

TOWNSHIP OF BLANDFORD-BLENHEIM

COUNCIL MEETING AGENDA

Wednesday, February 6th, 2019
Township Council Chambers
47 Wilmot Street South, Drumbo
4:00 p.m.

1. **Welcome**
2. **Call to Order**
3. **Declarations of Office under the *Municipal Act***
4. **Approval of the Agenda**
5. **Disclosure of Pecuniary Interest**
6. **Adoption of Minutes**
 - a. [November 27, 2018 Police Services Board](#)
 - b. [January 23, 2019 Operating Budget Minutes](#)
7. **Business Arising from the Minutes**
8. **Delegations / Presentations**

None.
9. **Correspondence**
 - a. General

None.
 - b. Specific
 - i. [Ted Comiskey, Chair of Demand the Right Coalition of Ontario Municipalities, Re: Right to Approve Landfill Developments](#)
10. **Staff Reports**
 - a. **Jim Borton – Director of Public Works**
 - i. [PW-19-03 - Dust Suppressant Tender](#)

Recommendation:

That Report PW-19-03 be received for information;

And further to award the dust suppressant tender for a 3-year term including 2019, 2020 & 2021 to Pollard Highway Products at a unit price of \$0.0825; \$0.084 and \$0.087 per litre plus HST respectively for the supply, delivery and application of 20% liquid brine solution (salt brine).

ii. [PW-19-04 - Monthly Report](#)

Recommendation:

That Report PW-19-04 be received as information.

iii. [PW-19-05 – Bridge 20 Tender Results](#)

Recommendation:

That Report PW-19-05 be received as information; and,

And further that Council accept the low bid submitted by CoCo Group of Companies and award contract NO. 2019-0020 for the replacement of Bridge 20 on Township Road 12 for a total of \$2,329,000.00 plus HST to CoCo Group of Companies.

b. Jim Harmer – Drainage Superintendent

i. [DS-19-04 – Monthly Report](#)

Recommendation:

That Report DS-19-04 be received as information.

c. John Scherer – Chief Building Official

i. [CBO-19-02 – Shared Summer Student Request - Building](#)

Recommendation:

That Report CBO-19-02 be received; and,

That Council authorize the CBO to proceed with engaging a Building Services Summer Student as set out in the report.

d. Trevor Baer – Acting Manager of Community Services

i. [CS-19-02 – Monthly Report](#)

Recommendation:

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

e. Denise Krug – Director of Finance

i. [TR-19-03 – Council Grant & Subsidy Requests](#)

Recommendation:

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

That Council direct staff to allocate Grant & Subsidy Funds.

f. Sarah Matheson – Deputy Clerk

i. [DC-19-04 – Pregnancy and Parental Leave for Members of Council Policy](#)

Recommendation:

That Report DC-19-04 be received as information; and,

That Council approve the Pregnancy and Parental Leave for Members of Council Policy.

g. Rodger Mordue – Chief Administrative Officer / Clerk

i. [CAO-19-04 – Closed Meeting Investigator & Integrity Commissioner](#)

Recommendation:

That the Council receive report CAO-19-04 as information; and,

That the Township enter into an agreement with Gregory F. Stewart to provide Closed Meeting Investigation and Integrity Commissioner services.

11. Reports from Council Members

12. Unfinished Business

13. Motions and Notices of Motion

14. New Business

15. Closed Session

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

i. Staffing

16. By-laws

a. [2120-2019](#)

Being a By-law to Appoint an Alternate Member to the Council of the County of Oxford during an absence of the Mayor.

b. [2121-2019](#)

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

17. Other

18. Adjournment and Next Meeting

Wednesday, February 20th, 2019 at 4:00 p.m. in Council Chambers.



Blandford-Blenheim Township Police Services Board

47 Wilmot Street South, P. O. Box 100, Drumbo, Ontario N0J 1G0
519-463-5347 or 1-800-410-6882
Secretary: Cretia Brittain 519-458-4865 e-mail @ cretia666@gmail.com



Township Office
Drumbo, Ontario
Tuesday, November 27, 2018

PSB MINUTES

The Police Services Board Meeting was called to order at 1:42pm by Bev Beaton.

Present: Bev Beaton, Marion Wearn, Inspector Tony Hymers, and Cretia Brittain.

Regrets: Rodger Mordue, Karen Bartlett

Declaration of Pecuniary Interests: None

Agenda: Moved by Marion and seconded by Bev that the PSB Agenda for November 27th be approved. Carried.

Minutes: Moved by Marion and seconded by Bev that the amended PSB Minutes for October 27th be approved. Carried.

Business Arising from the Minutes:

1.

Presentation/Delegations/Petitions:

Correspondence:

1.

Detachment Commanders Report: Inspector Tony Hymers (September, October)

1. Public Complaints – 1/1 in September and October
2. Secondary Employment – 0/0 new request in September and October
3. Crime Abatement Strategy – NA.
4. Hours/Foot Patrol – 125.5/149.5 of reported cruiser patrol hours and 11/5.25 foot patrol hours in September and October.

5. Calls For Service – There were 46 and 61 calls in September and October.
6. Crime Statistics – There were 1 assaults, 1 mischief's, 0 break & enters, 4 theft, 0 frauds, and 4 MVAs in September. 2 assaults, 3 mischief's, 2 break & enter, 4 theft, 0 frauds and 10 MVAs in October.
7. Tickets Written – 96/135 tickets written including 69/106 speeding, 14/13 plate/permit/insurance, 2/2 careless driving and 2/1 handheld device in September and October.
8. Crime Stoppers – 27/23 and 15/9 total/OPP tips via crime stoppers and 0/5 cases cleared and 0/3 charges laid as of a direct result of crime stoppers tips in September and October.
9. Focus Patrol – Speeding in Bright was addressed over the summer months. 7 tickets were issued.

Other Business:

1. OAPSB Zone 4 Membership Renewal – Unanimously agreed to renew.

In Camera: None

Next Meeting – Wednesday, January 23rd, March 27th, May 29th, September 25th and November 27th 1pm.

Meeting was adjourned by Bev, seconded by Marion at 2:05pm.

Submitted by: Cretia Brittain

MINUTES

Council met at 10:00 a.m. for the 2019 Operating Budget meeting.

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

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

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Read
Seconded by – Councillor Balzer

Be it hereby resolved that the agenda for the January 23, 2019 Special Meeting of Council be adopted as printed and circulated.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

RESOLUTION #2

Moved by – Councillor Read
Seconded by – Councillor Balzer

Be it hereby resolved that the minutes of the January 16, 2019 Regular 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

- i. Carla Nell, Municipal Property Assessment Corporation, Re: 2018 Year-End Assessment Report

b. Specific

None.

RESOLUTION #3

Moved by – Councillor Read
Seconded by – Councillor Balzer

Be it hereby resolved that the general correspondence be received.

.Carried

9. Staff Reports

None.

10. Presentations – 2019 Budgets

a. Denise Krug, Director of Finance/Treasurer

Review of 2019 Draft Budget

- i. General Government – CAO/Clerk & Director of Finance
- ii. Protective Services – Director of Protective Services & Director of Finance
- iii. Building/Drainage – Chief Building Official and Director of Finance Building Services
- iv. Public Works – Director of Public Works and Director of Finance
- v. Community Services – Manager of Community Services and Director of Finance
- vi. External Agencies – CAO/Clerk and Director of Finance
- vii. Reserve Funds – CAO/Clerk and Director of Finance

Each departmental budget was presented and reviewed. Staff were directed to make the necessary adjustments.

Staff were directed to proceed with issuing tenders for the following equipment prior to final budget approval:

One 1 Ton pickup – Fire

One ¾ Ton pickup – Fire

One ½ Ton pickup – Public Works

One Tandem Dump/Plow – Public Works

RESOLUTION #4

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it hereby resolved that the 2019 Draft Budget be received; and,

That staff be directed to make the necessary revisions to the estimates for presentation at a future Council meeting.

.Carried

11. Reports from Council Members

Mayor Peterson report of a trip to Bright with Councillors Demarest and Read to the Triple Arts Studio Open House which showcased their Dance, Karate and Music Programs. Mayor Peterson will be attending ROMA on January 27, 2019. Councillor Banbury will be attending a seminar on February 13th hosted by Southwestern Public Health regarding addictions and substance abuse.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

Councillor Read discussed the potential of a do not send list for publishing companies. Staff were directed to contact the publishing company.

15. Closed Session

None.

16. By-laws

RESOLUTION #5

Moved by – Councillor Banbury

Seconded by – Councillor Demarest

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

- By-law 2119-2019, Being a By-law to confirm the proceedings of Council.

.Carried

RESOLUTION #6

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

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

- By-law 2119-2019, Being a By-law to confirm the proceedings of Council.

.Carried

17. Other Business

None.

18. Adjournment and Next Meeting

RESOLUTION #7

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 3:17 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday, February 6th, 2019 at 4:00 p.m. in Council Chambers.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Rodger Mordue CAO / Clerk
Township of Blandford-Blenheim

From: [Ted Comiskey](#)
To:

[Redacted content]

Subject: IMPORTANT - Update For Demand the Right Coalition
Date: January 17, 2019 9:20:32 AM
Attachments: [MOTION for Municipalities - REVISED for Made-In-Ontario Environment Plan.docx](#)

Good afternoon

Municipal governments, like yours, have achieved an important milestone. In late November, Environment Minister Rod Phillips stated that “municipalities will have a say in the siting of landfills” – as part of his “Made in Ontario Action Plan”, <https://prod-environmental-registry.s3.amazonaws.com/2018-11/EnvironmentPlan.pdf>.

This is a major achievement for the Demand The Right Coalition of Ontario Municipalities (currently 70 municipalities strong), which includes your municipality.

Here’s what we need you and your municipality to do next:

1. The Ontario Government has asked for comments on the Plan. Please click on this link <https://t.co/ai1NsoBXT0>. It will take you directly to the proposed plan. Scroll down to the bottom of the page and click on the COMMENT section. You have until January 28th to provide your comments – **ENCOURAGE THE GOVERNMENT TO PROVIDE MUNICIPALITIES WITH THE RIGHT TO APPROVE NEW LANDFILLS, NOT JUST A “SAY”**.
2. If you have a Twitter account, go to our campaign’s Twitter page @landfillapproval. All municipalities, mayors, and Councillors are encouraged to follow us and use the hashtag #demandtheright and #onpoli.
3. Re-affirm your municipality’s commitment to landfill approval rights by introducing and approving a revised Demand The Right Motion (attached). Email the revised motion to rod.phillips@pc.ola.org, your local MPP, and forward a copy to info@demandtheright.ca.

4. Join us at ROMA on January 29th, 7:30am for a special breakfast event. We hope to gather as many of the Demand The Right municipal leaders together as possible to update you on our progress. Let's show the government how important this legislation is!

sincerely

Ted Comiskey
Chair, Demand The Right Coalition of Ontario Municipalities
Mayor, Town of Ingersoll
mayor@ingersoll.ca
519.902.6783

**MOTION
COUNCIL FOR THE
[INSERT NAME OF MUNICIPALITY]**

**MUNICIPALITIES CALL ON PROVINCE TO ENSURE ITS
“MADE-IN-ONTARIO ENVIRONMENT PLAN”
INCLUDES MUNICIPAL “RIGHT TO APPROVE” LANDFILL DEVELOPMENTS**

WHEREAS municipal governments in Ontario do not have the right to approve landfill projects in their communities, but have authority for making decisions on all other types of development;

AND WHEREAS this out-dated policy allows private landfill operators to consult with local residents and municipal Councils, but essentially ignore them;

AND WHEREAS Ontario’s proposed “Made-in-Ontario Environment Plan” states that the province will grant municipalities a “greater say in siting of landfills”;

AND WHEREAS municipalities already have exclusive rights for approving casinos and nuclear waste facilities within their communities, whether to host cannabis retail in their communities, AND FURTHER that the province has recognized the value of municipal approval for the siting of power generation facilities;

AND WHEREAS the recent report from Ontario’s Environmental Commissioner has found that Ontario has a garbage problem, particularly from Industrial, Commercial and Institutional (ICI) waste generated within the City of Toronto, where diversion rates are as low as 15%;

AND UNLESS significant efforts are made to increase recycling and diversion rates, a new home for this Toronto garbage will need to be found, as landfill space is filling up quickly;

AND WHEREAS municipalities across Ontario are quietly being identified and targeted as potential landfill sites for future Toronto garbage by private landfill operators;

AND WHEREAS other communities should not be forced to take Toronto waste, as landfills can contaminate local watersheds, air quality, dramatically increase heavy truck traffic on community roads, and reduce the quality of life for local residents;

AND WHEREAS municipalities should be considered experts in waste management, as they are responsible for this within their own communities, and

often have decades' worth of in-house expertise in managing waste, recycling, and diversion programs;

AND WHEREAS municipalities should have the exclusive right to approve or reject these projects, and assess whether the potential economic benefits are of sufficient value to offset any negative impacts and environmental concerns;

THEREFORE BE IT RESOLVED THAT the **[INSERT NAME OF MUNICIPALITY]** calls upon the Government of Ontario, as part of its "Made-in-Ontario Environment Plan" to formally entrench the right of municipalities to approve or reject landfill projects in or adjacent to their communities;

AND THAT in the case of a two-tier municipality, the approval be required at both the upper-tier and affected lower-tier municipalities;

AND FURTHER THAT the **[INSERT NAME OF MUNICIPALITY]** encourage all other municipalities in Ontario to consider this motion calling for immediate provincial action;

AND THAT the MOTION adopted by Council be forwarded to the DEMAND THE RIGHT COALITION OF ONTARIO MUNICIPALITIES.



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Rodger Mordue	Date:	January 29, 2019
Subject:	Dust Suppressant Tender	Council Meeting Date:	February 6, 2019
Report #:	PW-19-03		

Recommendation:

That Report PW-19-03 be received for information;

And further to award the dust suppressant tender for a 3-year term including 2019, 2020 & 2021 to Pollard Highway Products at a unit price of \$0.0825; \$0.084 and \$0.087 per litre plus HST respectively for the supply, delivery and application of 20% liquid brine solution (salt brine)

Background:

As in the past, a joint county tender was called for the supply and application of dust suppressant for the 5 rural municipalities in Oxford County.

Analysis/Discussion:

We have found that multiple year contracts have provided lower unit cost as suppliers find it attractive and beneficial securing a 3-year tender such as our County wide tender.

The tender closed in Norwich at 11 am on Wednesday January 23, 2019. A summary of the results is attached. Pollard Highway Products submitted the low bid for both 35% Calcium Chloride and 20% Salt Brine Solution. It is recommended to continue to use the Salt Brine Solution which requires double the application rate to be equivalent to Calcium Chloride. Calcium would cost 33% more to use for the same end result.

Based on our estimated requirements of 2,200,000 litres, our total cost for 2019 will be \$181,500.00 plus HST (\$184,694.40). Depending on the type of summer and need to retreat problem areas, this amount can be slightly higher or lower.

Financial Considerations:

Draft budget has identified \$185,000.00 based on estimated requirements

The 3-year tender has a 4% increase over 2018, a 2% increase in 2020 & a 3% increase in 2021.

Attachments: Summary of Bids

Respectfully submitted by:



Jim Borton
Director of Public Works

2019/20/21 TENDER OPENING RESULTS

In the presence of the undersigned, the following Tenders for Supply, Delivery and Application of Liquid Dust Suppressant for all rural Municipalities within the boundaries of the County of Oxford were opened:

PRICE PER LITER

	YEAR	ZORRA	EZT	BB	SWOX	NORWICH
POLLARD HIGHWAY PRODUCTS (C/C)	2019	\$0.22	0.22	0.22	0.22	0.22
	2020	\$0.2225	0.2225	0.2225	0.2225	0.2225
	2021	\$0.225	0.225	0.225	0.225	0.225
DEN MAR BRINES LIMITED (S/B)	2019	\$0.115	0.115	0.12	0.115	0.115
	2020	\$0.125	0.125	0.13	0.125	0.125
	2021	\$0.135	0.135	0.14	0.135	0.135
DA-LEE DUST CONTROL (C/C)	2019	\$0.245	0.245	0.245	0.245	0.245
	2020	\$0.25	0.25	0.25	0.25	0.25
	2021	\$0.255	0.255	0.255	0.255	0.255
ANDEMAR LTD. (S/B)	2019					
	2020					
NO BID	2021					
POLLARD HIGHWAY PRODUCTS (S/B)	2019	\$0.0825	0.0825	0.0825	0.0825	0.0825
	2020	\$0.084	0.084	0.084	0.084	0.084
	2021	\$0.087	0.087	0.087	0.087	0.087
Alternate products						
Pollard Highway Products	2019					
NO BID	2020					
	2021					
Den Mar Brines Ltd.	2019					
NO BID	2020					
	2021					
Da-Lee Dust Control	2019					
NO BID	2020					
	2021					
Andemar Ltd.	2019					
NO BID	2020					

	2021					

NOTE: PRICES DO NOT INCLUDE H.S.T.

Tender Opening: January 23rd 2019 11:05 am

Tenders Opened By: Marty Lenaers and Lindsay Farkas

In Attendance:

Paul Kay

* c/c = calcium chloride

* s/b = salt brine



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Rodger Mordue	Date:	January 31, 2019
Subject:	Monthly Report	Council Meeting Date:	February 6, 2019
Report #:	PW-19-04		

Recommendation:

That Report PW-19-04 be received as information.

Road Crew Activities

- See Attached

Capital

- Township Road 12, Bridge 20 – Tender closed January 31, results are in report PW-19-05.
- The Tender for a new Tandem Dump truck is out and will close on February 14th, a report on the results will be brought to council on February 20th.
- The Tender for the pickup trucks is being finalized and will go out early February with results being brought to council on March 6th.
- GPS – The new system has been installed and is operational.
- Property at 895967 Oxford Rd 3 closes January 31st.

County Shared Service/Road Association/Training

- Shared Services meeting – We met on Jan. 10th in EZT. Inspector Hymers from the OPP spoke with us about half load season, farm equipment on the roads and the speed data collected by the Municipalities. In 2019 there will be a dedicated officer who is trained with scales looking after Oxford County. The hope is for better support and enforcement.
- Road Association – The next event is the OGRA conference on February 24-27.
- Training – Staff has done some training with the new GPS system. The next staff training will be in the spring in preparation for the construction season and at the OGRA Roads school in May.

Other**Road Rationalization**

- This has been put on hold until after the Provincial Government's review of the Regional governments and their lower tier's in Ontario.

- Background - The County has proposed downloading Oxford Rd 22 & 23 about 6.5 kms to the Municipality. If that was to happen Oxford Rd 22 & 23 would becoming the busiest roads we would have to maintain. There has been some discussion about uploading Blandford Rd & Hofstetter Rd. These roads are of the same classification but have a lower traffic count than Oxford Rd 22 & 23. The County is looking to download its lower classification, lower volume roads. Blandford Rd & Hofstetter Rd do not meet the criteria of being upper-tier roads. It may be easier to ask the County to keep Oxford 22 & 23 as they have a higher traffic count than any of our current roads.

Rothsay Dead Stock – Half load request

- I was contacted by the Manager of Rothsay Dead Stock in EZT regarding an exemption from the Half Load Legislation. I advised them that we did not give exemptions and that they should pursue this through the provincial government to get a similar exemption allowed to amenities such as milk and feed trucks. They informed me that they have approached the province through the proper channels and while they have made progress, this change will not be in place for the 2019 season. During half load season Rothsay would have one truck servicing the area with a rough axle weight of 7500 kg. Under the Ministry of Agriculture, Food and Rural Affairs Food Safety and Quality Act 2001, O. Reg. 105/09 S.8, Disposal of Deadstock states "The custodian shall dispose of deadstock within 48 hours of death".

How does council feel about offering a potential exemption?

I have discussed this with the 5 other rural municipalities and all are in agreement that we should offer the exemption.

- Attended management meeting.
- Participated in the special council meeting regarding the 2019 operating budget.
- Attended a meeting with Rodger and members of the County to review the Counties 2019 projects in Blandford-Blenheim.
- Had 5 days of vacation in January.

Attachments:

- Road Supervisors Report

Respectfully submitted by:



Jim Borton
Director of Public Works

Monthly Activities for January 2019

Tasked Completed

- winter snow event activities (plowing and sanding and salting)
- trackless plowing/snow blowing off all sidewalks in villages and salting mains and approaches
- ice blading on gravel roads
- tree trimming for sightlines and sign visibility
- pick up road side garbage through out township
- winter patrol
- maintain regulatory signs
- daily, weekly and monthly road inspections
- preventative maintenance on Township equipment
- haul compost and brush to Salford

General Information

Had a few times throughout month where temperature has gone from plus numbers to negatives over night which has created ice on roadways. Also had rain numerous times in the month which has created ice on gravel roads. Crews worked hard throughout this month ice blading and plowing all road ways and sanding and salting roads to make roads safe and to meet MMS standards. Very windy month which has created wind drifts on roads ways.

Projects Being Worked On

- training Shawn on Township snow plow routes
- inspect all winter maintenance equipment after each use for damage
- safety meetings for employees

Future Projects

- on going preparation still for winter months (training, equipment checks)



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Rodger Mordue Denise Krug	Date:	February 1, 2019
Subject:	Bridge 20 Tender Results	Council Meeting Date:	February 6, 2019
Report #:	PW-19-05		

Recommendation:

That Report PW-19-05 be received for information;

And further that Council accept the low bid submitted by CoCo Group of Companies and award contract NO. 2019-0020 for the replacement of Bridge 20 on Township Road 12 for a total of \$2,329,000.00 plus HST to CoCo Group of Companies.

Background:

Bridge 20 was identified for replacement due to its poor condition. Township staff applied for an OCIF grant and were successful in obtaining \$2,000,000.00 for the project.

Tenders were sent out in early January with the tender closing on January 31, 2019. 15 contractors took plans and tender documents. The Contract involves the construction of a 64.0 metre three span bridge over the Nith River on Township Road 12. Components of the work include the demolition of the existing steel through truss bridge, supply and placement of driven H piles, reinforced concrete, prestressed concrete box girders, steel box beam railing, guide rail, reconstruction of roadway approaches and hot mix asphalt paving.

Eight Tenders were returned by closing.

Analysis/Discussion:

Township staff and staff from K. Smart Associates Limited have reviewed all the Tenders submitted and found no errors or exclusions. K. Smart staff have checked a reference and spoken with CoCo Group representatives. CoCo is well known in the industry and has the experience to do the project. Staff has found no reason why the project cannot be rewarded to CoCo Group of Companies.

Financial Considerations:

Budget for the replacement of Bridge 20 is \$2,520,000.00.

<u>Bidders</u>	<u>Sub Total</u>	<u>Net Price</u>	<u>Total Incl. HST</u>
Coco Group	\$2,329,000.00	\$2,369,990.40	\$2,631,770.00
Looby Builders (Dublin) Limited	\$2,675,361.85	\$2,722,448.10	\$3,023,158.89
Sierra Bridge	\$2,754,371.30	\$2,802,848.20	\$3,112,439.57
Bronte Construction Limited	\$2,836,326.30	\$2,886,245.60	\$3,205,048.72
McLean Taylor Const. Limited	\$2,880,642.55	\$2,941,341.80	\$3,255,126.08
Hayman Construction Inc.	\$2,900,097.73	\$2,951,139.40	\$3,277,110.43
Premier Concrete Inc.	\$3,023,481.29	\$3,076,694.40	\$3,416,533.86
MTM-2 Contracting Inc.	\$3,727,687.46	\$3,793,294.60	\$4,212,286.83

All Tenders include an allowance of \$65,000.00 in contingency funds.

Attachments:

K. Smart Associates Ltd. summary letter of bid

Respectfully submitted by:

Jim Borton
Director of Public Works



February 1, 2019

File No. 12-099

Jim Borton
Director of Public Works
Township of Blandford - Blenheim
47 Wilmot Street South
Box 100
Drumbo ON N0J 1G0

**RE: BRIDGE 20 REPLACEMENT
TOWNSHIP ROAD 12 OVER THE NITH RIVER
TOWNSHIP OF BLANDFORD-BLENHEIM
TENDER No. 2019-0020
RECOMMENDATION OF AWARD**

Dear Jim:

Eight (8) bids were received for the above referenced project on January 31, 2019. This letter is to confirm our review of the bids and to make a recommendation for award of tender.

The low bid is submitted by Coco Paving Inc of Hannon for the amount of \$2,329,000.00 plus 13% HST for a total of \$2,631,770.00 (Total Net after HST Rebates \$2,369,990.40).

A list of all submitted bids is as follows:

Contractor	Sub Total	Total incl HST
Coco Paving Inc.	\$2,329,000.00	\$2,631,770.00
Looby Builders (Dublin) Limited	\$2,675,361.85	\$3,023,158.89
Sierra Bridge	\$2,754,371.30	*\$3,112,439.57
Bronte Construction Limited**	\$2,836,326.30	\$3,205,048.72
McLean Taylor Construction Limited	\$2,880,642.55	\$3,255,126.08
Hayman Construction Inc.	\$2,900,097.73	\$3,277,110.43
Premier Concrete Inc.	\$3,023,481.29	\$3,416,533.86
MTM-2 Contracting Inc.	\$3,727,687.46	*\$4,212,286.83

*Indicates corrected amount

**Did not acknowledge receipt of Addendum

All tenders include an allowance of \$65,000 in Contingency funds.

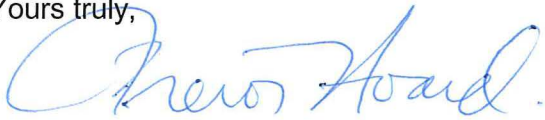
Coco Paving Inc. is an experienced and established heavy construction contractor. They have recently constructed several bridges that were included in large highway construction contracts. We have spoken to a Coco Paving representative and one of their past clients and are satisfied that they will be able to complete the project in a satisfactory manner.

It is recommended that the contract be awarded to Coco Paving Inc. for the amount of \$2,631,770.00 (HST included) subject to final valuation of the completed work.

If awarded, please arrange for both parties to sign and seal the three copies of the contract documents bound with the Form of Agreement and the bid submission (enclosed).

If you have any questions regarding the above, please contact the undersigned.

Yours truly,

A handwritten signature in blue ink that reads "Trevor Hoard". The signature is written in a cursive, flowing style.

Trevor Hoard, C.E.T.
K. Smart Associates Limited



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	Date:	January 31, 2019
Subject:	Monthly Report	Council Meeting Date:	February 6, 2018
Report #:	DS-19-03		

Recommendation:

That Report DS-19-03 be received as information

Background:

Monthly activities of the Drainage Department January 31, 2018

Analysis/Discussion

1. Working on drain maintenance and various site meeting to review work required with ratepayers.
2. Working on drain maintenance billing information for 2019 taxes bills
3. Working with lawyer on compliance letters.
4. 5 locates for ON 1 Call in January 2019 including 0 emergency locates.
5. Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site.
6. Commenting on various planning application.
7. Attended DSAO/LICO conference and meetings in London
8. Attended staff meeting.
9. Working on Section 65 report for Llodyn Farms
10. Asset management report for existing municipal drains in Urban areas as per Ontario Regulation 588/17
11. Working with county on drainage issue at various location.

12. Completed grant application for employment of Drainage Superintendent and submitted to OMAFRA.
13. Attended training on new Grant application process for drainage grants under the ADIP (Agricultural Drainage Infrastructure Program)
14. Year end reports to Denise and Katie

Financial Considerations:

None

Attachments:

None

Respectfully submitted by:

Jim Harmer Drainage Superintendent



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	John Scherer, CBO/ Manager of Building Services
Reviewed By:	Rodger Mordue, CAO/Clerk	Date:	January 29, 2019
Subject:	Shared Summer Student Request - Building	Council Meeting Date:	February 6, 2019
Report #:	CBO-19-02		

Recommendation:

That council authorize the CBO to proceed with engaging a Building Services Summer Student as set out in this report.

Background:

This report outlines the proposal for hiring a Shared Building Services student in 2019.

Bill 124, the Ontario Building Code Statute Law Amendment Act, was implemented January 2006. Among the numerous changes to the Building Code Act was the clarification that any reserve fund is to be strictly used for the enforcement of the Building Code Act.

Discussion:

As a result of above average construction activity in the township over the last couple of years the building department has built up a substantial reserve fund. Building staff feel an additional part time building student would be warranted to help deal with the backlog of items such as file organization, closing old building permits and data entry. In addition to these tasks, staff hope the student would be able to complete some of the day to day functions within the department such as minor inspections and plans examinations.

The current estimated cost, including overhead, would be approximately \$14,000.00. Half this cost would be applied to each township and would be included in the Chief Building Official transfer payment towards the end of the year. The student would be employed by East Zorra Tavistock and would work out of the Drumbo office 2-3 days a week (half the time).

The current building department reserve will be funding the entire cost of the summer student.

CBO-19-02: Shared Summer Student Request - Building

Approval for summer students traditionally has been obtained prior to budget approval, as waiting until March is too late to engage students for the summer. The township has been able to obtain Federal and Provincial student employment grants over the last several years to help offset these costs. The programs and amounts tend to vary from year to year. Staff from East Zorra – Tavistock will be applying for any available grants this year as the student will be directly employed by the township and the savings will be split.

Respectfully submitted by:



John Scherer
Manager Building Services/CBO

For the first month we will be getting a lot of input for the ones that come to help shape what happens at these centers.

Communities

All the villages Wreathes have been taken down, the plan is to get the Flags back up before the May long weekend. Plattsville Lions will be coordinating the Plattsville Flags as they are getting a different type of Flag and different brackets have to be made for these flags.

Parks

Have had a meeting with PDP lightning (Minor Ball) about diamond usage, booth rental and other baseball items. The meeting went really well, PDP is still trying to figure out numbers for this season.

I am starting to book out our parks for baseball tournaments for this summer so far, we have 8 tournaments booked.

2 in May

2 in June

2 in July

2 in Aug

I am still talking to a few other organizations about a few more tournaments that might take place.

Respectfully submitted by:

Trevor Baer



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug, Director of Finance
Reviewed By:	Rodger Mordue	Date:	February 1, 2019
Subject:	2019 Council Grant & Subsidy Requests	Council Meeting Date:	February 6, 2019
Report #:	TR-19-03		

Recommendation:

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

That Council direct staff to allocate Grant & Subsidy Funds.

Background:

The chart below is a summary of all organizations that have submitted a 2019 Council Grant & Subsidy Application. The total of all 2019 grant & subsidy requests is \$11,000.00.

On February 10, 2016, the following resolution was passed by Council:

“That Council establish a budget cap of up to \$10,000 as the total annual maximum amount available through the Municipal Grants and Subsidy Program; and,

That the annual allocation to each organization receiving funding through the Municipal Grants and Subsidy Program be limited to a maximum of up to \$1,000 per organization.”

The Applications will be provided to Council separately to respect the organization’s privacy.

Staff are seeking direction in how to proceed with the 2019 Council Grant & Subsidy Requests.

Analysis/Discussion:

Organization Name	Purpose of Funding Request	Value of Request	Project Request	Operating Request
Drumbo & District Heritage Society	Antique Road Show	1,000.00	X	
Drumbo Agriculture Society	Assistance with Entertainment at Drumbo Fair	\$1,000.00	X	

Drumbo Lions Club	Harvest Carnival – fee waiving request	\$1,000.00	X	
Plattsville & District Heritage Society	Road signs identifying long lost settlements	\$1,000.00	X	
Plattsville & District Lions	Waiving of rental fees for hall	\$1,000.00		X
Plattsville Evangelical Missionary Church	Summer Day Camp	\$5,000.00	X	
Princeton & District Museum/Library Association	Display Boards, Postcards	\$1,000.00	X	
Wounded Warriors	No request – no tournament in 2019			

Total Grants Requested \$11,000.00

Attachments:

None.

Respectfully submitted by:

Denise Krug
 Director of Finance/Treasurer



TOWNSHIP OF BLANDFORD-BLENHEIM

To:	Members of Council	From:	Sarah Matheson, Deputy Clerk
Reviewed By:	Rodger Mordue, CAO/Clerk Denise Krug, Director of Finance	Date:	January 30, 2019
Subject:	Pregnancy and Parental Leave for Members of Council Policy	Council Meeting Date:	February 06, 2019
Report #:	DC-19-04		

Recommendation:

That Report DC-19-04 be received as information; and,

That Council approve the Pregnancy and Parental Leave for Members of Council Policy.

Background:

In January 2017 Staff report DC-18-01 informed that the adoption of Bill 68 required the Township to draft and adopt new policies, one being a policy to permit pregnancy and parental leave of members of Council.

The government is required by legislation to review the Municipal Act every five (5) years. Bill 68 received Royal Assent on May 30, 2017 and included Subsection 270 (1) requiring the municipality to adopt and maintain a policy on pregnancy and parental leave for members of Council. This amendment will be proclaimed in force on March 1, 2019.

Analysis/Discussion:

The policy meets the requirements of the Municipal Act, 2001 as amended by Bill 68. The Act allows an absence of up to 20 weeks for pregnancy and parental leave, as such, staff is proposing the same in our policy.

Flexibility of the member is important, due to their unique representative role. As such, this policy is written in order that the member reserves the right to participate in their capacity of member at any time during their leave. Furthermore, staff are recommending that the member be paid during their absence and that any other expenses normally paid should continue to be covered.

Unlike municipal employees who are entitled to maternity/pregnancy and/or parental leave under the Employment Standards Act, 2000, members of Council are not employees and are not eligible for employment insurance.

Members shall continue to be paid during their leave of absence as is consistent with a leave under Section 259 of the Municipal Act, 2001 which provides that a Member's seat becomes vacant if the Member is absent from the meetings of Council for three successive months without being authorized to do so by a resolution of Council.

Prior to Bill 68, a Member was required to obtain a resolution of Council for an extended leave of absence. Section 259 of the Act now includes the following exception to the rules for when a Council member's seat becomes vacant: "(1.1) Clause (1) (c) does not apply to vacate the office of a member of council of a municipality who is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member".

Financial Implications:

None.

Attachments:

Pregnancy and Parental Leave for Members of Council Policy.

Respectfully submitted by:

Sarah Matheson
Deputy Clerk



Policies and Procedures

The Corporation of the Township of Blandford-Blenheim

Department:	Clerk's		Effective:	
Subject:	Pregnancy and Parental Leave for Members of Council		Policy Number:	
Approved by:	Rodger Mordue			
Resolution Number:				
Date of Review:	Review Number:	Change:	Reference Section:	

Policy Statement

The Corporation of the Township of Blandford-Blenheim recognizes a Member of Council's right to take leave for the Members' pregnancy, birth of the Member's child or the adoption of a child by the Member in accordance with the Municipal Act, 2001.

Purpose

This policy provides guidance on how the Township of Blandford-Blenheim addresses a Member's pregnancy or parental leave in a manner that respects a Member's statutory role as an elected representative.

Scope

This policy applies to members of Council, in accordance with Section 270 of the Municipal Act, 2001.

Definitions

Pregnancy and/or Parental Leave – an absence of 20 consecutive weeks or less as a result of a Member's pregnancy, the birth of a Member's child or the adoption of a child by the Member in accordance with Section 259 (1.1) of the Municipal Act, 2001.

Policy

Township Council supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

1. A Member of Council is elected to represent the interests of their constituents.
2. A Member's pregnancy and/or parental leave does not require Council approval and their office cannot be declared vacant as a result of the Pregnancy and/or Parental Leave.
3. The Member is entitled to continue to receive communication from the Township (Council packages, email, meeting invitations), as if the Member were not on Leave, in accordance with the wishes of the Member.
4. A Member of Council on Pregnancy and/or Parental Leave reserves the right to exercise his or her delegated authority at any time during their leave.

5. A Member of Council on Pregnancy and/or Parental Leave shall continue to be paid and continue to have expenses paid in accordance with any Council expense policy.
6. Where a Member of Council will be absent due to a Pregnancy and/or Parental Leave the Member shall provide written notice to the Township Clerk outlining the expected duration of leave including a start date and return date.

It is understood that under emergent circumstances, a Member may not be able to submit the appropriate notice before the Leave commences. Each Member shall nonetheless endeavour to provide the appropriate notice in advance of any Leave or as soon as possible after commencing the Pregnancy and/or Parental Leave. The Township Clerk will provide the Mayor/Designate and Human Resources with a copy of any written notice.

Council shall make temporary appointments to fill any vacancies of the Member to Committees, Boards, Task Force, Project Teams or any other meetings or activities of the Member in their Township capacity.

Notwithstanding, at any point in time during a Member's Pregnancy and/or Parental Leave, the Member can provide written notice to the Township Clerk of their intent to lift any of the Council-approved, temporary appointments. The Member shall inform the Township Clerk, with proper notice, on any changes regarding their return date.

Policy Management

The Township Clerk shall be responsible for monitoring the application of this policy. Members of Council and staff are responsible for adhering to the parameters of this policy.

Limitation

This policy does not apply to Township Staff, or Members of Local Boards/Committees or The Township of Blandford-Blenheim Police Services Board.

Review

This policy shall be reviewed as required due to legislative changes.

Attachments:

N/A

Respectfully submitted by:

Rodger Mordue
CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2120-2019

Being a By-law to Appoint an Alternate Member to the Council of the County of Oxford during an absence of the Mayor.

Whereas Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017 received Royal Assent on May 30, 2017, and amends the Municipal Act, 2001, S.O. 2001, c. 25, herein referred to as the "Act"; and

Whereas section 268(1) of the Act provides that the council of a local municipality may appoint one of its members as an Alternate Member to the upper-tier council, to act in place of a person who is a member of the councils of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason; and

Whereas the Lieutenant Governor proclaimed that January 1, 2018 is the date that Section 268(1) of the Act regarding Alternate Members will take force;

Now therefore be it resolved that:

1. That Councillor Justin Read is hereby appointed as the Alternate Member to Oxford County Council for the term of the Council December 1, 2018 – November 30, 2022.
2. The Alternate Member appointed herein shall not sit on behalf of the Mayor at an Inaugural Meeting of County Council.

By-law **READ** a **FIRST** and **SECOND** time this 6th day of February, 2019.

By-Law **READ** a **THIRD** time and **ENACTED** in Open Council this 6th day of February, 2019.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk

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 THE CORPORATION OF THE
 TOWNSHIP OF BLANDFORD-BLENHEIM
 BY-LAW NUMBER 2121-2019

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 February 6th, 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 6th day of February, 2019.

By-law read a third time and finally passed this 6th day of February, 2019.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE