TOWNSHIP OF BLANDFORD-BLENHEIM
COUNCIL MEETING AGENDA

Wednesday, April 17th, 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. April 3, 2019 Minutes of Council
6. **Business Arising from the Minutes**
7. **Delegations / Presentations**

   None.
8. **Public Meeting**
   a. Public Meeting Under the Planning Act
      i. Application for Zone Change ZN 1-18-13, Lawrence Beckett

         Recommendation:

         That the Council of the Township of Blandford-Blenheim deny the zone change application submitted by Lawrence Beckett for lands described as Part Lots 13 & 14 Concession 8 (Blenheim), Township of Blandford-Blenheim.

      ii. Application for Zone Change ZN 1-19-04, Ball, Hunter & Freund

         Recommendation:

         That the Council of the Township of Blandford-Blenheim approve the application for lands described as Lot 75, Plan M141, in the Township of Blandford-Blenheim to rezone the subject lands from Residential Type 1 Zone (R1) to Special Residential Type 2 Zone (R2-2) to

facilitate the conversion of an existing single detached dwelling to a converted dwelling containing two residential units.

9. Committee of Adjustment

a. Minutes

i. March 6, 2019 Meeting of the Committee of Adjustment

b. Application

i. Application for Minor Variance, A02-19, Eric & Daryl Hackborn

Recommendation:

That the Township of Blandford-Blenheim Committee of Adjustment approve Application A02-19 submitted by Eric & Daryl Hackborn for lands described as Part Lot 19, Concession 5 (Blenheim), Part 1, 41R-505, Township of Blandford-Blenheim as it relates to:

1. Relief from Section 5.1, Table 5.1.1.3 – Regulations for Accessory Uses, to increase the maximum permitted lot coverage of a building accessory to a residential use from 100 sq m (1,076.4 sq ft) to 162.6 sq m (1,750 sq ft); and,

2. Relief from Section 5.1, Table 5.1.1.3 – Regulations for Accessory Uses, to increase the maximum permitted height of a building accessory to a residential use from 4 m (13.1 ft) to 4.9 m (16 ft), to facilitate the construction of a detached garage on the subject property.

As the variances requested are deemed to be:

(i) Minor variances from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;

(ii) Desirable for the appropriate development or use of the land, building or structure;

(iii) In-keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002; and,

(iv) In-keeping with the general intent and purpose of the Official Plan of the County of Oxford.

10. Correspondence

a. General

i. Mayor Molnar, Town of Tillsonburg, Regional Government review

b. Specific

None

11. Staff Reports

a. Rick Richardson – Director of Public Works

i. FC-19-05 –Monthly Report

Recommendation:

That Report FC-19-05 be received as information

b. Jim Harmer, Drainage Superintendent

i. DS-19-07 – Petition for Drainage

Recommendation:

That Report DS- 19-07 be received as Information and

That Council accepts the petition for drainage works for the Lots 7,8,9 Concession 4 and Lots 7,8 Con 3 from Robert and Carol Scott and other property owner in the affected area of the existing Scott Drain 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.

c. John Scherer – Chief Building Official

i. CBO-19-10 – Monthly Report to Council

Recommendation:

That Report CBO-19-10 be received as information.

d. Rodger Mordue – CAO/Clerk

i. CAO-19-08 – Joint Service Delivery Review

Recommendation:

That the Council receive report CAO-19-08 as information; and,

That Council endorse the establishment of a service delivery review steering committee to set the terms of reference, request for proposals content and review of the RFP's for a joint service delivery report for all municipalities in Oxford County; and further,

That the grant received in the amount of $569,796.00 be transferred to the Working Capital Reserve account.

12. Reports from Council Members

13. Unfinished Business

14. Motions and Notices of Motion

15. New Business

16. Closed Session

17. By-laws

a. 2133-2019

Being a By-law to amend Zoning By-law Number 1360-2002, as amended (Ball, Hunter & Freund).

b. 2134-2019

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

18. Other

19. Adjournment and Next Meeting

Wednesday, May 1, 2019 at 4:00 p.m. in Council Chambers.

Township of Blandford-Blenheim
Regular Council Meeting
Wednesday, April 3, 2019 4:00 p.m.

MINUTES

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

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

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

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

Be it hereby resolved that the agenda for the April 3, 2019 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 Balzer
Seconded by – Councillor Banbury

Be it hereby resolved that the minutes of the March 20, 2019 Meeting of Council be adopted, as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Delegations / Presentations

None.

8. Correspondence

a. General

None

b. Specific

i. Canadian Cancer Society Great Ride ‘n’ Stride Support

RESOLUTION #3

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

That Council recognize the 50th Anniversary of the Canadian Cancer Society’s Great Ride ‘n’ Stride event in Blandford-Blenheim Township.

.Carried

9. Staff Reports

a. Jim Borton – Director of Public Works

i. PW-19-11 – Monthly Report

RESOLUTION #4

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

That Report PW-19-11 be received as information.

.Carried

ii. PW-19-12 – Surface treatment Tender results

RESOLUTION #5

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

That Report PW-19-12 be received as information; and,

That Council accept the Surface Treatment tender submitted by NorJohn Contracting, Niagara Falls, ON surface treatment with stress absorbing material (FibreMat) at a total contract cost of $449,415.00 plus HST

.Carried

iii. PW-19-13 - Blenheim Road CN Bridge

RESOLUTION #6

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

That Report PW-19-13 be received as information; and,

That Council of the Township of Blandford Blenheim inform CN Rail that the Township desires to move forward with the reconstruction of the Blenheim Rd bridge over the CN tracks at Mile 35.47 Dundas Line in 2019

.Carried

iv. PW-19-14 – Road Patrol Software

RESOLUTION #7

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

That Report PW-19-14 be received as information; and,

That Council accepts the quote submitted by Go Evo Inc. for the supply and setup of the Mess Road Patrol Software.

.Carried

b. Jim Harmer – Drainage Superintendent

i. DS-19-06 – Monthly Report

RESOLUTION #8

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

That Report DS-19-06 be received as information.

.Carried

c. Trevor Baer – Acting Manager of Community Services

i. CS-19-03 – Monthly Report

RESOLUTION #9

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

That Report CS-19-03 be received as information.

.Carried

d. Denise Krug – Director of Finance

i. TR-19-06 – Additional 2019 Council Grant & Subsidy Request

RESOLUTION #10

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

That Report TR-19-06 be received as information; and,

That Council provide a grant in the amount of $ 1,000.00 to the Plattsville Fire Department Association to commemorate their 85th anniversary.

.Carried

e. Rodger Mordue – CAO/Clerk

i. CAO-19-06 – Closure of Township Road 12

RESOLUTION #11

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

That the Council receive report CAO-19-06 as information; and,

That Council direct staff to prepare the necessary by-law to stop up and close a portion of Township Road 12 between Hofstetter Road and Oxford County Road 8.

.Carried

10. Reports from Council Members

Councillor Balzer spoke on the upcoming Town Hall meeting.

Councillor Banbury spoke on the use of technology in Europe to control automobile speed.

11. Unfinished Business

None.

12. Motions and Notices of Motion

None.

13. New Business

None.

14. Closed Session

a. Proposed or pending acquisition or disposition of land by the municipality or local board

RESOLUTION #12

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that Council moves into Closed Session under the authority of Section 239 of the Municipal Act at 4:40 p.m. to discuss;

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

.Carried

RESOLUTION #13

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 5:24 p.m.

.Carried

15. By-laws

RESOLUTION #14

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 2130-2019, being a By-law to stop up and close part of the opened Township Road 12 road allowance between Concessions 11 and 12 in Lot 18, formerly in the Township of Blenheim, now in the Township of Blandford-Blenheim, County of Oxford.

- By-law 2131-2019, Being a By-law to confirm the proceedings of Council.

.Carried

RESOLUTION #15

Moved by – Councillor Read
Seconded by – Councillor Banbury

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

- By-law 2130-2019, being a By-law to stop up and close part of the opened Township Road 12 road allowance between Concessions 11 and 12 in Lot 18, formerly in the Township of Blenheim, now in the Township of Blandford-Blenheim, County of Oxford.

- By-law 2131-2019, Being a By-law to confirm the proceedings of Council.

.Carried

16. Other Business

Town Hall meeting scheduled for April 16, 2019 at 6:30 pm at the Lions Hall, Plattsville.

17. Adjournment and Next Meeting

RESOLUTION #16

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 5:30 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday, April 17, 2019 at 4:00 p.m. in Council Chambers for regular meeting.

.Carried

_____
Mark Peterson, Mayor
Township of Blandford-Blenheim

_____
Rodger Mordue CAO / Clerk
Township of Blandford-Blenheim

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

From: **Rebecca Smith, Development Planner, Community Planning**

Application for Zone Change
ZN 1-18-13 – Lawrence Beckett

REPORT HIGHLIGHTS

- The application for zone change proposes to rezone the subject property from 'Special Temporary General Agricultural Zone (A2-23T)' to 'Special General Agricultural Zone (A2-23)' to permit a trailer on the property.
- A temporary use by-law currently applies to permit a trailer on the property for a period of 3 years, ending December, 2019.
- The applicant is requesting to keep the trailer on the property permanently, and increase the maximum gross floor area of the trailer from 37.2 m^2 (400 ft^2) to 55.7 m^2 (600 ft^2).
- Staff are not recommending approval of the application as the proposal is not consistent with the policies of the Provincial Policy Statement or intent and purpose of the County Official Plan.

DISCUSSION

Background

OWNER: Lawrence Beckett
246 Charles Street East, Ingersoll ON, N5C 1K5

LOCATION:

The subject property is described as Part Lots 13 & 14, Concession 8 (Blenheim), Township Blandford-Blenheim. The property is located on the south side of Township Road 9, immediately west of Highway 401, and is municipally known as 847000 Township Road 9.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "C-1"	County of Oxford Environmental Features Plan	Locally Significant Heritage Features, Provincially Significant Wetlands & Significant Valleylands
Schedule "C-2"	County of Oxford Development Constraints Plan	Erosion Hazard Land & Unstable Soil
Schedule "B-1"	Township of Blandford-Blenheim Land Use Plan	Environmental Protection, Open Space & Agricultural Reserve

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

Existing Zoning: Special Temporary General Agricultural Zone (A2-23T) with Environmental Protection Overlays 1 & 2 (EP1&2)

Proposed Zoning: Special General Agricultural Zone (A2-23) with Environmental Protection Overlays 1 & 2 (EP1&2)

PROPOSAL:

The Application for Zone Change proposes to rezone the subject property from 'Special Temporary General Agricultural Zone (A2-23T)' to 'Special General Agricultural Zone (A2-23)' to permit a trailer on the property. A temporary use by-law currently applies to permit a trailer on the property for a period of 3 years, ending December, 2019.

The applicant is requesting to keep the trailer on the property permanently, and increase the maximum gross floor area of the trailer from 37.2 m^2 (400 ft^2) to 55.7 m^2 (600 ft^2).

The trailer will continue to be located on north side of the property (as shown on Plate 3). As indicated by the applicant, the trailer is to be used for hunting purposes and will only be occupied a few days of the year.

The subject property comprises approximately 25.7 ha (62.6 ac) and is currently vacant. Surrounding uses include conservation lands to the north, woodlands to the west and Highway 401 to the southeast.

Plate 1, Existing Zoning & Location Map, shows the location of the subject property and existing zoning in the immediate vicinity.

Plate 2, Aerial Map (2015) with Existing Zoning, provides an aerial view of the subject property and surrounding area and identifies the proposed location of the trailer.

Plate 3, Applicant's Sketch, shows the location of the existing trailer on the subject property.

Application Review

PROVINCIAL POLICY STATEMENT:

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions "shall be consistent with" all policy statements issued under the Act.

Section 2.1 of the PPS directs planning authorities to protect natural features and areas for the long term. Section 2.1.5 also states that development and site alteration shall not be permitted in significant wetlands, significant woodlands, significant valleylands or significant areas of natural and scientific interest. Furthermore, Section 2.1.8 does not permit development or site alteration on lands adjacent to the aforementioned features, unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.

Section 3.1 further directs that development shall generally be directed to areas outside of hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards. Furthermore, development and site alteration shall not be permitted within areas that would be rendered inaccessible to people and vehicles during times of flooding hazards or erosion hazards, unless it has been demonstrated that the site has safe access and egress appropriate for the nature of the development and the natural hazard, or a floodway regardless of whether the area of inundation contains high points of land not subject to flooding.

Section 2.3 of the PPS directs that prime agricultural areas shall be protected for long term agricultural use. In prime agricultural areas, permitted uses and activities include agricultural uses, agriculture-related uses and on-farm diversified uses. All types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.

OFFICIAL PLAN:

The subject lands are primarily designated 'Environmental Protection (EP)' and 'Open Space (OS)', with the exception of a small portion of land on the south side of the property that is designated 'Agricultural Reserve', according to the Township of Blandford-Blenheim Land Use Plan. The 'EP' designation is reflective of the Locally Significant Natural Heritage Feature (woodlot), Provincially Significant Wetlands (PSW), Significant Valleylands and Life Science Area of Natural and Scientific Interest (Life Science ANSI), while the 'OS' designation is reflective of the identified floodplain associated with Black Creek. The majority of the lands are also identified as 'Erosion Hazard Lands' and 'Unstable Soil'.

According to Section 3.2.4.2, where lands designated 'EP' are affected by two or more natural heritage features, the most restrictive policies will apply. In this case, the policies respecting the PSW will apply.

As per Section 3.2.4.2.1, no development or site alteration, with the exception of silvicultural practices, may be permitted within a PSW. However, development or site alterations may be permitted within 120 m (394 ft) of a PSW, provided an Environmental Impact Study (EIS) is

prepared in accordance with Section 3.2.6. Development and site alteration within 50 m (164 ft) of a Significant Woodland, Significant Valleylands or Life Science ANSI also requires the preparation of an EIS. While an EIS is typically required for the above noted circumstances, Section 3.2.6 indicates that this Study may be waived where a Conservation Authority has no concerns with a proposal. It should be noted that the Ministry of Natural Resources and Forestry (MNRF) is responsible for determining the boundaries of significant wetlands and wetland complexes.

'Open Space' areas are also intended to maintain and enhance important ecological functions. Areas within the 'OS' area include Conservation Authority lands and areas within regulatory flood plains. A large portion of the property has also been identified as 'Erosion Hazard Land' and 'Unstable Soil'. Very limited development is permitted within 'Open Space Areas', including, but not limited to, passive recreational uses and structures that are accessory or ancillary to the Open Space use. Staff note that the proposed trailer will be located outside of the Open Space area.

While the lands are primarily designated 'Environmental Protection', development or site alteration on lands adjacent to such areas shall be consistent with the permitted uses of the underlying land use designation, being the 'Agricultural Reserve'. Within the 'Agricultural Reserve' lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms, together with farm buildings and structures necessary to the farming operation, and accessory residential uses required for the farm.

Residential uses on the farm unit will be accessory to farming operations and shall only be permitted as part of the farm. Additional dwelling units may be permitted on the farm unit in the form of temporary dwellings (mobile homes or modular dwellings) or permanent detached dwellings (bunkhouses or converted dwellings) through a minor variance granted by the Committee of Adjustment.

Notwithstanding the above, Section 10.3.9 (Temporary Use) of the Official Plan permits the development of uses that do not conform to the Official Plan land use designations or Zoning By-law for specific temporary periods, up to a maximum of three (3) years.

Such uses may be permitted upon individual application and careful consideration by Township Council of the need and appropriateness of a temporary use by-law and to ensure that the objectives and policy direction of the Official Plan are not adversely affected by such uses. In doing so, the following matters shall be taken into consideration by Township Council:

- compatibility of the use with surrounding land uses;
- the requirement for temporary buildings or structures;
- any temporary connections to municipal services and utilities;
- the potential impact of the use on transportation facilities and services in the immediate area;
- road access requirements; and,
- parking requirements that can be provided on the site.

Township Council may extend the temporary use beyond the initial three (3) year time period, as set out in the Planning Act, provided such extensions do not exceed a three (3) year time

period and do not jeopardize the long term development intentions of the subject lands as specified in the Official Plan.

TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW:

The subject lands are currently zoned 'Special General Agricultural Zone (A2-23(T))' according to the Township of Blandford-Blenheim Zoning By-law, which permits a wide range of agricultural uses, an accessory farm dwelling, and trailer with a total gross floor area of 37.2 m^2 (400 ft^2). A trailer is only permitted for a temporary time period of 3 years, being December 21, 2016 to December 21, 2019.

It is important to note that a 'dwelling' is defined as a building occupied or capable of being occupied as the home or residence of one or more persons, but shall not include a trailer, a mobile home, a motor home or recreational vehicle. This definition implements the farm residential use polices of the Official Plan and clearly establishes that a trailer cannot be used as a principle dwelling on a property.

The majority of the lands also contain 'Environmental Protection 1 & 2 Overlays (EP1&2)', which are reflective of the Provincially Significant Wetlands, Significant Woodlands, Significant Valleylands and Life Science ANSI on the property.

Notwithstanding the underlying zoning, uses permitted within 'EP1&2' overlays are limited to those uses existing at the date of the passing of the Zoning By-law, limited farm activities on existing cleared areas (excluding buildings and structures), public uses and conservation projects. According to Section 5.22.5, all other zone provisions of the underlying zone also apply to lands containing 'EP1&2' overlays.

The applicant is requesting to keep the trailer on the property permanently, and increase the maximum gross floor area of the trailer from 37.2 m^2 (400 ft^2) to 55.7 m^2 (600 ft^2). As no existing dwellings are located on the property, the proposed trailer will be considered the principle dwelling, which is not permitted by the Zoning By-law. Staff also note that the trailer will be located in an area containing 'EP2' overlay, which is also not permitted.

AGENCY COMMENTS:

The application was circulated to those agencies that were considered to have an interest in the proposal. The Grand River Conservation Authority (GRCA), Township Director of Public Works, Township Director of Protective Services, County Public Works Department and Southwestern Public Health indicated that they have no concerns with the proposal.

PUBLIC CONSULTATION:

Notice of complete application and notice of public meeting regarding this application were circulated to surrounding property owners on January 7, 2019 and March 28, 2019. At the time this report was written, no comments or concerns had been received from the public.

Planning Analysis

The applicant proposes to rezone the property to allow the existing trailer to remain on the property permanently, and increase the maximum gross floor area.

With respect to the policies of the PPS, the existing trailer is proposed remain within an area currently identified as a Significant Woodland and Life Science ANSI. The trailer is also located adjacent to Significant Valleylands, Erosion Hazard Lands and a Floodway.

For Council's information, correspondence has been provided by the applicant from the Ministry of Natural Resources and Forestry (MNRF) with regard to the boundary of the PSW on the subject property. As indicated by the MNRF, the boundary of the wetland does not extend to the area that is proposed to be occupied by the trailer, and as such, will be revised accordingly. Notwithstanding this revision, the trailer is still located within the required setbacks of each natural heritage feature (120 m), which requires an EIS, unless the GRCA has no concerns with a proposal. With that being said, the GRCA has confirmed that they have no concerns with the proposal, and an EIS is not required.

As a result of the natural heritage features that are present on the subject lands, the majority of the subject lands are designated 'Environmental Protection (EP)', which generally permits no new development or site alternation. While the majority of the property is designated 'EP', the policies of the 'Agricultural Reserve' designation also apply. In this regard, residential uses may only be permitted as part of the farm, and additional dwelling units may be permitted in the form of temporary dwellings, such as mobile homes or modular dwellings. In this case, the applicant proposes to keep the existing trailer on the property, where an existing permanent accessory dwelling does not exist. As such, the trailer will be considered the principle residential use, which does not conform to the farm residential policies of the Official Plan.

The property is also zoned 'A2' which permits an accessory farm dwelling and additional dwellings through minor variance. As previously noted, a permanent accessory farm dwelling is required to be established prior to a trailer in the 'A2' zone. According to the Zoning By-law, a dwelling does not include a trailer, as proposed. As such, the trailer is not a permitted use on the property.

It is also noted that due to the 'EP' designation, the majority of the lands also contain 'EP1&2' zoning overlays. These overlays ensure environmental features are protected in accordance with the policies of the Official Plan. In this case, the proposed trailer will be located within an 'EP2' overlay, which is not permitted.

Planning staff also note that permitting a trailer as the principle dwelling on the property may set undesirable precedent for the Township, which could have impacts on current and future properties within the municipality.

In light of the foregoing, Planning staff are not supportive of the application as the proposal is not consistent with the natural heritage policies of the PPS and Official Plan or the policies of the Official Plan respecting farm residential uses, and does not maintain the intent and purpose of the Township Zoning By-law.

RECOMMENDATION

It is recommended that the Council of the Township of Blandford-Blenheim <u>not approve</u> the zone change application submitted by Lawrence Beckett, whereby the lands described as Part Lots 13 & 14, Concession 8 (Blenheim), Township Blandford-Blenheim are to be rezoned from 'Special Temporary General Agricultural Zone (A2-23T)' to 'Special General Agricultural Zone (A2-23)' to permit a trailer on the property.

SIGNATURES

Authored by: *original signed by* Rebecca Smith, MCIP, RPP
Development Planner

Approved for submission: *original signed by* Eric Gilbert, MCIP, RPP
Senior Planner

Plate 1: Existing Zoning & Location Map
File No. ZN 1-18-13 - Lawrence Beckett
Part Lots 13 & 14, Concession 8 (Blenheim) - 847000 Township Road 9, Township of Blandford-Blenheim

Legend

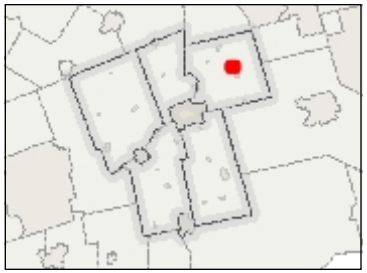
Parcel Lines
- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Environmental Protection/Flood Overlay
- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

Zoning Floodlines/Regulation Limit
- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

Zoning (Displays 1:16000 to 1:500)

Notes



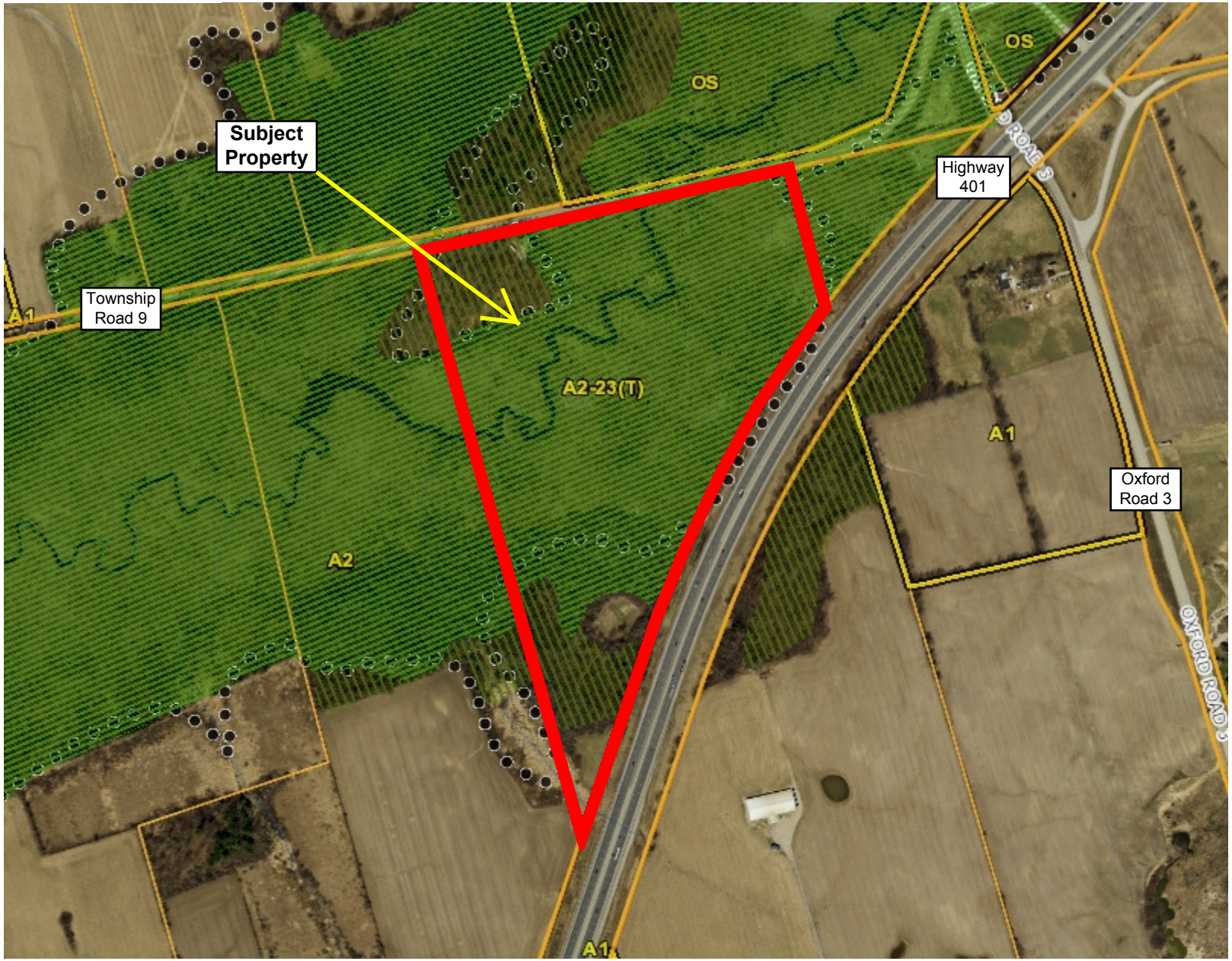
0 256 512 Meters

NAD_1983_UTM_Zone_17N

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

January 2, 2019

Plate 2: Aerial Map (2015) with Existing Zoning
File No. ZN 1-18-13 - Lawrence Beckett
Part Lots 13 & 14, Concession 8 (Blenheim) - 847000 Township Road 9, Township of Blandford-Blenheim



Legend

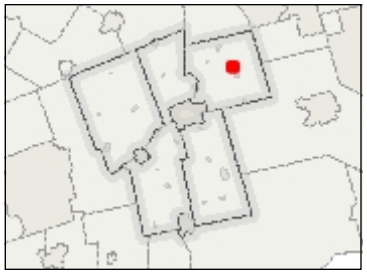
Parcel Lines
- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Environmental Protection/Flood Overlay
- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

Zoning Floodlines/Regulation Limit
- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

Zoning (Displays 1:16000 to 1:500)

Notes



0 205 409 Meters

NAD_1983_UTM_Zone_17N

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January 2, 2019

Plate 3: Applicant Sketch
File No. ZN 1-18-13 - Lawrence Beckett
Part Lots 13 & 14, Concession 8 (Blenheim) - 847000 Township Road 9, Township of Blandford-Blenheim

Legend

Environmental Protection/Flood Overlay
- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

Zoning Floodlines/Regulation Limit
- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

Zoning (Displays 1:16000 to 1:500)

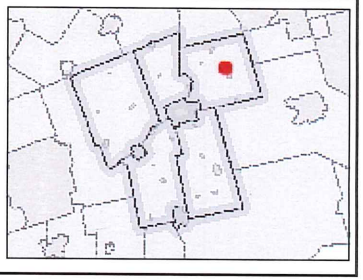
100 Metre Buffer Ingersoll

Village Land Use Designation
- Village Core
- Service Commercial
- Low Density Residential
- Medium Density Residential
- Industrial
- Major Institutional
- Future Urban Growth
- Open Space
- Environmental Protection
- School

Requiring Secondary Planning (See Sec. 4.2.2.4)

Land Use Designation
- Residential
- Residential Reserve
- Central Business District
- Entrepreneurial District
- Neighbourhood Shopping Centre
- Service Commercial

Notes



0 182 365 Meters

NAD_1983_UTM_Zone_17N

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December 18, 2018

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

From: **Rebecca Smith, Development Planner, Community Planning**

Application for Zone Change
ZN 1-19-04 – Ball, Hunter & Freund

REPORT HIGHLIGHTS

- The application for zone change proposes to rezone the subject property from 'Residential Type 1 Zone (R1)' to 'Residential Type 1 Zone (R1-C)' to facilitate the conversion of an existing single detached dwelling to a converted dwelling containing two residential units.
- No concerns were raised as a result of agency circulation.
- Planning Staff are recommending approval of the application as the proposal is consistent with the policies of the Provincial Policy Statement and maintains the general intent and purpose of the Official Plan.

DISCUSSION

Background

OWNERS: James Ball, Hannah & Autumn Freund, Joshua Hunter
181 Fennel Street, Plattsville ON, N0J 1S0

LOCATION:

The subject property is described as Lot 75, Plan M141, in the Township Blandford-Blenheim. The property is located on the south side of Fennel Street, between Joshua Court and William Street North, and is municipally known as 181 Fennel Street, Plattsville.

COUNTY OF OXFORD OFFICIAL PLAN:

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

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

Existing Zoning: Residential Type 1 Zone (R1)

Requested Zoning: Residential Type 1 Zone (R1-C)

PROPOSAL:

The purpose of the application for zone change is to rezone the subject property from 'Residential Type 1 Zone (R1)' to 'Residential Type 1 Zone (R1-C)' to facilitate the conversion of an existing single detached dwelling to a converted dwelling containing two residential units.

As indicated by the applicants, the proposed second unit will be located in the basement of the existing dwelling, and will be occupied by a family member. No exterior changes are proposed to the existing dwelling.

The subject property comprises approximately 526 m^2 (5,661 ft^2) and is currently occupied by a single-detached dwelling. Surrounding land uses are predominately low density residential uses, consisting of single detached and semi-detached dwellings, with the Plattsville recreational area to the south.

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

Plate 2, Aerial Map (2015) with Existing Zoning, provides an aerial view of the subject lands and surrounding area.

Plate 3, Applicants' Sketch, shows the setbacks of the existing dwelling and proposed addition on the subject property.

Comments

PROVINCIAL POLICY STATEMENT:

The 2014 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions "shall be consistent with" all policy statements issued under the Act.

Section 1.1.1 states that healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term and cost-effective development patterns and standards to minimize land consumption and servicing costs.

Section 1.1.3.2 directs that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Furthermore, land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land, resources, existing infrastructure and public service facilities. A range of uses and opportunities for intensification and redevelopment should also be promoted where it can be accommodated in settlement areas.

Section 1.1.3.3 also directs that planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

Further, according to Section 1.4.3, planning authorities shall provide for an appropriate mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

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

OFFICIAL PLAN:

The subject lands are located within the Village of Plattsville, which is identified as a 'Serviced Village' according to the Settlement Strategy Plan for the County of Oxford. The lands are also designated 'Low Density Residential' according to the Village of Plattsville Land Use Plan.

As per Section 6.2.2, low density residential areas are lands that are primarily developed, or planned, for a variety of low-rise, low density housing forms consisting of single detached, semi-detached, duplexes, converted dwellings and street-fronting townhouses.

According to Section 6.2.2.2, Council may zone areas within Low Density Residential areas of the Serviced Villages to permit detached, semi-detached, duplex and townhouse dwellings to be converted into two residential units.

The Zoning By-Law may limit the number of units that may be contained in a converted dwelling and specify minimum lot or dwelling size requirements for conversion. To maintain the external character of the dwelling the Zoning By-Law may also limit the extent of structural additions or changes that would be permitted.

ZONING BY-LAW:

The subject property is currently zoned 'Residential Type 1 Zone (R1)' according to the Township Zoning By-law. The 'R1' zone permits a single detached dwelling and requires a minimum lot area of 450 m^2 (4,844 ft^2), frontage of 15 m (49.2 ft), and depth of 30 m (98.4 ft). Minimum front and rear yard depths of 7.5 m (24.6 ft) and interior side yard widths 1.5 m (4.9 ft) are also required.

The applicants' have requested to rezone the property 'Residential Type 1 Zone (R1-C)' to facilitate the conversion of the existing single detached dwelling to a converted dwelling containing two dwelling units. While this is the case, as the subject property is located within a fully serviced settlement area, Staff recommend that the property be zoned 'Residential Type 2 Zone (R2)'. The 'R2' zone is more appropriate for a fully serviced village as is permits a converted dwelling on a smaller sized lot, which supports intensification in a designated settlement area.

The 'R2' zone requires a minimum lot area of 600 m^2 (6,458.5 ft^2), frontage of 18 m (59 ft), depth of 30 m (98.4 ft), as well as minimum front and rear yard depths of 7.5 m (24.6 ft) and interior side yard widths of 1.5 m (4.9 ft), for a converted dwelling. In addition, two parking spaces are required for each unit, for a total of four spaces.

It would appear that special provisions are required to recognize the existing lot area of 525 m^2 (5,651 ft^2) and frontage of 17 m (55.8 ft). It would appear that the remaining provisions of the 'R2' zone will be maintained, and a total of two parking spaces can be provided in the existing attached garage, and two spaces in the existing driveway.

AGENCY REVIEW:

The application was circulated to those agencies considered to have an interest in the proposal. The following comments were received.

The County Public Works Department indicated that the property will continue to be serviced by a single set of water and sanitary services and a single municipal water meter when the second dwelling unit is added.

The Township Drainage Superintendent and Township Director of Public Works had no concerns with the proposal.

PUBLIC CONSULTATION:

Notice of complete application was sent to surrounding property owners on March 8, 2019, and notice of public meeting was sent on March 28, 2019. At the time of writing this report, no further comments or concerns had been received from the public.

Planning Analysis

The applicant is proposing to rezone the subject property to facilitate the conversion of the existing single detached dwelling to a converted dwelling containing two dwelling units.

It is the opinion of Staff that the proposal is consistent with the policies of Sections 1.1.3.2, 1.1.3.3 and 1.4.3 of the PPS. The proposed development promotes intensification and provides a mix of housing types to accommodate current and future residents of the regional market area. The development is also considered to be an efficient use of lands, municipal services and infrastructure within a designated settlement area.

The proposed converted dwelling is also permitted in the low density residential designation, and is supported by the policies of Section 6.2.2.2 of the Official Plan.

The subject property is located within an area consisting of predominately low density residential development, consisting of single and semi-detached dwellings, with recreational lands to the south. Furthermore, as no exterior changes are proposed to the existing dwelling, Staff are also satisfied that the character, spacing and setbacks of the existing dwelling will continue to be in keeping with the characteristics of the surrounding residential area.

In addition, sufficient area will continue to be provided in the front yard to accommodate off-street parking requirements without impacting sightlines along Fennel Street, and adequate area will be available for amenity space.

As noted, special provisions are required to recognize the existing lot area of 525 m^2 (5,651 ft^2) and frontage of 17 m (55.8 ft). The minimum lot area and frontage provisions are intended to ensure lots are sufficiently large enough to provide an adequately sized building envelope that maintains adequate setbacks to provide access to the rear yard, and sufficient area to conduct normal property maintenance. These provisions are also intended to ensure adequate area is provided for parking, landscaping, drainage and private amenity space. The creation of an additional dwelling unit within the existing dwelling is not expected to compromise any of these objectives.

In light of the above, Staff note that the existing dwelling on the property is proposed to be converted to accommodate a second unit, and no further development is proposed on the property at this time. Further, it is not anticipated that the request will impact the ability of the property to provide adequate area for landscaping, drainage or private amenity space, and sufficient area will continue to be provided for off-street parking.

In light of the foregoing, Planning staff are satisfied that the proposal is consistent with the policies of the Provincial Policy Statement and meets the general intent and purpose of the Official Plan. As such, Staff are satisfied that the application can be given favourable consideration.

RECOMMENDATION

It recommended that the Council of the Township of Blandford-Blenheim approve the application for lands described as Lot 75, Plan M141, in the Township of Blandford-Blenheim, to rezone the subject lands from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 2 Zone (R2-2)' to facilitate the conversion of an existing single detached dwelling to a converted dwelling containing two residential units.

SIGNATURES

Authored by: *original signed by* Rebecca Smith, MCIP, RPP
Development Planner

Approved for submission: *original signed by* Eric Gilbert, MCIP, RPP
Senior Planner

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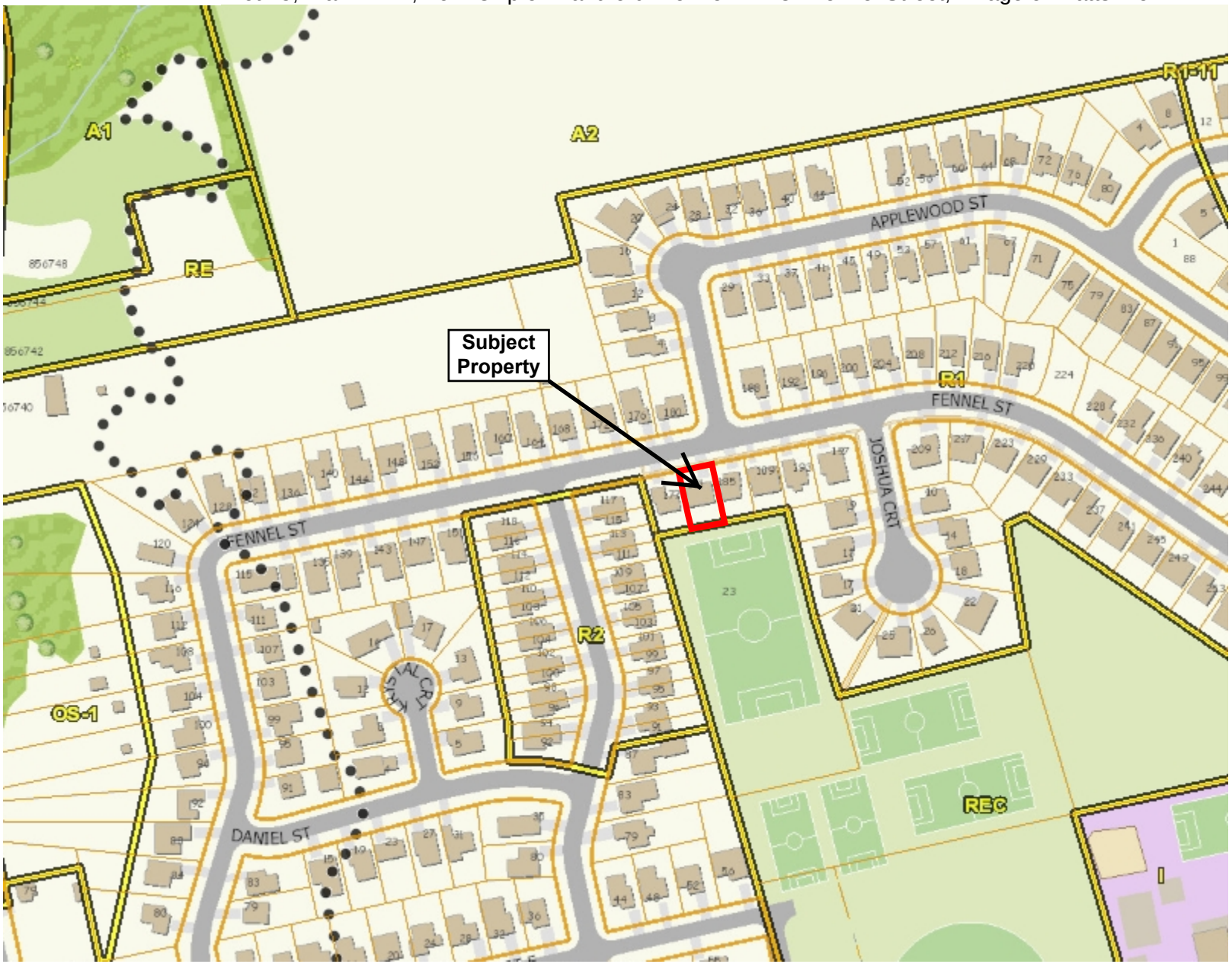
Plate 1: Existing Zoning & Location Map
File No. ZN 1-19-04 - James Ball, Hannah & Autumn Freund, Joshua Hunter
Lot 75, Plan M141, Township of Blandford-Blenheim - 181 Fennel Street, Village of Plattsville



Legend

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

Environmental Protection/Flood Overlay
- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

Zoning Floodlines/Regulation Limit
- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

Zoning (Displays 1:16000 to 1:500)

Notes

map it

0 77 154 Meters

NAD_1983_UTM_Zone_17N

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February 28, 2019

Plate 2: Aerial Map (2015) with Existing Zoning
File No. ZN 1-19-04 - James Ball, Hannah & Autumn Freund, Joshua Hunter
Lot 75, Plan M141, Township of Blandford-Blenheim - 181 Fennel Street, Village of Plattsville

Legend

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February 28, 2019

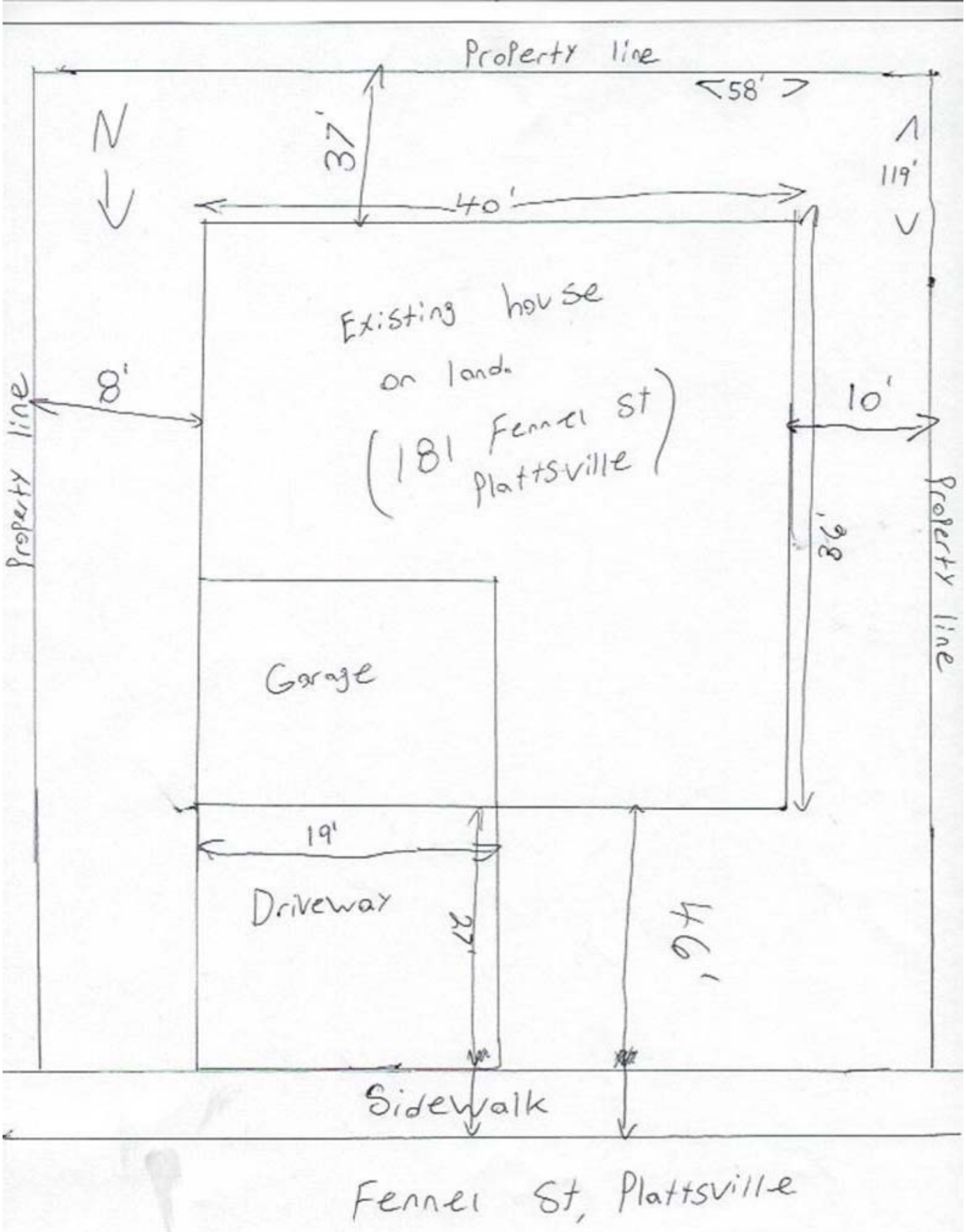

Plate 3: Applicants' Sketch
File No. ZN 1-19-04 - James Ball, Hannah & Autumn Freund, Joshua Hunter
Lot 75, Plan M141, Township of Blandford-Blenheim - 181 Fennel Street, Village of Plattsville

Township of Blandford-Blenheim
Committee of Adjustment Meeting
Wednesday, March 6, 2019
4:02 p.m.

COMMITTEE OF ADJUSTMENT MINUTES

The Township of Blandford-Blenheim Committee of Adjustment met at 4:02 p.m.

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

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

Others: Rebecca Smith, Planner, Oxford County.

Mayor Peterson in the Chair

Minutes

i. December 19, 2018 meeting of the Committee of Adjustment

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

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

Applications

i. Minor Variance Application A-19-01, submitted by Dayle & Dana Reibling.

The Planner presented the report, recommending approval. The applicants were present. No one spoke for or against the application.

For application A-19-01, submitted by Dayle & Dana Reibling, the decision was signed as approved.

The Committee adjourned at 4:10 p.m. and the Open Council meeting resumed.

Community Planning
P. O. Box 1614, 21 Reeve Street
Woodstock Ontario N4S 7Y3
Phone: 519-539-9800 • Fax: 519-421-4712
Web site: www.oxfordcounty.ca

Our File: A02-19

APPLICATION FOR MINOR VARIANCE

TO: Township of Blandford-Blenheim Committee of Adjustment
MEETING: April 17, 2019
REPORT NUMBER: 2019-114

OWNERS: Eric & Daryl Hackborn
786648 Township Road 6, R.R. #1 Drumbo ON, N0J 1G0

VARIANCES REQUESTED:

1. Relief from **Section 5.1, Table 5.1.1.3 – Regulations for Accessory Uses**, to increase the maximum permitted lot coverage of a building accessory to a residential use from 100 m^2 (1,076.4 ft^2) to 162.6 m^2 (1,750 ft^2); and,

2. Relief from **Section 5.1, Table 5.1.1.3 – Regulations for Accessory Uses**, to increase the maximum permitted height of a building accessory to a residential use from 4 m (13.1 ft) to 4.9 m (16 ft), to facilitate the construction of a detached garage on the subject property.

LOCATION:

The subject property is described as Part Lot 19, Concession 5 (Blenheim), Part 1, 41R-505, in the Township of Blandford-Blenheim. The property is located on the south side of Township Road 6, east of Highway 401, and is municipally known as 786648 Township Road 6.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule “B-1” Township of Blandford-Blenheim Land Use Plan Open Space

TOWNSHIP ZONING BY-LAW NO. 1360-2002: Residential Existing Lot Zone (RE)

SURROUNDING LAND USES: Predominately agricultural, with Highway 401 father west.

COMMENTS:

(a) Purpose of the Application:

The applicants are requesting relief from the above noted provisions of the Township's Zoning By-law to facilitate the construction of a detached garage on the southwest corner of the subject property.

The proposed detached garage will comprise approximately 162.6 m^2 (1,750 ft^2), with a height of 4.9 m (16 ft). As indicated by the applicants, the proposed detached garage is intended to be used for storage and parking purposes.

The subject property comprises approximately 4,038.7 m^2 (1 ac) and is currently occupied by an existing single detached dwelling.

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

Plate 2, Aerial Map (2015) with Existing Zoning, provides an aerial view of the subject lands and surrounding area.

Plate 3, Applicants' Sketch, shows the location of the existing single detached dwelling on the subject property, as well as the proposed detached garage.

Plate 4, Applicants' Elevation Sketch, shows the front elevation and height of the proposed detached garage.

(b) Agency Comments:

The application was reviewed by a number of public agencies. The following comments were received.

The Township Director of Public Works is supportive of the proposed location of the detached garage, however, any new driveways will require a permit.

The Township Director of Protective Services and Township Drainage Superintendent had no comments or concerns regarding the proposal.

(c) Public Consultation:

Public Notice was sent to neighbouring property owners on April 5, 2019. At the time of writing this report, no comments or concerns had been received from the public.

(d) Intent and Purpose of the Official Plan:

The subject property is designated 'Open Space' according to the Township of Blandford-Blenheim Land Use Plan, which is reflective of an Earth Science Area of Natural and Scientific Interest (earth science ANSI). Based on the Ministry of Natural Resources mapping program, the subject property is located on an earth science ANSI known as the Ingersoll Moraine.

According to Section 3.2.5.1.1 of the Official Plan, existing uses and expansions to such uses are permitted within an Open Space area. Furthermore, as per Section 3.2.5.2.1, development and site alteration within an earth science ANSI shall be permitted provided that the proposed development preserves the character and topography of the identified geological feature.

As the proposed detached garage represents a minor expansion to an existing residential use and the structure will be located on an existing cleared area of the property, Staff are satisfied that the character and topography of the earth science ANSI will be maintained.

In light of this, Staff are satisfied that the development of an accessory structure for personal storage purposes on an existing rural residential property is in-keeping with the intent and purpose of the relevant policies of the Official Plan.

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

The subject property is zoned 'Residential Existing Lot Zone (RE)' according to the Township Zoning By-law, which permits single detached dwellings and accessory structures thereto.

Accessory structures are permitted on an 'RE' zoned lot to a maximum lot coverage of 100 m² (1,076.4 ft²) of ground floor area or 10% of the lot area, whichever is less, and a maximum height of 4 m (13.1 ft). These provisions are intended to ensure such structures/buildings remain clearly secondary and ancillary to the main use of the property, while having minimal impacts on neighbouring properties. In addition, these size limitations assist to ensure sufficient space is maintained on the property to accommodate grading/drainage, amenity space and parking.

The total accessory building lot coverage will only equate to approximately 4% of the lot area, which is less than the area occupied by the existing dwelling, and the proposed accessory building will be setback farther from the road than the existing dwelling. In this regard, Staff are satisfied that the accessory use will remain clearly secondary to the main use. Further, it would appear that sufficient area will continue to be available to accommodate parking, amenity space and drainage. As such, Staff are generally satisfied that the intent and purpose of the Zoning By-law will be maintained.

(f) Desirable Development/Use:

It is the opinion of this Office that the applicants' request can be considered minor and desirable for the development of the subject property.

The applicants request can be considered minor as the structure will not exceed the area of the existing single detached dwelling on the property. The proposed garage will also be located at the rear of the property, which will assist to ensure that the structure remains clearly secondary to the principle use. In addition, the subject property is sufficiently large enough to accommodate required parking, drainage and amenity area. As such, Planning Staff are satisfied that the proposed relief can be considered minor.

The proposed relief will permit the construction of an existing accessory building, which is in keeping with development on similarly zoned properties in the area, and the property is surrounded by agricultural lands, which permit far larger buildings/structures. In this regard, it is not anticipated that the proposed relief will have any further impacts on neighbouring properties. In light of this, Staff are satisfied that the proposed development can be considered desirable, as it will facilitate a form of development that is in-keeping with the intent of the policies of the Official Plan, and the existing development in the area.

In light of the foregoing, it is the opinion of this Office that the requested relief is appropriate, minor, and in-keeping with the general intent and purpose of the County Official Plan and Township Zoning By-law and should be given favourable consideration.

RECOMMENDATION

That the Township of Blandford-Blenheim Committee of Adjustment **approve** Application A02-19, submitted by Eric & Daryl Hackborn, for lands described as Part Lot 19, Concession 5 (Blenheim), Part 1, 41R-505, Township of Blandford-Blenheim, as it relates to:

1. Relief from **Section 5.1, Table 5.1.1.3 – Regulations for Accessory Uses**, to increase the maximum permitted lot coverage of a building accessory to a residential use from 100 m^2 (1,076.4 ft^2) to 162.6 m^2 (1,750 ft^2); and,

2. Relief from **Section 5.1, Table 5.1.1.3 – Regulations for Accessory Uses**, to increase the maximum permitted height of a building accessory to a residential use from 4 m (13.1 ft) to 4.9 m (16 ft), to facilitate the construction of a detached garage on the subject property.

As the variances requested are deemed to be:

(i) minor variances from the provisions of the Township of Blandford-Blenheim Zoning By-Law No. 1360-2002;

(ii) desirable for the appropriate development or use of the land, building or structure;

(iii) in-keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-Law No. 1360-2002; and

(iv) in-keeping with the general intent and purpose of the Official Plan of the County of Oxford.

Authored by: *original signed by* Rebecca Smith, MCIP, RPP
Development Planner

Approved by: *original signed by* Eric Gilbert, MCIP, RPP
Senior Planner

RS/rs
April 5, 2019

Oxford County
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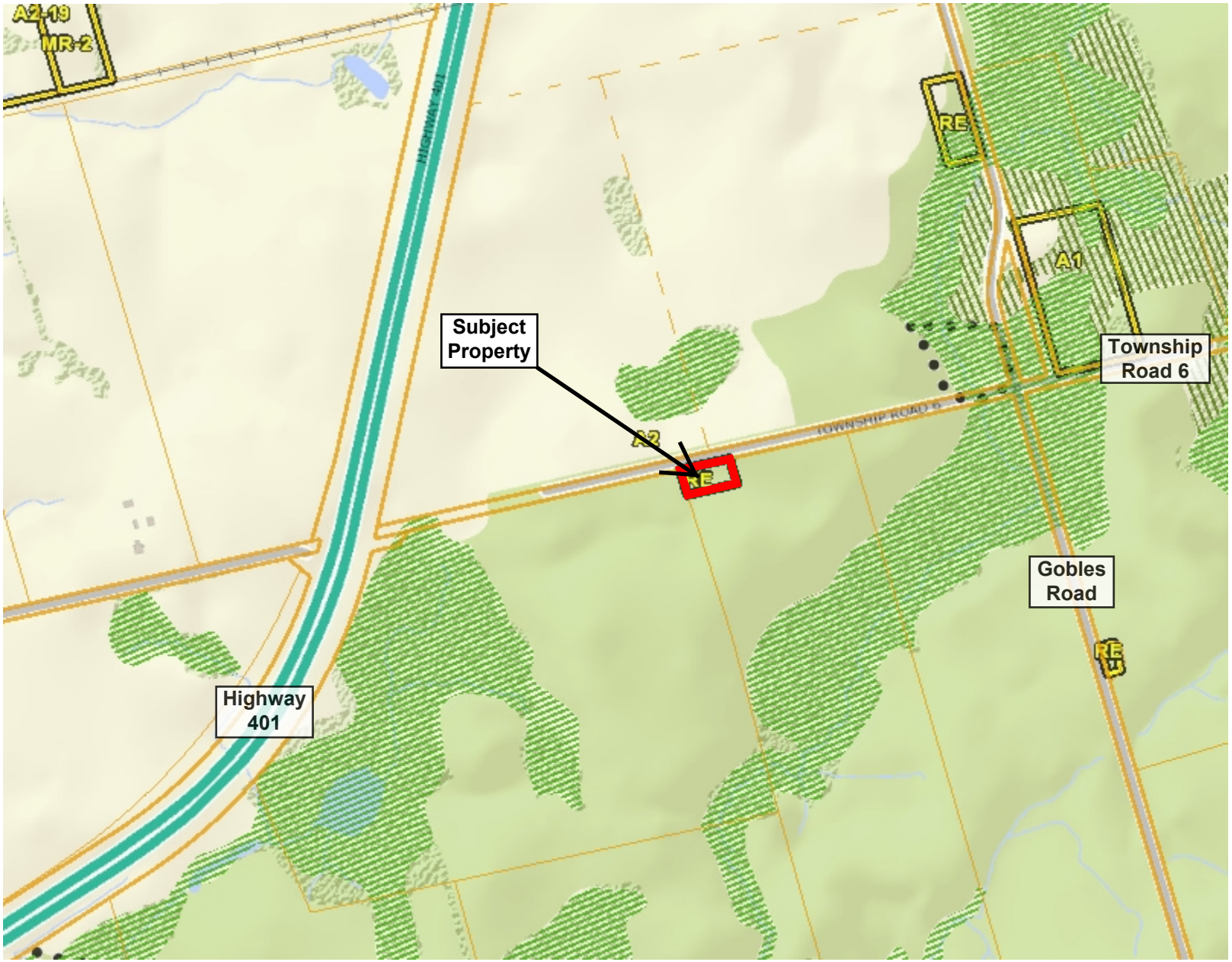
Plate 1 - Existing Zoning & Location Map
File No.: A-02/19 - Eric & Daryl Hackborn
Part Lot 19, Concession 5 (Blenheim), Part 1, 41R-505, Township of Blandford-Blenheim - 786648 Township Road 6



Legend

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Zoning (Displays 1:16000 to 1:500)

Notes

map it

0 256 512 Meters

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March 13, 2019

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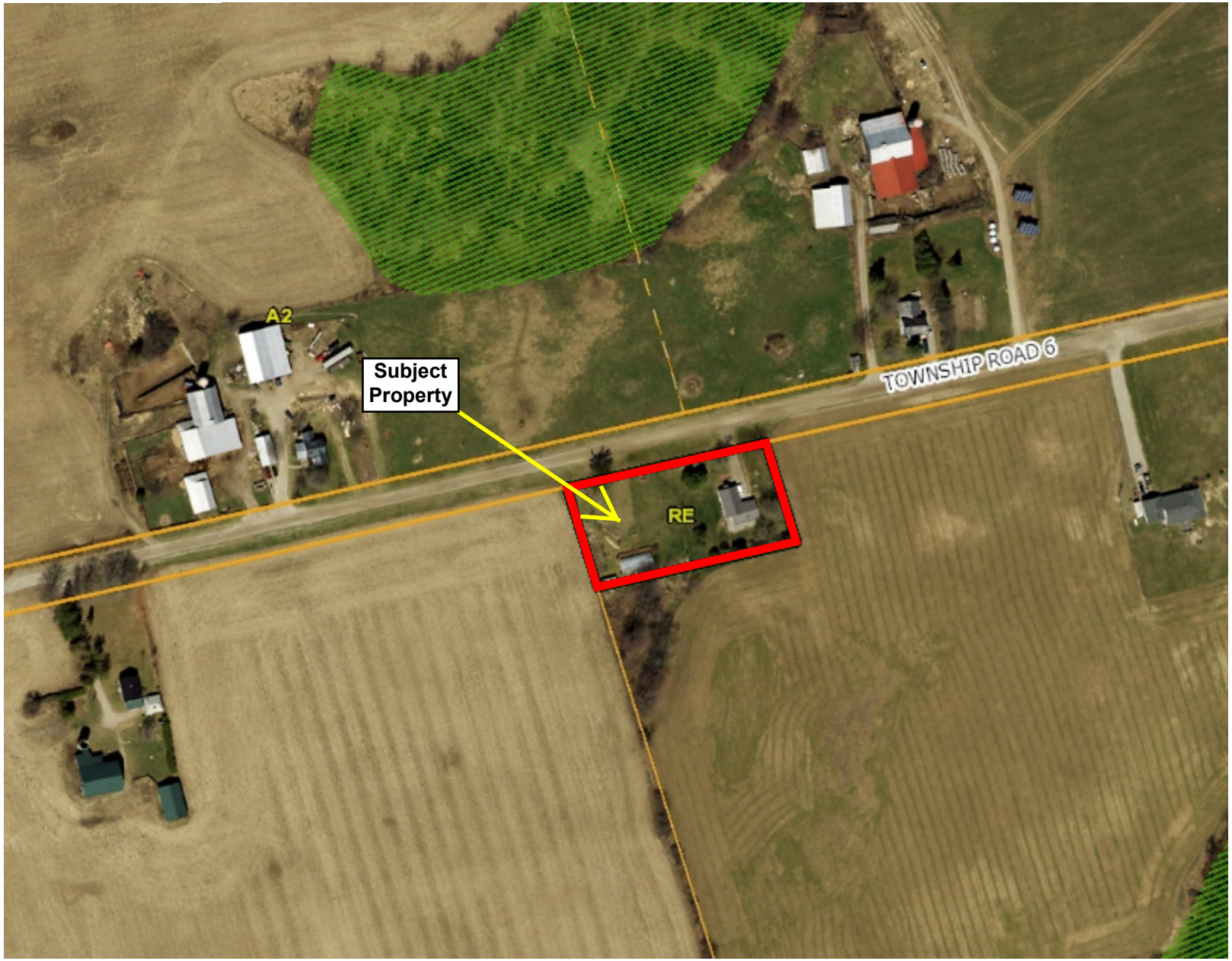
Plate 2 - Aerial Map (2015) with Existing Zoning
File No.: A-02/19 - Eric & Daryl Hackborn
Part Lot 19, Concession 5 (Blenheim), Part 1, 41R-505, Township of Blandford-Blenheim - 786648 Township Road 6



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March 13, 2019

Plate 3 - Applicants Sketch
File No.: A-02/19 - Eric & Daryl Hackborn
Part Lot 19, Concession 5 (Blenheim), Part 1, 41R-505, Township of Blandford-Blenheim - 786648 Township Road 6

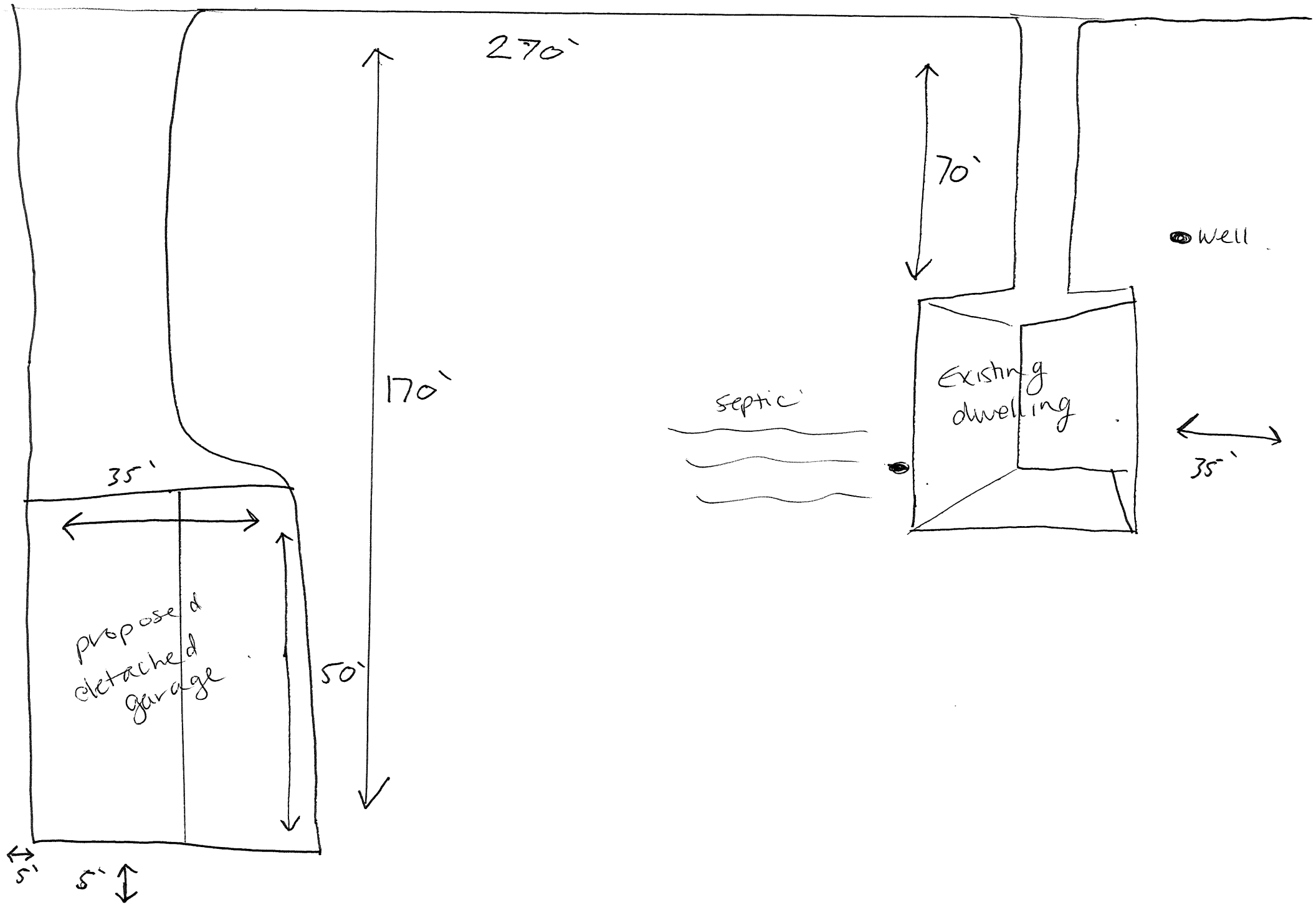
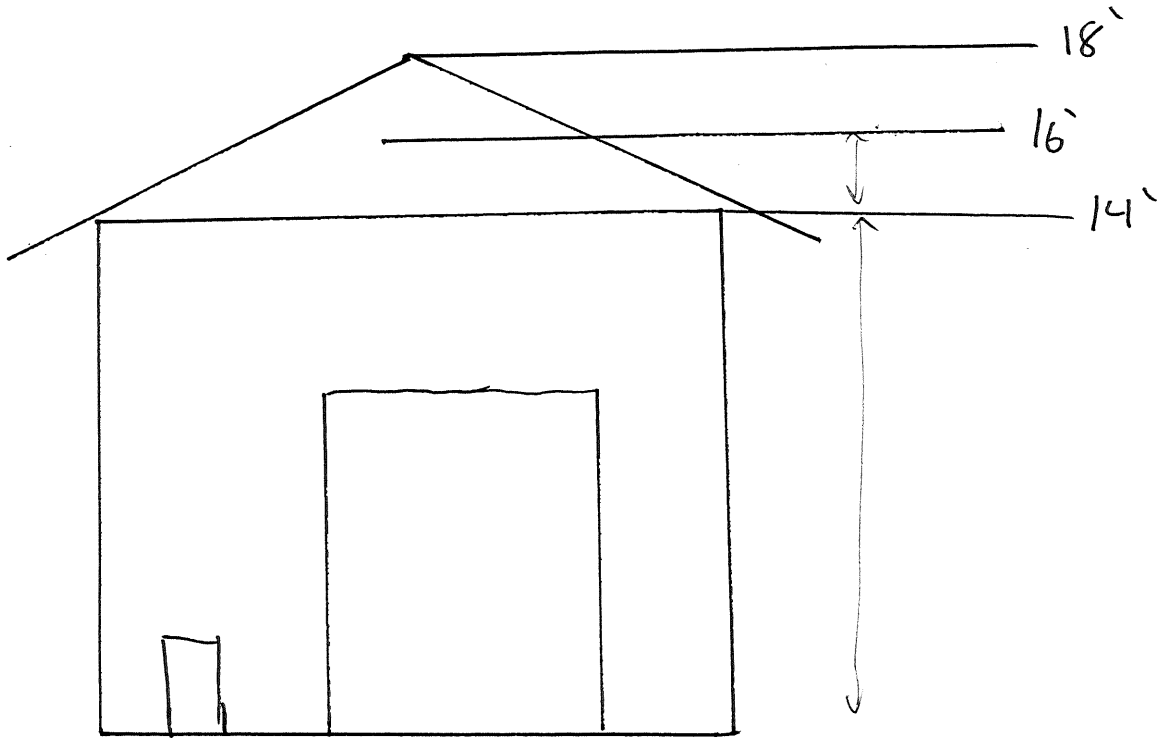


Plate 4 - Applicants Elevation Sketch
File No.: A-02/19 - Eric & Daryl Hackborn
Part Lot 19, Concession 5 (Blenheim), Part 1, 41R-505, Township of Blandford-Blenheim - 786648 Township Road 6



	Report Title	MMAH – Regional Government Review
	Report No.	MYR 19-06
	Author	Mayor Molnar
	Meeting Type	Open Session
	Council Date	April 8, 2019
	Attachments	Various – As attached

RECOMMENDATION

WHEREAS the Province of Ontario (MMAH) has begun a Regional Government Reform initiative that includes Oxford County and hence the Town of Tillsonburg;

AND Whereas the Council for the Town of Tillsonburg supports an open, transparent and fact-based approach to identifying any areas of operational efficiencies and financial savings;

And WHEREAS the Town of Tillsonburg is committed to both protect and enhance, in a responsible manner, the proud legacy of our municipality;

AND WHEREAS the Council for the Town of Tillsonburg opposes a One Tier Governance structure in Oxford County as historical indications suggest it will not result in better decision making, will not result in improved services or level of customer service and will not provide any overall net cost efficiencies;

AND WHEREAS the Town of Tillsonburg supports the continuation of a Two Tier Governance structure and supports an open and transparent approach to identify local and regional efficiencies;

NOW THEREFORE BE IT RESOLVED that Council for the Town of Tillsonburg endorses any opportunity to reinforce and enhance a Two-tier Governance structure in Oxford County;

AND FURTHER THAT the material contained within this report be made available to the CAO for his subsequent report as anticipated;

AND FURTHER THAT Council endorses the opportunity for enhanced Public Engagement by hosting an Open House session as to be facilitated by Town staff

AND FURTHER THAT this report be forward to the other municipalities in Oxford, including the County of Oxford as information.

EXECUTIVE SUMMARY

On January 15, 2019 (Attachment 1) the Minister of Municipal Affairs and Housing for the Province of Ontario announced that the Government is moving ahead with a review of Regional Government. While a "County" by name, Oxford is a Regional government as referenced in the Municipal Act. Two special advisors (Michael Fenn and Ken Seiling)

have been appointed to consult broadly over the coming weeks and to provide recommendations to improve governance, decision-making and service delivery. Recommendations to the Government of Ontario are expected by early summer of 2019.

The last official review of municipal governance structure occurred some twenty years ago as expected within the Savings and Restructuring Act, 1996. At this time a service delivery review was undertaken by KPMG regarding 11 specific municipal services to identify any opportunities for operation symmetry and/or financial savings. At this same time period the size of Tillsonburg's Municipal Council was reduced from 9 members to 5, while County Council was reduced from 20 members to 10.

Subsequent to the last official review, some local services were uploaded to the County of Oxford for both operation efficiency and financial savings. Primary among these were Solid Waste Management and Recycling, Tourism and Strategic Long-term Planning. Examples of reviewed services that remained status quo included Fire, Policing, By-law Enforcement Economic Development, Airport, Building Inspection and a modified Roads partnership.

As the Town of Tillsonburg works proactively with our municipal partners in Oxford County we remain committed to continuous improvement and the identification of operational efficiencies on a regular basis.

The statistical approach to finding reasonable and achievable solutions was reinforced by the objective studies conducted by KPMG (October 2000) and the parallel report by CN Watson of April 2000. It would be unfortunate that any amendment to the current governance structure of Tillsonburg and Oxford County was not based on a similar fact based analysis.

OBJECTIVE

Council will be reminded that at the regular Council meeting of February 28, 2019 the following resolution was approved relative to Correspondence from the City of Woodstock. (Attachment 2)

> **12.4 Regional Reform Report - Woodstock City Council**
> **Oxford CAO's will be meeting to discuss the regional governance review.**
> **The CAO will report back to Council prior to a report being submitted to County Council.**
> **Stakeholders will have an opportunity to provide input.**
> **Resolution # 7 Moved By: Councillor Luciani Seconded By: Councillor Esseltine**
> **THAT Council receives the report for Woodstock City Council regarding regional government review, as information;**
> **AND THAT Council direct the CAO to participate with Oxford County CAO's in discussions regarding the regional governance review;**
>
> **AND THAT this initiative be added to the 2019 Business Plans.**

The CAO has been in meetings with the other 8 CAOs in Oxford and while awaiting his more comprehensive operational report, this author feels it is important to share any progress that has been made at County Council and to encourage local dialogue on this very important review.

BACKGROUND

Attached to this report as information are various documents and resolutions that hope to bring some clarity to the process to date and share publicly the material that would hopefully stimulate open and transparent dialogue within our community.

Attached as referenced;

Attachment 1) Letter from Minister Clark (January 15, 2019)

Attachment 2) Correspondence from City of Woodstock (February 26, 2019)

Attachment 3) Correspondence from Zorra Township (March 6, 2019)

Attachment 4) County Report CAO 2019-03 (March 27, 2019)

Attachment 5) Amended Resolution Report CAO 2019-03 (Attachment 4)

Attachment 6) County Resolution regarding “One-time” Funding from MMAH

Attachment 7) Correspondence from Minister Clark re; Tillsonburg “One-time” Funding

FINANCIAL IMPACT/FUNDING SOURCE

There is no immediate Financial Impact based on receiving the information in this report.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

1. Excellence in Local Government
   ☒ Demonstrate strong leadership in Town initiatives
   ☒ Demonstrate accountability

2. Economic Sustainability
   ☒ Support new and existing businesses and provide a variety of employment opportunities

3. Demographic Balance
   ☒ Make Tillsonburg an attractive place to live for youth and young professionals
   ☒ Provide opportunities for families to thrive
   ☒ Support the aging population and an active senior citizenship

TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	**From:**	Rick Richardson – Director of Protective Services
Reviewed By:	Rodger Mordue	**Date:**	April 11th ,2019
Subject:	February Monthly Report	**Council Meeting Date:**	April 17th ,2019
Report #:	FC-19-05		

Recommendation:

That Report FC-19-05 is received as information

Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of March 2019

Analysis/Discussion:

Fire:

- (9) burn permits were issued in March
- March 2019 monthly fire calls (attach)

Meetings, Courses and Training Attended:

- March 4th one firefighter completed the required driving road test in Plattsville in order to obtain their DZ license
- March 4th staff meet with the Principal of Plattsville Public School to set an agenda for April 12th presentation of the Ontario Fire Chiefs Association fire safety award
- March 5th staff meet with the new representative of Southwestern Public Health in Woodstock to discuss their role in this new organization
- March 10th attended Drumbo and Princeton Stations during their practice times and discussed future endeavors in the fire department
- March 13th attended a planning meeting to discuss the idea of locating a Truck Driving school here in our Township
- March 28th met with a representative from Dawley Engineering at the Princeton Fire Station to discuss the idea of building an addition to the current fire station. They will complete a draft drawing of an addition that will meet our future needs and also a quote on this type of project

By-Law Enforcement – March 2019

- 18-024 – Dirt Dumping

In Progress-2019

- 19-01 – Noise - Dog Barking
- 19-05 – Dogs Running at Large
- 19-06 – Parking
- 19-07 – Parking

New By-Laws-2019

- 19-10 – Dogs Running at Large

Closed By-Laws-2019

- 19-02 – Noise – Construction
- 19-03 – Parking
- 19-04 – Parking
- 19-08 – Dogs Running at Large
- 19-09 – Parking

Emergency Plan Coordinator:

CEMC Activities:

CEMC-March 2019

- Updating Appendices for Emergency Plan
- Organizing MECG meeting for May 2019
- Attended meeting at Public Health Building with the Southwestern Public Health and Oxford County Municipal CEMCs
    - The group discussed the provincial requirements for training and exercising and the challenge for Southwestern Public Health to participate at 9 different training and exercise events. It was agreed that Southwestern Public Health would be removed from all area municipal Emergency Control Groups but retained as a member of the Municipal support group
    - The responsibilities of Southwestern Public Health were revised in the Oxford County Emergency Response Plan in 2018
    - An overview was provided how Southwestern Public Health can assist municipalities during an emergency which included:
        - Communicating with the public about health impacts of the emergency. Voice of expertise to provide health messaging to the public e.g. avoiding risk of mold exposure, power outages re food and water, environmental disasters re toxins in the air
        - Emergency self-care from a mental health perspective

- Providing support at shelters and reception centers

o The CEMCs suggested that Southwestern Public Health inspect the pre-identified Reception and Evacuation Centers prior to being used in an emergency to identify any gaps and/or concerns. SWPH will follow up on the request. SWPH and municipalities should include Carole Keeping, Manager, Human Services at Oxford County in this work.

Respectfully submitted by:

Rick Richardson
Director of Protective Services

March 2019 Fire Calls

Bright

5	05-Mar	Oxford Rd 22	MVC
6	11-Mar	Baird St N	Fire Alarm
7	13-Mar	Baird St N	Fire Alarm
8	14-Mar	Twp. Rd 6	Structure Fire - Assist

Drumbo

30	03-Mar	Oxford Rd 29	Vehicle Fire
31	04-Mar	Hwy 401 Km 261	Car Overheat
32	07-Mar	Hwy 401 Km 258	MVC
33	10-Mar	Hwy 401 Km 247	MVC
34	11-Mar	Maitland St	Co Alarm
35	14-Mar	Twp. Rd 6	Structure Fire
36	21-Mar	Twp. Rd 5	Medical Call
37	23-Mar	Hwy 401 Km 259	MVC
38	30-Mar	Oxford Rd 3	Fire Alarm
39	31-Mar	Hwy 401 Km 250	MVC

Plattsville

10	02-Mar	Albert St W	Fire Alarm
11	05-Mar	Oxford Rd 22	MVC - Assist
12	11-Mar	Baird St N	Fire Alarm - Assist
13	13-Mar	Baird St N	Fire Alarm - Assist
14	14-Mar	Blenheim Rd	Medical Call
15	14-Mar	Twp. Rd 6	Structure Fire - Assist

Princeton

15	03-Mar	Hwy 403 Km 8	MVC
16	11-Mar	Maitland St	CO Alarm
17	14-Mar	Twp. Rd 6	Structure Fire - Assist
18	28-Mar	Blenheim Rd	Smoke Alarm
19	29-Mar	Main St N	Grass Fire

EZT

3	11-Mar	Twp. Rd 4	Fire Alarm
4	26-Mar	Twp. Rd 4	Oven Fire

TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	**From:**	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	**Date:**	April 11, 2019
Subject:	Petition for Drainage	**Council Meeting Date:**	April 17, 2019
Report #:	DS- 19-07		

Recommendation:

That Report DS- 19-07 be received as Information and

That Council accepts the petition for drainage works for the Lots 7,8,9 Concession 4 and Lots 7,8 Con 3 from Robert and Carol Scott and other property owner in the effected area of the existing Scott Drain 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 Lots 7,8,9 Concession 4 and Lots 7,8 Con 3 from Robert and Carol Scott and other property owner in the effected area for the improvement of the Scott Drain. This drain was originally construction in 1915.

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 is assessed to effected landowner in the area affected by the drainage works.

This drain will effect Township Road 4

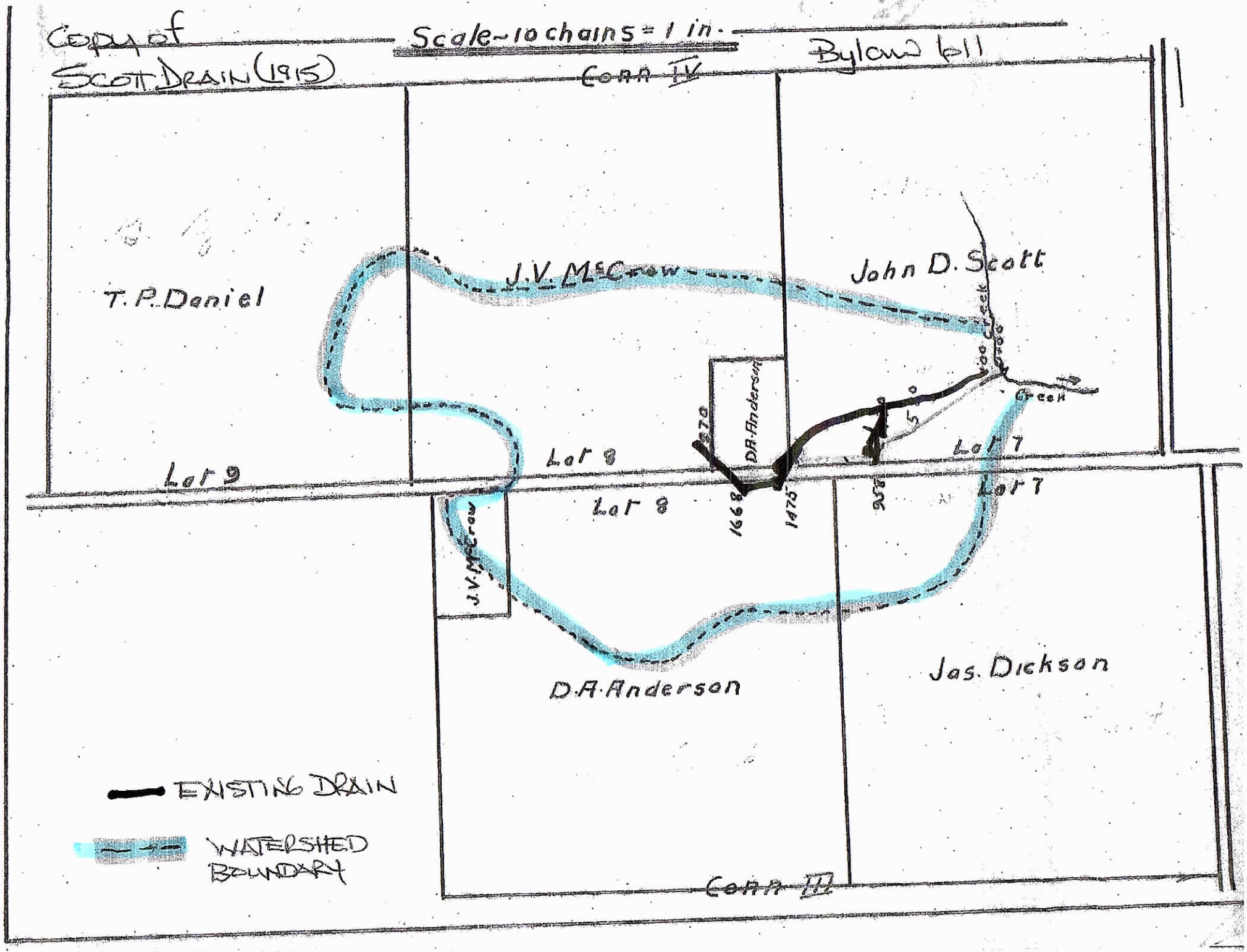
Attachments:

Copy of petition received April 10, 2019

PDF of the area to be affected by petition

Respectfully submitted by:

_____
Jim Harmer


Copy of
Scott Drain (1915)
Scale-10 chains = 1 in.
Bylaw 611
Conn IV
T. P. Daniel
J. V. McCrow
John D. Scott
Creek
Creek
D.A. Anderson
Lot 9
Lot 8
Lot 8
Lot 7
Lot 7
1668
1475
958
J. V. McCrow
D.A. Anderson
Jas. Dickson
EXISTING DRAIN
WATERSHED BOUNDARY
Conn III

Ontario Ministry of Agriculture, Food and Rural Affairs

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)

improved drainage in the area of the Scott Drain
which includes Con 4 lots 7,8,9 and Con 3 lots 7,8

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)	(First Name)	Telephone Number
Scott	Robert	519 532-7738 ext.

Address

Road/Street Number	Road/Street Name
747401	Township Road 4

Location of Project

Lot	Concession	Municipality	Former Municipality (if applicable)
7	4	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 ▼)

Name of watercourse (if known)
Scott Drain

Estimated length of project
600 meters

General description of soils in the area
silty clay

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 April, 20 19

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

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
747401	Twonship Road 4 Con. 4 Lot 7

Ward or Geographic Township	Parcel Roll Number
Blenheim	3245-020-030-01000

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)
Scott Robert D.	Robert Scott	Apr 10/19
Carol Scott	Carol Scott	Apr 10 '19

☐ 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	I have the authority to bind the Corporation.
Position Title	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	I have the authority to bind the Corporation.
Position Title	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.

Property Owners Signing The Petition | Page 2 of

- Your municipal property tax bill will provide the property description and parcel roll number.
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Number	Property Description
	747 359 TOWNSHIP RD 4 CON 4 SPT LOTS

Ward or Geographic Township	Parcel Roll Number
BLANDFORD - BLENHEIM	01100

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)
MACMILLAN ROBERT		2019 4 10
MACMILLAN Patricia		2019 04 10

☐ 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	I have the authority to bind the Corporation.
Position Title	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	I have the authority to bind the Corporation.
Position Title	Date (yyyy/mm/dd)

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Property Owners Signing The Petition | Page 3 of

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- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number | Property Description: L8, L9, C4 - BLANDFORD-BLENHEIM

Ward or Geographic Township | Parcel Roll Number: 32 45 020 030 01300

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)
PYNENBURG GERRY		2019/04/05
PYNENBURG, JOHN		2019/04/05
PYNENBURG, SUSAN		2019/04/05

☐ 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 | I have the authority to bind the Corporation.

Position Title | Date (yyyy/mm/dd)

Number | Property Description: L8 C4 - BLANDFORD-BLENHEIM

Ward or Geographic Township | Parcel Roll Number: 32 45 020 030 01200

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)
PYNENBURG, JOHN		2019/04/05
PYNENBURG, SUSAN		2019/04/05
PYNENBURG GERRY		2019/04/05
Pynenburg, Louise		2019/04/05

☐ 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 | I have the authority to bind the Corporation.

Position Title | Date (yyyy/mm/dd)

☒ Check here if additional sheets are attached | Clerk initial

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Property Owners Signing The Petition Page 4 of

- Your municipal property tax bill will provide the property description and parcel roll number.
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Number	Property Description
	Blenheim Con 3 N PT LOT 8 6.33 acres

Ward or Geographic Township	Parcel Roll Number
Blenheim	32 45 020 020 14200 0000

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)
Campbell, Frances	F Campbell	April 8/2019

☑ 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	I have the authority to bind the Corporation.
Position Title	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	I have the authority to bind the Corporation.
Position Title	Date (yyyy/mm/dd)

☐ Check here if additional sheets are attached Clerk initial

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0173E (2012/08)

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APR - 9 2019
...ford-Blenheim Twp

Property Owners Signing The Petition Page 5 of

- Your municipal property tax bill will provide the property description and parcel roll number.
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- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description
	CONC 3 NPT LOT 8

Ward or Geographic Township	Parcel Roll Number
BLANDFORD-BLENHEIM	32-45-020-020-14100-00000

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)
PYNENBURG VALERIE	Valerie Pynenburg	2019/04/08

☒ 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	I have the authority to bind the Corporation.
Position Title	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	I have the authority to bind the Corporation.
Position Title	Date (yyyy/mm/dd)

☐ Check here if additional sheets are attached Clerk initial [initials]

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.

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0173E (2012/08)

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:**	April 5, 2019
Subject:	Monthly Report to Council	**Council Meeting Date:**	April 17, 2019
Report #:	CBO-19-10		

Recommendation:

That Report CBO – 19 - 10 be received as information.

Background:

To provide Council with an update, regarding the monthly Building activities for the period ending March 31, 2019.

Building Updates:

1. Various other day to day responsibilities regarding Building Services, Property Standards & Zoning.
2. Building summer student to start April 29, 2019.
3. Township is currently in queue with AMANDA software launch. The County has started to roll out the software to area municipalities.

Legislative Updates:

None

Property Standards/By-Law Updates:

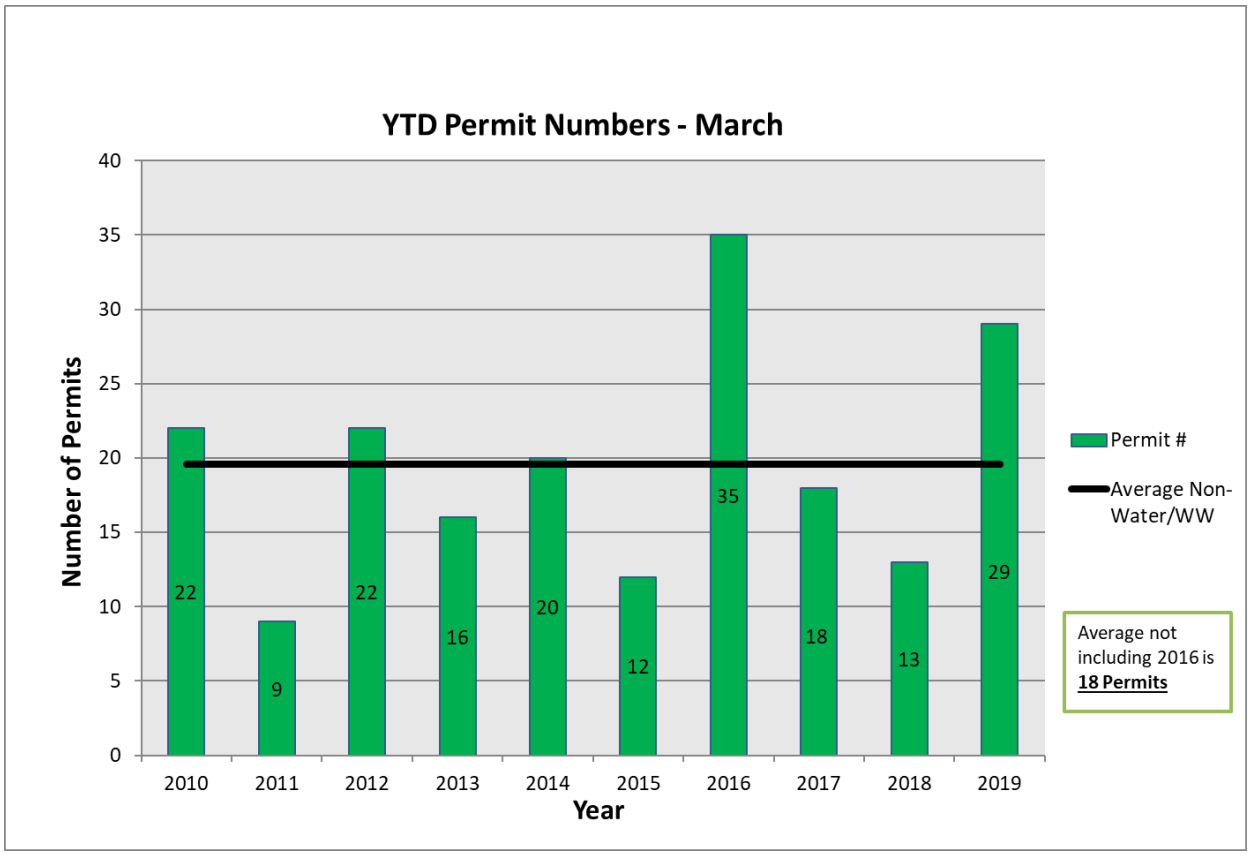
1. Property Standards/Bylaw written complaints received:

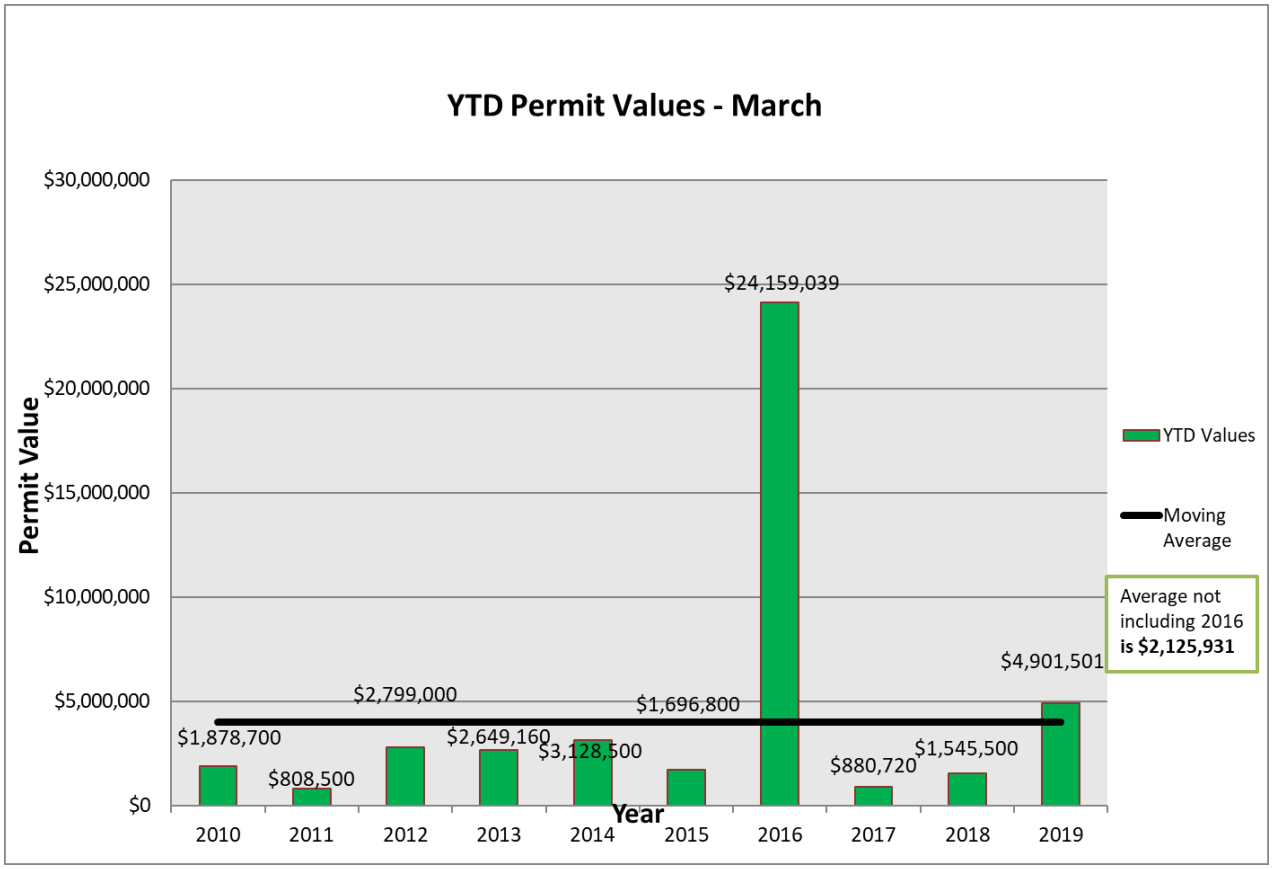
Currently 7 Complaints Unresolved	Complaints Received	Complaints Closed/Resolved	Unresolved Complaints Historic
March 2019	1		
Year to Date – February 28, 2019	10	5	
Historic Complaints - Unresolved			2

Monthly Permit Activity

	No. of Permits	Construction Value	Permit Fees
March 2019	14	$2,789,000.00	$34,800.47
Year to Date – March 31, 2019	29	$4,901,501.00	$69,314.87

Building Description	Permit Value	Permit Fee
Septic System	$ 10,000.00	$ 550.00
Storage Building Addition	$ 300,000.00	$ 2,726.80
SDD Alteration Interior	$ 5,000.00	$ 500.00
Storage Building - Farm	$ 320,000.00	$ 1,545.50
Garage	$ 45,000.00	$ 685.00
Septic System	$ 19,000.00	$ 550.00
SDD	$ 400,000.00	$ 5,459.28
SDD	$ 400,000.00	$ 5,616.06
SDD	$ 400,000.00	$ 4,873.80
SDD	$ 400,000.00	$ 4,825.63
SDD	$ 400,000.00	$ 5,737.40
Demo Non Res Building	$ 10,000.00	$ 100.00
Garage	$ 50,000.00	$ 775.00
Shed	$ 30,000.00	$ 856.00
	$2,789,000.00	**$34,800.47**





Respectfully submitted by:

John Scherer
Manager Building Services/CBO

TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	**From:**	Rodger Mordue, CAO/Clerk
Reviewed By:	Denise Krug, Director of Finance/Treasurer	**Date:**	April 11, 2019
Subject:	Joint Service Delivery Review	**Council Meeting Date:**	April 17, 2019
Report #:	CAO-19-08		

Recommendation:

That the Council receive report CAO-19-08 as information; and,

That Council endorse the establishment of a service delivery review steering committee to set the terms of reference, request for proposals content and review of the RFP's for a joint service delivery report for all municipalities in Oxford County; and further,

That the grant received in the amount of $569,796.00 be transferred to the Working Capital Reserve account.

Background:

On Thursday, April 4, 2019, a meeting of the County of Oxford Chief Administrative Officers (CAOs), Treasurers/Clerks was held in Tillsonburg to discuss the ongoing Regional Government Review. All nine partner municipalities were represented. Much discussion focussed on the funding that was recently received by all municipalities from the Provincial Government. In Blandford-Blenheim's case the funding received is $569,796.00. The intent of this funding is to allow the municipality to look at service delivery and identifying more modern, efficient ways of operating.

Analysis/Discussion:

At the meeting there was considerable discussion on the Regional Government Review and how that aligns with the funding announcement. The one common theme mentioned by several of the participants at the meeting was the desire to consider efficiencies in service delivery and options, regardless of the governance model.

Attendees agreed that a Consultant guided Service Delivery Review across all municipalities in the County should be conducted. Such a review would be commissioned jointly by all Oxford

municipalities including the County with equal contributions from all. This would ensure the process was open, fair and transparent for all parties.

The group further agreed that the first step in this joint venture would be to bring a report to each of the nine Councils. This report therefore outlines the recommended follow up steps, which include:

1. The establishment of a Steering Committee comprised of the nine CAOs, who will meet to develop the Terms of Reference, Scope of Work and Deliverables for a Request for Proposal (RFP) for an Oxford County Municipal Service Delivery Review.
2. The issuance of an RFP, and subsequent evaluation of the submissions by the Steering Committee including a decision to award to the preferred proponent.
3. Each municipality will contribute an equal share of the cost associated with the Service Delivery Review, to an upset limit of $20,000 each. In Blandford-Blenheim's case it is recommended that the funding come from the recently received Municipal Modernization payment.
4. Finally, the results of the Municipal Service Delivery Review will be brought back to all Councils for their consideration, endorsement and implementation, where applicable.

It should be noted that although governance restructuring recommendations would not be a defined deliverable within the scope of the Service Delivery Review, the successful proponent would not be limited to recommendations surrounding how services are delivered under the existing two-tier governance model alone.

Some documentation related to the service delivery study that was conducted in 2000 was found and reviewed by the group. That study was broken into two phases, one completed by CN Watson and Associates (Phase One) and the other by KPMG (Phase Two) back in 2000. At that time key objectives were identified by the Ministry of Municipal Affairs and Housing, which were incorporated into the RFP documents for that study. Staff would suggest that these objectives could also be applicable to this review, namely:

- **Lower taxes** by reducing overall municipal spending, delivering high quality services at the lowest possible costs, preserving voluntarism, and promoting job creation, investment and economic growth.
- **Better more efficient service delivery** while maintaining taxpayer accessibility.
- **Less bureaucracy** by simplifying and streamlining government, reducing duplication and overlap, and reducing barriers and red tape for business.
- **Clear lines of responsibility and better accountability at the local level** by reducing duplication and overlap.

It is therefore the recommendation of Staff that Council endorse the establishment of a Service Delivery Review Steering Committee with its municipal partner CAO's in Oxford. The cost of the Review will be shared equally by all municipal partners to an upset limit of $20,000 per municipality with the Terms of Reference, Scope and Deliverables to be established later by the Steering Committee.

Financial Considerations:

It is recommended that the full amount of the Improve Service Delivery and Efficiency grant ($569,796) be placed in the Working Capital Reserve account until a decision is made on the best use for those funds.

The cost for this study would be shared equally amongst the 9 municipalities. It's recommended that Blandford-Blenheim's share be funded from the "Improve Service Delivery and Efficiency" funding received recently to an upset limit of $20,000.

Attachments:

N/A

Respectfully submitted by:

Rodger Mordue
CAO/Clerk

THE CORPORATION OF THE

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2133-2019

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 further amended by changing to “R2-2” and the zone symbol of the lands so designated “R2-2” on Schedule “A” attached hereto.

2. That Section 12.3 to By-Law Number 1360-2002, as amended, is hereby further amended by adding the following subsection at the end thereof:

12.3.1 **Location: 181 Fennel Street, Plattsville, R2-2 (Key Map 4)**

12.3.1.1 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any R2-2 Zone use any *lot*, or *erect*, *alter* or use any *building* or *structure* for any purpose except the following:

all *uses permitted* in Section 12.1 of this Zoning By-Law, with the exception of a *semi-detached dwelling*.

12.3.1.2 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any R2-2 Zone use any *lot*, or *erect*, *alter* or use any *building* or *structure* for any purpose except in accordance with the following provisions:

12.3.1.2.1 SPECIAL PROVISIONS FOR A CONVERTED DWELLING

12.3.1.2.1.1 LOT AREA

Minimum **526 m²** (5,661 ft²)

12.3.1.2.1.2 Lot FRONTAGE

Minimum **17 m** (55.7 ft)

12.3.1.3 That all the provisions of the R2 Zone in Section 12.2 to this Zoning By-Law, as amended, shall apply, and further that all the other provisions of this Zoning By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply mutatis mutandis.

3. 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 17th day of April, 2019.

READ a third time and finally passed this 17th day of April, 2019.

Mark Peterson - Mayor

(SEAL)

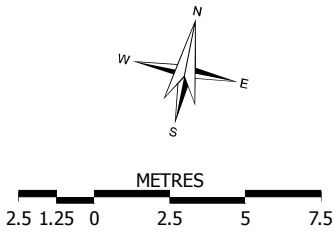
Rodger Mordue – CAO/Clerk

SCHEDULE "A"

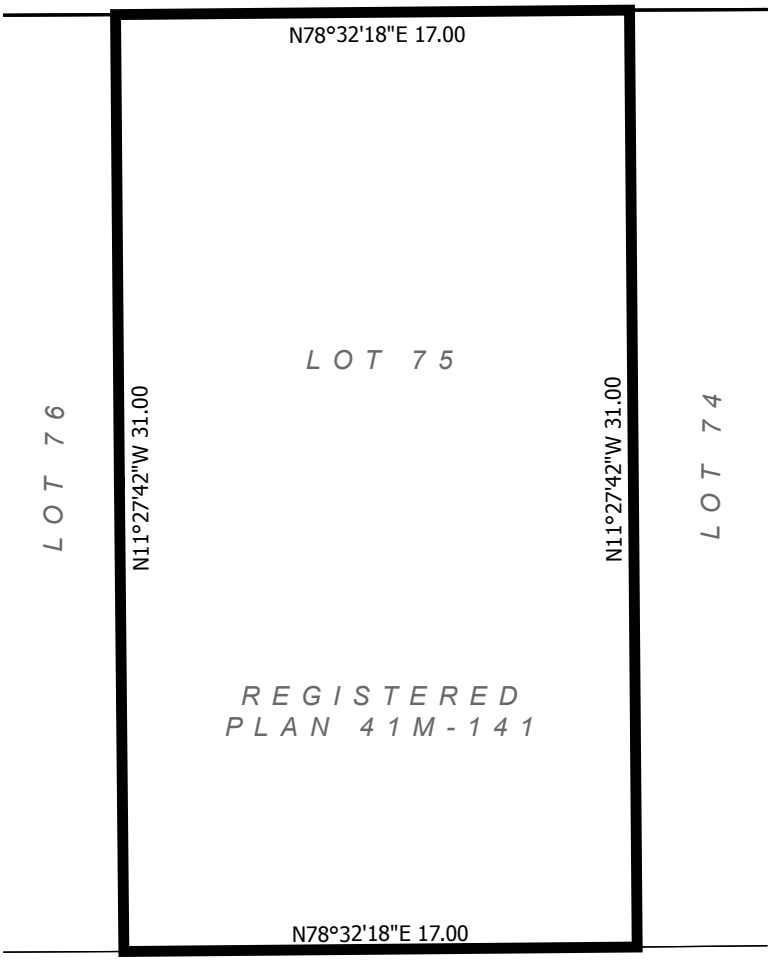
TO BY-LAW No. 2133-2019

LOT 75, REGISTERED PLAN 41M-141 (BLANDFORD)

TOWNSHIP OF BLANDFORD-BLENHEIM



FENNEL ST



AREA OF ZONE CHANGE TO R2-2

NOTE: ALL DIMENSIONS IN METRES

THIS IS SCHEDULE "A"

TO BY-LAW No. 2133-2019, PASSED

THE 17th DAY OF April, 2019

MAYOR

CAO/CLERK

Oxford County

Growing stronger together

Produced By The Department of Corporate Services

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KEY MAP

LANDS TO WHICH BYLAW 2133-2019 APPLIES

Oxford County
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ZN 1-19-04

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2133-2019

EXPLANATORY NOTE

The purpose of By-Law Number 2133-2019 is to rezone the subject property from 'Residential Type 1 Zone (R1)' to 'Residential Type 2 Zone (R2-2)' to facilitate the conversion of an existing single detached dwelling to a converted dwelling containing two residential units. Special provisions are also required to recognize a lot area of 525 m^2 (5,651 ft^2) and frontage of 17 m (55.8 ft).

The subject property is described as Lot 75, Plan M141, in the Township Blandford-Blenheim. The property is located on the south side of Fennel Street, between Joshua Court and William Street North, and is municipally know as 181 Fennel Street, Plattsville.

The Township of Blandford-Blenheim adopted the amending By-law Number 2133-2019. Any person wishing further information relative to Zoning By-Law Number 2133-2019 may contact the undersigned. No public input was received respecting this application.

Mr. Rodger Mordue, CAO/Clerk
Township of Blandford-Blenheim
47 Wilmot Street South
Drumbo, Ontario
N0J 1G0

Telephone: 463-5347

THE CORPORATION OF THE

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2134-2019**

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 April 17, 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 17th day of April, 2019.

By-law read a third time and finally passed this 17th day of April, 2019.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE