

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

Wednesday January 17, 2018  
Township Council Chambers  
47 Wilmot Street South, Drumbo  
4:00 p.m.

- 1. Welcome**
- 2. Call to Order**
- 3. Approval of the Agenda**
- 4. Disclosure of Pecuniary Interest**
- 5. Consideration of Minutes**
  - a. [December 20, 2017 Meeting of Council](#)
  - b. December 20, 2017 Closed Session
- 6. Business Arising from the Minutes**
- 7. Delegations/Presentations**
  - a. [Jay Heeman, Manager of Strategic Initiatives, Oxford County – Smart Cities Canada Challenge](#)
- 8. Correspondence**
  - a. **General**

None.
  - b. **Specific**

None.
- 9. Staff Reports**
  - a. **Jim Harmer, Drainage Superintendent**
    - i. [DS-18-01, Monthly Report](#)

Recommendation:

That Report DS-18-01 be received as information.

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

i. [PW-18-01, Monthly Report](#)

Recommendation:

That report PW-18-01 be received as information.

**c. Community Services Department**

i. [CS-18-01, Monthly Report - December](#)

Recommendation:

That Report CS-18-01 be received as information.

**d. Rick Richardson, Director of Protective Services**

i. [FC-18-01, December Monthly Report](#)

Recommendation:

That Report FC-18-01 is received as information.

**e. Sarah Matheson, Deputy Clerk**

i. [DC-18-01, Bill 68, Modernizing Ontario's Municipal Legislation Act, 2016](#)

Recommendation:

That Report DC-18-01 be received as information.

ii. [DC-18-02, Alternate Member of the Upper-Tier Council](#)

Recommendation:

That Report DC-18-02 be received as information; and,

That any provision for appointing an alternate Township representative on County Council be included in a future update to the Township's procedural by-law.

iii. [DC-18-03, Changes to the Procedural By-law per Bill 68 – Modernizing Ontario's Municipal Legislation Act, 2016](#)

Recommendation:

Visit our website @ [www.blandfordblenheim.ca](http://www.blandfordblenheim.ca)

That Report DC-18-03 be received as information; and,

That Council direct staff to update By-law 1858-2014, Procedures By-law.

**e. Denise Krug, Director of Finance/Treasurer**

i. [TR-18-01, Temporary Borrowing](#)

Recommendation:

That Report TR-18-01 be received as information;

And further that Council pass By-law 2048-2018 authorizing the temporary borrowing for the Township of Blandford-Blenheim in 2018 at \$1,000,000.

**10. Reports from Council Members**

**11. Unfinished Business**

**12. Motions and Notices of Motion**

**13. New Business**

**14. Closed Session**

**15. By-laws**

a. [2047-2018](#)

Being a By-law to establish an Interim Tax Levy for the year 2018.

b. [2048-2018](#)

Being a By-law to authorize the temporary borrowing of money to meet the current expenditures of the Corporation of the Township of Blandford-Blenheim.

c. [2049-2018](#)

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

**16. Other**

[OPP & Township Fentanyl Presentation, Princeton Museum, Wednesday January 24<sup>th</sup>, 2018 at 7:30 p.m.](#)

[January 24, 2018 Capital Budget Meeting at 10:00 a.m.](#)

## **17. Adjournment and Next Meeting**

Wednesday, January 24, 2018 at 10:00 a.m. in Council Chambers.

Township of Blandford-Blenheim  
Regular Council Meeting  
Wednesday, December 20, 2017 4:00 p.m.

## MINUTES

Council met at 4:00 p.m. for their second regular meeting of the month.

Present: Mayor Wearn, Councillors Balzer, Banbury, Cowan and Peterson.

Staff: Baer, Borton, Harmer, Krug, Matheson, Mordue and Richardson.

Others: Rebecca Smith, Planner, Oxford County

Mayor Wearn in the Chair.

### 1. Welcome

### 2. Call to Order

### 3. Approval of the Agenda

#### RESOLUTION #1

Moved by – Councillor Peterson  
Seconded by – Councillor Balzer

Be it hereby resolved that the agenda for the December 20, 2017 Meeting of Council, be approved, as printed and circulated.

.Carried

### 4. Disclosure of Pecuniary Interest

None.

### 5. Adoption of Minutes

#### RESOLUTION #2

Moved by – Councillor Peterson  
Seconded by – Councillor Balzer

Be it hereby resolved that the minutes of the December 6, 2017 Regular Session of Council be adopted, as printed and circulated.

.Carried

## 6. Business Arising from the Minutes

None.

## 7. Delegations

### a. Phil Bourdeau, Plattsville & District Lions Club – Community Projects

Mr. Bourdeau expressed the interest of the Plattsville Lion's Club to install Lion's Club Benches with the funds they raised for the Plattsville Skate Park.

#### **RESOLUTION #3**

Moved by – Councillor Peterson  
Seconded by – Councillor Balzer

Be it hereby resolved that the presentation from the Plattsville Lions Club regarding community projects be received; and,

That staff be directed to issue receipts for donations received pursuant to the Township's Charitable Donation Policy.

.Carried

### b. Brandon Flewwelling, GSP Group – Plattsville Growth and Development Summary

Mr. Flewwelling presented information regarding the future development options for the Village of Plattsville and requested support of Township Council for the need for a land needs assessment including future growth in Plattsville.

#### **RESOLUTION #4**

Moved by – Councillor Balzer  
Seconded by – Councillor Peterson

Be it hereby resolved that the presentation from GSP Group concerning growth and development in Plattsville be received; and,

That the Township of Blandford-Blenheim support reviewing opportunities to expand the water and wastewater systems to accommodate future growth in Plattsville; and,

That the Township of Blandford-Blenheim Council requests that the County of Oxford initiate a land needs assessment including the need for future residential growth in Plattsville.

.Carried

## 8. Presentations

- a. Jessica Jaremchuk, Cowan Insurance Company – 2017 Municipal Insurance Program for the Township of Blandford-Blenheim

Jessica Jaremchuk presented the Municipal Insurance Renewal Report for the Policy Term December 31, 2017 to December 31, 2018, reporting a policy renewal increase of 2.9%.

### RESOLUTION #5

Moved by – Councillor Balzer  
Seconded by – Councillor Peterson

Whereas a representative from Frank Cowan Company Limited attended the meeting to discuss the Township's Comprehensive Insurance Program from December 31, 2017 to December 31, 2018;

Be it hereby resolved that Council approve the report from Frank Cowan Company Limited, as presented.

.Carried

## 9. Public Meeting

## 10. Correspondence

### a. General

None.

### b. Specific

- i. Township of West Lincoln – Ontario Wildlife Damage Compensation Program

### RESOLUTION #6

Moved by – Councillor Balzer  
Seconded by – Councillor Peterson

Be it hereby resolved that the Township of Blandford-Blenheim supports the resolution by the Township of West Lincoln regarding the Ontario Wildlife Damage Compensation Program.

.Carried

## 11. Staff Reports

**a. Rick Richardson, Director of Protective Services**

- i. FC-17-23, November Monthly Report

**RESOLUTION #7**

Moved by – Councillor Banbury  
Seconded by – Councillor Cowan

That Report FC-17-23 be received as information.

.Carried

- ii. FC-17-25, Firefighter Insurance Policy

**RESOLUTION #8**

Moved by – Councillor Banbury  
Seconded by – Councillor Cowan

That Report FC-17-25 be received as information;

And further that Council approve and adopt VHIS of Canada as the new provider of Accident and Sickness Insurance for our Township Firefighters.

.Carried

**b. John Scherer, CBO/ Manager of Building Services**

- i. CBO-17-14, Monthly Report

**RESOLUTION #9**

Moved by – Councillor Banbury  
Seconded by – Councillor Cowan

That Report CBO-17-14 be received as information.

.Carried

**c. Rodger Mordue, CAO/Clerk**

- i. CAO-17-23, 2018 Policing Grant

**RESOLUTION #10**

Moved by – Councillor Banbury  
Seconded by – Councillor Cowan



Be it hereby resolved that Report CAO-17-23 be received; and,

That Council choose the Community Policing Partnership grand option for the year 2018.

.Carried

ii. CAO-17-24, Revision to Employee Manual

#### **RESOLUTION #11**

Moved by – Councillor Banbury  
Seconded by – Councillor Cowan

Be it hereby resolved that Report CAP-17-24 be received; and,

That Section 28.2.7. of the Employee Manual relating to the termination of Short Term Income Protection Plan benefits at age 65 be removed.

.Carried

### **12. Reports from Council Members**

Councillor Peterson pointed out that a Foodbank may be required in Drumbo and wondered about the need Township-wide. Mayor Wearn agreed that a Township-wide Foodbank ought to be explored. Councillor Balzer pointed to the importance of facilitating the network of volunteers and Foodbanks currently running rather than the municipality possibly running a Foodbank program. Council agreed that a meeting of all the facilitators of local Foodbanks ought to happen.

### **13. Unfinished Business**

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

### **15. New Business**

### **16. Closed Session**

- a. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality, re: Townline School Property

#### **RESOLUTION #12**

Moved by – Councillor Banbury  
Seconded by – Councillor Cowan

Be it hereby resolved that Council moves into Closed Session under the authority of Section 239 of the Municipal Act at 5:32 p.m. to discuss;

Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality.

.Carried

**RESOLUTION #13**

Moved by – Councillor Cowan  
Seconded by – Councillor Banbury

Be it hereby resolved that Council does now adjourn from Closed and resume into Open Session at 6:23 p.m.

.Carried

**17. By-laws**

**RESOLUTION #14**

Moved by – Councillor Cowan  
Seconded by – Councillor Banbury

Be it hereby resolved that a first and second reading be given to the following By-laws:

- By-law 2044-2017 Being a By-law to amend Zoning By-law Number 1360-2002, as amended (Wells);
- By-law 2045-2017, Being a By-law to set the 2018 Fees and Charges; and,
- By-law 2046-2017 Being a By-law to confirm the proceedings of Council.

.Carried

**RESOLUTION #15**

Moved by – Councillor Cowan  
Seconded by – Councillor Banbury

Be it hereby resolved that a third and final reading be given to the following By-laws:

- By-law 2044-2017 Being a By-law to amend Zoning By-law Number 1360-2002, as amended (Wells);

- By-law 2045-2017, Being a By-law to set the 2018 Fees and Charges;  
and,
- By-law 2046-2017 Being a By-law to confirm the proceedings of Council.

.Carried

**18. Other Business**

**19. Adjournment and Next Meeting**

**RESOLUTION #16**

Moved by – Councillor Cowan  
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 6:24 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday,  
January 17, 2017 at 4:00 p.m. in Council Chambers.

.Carried

---

Marion Wearn, Mayor  
Township of Blandford-Blenheim

---

Rodger Mordue CAO / Clerk  
Township of Blandford-Blenheim



Report No: CAO 2018 - 01  
 CAO/CLERK  
 Council Date: January 10, 2018

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

**From:** Chief Administrative Officer

## Infrastructure Canada's Smart Cities Challenge

### RECOMMENDATIONS

---

1. That County Council authorize the Chief Administrative Officer to submit appropriate applications to Infrastructure Canada's Smart Cities Challenge as outlined in Report No. CAO 2018-01;
2. And further, that County Council requests a supporting resolution from the eight Area Municipal Councils for the development of an Oxford Municipal Partners submission to the Smart Cities Challenge, to be received by March 2, 2018;
3. And further, that County Council establish the Smart Cities Challenge AdHoc Committee to be comprised of the Warden (Chair and SWOX representative) and one non-County Councillor member to be appointed by each of the remaining Area Municipal Councils by March 2, 2018;
4. And further, that staff establish an Oxford Municipal Partners working committee, as outlined in Report CAO 2018-01, to coordinate the development of the Oxford Municipal Partners Smart Cities Challenge submission.

### REPORT HIGHLIGHTS

---

- On November 23, 2017, Infrastructure Canada (IC) released the Smart Cities Challenge with the objective of empowering communities across the country to address local issues their residents face through new partnerships, using a Smart Cities approach.
- According to IC, a Smart Cities approach means achieving meaningful outcomes for residents through the use of data and connected technology. This approach can be adopted by any community, big or small.
- Applicants are encouraged to prepare a Challenge Statement and overview based on a 20 question summary by April 24, 2018. Finalists will be announced in summer 2018 and will receive support (up to \$250,000) to develop their Smart Cities proposals.
- Oxford County is ideally suited to participate in this Canada-wide challenge based on experience in the development of sustainability planning and stakeholder engagement.
- Four prizes are available ranging from \$5 - \$50 million dollars, however the real value of participation lies in the opportunity to share experiences and improve outcomes based on best practices and innovative ideas derived from other municipal challenge participants.

This report seeks Council approval, and requests our Area Municipal support and participation in an Oxford Municipal Partners submission to the Smart Cities Challenge.

## Implementation Points

With adoption of this report, staff will seek participation of the Area Municipal Chief Administrative Officers on the submission working committee as outlined in this report. With the support of the Area Municipal CAOs, staff will also present to each of the Area Municipal Councils at the first opportunity seeking support for their submission participation and appointments to the Smart Cities Challenge Ad Hoc Committee as outlined in this report. The work will culminate in a submission to the Smart Cities Challenge process on or immediately prior to the April 24, 2018 deadline.

## Financial Impact

The Smart Cities Challenge is a nation-wide competition that will only lead to financial support for 20 selected finalists and 4 final prize winners. Since our application will be based on existing initiatives associated with sustainability planning in Oxford County, the cost to participate will be limited to the gathering of data into the required format of the program application.

While there is no direct compensation for municipalities who prepare and submit applications to participate in the Challenge, there is the possibility of funding support to further develop the program (\$250,000 allotted to 20 finalists), followed by the chance to be recognized with one of four final prizes ranging from \$5 to \$50 million dollars.

## Risks/Implications

There is no known risk to participation. Participation in this Challenge will allow Oxford County and partners to raise the profile of sustainability leadership and planning already in process, while opening the door to review and monitoring of new ideas and innovative thinking from across Canada.

## Strategic Plan (2015-2018)

County Council adopted the County of Oxford Strategic Plan (2015-2018) at its regular meeting held May 27, 2015. The initiative contained within this report supports the Values and Strategic Directions as set out in the Strategic Plan as it pertains to the following Strategic Directions:

3. ***iii. A County that Thinks Ahead and Wisely Shapes the Future*** - Demonstrated commitment to sustainability by:
  - *Ensuring that all significant decisions are informed by assessing all options with regard to the community, economic and environmental implications including:*
    - o *Responsible environmental leadership and stewardship*
    - o *Supporting the community implementation of the Community Sustainability Plan*

## DISCUSSION

### Background

In 2015, County Council adopted resolutions endorsing the **Future Oxford Community Sustainability Plan**, subsequently leading to a wide range of social and technology initiatives that will further lead to innovation across many sectors of municipal and community services.

In late 2017, Infrastructure Canada announced the Smart Cities Challenge and issued a Canada-wide challenge to municipalities to “bring forward their best ideas for improving the lives of their residents through innovation, data and connected technology”. The Smart Cities submission deadline is April 24, 2018.

### Comments

The Smart Cities Challenge was announced in the summer of 2017 and included basic program details via a single Internet page hosted by Infrastructure Canada. The basic outline of this program suggests a close alignment with the Future Oxford Sustainability Plan and echoes much of the municipal leadership presently demonstrated by all municipal partners within Oxford County.

Over the past four years, Oxford County and partners have created several community driven initiatives that essentially challenge our own community to reach beyond status quo.

Participation in Infrastructure Canada's Smart Cities Challenge is a logical next step and will enable further shaping of our own planning processes. This Challenge will attract a diverse mix of municipalities from across Canada that will raise the profile of Oxford County and allow for the sharing of best practices among all municipal participants.



In the program announcement, Minister of Infrastructure and Communities, Amarjeet Sohi issued a message to all Canadian municipalities, challenging us to “be bold and to think outside-the-box”. In the same letter, Minister Sohi frames his challenge:

***“I am challenging leaders to be bold and think outside-the-box. I want you to approach the Challenge through a lens of transparency, experimentation, inclusiveness, empowerment, and knowledge-sharing. And above all, I want you to think about what will have the biggest impact on the people who call your communities home. ”***

Over the past four years, Oxford has worked together as municipal and community leaders for the purpose of forging new relationships, establishing a diverse set of initiatives and goals, creating measurable outcomes and establishing new social and technology innovations with an objective to make them repeatable and scalable.

These initiatives align directly with the guiding principles found in the Smart Cities Challenge criteria and will continue to serve as the foundation for continued development of our plans.

The true value of our participation in the Smart Cities Challenge lies not in the promise of receiving a prize, or even becoming a finalist. Rather, the most compelling reason to participate is the very process of reframing our existing initiatives within the structure of a nation-wide leadership challenge that will ultimately lead to the sharing of new ideas, the formation of new partnerships and the acceleration of improvements within or own community right here in Oxford County.



REALIZE OUTCOMES  
FOR RESIDENTS



EMPOWER COMMUNITIES  
TO INNOVATE



FORGE NEW PARTNERSHIPS  
& NETWORKS



SPREAD THE BENEFIT TO ALL  
CANADIANS

## Program and Application Overview

The Challenge application process involves the completion of 20 questions designed to help guide the applicant through the process of shaping an initial proposal. This proposal will be the initial document used to enter the first stage of the competition and will be reviewed by an independent jury of up to 15 members from across Canada. Access to an overview presentation slide deck ([Attachment 1](#)) and the [Smart Cities Challenge Application Guide](#) have been provided for ease of reference.

### Preliminary Proposal

#### Challenge Statement

The Challenge Statement is an important first step in the application process. With a limit of 50 words, each applicant must provide a short description of their proposal that meets the criteria of being “ambitious, measurable, and achievable through the proposed use of data and connected technology”.

As an example, we can refer to our existing Future Oxford vision statement ***“A vibrant, prosperous, and responsible Oxford for all.”***

This statement may need to be modified to recognize the use of data and connected technology, however the important message here is the fact that Oxford County has clearly committed to the spirit and intent of the Smart Cities Challenge.

## Outcomes & Community Participation

A common theme throughout the Smart Cities Challenge is the demonstration of how data and connected technology can achieve a meaningful and measurable outcome for residents. An important aspect of our proposal is to illustrate how data and connected technology is the 'glue that binds' the many outcomes of our existing sustainability planning processes.

As an example, our community wellness, renewable energy and zero waste objectives are among the most aggressive in Canada. During initial planning processes it quickly became apparent that evidence of baseline data (where are we now?) is a prerequisite to effective planning and project implementation going forward (where do we need to be?).

While data and connected technology are critical, it is important that we demonstrate the environmental, social and economic goals and outcomes upon which the technology is based.

Finally, the importance of community participation must be explained, and the principles of transparency, experimentation, inclusiveness, empowerment and knowledge-sharing as highlighted by Minister Sohi must be integrated into every aspect of our project application.

Once again, an example of extensive public and stakeholder engagement is evident in the ongoing process inherent in the development of our sustainability plan.

## Preliminary Proposal Details

### Project Detail & Alignment with Smart Cities Vision

Assembling a series of projects into a single application that is both measurable and feasible will be no simple task. In several places throughout the guideline, the Ministry notes the importance of multiple outcomes being acceptable, assuming they are measurable, logical and achievable.

From the perspective of our existing projects, one would be hard-pressed to identify a project that does NOT touch multiple systems and services throughout our region. However, we have not yet made a conscious effort to document the cross-service value of each program.

Our application will be evaluated on the following criteria:

- Preliminary proposal qualifies as a Smart City proposal: it achieves positive outcomes for residents by leveraging connected technology and data
- Preliminary proposal has the potential to achieve the outcome (or outcomes) through the Smart City approach
- Implementation is feasible given its scope and size
- Scope and size are suited to achieving the expected outcome
- Proposal is, or will be, open, interoperable, scalable, and replicable.

Existing and planned community engagement is again a critical part of the evaluation process and recognizes that Oxford County and its partners value public and stakeholder engagement.



## Readiness to Implement

Another strength we bring to this competition is our history of planning and implementing complex projects across many sectors and services. Creating the vision, engaging the public and stakeholders, establishing measurable outcomes, implementing cross-sector public committee work and integrating data and technology into new programs defines our experience with Future Oxford and partners.

## Partnerships

Another often-repeated theme is the importance of effective partnerships. Once again, our experience to date in the ongoing development of our sustainability plan points to the importance of, and our success in, the development of relationships across many sectors.

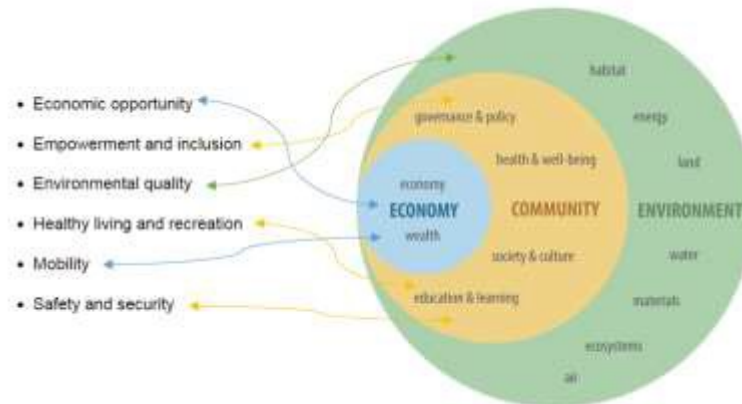
We can point to Future Oxford and the many outcomes of this initiative as evidence of our success in this regard, however the importance placed by the Ministry should add a certain level of confidence in our own approach to date in the establishing of multi-stakeholder relations and outreach.

## Areas of Focus

### Outcomes

Infrastructure Canada seeks to better understand the priorities of participating communities and as such, are asking participants to select no more than two areas of focus:

The list of focus areas provides a compelling bridge back to the pillars of our Future Oxford Sustainability plan. The illustration associates each area of focus noted within the Challenge and links it back to at least one of our three pillars. As demonstrated within our own graphic, the premise of our sustainability plan is the fact that a vibrant community and economy can only be achieved within the confines of a limited environment. By creating this bridge and associating outcomes with sustainability plan pillars, we establish a natural flow of priorities. Environment becomes our priority and we must then choose a second priority based on one of empowerment and inclusion, healthy living and recreation or safety and security.



As further evidence of the value our sustainability plan brings to this challenge is the fact that all areas of focus can (and must) be part of the overall shape of our outcomes. While we are required to choose only two areas of focus, we are encouraged to illustrate how the remaining areas of focus will be supported and developed as part of the overall application and projects.

Again, the planning and activities already in play within our sustainability plan are already establishing the foundation for our Smart Cities application.

### Community Systems and Services

Infrastructure Canada provides a list of suggested systems and services for consideration and encourages participants to reference and even expand on the suggested list:

- Arts and culture
- Economic development
- Education and training
- Emergency services and enforcement
- Environment
- Land use planning and development
- Public health
- Recreation and parks
- Roads and transportation
- Social services
- Waste
- Water and wastewater

Participants are encouraged to “mobilize and connect different community systems and services to achieve your outcome”, something that we are embracing on several fronts. As an example, our exploration into high-performance building is linking energy, occupant comfort, affordability, GHG reduction, renewable energy and several other areas. This one example of sustainable building technology will represent multiple areas of focus with a planned outcome of being repeatable and scalable across our own community and beyond our own borders.

Participation alongside other Canadian cohorts will assist us in our own development exercise as we continually gauge our own design and progress against the metric of scalability across sectors and across municipal borders.

### Technologies

Once again, an encouraging pattern is emerging when considering identified technologies and innovation planning within Oxford County to that of the Smart Cities Challenge.

A significant aspect of our sustainability plan involves awareness of new and emerging technologies and identifying ways to lever new technologies into our systems and service provision to our community.

Every technology noted by Infrastructure Canada in this list has been raised in our project planning exercises, or otherwise included within programs to some extent:

- Artificial Intelligence (AI)
- Assistive technology
- Augmented reality (AR) or Virtual reality (VR)
- Autonomous and connected vehicles
- Big data analytics
- Cloud computing
- Enterprise solutions
- Environmental monitoring
- Geospatial
- Health or Medical technology
- Internet of Things (IoT)
- Mobile applications
- Networks
- Open data platforms
- Payment platforms
- Sensors
- Video analytics
- Wearables

From a community facing perspective, our sustainability cluster concept is an example of an initiative in Oxford County of our desire to establish multiple partnerships across all sectors of our community for the purpose of inclusion, brainstorming, design and ultimately implementation of new and yet-to-be-thought-of solutions in the development of a Smart Community.

### **Developing an Oxford Municipal Partners Submission**

The Smart Cities Challenge process requires community consultation and further encourages partnerships with industry and academia. Moreover, the application rules specifically encourage municipal partnerships within Regions and/or multi-tiered municipal governing structures in that the process allows only a single application within any geographic boundary. As such, while any one of Oxford's municipal partners may apply independently, the geographic boundary of the individual application cannot be duplicated in a second application. The application process specifically requires a supporting resolution from each of the local governments within the geographic boundary of the submission. In reviewing the application process, staff believe our best collective opportunity rests within a joint submission supported by all Area Municipal Councils and County Council. Staff are confident that a plan which advances the broader Future Oxford Community Sustainability Plan through specific initiatives within each of the area municipalities will result in a compelling submission.

To guide the submission process, staff propose that County Council establish the Smart Cities Challenge Ad Hoc Committee as the submission Steering Committee. The Smart Cities Challenge Ad Hoc Committee, to be chaired by the Warden would be comprised of an appointed member from each of the remaining seven Area Municipalities (Warden Mayberry being SWOX representative). However, to ensure that the Ad Hoc Committee does not represent quorum of County Council, area municipal representatives cannot be members of County Council. A working committee, comprised of appropriate County and Area Municipal staff, will be established to coordinate the development of the detailed submission with guidance from the Ad Hoc Committee.

Given the April 24, 2018 submission deadline, the timeframe for developing a submission will be extremely short. As such, staff will immediately seek participation of the Area Municipal Chief Administrative Officers on the submission working committee as outlined in this report. Further, and with the support of the Area Municipal CAOs, staff will also present to each of the Area Municipal Councils at the first opportunity seeking support for their submission participation and appointments to the Smart Cities Challenge Ad Hoc Committee as outlined in this report.

## **Conclusions**

The Smart Cities Challenge affords Oxford County, its Area Municipal partners, business, community and academic partners with a tremendous opportunity to leverage the strategic value, community commitment and efforts surrounding the Future Oxford Community Sustainability Plan initiative to date. A comprehensive coordinated submission to the challenge provides the Oxford Municipal Partners unmatched opportunity to advance the plan's implementation and accelerate Oxford's achievements in community wellbeing, economic vitality and environmental stewardship.

## **SIGNATURES**

---

### **Report Author:**

Original signed by

---

Jay Heaman  
Manager, Strategic Initiatives

### **Approved for submission:**

Original signed by

---

Peter M. Crockett, P. Eng.  
Chief Administrative Officer

## **ATTACHMENTS**

---

[Attachment 1](#)      ENG Deck Presentation INFC 2017 11 29



# SMART CITIES CHALLENGE

WebEx Information Session  
December 15<sup>th</sup>, 2017

# OVERVIEW

- This new, innovative Challenge is calling on communities across the country to bring forward their best ideas for improving the lives of their residents through innovation, data and connected technology
- We expect innovative and big thinking from all communities – small towns, large urban centres, and Indigenous communities
- The Smart Cities Challenge is the first program delivered on the new Impact Canada Initiative platform
- All of the information required to participate in the Smart Cities Challenge can be found on the platform, which is now live, at:

<http://impact.canada.ca>

# CREATING A PLATFORM FOR BOLD IDEAS

The competition is now open



one prize of up to **\$50 million** open to all communities, regardless of population



two prizes of up to **\$10 million** open to all communities with populations under 500,000 people

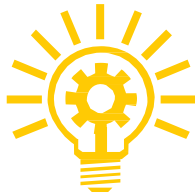


one prize of up to **\$5 million** open to all communities with populations under 30,000 people

# ...TO ACHIEVE MEANINGFUL IMPACT



REALIZE OUTCOMES  
FOR RESIDENTS



EMPOWER COMMUNITIES  
TO INNOVATE



FORGE NEW PARTNERSHIPS  
& NETWORKS



SPREAD THE BENEFIT TO ALL  
CANADIANS



# LETTING COMMUNITIES LEAD THE WAY

A smart city approach is one that delivers meaningful outcomes for community residents through the use of connected technology and data.

Each community will define its own “Challenge Statement,” which can touch any aspect of community life so that residents:



**Feel safe  
and secure**



**Earn a  
good living**



**Move around  
my community**



**Enjoy a healthy  
environment**



**Be empowered and  
included in society**



**Live an active  
and healthy life**

# ...BY HARNESSING THE INHERENT POTENTIAL OF DATA AND CONNECTED TECHNOLOGY

## Openness

Providing direct visibility on how decisions are made, empowering residents and enhancing how they interact with public institutions

## Integration

Breaking down silos, coordinating systems and getting "all hands on deck" to tackle issues from the resident's perspective

## Transferability

Scaling up solutions that work, transferring them to other communities to address similar challenges

## Collaboration

Sharing information, enabling new forms of collaboration between traditional and non-traditional partners



# STEP 1: APPLICATION

**Engagement within the community:** Applications are submitted by community leadership (e.g. municipality, regional government, Indigenous community) that works across diverse actors in the community to identify issues

**Creation of “Challenge Statement”:** A compelling, measurable goal that frames every Smart Cities Challenge application by describing the meaningful outcome or outcomes to be achieved through data and connected technology

**Development of applications:** Communities prepare their applications using the applicant guide and submit them through an online application form.

**Applications are due on April 24, 2018.**

**Communicating with Infrastructure Canada (INFC):** Communities contact INFC with questions about eligibility as they invest time and effort in preparing their applications

APPLICATION

SELECTION  
OF FINALISTS

FINAL  
PROPOSAL

SELECTION  
OF WINNERS

IMPLEMENTATION



# STEP 2: SELECTION OF FINALISTS

**Posting of online applications:** Summaries of eligible applications are posted on the Challenge website; full applications are posted online to generate discussions at the community levels

**Review by experts:** Every application undergoes a review by experts from inside and outside government

**Review by independent Jury:** An independent Jury will review all applications and recommend up to 5 finalists per prize to the Minister of Infrastructure and Communities

**Justification of Challenge Statement:** The merit and justification of the Challenge Statement carries the largest weighting in the evaluation

**Announcement of finalists in early summer 2018**

**Selection of up to 5 finalists per prize:** Finalists who are selected receive a \$250,000 grant to develop a final proposal





# STEP 3: FINAL PROPOSAL

**Development of detailed plan and business case:** Finalists submit fully-implementable plans that outline all design, planning and project management details

**Development of milestones toward outcomes:** Finalists establish milestones that lay out the plan for implementation and guide progress toward achieving their Challenge Statement

**Establishing partnerships:** Finalists establish project governance, formalize roles, and advance partnerships and contracts with the private sector and civil society groups

**Submission of final proposals:** Final proposals are due in Winter 2019





# STEP 4: SELECTION OF WINNERS

**Review by experts:** Final proposals are reviewed by experts from inside and outside government and include detailed review of project feasibility

**Assessment of readiness to implement:** Final proposals are evaluated on project feasibility, strength of business case, and the clear links to proposed outcome or outcomes established in the Challenge Statement

**Review by independent Jury:** Jury reviews all final proposals and recommends winners to the Minister of Infrastructure and Communities

**Selection of winners:** Winners in each category receive a prize through outcomes-based contribution agreements with Infrastructure Canada

**Announcement of winners in spring 2019**





# STEP 5: IMPLEMENTATION

**Monitoring of progress:** Infrastructure Canada works closely with winners to monitor progress towards established outcome or outcomes

**Course Corrections:** Approaches are adjusted to refocus progress towards achieving desired outcome or outcomes if necessary

**Dissemination of lessons learned:** Evidence is gathered from participant experiences and shared with Canadian communities

**Implementation** of projects over 2-5 year timelines



# SUMMARY AND KEY POINTS



**Community leadership is key.** Bringing residents together to engage on issues that are rooted in the community



**Solutions are driven by achieving meaningful outcomes,** by leveraging smart use of technology solutions, not just pushing technology



**INFC welcomes early engagement** from communities that have questions about eligibility or application process



Updates and news on the Challenge will posted on:

<http://impact.Canada.ca>

[www.infrastructure.gc.ca](http://www.infrastructure.gc.ca)

#smartcitiesCanada



The Smart Cities Challenge Office is available to help with enquiries at [infc.sc-vi.infc@canada.ca](mailto:infc.sc-vi.infc@canada.ca)



# SMART CITIES CHALLENGE



## INFRASTRUCTURE CANADA'S SMART CITIES CHALLENGE

Jay Heaman, Strategic Initiatives, Oxford County  
January-February 2018 Partner Municipal Council Presentations

# THE CHALLENGE

SMART CITIES  
CHALLENGE

#smartcitiesCanada

*“I am challenging leaders to be bold and **think outside-the-box**. I want you to approach the Challenge through a lens of transparency, experimentation, inclusiveness, empowerment, and knowledge-sharing.... And above all, I want you to think about what will have the biggest impact on the people who call your communities home.”*



The Honourable  
Amarjeet Sohi

# REQUIREMENTS



REALIZE OUTCOMES  
FOR RESIDENTS



EMPOWER COMMUNITIES  
TO INNOVATE



FORGE NEW PARTNERSHIPS  
& NETWORKS



SPREAD THE BENEFIT TO ALL  
CANADIANS



- Establish a Challenge Statement

*“A vibrant,  
prosperous, and  
responsible Oxford  
for all.”*

- Deliver meaningful outcomes for community residents through the use of **connected technology and data**

# EVALUATING OUR PROPOSAL

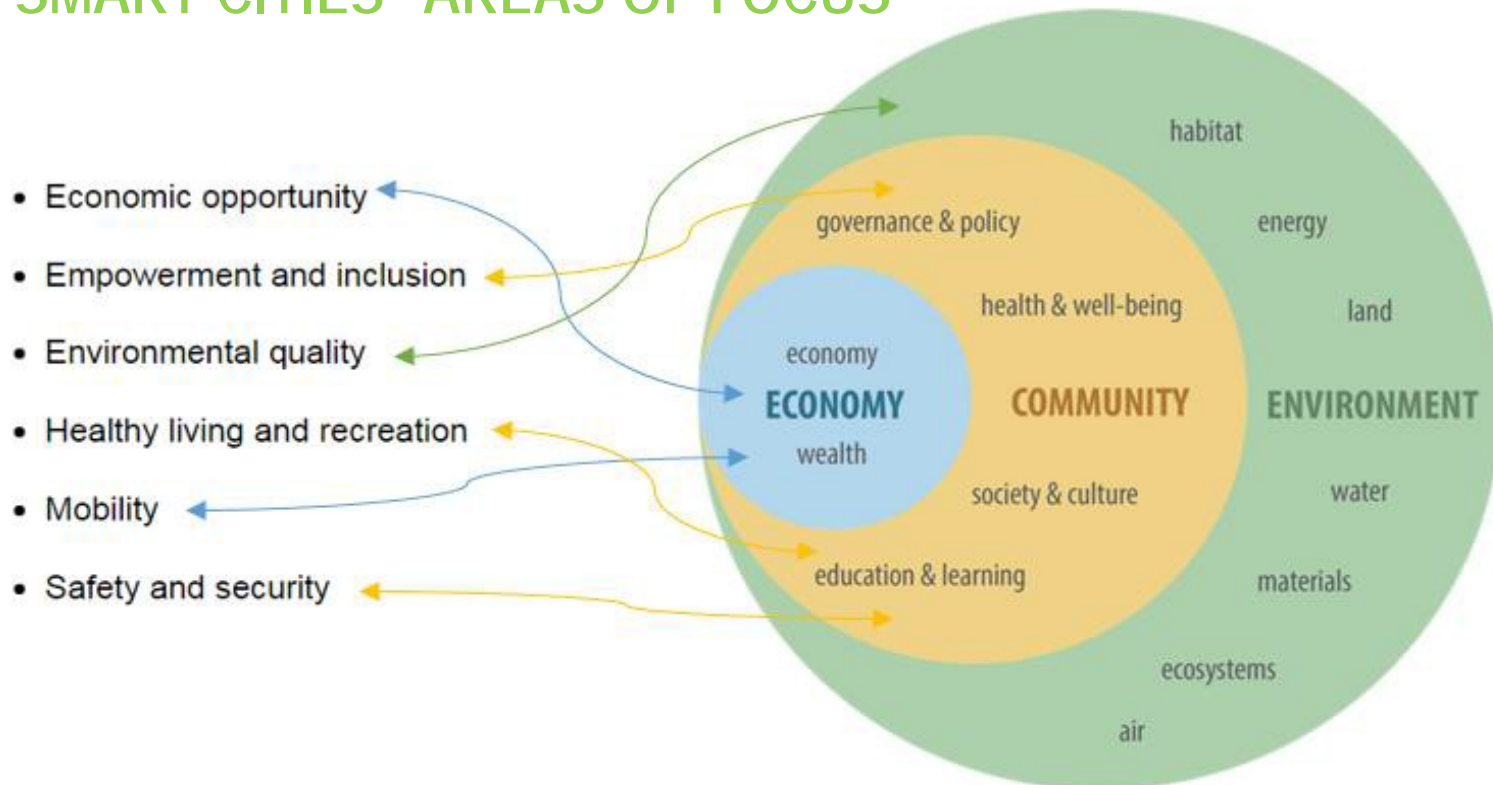
- Preliminary proposal qualifies as a “smart city” proposal: it achieves positive outcomes for residents by leveraging connected technology and data
- Preliminary proposal has the potential to achieve the outcome (or outcomes) through the smart city approach
- Implementation is feasible given its scope and size
- Scope and size are suited to achieving the expected outcome:
  - > Proposal is, or will be, open, interoperable, scalable, and replicable



## Our strengths

- ***Readiness to Implement***
- ***Partnerships***

## LINKING OUR SUSTAINABILITY PILLARS TO THE "SMART CITIES" AREAS OF FOCUS



## AN OPPORTUNITY TO FURTHER OUR SUSTAINABILITY INITIATIVES...

- 20 finalists will receive \$250,000 to implement plans
- 5 winners will receive prizes between \$5 and \$50 million
- All participants will benefit through the sharing of ideas and best practices



one prize of up to **\$50 million** open to all communities, regardless of population



two prizes of up to **\$10 million** open to all communities with populations under 500,000 people



one prize of up to **\$5 million** open to all communities with populations under 30,000 people



## TIMELINE OF THE SMART CITIES CHALLENGE PROCESS

First-round applications to be received by Infrastructure Canada by April 24, 2018



# OXFORD'S SUBMISSION







## BUILDING TRANSFORMATION FOR ZERO CARBON FOOTPRINT

- Passive House standard for municipal housing
- New Oxford County Waste Management Facility

# SUSTAINABILITY CLUSTER

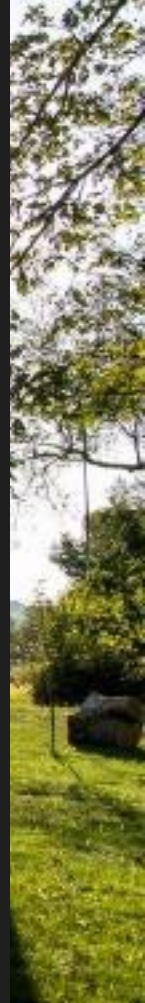
- A hub for research, education and innovation
- Partners include CUTRIC, York University SEI





## 100% RE BY 2050

- First municipality in Ontario to commit to achieving 100% renewable energy
- 100% RE Plan (2016)



# LOW-CARBON TRANSPORTATION

- EV Charging stations
- Municipal green fleet, including Canada's first hybrid ambulance and first CNG snowplow



#smartcitiesCanada





# ACHIEVING ZERO WASTE

- Zero Waste Plan (2016)
- Extending lifespan of current landfill to 2100 from 2043
- Exploring options in waste reduction and recovery technologies



# ACHIEVING ZERO POVERTY

- County Council resolution (Nov 2017)
- Achievable... wellbeing for all... “the right thing to do”

# REGIONAL TRANSPORTATION

- Strategy for Southwestern Ontario
- New Directions (2016)
- Empowering Ontario's Short Line Railways (2017)
- High-performance rail advocacy



# COMMUNITY SUSTAINABILITY PLAN

The Community Sustainability Plan aims to improve quality of life for Oxford's current and future generations and to balance Oxford's collective economic, community, and environmental interests.

- What is sustainability?
- Implementing the plan

[Print version with further details](#)

### Vision

A vibrant, prosperous, and responsible Oxford for all.

### Mission

To achieve community sustainability throughout Oxford.

**Community goals**

**Economy goals**

**Environment goals**



# SMART CITIES CHALLENGE



## QUESTIONS?



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Harmer Drainage Superintendent
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	January 2, 2018
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	January 17, 2018
<b>Report #:</b>	DS-18-01		

### Recommendation:

That Report DS-18-01 be received as information

### Background:

Monthly activities of the Drainage Department December 31, 2017

### Analysis/Discussion

1. Working on drain maintenance and various site meeting to review work required with ratepayers.
2. Working with lawyer on compliance letters.
3. 16 locate for ON 1 Call in December 2017 including 2 emergency and 2 priority locates.
4. Commenting on various planning application.
5. Working with Katie on drain maintenance invoices for 2017
6. Site meeting with Engineer on Hofstetter Road Drain, also test holes in area storm management ponds
7. Hamilton Drain contract award to John Devries Construction and work began on Oct 28<sup>th</sup> 2017. Drain is 99% complete
8. Working on Section 65 Report [assessment split] for Mahon severance
9. Working on Section 65 report [assessment split] for Borzas severance

10. Plattsville Estates Phase 3A, 3B, and 4 petitions to incorporate drains working with Engineer and also meeting with Developer

**Financial Considerations:**

None

**Attachments:**

None

Respectfully submitted by:

\_\_\_\_\_  
Jim Harmer 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>	Rodger Mordue	<b>Date:</b>	January 4, 2018
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	January 17, 2018
<b>Report #:</b>	PW-18-01		

### Recommendation:

That Report PW-18-01 be received as information.

### Road Crew Activities

- See Road Supervisor Activity Report for December.

### Capital

- Hofstetter Road extension – Staff opened the road on December 8<sup>th</sup>. We will have some fine tuning of the ditches in the spring. Staff will also construct turning circles on Township Rd 12 in the spring so Bridge 24 can be closed to vehicle traffic.
- CN Bridge on Gobles Rd. – Staff closed the bridge on December 7<sup>th</sup>. CN's engineering contractor Ellis Engineering strongly recommended it be closed due to structural failures. Reconstruction is scheduled to start in March, demolition may start earlier now that the bridge is closed.
- CN Bridge on Blenheim Rd – Staff met with CN on Dec 6. Blenheim is scheduled for replacement in 2019.
- New tandem truck – Viking has finished building our New Tandem Dump/Sander Truck. It is at Metro Freightliner for its final inspection and is expected to be delivered January 10<sup>th</sup>.

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

- OGRA Conference in Toronto Sunday February 25<sup>th</sup> to Wednesday February 28, 2018 Myself and Councillor Banbury are registered to attend
- Shared Services meeting – At our December 13<sup>th</sup> meeting we met with FTT training specialist to discuss training options for 2018. Next meeting January 10<sup>th</sup>.
- Road Association – Next meeting is March 15<sup>th</sup>. I am on the committee to organize and set up the Joint Assoc. meeting that Oxford will host in April.
- Training – 2 Public works staff members attended a 1 day in class session designed for new Snow plow drivers on December 4<sup>th</sup> and then received a 2 hour in truck training with the instructor on December 7<sup>th</sup>.
- I will be attending a course in Toronto on January 15-19 on General Inspections. It goes over setting up proper construction tenders, dealing with contractors, administration of contract documents, plan reading, pre, during and post inspections.

**Other**

- Attended Staff meeting December 4<sup>th</sup> to review Operating Budgets.
- Attended a meeting with K. Smart Associates regarding the development of Plattsville Estates.
- Attended a meeting with K. Smart Associates regarding the Princeton Drainage works and Street reconstruction.
- Attended our Annual Emergency Program review on December 19<sup>th</sup>.

**Attachments:**

- Road Supervisor Activity Report for December.

Respectfully submitted by:



---

Jim Borton  
Director of Public Works

## **Monthly Activities for December**

### **Daily Activities**

Winter snow event activities  
Ice blading  
Sign installation  
River Rd topsoil  
Closing of Gobles Rd Bridge  
Cold patch potholes  
Winter patrol  
Spot grading various locations  
Hofstetter Rd extension opening  
Pickup road side garbage.  
Trim trees and pickup branches from the road side.  
Maintain regulatory signs.  
Daily, weekly, and monthly road inspections.  
Preventative maintenance on Township Equipment.  
Haul compost and brush to Salford.

### **Future projects**

Various locations - ditching  
River Rd - Finish topsoil, seed and graveling

### **Emergency Calls**

Dec 5<sup>th</sup> Tree down blocking Blandford Rd  
Dec 9<sup>th</sup> Gobles Rd bridge signs down  
Dec 12<sup>th</sup> Tree down Gobles Rd  
Dec 20<sup>th</sup> Wires down Gobles Rd (12:00am)  
Dec 20<sup>th</sup> Pylons needed Gobles Rd (1:19am)  
Dec 20<sup>th</sup> OPP called for Gobles road reopening and roads conditions at the scene (2:00am)  
Dec 20<sup>th</sup> OPP call to notified reopening of Gobles road (11:00am) was actually reopened at 6am

### **General Information**

Despite December coming in gentle it didn't take long for things to turn into a normal winter, winter plow and sanding operations have been ongoing over the past few weeks and throughout the holiday season. Crews have been hard at it keeping road ways clear and safe for the public along with maintaining the equipment in preparation for the next winter system.

## **Residents' Concerns**

Gobles Rd bridge

Potholes Blenheim Rd

Dead deer in creek Oxford Rd 8

Sod damage – various locations



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

<b>To:</b>	Members of Council	<b>From:</b> Trevor Baer
<b>Reviewed By:</b>	Rodger Mordue, CAO/Clerk	<b>Date:</b> Jan 8, 2018
<b>Subject:</b>	Monthly Report – December	<b>Council Meeting Date:</b> Jan 17 2018
<b>Report #:</b>	CS-18-01	

### Recommendation:

That Report CS-18-01 be received as information

### Background:

The following will provide Council with an update regarding the activities of the Community Services Department, for the month of December.

### Analysis/Discussion:

#### Arena

The arena has been operating good to date. The free skates over Christmas Break were a success, they were busy. Ernie Hardeman does a few others in Oxford County, he said the one he sponsored in Blandford Blenheim was the busiest out of all of them. We had 4 free skates over the Christmas break.

#### Staffing

Jake Brenneman has given his 2 week's notice, the Job has been posted internally, it will be closed Friday Jan 12.

#### Canada 150 Projects

##### Richwood Project

The Richwood project is almost complete. The response that we have gotten from the rental groups is, they like the new layout of the hall, it flows well, looks great. There are a few minor changes that we are going to do yet. This project went over really well.

##### Princeton Multi-Purpose Pad

They have started shaping up the land for the pad.

We are having a meeting Jan 12 on site with the contractor to discuss how we can go about doing the rest of the project and timelines.



**Food Bank**

From our last council meeting there was talk of having a food bank area in our township. I have made some calls to Oxford County to see what programs they provide and what they can do to help. Still waiting to hear back about a few different things.

I talked to them about having a spot in the Public libraries to store food that we can distribute to the people of Blandford Blenheim that need help.

I hoping that we can come up with a plan in the next few weeks, if we can't I will be coming up with another plan, maybe using a township facility, or reaching out to some other community groups for there thoughts.

So, this is still in the works, hoping to have more answer in the coming weeks.

**Drop in Center**

Back ground information

Would like establish a partnership agreement between Thames Valley School board, Township of Blandford Blenheim, the Drumbo lions and Plattsville Lions club.

What each group will provide for the drop-in center to work.

Thames Valley School Board- They will provide the facility to run the drop-in center, and products for doing different games each week.

Township of Blandford Blenheim- Will provide a staff member to help run the drop in center, plus set up a monthly program on what is happening at the drop in center

Drumbo Lions- Will provide a lion's member to help run the drop-in center, also will help promote it in the community

Plattsville Lions- Will provide a lion's member to help run the drop-in center, also will help promote it in the community

To start would like to see a drop-in center rotate weekly between the Drumbo school and the Plattsville School. This would be a free place for kids come to participate in reaction games. Which would promote healthy lifestyles for the youth of Blandford Blenheim.

There are also lots of educational programs on healthy living, that we could incorporate in this drop-in center in the future through Oxford County.

What has to be done to achieve these goals

I have started filling out the paper work for the school board, will have another meeting in the next few weeks with the school board.

I have a meeting with the Drumbo Lions club, Jan 24 2018.

I have a meeting with the Plattsville lions club, Jan 18.

I am still working on a proposal for the lion's club to take with me to the meetings.

Overall each group that I would like to see involved in this program, seems to be really excited about having a program like this in the Township of Blandford Blenheim. This program could be the start of a great way for the community to work together, that has a really low impact on budget.

Respectfully submitted by:

---

Trevor Baer



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Rick Richardson – Director of Protective Services
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	January 8 <sup>th</sup> , 2018
<b>Subject:</b>	December Monthly Report	<b>Council Meeting Date:</b>	January 17 <sup>th</sup> , 2018
<b>Report #:</b>	FC-18-01		

### Recommendation:

---

That Report FC-18-01 is received as information.

### Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of December 2017

### Analysis/Discussion:

#### Fire:

- ( 10 ) burning permits were recorded in December
- December 2017 monthly fire calls (attach)

#### Meetings, Courses and Training Attended:

- ✓ Staff, Drumbo & Princeton firefighters attended a PTSD training evening at Drumbo Station on December 11<sup>th</sup> as part of our PTSD training and education requirement. Jenny Botzang a Superintendent of EMS Education and Training from Oxford County EMS provided this excellent training.
- ✓ Staff hosted a Chiefs meeting on Thursday evening on December 14<sup>th</sup> at the Municipal office
- ✓ Staff, Bright & Plattsville firefighters attended a PTSD training evening at Plattsville Station on December 20<sup>th</sup> as part of our PTSD training and education requirement. Ryan Orton a paramedic and trainer with Oxford County EMS provided this training.

**By-Law Enforcement:**

- December by law reports (attach)

**Emergency Plan Coordinator:**

- December 19 staff attended Program Committee meeting in Council chambers

**CEMC Activities:**

- CEMC activities (attach)

Respectfully submitted by:

Rick Richardson  
Director of Protective Services

## December Fire Calls

### Bright

33 4-Dec Oxford Rd 8 CO Alarm  
 34 24-Dec Oxford Rd 22/Twp Rd 13 MVC  
 35 28-Dec John St E Medical Call

### Drumbo

136 3-Dec Twp Rd 8 Medical Call  
 137 6-Dec Powell St Medical Call  
 138 7-Dec Henry St Medical Call  
 139 9-Dec Station St Medical Call  
 140 9-Dec Hwy 401 Km 251 MVC  
 141 9-Dec Hwy 401 Km 254 MVC  
 142 9-Dec Hwy 401 Km 248 MVC  
 143 12-Dec Hwy 401 Km 250 MVC  
 144 12-Dec Hwy 401 Km 248 MVC  
 145 13-Dec Hwy 401 Km 242 MVC  
 146 14-Dec Twp Rd 5 Medical Call  
 147 20-Dec Gobles Rd Hydro Lines (result of MVC)  
 148 26-Dec Hwy 401 Km 250 MVC  
 149 27-Dec Wilmot St S Medical Call  
 150 27-Dec Oxford St E Medical Call  
 151 29-Dec Hwy 401 Km 260 MVC  
 152 30-Dec Hwy 401 Km 262 MVC

### BB Fire Calls as of Dec 31 2017

	Dec 2016	Dec 2017	Difference	
Bright	37	35	-2	-5%
Drumbo	188	152	-36	-19%
Plattsville	91	85	-6	-7%
Princeton	109	106	-3	-3%
EZT	<u>31</u>	<u>28</u>	<u>-3</u>	<u>-10%</u>
	456	406	-50	-11%

### Plattsville

79 2-Dec River Road Medical Call  
 80 4-Dec Oxford Rd 8 CO Alarm (Assist)  
 81 6-Dec Twp Rd 10 Medical Call  
 82 16-Dec Mill St Medical Call  
 83 19-Dec Fennel St Medical Call  
 84 24-Dec Oxford Rd 22 & Twp Rd 13 MVC (Assist)  
 85 26-Dec Oxford Rd 8 Vehicle Fire

### Princeton

98 10-Dec Twp Rd 3 Medical Call  
 99 12-Dec Canning Rd Medical Call  
 100 12-Dec Gobles Rd Wires down  
 101 14-Dec Main St N Medical Call  
 102 15-Dec Dundas St W Medical Call  
 103 18-Dec Church St Medical Call  
 104 19-Dec Canning Rd Smell of burning  
 105 23-Dec Highway 2 MVC  
 106 23-Dec Highway 2 MVC

### EZT

28 10-Dec Twp Rd 4 Medical Call

BY-LAW ISSUES DECEMBER 2017

File Number	New Infractions	Date	Status
2017			
17-035	Animals Running at Large - Dogs	11/21/2017	In Progress
17-001	Animals Running at Large - Dogs	11/24/2017	Re-opened

**Fire Complaints**

File Number	New Infractions	Date	Status

**Special Event Permit Applications**

File Number	Applications	Date	Status

**TOTALS**

	By law: 2
In Progress	Fire: 0
	Assigned: 0
	Special Event Permit Application: 0
Legal Action	By law: 0
	Fire: 0
	Special Event Permit Application: 0
Closed in 2017	By law: 33
	Fire: 5
	Special Event Permit Application: 2

BB By-Law Calls as of Dec 31 2017				
	Dec 2016	Dec 2017	Difference	
By-Law	34	35	1	3%
Fire	5	5	0	0%
SEPA	1	2	1	50%

CEMC-December 2017

Dec 6 2017-Oxford County Program Committee Meeting (Oxford County Building)

- Lynn Beath from Public Health
  - Spoke about the opioid response and getting naloxone out into communities. Oxford County is currently working on a drug strategy plan (12-18 month plan) that entails enforcement, prevention and treatment.
  - The point was brought up that EMS and Police currently carry naloxone and she will look into the fire directive for all Oxford County fire departments to carry it as well.
- Drew Maddison, OFMEM
  - Emergency Management Civil Protection Act
    - Major overhaul of the act is in the process
    - IMS is currently not legislated in Ontario
  - Working on a possible agreement between EM and ICS Canada for training
  - Online Submission Tool
    - 1<sup>st</sup> year for using it
    - Should assist with provincial wide data going forward
  - Alert Ready
    - CEMC's can currently call duty manager and get emergencies broadcast on local TV stations
    - As of April 2018, Alert Ready will be able to broadcast off of cell towers
  - Shift to Emergency Control Group Training
    - Moving away from the 4 hour training to competency training with CEMC's signing off
- Dianne Marshall
  - Spoke about the County's Annual Compliance Report
  - Advised that ice storm awareness will be topic for next month's public education posts

Dec 19 2017-Blandford Blenheim Program Committee Meeting (Council Chambers)

- Attendees: Michelle Van Wyk, Rick Richardson, Rodger Mordue, Jim Borton, Ryan Nechelput, Denise Krug, Jim Harmer, Marion Wearn
- Discussed our Compliance requirements, Emergency Plan, including job descriptions, HIRA, Critical Infrastructure, Reception Centres, public education and any training completed throughout the past year
- Advised of objectives for 2018: updated job descriptions, continue to update HIRA and CI data, overhaul emergency plan and update reception centre

Dec 20 2017

- Submitted 2017 Compliance Report to OFMEM



## TOWNSHIP OF BLANDFORD-BLENHEIM

<b>To:</b>	Members of Council	<b>From:</b>	Sarah Matheson, Deputy Clerk
<b>Reviewed By:</b>	Rodger Mordue, CAO/Clerk	<b>Date:</b>	January 8, 2018
<b>Subject:</b>	Bill 68 – Modernizing Ontario’s Municipal Legislation Act, 2016	<b>Council Meeting Date:</b>	January 17, 2018
<b>Report #:</b>	DC-18-01		

### Recommendation:

That Report DC-18-01 be received as information.

### Background:

Bill 68, *Modernizing Ontario’s Municipal Legislation Act (MOMLA), 2016* received Royal Assent on May 30, 2016. MOMLA amends the *Municipal Act, 2001*, *City of Toronto Act, 2006* and *Municipal Conflict of Interest Act* for three purposes: to enhance municipal accountability and transparency, promote municipal financial sustainability, and to help ensure responsive and flexible government.

### Analysis/Discussion:

For municipalities, the three key Acts impacted by Bill 68 are the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* and the *Municipal Elections Act*. Council will need to adopt policy and procedural changes to implement Bill 68. Some of the most significant amendments to the *Municipal Act, 2001* arising from Bill 68 are with respect to policies, meetings of council and the appointment and powers of Integrity Commissioners.

Details of various provisions are as follows:

#### Phase 1: January 1, 2018

Changes to Council Composition (Effective January 1, 2018) Including temporary replacement of a member of upper tier council. See Report DC-18-02.

New Definition of Meeting (Effective January 1, 2018)

The definition of a meeting is expanded to include:



- 
- “meeting” means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,
    - a. a quorum of members is present, and
    - b. members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council. See Report DC-18-03.

#### Electronic Participation in Council Meetings (Effective January 1, 2018)

Discretionary authority to use electronic methods for meetings but anyone participating electronically cannot participate in a closed meeting item and a meeting must have a quorum present (in person). See Report DC-18-03.

#### New Closed Meeting Exceptions (Effective January 1, 2018)

Increased exceptions to be used to move into closed session meetings, including:

- Information explicitly supplied in confidence by Federal or Provincial Governments;
- Trade secret or scientific, technical, commercial, financial, labour relations information, supplied in confidence, which if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with contractual or other negotiations of a person, group or organization
- Trade secret/scientific, technical, commercial or financial information that belongs to the Municipality or local board and has monetary value or potential monetary value
- Position, plan, procedure, criteria or instruction to be applied to any negotiations carried on, or to be carried, by or on behalf of the municipality or local board. See Report DC-18-03.

#### **Phase 2: March 1, 2019**

##### Policies (Effective March 1, 2019)

Council must adopt policies with respect to:

- The relationship between members of Council and employees of the Township;
- The manner in which the Township will protect and enhance the tree canopy and natural vegetation in the municipality; and
- Pregnancy and parental leaves for members of Council. Further Report to come in late 2018.

##### Codes of Conduct (Effective March 1, 2019)

Codes of conduct for Members of Council and certain local boards will now be mandatory, rather than optional. Further Report to come in late 2018.

##### Integrity Commissioner (IC) (Effective March 1, 2019)

It will become mandatory (vs. optional) to appoint an Integrity Commissioner. Integrity Commissioners will have new powers to conduct inquiries about whether members have contravened the municipal code of conduct and/or the *Municipal Conflict of Interest Act (MCIA)*.

---

The above is not an exhaustive list of all the legislative amendments, but provides an overview of some of the most significant changes. Further Report to come in late 2018.

**Financial Implications:**

None.

**Attachments:**

Respectfully submitted by:

Sarah Matheson  
Deputy Clerk



## TOWNSHIP OF BLANDFORD-BLENHEIM

<b>To:</b>	Members of Council	<b>From:</b>	Sarah Matheson, Deputy Clerk
<b>Reviewed By:</b>	Rodger Mordue, CAO/Clerk	<b>Date:</b>	January 8, 2018
<b>Subject:</b>	Alternate Member of the Upper-Tier Council	<b>Council Meeting Date:</b>	January 17, 2018
<b>Report #:</b>	DC-18-02		

### Recommendation:

That report DC-18-02 be received as information; and,

That any provision for appointing an alternate Township representative on County Council be included in a future update to the Township's procedural by-law.

### Background:

As per Bill 68, *Modernizing Ontario's Municipal Legislation Act (MOMLA)*, 2016, which received Royal Assent on May 30, 2016, Section 268 has been added to the *Municipal Act, 2001* and has come into force and effect on January 1, 2018. Section 268 provides for the appointment of a temporary replacement member of the upper-tier council. The council of a local municipality may appoint one (1) of its member as an alternate member of the upper-tier council to act when a person who is a member of the local and upper-tier councils is unable to attend a meeting of the upper-tier council for any reason. This is an optional provision in which only one (1) alternate member may be appointed.

### Analysis/Discussion:

The Township has the discretion whether or not it wishes to appoint an alternate representative on County Council. Should Council decide to appoint an alternate to the member to the upper-tier Council for the current term the appointment would expire on November 30, 2018. It is suggested that if an appointment is to be made for the remainder of this term that it be the Deputy Mayor.

For the next term of Council there are two options for the appointment of an alternate member to upper tier Council; either one member is appointed the alternate for the full four year term, or there are rotating alternates, similar to the deputy mayor position with the alternate being a different member each year of the four-year term. While some municipalities in Oxford who have an elected Deputy Mayor position have indicated that they favour the full four year

---

appointment others who fill the deputy mayor position similar to Blandford-Blenheim have not decided how they would make the appointment.

Township staff will continue to review and monitor developments, bringing another report to Council addressing the appointment for the next term later in the year.

**Financial Implications:**

None.

**Attachments:**

None.

Respectfully submitted by:

Sarah Matheson  
Deputy Clerk



## TOWNSHIP OF BLANDFORD-BLENHEIM

<b>To:</b>	Members of Council	<b>From:</b>	Sarah Matheson, Deputy Clerk
<b>Reviewed By:</b>	Rodger Mordue, CAO/Clerk	<b>Date:</b>	January 8, 2017
<b>Subject:</b>	Changes to the Procedural By-law per Bill 68 – Modernizing Ontario’s Municipal Legislation Act, 2016	<b>Council Meeting Date:</b>	January 17, 2018
<b>Report #:</b>	DC-18-03		

**Recommendation:**

That report DC-18-03 be received as information; and,

That Council direct staff to update By-law 1858-2014, Procedures By-law.

**Background:**

Bill 68, *Modernizing Ontario’s Municipal Legislation Act (MOMLA), 2016* received Royal Assent on May 30, 2016. MOMLA amends the *Municipal Act, 2001*, *City of Toronto Act, 2006* and *Municipal Conflict of Interest Act* for three purposes: to enhance municipal accountability and transparency, promote municipal financial sustainability, and to help ensure responsive and flexible government.

**Analysis/Discussion:**

Township of Blandford-Blenheim Council will need to adopt updated policy and procedures in order to implement Bill 68. There are significant amendments to the *Municipal Act, 2001* arising from Bill 68 with regard to policies, meetings of Council and the appointment and powers of Integrity Commissioners.

The following amendments are proposed and reflect legislative amendments from Bill 68:

*New Definition of Meeting (Effective January 1, 2018)*

- “meeting” means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,
  - (a) a quorum of members is present, and

---

(b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council

Township Staff are recommending the Procedural By-law be updated to include the above definition in Article 1 – Definitions.

*New Closed Meeting Exceptions (Effective January 1, 2018)*

Increased exceptions to be used to move into closed meetings include:

- Information explicitly supplied in confidence by Federal or Provincial Governments;
- Trade secret or scientific, technical, commercial, financial, labour relations information, supplied in confidence, which if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with contractual or other negotiations of a person, group or organization
- Trade secret/scientific, technical, commercial or financial information that belongs to the Municipality or local board and has monetary value or potential monetary value
- Position, plan, procedure, criteria or instruction to be applied to any negotiations carried on, or to be carried, by or on behalf of the municipality or local board

Township Staff are recommending the Procedural By-law be updated with the following in Section 5.5 Closed Meetings - Conditions:

Meetings of Council or Committees thereof may be closed to the public pursuant to Section 239 (2), (3) and (3.1) of the Municipal Act.

*Electronic Participation in Council Meetings (Effective January 1, 2018)*

The legislation states:

*The applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in the by-law provided that any such member shall not be counted in determining whether or not a quorum of members is present at any point in time. The applicable procedure by-law shall not provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is closed to the public.*

It is important to note that Council does not have to provide this for Council meetings, it is merely an option.

At this time Township staff are not recommending the inclusion of electronic participation in our Procedural By-law. Additional procedures and IT equipment would be required to effectively pursue this option. Township Staff will continue to review this option and report back to Council as required.

*Housekeeping Procedural By-law Amendments*

Section 3.1 – Agenda, shall be amended to remove the following heading:

---

Prayer

Section 3.1 – Agenda, shall be amended to add the following heading:

Reports from Council Members

Section – 5.9 Meetings – General – Quorum, shall be amended to state the following:

When a majority of members has disclosed an interest under the Municipal Conflict of Interest Act, the remaining number of members at that meeting shall be deemed to constitute a quorum, provided such number is not less than two.

**Financial Implications:**

None.

**Attachments:**

None.

Respectfully submitted by:

Sarah Matheson  
Deputy Clerk



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Denise Krug, Director of Finance
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	January 8, 2018
<b>Subject:</b>	Temporary Borrowing	<b>Council Meeting Date:</b>	January 17, 2018
<b>Report #:</b>	TR-18-01		

### Recommendation:

That Report TR-18-01 be received as information.

That Council pass By-law 2048-2018 authorizing the temporary borrowing for the Township of Blandford-Blenheim in 2018 at \$1,000,000.

### Background:

Section 407 of the Municipal act, 2001 requires that a Temporary Borrowing By-Law be adopted annually to provide the municipality with the authority to borrow from time to time such sums as may be necessary to meet current operating expenditures until taxes are collected and other revenues are received.

Section 407 (2) of the Municipal Act, 2001 specifies,

“Except with the approval of the Ontario Municipal Board, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed,

- (a) From January 1 to September 30 in the year, 50 percent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and
- (b) From October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year.”

Section 407 (3) further clarifies that,

“Until the budget is adopted in a year, the limits upon borrowing under subsection (2) shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year.”



This By-Law is presented to Council at the start of each year to authorize the use of the open revolving credit facilities totalling \$1,000,000 offered by the Township's bank, should the need arise. Treasury staff will exhaust all other avenues of funding prior to drawing on the line of credit.

**Analysis/Discussion:**

The temporary borrowing limits for the Township, calculated in accordance with provisions of Section 407, based on the 2017 budgeted revenues are as follows:

2017 Revenue Base	\$8,417,445
Maximum borrowing January 1 <sup>st</sup> to September 30 <sup>th</sup>	\$4,208,722
Maximum borrowing October 1 <sup>st</sup> to December 31 <sup>st</sup>	\$2,104,361

**Financial Considerations:**

The Township would be required to pay interest on any short term borrowing.

At this time, it is not anticipated that we will need to draw on our line of credit.

**Attachments:** None

Respectfully submitted by:

Denise Krug  
Director of Finance/Treasurer

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER **2047-2018**

Being a by-law to establish an Interim Tax Levy for the year 2018.

**WHEREAS**, Section 317 (1) of the Municipal Act S.O. 2001, and amendments thereto, provides that the Council of a local municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes.

**AND WHEREAS**, Section 317 (3) of the Municipal Act S.O. 2001, and amendments thereto, states that the amount levied on a property shall not exceed 50% of the total amount of taxes for municipal and school purposes levied on the property for the previous year.

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

1. That for the year 2018 the interim levy shall be levied, raised and calculated on all real property taxable and liable to pay the same according to the last revised assessment roll in an amount not to exceed **50%** of the total amount of the taxes for municipal and school purposes on the property for the previous year.
2. Local improvement charges for municipal drainage debenture loans, tile drainage debenture loans, and all other debentured amounts shall have one-half ( $\frac{1}{2}$ ) of the total due for the year placed on the interim bill.
3. The said interim tax levy shall be due and payable in two installments to the Township Office, 47 Wilmot Street S., P.O. Box 100, Drumbo ON N0J 1G0 on or before the following dates:

First Installment	February 28, 2018
Second Installment	May 31, 2018

By-law **READ** a **FIRST** and **SECOND** time this 17<sup>th</sup> day of January 2018.

By-Law **READ** a **THIRD** time and **ENACTED** in Open Council this 17th day of January 2018.

---

Marion Wearn, Mayor

---

Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2048-2018**

Being a By-law to authorize the temporary borrowing of money to meet the current expenditures of the Corporation of the Township of Blandford-Blenheim.

WHEREAS in accordance with subsection 407(1) of the *Municipal Act, 2001, S.O. 2001, c. 25* as amended (the "Act"), the Council of the Corporation of the Township of Blandford-Blenheim (the "Municipality") may deem it necessary to borrow from time to time the sum of \$1,000,000 to meet, until taxes are collected, the current expenditures of the Municipality for the year 2018;

AND WHEREAS in accordance with subsection 407 (2) OF THE Act, the total amount borrowed pursuant to this By-law, together with the total of any similar borrowing, is not to exceed:

- a) from January 1 to September 30 in the year, fifty percent (50%) of the total estimated revenues of the municipality as set out in the budget adopted for the year; and,
- b) from October 1 to December 31 in the year, twenty-five percent (25%) of the total estimated revenues of the municipality as set out in the budget adopted for the year.

AND WHEREAS until the budget is adopted in a year, the limits upon borrowing under subsection 407 (2) of the Act, shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year;

AND WHEREAS the total amount previously borrowed by the municipality pursuant to subsection 407 (1) of the ACT THAT HAS NOT BEEN REPAYED IS "nil";

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM HEREBY ENACTS AS FOLLOWS:

1. That the Mayor and the Treasurer are authorized, on behalf of the Municipality, to borrow from time to time, by way of promissory note or bankers' acceptance from the Municipality's financial institution (the "Bank"), a sum or sums not exceeding in the aggregate \$1,000,000.00 to meet, until taxes are collected, the current expenditures of the Municipality for the year, including the amounts required for the purposes mentioned in subsection 407 (1) of the Act and to give on behalf of the Municipality to the bank, promissory notes or bankers' acceptances, as the case may be, sealed with the Corporate seal and signed by the mayor and Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with the Bank.
2. That all sums borrowed pursuant to the authority of this by-law, as well as all other sums borrowed this year and in previous years from the bank for any or all of the purposes in the Act, shall, with interest thereon, be a charge upon the whole of the revenues of the Municipality for the current year and for all preceding years as and when such revenues are received.
3. That the Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the monies collected or received on account in respect of taxes levied for the current year and preceding years or from any other sources which may lawfully be applied for such purpose.

4. That the Treasurer is authorized to furnish to the bank a statement showing the nature and amount of the estimated revenues of the Municipality not yet collected and also showing the total of any amounts borrowed under Section 407 of the Act that have not been repaid.
5. That this By-law shall come into full force and effect on the date of final passage hereof at which time all By-laws that are inconsistent with the provisions of this By-law and the same are hereby repealed insofar as it is necessary to give effect to the provisions of this By-law.

By-law **READ** a **FIRST** and **SECOND** time this 17th day of January, 2018.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 17th day of January, 2018

---

Mayor Wearn, Mayor

---

Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2049-2018

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 January 17, 2018 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 CAO / 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 January, 2018.

By-law read a third time and finally passed this 17<sup>th</sup> day of January, 2018.

---

MAYOR  
MARION WEARN

---

CAO / CLERK  
RODGER MORDUE

# Fentanyl Presentation

**January 24, 2018**

**7:30 p.m.**

**25 Main Street, South, Princeton**

**519-458-4416**

Detective Constable Chris Auger, from the  
OPP discusses the Fentanyl abuse  
challenges faced by our local communities.

Sponsored by:

Princeton and District Museum / Library  
Blandford Blenheim Twp. - Police Service Board  
OPP, Drug Enforcement Unit



**Everyone  
Welcome!**

