

TOWNSHIP OF BLANDFORD-BLENHEIM

COUNCIL MEETING AGENDA

Wednesday, January 16th, 2019
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. **Adoption of Minutes**
 - a. [December 19, 2018 Regular Session of Council](#)
6. **Business Arising from the Minutes**
7. **Delegations / Presentations**
 - a. [Bram Van den Heuvel, Resident, Re: Building Permit Fees & Deposits](#)
8. **Correspondence**
 - a. General
 - i. [Chloe Senior, Clerk, Oxford County, Re: GRCA Appointment](#)
 - ii. [Chloe Senior, Clerk, Oxford County, Re: UTRCA Appointment](#)
 - b. Specific
 - i. [Julie Forth, Clerk, Township of South-West Oxford, Re: Municipal Voters List](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim supports the resolution of the Township of South-West Oxford regarding the re-establishment of the multi-stakeholder working group between the Ministry of Municipal Affairs, Ministry of Finance, AMCTO, MPAC and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections.

Visit our website @ www.blandfordblenheim.ca

9. Staff Reports

a. Rick Richardson – Director of Protective Services

i. FC-19-01 – Monthly Report

Recommendation:

That Report FC-19-01 be received as information.

b. Jim Borton – Director of Public Works

i. PW-19-01 – Monthly Report

Recommendation:

That Report PW-19-01 be received as information.

ii. PW-19-02 – Significant Weather Event

Recommendation:

That Report PW-19-02 be received as information;

And further that Council allows the Director of Public Works or their designate to call a Significant Weather Event.

c. Jim Harmer – Drainage Superintendent

i. DS-19-01 – Monthly Report

Recommendation:

That Report DS-19-01 be received as information.

ii. DS-19-02 – Petition for Drainage Works: Improvements to Buck Wilson Drain

Recommendation:

To follow.

d. Trevor Baer – Acting Manager of Community Services

i. CS-19-01 – Monthly Report

Recommendation:

That Report CS-19-01 be received as information.

e. John Scherer – Chief Building Official

i. CBO-19-01 – Monthly Report

Visit our website @ www.blandfordblenheim.ca

Recommendation:

That Report CBO-19-01 be received as information.

f. Denise Krug – Director of Finance

i. [TR-19-01 – Temporary Borrowing](#)

Recommendation:

That Report TR-19-01 be received as information.

That Council pass By-law 2112-2019 authorizing the temporary borrowing for the Township of Blandford-Blenheim in 2019 at \$1,000,000.

ii. [TR-19-02– Provincial Response Re: Railway High-Tonnage Rate](#)

Recommendation:

That Report TR-19-02 be received as information.

g. Sarah Matheson – Deputy Clerk

i. [DC-19-01 – Multi-Year Accessibility Plan](#)

Recommendation:

That the Council receive Report DC-19-01 as information; and,

That the 2019-2022 Multi-Year Accessibility Plan be adopted.

ii. [DC-19-02 – Alternate Member of the Upper-Tier Council](#)

Recommendation:

That Report DC-19-02 be received as information; and,

That Council direct staff to proceed / not proceed with initiating an appointment of an alternate member to the upper tier.

iii. [DC-19-03 – Municipal Alcohol Policy](#)

Recommendation:

That Report DC-19-03 be received as information; and,

That Council direct staff to change the municipal alcohol policy to include an “end of service” time.

h. Rodger Mordue – Chief Administrative Officer / Clerk

i. [CAO-19-01 – Closed Meeting Investigator & Integrity Commissioner](#)

Visit our website @ www.blandfordblenheim.ca

Recommendation:

That the Council receive report CAO-19-01 as information; and,

That the Township enter into an agreement with Gregory F. Stewart for a term of up to six months to provide Closed Meeting Investigation and Integrity Commissioner services.

10. Reports from Council Members

11. Unfinished Business

12. Motions and Notices of Motion

13. New Business

14. Closed Session

- a. Personal matters about an identifiable individual, including municipal or local board employees:
 - i. Staffing
 - ii. Tax Sale Proceedings

15. By-laws

a. [2111-2019](#)

Being a By-law to establish an Interim Tax Levy for the year 2019.

b. [2112-2019](#)

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. [2113-2019](#)

Being a By-law to meet the various requirements of the Emergency Management and Civil Protection Act and its related regulation 380/04.

d. [2114-2019](#)

Being a By-law to authorize the execution of a Municipal Meeting Investigator Agreement and an Integrity Commissioner Agreement between the Township of Blandford-Blenheim and Gregory Stewart for the provision of professional services in accordance with Section 239.2 and Section 223.3 of the Municipal Act, 2001, S.O. 2001 c.25.

e. [2115-2019](#)

Being a By-law to appoint the Deputy Treasurer as a person authorized to issue Marriage Licences.

f. [2116-2019](#)

Being a By-law to amend Zoning By-law Number 1360-2002, as amended (ZN-1-18-10)

g. [2117-2019](#)

Being a By-law to amend By-law Number 1684-2011 being the By-law to adopt a Municipal Alcohol Policy for the Corporation of the Township of Blandford-Blenheim.

h. [2118-2019](#)

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

16. Other

17. Adjournment and Next Meeting

Wednesday, January 23rd, 2018 at 10:00 a.m. in Council Chambers for a Special Meeting – 2019 Budget.

MINUTES

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

Present: Mayor Peterson, Councillors Balzer, Banbury, Demarest and Read.

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

Other: Smith, Oxford County Planner

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Read
 Seconded by – Councillor Balzer

Be it hereby resolved that the agenda for the December 19, 2018 Meeting of Council be adopted as printed and circulated.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

RESOLUTION #2

Moved by – Councillor Read
 Seconded by – Councillor Balzer

Be it hereby resolved that the minutes of the December 12th, 2018 Special Meeting of Council be adopted, as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Delegations / Presentations

None.

8. Committee of Adjustment

RESOLUTION #3

Moved by – Councillor Read
Seconded by – Councillor Balzer

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

.Carried

RESOLUTION #4

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that Council move out of Committee of Adjustment at 4:12 p.m.

.Carried

9. Correspondence

a. General

None.

b. Specific

None.

10. Staff Reports

a. Rick Richardson – Director of Protective Services

- i. FC-18-17, Monthly Report

RESOLUTION #5

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that Report FC-18-17 be received as information.

.Carried

b. Denice Krug – Director of Finance

- i. TR-18-21 – 2019 Salaries and Wages

RESOLUTION #6

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that Report TR-18-21 be received as information;

And further that the remuneration for Council members, Volunteer Fire Fighters, Fence-Viewers, Livestock Valuers, Police Service Board and Property Standards Committee members and all Township employees, with the exception of those affected by minimum wage legislation, be increased effective January 1, 2019 by 3.1%.

.Carried

c. John Scherer – Chief Building Official

i. CBO-18-17, Monthly Report

RESOLUTION #7

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that Report CBO-18-17 be received as information.

.Carried

d. Rodger Mordue, Chief Administrative Officer / Clerk

i. CAO-18-16, Cannabis Opt-out Provision

RESOLUTION #8

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it hereby resolved that Report Report CAO-18-16 be as information; and,

That staff be directed to advise the Alcohol and Gaming Commission of Ontario that the Township of Blandford-Blenheim does not wish to host cannabis retail stores in our community.

.Carried

ii. CAO-18-21, Property Purchase

RESOLUTION #9

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it hereby resolved that Report CAO-18-21 be received as information;
and,

That staff be directed to bring forward a by-law to authorize the purchase of
895967 Oxford Road 3 from Douglas Melvin Walker.

.Carried

iii. CAO-18-22, Princeton Park Expansion Committee

RESOLUTION #10

Moved by – Councillor Demarest
Seconded by – Councillor Read

Be it hereby resolved that Report CAO-18-22 be received as information;
and,

That Councillor Banbury be appointed to the Princeton Park Expansion
Committee.

.Carried

11. Reports from Council Members

Councillor Read reminded of the Carol Singing December 21st at 7:00 p.m. at the
parkette in Drumbo, a holiday train is also running that night. Each member
expressed their best holiday wishes.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

- a. Personal matters about an identifiable individual, including municipal or local
board employees

RESOLUTION #11

Moved by – Councillor Banbury

Seconded by – Councillor Demarest

Be it hereby resolved that Council moves into Closed Session under the authority of Section 239 of the Municipal Act at 5:13 p.m. to discuss;

- Personal matters about an identifiable individual, including municipal or local board employees.

.Carried

RESOLUTION #12

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 5:15 p.m.

.Carried

16. By-laws

RESOLUTION #13

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

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

- By-law 2108-2018, Being a by-law to establish the Corporation of the Township of Blandford-Blenheim Fees and Charges;
- By-law 2109-2018, Being a by-law to provide for the acquisition of certain lands and premises from Douglas Melvin Walker at 895967 Oxford Road 3; and,
- By-law 2110-2018, Being a By-law to confirm the proceedings of Council.

.Carried

RESOLUTION #14

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

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

- By-law 2108-2018, Being a by-law to establish the Corporation of the Township of Blandford-Blenheim Fees and Charges;
- By-law 2109-2018, Being a by-law to provide for the acquisition of certain lands and premises from Douglas Melvin Walker at 895967 Oxford Road 3; and,
- By-law 2110-2018, Being a By-law to confirm the proceedings of Council.

.Carried

17. Other Business

None.

18. Adjournment and Next Meeting

RESOLUTION #15

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 5:17 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on
Wednesday, January 16th, 2019 at 4:00 p.m. in Council Chambers.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Rodger Mordue CAO / Clerk
Township of Blandford-Blenheim

Blandford Blenheim Council Members
 47 Wilmot Street South
 Drumbo, ON
 NOJ 1G0

January 10, 2019.

BUILDING PERMIT FEE REDUCTIONS:

I am looking to construct a new single detached dwelling on a 90 acre agricultural parcel within the Township of Blandford Blenheim. The home is a 2125 square foot bungalow with an unfinished basement, 900 square foot garage and is approximately 300 feet from the road with no surrounding properties within 0.7km. The building and septic permits have been issued and are ready for pickup pending payment. The first request for council's consideration is the reduction of permit fees as it relates to projects with an unfinished basement. Here is a quick synopsis of building permit fees across all townships in the County of Oxford based on the same square footage (not including development charges or deposits).

BUILDING PERMIT FEES OF SURROUNDING TOWNSHIPS IN OXFORD COUNTY:

Norwich: \$440 + \$0.67 SF for finished floor area, \$0.32 SF for garage	<u>\$2154.63</u>
East Zorra Tavistock: \$250 + \$1.25 SF for finished floor area	<u>\$2906.25</u>
Zorra: \$100 + \$0.40 SF	<u>\$950.00</u>
South West Oxford: \$100 + \$0.50 SF, \$100+0.15SF unfinished basement, \$100+0.30SF for attached garage	<u>\$1581.25</u>
City of Woodstock: \$0.56 SF Gross Floor Area	<u>\$2380.00</u>
Tillsonburg: \$2,250 or \$125 + \$11 per each \$1000 in value of construction	<u>\$3025.00</u>
Ingersoll: \$2,100 + \$0.67 SF for projects >2000 SF	<u>\$3523.75</u>
Blandford Blenheim: \$1.25 per SF of Gross Floor Area	<u>\$5312.50</u>

The current bylaw does not provide relief for those opting not to finish the basement in the fee schedule. As you can see by the above figures, Blandford Blenheim will charge approximately double, or in some cases triple of nearby rural surrounding townships and is considerably more than the cities / towns allocated in Oxford. My first request of council is as follows:

- Reduce / eliminate permit fees for anyone opting to not finish the basement including this project (this recognizes that less work is required by the building department for such projects)
- Allocate staff to look into a permit fee study to implement changes to the current bylaw to become more congruent with their surrounding counterparts and to provide further incentive for residential development within the township

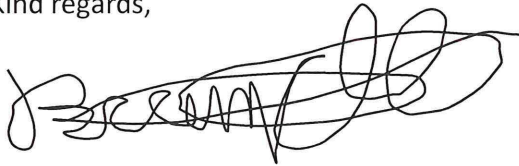
RELIEF OF REQUESTED DEPOSITS:

My second request is project specific and relates to the specified deposits requested on my permit. The deposits requested on this project are: Driveway Hard surfacing of \$1,000.00 and Lot-Grading/Drainage of \$1,500. I present the following reasons for waiving these deposits on this project:

- The current property has an established laneway and agricultural shed allowing for the loading and unloading of construction related vehicles on the property itself and not the roadway. The proposed construction will occur approximately 300 feet from the road.
- Due to the construction of the home being 300 feet from the road and 0.7km from adjacent properties, no neighbouring property will be adversely affected by grading. A professional engineered grading plan has been submitted to township and has been approved as part of the permit.

Due to my vocation context at Stonecrest Engineering, at which I have personally provided many residential designs to customers, the current building permit charges are disproportionate to others within the County and I would urge council to look into and address this matter accordingly.

Kind regards,



BRAM VAN DEN HEUVEL, C.E.T., LEL

**CHLOÉ J. SENIOR, CLERK**

21 Reeve Street, PO Box 1614
Woodstock, ON N4S 7Y3
519.539.9800, ext. 3001 | 1.800.755.0394
oxfordcounty.ca

December 17, 2018

Karen Armstrong
Deputy CAO & Secretary Treasurer
Grand River Conservation Authority

SENT VIA EMAIL

karmstrong@grandriver.ca

Dear Ms. Armstrong:

Please be advised that Oxford County Council, at its meeting held on December 17, 2018, appointed Bruce Banbury (Councillor – Township of Blandford-Blenheim), R.R. #2 Princeton, ON, N0J 1V0, to represent the Townships of Blandford-Blenheim, East Zorra-Tavistock and Norwich on your Authority.

The County's intention would be for this appointment to be for the Council Term 2019, 2020, 2021 and 2022 (December 1, 2018 – November 14, 2022), but understands the *Conservation Authorities Act* currently limits appointments to not more than three years at any one time. Please advise if, at any time during the course of this term of Council, you require confirmation of this appointment.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Chloé J. Senior".

Chloé J. Senior
Clerk

cc: B. Banbury
P. Crockett, CAO, County of Oxford
W. Jaques – Clerk, Township of East Zorra-Tavistock
K. Kruger – CAO / Clerk, Township of Norwich
R. Mordue – CAO / Clerk, Township of Blandford-Blenheim

**CHLOÉ J. SENIOR, CLERK**

21 Reeve Street, PO Box 1614
 Woodstock, ON N4S 7Y3
 519.539.9800, ext. 3001 | 1.800.755.0394
oxfordcounty.ca

December 17, 2018

Mr. Ian Wilcox
 General Manager / Secretary Treasurer
 Upper Thames River Conservation Authority

SENT VIA EMAIL

wilcoxi@thamesriver.on.ca

Dear Mr. Wilcox:

Please be advised that Oxford County Council, at its meeting held on December 17, 2018, appointed the following to your Authority. The County's intention would be for the appointments to be for the Council Term 2019, 2020, 2021 and 2022 (December 1, 2018 – November 14, 2022), but understands the *Conservation Authorities Act* currently limits appointments to not more than three years at any one time. Please advise if, at any time during the course of this term of Council, you require confirmation of this appointment.

City of Woodstock

Mark Schadenberg (Councillor, City of Woodstock) – mschadenberg@cityofwoodstock.ca

Township of Zorra

Paul Mitchell (Councillor, Township of Zorra) – ward3@zorra.on.ca

Township of South-West Oxford and Township of Norwich

Alan Dale (Councillor, Township of Norwich) – adale@norwich.ca

Township of East Zorra-Tavistock and Township of Blandford-Blenheim

Don Edmiston (Deputy Mayor, Township of East Zorra-Tavistock) - dedmiston@ezt.ca

Town of Ingersoll

TBA

Sincerely yours,

Chloé J. Senior
 Clerk

cc: M. Schadenberg, P. Mitchell, A. Dale, D. Edmiston
 P. Crockett – CAO, County of Oxford, J. Forth – Clerk, Township of South-West Oxford, M. Graves – Clerk,
 Town of Ingersoll, A. Humphries – Clerk, City of Woodstock, W. Jaques – Clerk, Township of East Zorra-
 Tavistock, K. Kruger – CAO / Clerk, Township of Norwich, K. Martin- Clerk, Township of Zorra, R. Mordue – CAO
 / Clerk, Township of Blandford-Blenheim



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

January 2nd, 2019

Attn: Andy Koopmans, CPA, CMA, CMO
Association of Municipal Managers,
Clerks and Treasurers of Ontario (AMCTO)
2680 Skymark Avenue, Suite 610,
Mississauga, ON Canada
L4W 5L6

Dear Sir/Madam:

Re: Municipal Voter's List

The Council of the Township of South-West Oxford passed the following resolution at the meeting held on December 18th, 2018:

RESOLVED that the Council of the Township of South-West Oxford support the resolution of the Town of Kearney as follows:

WHEREAS concern over the quality of the Municipal Voters' List is not a new phenomenon;

AND WHEREAS in 2012, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) published a "Voters' List Position Paper" and since that time has been advocating for transformational changes to the way that Ontario creates and maintains the Voters' List for municipal elections;

AND WHEREAS the Preliminary List of Electors which forms the Voters' List in Ontario is supplied by data from the Municipal Property Assessment Corporation (MPAC);

AND WHEREAS despite the incremental changes made by MPAC, MPAC has a limited ability to fix the currency and accuracy issues that impairs the current process and the Voters' List continues to be flawed with data inaccuracies and outdated information;

AND WHEREAS a transformational solution to the way that the Voters' List is created and managed is required;



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

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Township of South-West Oxford supports the re-establishment of the multi-stakeholder working group between the Ministry of Municipal Affairs, Ministry of Finance, AMCTO, MPAC and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections;

AND FURTHER Council requests an update be provided from this 'Voters' List Working Group' on the transformational solutions being discussed;

AND FURTHER that this resolution be circulated to all Ontario Municipalities for their consideration and support.

The Township requests an update from the Voters' List Working Group and the solutions being discussed.

Thank you.

Yours truly,

A handwritten signature in black ink, appearing to read "Julie Forth", is written over a faint, larger version of the same signature.

Julie Forth, Clerk
Township of South-West Oxford

cc: Oxford County Clerks
Minister Steve Clark, Ministry of Municipal Affairs (steve.clark@pc.ola.org)
Minister Victor Fedeli, Ministry of Finance (Minister.fin@ontario.ca)
Carla Nell, Vice-President, Municipal & Stakeholder Relations, MPAC
(Carla.Nell@mpac.ca)
Elections Ontario – Office of the Chief Electoral Officer (info@elections.on.ca)



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Rick Richardson – Director of Protective Services
Reviewed By:	Rodger Mordue	Date:	January 8, 2019
Subject:	December Monthly Report	Council Meeting Date:	January 16, 2019
Report #:	FC-19-01		

Recommendation:

That Report FC-19-01 is received as information

Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of December 2018

Analysis/Discussion:

Fire:

- (15) burn permits were issued in December
- December 2018 monthly fire calls (attach)

Meetings, Courses and Training Attended:

- December 4th staff meet with Shonna Ward from the Princess Elizabeth Women's Institute to except kits that this great organization continue to donate to local fire departments. These kits include a child's book, handmade blanket and a stuffed animal. This type of donation works really well when our firefighters have to attend an emergency that may involve young children.
- December 5th staff attended a Development Charges update in Council Chambers
- December 13th staff attended our monthly RFSOC meeting in Thamesford . Our Fire Department will be hosting a RFSOC Pump Op Course at Plattsville Station in late March and an Auto X Course at Bright Station in August. We have been advising our firefighters to sign up early. Later that day Oxford Rural Fire Chiefs and each Township COA meet in Thamesford Council Chambers to discuss the idea of hiring a full-time training officer for 2019 and the total cost to be shared by all five Townships
- Sunday, December 16th staff meet with Drumbo Firefighters to discuss upcoming courses and recruiting firefighters to join our fire department committees in 2019.
- Wednesday evening December 19th staff attended Plattsville and Bright Stations to discuss the above.

- Sunday, December 23rd staff meet with Princeton Firefighters to discuss upcoming courses and recruiting firefighters to join our fire department committees in 2019.

By-Law Enforcement – December 2018

- Report attach

Emergency Plan Coordinator:

- December 19th staff provided Council with an update on what will be required in our Township Emergency Plan that will meet the requirements of the Emergency Management and Civil Protection Act and its related regulation 380/04.
New by-law (attach)

CEMC Activities:

- Nothing to report

Respectfully submitted by:

Rick Richardson
Director of Protective Services

December Fire Calls									
Bright									
36	12-Dec	Blenheim Rd	Structure Fire (Assist)						
37	24-Dec	Blandford Rd	MVC						
Drumbo									
149	04-Dec	Hwy 401 Km 251	MVC		BB Fire Calls as of Dec 31 2018				
150	12-Dec	Blenheim Rd	Structure Fire (Assist)		Dec 2016	Dec 2017	Dec 2018	Difference	
151	15-Dec	Hwy 401 Km 245	MVC	Bright	37	35	37	2	6%
152	19-Dec	Hwy 401 Km 243	Grass Fire	Drumbo	188	152	153	1	1%
153	21-Dec	Hwy 401 Km 250	MVC	Plattsville	91	85	84	-1	-1%
				Princeton	109	106	82	-24	-23%
				EZT	<u>31</u>	<u>28</u>	<u>28</u>	0	0%
77	01-Dec	Albert St E	Fire Alarm		456	406	384	-22	
78	04-Dec	Hofstetter Rd	Grass Fire (not found)						
79	09-Dec	Young St	Medical Call						
80	10-Dec	Ann St N	CO Alarm						
81	12-Dec	Blenheim Rd	Structure Fire (Assist)						
82	21-Dec	Hubbard Rd	Medical Call						
83	24-Dec	Blandford Rd/Oxford Rd 8	MVC (Assist)						
84	26-Dec	Glennbriar St	Fire Alarm						
Princeton									
77	04-Dec	Canning Rd	Medical Call						
78	12-Dec	Blenheim Rd	Structure Fire						
79	13-Dec	Roper St	Fire Alarm						
80	23-Dec	Twp Rd 3	Vehicle Fire						
81	28-Dec	Canning Rd	Medical Call						
82	31-Dec	Hwy 2	Medical Call						
EZT									

By-Law Enforcement – December 2018

- 18-024 – Dirt Dumping

**THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW # 2113-2019**

Being a bylaw to meet the various requirements of the *Emergency Management and Civil Protection Act* and its related regulation 380/04.

WHEREAS the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 – Standards, requires that municipalities pass bylaws to adopt the Municipal Emergency Plan, appoint members to the Municipal Emergency Control Group as well as to the Emergency Management Program Committee, appoint the Community Emergency Management Coordinator as the Emergency Management Program Coordinator and name the Community Emergency Management Coordinator as Chair of the Emergency Management Program Committee and appoint an Emergency Information Officer; and

WHEREAS the Council passed a by-law which established an emergency management program and emergency response plan; and

WHEREAS the Act authorizes the head of council of the municipality to declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 4 (1); and

WHEREAS, the Act authorizes Council to appoint a member of Council to perform the duties of the Mayor during his/her absence or his/her inability to act; and

WHEREAS the Act authorizes employees of the Township of Blandford-Blenheim to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist; and

WHEREAS Section 10 of the Ontario Regulation 380/04 of the *Emergency Management and Civil Protection Act* requires that every municipality designate an Emergency Management Program Coordinator; and

WHEREAS Section 11 of the Ontario Regulation 380/04 of the *Emergency Management and Civil Protection Act* describes that "every municipality shall have an Emergency Management Program Committee"; and

WHEREAS the emergency management program and emergency response plan will be reviewed annually and amended as considered appropriate. With the exception of editorial

amendments, any proposed changes will be referred to Council for further review and approval;
and

WHEREAS Section 12 of the Ontario Regulation 380/04 of the *Emergency Management and Civil Protection Act* requires every municipality to have a Municipal Emergency Control Group;
and

WHEREAS Section 14 of the Ontario Regulation 380/04 of the *Emergency Management and Civil Protection Act* requires that every municipality designate an employee of the municipality as its Emergency Information Officer; now therefore be it

RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM ENACTS AS FOLLOWS:

1. That the Township of Blandford-Blenheim the *Municipal Emergency Control Group* be established and consist of:
 - Mayor *or* a trained alternate appointed by Council;
 - Chief Administrative Officer *or* a trained alternate;
 - Community Emergency Management Coordinator *or* a trained alternate;
 - Emergency Information Officer *or* a trained alternate;
 - Director of Protective Services *or* a trained alternate;
 - Director of Public Works *or* a trained alternate;
 - Ontario Provincial Police Inspector *or* a trained alternate;
 - Manager of Emergency Medical Services *or* a trained alternate;
 - Any other person(s) that may be deemed necessary.

2. That the Township of Blandford-Blenheim *Emergency Management Program Committee* be established and consist of:
 - Mayor *or* a trained alternate appointed by Council;
 - Chief Administrative Officer *or* a trained alternate;
 - Community Emergency Management Coordinator *or* a trained alternate;
 - Emergency Information Officer *or* a trained alternate;
 - Director of Protective Services *or* a trained alternate;
 - Director of Public Works *or* a trained alternate;

3. That the Community Emergency Management Coordinator be named as the Emergency Management Program Coordinator and appointed as Chair of the Township's Emergency Management Program Committee.

4. That Council appoints the municipal Chief Administrative Officer (CAO) as Emergency Information Officer.

5. That Council adopts the current emergency plan.

- 6. That By-law 1462-2005, being a by-law to adopt the Emergency Management Program, previously approved on April 06, 2005, be and the same is hereby repealed.
- 7. That this By-law comes into effect upon the final passing thereof.

By-law READ a FIRST and SECOND time this _____ DAY OF _____ 2019.

By-law READ a THIRD time and ENACTED in Open Council this _____ DAY OF _____
_____, 2019.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Rodger Mordue	Date:	January 4, 2019
Subject:	Monthly Report	Council Meeting Date:	January 16, 2019
Report #:	PW-19-01		

Recommendation:

That Report PW-19-01 be received as information.

Road Crew Activities

- See Attached

Capital

- CN Bridge on Gobles Rd. – The road and bridge were reopened on December 21st.
- Township Road 12 Bridge 20 – Concept drawings are completed. Will be going out for Tender in early January, results will be brought to the February 6th meeting of council.
- The CAT grader was delivered on December 19th.
- The plow blade and harness for the tractor were delivered and installed on December 21st.
- GPS – Everything has been ordered and will be installed in January.

County Shared Service/Road Association/Training

- Shared Services meeting – We met on Dec. 12th in Zorra. We discussed the Oxford County Transportation master plan. The County wanted input from the area municipalities on roads that should be uploaded to the County. Blandford-Blenheim has none at this time. Our next meeting is January 10th in EZT, Inspector Hymers from the OPP has been invited to speak with us to talk about half load season, farm equipment on the roads, etc.
- Road Association – Ben and I attended the meeting on December 13th. The next event is the OGRA conference on February 24-27.

- Training – The next staff training will be in the spring in preparation for the construction season and at the OGRA Roads school in May.

Other

- Attended a meeting regarding the Development Charges Study.
- Attended management meeting.
- Worked on the Public Works Operating budget for 2019.
- Worked on the Public Works long term Capital budget.
- Participated in the special council meeting regarding the 2019 capital budget.
- Attended a meeting at Gobles bridge regarding update on progress and reopening plan.
- Had 6 days of vacation in December.

Attachments:

- Road Supervisors Report

Respectfully submitted by:



Jim Borton
Director of Public Works

Monthly Activities for December 2018

Tasks Completed

- Haul compost to Salford dump.
- On going grading on gravel roads when weather permitted and also add gravel to gravel roads where we are grading to improve road.
- Sand and salt mix applied to pavement roads and villages to comply with MMS.
- Sanded all gravel roads due to ice forming on roads to comply with MMS.
- Plowed pavement roads, all villages, and gravel roads to comply with MMS.
- Salted Sidewalks and plowed in all villages to comply with MMS.
- Ice bladed the gravel roads to reduce ice on them and to make them safe.
- Dug out and extended driveway on TWP Rd 10.
- Installed new road crossing culvert on TWP Rd 9 just past Wolverton Rd.
- Added gravel to driveway at 847253 TWP Rd 9 where flooding occurs.
- Hauled topsoil for Hofstetter Rd. back to Drumbo yard for stock piling and to keep cleaning up topsoil from construction site.
- Picked up road closed signs from Gobles bridge. The no truck signs and weight limit signs from the bridge have been removed.
- The cleaning of trucks and shop throughout the month to keep maintenance to minimum on vehicles.
- The new CAT grader arrived. Training being done from Toromont with employees.
- The tractor had a new front plow installed giving us better flexibility during snow events.

Projects being worked on

- Safety checks on commercial vehicles (dump trucks/ 1 tons).
- Inspect winter maintenance equipment.

Future Projects

- Ongoing training with new grader and new front plow for tractor.
- On going preparation for winter months (Training, equipment checks).



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Rodger Mordue	Date	January 8, 2019
Subject:	Significant Weather Event	Council Meeting Date:	January 16, 2019
Report #:	PW-19-02		

Recommendation:

That Report PW-19-02 be received as information;

And further that Council allows the Director of Public Works or their designate to call a Significant Weather Event.

Background:

There has been changes made to the Minimum Maintenance Standards, (MMS), O. Reg 239/02. This latest iteration was approved by royal assent in May of 2018. The latest edition recognizes that larger than normal weather events can occur that make it very difficult to meet the levels laid out in the MMS. To address this, the MMS allows a municipality to declare a 'Significant Weather Event' (SWE). In doing so the municipality may, due to the severity of the event, suspend operations and have their roads deemed to be in a state of repair during the timeframe that the Significant Weather Event is declared. When the Significant Weather Event subsides, a municipality can declare an end to the event when, in their sole discretion, they determine that they can provide service that meets MMS service levels.

Analysis/Discussion:

Definition: "Significant Weather Event" means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality;

Should the Township Director of Public Works or there designate be allowed to call a SWE it will give staff the ability to ensure a safe working environment for our employee's while still protecting the Township against the possibility of litigation as our roads would still be considered in a state of repair during the Significant Weather Event.

A Significant Weather Event can be declared by any of the following:

1. By posting a notice on the municipality's website.
2. By making an announcement on a social media platform such as Facebook or Twitter.
3. By sending a press release or similar communication to internet, newspaper, radio or television media.
4. By notification through the municipality's police service.
5. By any other notification method required in a by-law of the municipality.

The Township of Blandford-Blenheim shall declare a SWE based on published weather reports from reputable sources such as Environment Canada in conjunction with observations being made by staff. This shall be at the discretion of Townships Director of Public Works or Townships Supervisory Staff. The SWE will be terminated as soon as it is practically possible as determined by staff based on the published weather reports and staff's observations of the Townships road infrastructure.

Financial Considerations:

None

Attachments:

Significant Weather Event Information sheet from Frank Cowan Company

Respectfully submitted by:



Jim Borton
Director of Public Works



Significant Weather Event

As municipalities prepare for winter, they plan their operations based on their knowledge of local weather and historic weather records. Sometimes, however, a winter event occurs that is beyond the municipality's capabilities to provide a reasonable response or comply with the Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Roads (MMS). Section 16.9 was added in the 2018 revision to the MMS which allows a municipality to declare a Significant Weather Event. In doing so the municipality may, due to the severity of the event, suspend operations and have their roads deemed to be in a state of repair during the timeframe that Significant Weather Event is declared. When the Significant Weather Event subsides, a municipality can declare an end to the event when, in their sole discretion, they determine that they can provide service that meets the tables of sections 4 and 5 and section 16 of the MMS.

Definitions included in MMS

"Significant Weather Event" means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality;

"Weather Hazard" means the weather hazards determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program.

"Winter Event" means a weather condition affecting roads such as snowfall, wind blown snow, sleet, freezing rain, frost, black ice, etc. to which a winter event response is required.

Requirements of Sections 4.1, 4.3, 5.1, 16.4 and 16.6

All sections mentioned above have similar wording to 4.1 copied here:

4.1(1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing

snow accumulation on roadways until the declaration of the end of the significant weather event is,

(a) to monitor the weather in accordance with section 3.1; and

(b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on roadways, starting from the time that the municipality deems appropriate to do so.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

(a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and

(b) address snow accumulation on roadways in accordance with section 4.

Revisions a municipality should consider to your Level of Service policy

The municipality's Level of Service (LOS) policy should be revised to include but not limited to:

- Who at the municipality has the authority to declare a Significant Weather Event e.g. the Mayor, the Chief Administrative Officer, the Director of Public Works or someone else;
- Section 16.9 provides options for notifying the public of the declaration of a Significant Weather Event. The LOS

should be revised to include the option(s) to be used by a local municipality to notify the public that a Significant Weather Event has been declared;

- Include in the LOS, a reference to Environment Canada's "Criteria for Public Weather Alerts" and the type and severity of winter events for which a declaration of a Significant Weather Event may be initiated e.g. freezing rain event, blizzard event, snow squall event, etc.;
- Add a clause to the LOS that indicates that the authorized person will declare an end to a Significant Weather Event when in the authorized persons discretion determines that the municipality can provide winter maintenance services that meets the requirements of the tables to sections 4 and 5 or the timeframes set out in section 16.

Other Considerations

The purpose of Sections 4.1, 4.3, 5.1, 16.4 and 16.6 is to provide an ability for a municipality, due to the severity of a winter event, to suspend operations during a declared Significant Weather Event and have their roads deemed to be in a state of repair until an end to the Significant Weather Event is declared. This new ability should not be misused. Some factors to consider are:

1. If Environment Canada issues an alert under the Public Weather Alerting Program a municipality is not obligated to declare a Significant Weather Event. A municipality can determine if an approaching or occurring winter event poses a significant danger to users of the highways. If it is determined that the event is not a severe as the criteria for a Public Weather Alert and the winter event does not pose a significant danger to users of the highways within a municipality, the municipality should provide service that complies with sections 4, 5 and 16 of the MMS.
2. If Environment Canada issues an alert under the Public Weather Alerting Program and a municipality via their monitoring of the weather determines that it is appropriate to declare a Significant Weather Event before the event occurs. If the weather hazard does not materialize an end to the event can be declared. If this happens a municipality should provide service that complies with sections 4, 5 and 16 of the MMS during the timeframe that the Significant Weather Event was declared. What is important to remember is that it is okay to make the wrong call, but that there is always a requirement to act reasonably.
3. If Environment Canada does not issue an alert under the Public Weather Alerting program and severe weather occurs that poses a significant danger to users of the highways a municipality could declare a Significant Weather Event. What must be remembered: a plaintiff's lawyer could challenge the declaration and imply that the municipality was using the declaration of a Significant

Weather Event to circumvent sections 4 and 5 of the MMS. If the challenge was successful, a court could determine that the municipality was not acting in good faith. Therefore, it is important to document the event and record the type of winter event that required the declaration, the severity of the event such as wind speed, significant drifting, snow accumulation per hour, etc.

4. If Environment Canada issues an alert under the Public Weather Alerting program and the municipality declares a Significant Weather Event and due to the severity of the event suspends operations, during that timeframe staff should:
 - a. Remain on-duty until the end of their shift;
 - b. Monitor the weather at frequent intervals, which may be more often than required by MMS;
 - c. When the Significant Weather Event begins to subside, and the municipality determines it is appropriate to do so, patrol the roads to develop a plan of action to address the Significant Weather Event that may or may not vary from normal operations;
 - d. When the municipality determines it is appropriate to do so, respond with resources to address the Significant Weather Event in accordance with the plan of action;
 - e. Keep accurate records of the response to the Significant Weather Event noting the times when the beginning and end of the Significant Weather Event were declared, any changes to normal operations required because of the Significant Weather Event and the time when the level of service or MMS were achieved.

While the Frank Cowan Company does its best to provide useful general information and guidance on matters of interest to its clients, statutes, regulations and the common law continually change and evolve, vary from jurisdiction to jurisdiction, and are subject to differing interpretations and opinions. The information provided by the Frank Cowan Company is not intended to replace legal or other professional advice or services. The information provided by the Frank Cowan Company herein is provided "as is" and without any warranty, either express or implied, as to its fitness, quality, accuracy, applicability or timeliness. Before taking any action, consult an appropriate professional and satisfy yourself about the fitness, accuracy, applicability or timeliness of any information or opinions contained herein. The Frank Cowan Company assumes no liability whatsoever for any errors or omissions associated with the information provided herein and furthermore assumes no liability for any decision or action taken in reliance on the information contained in these materials or for any damages, losses, costs or expenses in a way connected to it.



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	Date:	January 8, 2019
Subject:	Monthly Report	Council Meeting Date:	January 16, 2018
Report #:	DS-19-01		

Recommendation:

That Report DS-19-01 be received as information

Background:

Monthly activities of the Drainage Department December 31, 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. 9 locates for ON 1 Call in September 2018 including 2 emergency locates.
4. Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site.
5. Commenting on various planning application.
6. Meeting with K Smart on Storm Water Management / Asset management on the design standards used of existing drains
7. Hofstetter Road Drain construction started August 14, 2018 and work is 100% complete. Working on grant application and final billing to ratepayers.
8. Attended staff meeting.
9. Working on Section 65 report for Llodyn Farms
10. Asset management report for existing municipal drains in Urban areas as per Ontario Regulation 588/17

11. Working with county on drainage issue at various location.
12. Bright Community Group responded to drainage concern from site meeting on November 29th 2018.

Financial Considerations:

None

Attachments:

None

Respectfully submitted by:

Jim Harmer Drainage Superintendent



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	Date:	January 15, 2019
Subject:	Petition for Drainage	Council Meeting Date:	January 16, 2019
Report #:	DS- 19-02		

Recommendation:

That Report DS- 19-02 be received as Information and

That Council accepts the petition for drainage works for the South Pt of Lot 14 Concession 2 from Frances and Maureen Cowan and further

That the Clerk notify the Grand River Conservation Authority that is has received a petition for drainage work and that they intend to proceed with this petition

Background:

Have received a signed petition for drainage in the area of South Pt of Lot 14 Concession 2 707001 Township Road 2 from Frances and Maureen Cowan for a new drain crossing on the Buck Wilson Drain to gain access to farm land at the North West corner of their property

Analysis/Discussion:

Petition as per Section 4 of the Drainage Act petition must signed by majority of landowner or 60% of the land area in the area requiring drain.

I believed that the petition received meets the requirements of Section 4(1)(a),(b).

Therefore, council should send notice to the Petitioner and Conservation Authority (GRCA) that may be effect by petition. That they intend to proceed with the petition in accordance with Section 5 of the Drainage Act

Financial Considerations:

The cost of all municipal drain are assessed to effected landowner in the area affected by the drainage works

Attachments:

Copy of petition received January10, 2019

PDF of the area to be affected by petition

Respectfully submitted by:

Jim Harmer



Petition for Drainage Works by Owners Form 1

Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the Township of BLANDFORD BLENHEIM

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

Require a drain crossing to access farmland on the west side of the Buck Wilson Drain (open ditch) at the S. pt. of Lot 14 Con. 2 at 707001 Township Road 2

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name) Cowan	(First Name) Frances (contact Matt Sheedy)	Telephone Number 519 497-9660 ext.
--	--	--

Address	Road/Street Name
Road/Street Number	c/ Maureen Cowan Holdings Ltd 705 Fountain St N Box 1510 STN Galt Cambridge N1R 5T2

Location of Project	Concession	Municipality	Former Municipality (if applicable)
Lot south part of 14	2	Township of Blandford Blenheim	Blenheim

- What work do you require? (Check all appropriate boxes)
- Construction of new open channel
 - Construction of new tile drain
 - Deepening or widening of existing watercourse (not currently a municipal drain)
 - Enclosure of existing watercourse (not currently a municipal drain)
 - Other (provide description ▼)

drain crossing of open ditch

Name of watercourse (if known)
Buck Wilson Drain (Whiteman Creek)

Estimated length of project
10 meters

General description of soils in the area
sandy silt

- What is the purpose of the proposed work? (Check appropriate box)
- Tile drainage only
 - Surface water drainage only
 - Both

Petition filed this 10 day of January, 20 19

Name of Clerk (Last, first name) Mordue Rodger	Signature
--	---------------

Property Owners Signing The Petition

Page of

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description
	south part of Lot 14 Con 2 707001 Township Road 2

Ward or Geographic Township	Parcel Roll Number
Blenheim	3245 020 020 03800

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

Cowan Frances	<i>[Signature]</i>	2019/01/10
---------------	--------------------	------------

Cowan Maureen Denise	<i>[Signature]</i>	2019/01/10
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Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
---	-----------

Name of Corporation

Position Title

I have the authority to bind the Corporation.

Date (yyyy/mm/dd)

Number	Property Description
--------	----------------------

Ward or Geographic Township	Parcel Roll Number
-----------------------------	--------------------

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
---	-----------

Name of Corporation

Position Title

I have the authority to bind the Corporation.

Date (yyyy/mm/dd)

Check here if additional sheets are attached

Clerk initial

Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (*municipality to complete*)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.



BUCK WILSON DRAIN Cowan Culvert Petition

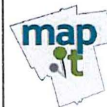
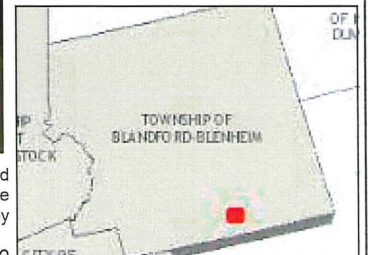


area for access culvert on the Buck Wilson Drain

Legend

- Parcel Lines
- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Notes



0 0 0 Kilometers

NAD_1983_UTM_Zone_17N



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

January 15, 2019



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Trevor Baer
Reviewed By:	Rodger Mordue, CAO/Clerk	Date:	Jan 9 2019
Subject:	Monthly Report – Dec	Council Meeting Date:	Jan 16 2019
Report #:	CS-19-01		

Recommendation:

That Report CS-19-01 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

We are still waiting on report from K smart for the building. There is nothing alarming that was found. There is some minor issue that will be coming from report. I am hoping to have this report in the next few weeks.

Over the Christmas break the Free skates were well attended.

Splash Pad

The Armor stones have been put in place around the splash pad. There is a cement pad that needs to be put in between the Armor stone and the splash pad. This is already to go but won't be poured till April or the start of May. There are a few things left to do on this project.

- 1) Thank you sign- Spring 2019
- 2) Path way to the Canteen-Spring 2019
- 3) Grand opening-June 2019

Seniors Centre Golden Age Active Centre

We have had 2 of the 3 meeting with the public at the time of this report. The attendance at these meeting has been 26 people that show up to give their input and to listen to what we have to say. We have one more public meeting left. I will have some more on this topic at council.

Communities

All the village got their Christmas Wreaths put up in time for the Christmas season. We are working on timelines to take them down.

Respectfully submitted by:

Trevor Baer



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	John Scherer, CBO/ Manager of Building Services
Reviewed By:	Rodger Mordue, CAO/Clerk	Date:	January 7, 2019
Subject:	Monthly Report to Council	Council Meeting Date:	January 16, 2019
Report #:	CBO-19-01		

Recommendation:

That Report CBO – 19- 01 be received as information.

Background:

To provide Council with an update, regarding the monthly Building activities for the period ending December 31, 2018

Building Updates:

1. Various other day to day responsibilities regarding Building Services, Property Standards & Zoning.
2. Working with County of Oxford Staff to aid in the development of AMANDA.
3. Year end report to council – 2nd meeting in February.

Legislative Updates:

None

Property Standards/By-Law Updates:

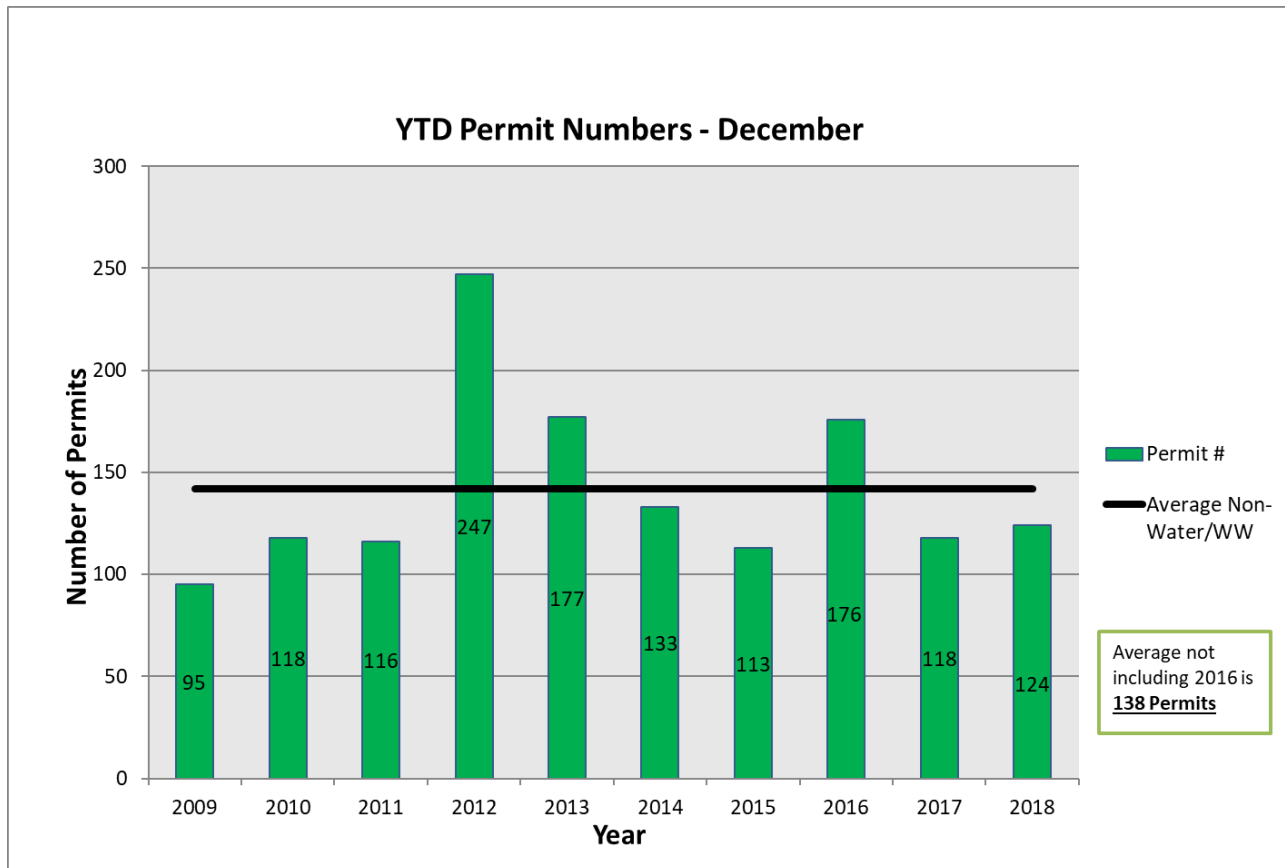
1. Property Standards/Bylaw written complaints received:

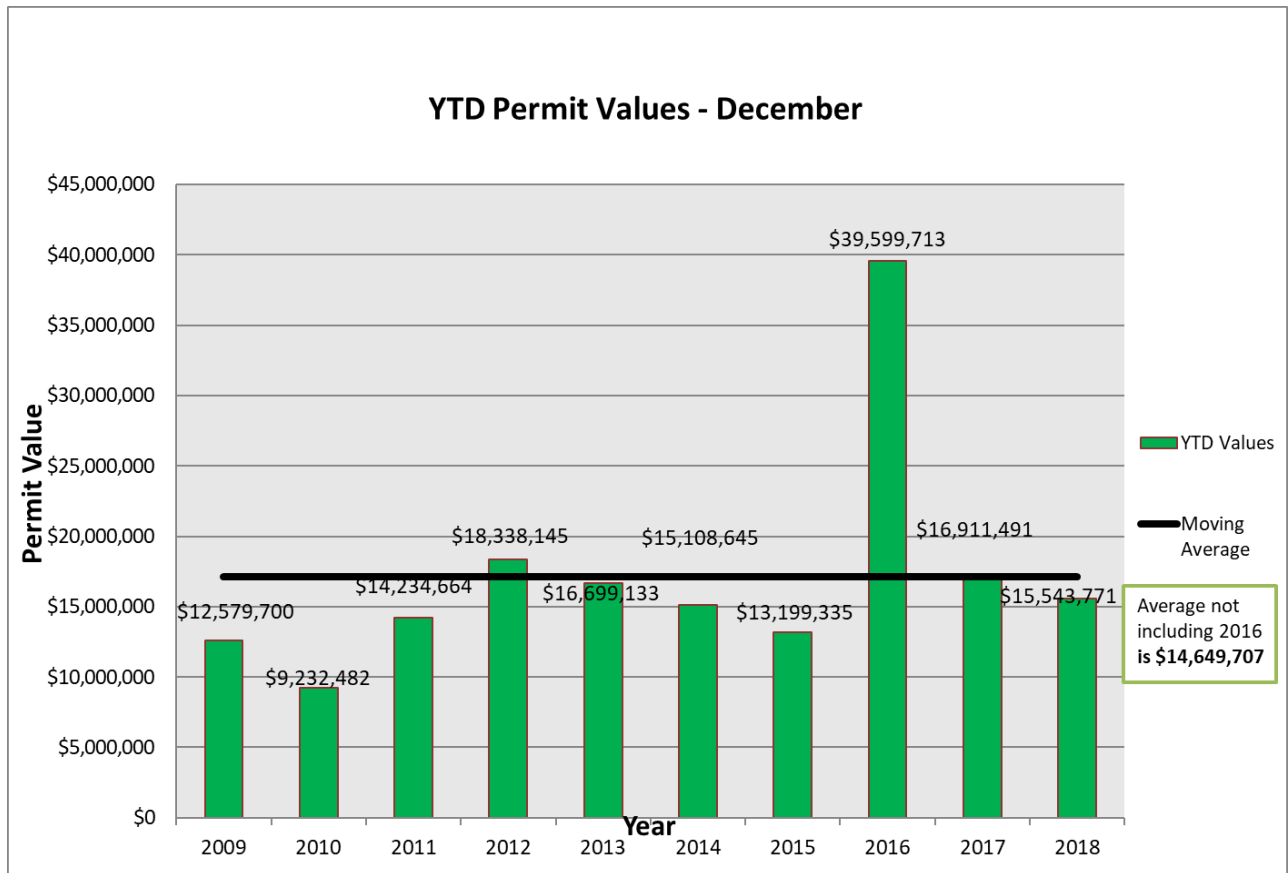
Currently 6 Complaints Unresolved	Complaints Received	Complaints Closed/Resolved	Unresolved Complaints Historic
December 2018	1		
Year to Date – December 31, 2018	11	5	
Historic Complaints - Unresolved			0

Monthly Permit Activity

	No. of Permits	Construction Value	Permit Fees
December 2018	9	\$1,573,100.00	\$18,205.00
Year to Date – October 31, 2018	124	\$15,543,771.00	\$147,159.29

Building Description	Permit Value	Permit Fee
Installation of pre-fab Shed	\$ 7,000.00	\$ 250.00
New Construction Pool House	\$ 60,000.00	\$ 580.00
Demolition of dwelling and accessory building	\$ 100.00	\$ 100.00
Alteration to add Fireplace	\$ 6,000.00	\$ 250.00
New Townhouse Unit	\$ 300,000.00	\$ 3,712.50
New Townhouse Unit	\$ 300,000.00	\$ 3,200.00
New Townhouse Unit	\$ 300,000.00	\$ 3,200.00
New Townhouse Unit	\$ 300,000.00	\$ 3,200.00
New Townhouse Unit	\$ 300,000.00	\$ 3,712.50
	\$1,573,100.00	\$18,205.00





Respectfully submitted by:

John Scherer
Manager Building Services/CBO



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug, Director of Finance
Reviewed By:	Rodger Mordue	Date:	December 11, 2018
Subject:	Temporary Borrowing	Council Meeting Date:	January 16, 2019
Report #:	TR-19-01		

Recommendation:

That Report TR-19-01 be received as information.

That Council pass By-law 2112-2019 authorizing the temporary borrowing for the Township of Blandford-Blenheim in 2019 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 2018 budgeted revenues are as follows:

2018 Revenue Base	\$8,760,962
Maximum borrowing January 1 st to September 30 th	\$4,380,481
Maximum borrowing October 1 st to December 31 st	\$2,190,240

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



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug, Director of Finance/Treasurer
Reviewed By:	Rodger Mordue	Date:	December 17, 2018
Subject:	Provincial Response Re: Railway High-Tonnage Rate	Council Meeting Date:	January 16, 2019
Report #:	TR-19-02		

Recommendation:

That Report TR-19-02 be received as information.

Background:

On April 3, 2018, the Ministry of Finance advised of certain taxation and assessment measures that the Province was undertaking as part of the 2018 Ontario Budget which included the new property tax rate of \$110 per acre on mainline railway rights-of-way for 2018 as well as new flexibility for high-tonnage rail lines.

The letter stated that municipalities that wish to utilize the increased high-tonnage rate should pass a formal Council resolution requesting that the Minister consider the high-tonnage rate for individual railway right-of-way properties that meet the high-tonnage threshold by June 29, 2018. Pending verification of properties that meet the high-tonnage threshold of 70 million gross ton-miles per route mile annually, the high-tonnage tax rates would be implemented through a Minister's regulation.

Analysis/Discussion:

At the June 6, 2018 meeting, Council passed a resolution requesting the Ministry of Finance to assess the Canadian National Rail line and the Canadian Pacific Rail line that is located in the Township of Blandford-Blenheim to determine its eligibility as a high-tonnage rail line.

On December 12th, 2018, a response was received from the province indicating that the railway right-of-way property tax rates for 2018 are unchanged from the rates previously communicated. I spoke to someone in the Ministry of Finance office and they indicated that there were no 2018 high tonnage rates approved and it is uncertain if there will be any in 2019.

Financial Considerations:

N/A – tax rates remain unchanged

Attachments:

2018 Rail Taxation Letter
2018 Rail Taxation Rates – Blandford-Blenheim Tp-3245

Respectfully submitted by:

Denise Krug
Director of Finance/Treasurer

Ministry of Finance
Provincial-Local Finance Division
10th Floor
777 Bay Street
Toronto, ON M5G 2C8
Tel (416) 327-0264
Fax (416) 325-7644

Ministère des Finances
Division des relations provinciales-
municipales en matière de finances
777, rue Bay, 10^e étage
Toronto (Ontario) M5G 2C8
Tél. : 416 327-0264
Télééc : 416 325-7644



December 12, 2018

Dear Municipal Treasurer/Clerk-Treasurer:

I am writing to follow up on the council resolution received from your municipality requesting consideration for a high-tonnage property tax rate for railway rights-of-way.

As you know, railway right-of-way property tax rates were adjusted in 2018 to address issues related to indexation and variation between rates. These rates will remain in place.

This means that the 2018 property tax rates are unchanged from the rates previously communicated. The attachment reconfirms the rate for your municipality and provides additional information, for your reference.

If you have questions or would like further information about the railway right-of-way property taxation system, please contact Chris Broughton, Director, Property Tax Policy, Ministry of Finance, at chris.broughton@ontario.ca.

Sincerely,

Original signed by

Allan Doheny
Assistant Deputy Minister
Provincial-Local Finance Division

Enclosure

Railway Right-of-Way Property Taxation

Ministry of Finance
Provincial-Local Finance Division

Township of Blandford-Blenheim

3245

Table 1: Railway Right-of-Way Property Tax Rates (\$ per acre)

	Municipal Mainline ¹	Education
2016	85.58	114.98
2017	91.58	114.98
2018	110.00	114.98

Table 2: Railway Right-of-Way Property Details ²

Roll Number	Line Operator	Property Owner	RTQ	Site Area (Acres)	Line Type
3245020090600000000	CN	CANADIAN NATIONAL RAILWAY	T	134.13	Mainline
3245020090500000000	CP	CANADIAN PACIFIC RAILWAY	T	131.92	Mainline

1. The 2018 property tax rate for identified railway right-of-way properties that meet the high-tonnage threshold could have rates per acre increased to the high-tonnage rate, subject to Minister's approval.

2. Actual roll details are subject to MPAC's determination.

Railway Right-of-Way Property Taxation

Ministry of Finance
Provincial-Local Finance Division

Appendix: List of Rail Operators in Ontario

Acronym	Operator Name
ANRCI	Arnprior-Nepean Railway Company Inc.
BCRY	Barrie Collingwood Railway
CASO	Canadian Southern Railway
CN	Canadian National Rail
CP	Canadian Pacific Rail
CSX	CSX Transportation
ETR	Essex Terminal Railway
GEXR	Goderich-Exeter Railway
GJR	Guelph Junction (OSR)
GO	Metrolinx/GO
NCR	Nipissing Central Railway
OBRY	Orangeville Brampton Railway
ONR	Ontario Northland
OSR	Ontario Southland Railway
OVR	Ottawa Valley Railway
PCHR	Port Colborne Harbour Railway
PSTR	Port Stanley Terminal Rail Inc.
SOLRS	Southern Ontario Locomotive Restoration Society (Waterloo Central Railway)
SOR	Southern Ontario Railway
SSHR	South Simcoe Railway Heritage Corporation
VAEX	Vale Railway
VIA	VIA Rail
WCR	Waterloo Central Railway
YDHR	York-Durham Heritage Railway



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council
Rodger Mordue, CAO/Clerk
and
Reviewed By: Denise Krug, Director of Finance

From: Sarah Matheson, Deputy Clerk

Date: January 9th, 2019

Subject: Multi-Year Accessibility Plan

Council Meeting Date: January 16th, 2019

Report #: DC-19-01

Recommendation:

That the Council receive report DC-19-01 as information; and,

That the 2019-2022 Multi-Year Accessibility Plan be adopted.

Background:

The Ontarians with Disabilities Act (ODA), was enacted in 2001. The Act requires municipalities to develop an annual accessibility plan aimed at identifying, removing and preventing barriers to accessibility.

The Accessibility for Ontarians with Disabilities Act (AODA) was enacted in 2005. The purpose of the Act is to develop, implement and enforce accessibility standards in order to remove barriers for Ontarians with disabilities in relation to products, services, facilities, accommodations, employment, structures and premises.

The Integrated Accessibility Standards Regulation (IASR) establishes accessibility standards and introduces requirements for:

- Accessible Customer Service Standard
- Information and Communications Standard
- Employment Standard
- Transportation Standard
- Design of Public Spaces Standard

The above legislation requires the preparation of a Multi-Year Accessibility Plan, which is to be reviewed at least once every five years and requires the preparation of an annual status report.

The Integrated Accessibility Standards Regulation (IASR) 191/11 states that:

4. (1) The Government of Ontario, Legislative Assembly, *designated public sector organizations and large organizations shall,*

(a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation;

(b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and

(c) review and update the accessibility plan at least once every five years. O. Reg. 191/11, s. 4 (1).

(2) The Government of Ontario, Legislative Assembly and *designated public sector organizations shall establish, review and update their accessibility plans in consultation with persons with disabilities* and if they have established an accessibility advisory committee, they shall consult with the committee. O. Reg. 191/11, s. 4 (2).

(3) The Government of Ontario, Legislative Assembly and *designated public sector organizations shall,*

(a) prepare an annual status report on the progress of measures taken to implement the strategy referenced in clause (1) (a), including steps taken to comply with this Regulation; and

(b) post the status report on their website, if any, and provide the report in an accessible format upon request. O. Reg. 191/11, s. 4 (3); O. Reg. 413/12, s. 3 (1).

Analysis/Discussion:

The Clerks Department has prepared a Multi-Year Accessibility Plan for Council approval. The plan is attached as Appendix 1. This plan will be reviewed annually and an annual status report provided based on the goals and projections for the upcoming five years.

The consultation process involved Township staff, particularly the senior leadership.

Municipalities with a population greater than 10,000 are required to establish accessibility advisory committees. In addition, the legislation stipulates that the majority of committee members must self-identify as a person with a disability.

With an approximate population of 7,399 (based on the 2016 Statistics Canada Census) the Township of Blandford-Blenheim is exempt from having an accessibility advisory committee.

The previous multi-year accessibility plan was also consulted and drawn upon. Many updates to the Township have occurred since the 2014-2018 plan was adopted.

Financial Considerations:

All Township Departments are affected by requirements of AODA. Budget requirements shall be included by each department every year in order to ensure funds are available to meet requirements of the legislation.

Attachments:

Access Blandford-Blenheim, 2019-2022 Multi-Year Accessibility Plan

Respectfully submitted by:
Sarah Matheson
Deputy Clerk

2019-2023

Access Blandford-Blenheim

MULTI-YEAR ACCESSIBILITY PLAN

TOWNSHIP OF BLANDFORD-BLENHEIM MULTI-YEAR ACCESSIBILITY PLAN

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Township of Blandford-Blenheim's Commitment to Accessibility

The Township of Blandford-Blenheim is committed to promoting a barrier-free Township for employees, citizens and all who live, work, visit, and invest in the Township of Blandford-Blenheim. In this plan, the Township of Blandford-Blenheim is proud to present its findings and report on the development of innovative strategies to remove and prevent future barriers for people with disabilities and our maturing population.

In keeping with this vision, the Township of Blandford-Blenheim understands that people with disabilities:

- Represent a growing and diverse community that is dramatically increasing due to the demographic trends of a maturing population.
- Form part of the work force, and include our families, our friends, our customers and the members of the community at large.
- Purchase products and services and make important financial decisions on where they do business, enjoy recreation or choose to live.
- Understand that accessible features can be of benefit to others, such as automatic doors that assist parents with children in strollers.
- Are aware that their full participation in Canadian society has been long awaited and anxiously anticipated.
- Understand that inclusion and full participation of people with disabilities requires well-considered commitment from all levels of government.

The Township of Blandford-Blenheim is committed to ensuring that people with disabilities enjoy the same opportunities as all others who live, work, visit and invest in the Township of Blandford-Blenheim.

Accessible Format

If you require this document to be in an accessible format, please contact the administration office at generalmail@blandfordblenheim.ca or 519-463-5347 or toll-free at 1-800-410-6882.

About the Township of Blandford-Blenheim's Accessibility Plan

This is the Township of Blandford-Blenheim's second Multi-Year Accessibility Plan. This plan outlines our strategy to prevent and remove all types of barriers as well as meet requirements under the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards Regulation (O. Reg. 191/11).

Consultation

The consultation process involved Township staff, particularly the senior leadership.

Municipalities with a population greater than 10,000 are required to establish accessibility advisory committees. In addition, the legislation stipulates that the majority of committee members must self-identify as a person with a disability.

With an approximate population of 7,399 (based on the 2016 Statistics Canada Census) the Township of Blandford-Blenheim is exempt from having an accessibility advisory committee.

Implementation Strategy

The Township of Blandford-Blenheim is committed to the intention of the AODA to make the Province of Ontario accessible by 2025. The Township is determined to ensure that accessibility is a priority in all of our municipal facilities and operations.

The Township of Blandford-Blenheim recognizes that:

- Long-term planning is imperative to meet the challenges and opportunities of the significantly maturing population as well as people with disabilities.
- The Township must continue, as an employer, to provide equal employment opportunities that encourage the full participation of people with disabilities.
- Well-planned buildings use universal design concepts that provide access for all including families with children, injured or ill people and the elderly as well as persons who rely on a wheelchair or other mobility devices and persons who have a visual, hearing, mental or developmental impairment.
- Education is the cornerstone to effective change, good management, and integrated services. The Township of Blandford-Blenheim is committed to educating its staff and the community on accessibility issues and opportunities.
- A commitment to research and development of products, services and educational material is necessary.
- Visitor and tourism operators also depend upon accessible municipal services and facilities. The Township of Blandford-Blenheim is committed to encourage accessible visitor and tourism facilities.

- Preventing the introduction of new barriers by ensuring heightened awareness of accessibility considerations in the Township planning and inspection processes is continuously necessary.
- Existing facilities will take time and resources to make accessible. As updates are considered and scheduled, accessibility will always be a priority.
- The process of municipal government has to be barrier-free and the Township of Blandford-Blenheim is committed to making public meetings and materials accessible and available to all.

Structure and Governance

The responsibility for the implementation of the AODA falls within the Clerks Department.

Accountability for the various clauses within the Integrated Accessibility Standards Regulation is a shared responsibility between municipal departments. The Clerks Department is responsible for ensuring compliance at the corporate level and is responsible for legislative analysis and subject matter expertise. Each Township Department is accountable for ensuring that their respective responsibilities are executed according to legislative requirements pertaining to the service delivery.

Township of Blandford-Blenheim Council

The Township of Blandford-Blenheim Council is committed to continuously eliminating barriers and improving accessibility for persons with disabilities in a manner that respects dignity, independence, integration and equal opportunity. Township Council allocates funds each year through the Community Grants Program where inclusivity and accessibility are significant considerations in deciding the allocation of funds.

Funding for Accessibility

The Township has successfully applied for and received grants in the past in order to assist in meeting and exceeding accessibility requirements. The Township has successfully received grants through the Canada 150 Community Infrastructure and the Ontario Trillium Foundation for:

- Richwood Community Hall Ramp & Washrooms
- Drumbo Park Splash Pad

The Township is committed to seeking additional funding opportunities to aid in the removal of barriers and improving accessibility within its municipal borders.

Legislative Background

Ontarians with Disabilities Act, 2001 (ODA)

The Ontarians with Disabilities Act (ODA), was enacted in 2001. The Act requires municipalities to develop an annual accessibility plan aimed at identifying, removing and preventing barriers to accessibility.

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

The Accessibility for Ontarians with Disabilities Act (AODA) was enacted in 2005. The purpose of the Act is to develop, implement and enforce accessibility standards in order to remove barriers for Ontarians with disabilities in relation to products, services, facilities, accommodations, employment, structures and premises.

Integrated Accessibility Standards Regulation (O. Reg. 191/11) [IASR]

The IASR establishes accessibility standards and introduces requirements for:

- Accessible Customer Service Standard
- Information and Communications Standard
- Employment Standard
- Transportation Standard
- Design of Public Spaces Standard

Canadians with Disabilities Act

The Government of Canada is planning new legislation known as the Canadians with Disabilities Act. Employment and Social Development Canada consulted with Canadians on planned accessibility legislation from July 2016 to February 2017.

Ontario Building Code

The Ontario Building Code outlines accessibility / barrier-free design requirements in newly constructed buildings and existing buildings that are to be extensively renovated.

The Ontario Ministry of Municipal Affairs outlines a New Edition of the Building Code proposed in-effect date of January 2019 with proposals to include accessibility updates.

Ontario Human Rights Code

The Ontario Human Rights Code is an individual, complaints-based legislation that addresses discrimination. The Ontario Human Rights Code requires organizations to accommodate people with disabilities to the point of undue hardship.

Progress on AODA/IASR to Date

Bright Fire Hall

The sidewalks leading into the Fire Hall in Bright were reconstructed and, as such, designed to be barrier-free and meet or exceed AODA/IASR Standards.

Corporate Website

In 2016 the Township of Blandford-Blenheim corporate website was redesigned to update the functioning as well as content of the site to provide a better user experience. In collaboration with the upper tier, Oxford County Information Services Team, content was reorganized to allow visitors to more easily find what they are looking for. The search function was updated to return relevant results. Content was reorganized to be less crowded and more simply organized. Content employs all required accessible features such as captioning and optical character recognition to ensure that user tools to make information accessible are compatible, such as screen readers. All web content meets Web Content Accessibility Guidelines (WCAG) 2.0 Level A.

Corporate Licensing

The Township requires all dogs in Blandford-Blenheim to be registered and licensed with the municipality for a fee. Service dogs must be registered, however, there is no fee for the license.

Customer Service

The Township follows our Corporate Guidelines for Delivering Accessible Customer Service in daily operations.

All staff and Council have completed the required training (through the use of a self-study package) in order to successfully assist individuals with disabilities. Accessible Customer Service Standards are also built into the Township's procurement policies and procedures.

Township of Blandford-Blenheim is committed to making emergency procedures, plans or public safety information available to the public in an accessible format or with appropriate communication supports.

The Township of Blandford-Blenheim provides and will continue to provide workplace emergency response information for municipal employees with disabilities.

Drop-in Centre

Through the Township Community Services Department, children aged 4 to 13 are invited to attend the Drop-In Centre for fun activities weekly at the Blenheim and Plattsville Public School gymnasiums. Each location also has a homework club in a separate room to allow students a place to work on their homework or get help with it.

Each the Blenheim and District Public School and the Plattsville and District Public School are fully accessible.

Drumbo Public Parking Lot

The existing gravel parking area was officially designated for public use and paved to meet AODA/IASR Standards. Two parking spots have been clearly marked as wider spaces for people who use mobility aids. The sidewalk leading into the parking lot was reconstructed as barrier-free and meeting or exceeding AODA/IASR Standards.

Municipal Elections, 2014 and 2018

Several measures were taken by municipal staff to ensure increased accessibility during the 2014 and 2018 municipal elections. These included accessibility audits of all polling locations, and training staff to assist persons with disabilities who required assistance filling out forms, filling out a ballot, or accessing voting locations. In the 2018 municipal election, a voting location was changed in Plattsville from a community church to the municipal arena to remove certain barriers and improve accessibility of that poll.

Princeton Park Expansion

Paved accessible walkways were implemented in the Princeton Park reconstruction project, which assist wheelchairs and other mobility aid devices in gaining access to the baseball facilities, covered pad, walking trail, and exercise equipment. The walking trail and exercise equipment are accessible, the trail being hard-packed stone dust and the equipment having several features designed for inclusivity and accessibility. Furthermore, access to benches throughout the Park Expansion area meet or exceed AODA/IASR Standards.

Reporting

The Township of Blandford-Blenheim files annual accessibility compliance reports, as required.

Subdivision Creation and Expansion in Township Villages

New development and expansion to current development areas, as part of Subdivisions Agreements must comply with AODA/IASR Standards. Curb lowering and textile plates on sidewalks at intersections or crossing areas have been implemented in development areas of Plattsville and Drumbo Villages.

Township Villages

The Township of Blandford-Blenheim Public Works Department removes snow and applies salt to melt ice on all the sidewalks in the villages of Bright, Drumbo, Plattsville and Princeton.

Richwood Community Hall

The historic building was updated to include an access ramp and improve the existing washrooms to create AODA/IASR-compliant facilities.

Goals for Compliance with AODA/IASR for 2019-2022

Corporate Website

The Township shall continue to ensure that all features and additions to the corporate website or any Township-owned website meet or exceed AODA/IASR Standards. In collaboration with the Oxford County Information Services Team, routine website redesigns will meet WCAG 2.0 Level AA (other than criteria 1.2.4 and 1.2.5).

Corporate Licensing

The Township is committed to continuing the licensing of service dogs, ensuring they are registered with the municipality free of charge.

Customer Service

The Township's Accessible Customer Service Policy Manual will continue to be complied with, and reviewed by staff to ensure the Township is providing an adequate level of Accessible Customer Service to the public. Township staff will continue to be made aware of the Township's Accessibility Plan and Township's Accessibility Policies. New employees will be notified and trained on existing policies for accommodating persons with disabilities. Accessible formats for policies and procedures will continue to be made available.

Golden Age Active Place / Seniors Centre

The Township is working with community groups and residents to offer a space for older adults, similar to the Drop-in Centre provided for youths. The Golden Age Active Place is committed to all programming being hosted in accessible locations and making inclusivity a priority.

Plattsville Park

The pavilion in Plattsville Park is to have accessible access through providing ramped access into the covered area.

Public Spaces

The Township is committed to ensuring that any new or redeveloped public spaces meet the Design of Public Spaces Standards (Part 4.1). Consultation for Outdoor Play Spaces, On-Street Parking, and Recreational Trails are ongoing.

Princeton Fire Hall

The construction of a barrier-free fire hall in Princeton to be completed, as was completed with the Plattsville and Drumbo Fire Halls in previous years.

Princeton Park

Accessible pathway to be constructed in the Princeton Park leading to the multi-purpose pad. This will assist wheelchairs and other mobility aid devices in gaining access to a hard-surface recreation pad with the opportunity to play multiple sports.

Princeton Village

New sidewalks shall be designed to be barrier free and meet or exceed the necessary AODA/IASR Standards when installed in Princeton as part of the water and sewer and storm drainage project.

Reporting

The Township of Blandford-Blenheim is committed to continue filing annual accessibility compliance reports, as required.

Township Villages

The Township is committed to continue removing snow and applying salt to melt ice on all the sidewalks in the villages of Bright, Drumbo, Plattsville and Princeton.

Review and Monitoring

The Multi-Year Accessibility Plan will be reviewed and updated at least once every five years. An annual status report will be completed to document the progress and measures taken to implement the Township of Blandford-Blenheim's strategy and meet the requirements of the Integrated Accessibility Standards Regulation.

Feedback

The Township of Blandford-Blenheim welcomes public input as feedback helps to identify areas where changes need to be considered and ways in which the Township can improve facilities, products and services. Should a member of the public wish to provide feedback, comments or suggestion please contact the Clerks Department in the Administration Office at generalmail@blandfordblenheim.ca or 519-463-5347 or toll-free at 1-800-410-6882.

Availability of the Plan

The Multi-Year Accessibility Plan will be made available through:

Website:

This Plan can be accessed through the Township of Blandford-Blenheim's website. <http://www.blandfordblenheim.ca/Accessibility>

Hard Copy:

The Plan may be accessed at Township of Blandford-Blenheim Administration Office:
47 Wilmot Street South, Drumbo, ON, N0J 1G0

Contact Information

For more information, contact the Township of Blandford-Blenheim Clerks Department:

519-463-5347 | 1-800-410-6882 | generalmail@blandfordblenheim.ca

Township of Blandford-Blenheim Clerks Department
47 Wilmot Street South, Drumbo, ON, N0J 1G0



TOWNSHIP OF BLANDFORD-BLENHEIM

To:	Members of Council	From:	Sarah Matheson, Deputy Clerk
Reviewed By:	Rodger Mordue, CAO/Clerk	Date:	January 3 rd , 2019
Subject:	Alternate Member of the Upper-Tier Council	Council Meeting Date:	January 16, 2019
Report #:	DC-19-02		

Recommendation:

That Report DC-19-02 be received as information; and,

That Council direct staff to proceed / not proceed with initiating an appointment of an alternate member to the upper tier.

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 came 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.

One year ago Council decided not to appoint an alternate and to wait for the 2018-2022 term of Council.

Analysis/Discussion:

The Township has the discretion whether or not it wishes to appoint an alternate representative on County Council.

The Alternate Member appointment is for the full term of Council.

Section 268 does not cover vacancies of a local council where a seat has been declared vacant in accordance with Section 259, which must be treated separately. Thus, long term vacancies are a separate matter.

Benefits of appointing an alternate include:

- ensuring Township representation and a “level playing field” when voting at the upper tier;
- additional experience gained by the alternate member.

Disadvantages of appointing an alternate include:

- additional time and work commitment for the alternate member;
- additional cost to the Township (potentially).

If Council decides to appoint an alternate, there are two options for the appointment of an alternate member to upper tier Council:

Option 1

Nominations be presented at an open meeting of Council and each nominee voted on with a motion to appoint the alternate member for the term of Council.

Option 2

The Councillor who has received the most votes during the municipal election has the first right of refusal to be appointed as the Alternate Member. The Township Clerk would contact Council members in the order of highest votes received until a member agrees to the Alternate Member appointment. If no one agrees, no Alternate Member appointment would be made for the term of Council. The Clerk would prepare a report and recommendation to appoint the Alternate Member.

There is also option of not appointing an alternate. Long term absences are dealt with under Section 259 of the Act. The appointment of an alternate is for the purposes of short-term absences.

Township staff will prepare a policy spelling out the details of the responsibilities and instances in which an alternate is to be called upon, should Council direct staff to initiate an appointment of an alternate member to the upper tier.

Financial Implications:

None at this time, could be costs involved with reimbursing an alternate member for parking, mileage, etc.

Attachments:

None.

Respectfully submitted by:

Sarah Matheson
Deputy Clerk



TOWNSHIP OF BLANDFORD-BLENHEIM

To:	Members of Council	From:	Sarah Matheson, Deputy Clerk
Reviewed By:	Rodger Mordue, CAO/Clerk	Date:	January 9, 2019
Subject:	Municipal Alcohol Policy	Council Meeting Date:	January 16, 2019
Report #:	DC-19-03		

Recommendation:

That Report DC-19-03 be received as information; and,

That Council direct staff to change the municipal alcohol policy to include an “end of service” time.

Background:

The Township of Blandford-Blenheim Municipal Alcohol Policy was created in 2011 and has since been amended to effectively manage alcohol usage on properties and in facilities owned by the municipality.

In light of modernization to the Special Occasion Permit (SOP) Application Process, as facilitated by the Alcohol & Gaming Commission of Ontario (AGCO), staff feel it necessary to update the Municipal Alcohol Policy.

According to the Guidelines provided by the AGCO, alcohol must be cleared no later than 45 minutes after the end of the serving period. The end time of service, however, is subject to individual consideration under the SOP Application process.

In order to decrease risk and liability as well as promote public health and safety, staff are recommending the Municipal Alcohol Policy be updated.

Analysis/Discussion:

The current Municipal Alcohol Policy does not contain a provision for ceasing the sale of alcohol.

Through the booking contract process, it is expressed that sale of alcohol is not to go past 1:00 a.m. Staff feel it would be beneficial to include this in the Municipal Alcohol Policy. Each party

booking a municipality facility for any event that will involve alcohol must obtain liability insurance, a SOP through the AGCO, and receives a copy of the Municipal Alcohol Policy.

In the Municipal Alcohol Policy's current form, it may be difficult to enforce ceasing the sale of alcohol past 1:00 a.m. if the renter is granted a SOP for sale of alcohol until 2:00 a.m. and ignores staff instruction to cease sale by 1:00 a.m.

Furthermore, staff feel the provision of a maximum number of drinks should be reduced from 4 to 2. Staff also suggest adding a clause for no special deals on alcohol for increased purchases. These changes shall assist in decreasing the risk of overconsumption of alcohol.

Thus, the following are proposed to be added to the Municipal Alcohol Policy:

A maximum of 2 alcoholic beverages per person may be served at one time. (Currently is 4)

No special sales or reductions will be permitted for volume ticket purchases.

Service of alcohol shall cease at 1:00 a.m.

Financial Implications:

None.

Attachments:

The Municipal Alcohol Policy

Respectfully submitted by:

Sarah Matheson
Deputy Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2117-2019**

Being a By-law to amend By-law Number 1684-2011 being the By-law to adopt a Municipal Alcohol Policy for the Corporation of the Township of Blandford-Blenheim.

WHEREAS section 11 of the Municipal Act S.O., 2001, as amended, provides that a municipality may pass by-laws respecting matters within the sphere of health, safety and well-being of persons and protection of persons and property, including consumer protection.

AND WHEREAS Section 450 of the Municipal Act S.O., 2011, as amended, states that no proceeding based on negligence in connection with the exercise or non-exercise of a discretionary power or the performance or non-performance of a discretionary function, if the action or inaction results from a policy decision of a municipality or local board made in a good faith exercise of the discretion, shall be commenced against a municipality or local board; a member of a municipal council or of a local board; or an officer, employee or agent of a municipality or local board;

AND WHEREAS Council deems it necessary to amend the Municipal Alcohol Policy for the management of alcohol usage on properties and in facilities owned by the municipality;

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

1. The Municipal Alcohol Policy for the Corporation of the Township of Blandford-Blenheim, attached hereto as Schedule "A" and forming part of this by-law is hereby approved and adopted.

By-law **READ** a **FIRST** and **SECOND** time this 16th day of January, 2019.

By-Law **READ** a **THIRD** time and **ENACTED** in Open Council this 16th day of January, 2019.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk

MUNICIPAL ALCOHOL POLICY

SCHEDULE "A"

1. Policy Statement

The Township of Blandford-Blenheim is committed to providing safe and enjoyable Township owned/leased premises to its residents and visitors, and recognizes that an effective alcohol policy supports the following objectives:

- a) creates a safe environment at Township premises for the general public and staff, thus enhancing enjoyment of events by both drinkers and non-drinkers;
- b) protects the public and staff against bodily injury and property damage caused by alcohol abuse;
- c) contributes to the well being of the community and reduces the risk of ill health caused by alcohol abuse;
- d) reduces opportunities to engage in high risk drinking;
- e) reduces the Township's and sponsors' exposure to risk;
- f) increases the general public's awareness in regard to their responsibilities and obligations under the *Liquor Licence Act*;
- g) communicates the importance of responsible alcohol management and drinking practices advocated by the Township;
- h) provides the public and staff with Municipal guidelines and prevention tools aimed at reducing the potential of alcohol related incidents.

This Policy establishes a series of reasonable conditions, which all persons will be required to follow where the consumption of alcohol is permitted at events occurring on lands and premises owned by the Township; at Township events held at any location; at public events, where the approval of the Township is requested, that are held on premises owned by third parties; and at Township owned lands and premises where there is no event taking place.

2. Definitions

In this policy:

"Alcohol" shall mean spirits, wine or beer, or any combination thereof and includes any product of fermentation or distillation in a form appropriate for human consumption as a beverage, alone or in combination with another matter;

"CAO" shall mean the CAO of the Township of Blandford-Blenheim, or designate;

"Good Standing" shall mean a sponsor deemed to:

a) operate in compliance with this policy and related Township By-laws, Policies and Procedures, Terms and Conditions and Standards;

b) have no prior unresolved issue of non-compliance to this policy or related Township By-laws, Policies and Procedures, Terms and Conditions and Standards;

c) operate in compliance with the Liquor Licence Act, and other legislation.

"Premises" shall mean all Township and contractual related third party, owned or leased lands, buildings, and structures, or any of them;

"Public Event" shall mean an event where the general public will be attending. A "Public Event" is not a private/invitation gathering;

"Sponsor" shall mean any person 18 years of age or over seeking to hold, or holding an event involving the serving of alcohol pertaining to this policy, or any organization seeking to hold, or holding an event involving the serving of alcohol pertaining to this

policy. In the case of carrying out activities pertaining to the monitoring events, the sponsor shall be permitted to appoint a designate, but the sponsor shall still be held responsible for upholding the provisions this policy;

"Standard Drink" shall mean:

a) 12 oz or 341 ml. of beer with 5% alcohol, or

b) 5 oz or 142 ml. of wine with 12% alcohol, or

c) 1 ½ oz or 43 ml. of spirits with 40% alcohol.

"Township" shall mean the Township of Blandford-Blenheim.

"Township Employee" shall mean any person employed by the Township of Blandford-Blenheim, or any person undertaking duties on the Township of Blandford-Blenheim's behalf pertaining to this policy.

3. Terms and Conditions

A sponsor holding an event must:

- a) be in good standing with the Township;
- b) comply with the requirements set out in this policy;
- c) comply with the regulations of the Liquor Licence Act as amended;
- d) comply with all rules and regulations, standards, policies and procedures of the Township, and comply with all Federal, Provincial and Municipal laws that apply to the use of the premises or holding of the event.

Anyone who wishes to serve alcohol at a designated site must obtain a Special Occasion Permit from the Liquor License Board of Ontario.

The Township of Blandford-Blenheim reserves the right to refuse any applicant permission to run a licensed event on its property and to impose on the event whatever restrictions it deems appropriate to ensure the safety of the participants.

4. Where this Policy Applies

This policy applies at:

- a) events occurring on lands and premises owned by the Township;
- b) Township events held at any location;
- c) public events where the approval of the Township is requested that are held on premises owned by third parties;
- d) Township owned lands and premises where there is no event taking place.

5. Facilities

The following facilities, owned by the Township, are designated as suitable for a Special Occasion Permit:

- a) Richwood Community Centre, and surrounding Township land
- b) Plattsville Arena
- c) Princeton Centennial Hall, and surrounding Township land
- d) Bright Park
- e) Drumbo Park
- f) Princeton Park
- g) Plattsville Park
- h) Bright Fire Station
- i) Drumbo Fire Station
- j) Plattsville Fire Station
- k) Princeton Fire Station

For the locations listed, the Township may limit the area where alcohol may be served and/or consumed. Locations not listed may be directed to Council for consideration.

6. Youth Admittance to Events

It is the responsibility of the sponsor to ensure that persons under the legal drinking age will not be provided or served alcohol directly or indirectly at an event. It is recommended that if minors are attending a public event that they be distinguished from other participants by a visible means, i.e. stamp, wrist band.

RATIONALE:

It is unlawful to allow anyone under the legal age to consume alcohol at an event. Reasonable precautions must be taken by event sponsors to ensure that this is being enforced.

7. Monitors and Identification

Entrance to public events will be monitored at all times by at least two people 18 years of age or older, and acceptable identification will include photo identification such as:

- a) Age of Majority Card
- b) Ontario Drivers Licence
- c) Passport

- d) Military Cards with Photo
- e) Drivers Licence for out of Province is acceptable if it includes a photo.

It is encouraged that event workers wear visible identification. Suggestions include shirts, hats, or badges.

The sponsor will ensure that the event controls will not put patrons in a situation that could cause harm to themselves or others, and that the physical setting is safe for both drinkers and non-drinkers.

The sponsor will ensure that monitors will supervise the event, encourage legal and moderate drinking behaviour, and ensure that any problems that arise are dealt with appropriately.

The sponsor will ensure that servers of alcoholic beverages are Smart Serve Certified, or have equivalent safe alcohol service training.

The monitors, bartenders and servers will not consume alcohol during the event, nor will they be under the influence of any alcohol consumed before the event.

The sponsor, or their designate, must attend the event and be responsible for making decisions regarding operation of the event. The sponsor, or designate, must not consume alcohol while performing this role.

The Township reserves the right to require the presence of police officer(s) for the duration of an event, the cost to be borne by the sponsoring organization or individual.

A Township or community partner representative, the sponsor or an event worker, who has reason to believe that the presence of a person on the premises is threatening may request the person to leave, or forbid the person to enter the premises. The sponsor shall not permit persons to enter the premises who are intoxicated, who appear to be intoxicated, who are known troublemakers, or who could cause overcrowding.

If drunkenness, riotous, quarrelsome, violent or disorderly conduct could lead to an uncontrolled situation and the troublemaker refuses to leave, the sponsor, designate, or event worker will:

- first ask the person to leave, and
- if the individual refuses to leave, call the Police.

The sponsor will be responsible for recognizing the need for assistance during the event, and requesting it from the appropriate Township staff, security officer or Police; the cost to be borne by the sponsor.

For public and private events, the minimum number of event workers shall be as follows:

Bartenders / Servers	1 to every 100 patrons
Door Monitors	1 for 101 to 200 patrons 2 for 201 to 1000 patrons
Floor Monitors	Minimum of 2 Floor Monitors. For every 100 patrons an additional 1 Floor Monitor is required.
Alcohol Ticket Sellers (when selling drink tickets)	1 for 1 to 300 patrons 2 for 301 to 600 patrons 3 for 601 to 900 patrons 4 for over 900 patrons

Despite the above, if the event has an anticipated number of attendees over 1,000 persons, ratios of appropriate staff will be assessed through consultation between the Ontario Provincial Police and the Township of Blandford-Blenheim.

RATIONALE:

The Special Occasion Permit holder, the Township, and the facility owner need to be alerted to the potential liability and an attendant must responsible to prevent participants from becoming intoxicated and protect them from foreseeable harm.

In order to provide a safe environment and control behaviour, event organizers must supervise entrances and exits. By controlling entry, underage, intoxicated, rowdy or unauthorized people can be prevented from entering an event. This will considerably reduce the likelihood of a problem occurring.

The role of an on or off duty police officer(s) at an event is to generally keep the peace. It is still the responsibility of the event sponsors to ensure that all the necessary controls and precautions are taken to have a safe and enjoyable event.

8. Controlling Consumption / Sale of Alcohol

Non-alcoholic beverages must be made readily available throughout the duration of the event, and at a cost significantly lower than drinks containing alcohol.

Sponsors must ensure that a variety of low-alcohol "light" beverages are available. The Township encourages 25% of beer supplied to be "light" beer. Light Beer is defined as 3-4% alcohol content. The sponsor must ensure that no beer served exceeds five- and one-half percent (5.5%) alcohol content.

The Township supports the serving of a "standard drink" as a measure to gauge alcohol consumption.

The sponsor will encourage consumption of food by persons attending the event, i.e., light meals, and will have light meals available at the event. Items **NOT** considered food are snacks such as peanuts, potato chips and other salty items.

A maximum of 2 alcoholic beverages per person may be served at one time.

No special sales or reductions will be permitted for volume ticket purchases.

Service of alcohol shall cease at 1:00 a.m.

There will be no "last call".

RATIONALE:

Over consumption of drinks is to be discouraged. It is against the law to sell or supply liquor to any person who appears to be intoxicated.

Low alcohol beverages reduce the consumption of absolute alcohol. 1 ½ oz. of spirits, 5 oz. table wine and 12 oz. 5% beer all contain equal amounts of pure alcohol. Low alcohol drinks reduce the likeliness of intoxication and reduce the likelihood of impaired driving. The availability of non-alcoholic drinks supports the designated driver program.

Limiting the number of tickets or drinks sold at one time slows the rate of consumption and allows monitors, servers and bartenders to observe participants for signs of intoxication.

Having no "last call" avoids a rush at the bar for extra drinks at the end of the event. Alcohol may not be served past 1:00 a.m. at any location, the time of close of event is subject to individual consideration during the booking and contract process.

9. Insurance

A sponsor hosting a public event must provide at least \$2,000,000.00 in public liability insurance, and the Township must be listed as an additional insured.

A sponsor hosting a public event, or a private event must provide at least \$2,000,000.00 in party alcohol liability insurance, and the Township must be listed as an additional insured.

The Township holds the right to require a sponsor to provide additional insurance as the Township sees fit.

Proof of above listed insurance must be provided to the Township of Blandford-Blenheim Office at least 48 hours prior to the event.

RATIONALE:

By requiring a sponsor to obtain insurance coverage, the municipality is clearly communicating to an event organizer that risks are involved in operating alcohol involved events and that they require additional insurance coverage and risk management strategies to prevent problems from developing that could result in liability occurring.

10. Alcohol Marketing Practices and Signage

Marketing practices which encourage increased or immoderate consumption such as oversized drinks, drinking games, double shots of spirits, drinking contests, liquor raffles and volume discounts, are not permitted.

For public events, a variety of signage must be visibly posted for the patrons of the event to see. All facility rules, including maximum person capacity, should be posted. The Special Occasion Permit should also be posted and clearly visible during the operation of the event. A sign at the entrance regarding valid proof of identification must be posted. Inside the event, a sign for ticket sales as well as a sign identifying low alcohol and non-alcoholic beverages should be posted.

RATIONALE:

Over consumption of drinks is to be discouraged. It is against the law to sell or supply liquor to any person who appears to be intoxicated.

Proper signage gives clarity and direction to patrons and staff, and can help to mitigate potential conflict.

11. Safe transportation

The sponsor shall be responsible for promoting safe transportation options for all participants at an event. If an uncontrollable situation develops in relation intoxicated patrons, the sponsor, or designate, shall call the Police and request that the intoxicated patrons be apprehended to ensure they do not drive vehicles while intoxicated.

The sponsor must remain on the premises until all the patrons have left the premises by a safe and satisfactory means of transportation.

RATIONALE:

The risk of liability is high when an intoxicated driver leaves an alcohol related event. Event organizers must assume responsibility for promoting safe transportation for all drinking participants. Safe transportation options are essential since the only way to sober up an intoxicated person is with time.

12. Additional Sanctions/Revoking a Permit

The Township reserves the right to refuse any applicant permission to run a licensed event on its property, and to impose on the event whatever restrictions it deems appropriate to ensure the safety of the participants.

The Township reserves the right to revoke a permit to hold an event, or disallow the serving of alcohol at an event on Township premises without notice.

13. Enforcement

Random monitoring of events where alcohol is served may be conducted by the Township.

When Township staff/community partners become aware of a Policy infraction, such violation shall be immediately documented and reported to the staff person having operational jurisdiction over the premises, and brought to the attention of the sponsor with a request to rectify the situation. Staff/community partners should not attempt to rectify a violation that could lead to a confrontation resulting in personal injury or property damage. In such cases, the police shall be alerted.

Township staff/community partners can ask individuals to cease the consumption of alcohol, or they can ask the individual or organized group to leave the facility area.

Should the individual or group member fail to comply, staff can call police for enforcement. Costs pertaining to police services shall be covered by the sponsor.

Alcohol consumption on Township lands and premises at non-designated facilities or events may be subject to penalty. Penalties may include, but may not be limited to organizations, or individuals receiving a letter of reprimand, or being suspended from use of Township of Blandford-Blenheim land or premises for a period of up to two years. A letter will be sent to an organization, or individual advising them of a suspension.

When a sponsor has violated this policy, and has been confronted by Township staff/community partners, the sponsor may be sent a letter advising of the violation, and indicating that no further violation will be tolerated. Additionally, the sponsor may be invoiced for any and all damages and costs associated with the violation.

Should a sponsor violate this policy within two years of receiving notice of their first violation, the sponsor may be suspended from organized use of Township of Blandford-Blenheim land or premises for a period of up to two years. A letter will be sent to the sponsor advising them of their suspension.

An individual or organized group may appeal to the CAO to have their privileges re-instated.

Minor deviations from this policy may be approved by the CAO. Major or permanent deviations from this policy must be approved by Township Council.

14. Indemnification

The sponsor shall indemnify and save harmless the Township of Blandford-Blenheim and any Township employee from any and all claims, demands, causes of action, losses, costs or damages that the Township of Blandford-Blenheim, or Township employee may suffer, incur, or be liable for, resulting from the sponsors', event workers' agents, and all other parties', for whom the sponsor is responsible, performance, actions and negligent acts, or omissions in connection with the holding of an event involving the serving of alcohol on Township land, or premises.



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Rodger Mordue, CAO/Clerk
Reviewed By:	N/A	Date:	December 20, 2018
Subject:	Closed Meeting Investigator & Integrity Commissioner	Council Meeting Date:	January 16, 2019
Report #:	CAO-19-01		

Recommendation:

That the Council receive report CAO-19-01 as information; and,

That the Township enter into an agreement with Gregory F. Stewart for a term of up to six months to provide Closed Meeting Investigation and Integrity Commissioner services.

Background:

Section 239.2 of the Municipal Act authorizes the municipality to appoint an investigator to investigate in an independent manner any complaint with respect to a meeting, or part of a meeting, that was closed to the public for Council or any of its' committees. Should council not appoint an investigator, and should there be a complaint, then the Ombudsman would investigate any complaint.

Section 223.3 of the Municipal Act authorizes the municipality to appoint an Integrity Commissioner whose role is to promote accountability and transparency in municipal governance. The Integrity Commissioner's role is to:

- Keep officials aware of the requirements of the Code;
- Respond to requests from members of Council, Boards or Committees for advice regarding their obligations under the Code of Conduct and compliance;
- Conduct confidential inquiries and investigations into alleged contraventions of the Code, make findings with respect to the alleged contravention and recommend penalties to Council, where the Integrity Commissioner finds that the code has been breached; and
- Report annually to Council on the activities of the office.

Currently this position of Integrity Commissioner is discretionary but as of March 1, 2019 the position will be mandatory for all municipalities.

Analysis/Discussion:

The County of Oxford will be going through the competitive bid process to solicit proposals to fill the positions of Closed Meeting Investigator and Integrity Commissioner. As in 2014 the process will be open to the eight area municipalities to join with the County and participate in this process. This process however will take some time.

For the past six years, the County of Oxford, and the area municipalities, with the exception of Woodstock have retained Gregory Stewart, who is with the Law Firm of Donnelly & Murphy to act as the closed meeting investigator. This agreement expired on December 31, 2018. It is recommended that the Township enter into an agreement with Mr. Stewart to continue to deliver these services until a provider can be selected through the competitive bid process.

The Township will require an Integrity Commissioner as of March 1, 2019. The competitive bid process will solicit proposals for this service as well but it will not be complete by the March 1st deadline. It is recommended that the Township enter into an agreement with Mr. Stewart to provide these services as well until the competitive bid process is complete.

Financial Considerations:

Mr. Stewart does not charge a retainer. His fee is \$250.00 per hour plus HST for all services in connection with an investigation into a closed meeting as well as for acting as the Integrity Commissioner. This fee has not changed since the arrangement started in 2012. In addition to his fee, he charges for any disbursements or expenses incurred in the investigation. There would only be costs incurred by the municipality if there were services provided.

Attachments:

N/A

Respectfully submitted by:

Rodger Mordue
CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER **2111-2019**

Being a by-law to establish an Interim Tax Levy for the year 2019.

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 2019 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., Drumbo ON N0J 1G0 on or before the following dates:

First Installment	February 28, 2019
Second Installment	May 31, 2019

By-law **READ** a **FIRST** and **SECOND** time this 16th day of January 2019.

By-Law **READ** a **THIRD** time and **ENACTED** in Open Council this 16th day of January 2019.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2112-2019

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 2019;

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 16th day of January, 2019.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 16th day of January, 2019.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk

**THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW 2113-2019**

Being a bylaw to meet the various requirements of the *Emergency Management and Civil Protection Act* and its related regulation 380/04.

WHEREAS the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 – Standards, requires that municipalities pass bylaws to adopt the Municipal Emergency Plan, appoint members to the Municipal Emergency Control Group as well as to the Emergency Management Program Committee, appoint the Community Emergency Management Coordinator as the Emergency Management Program Coordinator and name the Community Emergency Management Coordinator as Chair of the Emergency Management Program Committee and appoint an Emergency Information Officer; and

WHEREAS the Council passed a by-law which established an emergency management program and emergency response plan; and

WHEREAS the Act authorizes the head of council of the municipality to declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 4 (1); and

WHEREAS, the Act authorizes Council to appoint a member of Council to perform the duties of the Mayor during his/her absence or his/her inability to act; and

WHEREAS the Act authorizes employees of the Township of Blandford-Blenheim to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist; and

WHEREAS Section 10 of the Ontario Regulation 380/04 of the *Emergency Management and Civil Protection Act* requires that every municipality designate an Emergency Management Program Coordinator; and

WHEREAS Section 11 of the Ontario Regulation 380/04 of the *Emergency Management and Civil Protection Act* describes that "every municipality shall have an Emergency Management Program Committee"; and

WHEREAS the emergency management program and emergency response plan will be reviewed annually and amended as considered appropriate. With the exception of editorial amendments, any proposed changes will be referred to Council for further review and approval; and

WHEREAS Section 12 of the Ontario Regulation 380/04 of the *Emergency Management and Civil Protection Act* requires every municipality to have a Municipal Emergency Control Group; and

WHEREAS Section 14 of the Ontario Regulation 380/04 of the *Emergency Management and Civil Protection Act* requires that every municipality designate an employee of the municipality as its Emergency Information Officer; now therefore be it

BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM ENACTS AS FOLLOWS:

1. That the Township of Blandford-Blenheim the *Municipal Emergency Control Group* be established and consist of:
 - Mayor *or* a trained alternate appointed by Council;
 - Chief Administrative Officer *or* a trained alternate;
 - Community Emergency Management Coordinator *or* a trained alternate;
 - Emergency Information Officer *or* a trained alternate;
 - Director of Protective Services *or* a trained alternate;
 - Director of Public Works *or* a trained alternate;
 - Ontario Provincial Police Inspector *or* a trained alternate;
 - Manager of Emergency Medical Services *or* a trained alternate;
 - Any other person(s) that may be deemed necessary.

2. That the Township of Blandford-Blenheim *Emergency Management Program Committee* be established and consist of:
 - Mayor *or* a trained alternate appointed by Council;
 - Chief Administrative Officer *or* a trained alternate;
 - Community Emergency Management Coordinator *or* a trained alternate;
 - Emergency Information Officer *or* a trained alternate;
 - Director of Protective Services *or* a trained alternate;
 - Director of Public Works *or* a trained alternate;

3. That the Community Emergency Management Coordinator be named as the Emergency Management Program Coordinator and appointed as Chair of the Township's Emergency Management Program Committee.

4. That Council appoints the municipal Chief Administrative Officer (CAO) as Emergency Information Officer.

5. That Council adopts the current emergency plan.

6. That By-law 1462-2005, being a by-law to adopt the Emergency Management Program, previously approved on April 06, 2005, be and the same is hereby

repealed.

7. That this By-law comes into effect upon the final passing thereof.

By-law READ a FIRST and SECOND time this _____ DAY OF _____
2019.

By-law READ a THIRD time and ENACTED in Open Council this _____ DAY
OF _____ 2019.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2114-2019**

Being a By-law to authorize the execution of a Municipal Meeting Investigator Agreement and an Integrity Commissioner Agreement between the Township of Blandford-Blenheim and Gregory Stewart for the provision of professional services in accordance with Section 239.2 and Section 223.3 of the *Municipal Act, 2001, S.O. 2001 c.25*.

WHEREAS Section 239.2 of the *Municipal Act, 2001, S.O. c.25* authorizes the municipality to appoint an investigator who has the function to investigate in an independent manner, on a complaint made to him or her by any person, whether the municipality or a local board has complied with section 239 or a procedure by-law under subsection 238 (2) in respect of a meeting or part of a meeting that was closed to the public, and to report on the investigation.

AND WHEREAS Section 223.3 of the *Municipal Act, 2001, S.O. c.25* authorizes municipalities to establish codes of conduct for members of Council and local boards and to appoint an Integrity Commissioner who reports to Council.

AND WHEREAS Subsection 391(3) of the *Municipal Act, 2001, S.O. c.25* authorizes the municipality to impose fees and charges for costs related to administration.

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

1. That the Mayor and Clerk are hereby authorized and directed to execute an Agreement between the Township of Blandford-Blenheim and Gregory Stewart as set out in the Agreement attached hereto as Schedule "A", forming part of this By-law.
2. That a fee in the amount of twenty-five dollars (\$25.00) be charged to all applicants that submit a request for an investigation or request services related to Section 239.1 of the *Municipal Act, 2001, S.O. c.25*.
3. That the Agreement shall take effect and come into force on January 16, 2019.

By-law **READ** a **FIRST** and **SECOND** time this 16th day of January, 2019.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 16th day of January, 2019.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2115 - 2019

Being a By-law to appoint the Deputy Treasurer as a person authorized to issue Marriage Licences.

WHEREAS pursuant to Section 11(2) of the *Marriage Act*, R.S.O. 1990, c. M.3, the Honourable Minister of Government Services may appoint the Clerk of a Township as a person authorized to issue Marriage Licences in and for the Township;

AND WHEREAS pursuant to Section 11(3) of the *Marriage Act*, R.S.O. 1990, c. M.3, the Clerk of a Township, as issuer, may appoint in writing one or more deputies to act for him or her;

AND WHEREAS the Council of the Corporation of the Township of Blandford-Blenheim deems it expedient for the public convenience that the Deputy Treasurer of the Corporation of the Township of Blandford-Blenheim be appointed in such capacity;

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

1. The Corporation of the Township of Blandford-Blenheim be and it is hereby authorized to make application to the Honourable Minister of Government Services to have Katherine Koski, the Deputy Treasurer of the Corporation of the Township of Blandford-Blenheim appointed as a person authorized to issue Marriage Licences in and for the Corporation of the Township of Blandford-Blenheim;
2. The Mayor and the Clerk be and they are hereby authorized and directed to do all such things and execute all such documents as may be necessary for the completion and implementation of the said appointment;
3. By-law Number 1975-2016 enacted the 6th day of July, 2016, is hereby repealed.

By-law **READ** a **FIRST** and **SECOND** time this 16th day of January, 2019.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 16th day of January, 2019.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2116-2019

A By-Law to amend Zoning By-Law Number 1360-2002, as amended.

WHEREAS the Municipal Council of the Corporation of the Township of Blandford-Blenheim deems it advisable to amend By-Law Number 1360-2002, as amended.

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

1. That Schedule "A" to By-Law Number 1360-2002 as amended, is hereby amended by changing to "R1" & "OS" and the zone symbol of the lands so designated "R1" & "OS" on Schedule "A" attached hereto.
2. This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 16th day of January, 2019.

READ a third time and finally passed this 16th day of January, 2019.

Mark Peterson - Mayor

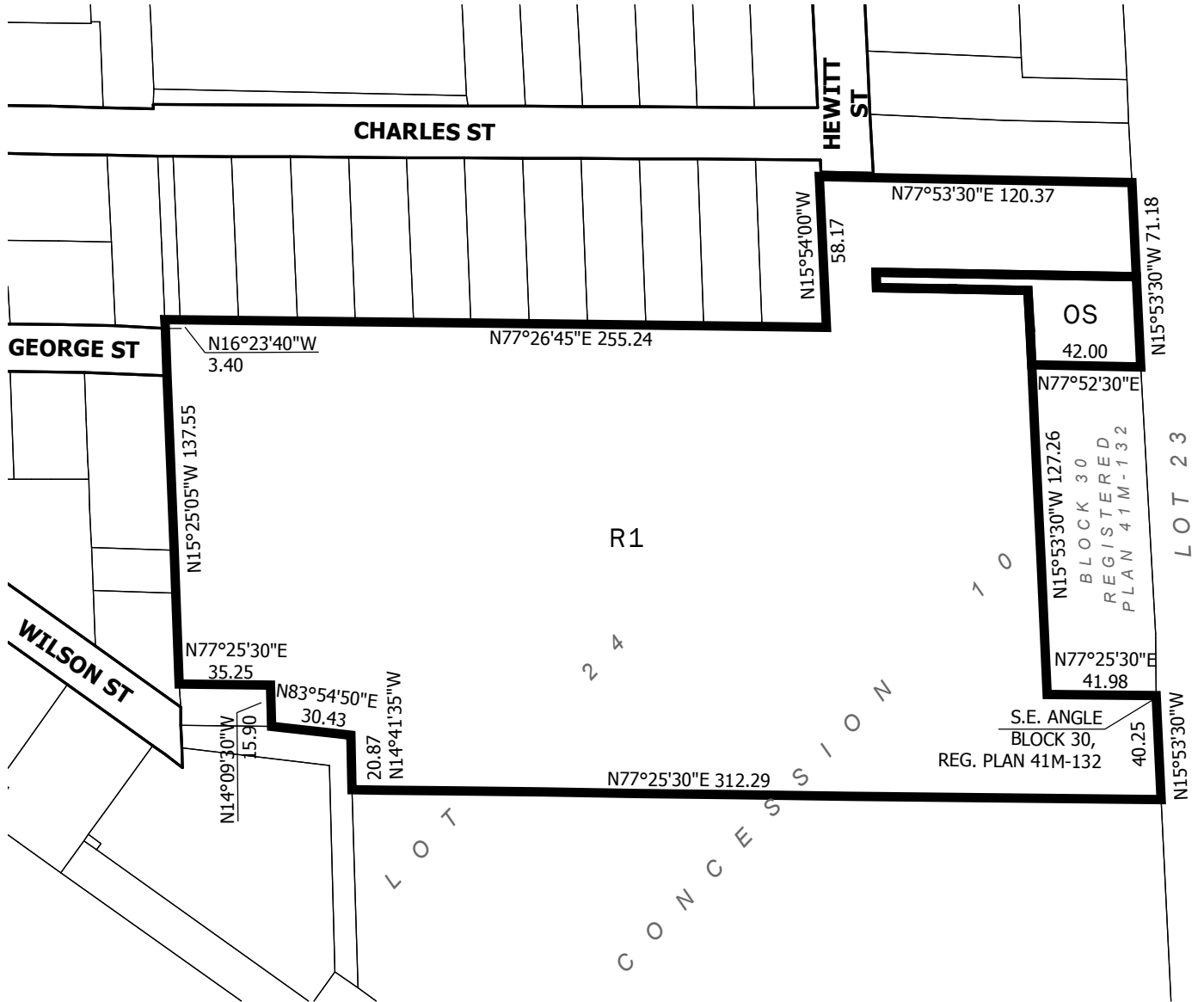
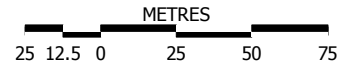
(SEAL)

Rodger Mordue – CAO/Clerk

SCHEDULE "A"

TO BY-LAW No. 2116-2019

PT LOT 24, CONCESSION 10 (BLENHEIM)
TOWNSHIP OF BLANDFORD-BLENHEIM



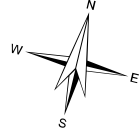
- R1 AREA OF ZONE CHANGE TO R1
- OS AREA OF ZONE CHANGE TO OS


NOTE: ALL DIMENSIONS IN METRES
THIS BY-LAW IS INTENDED TO
ENCOMPASS ALL OF THE DRAFT
PLAN OF SUBDIVISION SB-18-01-1.

THIS IS SCHEDULE "A"

TO BY-LAW No. 2116-2019, PASSED
THE 16th DAY OF January, 2019

KEY MAP



 LANDS TO WHICH BYLAW 2116-2019 APPLIES



ZN 1-18-10

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2116-2019

EXPLANATORY NOTE

The purpose of By-Law Number 2116-2019 is to rezone the subject lands from 'Development Zone (D)' and 'General Agricultural Zone (A2)' to 'Residential Type 1 Zone (R1)' and 'Open Space Zone (OS)' to facilitate a residential subdivision consisting of 17 lots for single detached dwellings, serviced by municipal water and private individual septic systems, 1 block for stormwater management purposes, as well as extensions of George Street and Hewitt Street, in the Village of Bright.

The subject lands are legally described as Part Lot 24, Concession 10 (Blenheim), Parts 1 – 5, 41R-8008, Township of Blandford-Blenheim. The lands are located on the south end of Hewitt Street, directly east of George Street, in the Village of Bright.

The Township of Blandford-Blenheim adopted the amending By-law Number 2116-2019. Any person wishing further information relative to Zoning By-Law Number 2116-2019 may contact the undersigned. Public input was received and considered in Council's decision.

Mr. Rodger Mordue, CAO/Clerk
Township of Blandford-Blenheim
P.O. Box 100
DRUMBO, Ontario
N0J 1G0

Telephone: 463-5347

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2117-2019

Being a By-law to amend By-law Number 1684-2011 being the By-law to adopt a Municipal Alcohol Policy for the Corporation of the Township of Blandford-Blenheim.

WHEREAS section 11 of the Municipal Act S.O., 2001, as amended, provides that a municipality may pass by-laws respecting matters within the sphere of health, safety and well-being of persons and protection of persons and property, including consumer protection.

AND WHEREAS Section 450 of the Municipal Act S.O., 2011, as amended, states that no proceeding based on negligence in connection with the exercise or non-exercise of a discretionary power or the performance or non-performance of a discretionary function, if the action or inaction results from a policy decision of a municipality or local board made in a good faith exercise of the discretion, shall be commenced against a municipality or local board; a member of a municipal council or of a local board; or an officer, employee or agent of a municipality or local board;

AND WHEREAS Council deems it necessary to amend the Municipal Alcohol Policy for the management of alcohol usage on properties and in facilities owned by the municipality;

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

1. The Municipal Alcohol Policy for the Corporation of the Township of Blandford-Blenheim, attached hereto as Schedule "A" and forming part of this by-law is hereby approved and adopted.

By-law **READ** a **FIRST** and **SECOND** time this 16th day of January, 2019.

By-Law **READ** a **THIRD** time and **ENACTED** in Open Council this 16th day of January, 2019.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk

MUNICIPAL ALCOHOL POLICY

SCHEDULE "A"

1. Policy Statement

The Township of Blandford-Blenheim is committed to providing safe and enjoyable Township owned/leased premises to its residents and visitors, and recognizes that an effective alcohol policy supports the following objectives:

- a) creates a safe environment at Township premises for the general public and staff, thus enhancing enjoyment of events by both drinkers and non-drinkers;
- b) protects the public and staff against bodily injury and property damage caused by alcohol abuse;
- c) contributes to the well being of the community and reduces the risk of ill health caused by alcohol abuse;
- d) reduces opportunities to engage in high risk drinking;
- e) reduces the Township's and sponsors' exposure to risk;
- f) increases the general public's awareness in regard to their responsibilities and obligations under the *Liquor Licence Act*;
- g) communicates the importance of responsible alcohol management and drinking practices advocated by the Township;
- h) provides the public and staff with Municipal guidelines and prevention tools aimed at reducing the potential of alcohol related incidents.

This Policy establishes a series of reasonable conditions, which all persons will be required to follow where the consumption of alcohol is permitted at events occurring on lands and premises owned by the Township; at Township events held at any location; at public events, where the approval of the Township is requested, that are held on premises owned by third parties; and at Township owned lands and premises where there is no event taking place.

2. Definitions

In this policy:

"Alcohol" shall mean spirits, wine or beer, or any combination thereof and includes any product of fermentation or distillation in a form appropriate for human consumption as a beverage, alone or in combination with another matter;

"CAO" shall mean the CAO of the Township of Blandford-Blenheim, or designate;

"Good Standing" shall mean a sponsor deemed to:

a) operate in compliance with this policy and related Township By-laws, Policies and Procedures, Terms and Conditions and Standards;

b) have no prior unresolved issue of non-compliance to this policy or related Township By-laws, Policies and Procedures, Terms and Conditions and Standards;

c) operate in compliance with the Liquor Licence Act, and other legislation.

"Premises" shall mean all Township and contractual related third party, owned or leased lands, buildings, and structures, or any of them;

"Public Event" shall mean an event where the general public will be attending. A "Public Event" is not a private/invitation gathering;

"Sponsor" shall mean any person 18 years of age or over seeking to hold, or holding an event involving the serving of alcohol pertaining to this policy, or any organization seeking to hold, or holding an event involving the serving of alcohol pertaining to this

policy. In the case of carrying out activities pertaining to the monitoring events, the sponsor shall be permitted to appoint a designate, but the sponsor shall still be held responsible for upholding the provisions this policy;

"Standard Drink" shall mean:

a) 12 oz or 341 ml. of beer with 5% alcohol, or

b) 5 oz or 142 ml. of wine with 12% alcohol, or

c) 1 ½ oz or 43 ml. of spirits with 40% alcohol.

"Township" shall mean the Township of Blandford-Blenheim.

"Township Employee" shall mean any person employed by the Township of Blandford-Blenheim, or any person undertaking duties on the Township of Blandford-Blenheim's behalf pertaining to this policy.

3. Terms and Conditions

A sponsor holding an event must:

- a) be in good standing with the Township;
- b) comply with the requirements set out in this policy;
- c) comply with the regulations of the Liquor Licence Act as amended;
- d) comply with all rules and regulations, standards, policies and procedures of the Township, and comply with all Federal, Provincial and Municipal laws that apply to the use of the premises or holding of the event.

Anyone who wishes to serve alcohol at a designated site must obtain a Special Occasion Permit from the Liquor License Board of Ontario.

The Township of Blandford-Blenheim reserves the right to refuse any applicant permission to run a licensed event on its property and to impose on the event whatever restrictions it deems appropriate to ensure the safety of the participants.

4. Where this Policy Applies

This policy applies at:

- a) events occurring on lands and premises owned by the Township;
- b) Township events held at any location;
- c) public events where the approval of the Township is requested that are held on premises owned by third parties;
- d) Township owned lands and premises where there is no event taking place.

5. Facilities

The following facilities, owned by the Township, are designated as suitable for a Special Occasion Permit:

- a) Richwood Community Centre, and surrounding Township land
- b) Plattsville Arena
- c) Princeton Centennial Hall, and surrounding Township land
- d) Bright Park
- e) Drumbo Park
- f) Princeton Park
- g) Plattsville Park
- h) Bright Fire Station
- i) Drumbo Fire Station
- j) Plattsville Fire Station
- k) Princeton Fire Station

For the locations listed, the Township may limit the area where alcohol may be served and/or consumed. Locations not listed may be directed to Council for consideration.

6. Youth Admittance to Events

It is the responsibility of the sponsor to ensure that persons under the legal drinking age will not be provided or served alcohol directly or indirectly at an event. It is recommended that if minors are attending a public event that they be distinguished from other participants by a visible means, i.e. stamp, wrist band.

RATIONALE:

It is unlawful to allow anyone under the legal age to consume alcohol at an event. Reasonable precautions must be taken by event sponsors to ensure that this is being enforced.

7. Monitors and Identification

Entrance to public events will be monitored at all times by at least two people 18 years of age or older, and acceptable identification will include photo identification such as:

- a) Age of Majority Card
- b) Ontario Drivers Licence
- c) Passport

- d) Military Cards with Photo
- e) Drivers Licence for out of Province is acceptable if it includes a photo.

It is encouraged that event workers wear visible identification. Suggestions include shirts, hats, or badges.

The sponsor will ensure that the event controls will not put patrons in a situation that could cause harm to themselves or others, and that the physical setting is safe for both drinkers and non-drinkers.

The sponsor will ensure that monitors will supervise the event, encourage legal and moderate drinking behaviour, and ensure that any problems that arise are dealt with appropriately.

The sponsor will ensure that servers of alcoholic beverages are Smart Serve Certified, or have equivalent safe alcohol service training.

The monitors, bartenders and servers will not consume alcohol during the event, nor will they be under the influence of any alcohol consumed before the event.

The sponsor, or their designate, must attend the event and be responsible for making decisions regarding operation of the event. The sponsor, or designate, must not consume alcohol while performing this role.

The Township reserves the right to require the presence of police officer(s) for the duration of an event, the cost to be borne by the sponsoring organization or individual.

A Township or community partner representative, the sponsor or an event worker, who has reason to believe that the presence of a person on the premises is threatening may request the person to leave, or forbid the person to enter the premises. The sponsor shall not permit persons to enter the premises who are intoxicated, who appear to be intoxicated, who are known troublemakers, or who could cause overcrowding.

If drunkenness, riotous, quarrelsome, violent or disorderly conduct could lead to an uncontrolled situation and the troublemaker refuses to leave, the sponsor, designate, or event worker will:

- first ask the person to leave, and
- if the individual refuses to leave, call the Police.

The sponsor will be responsible for recognizing the need for assistance during the event, and requesting it from the appropriate Township staff, security officer or Police; the cost to be borne by the sponsor.

For public and private events, the minimum number of event workers shall be as follows:

Bartenders / Servers	1 to every 100 patrons
Door Monitors	1 for 101 to 200 patrons 2 for 201 to 1000 patrons
Floor Monitors	Minimum of 2 Floor Monitors. For every 100 patrons an additional 1 Floor Monitor is required.
Alcohol Ticket Sellers (when selling drink tickets)	1 for 1 to 300 patrons 2 for 301 to 600 patrons 3 for 601 to 900 patrons 4 for over 900 patrons

Despite the above, if the event has an anticipated number of attendees over 1,000 persons, ratios of appropriate staff will be assessed through consultation between the Ontario Provincial Police and the Township of Blandford-Blenheim.

RATIONALE:

The Special Occasion Permit holder, the Township, and the facility owner need to be alerted to the potential liability and an attendant must responsible to prevent participants from becoming intoxicated and protect them from foreseeable harm.

In order to provide a safe environment and control behaviour, event organizers must supervise entrances and exits. By controlling entry, underage, intoxicated, rowdy or unauthorized people can be prevented from entering an event. This will considerably reduce the likelihood of a problem occurring.

The role of an on or off duty police officer(s) at an event is to generally keep the peace. It is still the responsibility of the event sponsors to ensure that all the necessary controls and precautions are taken to have a safe and enjoyable event.

8. Controlling Consumption / Sale of Alcohol

Non-alcoholic beverages must be made readily available throughout the duration of the event, and at a cost significantly lower than drinks containing alcohol.

Sponsors must ensure that a variety of low-alcohol "light" beverages are available. The Township encourages 25% of beer supplied to be "light" beer. Light Beer is defined as 3-4% alcohol content. The sponsor must ensure that no beer served exceeds five- and one-half percent (5.5%) alcohol content.

The Township supports the serving of a "standard drink" as a measure to gauge alcohol consumption.

The sponsor will encourage consumption of food by persons attending the event, i.e., light meals, and will have light meals available at the event. Items **NOT** considered food are snacks such as peanuts, potato chips and other salty items.

A maximum of 2 alcoholic beverages per person may be served at one time.

No special sales or reductions will be permitted for volume ticket purchases.

Service of alcohol shall cease at 1:00 a.m.

There will be no "last call".

RATIONALE:

Over consumption of drinks is to be discouraged. It is against the law to sell or supply liquor to any person who appears to be intoxicated.

Low alcohol beverages reduce the consumption of absolute alcohol. 1 ½ oz. of spirits, 5 oz. table wine and 12 oz. 5% beer all contain equal amounts of pure alcohol. Low alcohol drinks reduce the likeliness of intoxication and reduce the likelihood of impaired driving. The availability of non-alcoholic drinks supports the designated driver program.

Limiting the number of tickets or drinks sold at one time slows the rate of consumption and allows monitors, servers and bartenders to observe participants for signs of intoxication.

Having no "last call" avoids a rush at the bar for extra drinks at the end of the event. Alcohol may not be served past 1:00 a.m. at any location, the time of close of event is subject to individual consideration during the booking and contract process.

9. Insurance

A sponsor hosting a public event must provide at least \$2,000,000.00 in public liability insurance, and the Township must be listed as an additional insured.

A sponsor hosting a public event, or a private event must provide at least \$2,000,000.00 in party alcohol liability insurance, and the Township must be listed as an additional insured.

The Township holds the right to require a sponsor to provide additional insurance as the Township sees fit.

Proof of above listed insurance must be provided to the Township of Blandford-Blenheim Office at least 48 hours prior to the event.

RATIONALE:

By requiring a sponsor to obtain insurance coverage, the municipality is clearly communicating to an event organizer that risks are involved in operating alcohol involved events and that they require additional insurance coverage and risk management strategies to prevent problems from developing that could result in liability occurring.

10. Alcohol Marketing Practices and Signage

Marketing practices which encourage increased or immoderate consumption such as oversized drinks, drinking games, double shots of spirits, drinking contests, liquor raffles and volume discounts, are not permitted.

For public events, a variety of signage must be visibly posted for the patrons of the event to see. All facility rules, including maximum person capacity, should be posted. The Special Occasion Permit should also be posted and clearly visible during the operation of the event. A sign at the entrance regarding valid proof of identification must be posted. Inside the event, a sign for ticket sales as well as a sign identifying low alcohol and non-alcoholic beverages should be posted.

RATIONALE:

Over consumption of drinks is to be discouraged. It is against the law to sell or supply liquor to any person who appears to be intoxicated.

Proper signage gives clarity and direction to patrons and staff, and can help to mitigate potential conflict.

11. Safe transportation

The sponsor shall be responsible for promoting safe transportation options for all participants at an event. If an uncontrollable situation develops in relation intoxicated patrons, the sponsor, or designate, shall call the Police and request that the intoxicated patrons be apprehended to ensure they do not drive vehicles while intoxicated.

The sponsor must remain on the premises until all the patrons have left the premises by a safe and satisfactory means of transportation.

RATIONALE:

The risk of liability is high when an intoxicated driver leaves an alcohol related event. Event organizers must assume responsibility for promoting safe transportation for all drinking participants. Safe transportation options are essential since the only way to sober up an intoxicated person is with time.

12. Additional Sanctions/Revoking a Permit

The Township reserves the right to refuse any applicant permission to run a licensed event on its property, and to impose on the event whatever restrictions it deems appropriate to ensure the safety of the participants.

The Township reserves the right to revoke a permit to hold an event, or disallow the serving of alcohol at an event on Township premises without notice.

13. Enforcement

Random monitoring of events where alcohol is served may be conducted by the Township.

When Township staff/community partners become aware of a Policy infraction, such violation shall be immediately documented and reported to the staff person having operational jurisdiction over the premises, and brought to the attention of the sponsor with a request to rectify the situation. Staff/community partners should not attempt to rectify a violation that could lead to a confrontation resulting in personal injury or property damage. In such cases, the police shall be alerted.

Township staff/community partners can ask individuals to cease the consumption of alcohol, or they can ask the individual or organized group to leave the facility area.

Should the individual or group member fail to comply, staff can call police for enforcement. Costs pertaining to police services shall be covered by the sponsor.

Alcohol consumption on Township lands and premises at non-designated facilities or events may be subject to penalty. Penalties may include, but may not be limited to organizations, or individuals receiving a letter of reprimand, or being suspended from use of Township of Blandford-Blenheim land or premises for a period of up to two years. A letter will be sent to an organization, or individual advising them of a suspension.

When a sponsor has violated this policy, and has been confronted by Township staff/community partners, the sponsor may be sent a letter advising of the violation, and indicating that no further violation will be tolerated. Additionally, the sponsor may be invoiced for any and all damages and costs associated with the violation.

Should a sponsor violate this policy within two years of receiving notice of their first violation, the sponsor may be suspended from organized use of Township of Blandford-Blenheim land or premises for a period of up to two years. A letter will be sent to the sponsor advising them of their suspension.

An individual or organized group may appeal to the CAO to have their privileges re-instated.

Minor deviations from this policy may be approved by the CAO. Major or permanent deviations from this policy must be approved by Township Council.

14. Indemnification

The sponsor shall indemnify and save harmless the Township of Blandford-Blenheim and any Township employee from any and all claims, demands, causes of action, losses, costs or damages that the Township of Blandford-Blenheim, or Township employee may suffer, incur, or be liable for, resulting from the sponsors', event workers' agents, and all other parties', for whom the sponsor is responsible, performance, actions and negligent acts, or omissions in connection with the holding of an event involving the serving of alcohol on Township land, or premises.

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2118-2019

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 16th, 2019 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 16th day of January, 2019.

By-law read a third time and finally passed this 16th day of January, 2019.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE