) of gross floor area (whichever is lesser) for A1, A2, RR and RE zones outside of a settlement. Further, Table 5.5.2.4 permits a maximum distance from the principal dwelling and the ARU of 30 m (98.6 ft).

The applicants are requesting relief from the maximum gross floor area provision to permit an ARU which is 162.5 m<sup>2</sup> (1,750 ft<sup>2</sup>) rather than the maximum of 140 m<sup>2</sup> (1,507 ft<sup>2</sup>). In addition, the applicants are requesting relief from the provision which specifies the maximum distance from the principal dwelling of 30 m (98.6 ft) to allow for a distance of 65 m (213.2 ft). The proposed ARU is to be located as identified on Plate 3 of Report No. 2024-119 and would be located within a



wooded area. A driveway to the ARU would be extended from the existing driveway on-site. No new access is being proposed.

The purpose and intent of the criteria contained in Table 5.5.2.4 is generally to ensure that any detached ARU remains clearly secondary to the principal dwelling, and, that sufficient space exists to accommodate not only all dwellings and their associated buildings and structures but also the necessary private septic systems and wells. The intent of the provision limiting the distance from the principal dwelling is to ensure both dwellings are located within the same general cluster, and do not unnecessarily remove agricultural lands from production or result in the unnecessary removal of vegetation.

Increasing the distance between the ARU and the principal dwelling should generally be reserved for situations where there are no reasonable options to locate the ARU within 30 m (98.6 ft). Examples of such circumstances would be due to a floodplain or MDS issue if the ARU was placed within 30 m (98.6 ft) of the principal dwelling. In the opinion of staff, sufficient opportunity exists to locate the proposed ARU within the required 30 m (98.6 ft) of the principal dwelling while still being located outside of the GRCA regulated area. In doing so, the ARU would be located closer to the existing internal driveway thus requiring less of a driveway extension and, as a result, fewer trees within the woodland would need to be removed.

Concerning the presence of the garden suite, the ARU zoning provisions indicate that ARUs are not to be located on the same lot as a garden suite. In this particular instance, staff are of the opinion that the lands are large enough to support both the ARU and the garden suite, plus the principal dwelling, and the necessary private services. Further, given that the existing garden suite has a limited timeline in which it is permitted to remain (2028 removal date) it is reasonable to expect the property eventually to only contain a principal dwelling and an ARU, as the zoning by-law provisions intended.

While staff are supportive of an ARU on the subject lands, staff are not supportive of the proposed size and distance from the principal dwelling as they do not meet the general intent and purpose of the Official Plan and the Zoning By-law. As such, staff are recommending that the application not be supported as currently proposed.

## **RECOMMENDATIONS**

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**It is recommended that the Council of the Township of Blandford-Blenheim not approve the Zone Change Application submitted by Jusitn Irvin on behalf of Steven and Debbie Reichert, whereby lands described as Part Lot 7, Concession 8 (Blenheim), Township of Blandford-Blenheim, are to be rezoned from 'Special General Agricultural Zone (A2-G4)' to 'Special General Agricultural Zone (A2-sp)' to permit an additional residential unit (ARU) on the subject lands.**

## **SIGNATURES**

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**Authored by:**            *'original signed by'*

Dustin Robson, MCIP, RPP  
Development Planner

**Approved for submission by:** *'original signed by'*

Eric Gilbert, MCIP, RPP  
Manager of Development Planning



Legend

- Parcel Lines
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Property Fabric Easement
- Property Fabric One Foot Reserve
- Enbridge Pipeline Easement (incomplete)
- Union Gas Easement
- 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



0 205 409 Meters



NAD\_1983\_UTM\_Zone\_17N



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

March 12, 2024



**Legend**

- Parcel Lines
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Property Fabric Easement
- Property Fabric One Foot Reserve
- Enbridge Pipeline Easement (incomplete)
- Union Gas Easement
- Zoning Floodlines Regulation Limit
  - == 100 Year Flood Line
  - = 30 Metre Setback
  - == Conservation Authority Regulation Limit
  - == Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

**Notes**



0 102 205 Meters

NAD\_1983\_UTM\_Zone\_17N



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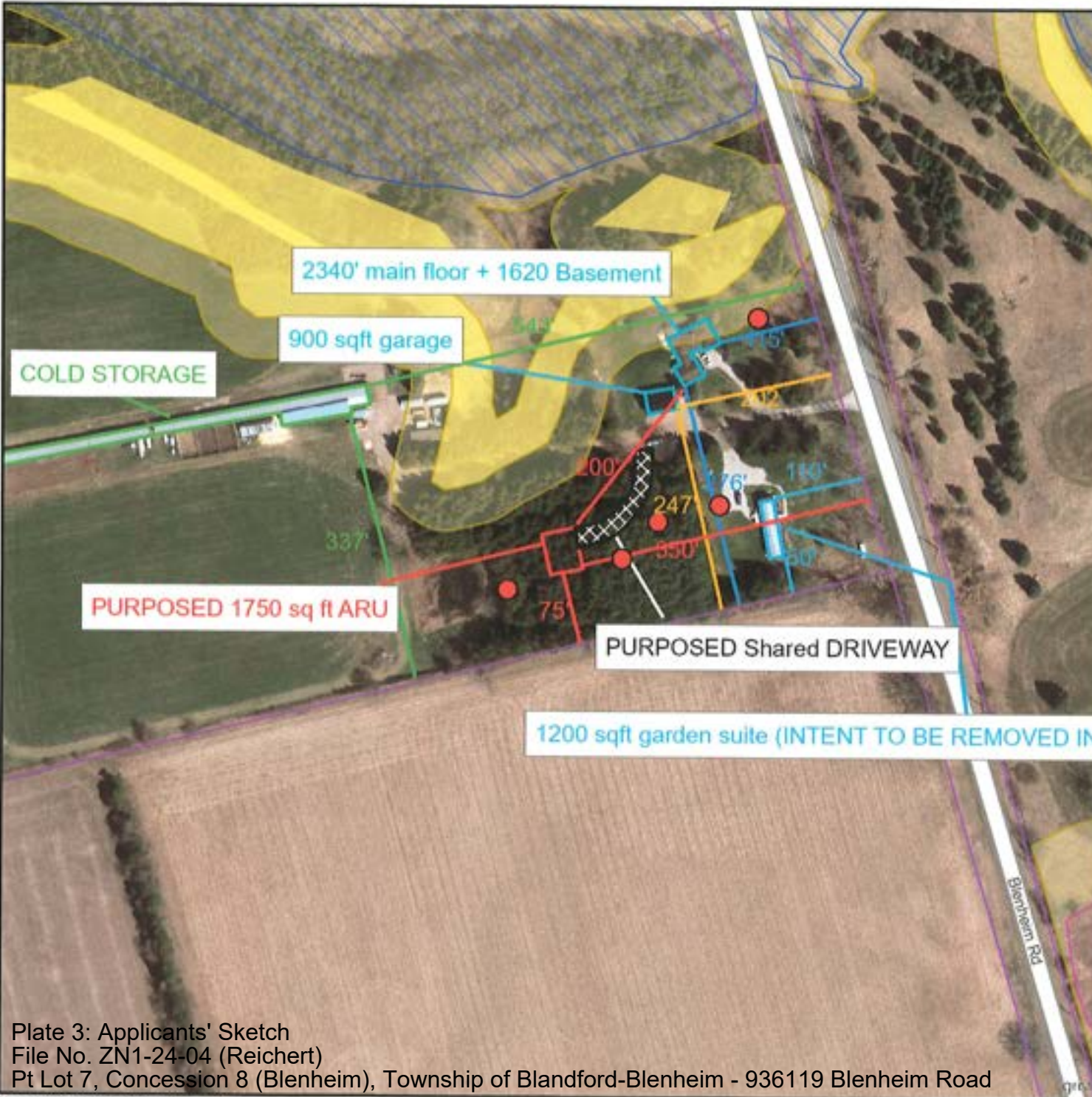
March 12, 2024



GRCA Web-GIS

Legend

- Regulation Limit (GRCA)
- Floodplain (GRCA)
  - Engineered
  - Estimated
  - Approximate
- Floodplain - Special Policy Area (GRCA)
- Slope Erosion (GRCA)
  - Steep
  - Oversteep
  - Toe
- Slope Valley (GRCA)
  - Steep
  - Oversteep
- Regulated Watercourse (GRCA)
- Regulated Waterbody (GRCA)
- Wetland (GRCA)
- Lake Erie Flood (GRCA)
- Lake Erie Shoreline Reach (GRCA)
- Lake Erie Dynamic Beach (GRCA)
- Lake Erie Erosion (GRCA)
- Parcel - Assessment (MPAC/MNRF)



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Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user. The source for each data layer is shown in parentheses in the map legend. See Sources and Citations for details.

Plate 3: Applicants' Sketch  
 File No. ZN1-24-04 (Reichert)  
 Pt Lot 7, Concession 8 (Blenheim), Township of Blandford-Blenheim - 936119 Blenheim Road



Hello Council Members and Chair,

I should introduce our committee that has worked diligently to prepare tonight's presentation: Darrell Fried, Tyler Vollmershausen, Bob Harrison, Erica VanRooyen, Ed Crawford, and Dean Jancsar.

We represent a significant group of farmers and landowners—encompassing 31,478 acres out of the 94,475 acres in Blandford-Blenheim—who are deeply concerned about the impact of wind turbines on our prime farmland. We are in good company with over 89 other municipalities which have already established “Unwilling Host” resolutions for wind projects.

**Agenda:**

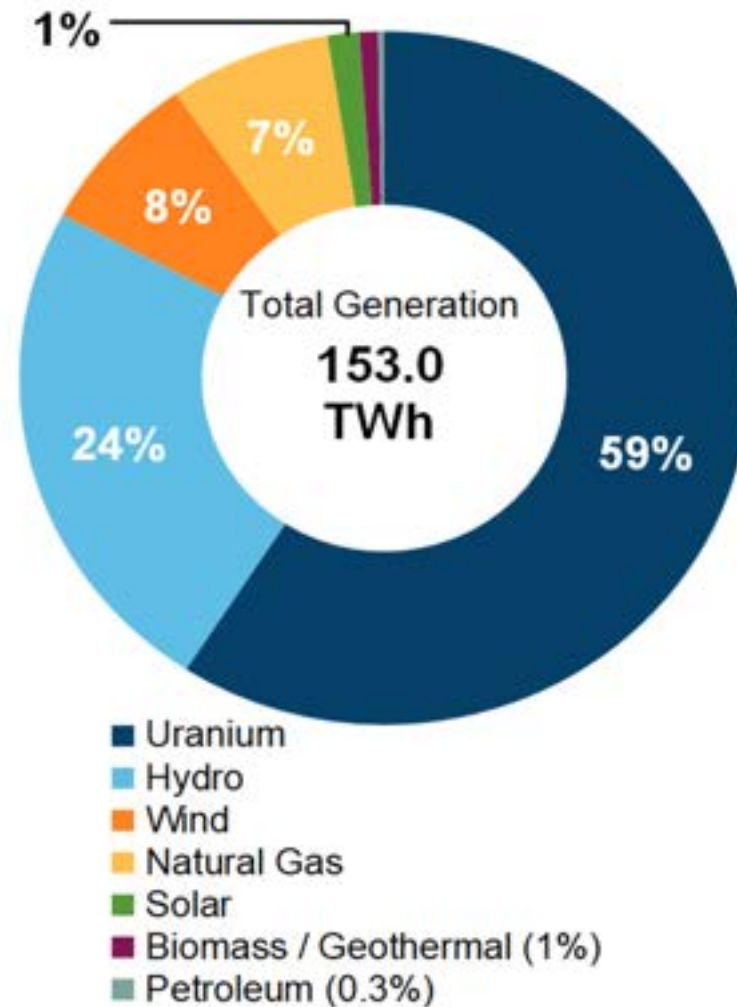
1. **Educational Slide Deck:** Tyler will first present an abbreviated version of the slide deck previously shown to the community. This aims to educate the council about our concerns, initially prepared by David Cunningham in EZT.
2. **Main Concerns and Proposed Actions:** We will detail our principal issues with potential wind turbine projects and suggest concrete steps that we believe will mitigate these concerns.
3. **Existing 'Unwilling Host' Resolution:** We wish to discuss the resolution that has been acknowledged by regulating bodies, with special thanks to Mayor Mark Peterson for his thorough examination and support.

Let's begin with the same enlightening information presented at our Ratho Church community meeting by Dave Cunningham of EZT, which resonated with the EZT Council and proved successful in establishing an “Unwilling Host” resolution.

# **Overview for Blandford – Blenheim Concerned Citizens**

Presented by  
Darrell Fried, Tyler Vollmershausen  
Wind Concerns BB

Ontario is the second largest producer of electricity in Canada and has an estimated generating capacity of 40 200 megawatts (MW). In 2019, about 92% of electricity in Ontario was produced from zero-carbon sources: 59% from nuclear, 24% from hydroelectricity, 8% from wind, and 1% from solar.





# 5 More TWH Required by 2030

## Factors:

- Demand expected to grow “sharply”
- Federal Clean Energy Regulation
- Pickering being retained

## IESO Proposing a “Cadenced” Procurement Approach

LT RFPs	Launch Date	Operational	Target
LT2	2025	2029 – 2031	2,000 MW
LT3	2027	2032	1,500 MW
LT4	2029	2034	1,500 MW
<b>Total</b>		<b>2029-2034</b>	<b>5,000 MW</b>

- **Wind**, solar, hydroelectric, storage and bioenergy projects qualify for 2024 RFP.

# **Proposed Stages for IESO Process**

## **First Year – 2024**

- Issue Draft RFP in mid- year
- Collect Meteorological Data
- Seek Municipal Support

## **Second Year – 2025**

- Final RFP Issued at start of year
- Procurement open period

## **Third Year – 2026 – 2027-2030**

- Proposal submission at start of year
- Contract executed at end of year

## **Fourth to Eighth Years**

- Permitting, Construction and Commissioning

**Target Commercial Operational Date - 2030**



# Wind Atlas



Canada

- Home
- Methodology
- Maps
- Downloads
- Help
- Useful Links
- Site Map

Home

### Navigation

Click on the map to change the current tile:



### Display Field

- Mean Wind Speed
- Mean Wind Energy
- Roughness Length
- Topography
- Land/Water Mask

### Height

- 30m
- 50m
- 80m

### Period

- Annual
- Winter (DJF)
- Spring (MAM)
- Summer (JJA)
- Fall (SON)

### Display Options

- Power Lines
- Lakes and Rivers
- Roads
- Cities

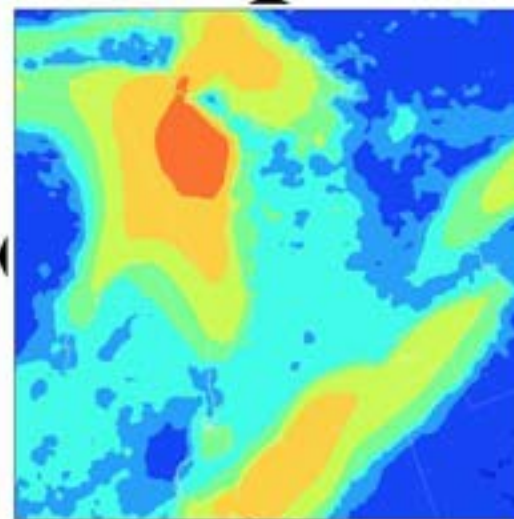
### Download and print

Click on the button below to download and print the current image at high resolution: (opens a new window)

[Printing](#)

### Quadrangle 46 (s=5; l=18) - Mean Wind Energy - 80m - Annual

[Zoom](#) [Overall map](#)



### Legend



### Cart

- [Add](#)
- [Remove](#)
- [Contents](#)

### Tools

[Help](#)

### Compare with real-life observations

[Compare](#)

### Values, wind roses, wind speed histograms, turbine formula at a point

Latitude/longitude under the cursor: Lat.=-41.763 Long.=-82.703

Click on the map, enter a latitude/longitude or enter a postal code to display information.

Lat.:  Long.:  or Postal code:

[Submit](#) [Clear](#)

- Values
- Roses
- Histograms
- Turbine formula

### Numerical Values at 80m

Latitude = 43.249, longitude = -80.769

Period	Mean Wind Speed	Mean Wind Energy	Weibull shape parameter (k)	Weibull scale parameter (A)
Annual	7.01 m/s	357.88 W/m <sup>2</sup>	1.85	7.89 m/s
Winter (DJF)	6.35 m/s	518.00 W/m <sup>2</sup>	2.58	9.43 m/s
Spring (MAM)	7.02 m/s	340.00 W/m <sup>2</sup>	1.95	7.92 m/s
Summer (JJA)	5.47 m/s	157.00 W/m <sup>2</sup>	1.99	6.18 m/s
Fall (SON)	7.26 m/s	375.00 W/m <sup>2</sup>	1.97	8.21 m/s

- Values
- Roses
- Histograms
- Turbine formula

### Calculation of the turbine formula for a given wind turbine at 80m

Latitude = 43.249, longitude = -80.769

Enter wind turbine data (all fields are required):

max power output (kW):

cut-in wind speed (m/s):

rated wind speed (m/s):

[Submit](#)

Calculation for the data you entered ( 3000, 4, 12 ):

Period	Power Output	Energy Output	Use factor
Annual	1156.26 kW	10135.78 MWh/year	38.54 %
Winter (DJF)	1515.63 kW	3321.51 MWh/period	50.52 %
Spring (MAM)	1164.63 kW	2552.30 MWh/period	38.80 %
Summer (JJA)	726.47 kW	1582.05 MWh/period	24.22 %
Fall (SON)	1232.64 kW	2701.33 MWh/period	41.09 %

# Protecting Prime Farmland

- **Food security is at risk in Ontario due to shrinking farmland**
  - As big as our province is, only 5% is arable land.
  - We are losing 319 acres per day of prime farmland in Ontario.
  - In the past 35 years, Ontario has lost 2.8 million acres (18%) of its farmland to non-agricultural land uses like urbanization and aggregate mining. Recent data shows that energy sprawl is now the 3<sup>rd</sup> largest reason for the decline of prime farmland.
  - Ontario currently has enough farmland to feed 15.3 million people. Our population as of April 2023 is 15.5 million and projected to grow at 3.1% annually.
  - Agriculture in Ontario is not sustainable at this rate!
  - Oxford County has some of the best Class 1 prime farmland in Canada!
  - The provincial Policy Statement and OMAFRA direct energy projects away from prime farmland and instead to the vast area of “rural” lands we have in Ontario

# Wind Turbines Setbacks

## Current Ontario Minimums – Regulation 359/09

Receptors	550 metres	Audible noise only based on 40 dBA
Property Lines	Blade length plus 10 metres	Typically 60 metres

## Polish Public Health Institute Review

Audible Noise	.5 to .7 km	No adjustments for pulsing/tonal quality
Total Noise	1.0 to 3 km	Includes low frequency noise & pulsing/tonal adjustments
Shadow Flicker	1.2 to 2.1 km	Depends on height of turbine
Ice Throw	.5 to .8 km	Fragments of ice thrown from blades
Turbine Failure	.5 to 1.4 km	Potential distance for blade fragments

# Primer on Wind Turbine Noise

Types of Noise	Definition	How Perceived	Health Effects
<b>Audible Noise</b>	20 Hz to 20,000 Hz	Normal hearing	<ul style="list-style-type: none"> <li>• Annoyance*</li> <li>• Sleep disturbance</li> </ul>
<b>Low Frequency Noise</b>	20 Hz to 160 Hz	Normal hearing	<ul style="list-style-type: none"> <li>• Annoyance*</li> <li>• Sleep disturbance</li> </ul>
<b>Infrasound</b>	Below 20 Hz	Not heard but felt by whole body	<ul style="list-style-type: none"> <li>• Sleep disturbance</li> <li>• Pressure in ears</li> <li>• Tinnitus</li> <li>• Headache</li> <li>• Nausea</li> <li>• Dizziness</li> </ul>
<b>Noise Characteristics</b>	Cyclical  Tonal	Pulsing sounds  Whooshing sounds	<ul style="list-style-type: none"> <li>• Increases impact of noise</li> <li>• 5 dB(A) penalty to compensate</li> </ul>

\*Note: Annoyance is used as medical term meaning chronic stress

Source: Presentation to Boone County Illinois Planning Board by Dr. Paul Schomer

# **New Zoning Rules for Wind Turbines**

- **Prohibit wind turbines on Prime Agricultural Land**
- **Establish noise setback from other uses**
  - Recommending 2,000 metres
  - Protection for residential, industrial, institutional and agricultural uses.
  - Protects against audible and low frequency noises
- **Establish setback from property lines**
  - Recommending 1,200 metres
  - Limits impact of turbine failure and ice throw to site
- **Establish setbacks from designed growth areas**
  - Recommending 2,000 metres

# Overview of Prowind Lease

## 20 year lease

- renewable every 5 years up to 50 years

## Company's name attached to your deed

- Need their approval for a mortgage
- Potential liens on your property

## Contracts are one-sided

- All control rests with developer, no exit once you have signed.
- Company permitted to build roads, access fields, erect fencing and lay underground cables.

## Company determines turbine location.

- No closer than 300 metres from residence

## Only 0.5 acre will be used

- Does not align with allowance for access roads, landing area etc.

## \$40,000 letter of credit for decommissioning

- Actual cost is \$1 million

## Sale of Land Requires permission of company

## Permission needed to build new buildings



# Risks vs Benefits of IWT's on Prime Farmland in our Community

## The benefits are few

- Some passive income opportunities for some farmers and landowners
- It might give people the sense that they are contributing to get us to net zero emissions and save us from climate change. Although according to Minister Smith, that is not the case!
- There would be some incremental tax revenue for BB, not likely to be significant.

## The risks are many

- Social disruption. These projects almost always polarize communities!
- Risk of water pollution, or changes to water levels. (What is going on in Chatham Kent project)
- Noise Pollution and associated health issues. Can be mitigated with proper setbacks.
- Electrical Pollution which can affect animal health.

# Municipal Authorities

## Green Energy Act - 2009

- Under original Green Energy Act; municipalities consulted but input ignored.

## Repeal of the Green Energy Act - 2018

- PC government introduced significant changes.
- Municipal support is required for energy projects.
  - Municipalities can decide if turbines are allowed or not.
  - Municipalities can establish setbacks from residences, livestock and settlements

# Recommendations to Council

## ~~Pass an Unwilling Host Resolution~~

- **[Completed and Registered]** Indication that Council does not support turbines in the Municipality

**And**

## **Modify MDS for Wind Projects**

- Adjust bylaws to meet the multi municipal wind turbine working group recommendations for setbacks, take to county planning

# Wind Turbines – Base



## Current Wind Turbines

- **Power** - 3.4 MW
- **Tower Height** – 130 m
- **Blade Length** – 69 m

## Foundations

- **Width** – 4 m to 20 m
- **Depth** – 4 m to 11 m
- **Cement** – 55 to 65 truck loads – 500 cubic metres
- (Gunn's Hill)













# Obsolescence Discussion







Our key points summarize why this issue is critical and underscore the importance of making informed, responsible decisions:

- The construction of turbines is encroaching upon valuable agricultural lands, necessitating extensive service roads and potentially using 0.5 to 5 acres per turbine.
- The current minimum distance separation for residences and livestock barns is as low as 300 meters. This is a concern for the health and well-being of our community and its environment. It necessitates urgent attention and action.
- The division among our community members caused by the turbine installations is more than just a property line—it's a wedge driving deep into the heart of lifelong friendships and neighborly bonds. We'd like to avoid this for future generations.
- We cannot overlook the issues of vibrations caused by wind turbines, which lead to well contamination and water granularity problems—affecting the very lifeline of rural existence.
- Lastly, the matters of decommissioning, safety, and obsolescence are not just hypothetical concerns. They pose immediate and long-term risks to our community's safety and financial well-being, and they require proactive measures from the township.

We also want to bring attention to the 2015 resolution declaring Blandford-Blenheim as an "unwilling host" for wind turbine projects. This previous effort was uncovered recently and brought to light, and has since been registered with the governing bodies—this resolution is the first step in protecting our community from future Wind Projects.

In order to fortify this measure and take a stand that reflects global best practices, we are proposing a further resolution to revise zoning bylaws. This change aims to increase the minimum distance separation to 2000 meters from residences or livestock and 1500 meters from property lines. These amended bylaws are crucial and need to be established before taking this to Oxford County planning. With your support, our next step will be to present this proposal to the Oxford County Council.

Thank you for your attention to these pressing concerns. We are committed to a dialogue that will lead us to solutions beneficial for the entire community, safeguarding our farmland and our way of life.

## REPORT TO COUNTY COUNCIL

# 2023 Annual Waste Management Reports

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

**From:** Director of Public Works

## RECOMMENDATION

---

1. That County Council receive Report PW 2024-15 entitled “2023 Annual Waste Management Reports” as information.

## REPORT HIGHLIGHTS

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- This report summarizes the annual performance of Oxford County’s waste management facilities and programs in 2023.
- Based on the County’s current waste diversion activities, the County achieved an overall landfill waste diversion rate (residential and Industrial, Commercial and Institutional (ICI) waste material handled by Oxford County) of approximately 45% in 2023 and has an estimated remaining landfill service life of approximately 27 to 32 years.
- 2023 waste diversion achievements include the diversion of 34,440 tonnes of material received at the Oxford County Waste Management Facility (OCWMF) and includes brush, leaf and yard waste, construction and demolition waste, blue box material, biosolids, electronic waste, scrap metal, and film plastic.
- Other 2023 accomplishments include construction of the Compost Pad and Storm Water Management (SWM) system expansion, implementation of an agricultural plastic waste diversion drop-off program, curbside large article collection (LAC) in Tillsonburg, and expanded access to the Tillsonburg Transfer Station to all County residents.

## Implementation Points

The “2023 Annual Waste Management Reports” will be submitted to the MECP in accordance with regulatory requirements and posted on the County’s website for public access.

### Source Separated Organics (Green Bin) Program

In Q2 2024, staff will report to County Council with proposed terms of reference for curbside waste collection procurement documents and will include potential Source Separated Organics (SSO) as presented in Report PW 2023-42. The new curbside collection program would be implemented in 2026 to align with expiration of the current curbside collection contract, legislative requirements for organic waste diversion, and changes to the Blue Box regulation.

The proposed terms of reference will be based on public feedback received on key questions such as extent of SSO or 'Green Bin' program (urban vs rural areas) and will be incorporated in the draft procurement documents, subject to Council approval, before being released to market. Vendor submissions will be evaluated and presented to County Council in Q3 2024 for award and implementation in 2026.

### Landfill South Fill Area (SFA) Expansion

In 2024, a design and operation plan will be completed and submitted to the MECP for the SFA expansion that will be required by 2028 for landfilling operations. MECP approvals are anticipated by 2026 at which time detailed design and construction will be initiated.

### Landfill Gas Collection and Flaring System Upgrades

An expansion of the LFCFS wellfield is required to capture methane within the areas that have been filled since the LFCFS was originally installed. In 2024, approval documents (design brief and drawings) for wellfield expansion will be prepared and submitted to the MECP for approval and construction in 2024 at an estimated cost of \$350,000. Lifecycle replacement of some of the LFCFS equipment will also be required in 2025 and will be included as part of the expansion project, subject to budget approval.

### Financial Impact

There are no financial impacts as a result of this report. Any required actions that will result in expenditures have been accounted for in the 2024 Operating or Capital Budget for Waste Management.

### Communications

The 2024 Waste Management Annual Reports will be available for public viewing on the County's website on March 28, 2024, at <https://www.oxfordcounty.ca/en/your-government/reports-and-publications.aspx#Public-Works-Annual-Reports>. This Council report will also be circulated to Area Municipalities and Zero Waste Oxford.

The County communicates the performance of key Public Works systems (Waste Management, Water and Wastewater) annually to the public through an annual social media campaign after the last performance report has been submitted to Council.






## 2023-2026 STRATEGIC PLAN

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

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

		
<b>Promoting community vitality</b>	<b>Enhancing environmental sustainability</b>	<b>Fostering progressive government</b>
	<p><b>Goal 2.1</b> – Climate change mitigation and adaptation</p> <p><b>Goal 2.2</b> – Preserve and enhance our natural environment</p>	<p><b>Goal 3.1</b> – Continuous improvement and results-driven solutions</p>

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

## DISCUSSION

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### Background

#### Waste Management Services

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

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

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

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

Waste Collection Services		Ingersoll, Blandford-Blenheim, East Zorra-Tavistock, Norwich, Zorra	Tillsonburg	South-West Oxford	Woodstock
Garbage and Blue Box Service Providers	Curbside Collection	County Contractor <i>(weekly co-collection garbage and single stream recycling)</i>		South-West Oxford * <i>(six day co-collection garbage and single stream recycling)</i>	Woodstock * <i>(weekly garbage and bi-weekly two stream recycling collection)</i>
	Garbage Disposal	Oxford County Waste Management Facility (OCWMF) <i>(User Fees Apply)</i>			
	Blue Box Processing	County Contractor			Woodstock Contractor *
Convenience Depots Service Providers <i>(includes Blue Box, Cardboard, Film Plastic and Bulky Styrofoam, Agricultural Bale Wrap, Scrap Metal, Household Hazardous Waste, Cooking Oil (FOG), Tires, Electronics, and Construction and Demolition)</i>		Woodstock Enviro Depot * <i>(Excludes agricultural bale wrap)</i> <i>(User Fees Apply for Non-Woodstock Residents)</i>			
		South-West Oxford - Beachville Fire Hall * <i>(Film Plastic Only)</i>			
		Tillsonburg Transfer Station * <i>(Excludes collection of blue box, household hazardous waste, tires, electronics, and agricultural bale wrap)</i> <i>(Open to all County residents in 2023, User Fees for Non-Tillsonburg Residents)</i>			
		Oxford County Waste Management Facility (OCWMF) <i>(User Fees for Some Materials May Apply)</i>			
Leaf and Yard Waste Depots Service Providers	Collection	Ingersoll, Zorra, East Zorra-Tavistock, Blandford-Blenheim, Tillsonburg and Norwich Leaf and Yard Waste Depots	OCWMF Leaf and Yard Waste Depot	City of Woodstock Leaf and Yard Waste Depot *	
	Processing	Oxford County Compost Facility			
Large Items Service Providers	Collection	County Contractor <i>(once annual curbside collection)</i> <i>(NEW – once annual curbside collection in Tillsonburg)</i>			Woodstock * <i>(once annual curbside collection)</i>
	Convenience Depots	Woodstock Enviro Depot * <i>(User Fees Apply)</i>			
		Tillsonburg Transfer Station * <i>(Open to all County residents in 2023 with User Fees)</i>			
		Oxford County Waste Management Facility (OCWMF) <i>(User Fees Apply)</i>			
Processing	Oxford County Waste Management Facility (OCWMF)				

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

### Curbside Waste Collection Services

As shown in Table 1, residential curbside waste (garbage, recycling, large items) collection service is provided by South-West Oxford (except large items) and Woodstock by their municipal staff, and by the County's contractor (Emterra Group) in the remaining six Area Municipalities. Collection of garbage and recycling is offered to all households, including some multi-residential and commercial properties, provided they meet collection program requirements and are situated within an existing residential curbside collection route.

### Blue Box Material Processing and Marketing

The County's waste management responsibilities include processing and marketing of Blue Box material from curbside collection and convenience depots. The County is currently under a five-year contract (2020-2025) with Emterra for the processing of Blue Box material collected from both the County and South-West Oxford's curbside collection programs and the OCWMF convenience depot. Material is transported to Emterra's Material Recycling Facility (MRF) where it is processed for end-markets, with the County receiving 85% of revenue generated recycled material sales.

Similarly, the City of Woodstock is currently under contract with GFL Environmental (GFL) for processing of Blue Box material from their curbside collection program and convenience depot. Under this contract, the City receives 85% of revenue generated from recycled material sales. This revenue is remitted back to offset net operating costs by Woodstock which are billed back to the County under the contract service agreement.

Both the County and Woodstock's Blue Box processing contracts include requirements for semi-annual external third-party audits of curbside collection material streams. The audits are used for revenue calculations and to determine material contamination rates as an indicator of program efficiency. Similarly, the County's service agreement with South-West Oxford requires semi-annual third-party audits of Blue Box material from their curbside collection program.

Oxford County and its eight Area Municipalities are scheduled to transition to the Provincial common collection system and Extended Producer Responsibility (EPR) on December 31, 2025. With the transition to full EPR, Ontario municipalities will no longer be responsible for managing and financing the traditional Blue Box program (collection and processing).

### Environmental Regulatory Compliance

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

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

complete a technical review of monitoring performed at both active and closed waste disposal sites.

In accordance with regulatory requirements, the 2023 Annual Waste Management Reports, prepared for submission to the MECP, provide performance data on Oxford County's waste management facilities, operations and programs. The pertinent regulatory requirement is referenced in each Annual Waste Management Report.

### Closed Landfill Sites

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

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

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

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

## Comments

### Summary of County-Wide Waste Generation

Approximately 112,780 tonnes of waste (3% increase over 2022) was generated in Oxford County in 2023. Of the total amount of waste generated, 83,355 tonnes (4% increase over 2022) was processed at the OCWMF.

About 29,425 tonnes of waste was exported out-of-County (without direct handling at the OCWMF). This includes an estimated 26,515 tonnes of waste from the ICI sector (disposed of by private haulers) and 2,910 tonnes of Blue Box material from the City of Woodstock's curbside collection program exported directly to an out-of-County processing facility. Overall, approximately 26% (2% decrease over 2022) of the total waste generated is being exported out of County.

A summary of County-wide waste generation in 2023 is depicted in Figure 1 with a historical summary of County-wide waste generation illustrated in Table 2. The total waste and large item generation tonnage per household (hh) for 2023 was 360 kg/hh for the entire County, representing an 8% decrease over 2022.

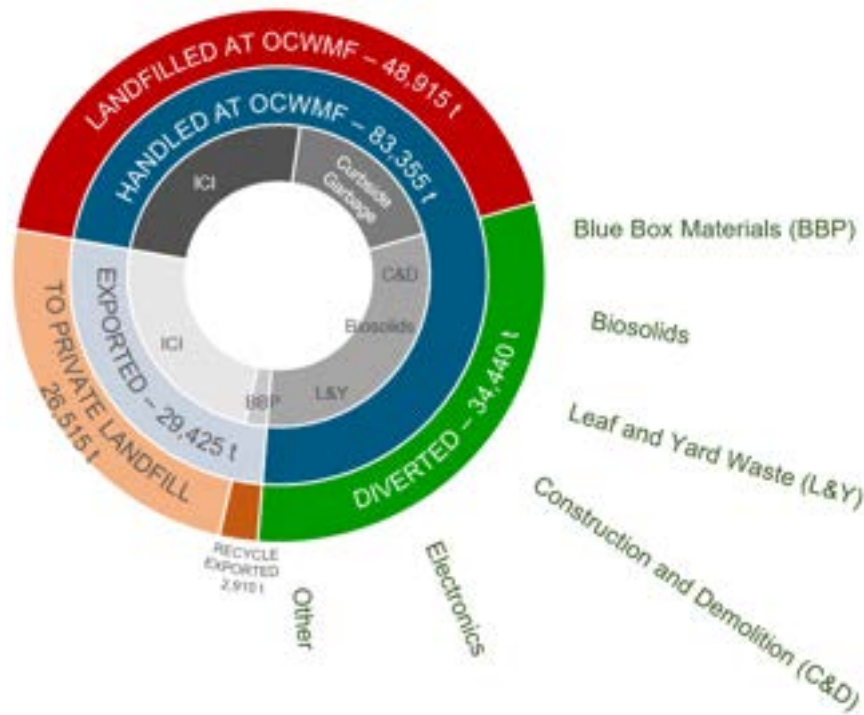


Figure 1: 2023 County-wide Waste Generation

Table 2: Historical County-Wide Waste Generation Summary (2018-2023)

Year	Total Waste Generated in Oxford County (tonnes)	Waste Exported out of County (tonnes)	Waste Processed at OCWMF (tonnes)	Waste Diverted & Recycle Exported (tonnes)	Landfill Diversion Rate
2023	112,780	29,425	83,355	37,350	45%
2022	109,454	29,232	80,222	36,280	45%
2021	115,195	29,040	86,155	40,095	47%
2020	122,610	26,025	96,585	40,320	42%
2019	104,520	29,355	75,165	32,405	43%

## 2023 Annual Waste Management Reports

The 2023 Annual Waste Management Reports have been generated to satisfy ECA terms and conditions, regulatory requirements, and Ministry technical reporting guidance documents, and will be submitted to the MECP by March 31, 2024.

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

- [2023 Oxford County Waste Management Facility, Salford Operations and Monitoring Report](#)
- [2023 Oxford County Waste Management Facility, Annual Monitoring Report, Landfill Gas Collection and Flaring System](#)
- [2023 Oxford County Holbrook Landfill, Water Monitoring Report](#)
- [2023 Oxford County Stormwater Pond Results - Summary and Interpretation](#)
- [2023 Oxford County Waste Management Facility, HHW Annual Report](#)
- [2023 Oxford County Leaf and Yard Waste System Annual Report](#)
- [2023 Oxford County Blue Box System Annual Report](#)
- [2023 Oxford County Closed Landfill Sites, Due Diligence Monitoring](#)

With the exception of the non-compliance order issued by the MECP regarding the LFGCS further detailed below, staff are pleased to inform County Council that, in 2023, the County's waste management facilities and programs operated within environmental regulatory compliance and that no adverse environmental impacts were observed.

### Oxford County Waste Management Facility, Salford 2023 Operations and Monitoring Report

- Approximately 83,355 tonnes of waste was handled at the site with approximately 34,440 tonnes being diverted and recovered as material resources. Overall resource recovery material brought to the OCWMF in 2023 increased by 4% and landfilled material increased by 4%.
- The total trips by all vehicles using the facility averaged about 3,980 per month in 2023, an increase of 9% compared to 2022.
- The film plastic drop-off program generated 9 tonnes of material in 2023, a 29% increase over 2022.
- The bulky Expanded Polystyrene (Styrofoam) program generated 11 tonnes of recycled packaging material for reuse in product manufacturing, representing a 27% decrease over 2022 tonnages.
- The remaining landfill site service life in 2023 is calculated to be approximately 27 to 32 years based on the current landfilling rate and waste diversion rate (approximately 45%).
- There were no influences of leachate in the groundwater at the site boundaries.
- Private well monitoring showed no landfill influence.

**Annual Monitoring Report, Landfill Gas Collection and Flaring System (LGCFS) January 2023 – December 2023, Oxford County Waste Management Facility**

- The LGCFS operated as intended in 2023 and successfully controlled emissions even though volumes and concentrations of methane gas continue to remain low. The flare ran at an average flow of 107 cubic feet of gas volume per minute (cfm), down from 110 cfm in 2022 and an average 48% methane by volume, up from 42% in 2022.

An Air ECA onsite inspection was completed by the MECP at the OCWMF in July 2023. Following the inspection, one non-compliance order was issued as the County had failed to notify the Spills Action Centre (SAC) in addition to the MECP when the LGCFS was offline for more than 48 hrs. This was an oversight by County staff and a misinterpretation of the Air ECA terms and conditions. The MECP also noted a missing entry in the LGCFS inspection and maintenance log as completed by the County's service provider.

The MECP was satisfied with staff's response to fully address the MECP non-compliance order, which included revised reporting protocol and procedures to review inspection and maintenance records on a regular basis.

In 2023, MECP also utilized drone technology to evaluate fugitive methane emissions at the OCWMF as a test site and identified several hot spots where methane was potentially escaping from leachate manholes. Although no orders were issued, it was agreed with the MECP that the County would implement measures to seal the manholes in 2024 and have the MECP conduct a follow up air survey.

**2023 Water Monitoring Report, Holbrook Closed Landfill**

- There was no clear indication of leachate influence in the deeper groundwater system at the property boundaries and no landfill influence at the private well monitoring locations.
- No methane was detected in 2023.
- Staff will continue to perform inspections at this facility to ensure the site is secure and to assess for any potential environmental concerns.

**2023 Due Diligence Monitoring Program, Oxford County Closed Landfill Sites**

Monitoring programs for landfill gas, surface water and ground water were undertaken at County-owned closed landfill sites as a due diligence exercise and to identify any offsite adverse environmental impacts. The findings and recommendations of the 2023 Due Diligence Monitoring Program are highlighted below:

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

### Oxford County 2023 Compost Facility Storm Water Management (SWM) System Annual Report

In 2023, the County expanded the compost pad and SWM system. An Amended ECA was issued by the MECP for the SWM system with additional monitoring and reporting requirements.

SWM system monitoring results indicated acceptable effluent concentrations, consistent with historical trends prior to the 2023 expansion.

### Oxford County 2023 Household Hazardous Waste (HHW) Depot Annual Report

- The depot serviced approximately 5,145 vehicles, an 11% decrease from 2022.
- Approximately 170 tonnes of HHW material was collected, a 15% increase over 2022.
- The City of Woodstock's HHW Depot was open 153 days in 2023 and collected 62 tonnes of HHW /decrease of 9% from 2022).

### Oxford County 2023 Leaf and Yard Waste System Annual Report

- Over 16,710 tonnes of material was received, representing an 11% increase over 2022.
- Approximately 15,820 tonnes of finished compost was sold to the end market in 2023 and generated over \$328,400 in County revenue. The tonnage represents carry over material received late in 2022, which was processed in 2023 along with new received material in 2023.
- A total of 170 composters and 217 green cones were sold to residents, a decrease of 24% from 2023.
- Home composters and green cones are sold throughout the County at a subsidized rate of \$10 and \$50 each, respectively.

Oxford County continues to undertake backyard composting program education and outreach to help reduce the quantity of organics currently black bagged/landfilled. Also, as aforementioned, implementation of a County-wide SSO program will be considered as part of proposed terms of reference for contract renewal of County curbside waste collection services, 2026 – 2030, to be presented to County Council in Q2 2024 before being released to market.

### Oxford County 2023 Year-End Blue Box Waste Management System Annual Report

- The recycling collection tonnage per household (hh) for 2023 was 154 kg/hh for the entire County, representing a 6% decrease from 2022 even though there was a 3% increase in households. A contributing factor to the decrease in collected tonnes is due to material weight; Blue Box materials (e.g. paper products and packaging products) continues to be made lighter.
- 7,910 tonnes of residential curbside Blue Box material was collected (2% decrease from 2022). Following the removal of contaminated material (residual waste) during processing, approximately 7,000 tonnes of processed material was sent to end markets.
- The contamination rate of the 2023 County single stream recycling program is estimated at 12% and the South-West Oxford single stream recycling program is estimated at 3.5% based on third-party audit data. The average contamination rate for single-stream recycling programs is 11% based on industry audit data, placing the South-West Oxford's contamination rate below and the County on par with the industry average.



- The contamination rate for the two-stream recycling program in Woodstock was estimated at 10% based on third-party audit data, placing the contamination rate above the industry average of 7%.

Contamination rates of Blue Box material streams identify the amount of unacceptable material and/or material contaminated from food waste or other materials. High contamination rates can affect the quality of other processed material resulting in reduced market rates or potential rejection by end markets, which in turn reduces revenue and overall landfill waste diversion. High contamination rates need to be addressed through targeted promotion and education campaigns and increased curbside screening efforts to improve program efficiencies.

**Film Plastics and Bulky Styrofoam Depots Pilot Programs**

Over the last three years, participation levels and the volume of material collected by the pilot programs for the collection of film plastic and bulky Styrofoam have remained strong. This is in part due to public awareness of the importance of diverting this waste from landfill and partnerships with the Area Municipalities who operate convenience depots.

There are five drop-off depots for film plastics and three drop-off depots for bulky Styrofoam located across the County, as shown in Table 3 below. It is recommended that the County not implement additional convenience depots until the Producers notify the County whether they plan on financially supporting depot operations for Blue Box material. The County will know more on this issue in 2025 when negotiations on the operation of convenience depots will occur. Staff will report back to Council on the status of operating these convenience depots.

**Table 3: Film Plastic, Bulky Styrofoam Pilot Programs (2021-2023)**

Depot Location	Film Plastic	Bulky Styrofoam
OCWMF – Transfer Station	✓	✓
South-West Oxford – Beachville Fire Hall	✓	
South-West Oxford – Municipal Office	✓	
Woodstock – Enviro Depot	✓	✓
Tillsonburg Transfer Station	✓	✓

**Curbside Waste Collection Contract Performance**

In 2023, staff monitored and tracked performance issues and any occurrences of missed / incomplete collections over the course of the year. Detailed contract performance metrics in 2023 are summarized in Table 4.

Table 4: 2023 County Curbside Collection Contractor Annual Completion Rate

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

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

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

### 2023 Accomplishments

As part of the Goals and Objectives of the 2023 Waste Management Business Plan and Budget, the following initiatives were implemented:

#### Residential (Curbside) Diversion Rate

The residential diversion rate (from curbside, depots, brush, leaf and yard waste depots, and OCWMF) was estimated to be 51% in 2023 and will be confirmed when the 2023 Datacall is verified in November 2024. The residential diversion rate has plateaued in recent years ranging between 47-51%.

#### Landfill Diversion Rate

The County's landfill diversion rate is currently 45% and takes into consideration all waste managed through County Waste Management services (residential and ICI). It is important to note that this diversion rate differs from what is published by the Resource Productivity and Recovery Authority, known as the residential diversion rate, which only takes into consideration residential generated waste.

#### Agricultural Plastic Diversion Program

An Agricultural Plastics drop-off program was established at the OCWMF and initiated in Q2 2023, generating approximately 5 tonnes of material diverted from landfill and shipped to local end markets for reuse in product manufacturing. As a result of successful participation, this program is expected to see an increased capture rate in 2024.

### Large Item Collection in the Town of Tillsonburg

The Town of Tillsonburg was included in the County's annual curbside large article collection program in 2023, generating approximately 100 tonnes of curbside large articles, which is expected to increase as residents become more familiar with the program.

As part of this initiative, access to the Tillsonburg Transfer Station was expanded to all County residents in 2023, with the operation fully funded by the County. Operational costs were offset with the introduction of transfer station user fees for drop-off of large articles and construction and demolition waste, which resulted in approximately 50% reduction in the number of vehicles received in 2023, compared to previous years.

### Compost Facility Expansion

As previously noted, construction of the compost pad and SWM system expansion was completed in 2023 and is now fully operational. This expansion doubled the size of the yard waste processing and finished compost storage area and is expected to result in increased compost production.

### Advancing to Zero Waste

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

Upcoming industry activities will impact waste diversion in Ontario, such as the implementation of the Producer Responsibility model which will place end of life management responsibilities on the Producers to encourage innovative product design, strengthen end markets and standardize recycling across the Province. Evidence of such innovation has already been observed by major Producers, such as McDonalds and Heinz. Until this transition occurs, the County will continue to look for ways to divert more hard-to-recycle material from the landfill through ongoing pilot projects for film plastic, bulky Styrofoam and agricultural bale wrap.

Consideration of a green bin (SSO) program is the next potential step to increasing the life of the County's landfill site. Both the federal and provincial governments, through policy implementation, support the diversion of organics from landfill and it is anticipated that landfill bans on organic waste will occur within the decade.

Another trend that the County will be closely monitoring is the implication of increased tipping fees at cross border landfills. To date, cross border landfills have provided a low cost disposal option for much of the Ontario private waste sector; however, if cross border tipping rates increase, municipal landfills in Ontario may be forced to accept this waste, which would impact their remaining capacity.

## CONCLUSIONS

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The 2023 Annual Waste Management Reports demonstrate that Oxford County's waste management programs and facilities continue to operate in general compliance with regulatory requirements.

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

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

## SIGNATURES

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### Report author:

Original signed by

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Andrea Coverdale  
Coordinator of Waste Management

### Departmental approval:

Original signed by

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David Simpson, P. Eng., PMP  
Director of Public Works

### Approved for submission:

Original signed by

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Benjamin R. Addley  
Chief Administrative Officer

## REPORT TO COUNTY COUNCIL

# 2023 Annual Energy Report

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

**From:** Director of Public Works

## RECOMMENDATION

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1. That County Council receive Report PW 2024-17 entitled “2023 Annual Energy Report” as information.

## REPORT HIGHLIGHTS

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- The purpose of this report is to summarize the County’s 2023 renewable energy (RE) generation results, as well as provide an overview of annual energy consumption and greenhouse gas (GHG) emissions by County-owned facilities and fleet assets in 2023.
- The County’s annual RE generation has increased by approximately 125% since 2015 baseline levels, with 4.1 million kilowatt hours (ekWh) of RE produced in 2023 from various solar, biogas and geothermal applications. Of note, annual RE generation as a percentage of total energy consumption (known as “RE mix from generation”) has reached 7.6% in 2023 which is approaching 2/3<sup>rds</sup> of the County’s 2025 target of 11.7%.
- County facilities consumed just over 46.6 million equivalent ekWh of energy in 2023, costing about \$4.87 million. While the total energy consumption by facilities has increased 0.7% since 2015, the actual energy use intensity for buildings/minor assets and water/wastewater treatment plants has reduced by 24.5% and 8.5% respectively. This illustrates significant energy consumption avoidance despite expanded provisions of municipal services to accommodate community growth over this period.
- The County’s fleet and equipment consumed approximately 7.5 million ekWh of energy in 2023, including \$1.0 million fuel purchases of unleaded gasoline and diesel (697,082 litres), compressed natural gas (20,304 kg) and diesel (6,207 litres) for facilities backup generating equipment. Approximately 33% of the County’s in-service fleet (56 out of 171 units) has been converted to alternative fuels in 2023 to reduce fuel consumption and GHG emissions.
- County facilities and fleet produced 5,527 tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) in GHG emissions in 2023. Total GHG emissions have reduced by 11.2% since 2015 (100% RE Plan target is 11% by 2025) with the actual GHG intensity for facilities and fleet decreasing by about 25.9% and 19.5% respectively. This illustrates significant GHG emission avoidance despite expanded provisions of municipal services to accommodate community growth over this period.

## IMPLEMENTATION POINTS

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As required by O. Reg. 25/23, the 2023 energy consumption data and GHG emissions will be reported through the Broader Public Sector reporting portal by July 1, 2024.

### Financial Impact

There are no financial impacts as a result of this report. Any required actions that will result in expenditures have been accounted for in the 2024 Operating and Capital budgets based on the County's *2019 Energy Management Plan*, *2022-2032 Renewable Energy Action Plan* and *2021-2025 Green Fleet Plan*.

### Communications

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

As all municipalities are required under *O. Reg. 25/23: Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans*, the County communicates energy performance to the Ministry of Energy, via annual energy consumption and GHG emissions reporting. This is completed annually, as well as through the County's *2019 Energy Management Plan* (EMP) and its associated five-year updates (next iteration later in 2024).

Annual energy updates are posted to the Oxford County website at [www.oxfordcounty.ca/en/your-government/reports-and-publications.aspx](http://www.oxfordcounty.ca/en/your-government/reports-and-publications.aspx), with highlights shared on social media.

## 2023-2026 STRATEGIC PLAN

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

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

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

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

## DISCUSSION

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### Background

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

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

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



Figure 1 – 100% RE Plan Contributors

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

- **2019 Energy Management Plan** – On August 14, 2019, County Council approved Report PW 2019-33, which outlined the County’s updated **Energy Management Plan** (EMP-2019) for 2019 through to the end of 2023. EMP-2019 is the second iteration of the County’s EMP, with the first being enacted in 2014. As required by provincial regulation O. Reg. 25/23, this EMP is required to be updated every five years, with the next update due by July 2024. The focus of this plan is on energy conservation and GHG emission reductions.
- **2021-2025 Green Fleet Plan** – On June 9, 2021, County Council adopted Report PW 2021-23, which outlined the County’s 2021-2025 **Green Fleet Plan** (GFP-2021) building off the former 2016 **Green Fleet Plan**. This is the second iteration of the GFP and specifically targets the reduction of GHG emissions through progressive transformation of the County’s fleet towards lower carbon alternative fuels and energy reduction.
- **2022-2032 Renewable Energy Action Plan** – On August 10, 2022, County Council approved Report PW 2022-37, which outlined the County’s 10-year **Renewable Energy Action Plan** (REAP) for 2022 through to 2032. The REAP will expand upon the County’s existing renewable energy systems through a proposed multi-year capital implementation plan comprised of an additional solar PV system, geothermal / air source heat pump, heat recovery and wood pellet boiler technology applications. The focus of this plan is on RE generation (harvesting), as well as energy conversion in order to reduce GHG emissions.



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

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

Description	Current 2023	Intermediate Target 2025	Final Target 2050
Total Energy reduction from 2015	<b>2.1%</b>	10.5%	54%
Total GHG emissions reduction from 2015	<b>11.2%</b>	11%	47%
Total Renewable Energy Mix	<b>7.6%</b>	11.7%	80.3%

**Comments**

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

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

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

**Facilities**

The County operates 281 individual buildings across 245 facility sites that consume energy such as electricity, natural gas or propane. These assets have been organized by operation type to line up in general with *O.Reg. 25/23 Broader Public Sector* reporting requirements and are comprised of 89 facility building locations (i.e. non-process assets including administrative offices, housing, patrol yards, libraries, etc.), 97 plant locations (i.e. treatment plants and pumping stations) and 59 minor asset locations (i.e. street lighting, COIN Towers and stand-alone public Electric Vehicle Chargers).

These assets consumed a total of 26.7 million kWh of electricity, 1.5 million m<sup>3</sup> of natural gas, 60,000 litres of propane and 6,207 litres of diesel in 2023, for total purchased energy consumption of just over 43 million ekWh. In 2023, the total utility cost was \$4.87 million, with \$4.17 million related to electrical and \$699,000 in natural gas (propane).

For asset comparison purposes, these values can be represented as an Energy Use Intensity (EUI) represented as either ekWh per square meter (SM) (non-process assets), or as ekWh per megalitre (ML) of fluid moved (plant process assets). The per SM and per ML net-energy usage intensity comparison of each individual operation type is summarized in Table 2 below. The RE consumed by buildings and plants are broken out and included as a separate line, to show the RE contribution towards total energy consumption requirements. In 2023, the gross consumption of energy by the County was the equivalent of 46.6 million kWh, which is a 0.7% increase from 2015 consumption levels of 46.3 million kWh.

**Table 2 – 2023 Facilities Consumption by Operation Type**

Operation Type	Area (SM)	Flow (ML)	Energy (ekWh)	EUI (ekWh/SM)	EUI (ekWh/ML)
Woodingford Lodge (LTC)	15,664	-	8,384,381	535	-
Human Services (Multi-Unit Housing)	29,660	-	5,829,182	197	-
Public Works (Admin, libraries, EMS stations, childcare, etc.)	22,398	-	3,795,210	169	-
Human Services (Single Family Townhouses)	13,664	-	2,280,566	167	-
Public Works (Patrol Yard Facilities)	8,855	-	1,122,332	127	-
Public Works (Waste Facilities)	7,167	-	302,042	42	-
Buildings RE Consumption	-	-	828,015	9	-
Public Works (Street/Traffic Lighting)	-	-	68,680	-	-
Public Works (COIN Towers/EV chargers)	-	-	203,200	-	-
Public Works (Wastewater Plants)	13,192	17,523	13,293,087	-	759
Public Works (Water Plants)	5,911	10,705	7,798,721	-	729
Plant RE Consumption	-	-	2,723,784	-	96
<b>TOTAL</b>	<b>116,511</b>	<b>28,228</b>	<b>46,629,200</b>	<b>-</b>	<b>-</b>

While overall energy consumption has risen slightly, the EUI for both SM (non-process building / minor assets) and ML of flow (plant process – water and wastewater treatment plant assets) has reduced significantly as shown in Table 3, resulting in significant energy consumption avoidance while supporting a growing community. Based on 2015 energy intensities and using updated variables, the 2023 energy consumption would have been projected to be 53.3 million ekWh (increase of 15.1% over 2015 actuals) had no energy conservation measures been in place.

Another factor of influence includes weather temperatures, in which total heating and cooling degree days reduced by 13% over 2015 actuals. Due to complexity of applying this variable to the various facilities, it has not been included in the baseline adjustments as indicated. A further illustration of actual energy consumption, as well as avoidance based on the 2015 EUI baseline is shown in Figure 2.

Table 3: Facilities Energy Intensity Overview

Service Area	2015 EUI	2023 EUI	Reduction
Buildings/Minor Assets	310 ekWh/SM	234 ekWh/SM	24.5%
Plants	922 ekWh/ML	844 ekWh/ML	8.5%

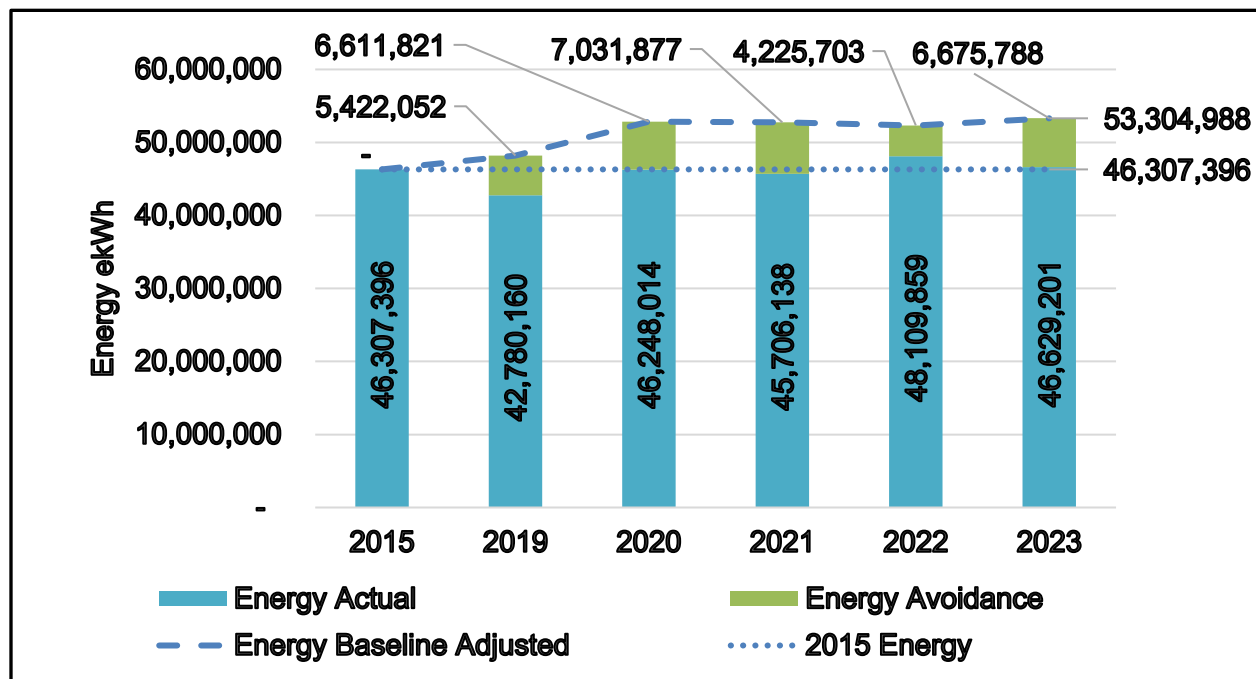


Figure 2 – Facilities Energy Consumption and Avoidance Trending (2015 to 2023)

### Renewable Energy Utilization

The County’s RE assets are divided into sub-categories based on technology type including biogas boiler, geothermal (ground source and air source), solar PV (feed-in tariff and net-metered) and solar thermal, and may expand in the future as new technologies emerge or are implemented (i.e. biomass, wood pellet boiler, etc.) as per the *REAP*. These existing assets are summarized in Table 4 below, showing the overall portfolio production for 2023.

The majority of the RE energy that is harvested across the County’s portfolio is utilized by County assets directly on the site where the system is located, with a smaller percentage of systems (i.e. FIT/micro-FIT systems) fully exporting RE back to the electrical grid generating revenue. In 2023, 3.55 million ekWh were consumed on site, while 595,000 ekWh were exported back to the electrical grid. Overall, all RE produced is considered an offset to the total energy consumption needs of the County.

**Table 4: County RE System Performance**

<b>RE Harvesting Technology</b>	<b>Asset Count (#)</b>	<b>Utilization Actuals 2023 (ekWh)</b>
Solar PV (Feed-in-Tariff and Net- Metered)	22	1,897,000
Biogas (Ingersoll and Woodstock WWTPs)	2	2,092,000
Geothermal (Social Housing - 111 Brock Street)	1	138,000
Solar Thermal (Social Housing - 742 Pavey Street)	1	20,000
<b>TOTAL</b>	<b>26</b>	<b>4,147,000</b>

Since 2015, total annual RE harvesting has gone from 1,843,000 ekWh to 4,147,000 ekWh, representing an increase of 125% (refer to Figure 3). This total RE harvested by the County would be enough to supply the annual energy needs for 86 typical family homes in southwestern Ontario. In 2023, the amount of RE harvested as a percentage of the total energy consumption (considered the RE mix from generation) was 7.6% which exceeds the 100% RE Plan target of 5.3% (2020) and is progressing towards the 2025 target of 11.7%.

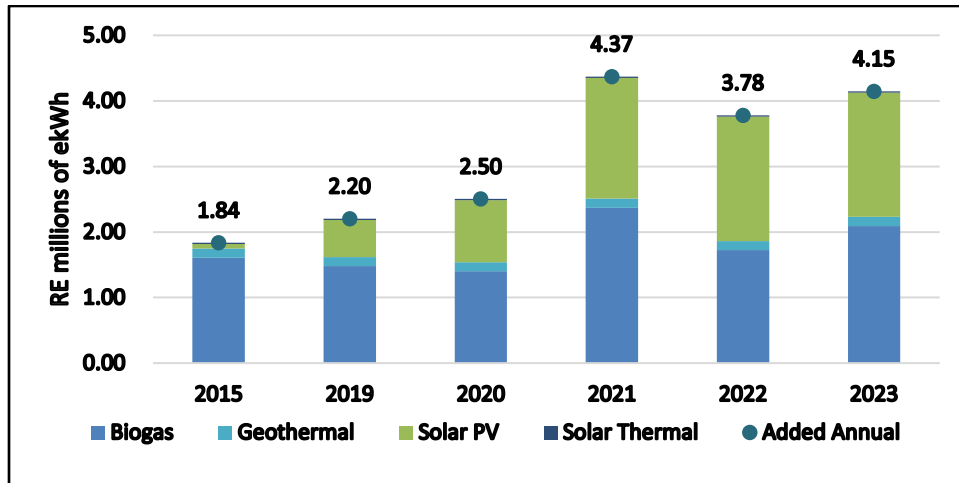


Figure 3 – Annual RE Harvesting Trending (2015 to 2023)

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

### Fleet

The County's fleet travelled just under 2.8 million km in 2023. These assets can be organized into the following sub-categories:

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

Fleet assets are powered by a variety of fuels, including gasoline, diesel, CNG and battery electric. In 2023, fleet fuel costs across all fuel types were a combined \$1.05 million. Table 5 summarizes the fleet assets, kilometres driven, fuel equivalent consumption and fuel efficiency.

Table 5: 2023 Fleet Asset Utilization Overview

Fuel Type	Fleet Type	Asset Count	Travel Distance (km)	Fuel * (eL unleaded)	Efficiency (eL/100 km)
<b>Fuel Unleaded (Includes HEV)</b>	Commercial	57	1,190,250	170,983	14.4
	Paramedical	22	742,990	121,897	16.4
	Equipment	2	250	92	36.8
<b>Subtotal (L)</b>		<b>81</b>	<b>1,933,490</b>	<b>292,972</b>	<b>15.2</b>
<b>Fuel Diesel</b>	Commercial	5	59,143	9,582	16.2
	Industrial	24	354,436	187,879	53.0
	Paramedical	2	68,994	10,087	14.6
	Equipment	31	10,286	201,704	1,960.9
<b>Subtotal (L)</b>		<b>62</b>	<b>492,860</b>	<b>409,252</b>	<b>83.0</b>
<b>Fuel CNG (kg)</b>	Industrial	<b>4</b>	<b>38,913</b>	<b>30,732</b>	<b>78.9</b>
<b>Dual Fuel - Unleaded / CNG (eL)</b>	Commercial	<b>15</b>	<b>294,545</b>	<b>40,845</b>	<b>13.9</b>
<b>Fuel Propane (L)</b>	Equipment	<b>3</b>	<b>245</b>	<b>99</b>	<b>40.3</b>
<b>Fuel Electric</b>	Commercial	3	23,152	489	2.1
	Equipment	1	384	<1	0.0
<b>Subtotal (kWh)</b>		<b>4</b>	<b>23,536</b>	<b>489</b>	<b>2.1</b>
<b>Dual Fuel - Unleaded / Electric (eL)</b>		<b>2</b>	<b>14,108</b>	<b>290</b>	<b>2.1</b>
<b>TOTAL</b>		<b>171</b>	<b>2,797,697</b>	<b>774,679</b>	<b>27.7</b>

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

As of the end of 2023, 33% of the County’s fleet (56 out of 171 units) have been converted to alternative fuels to reduce GHG emissions. Of note in 2023, the County added 19 alternative fuel vehicles to the County’s fleet, of which 11 were included in the GFP-2021, and 8 added (GFP-Added). The upgrades included 16 conversions to Hybrid Electric (HEV), 1 to Battery Electric (BEV), and 2 to CNG. In addition, 2 vehicles were converted from dual-fuel unleaded/CNG to HEV and 1 from dual-fuel unleaded/CNG to BEV. These upgrades are projected to avoid 288,000 ekWh per year in energy consumption and 81 tCO2e per year in GHG emissions.

By the end of 2024, it is projected that 36% of the County’s fleet (61 of 171) will have been converted to alternative fuels; including 2 from diesel to dual-fuel unleaded/CNG, 1 from unleaded to dual-fuel unleaded/CNG, 1 from unleaded to BEV, and 1 from unleaded to HEV.

The County will continue to seek alternative fuel conversions where viable and available in the industry.

**Greenhouse Gas Reductions**

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

In 2023, the County emitted the equivalent of 5,527 tCO<sub>2</sub>e in GHGs (3,694 tCO<sub>2</sub>e Facilities and 1,833 tCO<sub>2</sub>e Fleet), which is an 11.2% decrease from 2015 emissions of 6,223 tCO<sub>2</sub>e (3,984 tCO<sub>2</sub>e Facilities and 2,239 tCO<sub>2</sub>e Fleet). The 100% RE Plan includes a GHG emissions reduction target of 11% by 2025 which works out to a 1.1% year over year GHG reduction from 2015 or target of 5,675 tCO<sub>2</sub>e in GHGs for the County in 2023.

Despite this decrease, the GHG intensity (GHG per SM, per ML and per km driven) has actually reduced substantially more compared to the 2015 baseline (refer to Table 6), resulting in significant GHG emissions avoidance while supporting a growing community. Based on 2015 GHG emissions intensities and using updated variables, GHG emissions would have been projected to be 6,928 tCO<sub>2</sub>e (increase of 20.2% over the 2015 baseline) had no energy conservation measures been in place. A further illustration of actual GHG emissions, as well as avoidance based on the 2015 emission intensity baseline and 100% RE Plan GHG emissions reduction target is shown in Figure 4.

**Table 6: GHG Emissions Intensity Overview**

<b>Sector</b>	<b>2015 GHGI</b>	<b>2023 GHGI</b>	<b>Reduction</b>
Facility GHG/SM	0.037 tCO <sub>2</sub> e	0.027 tCO <sub>2</sub> e	27.0%
Facility GHG/ML	0.048 tCO <sub>2</sub> e	0.037 tCO <sub>2</sub> e	22.9%
Fleet GHG/100 KM	0.082 tCO <sub>2</sub> e	0.066 tCO <sub>2</sub> e	19.5%

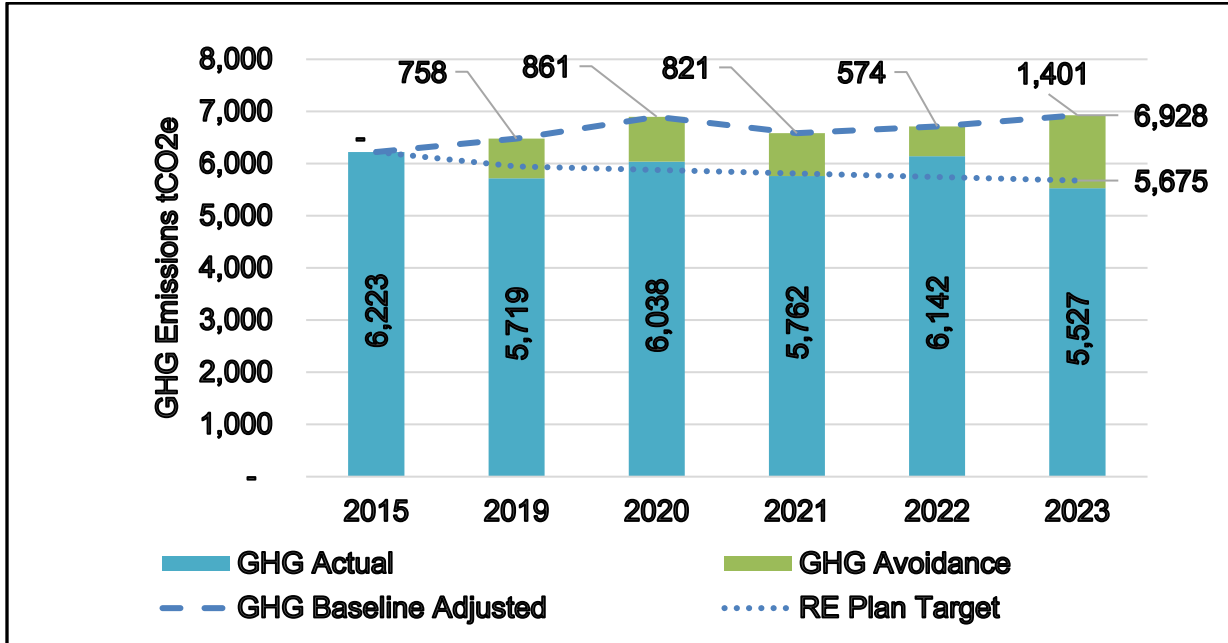


Figure 4 – GHG Emissions and Avoidance Trending (2015 to 2023)

In 2023, the top energy fuel source utilized by County assets was electricity, which makes up over 49% of all energy consumption, but only equates to 12% of all GHG emissions. The top fuel source contributing to GHG emissions is natural gas, at just over 52% of all GHG emissions, but only makes up just over 29% of all energy consumption. The fuel source with the highest GHG intensity was diesel making up only 7% of energy consumption, but contributing 19% of all GHG emissions. Refer to Figure 5 below for a comparison of energy consumption versus GHG emissions by fuel source type.

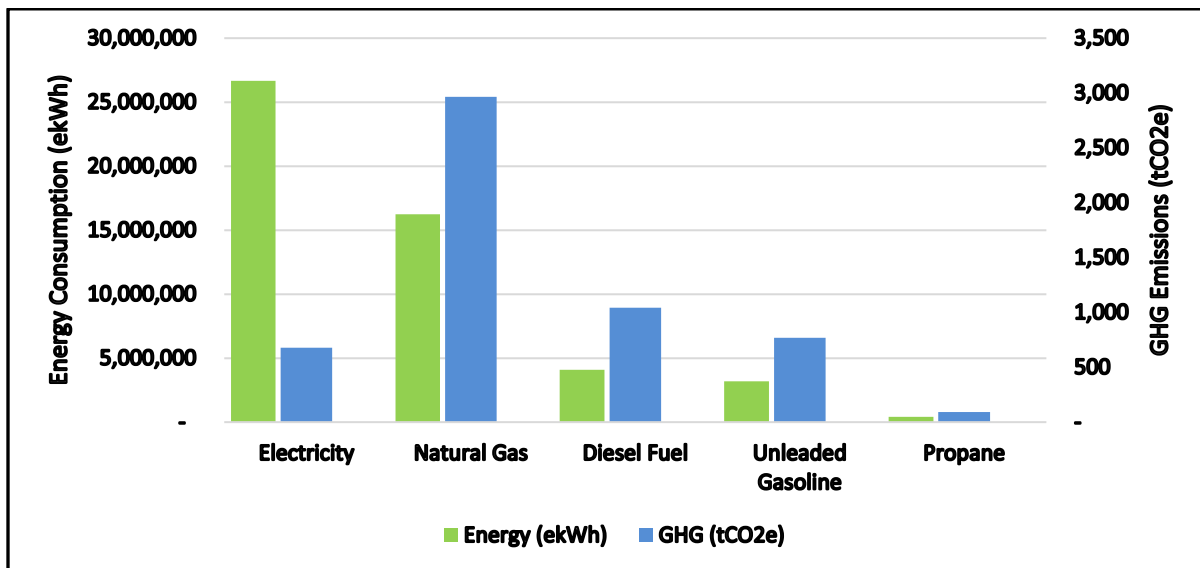


Figure 5 – 2023 Energy Fuel Source Type and GHG Emissions



In order to provide further clarity, Table 7 below outlines the GHG emissions per 1 million ekWh consumption for each fuel type. These numbers help to illustrate the importance of the REAP and GFP initiatives to implement alternative fuel sources where appropriate, as well as the EMP for overall conservation and energy demand reduction.

**Table 7: GHG Emission Rates**

<b>Energy Type</b>	<b>GHG/1 million ekWh (tCO<sub>2</sub>e)</b>
Diesel Fuel	254.8
Unleaded Gasoline	241.6
Propane	219.2
Natural Gas/CNG	182.6
Electricity	25.4

### 2023 Plan Updates

In 2023, the County completed a number of initiatives identified in the EMP-2019, GFP-2021 and REAP-2022.

Overall, the 2023 facility initiatives related to the EMP-2019 and REAP-2022 are anticipated to add 57,900 ekWh in RE harvesting and reduce energy consumption by 29,600 ekWh, for a total annual net energy avoidance of 87,500 ekWh.

Key changes to the Plans, which will affect targets, include deferral of design work for the 300 Juliana (WFL-Woodstock) GSHP (ground source heat pump) project identified in the REAP-2022. This project was originally slated to commence construction in 2024, and was anticipated to provide an annual net energy reduction of just over 3.3 million ekWh, of which 3.2 million ekWh was from renewable energy ground source heating recovery. Due to coordination around future plans at the Woodingford Lodge Woodstock, this project has been removed from the County’s current capital plan and is being deferred until further notice. This project equated to approximately 39% of the total RE harvesting potential identified in the REAP-2022.

As well, a preliminary feasibility study was completed to assess the energy potential from the landfill gas collection system at the Oxford County Waste Management Facility. The initial findings showed potential for economically feasible utilization and staff are planning to include a funding request for further investigation as part of the 2025 Business Plan and Budget.

## CONCLUSIONS

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The 2023 Annual Energy Report demonstrates Public Works' continued administration of the County's comprehensive energy portfolio in order to effectively manage cost while striving to contribute to the 100% RE goal.

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

## SIGNATURES

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### Report author:

Original signed by

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Nathan E. Gerber, A.Sc.T., CEM, CMVP  
Coordinator of Energy Management

### Departmental approval:

Original signed by

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David Simpson, P.Eng., PMP  
Director of Public

### Approved for submission:

Original signed by

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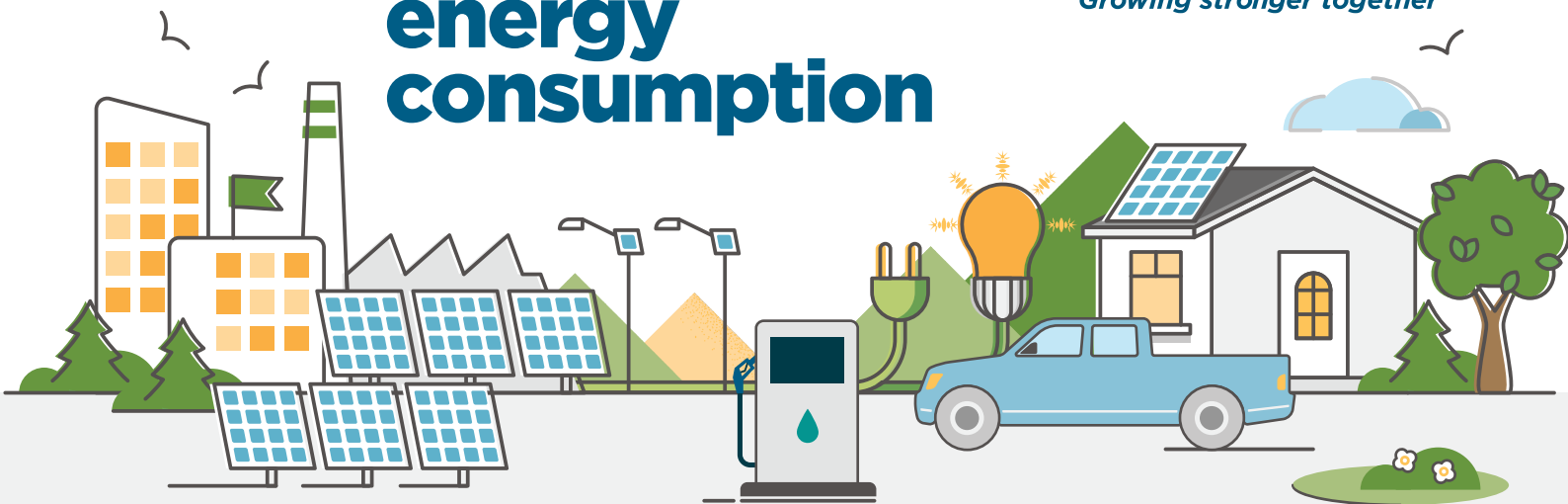
Benjamin R. Addley  
Chief Administrative Officer

## ATTACHMENT

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Attachment 1 – Overview of 2023 Corporate Energy Consumption

# 2023 Corporate energy consumption



**54.09** million kWh

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

↓ 4.9% from 2022

**775** thousand equivalent gas litres

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

↓ 15.7% from 2022

**5.87** million dollars

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

↑ 3.7% from 2022

## Energy use by service area

**CORPORATE FACILITIES** (46,629 eMWh) | ↓ 3.1%/2022



**Buildings**  
22,532 eMWh

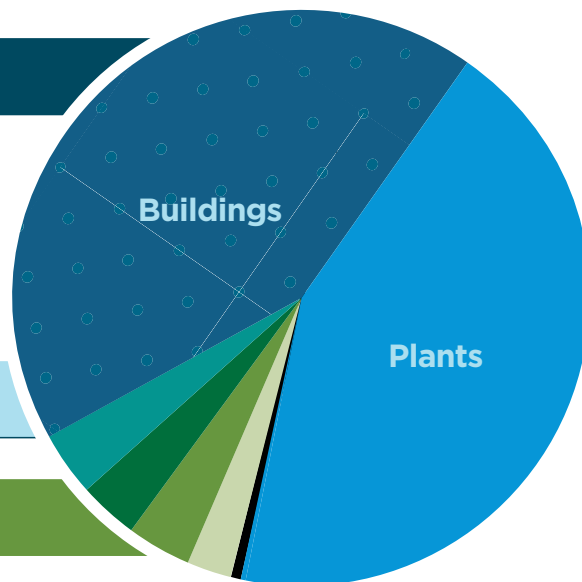


**Plants**  
23,825 eMWh



**Minor Assets\***  
272 eMWh

**TOTAL COST: \$4.87 MILLION** | ↑ 11.7%/2022



**CORPORATE FLEET** (7,458 eMWh) | ↓ 15.8%/2022



**Commercial**  
2,139 eMWh



**Equipment**  
1,944 eMWh



**Industrial**  
2,105 eMWh



**Paramedical**  
1,271 eMWh

**TOTAL COST: \$1.0 MILLION** | ↓ 23.1%/2022

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



Facilities area (square metres)

**116,511<sup>SM</sup>**

↑ 2.8% from 2022

2015: 93,728 SM



Fleet travel (kilometres)

**2.8 million**

↓ 4.1% from 2022

2015: 2.74 million km



Water & Wastewater treatment and distribution (megalitres)

**28,228<sup>ML</sup>**

↑ 2.8% from 2022

2015: 24,948 ML

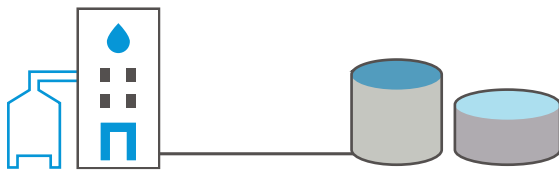


Total greenhouse gas emissions (facilities and fleet)

**5,527<sup>tCO2e</sup>**

↓ 10.0% from 2022

2015: 6,223 tCO2e



natural gas

**1,537,500 m<sup>3</sup>**

↓ 7.3% from 2022

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

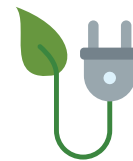


purchased electricity

**26,676,500 kWh**

↓ 2.4% from 2022

2015:  
29,379,600 kWh



renewable energy generated

**4,147,000 ekWh**

↑ 13.1% from 2022

2015:  
1,843,131 ekWh



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**Oxford County**

*Growing stronger together*



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Drew Davidson Director of Protective Services
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	April 4 <sup>th</sup> 2024
<b>Subject:</b>	March Monthly Report	<b>Council Meeting Date:</b>	April 17 <sup>th</sup> 2024
<b>Report #:</b>	FC-24-08		

---

### Recommendation:

That Report FC-24-08 is received as information.

### Background:

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

### Analysis/Discussion:

#### Meetings, Courses and Training Attended:

- March saw Blandford Blenheim firefighters complete their two-day medical recertification course. This was held at the Plattsville station and presented by Oxford EMS. Over the course of three weekends, we were able to have 63 firefighters attend.
- Staff attended a virtual Chief Town Hall Meeting; a great degree of the conversation was concentrated on certification and where municipalities are in the process. Discussions focused on what was working and areas of improvement to ensure 2026 compliance. There was a lot of talk from chiefs that are struggling to get their firefighters the courses they require. Having the RFSOC program in place where our firefighters have been able to obtain certifications as they complete courses over the last five years has clearly shown a great benefit for our township in this area. Other municipalities do not have this program and must either bring in outside trainers and evaluators or send their firefighters across the province in order to achieve this. Being on the side with over eighty percent of our firefighters certified, Blandford Blenheim firefighters continue to rise above and beyond and this is one more area where our council has supported them and they continue to shine.
- Our RFSOC Chiefs meeting was held on March 7<sup>th</sup> at the Norwich fire station. We had the pleasure of Ryan Orton attending who is the Deputy Chief of the Oxford County EMS. Ryan brings a willingness to work with the group and a wealth of knowledge. The conversation led to mental health and the wellbeing of our members in the emergency services. Oxford EMS has an established a peer support team that all of their members use and embrace, Ryan had indicated that the paramedic service would be willing to

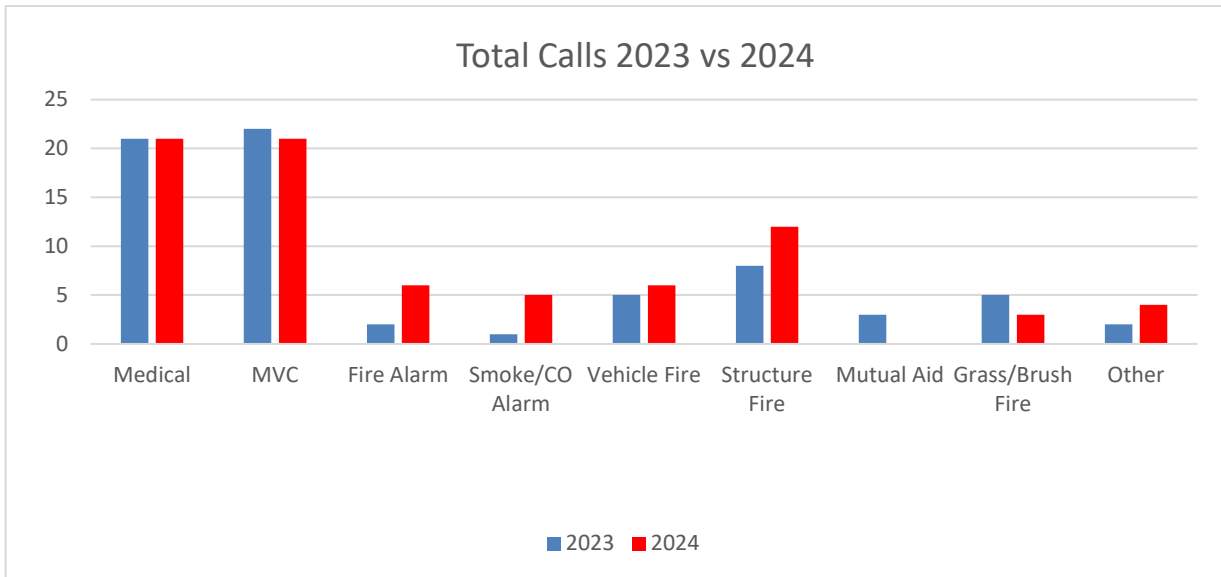
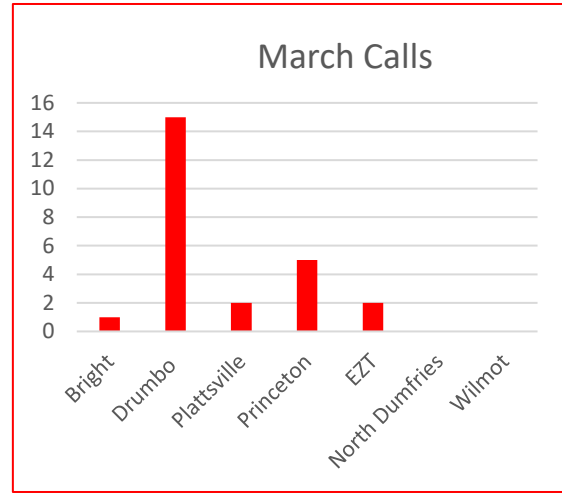
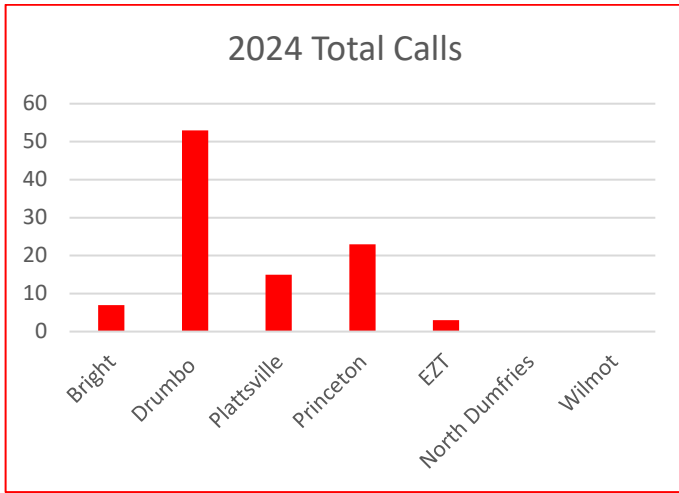
share their model so as a group RFSOC could look into starting one. Blandford Blenheim staff have offered to take the lead on gathering this information.

- March 19<sup>th</sup> myself along with DC VanWyk met with members of their peer support team who are very passionate about this program and the mental health of their peers. Having a partner who is willing to share and has a great program lets us hit the ground running. We will continue to gather information and present a report to council at a future date as to how the program would look and the benefits to our emergency personnel.
- I am pleased to announce that both Myles Cruickshank from the Princeton station and Aaron Follings from the Plattsville station will be working together as our Township trainers. Working with the training committee to ensure in-house training is running smooth and on target is a monumental task and the experience and leadership that both Myles and Aaron share is another step towards township unity.
- Staff has been busy spreading the word in regards to the Township's new fireworks by-law. Staff has used various methods such as the township website, our township Facebook page, along with visits to our local vendors complete with an information pamphlet.
- March finished off with our Camp 85 information night at the Plattsville station. The evening was well attended by firefighters, last year's graduates, and young ladies eager to sign up for this year. I am pleased to announce that we will have 24 young ladies join us for this year's camp. This will be four more than last year and give us four full platoons of six ladies ready for a week of fun and learning.

**Fire:**

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

**March Fire Reports:**



**CEMC – March 2024**

- Attended Scribe Training for the Emergency Operations Centre
- Attended 2<sup>nd</sup> Teams Meeting regarding upcoming Solar Eclipse
- Created a one-page document for the upcoming solar eclipse to be distributed to all employees with solar eclipse glasses

**By-Law Enforcement – March 2024**

Land and clear...4  
Work orders issued...2  
Barking dogs/noise...1  
Dogs at Large...1  
Disclosure preparation/submission...1 (zoning)  
Kennel Inspections...2

**Fire Prevention – March 2024**

3 fuel stations  
2 assembly - restaurants  
Fire Protection Agreement discussion  
2 - church  
Plattsville private school  
Fireworks delivery  
On-line OFM Pub Ed seminar – training.

Respectfully submitted by:



Drew Davidson  
Director of Protective Services





# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Ray Belanger, CBO
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	April 10, 2024
<b>Subject:</b>	Monthly Report to Council	<b>Council Meeting Date:</b>	April 17, 2024
<b>Report #:</b>	CBO-24-4		

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### Recommendation:

That report CBO-24-4 be received as information.

### Background:

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

### Building Department Updates:

- The building department issued 10 permits for the month of March 2024.

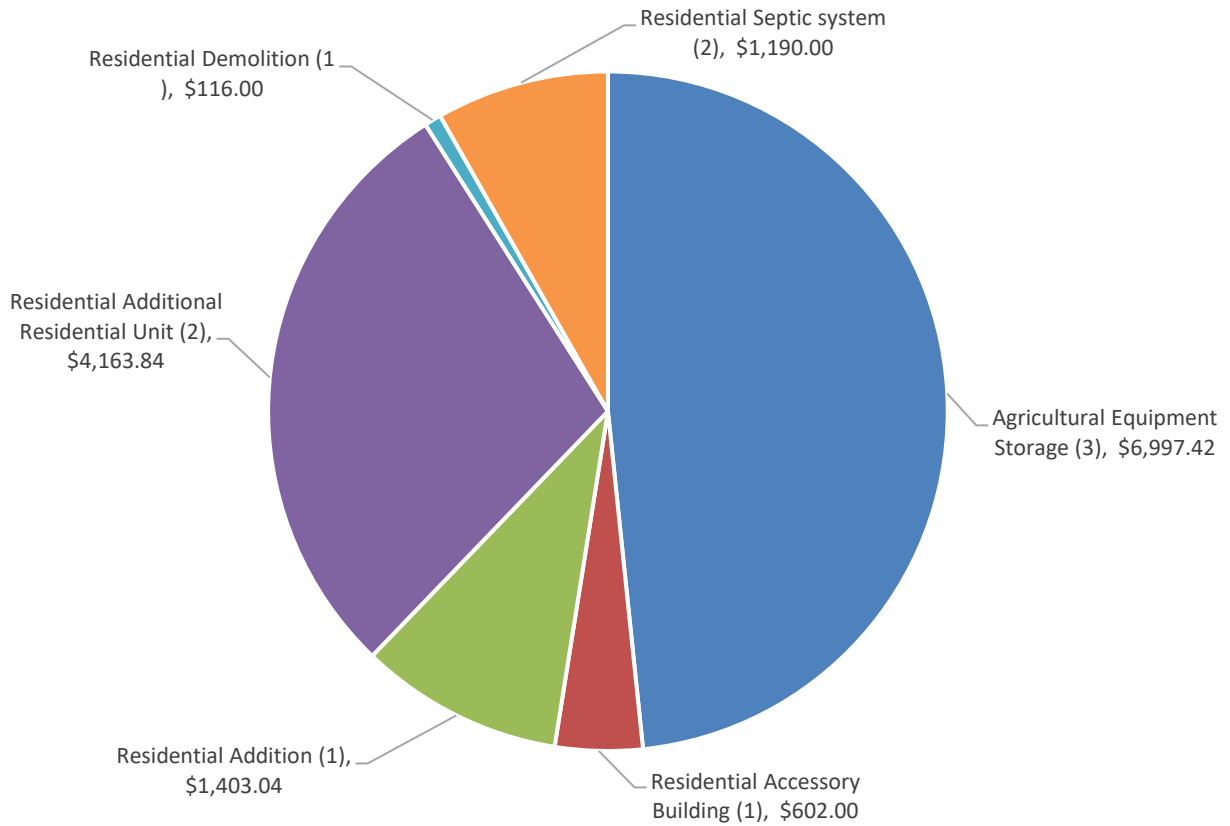
### Legislative Updates:

- No updates to report

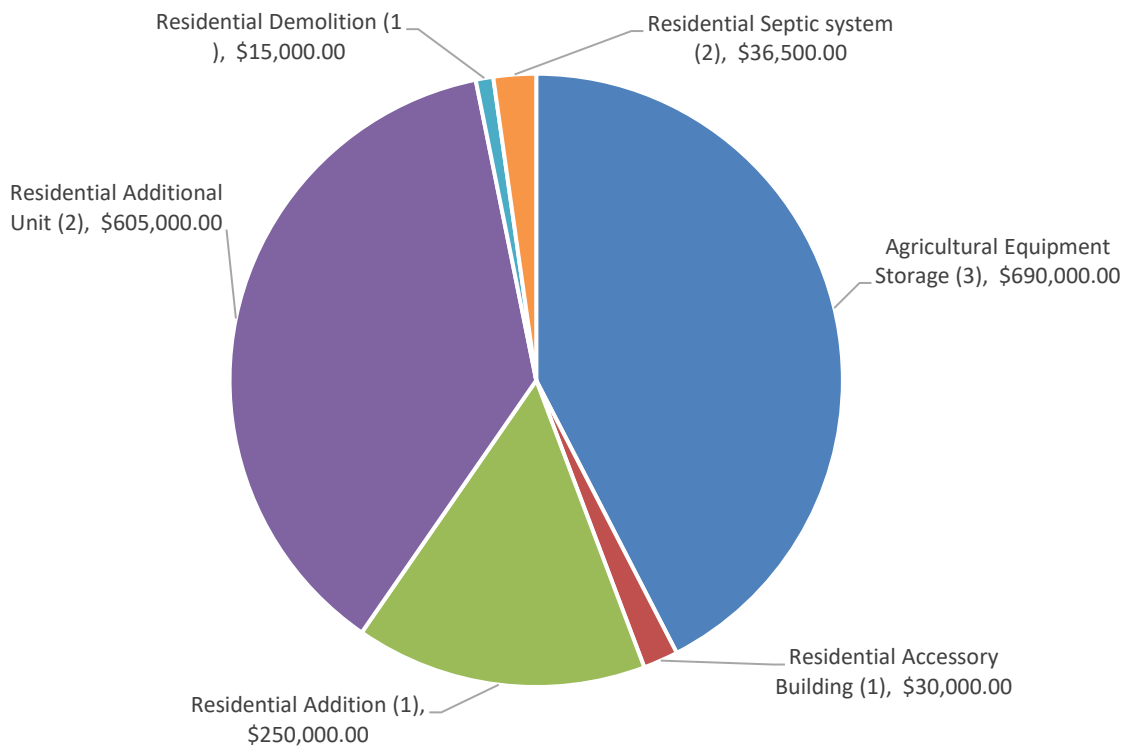
Respectfully submitted by:

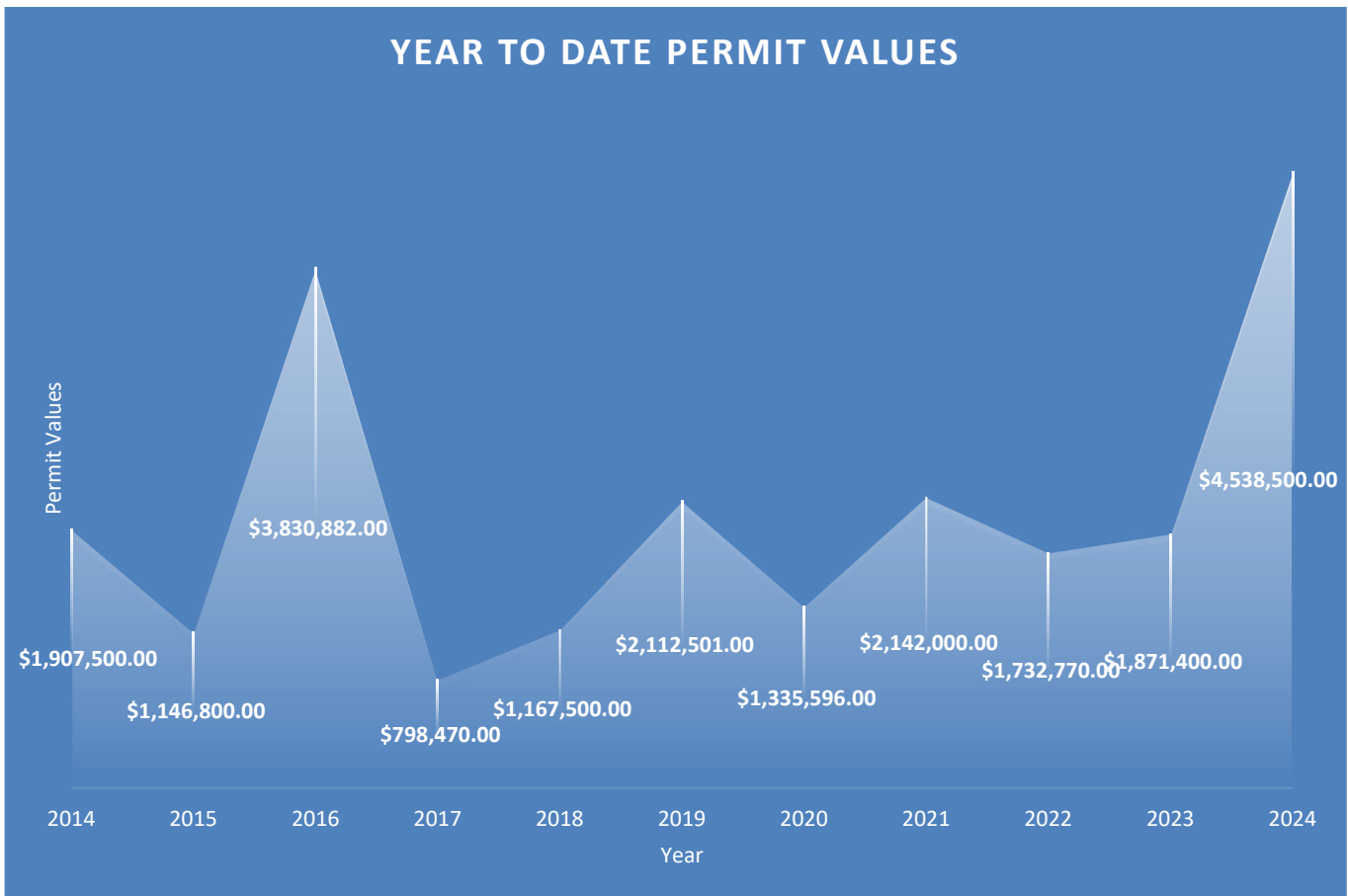
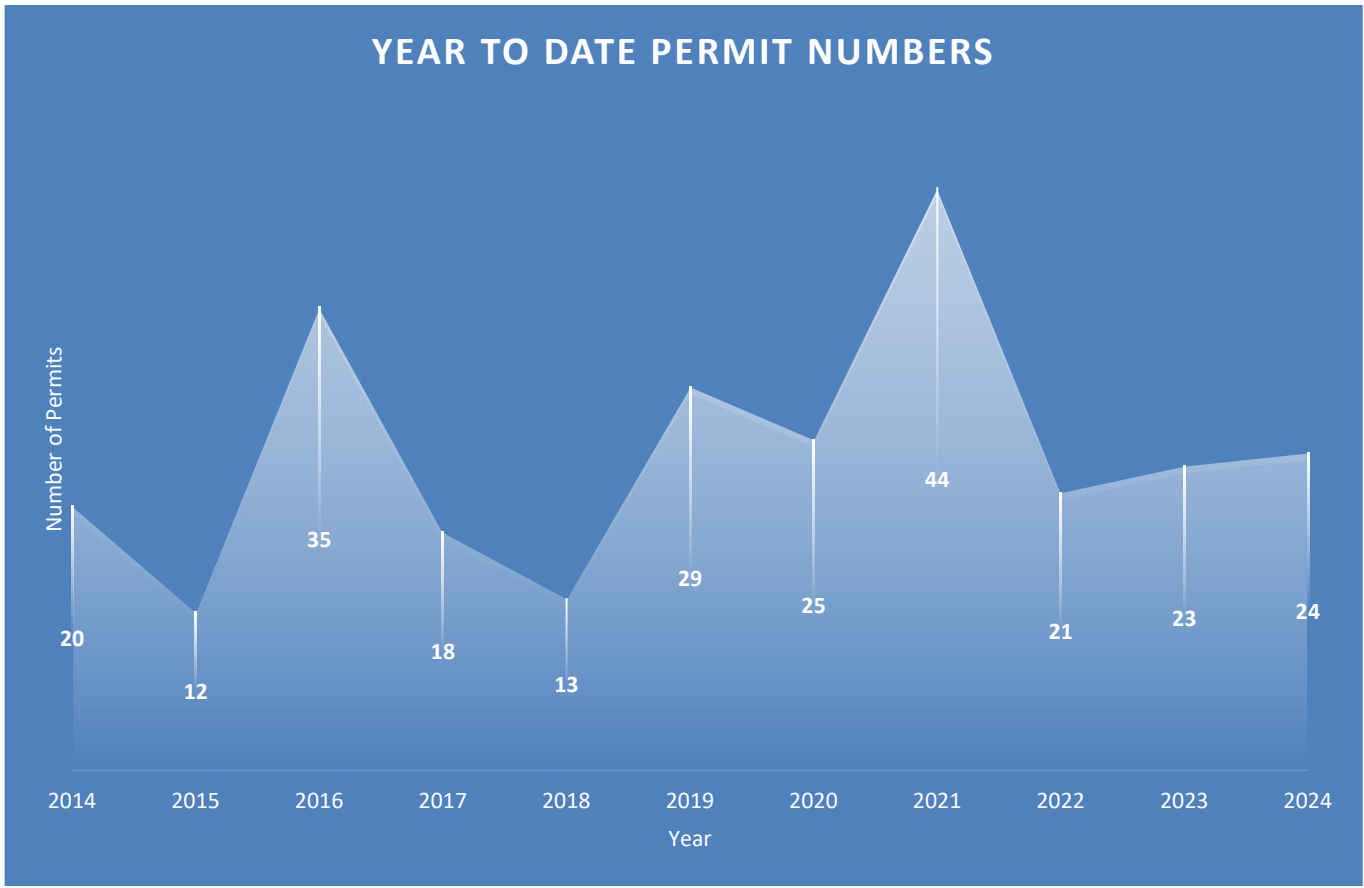
Ray Belanger  
Chief Building Official

### March 2024 - Permit Fees



### March 2024 - Permit Values







# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Adam Degier Drainage Superintendent
<b>Reviewed By:</b>	Josh Brick	<b>Date:</b>	April 10, 2024
<b>Subject:</b>	Award of tender: Baker Drain 2024	<b>Council Meeting Date:</b>	April 17, 2024
<b>Report #:</b>	DS-24-10		

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### Recommendation:

That Report DS-24-10 be received as information;

And further that the tender for the Baker Drain 2024 be awarded to SEG Excavating Ltd. in the amount of \$85,700.00 plus applicable taxes.

### Background:

At the Council meeting on February 7, 2024 Council directed the Drainage Superintendent and Engineer to call for tenders on the Baker Drain 2024 with tenders closing on April 10, 2024.

### Analysis/Discussion:

Tenders Call was listed on Bids and Tenders and the Engineer also sent out copies of the tender call to municipal drainage firms with 4 firms submitting a tender (8 firms viewed plans on Bids and Tenders), one tender was non-compliant.

Tender Prices before taxes were:

- |                                  |             |
|----------------------------------|-------------|
| • SEG Excavating Ltd.            | \$85,700.00 |
| • Robinson Farm Drainage Limited | \$88,208.00 |
| • John Devries Construction      | \$92,515.00 |

The estimated cost for the work in the drainage report was \$88,020.00 plus HST. The Engineer has reviewed the tenders for accuracy and completeness and is recommending that the contract be awarded to SEG Excavating Ltd.

**Financial Considerations:**

Total cost of drain to be paid by Ratepayers and Roads, with a road assessment of \$2,357.00.

**Attachments:**

none

Respectfully submitted by:

Adam Degier  
Drainage Superintendent



**K. SMART ASSOCIATES LIMITED**  
CONSULTING ENGINEERS & PLANNERS

85 McIntyre Drive  
Kitchener, ON N2R 1H6

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

April 11, 2024

File No. 22-313

Adam Degier  
Drainage Superintendent  
The Township of Blandford-Blenheim  
47 Wilmot Street South  
Drumbo, Ontario N0J 1G0

**RE: Baker Drain 2024  
Non-Compliant Tender Submission & Award Recommendation**

Dear Adam:

As was discussed, this letter is to summarize the bids received for the Baker Drain 2024 tender. After careful review, K. Smart Associates Limited and Township of Blandford-Blenheim staff recognized three (3) bids in compliance with the instructions and requirements of the Tender, and one (1) non-compliant bid.

The non-compliant bid was received from AWF Contractors Limited, and the following reasons for non-compliance are stated below:

1. No Tender Deposit as per Paragraphs 100.2 and 101.2 was provided to the Township with the submission.
2. A completed copy of Section 102 – *SCHEDULE OF TENDER PRICES* was not included with the submission as per Paragraph 100.6
3. The full Section 101 – *FORM OF TENDER AND AGREEMENT* (both pages) was not included with the submission as per Paragraph 101.8

K. Smart Associates and the Township of Blandford-Blenheim have prepared a draft letter to send to AWF Contractors Limited to outline the non-compliance reasoning stated above, to thank them for their time in preparing pricing for this project, and to offer to assist in preparing a compliant submission for future bid opportunities.

For the three (3) remaining compliant bid submissions from John Devries Construction, Robinson Farm Drainage Limited, and SEG Excavating Limited, **SEG Excavating Limited** was the low bidder at \$85,700 (not including HST).



ASSOCIATION OF CONSULTING  
ENGINEERING COMPANIES  
ONTARIO

SEG Excavating Limited's unit prices are all in line with the engineer's estimate and the total tender price represents 99.1% of the construction estimate in the Baker Drain 2024 report.

K. Smart Associates Limited therefore recommends that the Township of Blandford-Blenheim award the contract to SEG Excavating Limited for a total tender price of \$85,700 + HST.

Thank you.

Yours truly,

A handwritten signature in black ink that reads "Curtis MacIntyre". The signature is written in a cursive style with a large, stylized initial 'C'.

Curtis MacIntyre, P. Eng.  
Project Engineer  
K. Smart Associates Limited



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Adam Degier Drainage Superintendent
<b>Reviewed By:</b>	Josh Brick	<b>Date:</b>	April 10, 2024
<b>Subject:</b>	Award of tender: Mitchell Drain 2023	<b>Council Meeting Date:</b>	April 17, 2024
<b>Report #:</b>	DS-24-11		

---

### Recommendation:

That Report DS-24-11 be received as information;

And further that the tender for the Mitchell Drain 2023 be awarded to Robinson Farm Drainage Limited in the amount of \$307,052.00 plus applicable taxes.

### Background:

At the Council meeting on February 7, 2024 Council directed the Drainage Superintendent and Engineer to call for tenders on the Mitchell Drain with tenders closing on April 10, 2024.

### Analysis/Discussion:

Tenders Call was listed on Bids and Tenders and the Engineer also sent out copies of the tender call to municipal drainage firms with 1 firm submitting a tender (9 firms viewed plans on Bids and Tenders).

Tender Prices before taxes were:

- Robinson Farm Drainage Limited     \$307,052.00

The estimated cost for the work in the drainage report was \$361,270.00 plus HST. The Engineer has reviewed the tenders for accuracy and completeness and is recommending that the contract be awarded to Robinson Farm Drainage Limited.

### Financial Considerations:



Total cost of drain to be paid by Ratepayers and Roads.

**Attachments:**

none

Respectfully submitted by:

Adam Degier  
Drainage Superintendent



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	April 10, 2024
<b>Subject:</b>	2024 Gravel Tender Results	<b>Council Meeting Date:</b>	April 17, 2024
<b>Report #:</b>	PW-24-10		

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### Recommendation:

That Report PW-24-10 be received for information;

And further that Council accepts the tender submitted by Summit Aggregates KW Inc for the supply, crushing and placement of approximately 18,000 Tonnes of granular "A" at a unit price of \$13.74/tonne.

### Background:

The Township puts out an annual gravel tender for the supply, crushing, loading, weighing and placement. The Township has split the roads up into 3 areas. In 2024 we will be doing the A cycle which is the North/West roads. Staff used the online procurement site Bids& Tenders to run the Gravel tender. The tender was sent out to all our regular plan takers as well as any in the area that may have interest. Bids& Tenders sent out notifications to 20 plus suppliers. There were 7 contractors that took plans and 3 plan takers submitted prices.

### Analysis/Discussion:

The Township received 3 bids for the supply, crushing and placement of the gravel; Summit Aggregates KW Inc. \$13.74/tonne for granular "A" with the source of the material coming from the Ayr pit at 2686 Greenfield Road.

Ross Roth Sand & Gravel Inc. \$15.25/tonne for granular "A" with the source of material coming from the Bright Pit on Township Road 12.

Lakeview Sand and Gravel Ltd. \$17.00/tonne for granular "A" with the source for the material coming from their pit at 1368 Beke Rd. Cambridge.

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

Staff is recommending that the contract be awarded to Summit Aggregates KW Inc. Staff has confirmed that the gravel is of good quality and a sieve analysis will be provided once awarded. Summit will be supplying a scale calibration and ensures the Township that they can supply enough trucks to meet the 2000 tonne per day application.

**Financial Considerations:**

Placement of 18,000 tonne A gravel		Budget: \$283,000.00
Summit Aggregates KW Inc	A gravel \$13.74	\$247,320.00
Lakeview Sand & Gravel Ltd.	A gravel \$17.00	\$306,000.00
Ross Roth Sand & Gravel Ltd.	A gravel \$15.25	\$274,500.00

**Attachments:**

Gravel map

Respectfully submitted by:

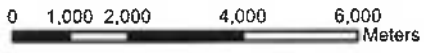
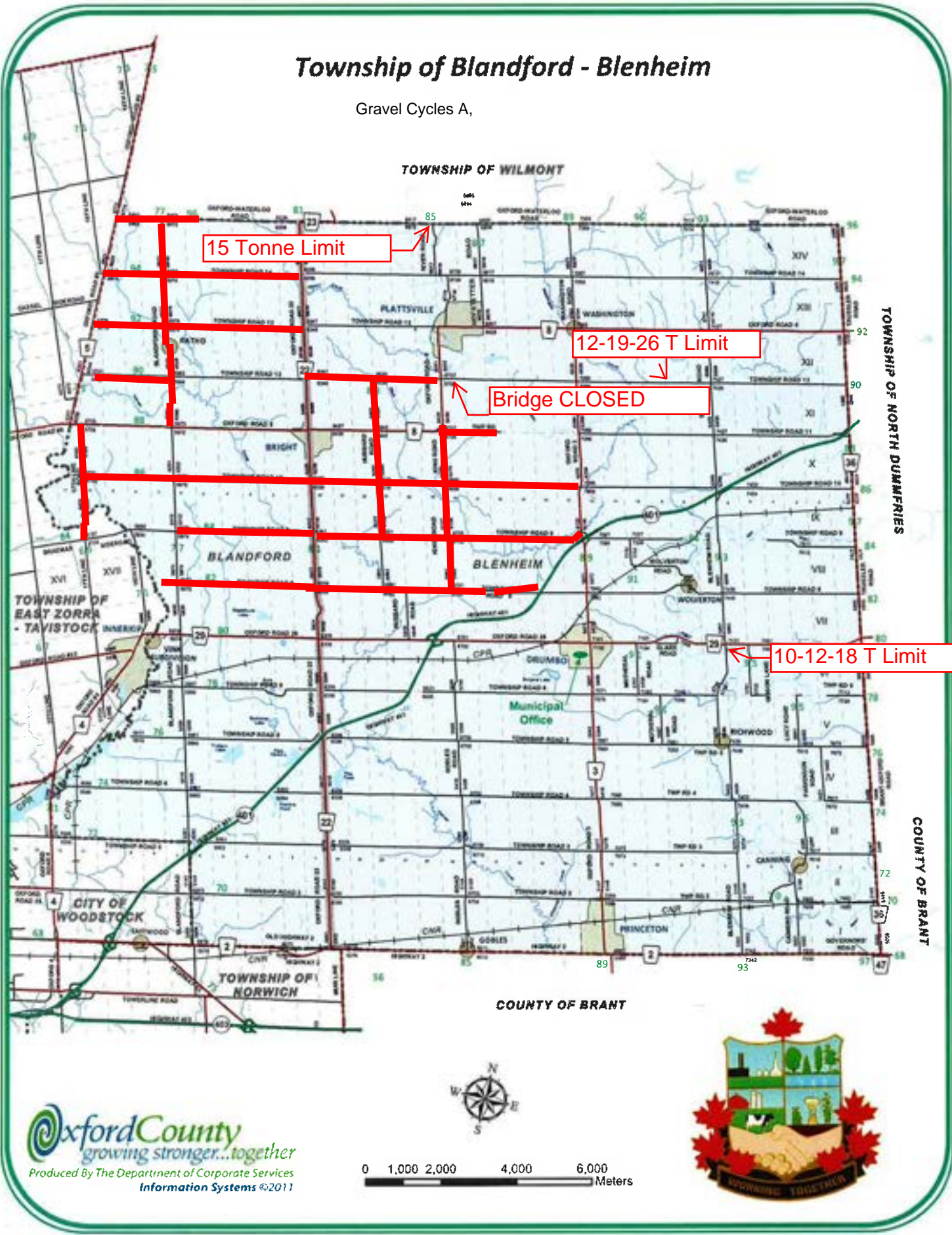


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Jim Borton  
Director of Public Works

# Township of Blandford - Blenheim

Gravel Cycles A,





# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	April 10, 2024
<b>Subject:</b>	2024 Surface Treatment Tender Results	<b>Council Meeting Date:</b>	April 17, 2024
<b>Report #:</b>	PW-24-11		

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### Recommendation:

That Report PW-23-06 be received for information;

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

And further that the remaining balance required to complete the work be transferred from the Public Works reserve.

### Background:

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

The Tender was sent out by Oxford County to qualified contractors. Walker Construction & MSO Construction submitted the bids. Walker Construction are the low bidder.

### Analysis/Discussion:

This year we have in our 10-year plan to convert Township Rd. 6 from Blandford Rd. to Oxford Rd. 22 (25,200 m<sup>2</sup>) from gravel to hard surfaced, as approved in our 10-year capital works. We will be resurfacing with FibreMat:  
Oxford-Waterloo Rd from Washington Rd. to Trussler Rd. (42,350m<sup>2</sup>), Hubbard Rd from Oxford Rd 29 to Township Rd 9 (15,410m<sup>2</sup>) & Township Rd. 2 from Oxford Rd 3 to Blenheim Rd. (22,630m<sup>2</sup>)

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

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

**Financial Considerations:**

**Tender Results**

**Walker Construction**

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

**Budget**

Road	Budget	Cost	Difference
Double Surface Twp Rd. 6	\$215,000.00	\$236,408.00	-\$21,408.00
Resurfacing	\$425,000.00	\$579,548.07	-\$154,548.07
Remove Oxford-Waterloo	\$254,100.00 (50% Wilmot \$127,050.00)		
Resurfacing New	\$170,900.00	\$280,824.60	\$17,125.40
Required from Public Works reserve (in addition to amount budgeted)			\$4,282.60

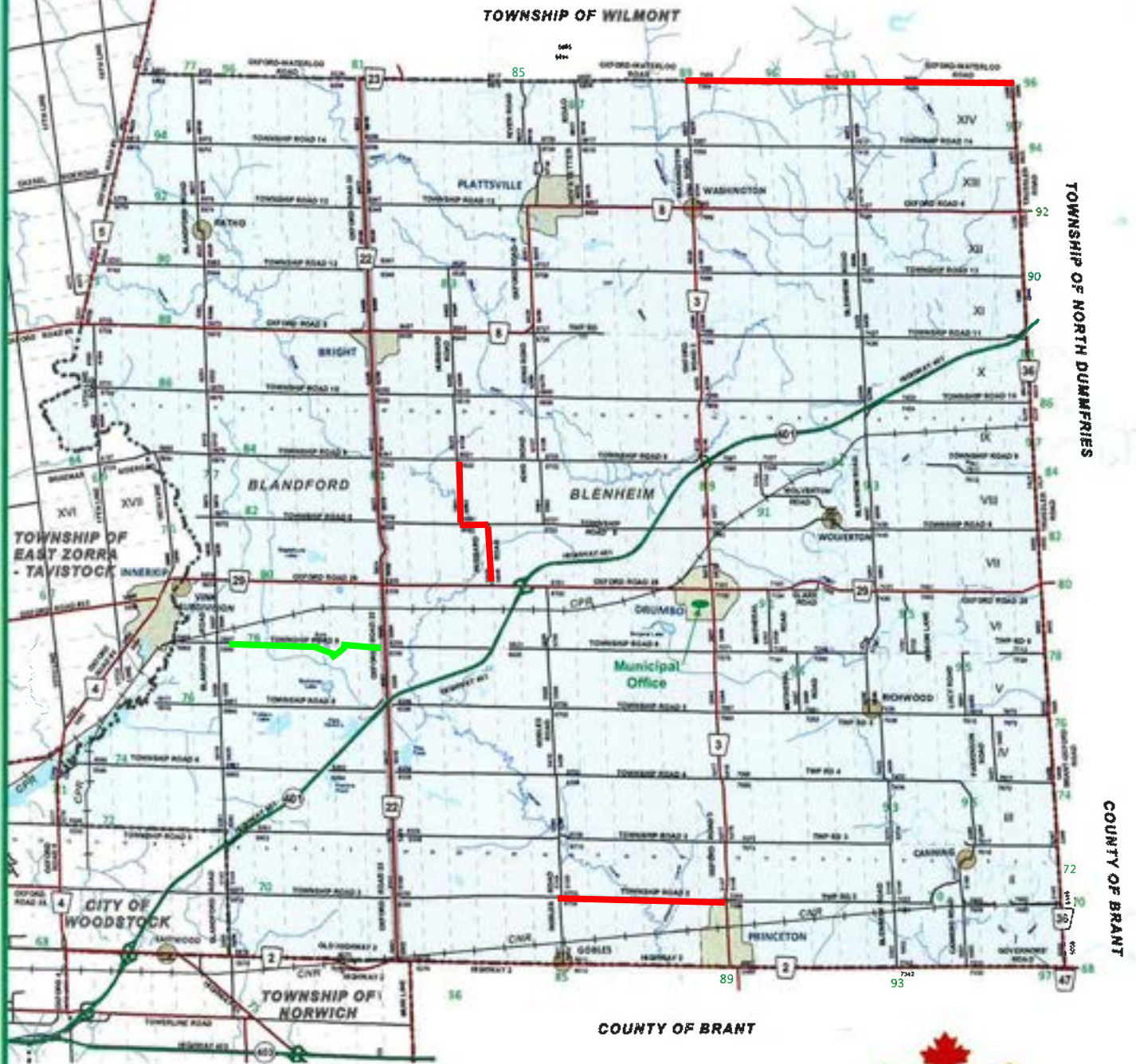
**Attachments:** Location Map

Respectfully submitted by:

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

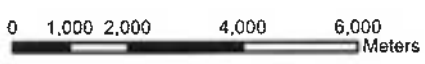
# Township of Blandford - Blenheim

2024 Surface Treated Roads



- Surface Treated Roads
- Projected roads to be Surface treated

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*growing stronger...together*  
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# 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	<b>Date:</b>	April 10, 2024
<b>Report #:</b>	TR-24-07	<b>Council Meeting Date:</b>	April 17, 2024
<b>Subject:</b>	Asset Retirement Obligation Policy		

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### Recommendation:

That Report TR-24-07 be received as information;

And further that Council approves and adopts the Asset Retirement Obligation Policy.

### Background:

PS 3280, Asset Retirement Obligations, was issued by the Public Sector Accounting Standards Board (PSAB) in August 2018 to address the accounting treatment of retirement activities related to tangible capital assets arising from legal or contractual obligations. The standard is effective for fiscal years starting on or after April 1, 2022. The standard requires the upfront recognition of asset retirement obligations (ARO) as a liability, with a corresponding increase to the cost of the associated tangible capital asset.

The application of PS 3280 offers three different transitional provision options: prospective; retroactive; and modified retroactive. The transitional provision selected must be applied consistently across all asset retirement obligations. The Township will use the modified retroactive approach as this is the most popular transitional provision across municipalities. The approach utilizes assumptions based on information at the beginning of the transition year (January 1, 2023), preventing the need for historical assumptions and discount rates, with the cumulative adjustment of the impact recorded through the accumulated surplus.

### Analysis/Discussion:

The proposed Asset Retirement Obligations Policy in accordance with PS 3280, is attached to this report. The Policy was developed using materials and training provided by the Municipal Finance Officer's Association, and has been reviewed by the Township's current auditor.



Staff are reviewing this standard to ensure that any laws, regulations, and contractual agreements which may result in asset retirement costs are captured. The exercise of identifying, assessing and estimating asset retirement obligations requires considerable effort and staff continue to work through this requirement; as such the magnitude of the liability is unknown at this time. Notable areas of impact are included below.

The Township will recognize asset retirement obligations related to the presence of asbestos. As asbestos represents a health hazard when disturbed, there are legal obligations related to the removal of this substance when it's being modified or disposed of, as stringent health and safety measures are required. The presence of asbestos exists in a few Township facilities, and proper procedures will be followed when disposal is required.

The ARO Policy helps to ensure that a consistent approach is used when recording asset retirement obligations, and that the Township maintains adherence to PSAB standards. Staff continue to work together to ensure all asset retirement obligations will be identified and appropriately reported on the 2023 financial statements.

### **Financial Considerations:**

The Township's financial statements reflect balances and disclosures in alignment with public sector accounting standards. PS 3280 Asset Retirement Obligations extends the standards to include liabilities related to the retirement of existing assets. The standard outlines that the recognition of the cost of an asset should include the legally obligated costs incurred to retire that asset in the future.

Once an asset retirement obligation liability is estimated, a liability and asset of equal value are recorded on the Statement of Financial Position. This effectively increases the carrying cost of the existing asset at the same time as recording the liability. Each year there will be an accrued expense in the Statement of Operations and Accumulated Surplus to increase the liability with the passage of time. Similar to amortization, this is a non-cash expense item and will be included in the Budget for Public Sector Account Board (PSAB) Purposes, beginning with the 2025 budget year.

The standard will be implemented using the modified retroactive approach, whereas the cumulative adjustment for impact of liabilities for previous fiscal years will be recorded through the Township's accumulated surplus on January 1, 2023.

### **Attachments:**

Asset Retirement Obligation Policy

Respectfully submitted by:

Denise Krug  
Director of Finance/Treasurer



# Policies and Procedures

## The Corporation of the Township of Blandford-Blenheim

<b>Department:</b>	All	<b>Effective:</b>	January 1, 2023
<b>Subject:</b>	Asset Retirement Obligation Policy	<b>Policy Number:</b>	
<b>Approved by:</b>			
<b>Resolution Number:</b>			
<b>Date of Review:</b>	<b>Review Number:</b>	<b>Change:</b>	<b>Reference Section:</b>

### 1. Purpose

- a. To stipulate the accounting treatment for asset retirement obligations (ARO) so that users of the financial report can discern information about Tangible Capital Assets, and their end of life obligations. The principal issues in accounting for AROs is the recognition and measurement of these obligations.
- b. The Township of Blandford-Blenheim accounts for and reports on AROs in compliance with the Public Sector Accounting Board (PSAB) Handbook, section 3280.

### 2. Definitions

- a. **“Accretion Expense”** shall mean the increase in the carrying amount of a liability for asset retirement obligations due to the passage of time.
- b. **“Asset Retirement Activities”** shall include all activities related to an asset retirement obligation. These may include, but are not limited to:
  - Decommissioning or dismantling a tangible capital asset that was acquired, constructed, developed, or leased;
  - Remediation of contamination of a tangible capital asset created by its normal use;
  - Post-retirement activities such as monitoring; and
- Constructing other tangible capital assets to perform post-retirement activities.
- c. **“Asset Retirement Cost”** shall mean the estimated amount required to meet the asset retirement obligations.

- d. **“Asset Retirement Obligation”** shall mean the legal obligation associated with the retirement of a tangible capital asset.
- e. **“Controlled Asset”** shall mean an asset that is owned or controlled, directly or indirectly, by the Township.
- f. **“Council”** shall mean the Council of the Township of Blandford-Blenheim. Herein also referred to as Blandford-Blenheim Council.
- g. **“Public Sector Accounting Board (PSAB)”** shall mean the board created to serve the public interest by establishing accounting standards for the public sector in addition to providing guidance for financial and other performance information.
- h. **“Retirement of a Tangible Capital Asset”** shall mean the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment or disposal in some other manner, but not its temporary idling.
- i. **“Tangible Capital Asset (TCA)”** shall mean a non-financial asset having physical substance that is held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, repair or maintenance of other tangible capital assets; has a useful economic life extending beyond one year; is to be used on a continuing basis; and is not for sale in the ordinary course of operations.
- j. **“Township of Blandford-Blenheim”** herein is also referred to as the Township, or Blandford-Blenheim Township.
- k. **“Useful Life”** shall mean the total period during which a Tangible Capital Asset is in use or is available to be used.

### 3. Application

- a. This Policy applies to all departments, branches, boards and agencies falling within the reporting entity of the Township, that possess asset retirement obligations including:
  - Assets with the legal title held by the Township
  - Assets controlled by the Township
  - Assets reported in any entities that are consolidated with the Township for financial statement purposes
  - Assets that have not been capitalized or recorded as a Tangible Capital Asset for financial statement purposes
- b. Existing laws and regulations require public sector entities to take specific actions to retire certain Tangible Capital Assets at the end of their useful lives. This includes activities such as removal of asbestos. Other obligations to retire Tangible Capital Assets may arise from contracts, court judgements, or lease arrangements.

- c. The legal obligation, including obligations created by promises made without formal consideration, associated with the retirement of Tangible Capital Assets controlled by the Township, will be recognized as a liability on the statements of the Township, in accordance with PS3280, and take effect January 1, 2023.
- d. Asset Retirement Obligations result from acquisition, construction, development or normal use of the asset. These obligations are predictable, likely to occur and are unavoidable. Asset Retirement Obligations are separate and distinct from contaminated sites liabilities. The liability for contaminated sites is normally resulting from unexpected contamination exceeding the environmental standards. Asset Retirement Obligations are not necessarily associated with contamination.

#### **4. Responsibilities**

##### **General Responsibilities for All Departments**

- a. Communicate with Finance on Asset Retirement Obligations, and any changes in asset condition or retirement timelines.
- b. Assist in the preparation of cost estimates for Asset Retirement Obligations.
- c. Inform Finance of any legal or contractual obligations at inception of any such obligation.

##### **Council**

- a. Ensure, through administration, that policies and procedures are in place to provide for the recording and reporting of the Township's Asset Retirement Obligations.

##### **Finance**

- a. Responsible for administration and compliance monitoring of this Policy.
- b. Establish procedures for use as guidelines in compliance with this Policy.
- c. Reporting Asset Retirement Obligations in the financial statements of the Township and other statutory financial documents.
- d. Managing processes within the Township's financial and asset management systems.
- e. Investigating issues and working with departments to resolve issues.

#### **5. Recognition**

- a. A liability should be recognized when, as at the financial reporting date:

- there is a legal obligation to incur retirement costs in relation to a Tangible Capital Asset;
  - the past transaction or event giving rise to the liability has occurred;
  - it is expected that future economic benefits will be given up; and
  - a reasonable estimate of the amount can be made.
- b. A liability for an Asset Retirement Obligation cannot be recognized unless all of the criteria in Section 5.1 are satisfied.
  - c. The estimate of the liability should be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.
  - d. The estimate of the liability should include costs directly attributable to Asset Retirement Activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the Tangible Capital Asset.
  - e. Directly attributable costs would include, but are not limited to, payroll and benefits related to retirement activities, equipment and facilities, materials, legal and other professional or contracted fees, and overhead costs directly attributable to the asset retirement activity.
  - f. Upon initial recognition of a liability for an Asset Retirement Obligation, the Township will recognize an Asset Retirement Cost by increasing the carrying amount of the related Tangible Capital Asset (or component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service, and not providing economic benefit, or to an item not recorded by the Township as an asset, the obligation is expensed upon recognition.
  - g. The capitalization thresholds applicable to the different asset categories will also be applied to the Asset Retirement Obligations to be recognized within each of those asset categories.

## **6. Scope of Applicability**

- a. A decision tree outlining the scope of applicability is illustrated in Appendix A.

## **7. Subsequent Measurement**

- a. The Asset Retirement Costs will be allocated to Accretion Expense in a rational and systemic manner (straight-line method) over the Useful Life of the Tangible Capital Asset (or component thereof).
- b. On an annual basis, the existing Asset Retirement Obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

## **8. Presentation and Disclosure**

- a. The liability for Asset Retirement Obligations will be disclosed in the Township's financial statements.

## **9. Retention Policy**

- a. All documents shall be retained in accordance with the Township of Blandford-Blenheim's Records Retention By-law 1990-2016.

## **10. Review of Asset Retirement Obligations Policy and Procedures**

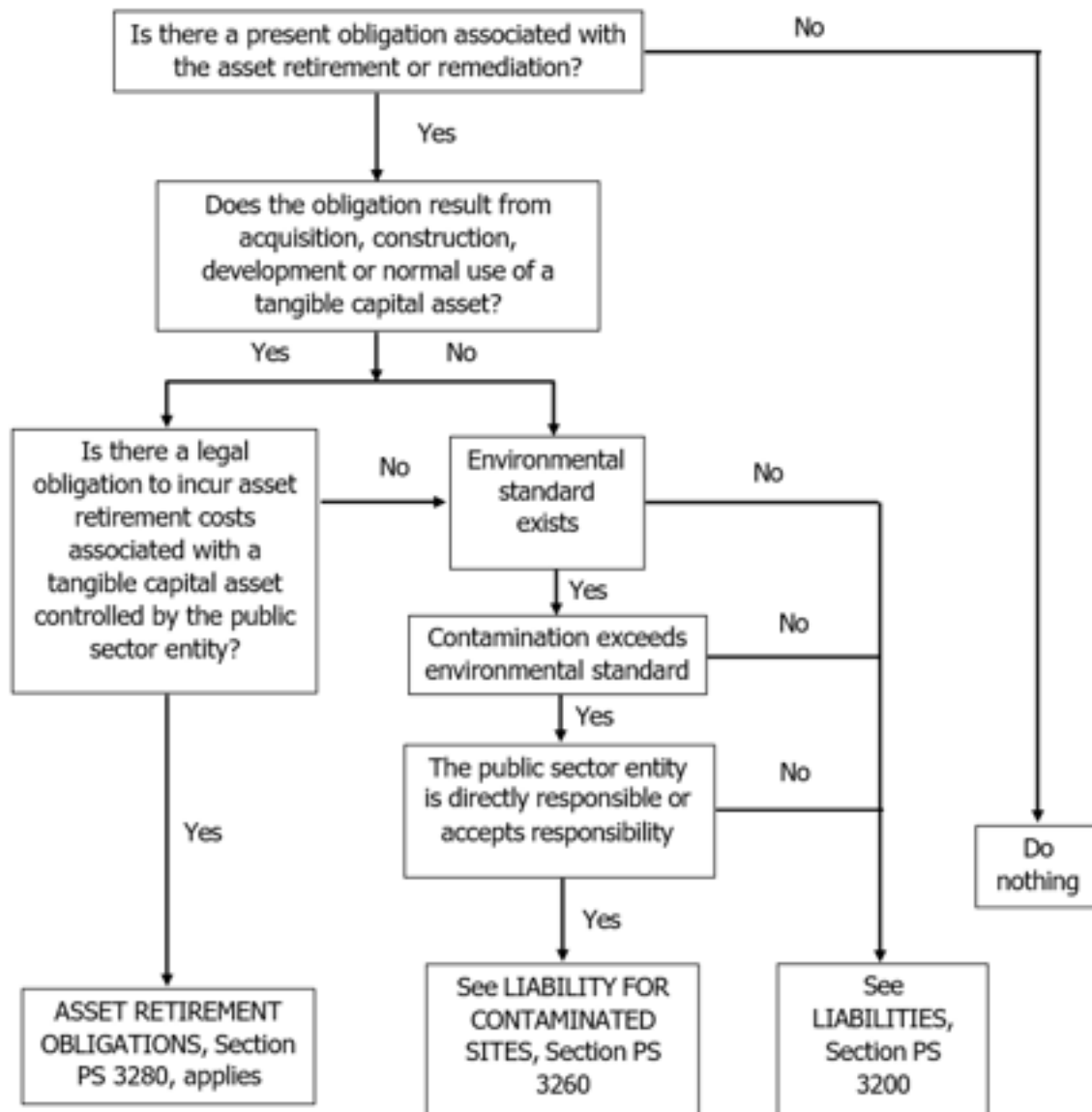
- a. This Policy shall be reviewed at least once every five years.

## **11. References and Related Statements of Legislation**

- a. *Public Sector Accounting Board, Public Sector Handbook, Section PS 3280 Asset Retirement Obligations*

## Appendix A

### Decision Tree – Scope of Applicability





# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Josh Brick, CAO Drew Davidson, Director of Protective Services
<b>Reviewed By:</b>		<b>Date:</b>	March 26, 2024
<b>Subject:</b>	Preliminary Engineering and Design Works – Princeton Fire Hall	<b>Council Meeting Date:</b>	April 17, 2024
<b>Report #:</b>	CAO-24-16		

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### Recommendation:

That Report CAO-24-16 be received as information; and,

That Council directs staff to engage Nelson Dawley, P. Eng., for preliminary design and engineering works for the future Princeton Fire Station, it being noted that preliminary works shall take place within the \$120,000.00 budget as set out in the approved 2024 capital budget.

### Executive Summary and Overview

- It is being recommended that Council direct staff to engage Nelson Dawley, P. Eng., to conduct preliminary design and engineering for the new Princeton Fire Station within the approved \$120,000 budget from the 2024 capital budget.
- The recommendation to engage Mr. Dawley is based on his extensive experience in similar/ comparable municipal fire station projects and his familiarity with Township of Blandford-Blenheim and Oxford County.
- Mr. Dawley's involvement is sought to ensure accurate cost estimates, finalize design for final Council approval, and facilitate a competitive tendering process for construction.
- Mr. Dawley has successfully supported similar projects in the Township of Blandford-Blenheim, including the Plattsville Fire Station (2014), Drumbo Municipal Office (2006), and Drumbo Fire Station (2004).

### Background:

Council has acquired lands designated to be the future site for the Princeton Fire Station. As staff begin the process of facilitating this future capital work, it is necessary to engage a professional engineer to oversee the project and assist staff/ Council with final design and construction works.

At this preliminary stage, the scope of work includes:



1. Discussion of building needs and general arrangement with building committee (Council), as required.
2. Design of fire hall according to local needs and applicable codes. Preparation of all construction drawings and specifications.

*Construction Drawings & Specifications*

- Drawings and specifications, issued for "Stipulated-Price" tender/construction, including any revisions that may be required throughout the project. All drawings to be sealed by an Engineer, registered with the P.E.O.
- Drawings & design to meet all applicable Provincial and Federal Legislation including AODA (Accessibility for Ontarians with Disabilities).
- Complete tender/construction specifications to be broke down into divisions as per the "Masterformat" section numbers and titles.
- Provide addendum throughout the tender period as may be required. Review the tenders with the building committee and make recommendation.
- Site Plan: General arrangement, site servicing, drainage & civil works site plan to be prepared by Dawley. Legal survey to be provided by Owner.
- General Arrangement: showing building layout, occupancy, design information, section locations and general description of the proposed work.
- Structural Framing Plan(s): details the framing aspects of the project including foundation plan & details.
- Building Sections: typical building cross-sections showing roof, wall and ceiling construction.
- Room Finish Schedules, Door & Window Schedules: schedules outlining the work to be included with the drawings. Schedules to outline hardware requirements as well as any special details.
- Elevations: showing exterior details of the building.
- Plumbing, Drainage & Mechanical: drawings ready for tender/construction. HVAC drawings for the fire hall.
- Electrical: drawings ready for tender/construction.

3. Review of final design with the building committee, as required. Make final revisions to drawings & specifications as may be required.
4. Submit drawings to the Chief Building Official for approval.
5. Drawings & specifications supplied digitally to allow for electronic bidding.
6. Assist in reviewing quotations and selection of Contractor with Council.

**Analysis/Discussion:**

Staff are recommending that Council proceed with engaging Nelson Dawley, P. Eng. to undertake preliminary engineering/ design works as outlined above in the scope of work.

This recommendation is based off of the significant experience Mr. Dawley has with respect to municipal fire stations and his familiarity with the Township of Blandford-Blenheim and Oxford County. It is anticipated that working with an engineer that is both experienced in municipal emergency services capital facilities and that is familiar with the Township will lead to significant project efficiencies in terms of:

- A) Providing accurate and reliable estimates for construction costs and design to avoid project overruns;
- B) Facilitating a competitive tendering process for construction works.

Locally, Mr. Dawley has supported the following projects in a similar capacity:

**Township of Blandford-Blenheim**

- Plattsville Fire Station (2014);
- Drumbo Municipal Office (2006);
- Drumbo Fire Station (2004).

**County of Oxford**

- Southwest Oxford Fire Department, Mount Elgin (2006);
- East-Zorra Tavistock Fire Department, Tavistock (2004);
- East-Zorra Tavistock Fire Department, Innerkip (1995).

With Mr. Dawley having designed and overseen construction of three (3) municipal facilities (two of which were fire stations), it will be advantageous in terms of the contracted-engineer's familiarity with local conditions and ultimately ensure there is a high level of structural and aesthetic cohesion across municipal facilities in Blandford-Blenheim.

Staff believe that the above points satisfy section 6.3.1(c) and (d) of the Procurement Policy, which permits single sourcing this engineering support service. The relevant excerpt from the Procurement Policy is included on the next page of this report.

6.3 Single Source

6.3.1 The purchase may be conducted using a single source procurement process if the goods and/or services are available from more than one source, but there are valid and sufficient reasons for selecting one supplier in particular, as follows:

- a) An attempt to acquire the required goods and/or services by soliciting competitive bids has been made in good faith, but has failed to identify more than one willing and compliant supplier.
- b) The confidential nature of the requirements is such that it would not be in the public interest to solicit competitive bids.
- c) There is a need for compatibility with goods and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contact (i.e. contract extension or renewal).
- d) The required goods and/or services are to be supplied by a particular supplier having special knowledge, skills, expertise or experience.
- e) The goods are purchased under circumstances which are exceptionally advantageous to the Township, such as in the case of a bankruptcy or receivership.
- f) It is advantageous to the Township to acquire the goods or services from a supplier pursuant to the procurement process conducted by another public body.
- g) It is advantageous to the Township to acquire the good or services directly from another public body, or public service body.
- h) Another organization is funding or substantially funding the acquisition and has determined the supplier, and the terms and conditions of the commitment into which the Township will enter are acceptable to the Township.
- i) The acquisition is for a particular brand of goods or services that are intended solely for resale to the public and no other brand is desirable and the brand is not available from any other source.
- j) Where due to abnormal market conditions, the goods, services or construction required are in short supply.

Respectfully submitted by:

Josh Brick  
Chief Administrative Officer

Drew Davidson  
Director of Protective Services

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2429-2024

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 April 17<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 17<sup>th</sup> day of April, 2024.

By-law read a third time and finally passed this 17<sup>th</sup> day of April, 2024

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MAYOR  
MARK PETERSON

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CLERK  
SARAH MATHESON

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

**BY-LAW 2430-2024**

**2024 INTERIM LEVY #1 (ACTUAL COST BY-LAW) FOR**

**PHASES 1 AND 2 OF THE PRINCETON DRAINAGE SYSTEM 2022**

**BEING** a By-law to provide for an interim levy of the actual cost of the work of the construction of Phases 1 and 2 of the Princeton Drainage System 2022 project as provided for in By-Law 2313-2022;

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

**AND WHEREAS** the Municipality wishes to collect the costs of work completed to date;

**AND WHEREAS** the costs incurred to date are \$6,571,976.57, which is 35.91% of the total estimated cost of \$18,300,000.00;

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

1. THAT the interim cost (actual cost) of Phases 1 and 2 of the Princeton Drainage System 2022 be levied against the lands and roads as set out in the assessment schedule adopted by By-Law 2313-2022 and in accordance with the requirements of the Report that assessments to privately owned parcels affected by any levy be fixed as per the Report estimate, that road work assessments to roads in the levy be based on actual costs of the road work, and that drain work assessments to roads in the levy be prorated as set out in By-Law 2313-2022.
2. THAT the last date for making a commuted payment in cash was the 30<sup>th</sup> day of March, 2024. All those not paid, will be debentured, and charged a 2% administration fee for doing so as well as 1.25% interest for 1 month until the debenture is in place.
3. THAT the interim costs being the actual costs for Phases 1 and 2 be levied and collected as set out in Schedules C1 and C2 attached hereto and forming part of this By-Law.

**READ a FIRST, SECOND and THIRD time and FINALLY PASSED** this 17<sup>th</sup> day of April, 2024.

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Sarah Matheson, Clerk

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Mark Peterson, Mayor