

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

***AMENDED***

Wednesday May 2, 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. [April 18, 2018 Meeting of Council](#)
6. **Business Arising from the Minutes**
7. **Delegations/Presentations**
  - a. [Don McKay Re: Rural Oxford Economic Development Corporation Proposal](#)

Recommendation:

That the five (5) Partners of the Rural Oxford Economic Development Corporation (ROEDC) investigate with Oxford County the possibility of creating a County of Oxford Economic Development position/board funded by special area rate assessment and report to the County through Corporate Services or Community Planning;

AND FURTHER that the ROEDC Board (or personnel committee) explore with the current ROEDC staff the practicality and possibility of having the staff position become a 'County employee" under the supervision of the County, but under the direction of the Board of Directors of the ROEDC;

AND FURTHER that the ROEDC Board and member municipalities explore this possibility and report to the five municipal members by May 25, 2018.

***b. Brian Donlevy Re: 2018 Relay for Life***

8. **Correspondence**

a. **General**

None.

**b. Specific**

None.

**9. Staff Reports**

**a. Jim Harmer, Drainage Superintendent**

i. [DS-18-06, Monthly Report](#)

Recommendation:

That Report DS-18-06 be received as information.

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

i. [PW-18-12, Monthly Report](#)

Recommendation:

That report PW-18-12 be received as information.

ii. [PW-18-13, 2018 Surface Treatment Tender Results](#)

Recommendation:

That Report PW-18-13 be received for information;

And further that Council accept the Surface Treatment tender submitted by NorJohn Contracting, Niagara Falls, ON surface treatment with stress absorbing material (FibreMat) at a total contract cost of \$360,584.40 plus HST.

**c. Community Services Department**

i. [CS-18-04, Monthly Report](#)

Recommendation:

That Report CS-18-04 be received as information.

**d. Rodger Mordue, Chief Administrative Officer/Clerk**

i. [CAO-18-07, Municipal Act – Lame Duck Provisions](#)

Recommendation:

That Report CAO-18-07 be received; and,

That staff be directed to prepare a by-law to delegate authority to staff for certain acts during a “Lame Duck” period of Council.

ii. [CAO-18-08, Flood Damage Financial Assistance](#)

Recommendation:

That Report CAO-18-08 be received; and,

WHEREAS the Township of Blandford-Blenheim experienced a flooding incident on February 22, 2018 and has experienced incremental operating and capital costs, the Council of the Corporation of the Township of Blandford-Blenheim hereby requests the Minister of Municipal Affairs and Housing to activate the Municipal Disaster Recovery Assistance program.

Further that Denise Krug, Director of Finance/Treasurer is given delegated authority to verify and attest to the accuracy of the claim.

**10. Reports from Council Members**

**11. Unfinished Business**

**12. Motions and Notices of Motion**

**13. New Business**

**14. Closed Session**

**15. By-laws**

a. [2068-2018](#)

Being a By-law to delegate authority to staff for certain acts during a “lame duck” period; and,

b. [2069-2018](#)

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

**16. Other**

**17. Adjournment and Next Meeting**

Wednesday, May 16, 2018 at 4:00 p.m. in Council Chambers.

## MINUTES

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

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

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

Other: Smith, Oxford County Planner

Regrets: Councillor Cowan.

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 April 18, 2018 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 April 4, 2018 Meeting of Council be adopted, as printed and circulated.

.Carried

### 6. Business Arising from the Minutes

None.

## 7. Delegations

None.

## 8. Presentations

None.

## 9. Public Meeting

### a. Public Meeting Under the Planning Act

#### RESOLUTION #3

Moved by – Councillor Peterson  
Seconded by – Councillor Balzer

Be it hereby resolved that council rise and go into a Public Meeting under the Planning Act to consider applications for zone change ZN 1-18-03, Steven & Debbie Reichert and that Mayor Wearn Chair the Public Meeting.

.Carried

#### i. Application for Zone Change, ZN 1-18-03, Steven & Debbie Reichert

The Planner presented the report and recommended approval. Applicant, Debbie Reichert was present. There were no questions or comments raised from the public.

#### RESOLUTION #4

Moved by – Councillor Peterson  
Seconded by – Councillor Balzer

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

.Carried

#### RESOLUTION #5

Moved by – Councillor Peterson  
Seconded by – Councillor Balzer

Be it hereby resolved that Council approve the zone change application submitted by Steven & Debbie Reichert, whereby the lands described as Part Lot 7, Concession 8 (Blenheim), Township of Blandford-Blenheim are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-G6)' to permit a garden suite with an increased ground floor area of 140 m<sup>2</sup> (1,507 ft<sup>2</sup>) for a period of ten years.

.Carried

## 10. Committee of Adjustment

### RESOLUTION #6

Moved by – Councillor Peterson  
Seconded by – Councillor Balzer

Be it hereby resolved that Council move into Committee of Adjustment at 4:08 p.m.

.Carried

Minutes of the Committee Adjustment Meeting can be found in the April 18, 2018 Meeting Minutes of the Committee of Adjustment.

### RESOLUTION #9

Moved by – Councillor Peterson  
Seconded by – Councillor Balzer

Be it hereby resolved that Council move out of the Committee of Adjustment at 4:13 p.m.

.Carried

## 11. Correspondence

### a. General

- i. County of Oxford – Amended Blue Box Program Plan
- ii. County of Oxford - #CycleON: Action Plan 2.0

### RESOLUTION #10

Moved by – Councillor Balzer  
Seconded by – Councillor Peterson

Be it hereby resolved that the general correspondence be received.

.Carried

### b. Specific

None.

## 12. Staff Reports

- a. Rick Richardson, Director of Protective Services

i. FC-18-09, Monthly Report

**RESOLUTION #11**

Moved by – Councillor Balzer  
Seconded by – Councillor Peterson

Be it hereby resolved that Report FC-18-09 be received as information.

.Carried

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

i. CBO-18-07, Monthly Report

**RESOLUTION #12**

Moved by – Councillor Balzer  
Seconded by – Councillor Peterson

Be it hereby resolved that Report CBO-18-07 be received.

.Carried

**c. Jim Harmer, Drainage Superintendent**

i. DS-18-05, Section 65 of the Drainage Act Agreement

**RESOLUTION #13**

Moved by – Councillor Balzer  
Seconded by – Councillor Peterson

Be it hereby resolved that Report DS-18-06 be received;

And further that council accept the agreement of the owner for the following drain as attached to report DS 18-05:

1. Bright Hewitt Drainage Works (1995) By-law 1049-95
2. Horner Creek Drain 1998 By-law 1233-98

.Carried

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

i. TR-18-10, Elimination of the 1/3 Tax Free Exemption for Municipal Officers

**RESOLUTION #14**

Moved by – Councillor Balzer  
Seconded by – Councillor Peterson

Be it hereby resolved that Report TR-18-10 be received for information.

.Carried

- ii. TR-18-11, Use of Working Capital Reserve for Bridge 51

#### **RESOLUTION #15**

Moved by – Councillor Balzer  
Seconded by – Councillor Peterson

Be it hereby resolved that Report TR-18-11 be received for information;

And further that Council direct staff to fund the difference between the total project cost for replacement of Bridge 51 and the capital budget amount approved, approximately \$105,000 from the Working Capital Reserve.

.Carried

#### **e. Sarah Matheson, Deputy Clerk**

- i. DC-18-04, Use of Corporate Resources During an Election Policy

#### **RESOLUTION #16**

Moved by – Councillor Balzer  
Seconded by – Councillor Peterson

Be it hereby resolved that Report DC-18-04 be received as information; and,

That Council adopt the Use of Corporate Resources During an Election Policy, commencing for the 2018 election.

.Carried

### **13. Reports from Council Members**

Councillor Peterson stated that the Lion's Club Elimination Draw is on Saturday April 28<sup>th</sup>, 2018 and that he has tickets available for \$30.00 with all proceeds going to the Splash Pad. Councillor Banbury shared information regarding City of Toronto Waste Management Director, Jim MacKay, former resident of Oxford County, and the increasing costs of waste management.

### **14. Unfinished Business**



None.

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

None.

## **16. New Business**

None.

## **17. Closed Session**

- a. A proposed to pending acquisition or disposition of land by the municipality or local board – 5183 Trussler Road

### **RESOLUTION #17**

Moved by – Councillor Banbury  
Seconded by – Councillor Peterson

Be it hereby resolved that Council moves into Closed Session under the authority of Section 239 of the Municipal Act at 4:47 p.m. to discuss a proposed or pending acquisition or disposition of land by the municipality or local board – 5183 Trussler Road.

.Carried

### **RESOLUTION #18**

Moved by – Councillor Banbury  
Seconded by – Councillor Balzer

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 5:00 p.m.

.Carried

## **18. By-laws**

### **RESOLUTION #18**

Moved by – Councillor Banbury  
Seconded by – Councillor Balzer

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

- 2064-2018, Being a By-law to appoint an auditor to conduct the municipal audit;
- 2065-2018, Being a By-law to amend Zoning By-law Number 1360-2002, as amended (Reichert);

- 2066-2018, Being a By-law to amend Zoning By-law Number 1360-2002, as amended (Brodie); and,
- 2067-2018, Being a By-law to confirm the proceedings of Council.

.Carried

**RESOLUTION #19**

Moved by – Councillor Banbury  
Seconded by – Councillor Balzer

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

- 2064-2018, Being a By-law to appoint an auditor to conduct the municipal audit;
- 2065-2018, Being a By-law to amend Zoning By-law Number 1360-2002, as amended (Reichert);
- 2066-2018, Being a By-law to amend Zoning By-law Number 1360-2002, as amended (Brodie); and,
- 2067-2018, Being a By-law to confirm the proceedings of Council.

.Carried

**19. Other Business**

None.

**20. Adjournment and Next Meeting**

**RESOLUTION #20**

Moved by – Councillor Banbury  
Seconded by – Councillor Peterson

Whereas business before Council has been completed at 5:08 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday, May 2, 2018 at 4:00 p.m. in Council Chambers.

.Carried

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Marion Wearn, Mayor  
Township of Blandford-Blenheim

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Rodger Mordue CAO / Clerk  
Township of Blandford-Blenheim

## Rural Oxford Economic Development (ROEDC) Proposal

### **Recommendation**

RESOLVED that the five (5) Partners of the Rural Oxford Economic Development Corporation (ROEDC) investigate with Oxford County the possibility of creating a County of Oxford Economic Development position/board funded by special area rate assessment and report to the County through Corporate Services or Community Planning;

AND FURTHER that the ROEDC Board (or personnel committee) explore with the current ROEDC staff the practicality and possibility of having the staff position become a 'County employee' under the supervision of the County, but under the direction of the Board of Directors of the ROEDC;

AND FURTHER that the ROEDC Board and member municipalities explore this possibility and report to the five municipal members by May 25, 2018.

### **Purpose:**

This proposal examines an alternative funding and administrative model for the ROEDC.

### **Background:**

In 2014 the Townships of Norwich, East-Zorra Tavistock, Zorra and South-West Oxford created the ROEDC. Blandford-Blenheim joined shortly after in 2015). From the outset the intention was for the ROEDC to cooperatively support rural economic development within all of rural Oxford. The rural municipalities differed slightly on their individual goals and aspirations for this project, but fundamentally agreed on the objective of encouraging positive growth within and across the rural municipalities. The ROEDC was to be governed by two representatives from each of the member municipalities. Municipalities were free to choose whom they wanted to represent their interests on this board and thus some chose elected municipal council members, some chose business members or a combination of both.

In the beginning it was agreed that each municipal member would contribute equally to the funding regardless of their size or tax base to get this program up and running so that the merits of having economic development expertise available to the rural municipalities could be properly determined.

South-West Oxford Council forwarded a letter to the ROEDC on February 7, 2018 which requested the ROEDC consider exploring the possibility of the Board being funded through the County levy with the existing structure of the Board being maintained (operating similar to the County Library Board).

## ROEDC Proposal

The ROEDC discussed this at the meeting held on Friday, March 23, 2018 directing that South-West Oxford move forward in presenting this proposal to the individual member municipalities for consideration.

### **Discussion**

One of the challenges for the ROEDC in retaining excellent staff is stable funding. Currently at any time any member, because of local budget pressures, can decide to discontinue their participation. Each year as each council wrestles with the fiscal pressures, the question of supporting the ROEDC becomes a question for debate. If the ROEDC was to become “county funded” then the ROEDC budget would become part of the county budget and assessed through an area rating. While this would change the cost sharing model slightly, it would also reflect the tax base each lower tier has to draw from and create a truly fair funding formula.

Similar to the Oxford County Library Board, the ROEDC Board would set their budget and forward that to the county for integration with the county budget. The ROEDC board could have County Council representation by appointing elected county member(s) to the board. The current ability for board appointments by the member municipalities should remain in place. The Board would continue to provide direction to staff and approve programs/projects to be undertaken or provided.

If the ROEDC was to become a County Board, then it is possible that the staff could become a county staff position. This possibility would need to be explored by the ROEDC Board with both current staff and the county. Discussions with the County would include the appropriate department to provide “supervisory” services. In addition, county staff could provide back office support through accounting, payroll, IT, communication, HR services as (if) needed with the cost of this to form part of the ROEDC budget.

Financial support for the ROEDC is currently provided by Norwich Township with administrative support being provided by East-Zorra Tavistock. Now that an appropriate trial period has concluded these functions could be centralized; along with creating a more stable funding and employment situation and the ability to utilize county expertise.

There are several other benefits to creating a County Economic Development Entity. In our current situation as a “rural” group, there may be a perception that there is limited opportunity for urban members to become part of a larger Economic Development effort. While there seems to be little to no interest at present, time may change that situation. There is a recognition of the importance of cooperating with all of our neighbouring municipalities.

Being a “county” entity could open the door to leverage collaboration with other county opportunities such as Employment services, CFO, Oxford Connections etc. The county has demonstrated their willingness to invest in Economic Development even though it is understood to be a lower tier service. There may be other opportunities that being a “county” service could provide.

## ROEDC Proposal

In looking at the possibility of moving this to a county service, we believe there are a number of decisions that need to be made.

- 1) Is the county willing and able to take this on? We have had preliminary discussions and there seems to be a receptive response.
- 2) Are the other four (4) ROEDC members willing to move this initiative to a county/area rated funded operation? South-West Oxford supports this because of the potential advantages for a more stable and sustainable operation.
- 3) Is the ROEDC staff person interested in being a County staff or would this position remain a contract position?
- 4) Is the ROEDC board comfortable in giving budget approval to County Council instead of the 5 rural councils? The ROEDC board would approve the budget for consideration by the County.

The ROEDC is charged with the responsibility for the operation of the corporation. It is time to examine creating a stable and sustainable economic development program for all of us for today and into the future. In keeping with this we are looking for your support of the recommendation contained in this proposal.

Attachment: Letter from South-West Oxford to ROEDC



R. R. # 1, Mount Elgin, ON N0J 1N0  
312915 Dereham Line  
Phone: (519) 877-2702; (519) 485-0477;  
Fax: (519) 485-2932

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February 13, 2018

Jeff Carswell  
Chief Administrative Officer  
Township of East Zorra-Tavistock  
90 Loveys Street  
Box 100  
Hickson, ON N0J 1L0

Dear Mr. Carswell:

**Re: Rural Oxford Economic Development Corporation Board Funding**

At the regular meeting held on February 6, 2018 South-West Oxford Council discussed the possibility of moving the levy for the Rural Oxford Economic Development Corporation Board to the Upper Tier as part of the County Budget duly moving and carrying the following resolution:

RESOLVED that the Council of the Township of South-West Oxford direct staff to send a letter to Rural Oxford Economic Development Corporation to request that consideration be given to exploring the possibility of the Board being funded through the County levy with the existing structure of the Board being maintained (operating similar to the County Library Board).

It would be appreciated if this matter could be placed on the next ROEDC agenda for discussion

Thank you.

Yours truly,

A handwritten signature in black ink, appearing to read "Julie Forth", is written over the typed name.

Julie Forth, Clerk  
Township of South-West Oxford

cc: Bernia Wheaton, Economic Development Officer



## 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>                 | April 25, 2018                     |
| <b>Subject:</b>     | Monthly Report     | <b>Council Meeting Date:</b> | May 2, 2018                        |
| <b>Report #:</b>    | DS-18-06           |                              |                                    |

### Recommendation:

That Report DS-18-06 be received as information

### Background:

Monthly activities of the Drainage Department April 25, 2018

### 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. 28 locates for ON 1 Call in April 2018 including 6 emergency and 0 priority locates.
4. Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site
5. Commenting on various planning application.
6. Working with Katie on drain maintenance invoices for 2017.
7. Grant application submitted to OMAFRA for 2017 maintenance projects.
8. Site meeting with Engineer on Hofstetter Road Drain.
9. Working on Section 65 Reports.
10. Plattsville Estates Phase 3A, 3B, and 4 petitions to incorporate drains working with Engineer on final report. We need revised plan to complete report.

11. Plattsville townhouse development [part of Plattsville Estate Phase 4] site agreement and revised drainage plan.
12. South Princeton Drain site meeting with Engineer and ratepayer to review outlet at Main St. and Hwy 2.

**Financial Considerations:**

None

**Attachments:**

None

Respectfully submitted by:

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Jim Harmer Drainage Superintendent





## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

|                     |                    |                              |  |
|---------------------|--------------------|------------------------------|--|
| <b>To:</b>          | Members of Council | <b>From:</b>                 | Jim Borton<br>Director of Public Works |
| <b>Reviewed By:</b> | Rodger Mordue      | <b>Date:</b>                 | April 25, 2018                         |
| <b>Subject:</b>     | Monthly Report     | <b>Council Meeting Date:</b> | May 2, 2018                            |
| <b>Report #:</b>    | PW-18-12           |                              |  |

### Recommendation:

That Report PW-18-12 be received as information.

### Road Crew Activities

- See Road Supervisor Activity Report for April.

### Capital

- CN Bridge on Gobles Rd. – Still do not have a start date. I have been leaving messages for both the Manager of Design & Construction and the Manager of Design & Construction Eastern Region.
- Spring gravel & Dust control is expected to start May 14<sup>th</sup>.
- Township Road 12 Bridge 20 – EA study is complete and sent out to the necessary parties for comment. The province officially made the announcement regarding OCIF top up funding on March 12<sup>th</sup>. The next step is to complete the drawings and prepare the Tender.
- Hofstetter Road extension – Staff will have some fine tuning of the ditches in the spring. Staff will also construct turning circles on Township Rd 12 in the spring/summer so Bridge 25 can be closed to vehicle traffic.

### 2017/2018 Winter Summary and Comparison to 2016/2017

|                           | <u>2017/2018</u> | <u>2016/2017</u> | <u>Difference</u> |
|---------------------------|------------------|------------------|-------------------|
| • Wages:                  | \$78,276.58      | \$54,759.61      | \$23,516.97       |
| • Contractor Snow Removal | \$8,197.96       | \$5,345.21       | \$2,852.75        |
| • Salt and Sand           | \$105,360.28     | \$80,155.55      | \$25,204.73       |

As we are all aware this winter was the worst and longest we have had in a number of years. Naturally our numbers show that we were out more and used more material. The Township Public Works crew did a good job in keeping our roads and sidewalks maintained to the Provincial and Township By-Law standards.

### **Flooding February 19-22 2018**

- The Tender for repairs to Bridge #39 (Silver Bridge) is out. We have in the Tender for completion of work to be no later than June 15.
- We have started to do the cleanup of ditches and add gravel to the roads. My goal is to have all the work completed by the end of May. The deadline to submit is June 20.

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

- Shared Services meeting – Our April meeting was held in Blandford-Blenheim, the main topic was the training needed for employees.
- Road Association – The Joint Association meeting was held on April 20<sup>th</sup>. It was a well attended event, we had 108 people. There was 11 suppliers on display and talks about Marijuana in the work place and a OPP talk regarding accident Investigation.
- Training – Township staff have received training in Pre-Trip inspection, Load Securement, Book 7 Traffic control, Chain saw refresher and updated there First Aid.

### **Other**

- Attended a meeting with Jim Harmer and KSmart Engineer regarding the flood spill way in Princeton.
- Met with Gabe from City Wide and Denise regarding Asset Management.
- Met with Jeff Molenhuis, Director of Public Works for Wilmot Township regarding flood damage to Oxford-Waterloo Rd. and Bridge 3.
- Rodger and I met with Ian MacNeil from Canada Post and discussed how we wanted to see the new mail boxes laid out.
- Met with Permanent Paving to go over our paving projects for 2018. Permanent Paving has the Asphalt paving contract. It was a 2 year, 2017 & 2018.
- Interviews were conducted and we have hired our 2 summer students. They will start May 7<sup>th</sup>.
- Dennis Boulton participated in the annual Safety Truck Roadeo on April 26.

### **Attachments:**

- Road Supervisor Activity Report for April.

Respectfully submitted by:



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Jim Borton  
Director of Public Works

## **Monthly Activities for April**

### **Daily Activities**

Winter operations – Freezing rain storm  
Tree and branch clean up – Freezing rain storm  
Roadside Boom mowing to increase visibility  
Grading of gravel roads  
Ice blading  
Cold patch potholes  
Tree trimming for sightlines and sign visibility  
Winter patrol  
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.  
Employee training seminars

### **Emergency Calls**

OPP - Various trees across roads April 15 2018

### **General Information**

As we all were hoping that winter was over! Mother Nature once again showed us she is boss in the form a freezing rain, sleet/snow storm. Leaving behind a small path of destruction with slippery roads, soggy back roads and numerous limbs on the roadways along with some large trees down. Crews worked endless hour again over the weekend to keep roads safe for the motoring public and are still currently cleaning up the debris left behind. Graders are out trying to clean up and smooth out the gravel roads.

### **Residents' Concerns**

Rough/Potholed gravel roads – various



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

|                     |  |                                  |  |
|---------------------|--|----------------------------------|--|
| <b>To:</b>          | Members of Council                       | <b>From:</b>                     | Jim Borton<br>Director of Public Works |
| <b>Reviewed By:</b> | Rodger Mordue                            | <b>Date:</b>                     | April 25, 2018                         |
| <b>Subject:</b>     | 2018 Surface Treatment<br>Tender Results | <b>Council<br/>Meeting Date:</b> | May 2, 2018                            |
| <b>Report #:</b>    | PW-18-13                                 |                                  |  |

### Recommendation:

That Report PW-18-13 be received for information;

And further that Council accept the Surface Treatment tender submitted by NorJohn Contracting, Niagara Falls, ON surface treatment with stress absorbing material (FibreMat) at a total contract cost of \$360,584.40 plus HST;

### Background:

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

The Tender was sent out to 3 known and qualified contractors, it was also posted on our web site. Two bids were returned with the one from Norjohn Contracting, Niagara Falls, ON being the lowest.

### Analysis/Discussion:

Surface treatment came in at a unit price of \$4.63/m<sup>2</sup>. This represents a 1.98% increase from 2017, but under the estimated budget unit price.

Roads being resurfaced:

Washington Rd. (Oxford Rd 8/Oxford-Waterloo) 22,400 m<sup>2</sup>  
 Township Rd. 5 (Blenheim/Brant-Oxford) 26,300 m<sup>2</sup>  
 Township Rd 13 (Oxford Rd 22/Plattsville) 26,500 m<sup>2</sup>  
 Township Rd 12 (Trussler/Bridge 20) 2,680 m<sup>2</sup>

Total: 77,880 m<sup>2</sup> X 4.63 m<sup>2</sup> = \$360,584.40

**Financial Considerations:**

Budget is \$370,000.00 from Road Construction Reserve

Total net cost of tender is \$366,930.68.

Under budget by \$3,069.32

**Attachments:**

Summary of Tender Prices Submitted

Respectfully submitted by:

A handwritten signature in blue ink, appearing to be 'Jim Borton', written in a cursive style.

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Jim Borton  
Director of Public Works

SUMMARY OF TENDER PRICES  
 UNOFFICIAL AND SUBJECT TO REVIEW  
 PROJECT: PW-18-01 2018 SURFACE TREATMENT TENDER (Various Types)  
 Closing: Wednesday April 25, 2018 13:00 hrs

| Bidders |   | Tender Requirement                             |                  |          |                |                   |                            | Summary of Cost |                     |
|---------|---|--|------------------|----------|----------------|-------------------|----------------------------|-----------------|---------------------|
|         |   | Form of Tender Completed,<br>Signed and Sealed | Privilege Clause | Addendum | Tender Deposit | Agreement to Bond | WSIB Clearance Certificate |                 |                     |
| 1       | Cornell Construction Ltd Brantford<br>ON                      |  |                  |          |                |                   |                            |                 |                     |
|         |   |  |                  |          |                |                   |                            |                 |                     |
|         |   |  |                  |          |                |                   |                            |                 |                     |
| 2       | MSO Construction Ltd<br>Markham ON                            | X  | X                | X        | X              | X                 |                            | \$6.15 m2       | <u>\$478,962.00</u> |
|         |   |  |                  |          |                |                   |                            | With HST        | \$541,227.06        |
|         |   |  |                  |          |                |                   |                            | Net             | \$487,391.73        |
| 3       | NorJohn Contracting &<br>Construction Ltd<br>Niagara Falls ON | X  | X                | X        | X              | X                 | X                          | \$4.63 m2       | <u>\$360,584.40</u> |
|         |   |  |                  |          |                |                   |                            | With HST        | \$407,460.37        |
|         |   |  |                  |          |                |                   |                            | Net             | \$366,930.68        |

Present at Opening

Jim Borton

Jim Harmer



## 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>                 | April 25, 2018 |
| <b>Subject:</b>     | Monthly Report – April   | <b>Council Meeting Date:</b> | May 2 2018     |
| <b>Report #:</b>    | CS-18-04                 |                              |                |

### Recommendation:

That Report CS-18-04 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 February.

### Analysis/Discussion

#### Arena

Ice shut down went well, there are a few minor things to repair this summer in the compressor room.

We had a lacrosse tournament in the arena April 21. This was a first for us it went over well. Would like to see the arena floor used for more recreation activities in the off season.

#### Splash Pad

Time lines for splash pad

April 9 2018-We had a mandatory onsite meeting with companies that will be putting tenders together.

April 27 2018-All tenders are due back to the township from the 3 companies that came to the meeting.

Once tenders come in we are going to sending off to K Smart engineering to review all pumps sizes, low flow devices, etc.

May 10<sup>th</sup>- Will be having a meeting with the splash pad committee to discuss and review the tenders, and report from K Smart.

The Committee should be in a position to make a recommendation to Council for consideration at the May 16, 2018 meeting.

**Princeton Multi-Purpose Pad**

Time lines on this project moving forward:

1. Pour floor of this project May 1 2018 (if weather allows)
3. Landscape week of May 7 2018

This project got pushed back a bit because of the weather.

**Drop In Center**

Since we have started the Drop-in center there has been an average of 29 kids per week attend. The turnout has been great so far. What we are providing is a few different games to play, and also have some craft actives on the stage at each location.

We are looking at getting the police involved and EMS workers to come play with the kids for 20 mins. Also looking at getting Oxford county health involved to promote healthy living.

**Parks**

I have applied to Ayr Farmers mutual for there Tree program they are offering local communities. We have been granted 4 Oak trees, one for each Park. We will be planting one tree in each park, trees arrive after May 10 2018. This program was put in place by them in celebration of their 125<sup>th</sup> anniversary.

Have also applied to another tree program from Communities in Bloom program. The date to apply was April 25 2018. We will know more in the next coming weeks.

I have a few more meeting with a few more Baseball teams about our diamonds. looking at start date of May 5 for our diamonds for our first rental group for the Princeton, Plattsville and Bright Diamonds as Drumbo seems to be more of a wet area we are looking at starting a week later at that location. Staff will be working hard to try and get everything ready, start dates will still all depend on weather.

Respectfully submitted by:

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Trevor Baer





## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

|                     |  |                                  |                          |
|---------------------|--|----------------------------------|--------------------------|
| <b>To:</b>          | Members of Council   | <b>From:</b>                     | Rodger Mordue, CAO/Clerk |
| <b>Reviewed By:</b> | Denise Krug, Director of<br>Finance/Treasurer<br>Sarah Matheson, Deputy<br>Clerk | <b>Date:</b>                     | April 24, 2018           |
| <b>Subject:</b>     | Municipal Act – Lame Duck<br>Provisions  | <b>Council<br/>Meeting Date:</b> | May 2, 2018              |
| <b>Report #:</b>    | CAO-18-07  |                                  |                          |

### Recommendation:

That report CAO-18-07 be received; and,

That staff be directed to prepare a by-law to delegate authority to staff for certain acts during a “Lame Duck” period of Council.

### Background:

Changes to the Municipal Elections Act through Bill 181 (the Municipal Elections Modernization Act, 2016) may impact the municipality as it relates to lame duck periods due to the change in the nomination date for candidates in the 2018 election. Effective May 1<sup>st</sup> the municipality is able to receive nominations and the nomination deadline date (Nomination Day) is now July 27, 2018. Previously this deadline date was in early September. This amendment means that Council has the potential to be in a “Lame Duck” position longer than in previous elections.

### Analysis/Discussion:

Section 275 of the Municipal Act (see attachment) sets out the restricted acts that a Council shall not take after Nomination Day (July 27, 2018) and / or after Voting Day (October 22, 2018) if the Council is in a lame duck position.

A municipal Council can be in a lame duck situation if it is determined that less than three-quarters of the existing Council members will not be returning to office. A Lame Duck position can occur twice during the municipal election process. In Blandford-Blenheim’s case this would be:

- 
1. Between July 27<sup>th</sup> and October 22<sup>nd</sup> if it can be determined that less than 4 of the 5 existing members will be returning to the next Council.
  2. Between October 22<sup>nd</sup> and November 30<sup>th</sup> if the election results determine that less than 4 of the 5 members will be returning to the next Council.

If a Council is in a lame duck position the following actions cannot be taken:

- a. The appointment or removal from office of any officer of the municipality;
- b. The hiring or dismissal of any employee of the municipality;
- c. The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal\*; and
- d. Making any expenditure or incurring any other liability which exceeds \$50,000\*.

**\*Exceptions** – The Act provides in Section 275 (4) that clauses c & d above do not apply if the disposition or liability was included in the most recent budget adopted by the Council before nomination day in the election.

**Emergencies** – The Act provides in Section 275 (4.1) that nothing in this section prevents a municipality taking any action in the event of an emergency.

**Delegation of Authority** – Section 275 (6) provides that the authority of a municipality can be delegated to a person or body prior to Nomination Day for the election of the new Council.

In summary, the 2018 Municipal Election could have a longer “Lame Duck” period than in the past. The Lame Duck period could be in excess of four months so it would be prudent to consider delegating authority under Section 275 (6) to staff to ensure that the affairs of the Corporation are attended to during this period.

It is recommended that a by-law be presented to Council delegating authority to specific members of staff from July 27, 2018 to December 5, 2018 for the following actions until the new Council is sworn in:

- a. The Chief Administrative Officer / Clerk and the Director of Finance / Treasurer be delegated authority as the financial signing authorities for expenditures outside the current budget exceeding \$50,000;
- b. The Chief Administrative Officer / Clerk and the Director of Finance / Treasurer be delegated the authority to execute an agreement of Purchase and Sale pertaining to the disposition of any personal or real property of the municipality which has a value exceeding \$50,000 at the time of disposal;
- c. The Chief Administrative Officer / Clerk be delegated the authority to hire or remove any officer from / to employment with the Township of Blandford-Blenheim.

The Chief Administrative Officer / Clerk will report to Council if the delegation of authority is exercised under the proposed by-law.

**Financial Considerations:**

N/A

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**Attachments:**

- Excerpt from the *Municipal Act, 2001*

Respectfully submitted by:

Rodger Mordue  
CAO/Clerk

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Excerpt from the *Municipal Act, 2001*:

## RESTRICTED ACTS AFTER NOMINATION DAY

### Restricted acts

**275** (1) The council of a local municipality shall not take any action described in subsection (3) after the first day during the election for a new council on which it can be determined that one of the following applies to the new council that will take office following the election:

1. If the new council will have the same number of members as the outgoing council, the new council will include less than three-quarters of the members of the outgoing council.
2. If the new council will have more members than the outgoing council, the new council will include less than three-quarters of the members of the outgoing council or, if the new council will include at least three-quarters of the members of the outgoing council, three-quarters of the members of the outgoing council will not constitute, at a minimum, a majority of the members of the new council.
3. If the new council will have fewer members than the outgoing council, less than three-quarters of the members of the new council will have been members of the outgoing council or, if at least three-quarters of the members of the new council will have been members of the outgoing council, three-quarters of the members of the new council will not constitute, at a minimum, a majority of the members of the outgoing council.

### Basis for determination

- (2) If a determination under subsection (1) is made,
- (a) after nomination day but before voting day, the determination shall be based on the nominations to the new council that have been certified and any acclamations made to the new council; or
  - (b) after voting day, the determination shall be based on the declaration of the results of the election including declarations of election by acclamation.

### Restrictions

- (3) The actions referred to in subsection (1) are,
- (a) the appointment or removal from office of any officer of the municipality;
  - (b) the hiring or dismissal of any employee of the municipality;
  - (c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
  - (d) making any expenditures or incurring any other liability which exceeds \$50,000.

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**Exception**

(4) Clauses (3) (c) and (d) do not apply if the disposition or liability was included in the most recent budget adopted by the council before nomination day in the election.

**Emergencies**

(4.1) Nothing in this section prevents a municipality taking any action in the event of an emergency.

**Upper-tier council**

(5) This section applies with necessary modifications to the council of an upper-tier municipality.

**Delegated authority unaffected**

(6) Nothing in this section prevents any person or body exercising any authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new council.



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

|                     |  |                                  |                          |
|---------------------|--|----------------------------------|--------------------------|
| <b>To:</b>          | Members of Council   | <b>From:</b>                     | Rodger Mordue, CAO/Clerk |
| <b>Reviewed By:</b> | Denise Krug, Director of<br>Finance/Treasurer<br>Jim Borton, Director of Public<br>Works | <b>Date:</b>                     | April 25, 2018           |
| <b>Subject:</b>     | Flood damage financial<br>assistance   | <b>Council<br/>Meeting Date:</b> | May 2, 2018              |
| <b>Report #:</b>    | CAO-18-08  |                                  |                          |

### Recommendation:

WHEREAS the Township of Blandford-Blenheim experienced a flooding incident on February 22, 2018 and has experienced incremental operating and capital costs, the Council of the Corporation of the Township of Blandford-Blenheim hereby requests the Minister of Municipal Affairs and Housing to activate the Municipal Disaster Recovery Assistance program.

Further that Denise Krug, Director of Finance/Treasurer is given delegated authority to verify and attest to the accuracy of the claim.

### Background:

The Township experienced damage to roads and bridges as a result of the flooding event which occurred on February 22, 2018.

### Analysis/Discussion:

The Municipal Disaster Recovery Assistance program provides financial assistance to help Ontario municipalities recover from natural disasters. Under this program the Province defines a disaster as “a sudden, unexpected, extraordinary, natural event that results in eligible municipal costs at least equal to three percent of a municipality’s Own Purpose Taxation levy.”

As part of the application process the applicant must submit a resolution of Council requesting assistance. If passed the above resolution will accompany the application.

### Financial Considerations:

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The Municipal Disaster Recovery Assistance program will provide assistance to a municipality if the costs to repair related damage is equal to or greater than three percent of the Township's Own Purpose Taxation levy. In our case that threshold is based on the latest Financial Information Return submitted and it amounts to approximately \$132,000.

Staff have been advised that the application will undergo rigorous scrutiny and if the application is accepted we would be reimbursed for 75% of the first \$132,000 (\$99,000) and 95% of anything over \$132,000.

**Attachments:**

N/A

Respectfully submitted by:

Rodger Mordue  
CAO/Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2068-2018

Being a By-law to Delegate Authority to Staff for Certain Acts During a “Lame Duck” Period

WHEREAS the *Municipal Act, 2001, S.O. 2001, c.25, S. 275, as amended* restricts acts that a Council can take after Nomination Day (July 27, 2018) and after Voting Day (October 22, 2018) if the Council is in a lame duck position;

AND WHEREAS the *Municipal Act, 2001, S.O. 2001, c.25, S. 275(3)* restricts Council from taking action on the following:

- (a) the appointment or removal from office of any officer of the municipality;
- (b) the hiring or dismissal of any employee of the municipality;
- (c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- (d) making any expenditures or incurring any other liability which exceeds \$50,000.

AND WHEREAS the *Municipal Act, 2001, S.O. 2001, c.25, S. 275(3)* states that nothing in this section prevents any person or body exercising authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new council;

AND WHEREAS Council deems it expedient to delegate authority to staff to take action, where necessary, on certain acts during the “Lame Duck” period.

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

1. That the Council of the Corporation of the Township of Blandford-Blenheim hereby delegates authority under Section 275 (3) of the Municipal Act S.O. 2001 between Nomination Day and the commencement of the 2018-2022 Council Term as follows:
  - a) The Chief Administrative Officer / Clerk and the Director of Finance / Treasurer be delegated authority as the financial signing authorities for expenditures outside the current budget exceeding \$50,000;
  - b) The Chief Administrative Officer / Clerk and the Director of Finance / Treasurer be delegated the authority to execute an agreement of Purchase and Sale pertaining to the disposition of any personal or real property of the municipality which has a value exceeding \$50,000 at the time of disposal;
  - c) The Chief Administrative Officer / Clerk and the Director of Finance / Treasurer be delegated the authority to approve contracts for projects approved by the 2018 Capital Budget and be authorized to sign approved contracts;
  - d) The Chief Administrative Officer / Clerk be delegated the authority for the hiring or dismissal of any officer from / to employment with the Township of Blandford-Blenheim.



- e) The Chief Administrative Officer / Clerk be delegated the authority to hire or dismiss any employee of the Township of Blandford-Blenheim.
- 2. The Chief Administrative Officer / Clerk will report to Council on any actions taken under the restrictions listed in Section 275 (3) of the Municipal Act S.O. 2001 between Nomination Day and the commencement of the 2018-2022 Council Term.
- 3. This By-Law will only take effect and be limited to the “Lame Duck” period of Council and shall expire on Wednesday December 5, 2018.

**BY-LAW READ A FIRST AND SECOND TIME THIS 2<sup>nd</sup> day of April, 2018.**

**BY-LAW READ A THIRD TIME AND FINALLY PASSED THIS 2<sup>nd</sup> day of April, 2018.**

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Marion Wearn, Mayor

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Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2069-2018

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 May 2, 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 2<sup>nd</sup> day of May, 2018.

By-law read a third time and finally passed this 2<sup>nd</sup> day of May, 2018.

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MAYOR  
MARION WEARN

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CAO / CLERK  
RODGER MORDUE