

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

Wednesday, January 15, 2020
Township Council Chambers
47 Wilmot Street South, Drumbo
4:00 p.m.

1. Welcome

2. Call to Order

3. Approval of the Agenda

4. Disclosure of Pecuniary Interest

5. Adoption of Minutes

- a. December 18, 2019 Minutes of Council

6. Business Arising from the Minutes

7. Unfinished Business

- a. Princeton Wastewater Servicing

Staff Report CAO-19-19 from December 18, 2019 meeting

8. Delegations / Presentations

- a. Darryl Ingrey, 27 Railway Street East, Princeton

Property Standards Issues

9. Public Meetings

- a. Public Meeting Under the Planning Act

- i. Application for Zone Change, ZN 1-19-14, Lawrence Beckett

Recommendation:

That the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Lawrence Beckett whereby the lands described as Part Lots 13 & 14, Concession 8 (Blenheim), Township of Blandford-Blenheim are to be rezoned to permit a trailer for an additional three (3) year period, expiring January 15, 2023.

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10. Correspondence

- b. General
- c. Specific
 - i. City of Woodstock

Ban of Single-Use Plastic Handled Shopping Bags

Recommendation:

That Council agrees with Woodstock City Council and supports a harmonized ban of single-use plastic shopping bags across the Province of Ontario

11. Staff Reports

a. Rick Richardson – Director of Protective Services

- i. FC-20-01– Reduction in Tiered Response Calls

Recommendation:

That Report FC-20-01 be received as information.

b. John Scherer – Chief Building Official

- i. CBO-20-01– Monthly Report

Recommendation:

That Report CBO-20-01 be received as information.

- ii. CBO-20-02 – Building Department Modified Hours

Recommendation:

That Council amend the working hours for permanent full-time building department staff from 35 to up to 40 hours per week for the duration starting March 30, 2020 and ending October 16, 2020 (a total of 29 weeks).

c. Jim Harmer – Drainage Superintendent

- i. DS-20-01 – Monthly Report

Recommendation:

That Report DS-20-01 be received as Information.

d. Jim Borton, Director of Public Works

- i. PW-20-01 – Monthly Report

Recommendation:

That Report PW-20-01 be received as information.

e. Trevor Baer, Manager of Community Services

- i. CS-20-01 – Monthly Report

Recommendation:

That Report CS-20-01 be received as information.

f. Denise Krug, Director of Finance/Treasurer

- i. TR-20-01 – Temporary Borrowing

Recommendation:

That Report TR-20-01 be received as information.

That Council pass By-law 2172-2020 authorizing the temporary borrowing for the Township of Blandford-Blenheim in 2020 at \$1,000,000

12. Reports from Council Members

13. Unfinished Business

14. Motions and Notices of Motion

15. New Business

16. Closed Session

17. By-laws

- a. 2170-2020

Being a by-law to amend zoning By-law 1360-2002, as amended (Beckett)

- b. 2171-2020

Being a By-law to appoint a Building Inspector / Property Standards Enforcement Officer (Ray Belanger)

- c. 2172-2020

- Being a By-law to authorize the temporary borrowing of money
- d. 2173-2020
- Being a by-law to establish an Interim Tax Levy for the year 2020
- e. 2174-2020
- Being a By-law to confirm the proceedings of Council.

18. Other

19. Adjournment and Next Meeting

Wednesday, January 22, 2020 at 10:00 a.m. in Council Chambers (Operating Budget).

MINUTES

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

Present: Mayor Peterson, Councillors Balzer, Banbury, Demarest

Staff: Baer, Bell, Borton, Harmer, Krug, Mordue, Richardson, Scherer

Other: Rebecca Smith, Oxford County Planner

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

Be it hereby resolved that the agenda for the December 18, 2019 Meeting of Council be adopted with the addition of items under section 7, "Delegations/Presentations".

.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 December 4, 2019 Meeting of Council be adopted, as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Delegations / Presentations

a. Bev Beaton – Princeton Wastewater Servicing

Mr. Beaton presented Council with information regarding Princeton Wastewater Servicing and asked Council to re-engage the steering committee.

RESOLUTION #3

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

That the delegation from Bev Beaton regarding Princeton Wastewater Servicing be received.

.Carried

b. Craig Van Wees – Princeton Wastewater Servicing

Mr. Van Wees presented Council with information regarding Princeton Wastewater Servicing and asked Council to move forward with bringing Wastewater Servicing to Princeton.

RESOLUTION #4

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

That the delegation from Craig Van Wees regarding Princeton Wastewater Servicing be received.

.Carried

c. Rodger Mordue, CAO/Clerk – Report CAO-19-19, Princeton Wastewater Servicing

Mr. Mordue presented his report on the Princeton Wastewater Servicing and the survey that was sent to Princeton property owners.

RESOLUTION #5

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

That Report CAO-19-19 be received as information; and,

That Council directs that the matter be placed on the January 15, 2020 agenda.

.Carried

d. Public Presentations on Princeton wastewater servicing

Betty Cowan – In favour of servicing. Concerned with possible groundwater contamination from septic systems.

Dave Peart – Not in favour of servicing. His existing septic system is 4 years old and is operating fine.

Debbie Randall – Not in favour. Concerned with additional farmland being used to accommodate development. Concerned with the cost to connect to the system from the property line into their home.

Lee MacArthur – Not in favour. Would like to keep Princeton the way it is.

Elaine Barnes – Not in favour. Questioned if the water supply capacity could accommodate additional development.

Jacob ? – Not in favour. Cannot afford the additional cost proposed.

John Jansen – Not in favour. Does not want to see growth that wastewater servicing would bring.

8. Public Meetings

None.

9. Correspondence

a. General

- i. Upper Thames Conservation Authority, Draft 2020 Budget

RESOLUTION #6

Moved by – Councillor Banbury

Seconded by – Councillor Demarest

That the general correspondence be received.

.Carried

b. Specific

None.

10. Staff Reports

a. Rick Richardson – Director of Protective Services

- i. FC-19-13 – Monthly Report

RESOLUTION #7

Moved by – Councillor Banbury

Seconded by – Councillor Demarest

That Report FC-19-13 be received as information.

.Carried

b. John Scherer – Chief Building Official

- i. CBO-19-18 – Monthly Report

RESOLUTION #8

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

That Report CBO-19-18 be received as information.

.Carried

c. Jim Harmer – Drainage Superintendent

- i. DS-19-21 – Petition for Drainage and Appointment of Engineer

RESOLUTION #9

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

That Report DS-19-21 be received as information; and,

That Council accepts the petition for drainage works for the Pt of Lot 19
Concession 2 from Gregory Magda; and,

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

That Council appoints K Smart & Associates Ltd., to prepare a new drainage
report as per the petition accordance with Section 4 of the Drainage act.

.Carried

d. Jim Borton – Director of Public Works

- i. PW-19-31 – Oxford Waterloo Road

RESOLUTION #10

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

That Report PW-19-31 be received as information; and,

That Council direct staff to proceed with posting the section of Oxford-Waterloo Road 250 meters East of Queen Street and 250 meters West of Queen Street as a new 60 Km/h speed zone; and,

That Council direct staff to amend Speed By-Law 1864-2014 to reflect this change

.Carried

ii. PW-19-32 – Level of Service Guideline Manual

RESOLUTION #11

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

That report PW-19-32 be received; and,

That Council allow staff to circulate the Level of Service Guideline Manual to all Blandford-Blenheim staff so that it can be used as a reference when dealing with resident inquiries on Public Works Activities

.Carried

Council asked that the guidelines be made available to the public

11. Reports from Council Members

Mayor Peterson spoke on the recent budget meetings happening at County of Oxford Council.

Mayor Peterson spoke on the reduced level of snow removal service put in place by the County of Oxford.

12. Unfinished Business

None

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

None.

16. By-laws

RESOLUTION #12

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

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

- By-law 2167-2019, Being a By-law to amend zoning by-law 1360-2002 (Granclare)
- By-law 2168-2019, Being a By-law to amend By-law 1864-2014
- By-law 2169-2019, Being a By-law to confirm the proceedings of Council

.Carried

RESOLUTION #13

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

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

- By-law 2167-2019, Being a By-law to amend zoning by-law 1360-2002 (Granclare)
- By-law 2168-2019, Being a By-law to amend By-law 1864-2014
- By-law 2169-2019, Being a By-law to confirm the proceedings of Council

.Carried

17. Other Business

None.

18. Adjournment and Next Meeting

RESOLUTION #16

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 6:00 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on
Wednesday, January 15, 2020 at 4:00 p.m. in Council Chambers

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Rodger Mordue CAO / Clerk
Township of Blandford-Blenheim



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council **From:** Rodger Mordue, CAO/Clerk
Reviewed By: N/A **Date:** December 12, 2019
Subject: Princeton Wastewater Servicing **Council Meeting Date:** December 18, 2019
Report #: CAO-19-19

Recommendation:

That Report CAO-19-19 be received as information.

Background:

On September 25, 2019 Oxford County Council was presented with staff report PW 2019-39, Princeton Wastewater Servicing Review. Subsequent to that report the Township was requested to advise County Council of their position to either:

- a. Choose to consider servicing the Village of Princeton as a growth center, and initiate the required planning studies, including a 'comprehensive review' process and other required studies (secondary planning, water/wastewater servicing strategies) to determine whether all related land use planning considerations could be addressed to the satisfaction of both the County and the Township of Blandford-Blenheim; or
- b. Choose to decline to initiate any of the planning work necessary to pursue a growth-based servicing strategy for the Village of Princeton.

Analysis/Discussion:

The Township has been requested to advise Oxford County Council if it intends to proceed with the studies needed to designate the Village of Princeton as a growth centre. Designation as a growth centre is required in order to work towards the installation of sewers in Princeton.

Studies Required

In order to be considered a growth centre a number of Land Use Planning studies first need to be carried out. A secondary planning exercise would need to be undertaken which includes a growth needs analysis for Princeton. If the secondary plan exercise determines that growth is appropriate for Princeton an amendment to the County's official plan would need to happen.

The amendment would need to be approved at the County and at the Province level to designate Princeton as a growth centre in the Oxford County Official Plan. Provided there are no appeals along the way this process would take roughly 2.5 years and cost approximately \$200,000 - \$250,000 to complete.

Once the Official Plan amendment approvals are final, engineering design would then commence. Land would need to be acquired for the wastewater treatment facility and Ministry of the Environment approvals would be attained. This whole process would take an estimated 2.5 years.

After all the planning and engineering studies are complete and the necessary approvals are in place construction can then begin. It is estimated that the construction phase of the project would take 2 – 3 years. From start to finish this project would take 7 – 8 years to complete. Any appeals that might be received along the way would delay this timeline.

Other Department Issues

The Township is planning on a major reconstruction of the street and storm drain network in Princeton to bring it up to an urban standard. If a decision is made to proceed with the installation of sanitary sewers this reconstruction will need to be delayed so it can be coordinated with the wastewater related work. A 7 – 8 year delay means that a temporary surface treatment would need to be applied to the existing road system until the proper full reconstruction can occur. This temporary work will cost an estimated \$25,000. If a decision is made not to proceed with wastewater servicing the reconstruction work will happen in 2 years and the temporary work on the streets will not be needed.

There would be no cost to delay the storm drain project by 7 – 8 years other than the normal increase in project cost due to inflation. It is worth noting that the storm drain project will proceed and is separate from any wastewater project. Similar to the project which was undertaken in Plattsville a few years ago, property owners in Princeton could expect a bill of \$2,000 - \$4,000 for this storm sewer portion of the road and drain reconstruction project.

Resident Survey

Every property located within the area that is now serviced by municipal water could be considered for connection to a municipal wastewater system. At the request of Township Council a survey was mailed to each property owner in Princeton with the ability to connect to the current municipal water supply. In that survey information on costing was presented and the question was asked: "Is your household in favour of municipal wastewater (sewer) services in Princeton based on the Township's numbers?" Surveys were not provided for the following which are located on municipal property: Museum/Library complex; the Centennial Hall; fire station; or, the park pavilion building. A copy of that survey is attached to this report.

A total of 221 surveys were mailed to affected property owners in Princeton. At the time of writing this report 153 responses have been received back which represents a 69.23% return rate. Two of the responses received were disqualified so 151 valid surveys were counted. Of those a total of 47 (31.13%) were in favour of proceeding with sanitary sewers in Princeton while 104 (68.87%) were opposed.

Financial Considerations:

Proceeding with studies to work toward a wastewater treatment system in Princeton would cost an estimated \$200,000 to \$250,000. Delaying the road infrastructure rehabilitation project in Princeton will cost an estimated \$25,000.

If the project proceeds there will be costs associated with hooking into the wastewater system for each of the municipally owned buildings in Princeton.

Attachments:

- Property owner survey

Respectfully submitted by:

Rodger Mordue
CAO/Clerk

To: Mayor and Members of Blandford-Blenheim Council

From: Rebecca Smith, Development Planner, Community Planning

Application for Zone Change ZN 1-19-14 – Lawrence Beckett

REPORT HIGHLIGHTS

- The applicant is proposing to extend the temporary use by-law that applies to the subject property to permit a trailer for an additional three years. In addition, the applicant is requesting to increase the maximum gross floor area of the trailer from 37.2 m² (400 ft²) to 55.7 m² (600 ft²).
- The property is currently zoned 'Special General Agricultural Zone (A2-23)' which permits the existing trailer to December, 2019.
- No concerns were raised as a result of agency circulation.
- Planning staff are recommending support for the proposed temporary use by-law, which will allow the existing trailer to continue on the property to January 15, 2023.

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

PROPOSAL:

The Application for Zone Change proposes to extend the temporary use by-law that currently applies to the subject property to permit a trailer for an additional three years. The property is currently zoned 'Special General Agricultural Zone (A2-23)' which permits the existing trailer to December, 2019.

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 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 m² (400 ft²). 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 extend the temporary use by-law that currently applies, to permit the trailer for an additional 3 years. In addition, the maximum gross floor area is proposed to be increased 37.2 m² (400 ft²) to 55.7 m² (600 ft²).

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. As such, the applicant is requesting to extend the existing temporary by-law.

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 Manager of Building, Development & Drainage, Township Director of Protective Services and County Public Works Department 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 December 3, 2019 and December 20, 2019. At the time this report was written, no comments or concerns had been received from the public.

Planning Analysis

The applicant proposes to extend the temporary use by-law that applies to the subject property to permit a trailer for an additional three years. In addition, the applicant is requesting to increase the maximum gross floor area of the trailer to 55.7 m² (600 ft²).

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 ANSl. 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.

As the development proposal does not conform to the Official Plan land use designations or comply with the permitted uses of the Zoning By-law, the applicant is requested to extend the existing temporary use by-law that applies to the property to permit the trailer for an additional 3 years.

With respect to the specific review criteria regarding temporary uses, no permanent private services are required to accommodate the trailer, road access is available, and as the trailer is located in a heavily treed agricultural area, it is not anticipated that the use will have a negative impact on surrounding uses.

In light of the foregoing, Planning staff are supportive of the application as the proposal is generally in keeping with the policies of the Official Plan respecting temporary uses.

RECOMMENDATION

It is recommended that the Council of the Township of Blandford-Blenheim approve 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 to permit a trailer for an additional three (3) year period, expiring January 15, 2023.

SIGNATURES

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

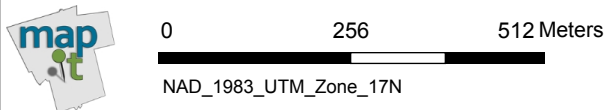
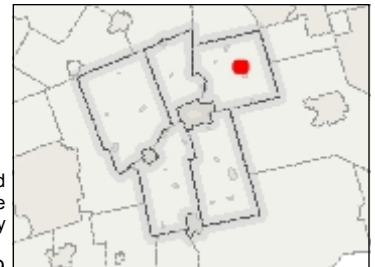
Approved for submission: *original signed by* Eric Gilbert, MCIP, RPP
Senior Planner



Legend

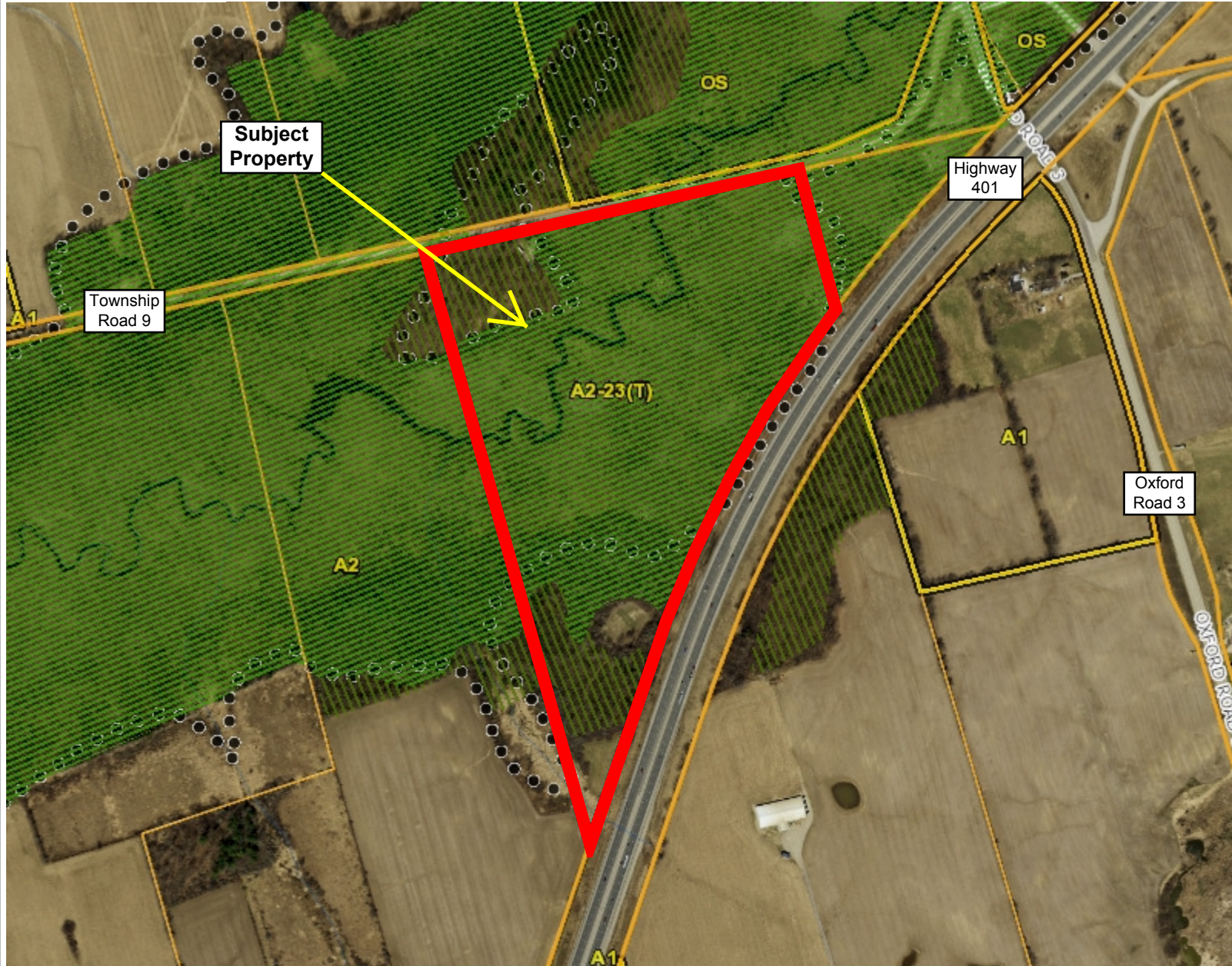
- Parcel Lines**
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Environmental Protection/Flood Overlay**
 - Flood Fringe
 - Floodway
 - Environmental Protection (EP1)
 - Environmental Protection (EP2)
- Zoning Floodlines/Regulation Limit**
 - 100 Year Flood Line
 - 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)**

Notes



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

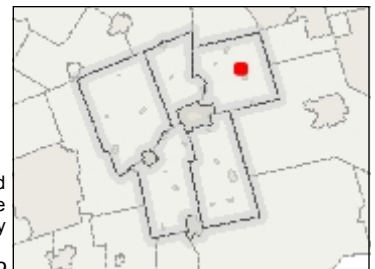
January 2, 2019



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**
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- Zoning (Displays 1:16000 to 1:500)

Notes



0 205 409 Meters
NAD_1983_UTM_Zone_17N



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January 2, 2019

Growing stronger together

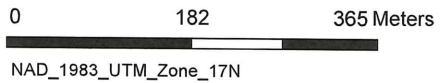
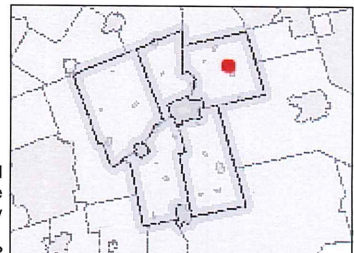
Existing trailer



Legend

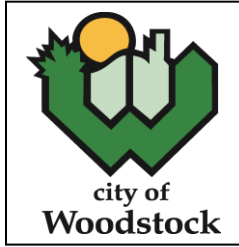
- Environmental Protection/Flood Overlay**
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- Floodlines/Regulation Limit**
 - 100 Year Flood Line
 - 30 Metre Setback
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 - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)**
- 100 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



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December 18, 2018



Office of the City Clerk
Woodstock City Hall
P.O. Box 1539
500 Dundas Street
Woodstock, ON N4S 0A7
Telephone (519) 539-1291

December 18, 2019

The Honourable Jeff Yurek,
Minister of Environment, Conservation and Parks
College Park 5th Flr, 777 Bay St,
Toronto, ON M7A 2J3

Re: Ban of Single-Use Plastic Handled Shopping Bags

Please be advised that the Council of the Corporation of the City of Woodstock passed the following resolution at its regular Council meeting held on December 12, 2019:

“That Woodstock City Council continue to support the single-use plastic handled shopping bag ban in principle but defer a decision regarding implementation until the Provincial and/or Federal governments have announced their decision and plans for a ban;

And further that Woodstock City Council supports a harmonized ban of single-use plastic shopping bags across the Province of Ontario;

And further that staff be directed to participate in the consultations with the Minister of Environment, Conservation and Parks with respect to the new producer responsibility model for the Blue Box Program, including discussing solutions with respect to single-use plastic shopping bags;

And further that Council pre-approve \$5,000 in the 2020 revenue fund budget in order for the Woodstock Environment Advisory Committee to undertake a public education campaign to educate and encourage Woodstock residents to reduce the use and consumption of single-use plastic shopping bags;

And further that this resolution be circulated to the Minister of Environment, Conservation and Parks and all Ontario municipalities.”

Yours Truly,

Amelia Humphries, B. Math, M.P.A.
City Clerk

c: All Ontario municipalities



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council

From: Rick Richardson – Director
of Protective Services

**Reviewed
By:** Rodger Mordue

Date: Jan 7th, 2020

Subject: Reduction in Tiered Response Calls

**Council
Meeting
Date:** Jan 22nd, 2020

Report: FC-20-01

Recommendation:

That Report FC-20-01 is received as information;

Background:

On April 11, 2016 the Township of Blandford-Blenheim issued a Request-for-Proposals (RFP) to secure the services of a professional consulting firm ...

.... to conduct a review of the Blandford-Blenheim Fire Department relative to the fire service needs of the Township, with specific focus on fire service operations, areas of coverage, fire department resources in personnel, equipment and funding, and to recommend options and solutions for improving the effectiveness and long-term financial efficiency of services delivery.

APEXPRO Consulting Inc. were the successful bidder for this project and they started their task on July 11, 2016 and completed on September 19, 2016. Marvin Rubinstein President of APEXPRO Consulting Inc. presented his final report to Council on October 5, 2016

One of the most controversial items in the fire review was the number of non-Code 4 calls that our Fire Department currently attend

APEXPRO Consulting Inc. suggested in their review that if Blandford-Blenheim Fire Department is to effectively manage Fire operations going forward, then it should consider the following options:

- A. Withdraw medical assist services entirely (as already done by other fire departments). This is not our preferred recommendation.

- B. Revise the MERIT agreement, specifying Code 4 calls of high severity, to which the Department will respond; this, in lieu of responding to all Code 4 medical calls. This option is consistent with the approach taken by many other fire departments, and it is our preferred recommendation.

More specifically, our recommendations are as follows:

1. In lieu of responding to all Code 4 medical calls, Blandford-Blenheim should specify the Code 4 calls of high severity to which the Fire Department will respond. This approach is consistent with that taken by other fire departments (as shown in Exhibit 10.5). The specified criteria should reflect the resource capacity of the Department and the medical training that firefighters receive (per Appendix C).
2. Internal call out protocols, and SOPs/SOGs pertaining to medical assists, should be adjusted to restrict turnout to 1 fire vehicle and a maximum of 2 firefighters. This recommendation does not apply to multi-vehicle collisions, or other instances where a response with larger numbers of resources are required.
3. Blandford-Blenheim should inform Woodstock Police Services and Oxford County Paramedic Services of the decisions that have been taken. They should jointly revise the governing agreement (MERIT).
4. East Zorra-Tavistock, Wilmot and North Dumfries Townships, and the County of Brant, should also be informed of these decisions. They should jointly revise the automatic aid agreements. Also, MOHLTC CACC (dispatch) should be informed so that they may realign their dispatch protocols, giving effect to the new protocols and automatic aid agreements.

APEXPRO in their review stated that by adopting the above recommendations, Blandford-Blenheim Fire Department will not only be able to reduce the present volume of medical assist calls, but it also will be better able to effectively manage Fire operations going forward, despite the anticipated rapid escalation in future ambulance call volumes.

Potential cost savings that would be achieved (at a 50% reduction) are presented below.

The figures take into account both wages, and vehicle and equipment operations.

- Potential annual savings in 2016 would be over \$75,000
- Projected annual savings of over \$100,000 a year by 2026, over \$125,000 a year by 2036.

Analysis Discussion:

Council has adopted a number of APEXPRO Consulting Inc. recommendations from this 2016 fire review.

- Council adopted staff report FC-17-13 to develop a new Tiered Response Agreement between Blandford Blenheim and the County of Oxford. This was completed and the new agreement came into effect April 4th ,2018
- Only one fire apparatus will now attend for all Code 4 calls starting February 21st ,2018
- Fire Department have changed their SOG to state that when attending Code 4 calls that a maximum of 4 firefighters will be permitted in one apparatus starting February 21st ,2018

Staff completed an in-depth fact-finding research of our Medical calls for the past (4) years using our Fire Pro system

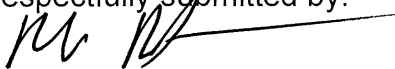
(Medical call data sheet) attach

- 2015 we attended 139 medical calls at a cost of \$34,877.12
- 2016 we attended 160 medical calls at a cost of \$27,504.75
- 2017 we attended 155 medical calls at a cost of \$23,743.77
- 2018 we attended 73 medical calls at a cost of \$11,190.42
- 2019 we attended 58 medical calls at a cost of \$10,857.60

All of these above costs are for a firefighter's hourly wages only, no savings have been calculated into the cost to operate vehicles, equipment or stations

Financial Considerations: N/A

Respectfully submitted by:



Rick Richardson
Director of Protective Services

	2015			2016			2017			2018			2019		
	Payroll (Medical Only)	Medical Calls	Total Calls	Payroll (Medical Only)	Medical Calls	Total Calls	Payroll (Medical Only)	Medical Calls	Total Calls	Payroll (Medical Only)	Medical Calls	Total Calls	Payroll (Medical Only)	Medical Calls	Total Calls
Bright	\$ 3,927.84	19	35	\$ 3,300.57	20	36	\$ 2,233.86	17	33	\$ 950.82	10	36	\$ 3,430.70	13	33
Drumbo	\$ 10,976.91	49	167	\$ 10,185.63	57	179	\$ 10,124.43	66	150	\$ 3,071.88	21	151	\$ 3,656.90	25	125
Plattsville	\$ 7,680.33	30	75	\$ 7,594.86	44	89	\$ 5,764.80	37	83	\$ 4,534.68	25	82	\$ 2,827.50	14	77
Princeton	\$ 12,292.04	41	77	\$ 6,423.69	39	78	\$ 5,620.68	35	72	\$ 2,633.04	17	59	\$ 942.50	6	71
Overall	\$ 34,877.12	139	354	\$ 27,504.75	160	382	\$ 23,743.77	155	338	\$ 11,190.42	73	328	\$ 10,857.60	58	306
		39%			42%			46%			22%			19%	



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 2, 2020

Subject: Monthly Report to Council **Council Meeting Date:** January 15, 2020

Report #: CBO-20-01

Recommendation:

That Report CBO – 20 - 01 be received as information.

Background:

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

Building Updates:

1. Various other day to day responsibilities regarding Building Services, Property Standards & Zoning.

Legislative Updates:

1. New update to 2012 Building Code.

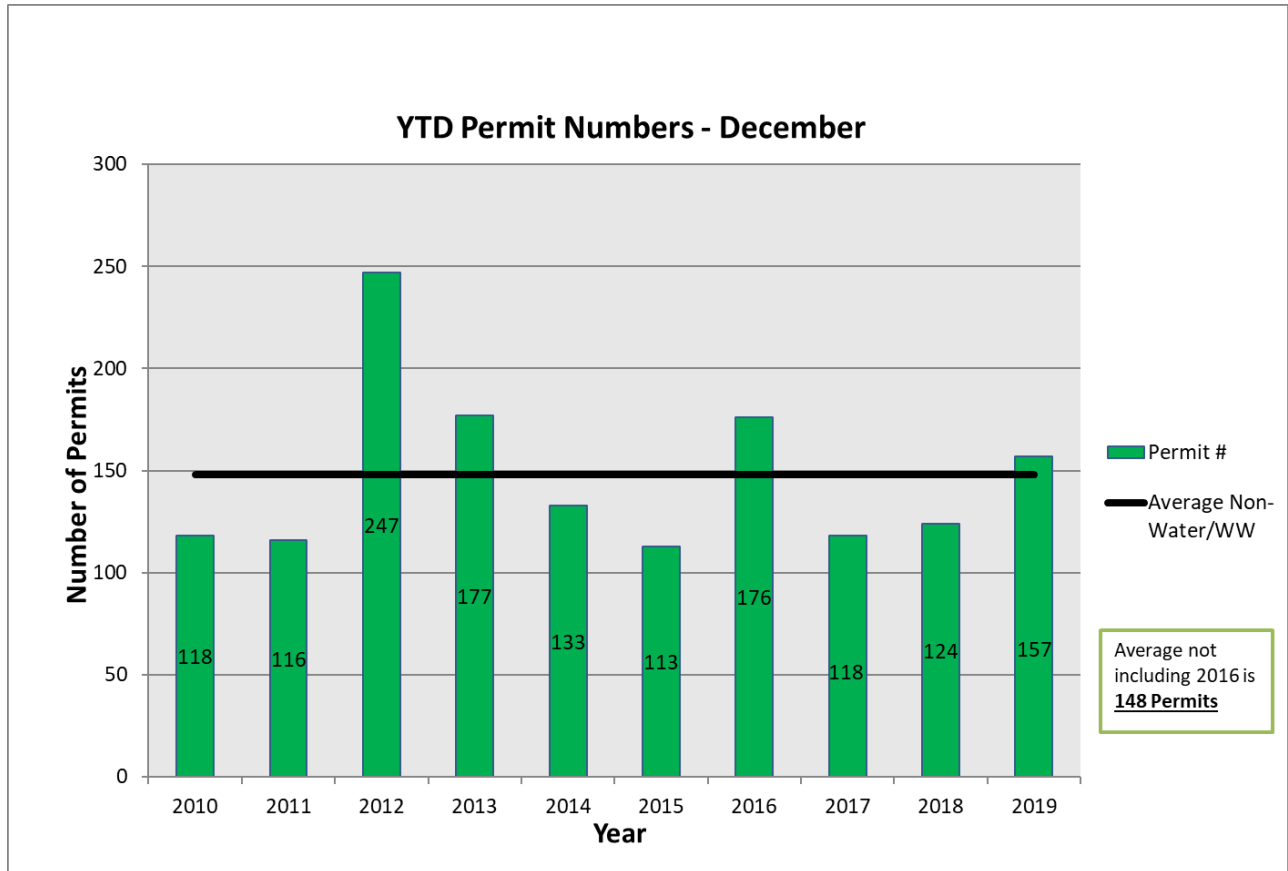
Property Standards/By-Law Updates:

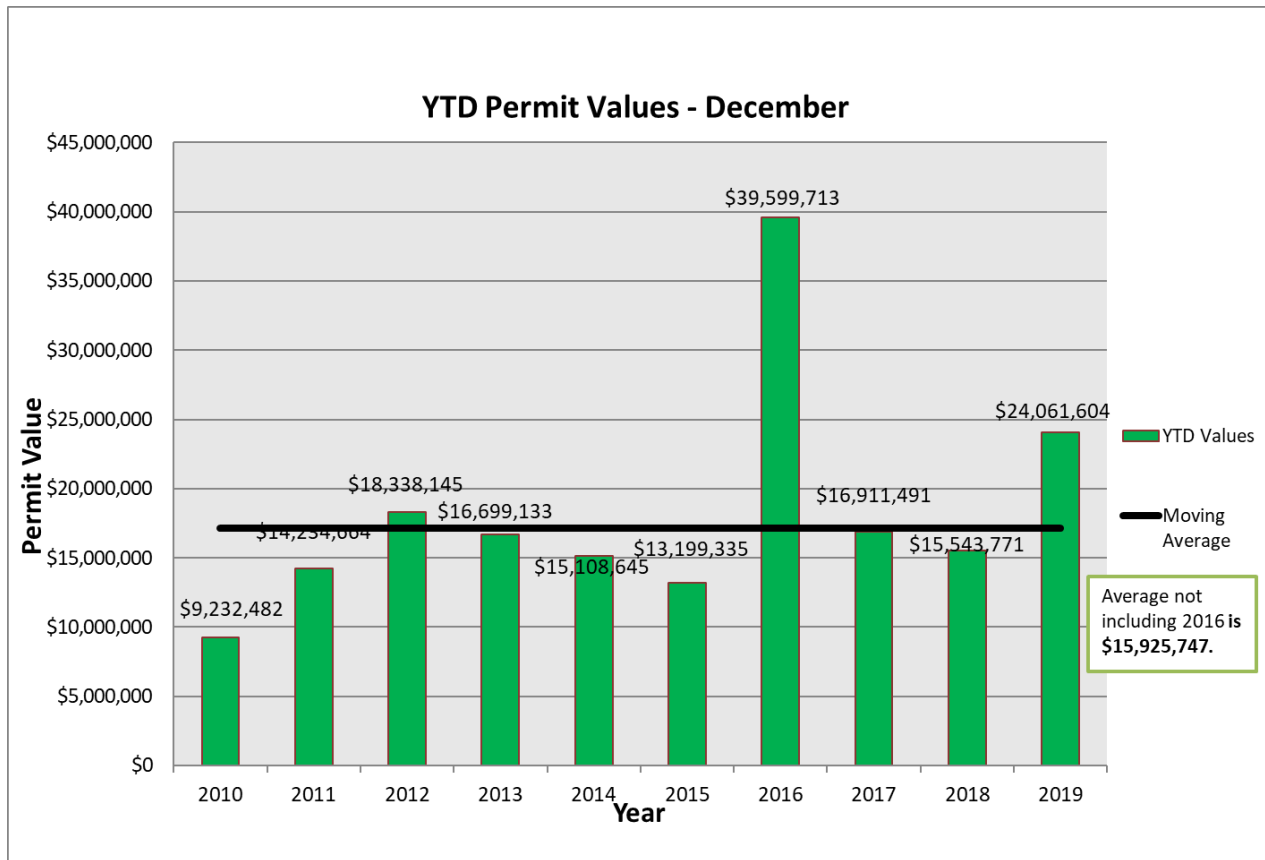
Verbal Update Only.

Monthly Permit Activity

	# Permits	Const. Value	Permit Fees
December 2020	4	\$1,448,500.00	\$18,745.98
Year to Date - December 31, 2020	157	\$24,069,104.00	\$256,367.15

Building Description	Permit Value	Permit Fee
Storage Building	\$150,000.00	\$ 984.40
Septic	\$12,900.00	\$ 550.00
Water Connection	\$7,500.00	\$ 460.00
Deck and Gazebo	\$10,000.00	\$ 456.25
	\$180,400.00	\$2,450.65





Respectfully submitted by:

John Scherer
Manager Building Services/CBO



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 3, 2020
Subject:	Building Department Modified Hours	Council Meeting Date:	January 15, 2020
Report #:	CBO-20-02		

Recommendation:

That Council amend the working hours for permanent full-time building department staff from 35 to up to 40 hours per week for the duration starting March 30, 2020 and ending October 16, 2020 (a total of 29 weeks).

Background:

With the recent staffing turnover and the minor adjustment of responsibilities of the building department staff, we have chosen not to backfill a vacant position and instead has retained RSM Building Consultants to complete some of the Plans Exam duties.

Council did approved the modification in working hours during 2019 (16 weeks at 40 hours per week from May 13 to August 30). Staff has had a chance to review the impact of the additional hours and did note that the timeframe did slightly miss the peak building ramp up (typically a couple of weeks prior to half load limits lifting) and trail off period (typically sometime in October weather depending).

Financial Impact:

Minimal. There is a substantial savings with this option as the township would not be required to pay OMERS, benefits and other costs related to a new full-time employee.

The township has retained the services of RSM to complete plans review for the township. This service has been budgeted for and will cost somewhere between \$3,500 and \$6,500.

The Building Service Sharing agreement would transfer half the difference of the salary between the CBO and DCBO, since the DCBO salary would be non-existent, the transfer to EZT would be larger this year with each department paying half the total staffing costs of both municipalities.

The extended hours have been included in the 2020 budget.

Discussion:

Minor pending shuffling of responsibilities in East Zorra Tavistock will allow Connor Occleston to spend more time tending to Building Department issues and this will result in Connor working out of the Blandford Office a couple of times a week.

In addition, the decision was to have RSM Building Consultants continue to complete plans review on an as needed basis for both townships. To date this has worked well and has also created a financial savings versus the hiring of an additional FTE.

This has also proven beneficial to both departments as there is typically a building staff member around and available in one of the offices between 8am and 5pm.

Respectfully submitted by:



John Scherer
Manager Building Services/CBO



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	Date:	January 09, 2020
Subject:	Monthly Report	Council Meeting Date:	January 15, 2020
Report #:	DS-20-01		

Recommendation:

That Report DS-20-01 be received as information

Background:

Monthly activities of the Drainage Department to December 31, 2019

Analysis/Discussion

- Working on drain maintenance and various site meeting to review work required with ratepayers.
- Working with lawyer on compliance letters.
- 13 locates for ON 1 Call in December 2019 including 0 emergency locates.
- Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site.
- Commenting on various planning application
- Budget review with Rodger and Denise
- Attended Management meeting
- Asset Management meeting with County and Consultant
- Mitchell Drain County and Region have submitted petitions for drainage works, for the construction work being proposed at Trussler Road and Oxford Road 8. Council has accepted petition from County and Region for improved outlet, Engineer appointed on September 4 2019. Kenn Smart (Project Engineer). Had meeting with Engineer, Folling and Hurlbut about next step. Site meeting planned for January 29 2020 for the road petition.

- Scott Drain. Council accepted petition for drainage on April 17th 2019. Engineer appointed on June 5 2019. Kenn Smart (Project Engineer). Plan for 2nd site meeting for January 2020
- Hanchiruk Drain (Magda) petition received and P Eng. appointed at December 18 2019 council meeting GRCA have been informed of the appointment
- Working on Section 65 reports for various severance applications.
- Meeting with ratepayers on option for new municipal drain.
- 10 days Holidays

Financial Considerations:

None

Attachments:

None

Respectfully submitted by:

Jim Harmer Drainage Superintendent



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Rodger Mordue	Date:	January 9, 2020
Subject:	Monthly Report	Council Meeting Date:	January 15, 2020
Report #:	PW-20-01		

Recommendation:

That Report PW-20-01 be received as information.

Capital

- Township Road 12, Bridge 20 – Deck has been poured, CoCo is working on grading and guard rails. Expecting to have the road open the first week of February
- Blenheim CN bridge –South side abutment is poured. They are working on the North side.
- 2019 Tandem Dump truck – The chassis was delivered to Viking-Cives in July. Viking has revised the delivery date to February.
- 2020 Tandem Dump Truck – Tender went out on December 19th, tender closes on January 16th. Staff will report results at the January 22nd meeting.

County Shared Service/Road Association/Training

- Shared Services meeting – The group met on December 11 in Embro. Discussed dirt and mud being tracked onto the road. Looking at doing a joint policy/By-Law. Discussed the Significant Weather Event in the Minimum Maintenance Standards. Going to work as a group to come up with documentation for tracking and notifications that will be sent to the public when calling an event. We want to be sure the same message is going to all of Oxford County residence.
- Road Association & AORS – The Road Supervisors Assoc. last meeting of the year was on December 12 in Woodstock. DiCan gave a presentation on their new 360-degree cameras and dash cameras.
- Training – All Public works employees were trained on the new MESH winter patrol App.

Other

- Met with residence regarding ditch cleaning and new entrances.
- Weekly & Daily visits to the Bridge 20 site & Blenheim Rd CN site.
- Reviewed Capital budgets
- Met with KSmart & Oxford County to review the need to find storm sewer capacity (2yr, 5yr, 100yr storms) for Asset Management.
- Monthly department head meeting.
- Met with Peter from GovDeals to have old assets put up for sale on there website.
- I had 2-days' vacation in December.

Attachments: Road Supervisors report, December Service Sharing minutes.

Respectfully submitted by:



Jim Borton CRS-I
Director of Public Works

Monthly Activities for December 2019

Daily Activities

- Maintain regulatory signs
- Daily, Weekly and Monthly road reports
- Cold mix in potholes on pavement roads in Township
- Pick up roadside garbage in Township
- Haul brush and compost to Salford
- Sand and salt mix applied to pavement roads to comply with MMS
- Sand gravel roads due to ice build up on roads to comply with MMS
- Plow and salt all sidewalks in Township to comply with MMS
- Plow pavement roads, all villages, and gravel roads to comply with MMS
- Ice blade gravel roads to reduce ice on them and to make roads safer
- Added "A" gravel on Township RD 2 on top of "B" gravel we put down to get it ready for tar and chip next year
- Pulled trees out of river from Wolverton bridge with contractor to prevent a ice jam or flooding in Wolverton
- Trimming of trees in Township
- Pick up damaged sod from plow trucks and trackless
- Put away salt when delivered
- Replace cutting edges and ice blades on Township vehicles
- Annual safety's completed on Township vehicles
- Weekend patrol is still ongoing for the winter months to comply with MMS and makes roads safer

General Information

Had Paris Crane Inspections come to certify all lifting devices in both shops. Also it has not been a great winter, gets cold then warms up and rains. Been very busy on all roads to comply with MMS and to make roads safe. Lots of ice blading and have had to put sand on gravel roads once again this winter for ice on roads. Still looking to get culverts installed this winter.

Service Rationalization

MEETING MINUTES

DATE: December 11, 2019

LOCATION: Zorra

PRESENT: Steve Oliver, Jim Borton, Bill Freeman, Doug Wituik, Marty Lenaers, Taylor Crinklaw, Tom Lightfoot, Daniel Locke, Adam Prouse

REGRETS: Warren Waugh, Frank Gross

COMMITTEE CHAIRMAN: Steve Oliver

SECRETARY: Tom Lightfoot

ITEM	ACTION	ASSIGNED TO
1. Meeting called to order	10:17 am	
2. Minutes of Last Meeting:	Reviewed- moved by Doug Seconded by Marty	
3. Correspondence/ Speaker	None	
4. Old Business	Jim- found an excavator that can remove trees from water, John Devries was the contractor Dan- CVOR threshold discussion	
5. New Business	Tom- mud on roadways and ditch damage discussion on who is invoicing for damage. Significant weather event discussion -Dan brought samples of other's notifications -Dan and Jim will send their current documents -All should look at media sources in their area that could be used.	
6. Round Table	Marty- issues with sign and light theft, discussion on camera usage Adam- winter sand discussion Jim- Looking for catch basin cleaning contractors Doug- wondering who writes by-law tickets for parking Steve- to contact Tony Hymers to see about attending EZT meeting, in regard to half load season, accidents, significant weather events.	
7. Health & Safety	Nothing currently	
8. Next Meeting	January 9, 2020 - 10:00 am start in EZT	
9. Adjourned	12:04 p.m.	

Service Sharing Meeting Dates 2020

January 9 EZT

February 13 Zorra

March 11 Oxford County

April 9 Blandford Blenheim

May 14 Norwich

June 11 SWOX

September 9 Tillsonburg

October 8 Woodstock

November 12 Ingersoll

December 9 Zorra



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council **From:** Trevor Baer

Reviewed By: Rodger Mordue, CAO/Clerk **Date:** Jan 9 2020

Subject: Monthly Report – December **Council Meeting Date:**
Jan 15 2020

Report #: CS-20-01

Recommendation:

That Report CS-20-01 be received as information.

Background:

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

Analysis/Discussion

Arena

Over the Christmas Holidays the arena hosted various Free Skates, these were well attended by the community. We also held two hockey tournaments over this holiday time which included teams travelling from a distance to come and some local teams.

Parks

There have been a few meetings with organizers from different Baseball groups in regards to next season. Unfortunately, there is one league that will not be back this coming season this is because the league they are playing in has folded. Though, the team will be joining the Friday night league that runs out of our Diamonds. Also, I have been reaching out to other teams and leagues trying to attract some new users for our Diamonds.

In cooperation with the Friends of Princeton Park we have been working towards the completion of the multi-purpose pad. Having met with the group the project has been started. The Boards, and Basketball Nets have been ordered. We are considering options for lighting, as well as tennis and volleyball nets. The Boards will be installed this winter if weather is mild for a few days in a row, the rest of the project will be completed over the months of April and May. The pad should be ready for use by June.

Communities

The Christmas Wreathes in each town will be taken down by March, and the Flags will be put up in May. Staff plan to take down wreathes before March but it will depend on weather and what other daily operations may require our attention.

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:	January 3, 2020
Subject:	Temporary Borrowing	Council Meeting Date:	January 15, 2020
Report #:	TR-20-01		

Recommendation:

That Report TR-20-01 be received as information.

That Council pass By-law 2172-2020 authorizing the temporary borrowing for the Township of Blandford-Blenheim in 2020 at \$1,000,000.

Background:

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

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

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

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

Section 407 (3) further clarifies that,

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

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

Analysis/Discussion:

The temporary borrowing limits for the Township, calculated in accordance with provisions of Section 407, based on the 2019 budgeted revenues are as follows:

2019 Revenue Base	\$10,881,098
Maximum borrowing January 1 st to September 30 th	\$5,440,549
Maximum borrowing October 1 st to December 31 st	\$2,720,274

Financial Considerations:

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

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

Attachments: None

Respectfully submitted by:

Denise Krug
Director of Finance/Treasurer

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2170-2020

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 Section 7.6.23.3.1 to By-Law Number 1360-2002, as amended, is hereby deleted and replaced with the following.

“7.6.23.3.1 GROSS FLOOR AREA

Maximum **55.7 m² (600 ft²)”**

2. That Section 7.6.23.3.3 to By-Law Number 1360-2002, as amended, is hereby deleted and replaced with the following.

“7.6.23.3.3 TIME PERIOD

Maximum January 15, 2020 to January 15, 2023”

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 15th day of January, 2020.

READ a third time and finally passed this 15th day of January, 2020.

Mark Peterson - Mayor

(SEAL)

Rodger Mordue – CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2171-2020**

Being a By-law to appoint Ray Belanger as a Building Inspector / Property Standards Enforcement Officer for the Township of Blandford-Blenheim pursuant to the provisions of the Building Code Act

WHEREAS Section 3(1) of the Building Code Act, R.S.O. 1990, Chapter B.13 provides that the Council of each municipality is responsible for the enforcement of this Act in the municipality;

AND WHEREAS Section 3(2) of the Building Code Act, R.S.O. 1990, Chapter B.13, directs that each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the purpose of the enforcement of the Act in areas in which the municipality has jurisdiction;

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

1. That Ray Belanger is hereby appointed as a Building Inspector / Property Standards Enforcement Officer for the Township of Blandford-Blenheim pursuant to the provisions of the Building Code Act.
2. Salary and benefit compensation rates shall be that as from time to time fixed by council by by-law.
3. That this By-law shall come into force and take effect on January 15, 2020.

READ A FIRST AND SECOND TIME THIS 15th day of January, 2020.

READ A THIRD TIME AND FINALLY PASSED THIS 15th day of January, 2020.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2172-2020

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

WHEREAS in accordance with subsection 407(1) of the *Municipal Act, 2001, S.O. 2001, c. 25* as amended (the "Act"), the Council of the Corporation of the Township of Blandford-Blenheim (the "Municipality") may deem it necessary to borrow from time to time the sum of \$1,000,000 to meet, until taxes are collected, the current expenditures of the Municipality for the year 2020;

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

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

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

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

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

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

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

By-law **READ** a **FIRST** and **SECOND** time this 15th day of January, 2020.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 15th day of January, 2020.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2173-2020**

Being a by-law to establish an Interim Tax Levy for the year 2020.

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

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

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

1. That for the year 2020 the interim levy shall be levied, raised and calculated on all real property taxable and liable to pay the same according to the last revised assessment roll in an amount not to exceed **50%** of the total amount of the taxes for municipal and school purposes on the property for the previous year.
2. Local improvement charges for municipal drainage debenture loans, tile drainage debenture loans, and all other debentured amounts shall have one-half ($\frac{1}{2}$) of the total due for the year placed on the interim bill.
3. The said interim tax levy shall be due and payable in two installments to the Township Office, 47 Wilmot Street S., Drumbo ON N0J 1G0 on or before the following dates:

First Installment	February 28, 2019
Second Installment	May 29, 2019

By-law **READ** a **FIRST** and **SECOND** time this 15th day of January 2020.

By-Law **READ** a **THIRD** time and **ENACTED** in Open Council this 15th day of January 2020.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2172-2020

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

WHEREAS by Section 5 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of a municipal corporation are to be exercised by its Council.

AND WHEREAS by Section 11 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Blandford-Blenheim at this meeting be confirmed and adopted by by-law;

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

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on January 15, 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 15 day of January, 2020.

By-law read a third time and finally passed this 15 day of January, 2020.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE