

TOWNSHIP OF BLANDFORD-BLENHEIM

COUNCIL MEETING AGENDA

Wednesday, May 20, 2020
via teleconference and online

Youtube Channel for listening in: Blandford-Blenheim Township
<https://youtube.com/channel/UCdKRV0GAEuFaGbwhRPzoEXA>

4:00 p.m.

1. Welcome

2. Call to Order

3. Approval of the Agenda

Recommendation:

Mover: Balzer

Secunder: Banbury

That the agenda for the May 20, 2020 Regular Meeting of Council be adopted.

4. Disclosure of Pecuniary Interest

5. Adoption of Minutes

a. [May 6, 2020 Minutes of Council](#)

Recommendation:

Mover: Balzer

Secunder: Banbury

That the minutes of the May 6, 2020 Meeting of Council be adopted, as printed and circulated.

6. Business Arising from the Minutes

7. Delegations / Presentations

8. Correspondence

a. General

b. Specific

9. Staff Reports

a. Rick Richardson – Director of Protective Services

i. FC-20-10– Monthly Report

Recommendation:

Mover: Balzer

Secunder: Banbury

That Report FC-20-10 be received as information.

ii. FC-20-11 – Tanker RFP Results

Recommendation:

Mover: Banbury

Secunder: Demarest

That Report No. FC-20-11 be received as information; and,

That Council award the contract to Fort Garry Fire Trucks for the purchase of a tanker fire apparatus built on a Freightliner M2-112 chassis including delivery and initial training at a cost of \$496,684.00 plus applicable taxes.

b. Jim Borton – Director of Public Works

i. PW-20-08 – 2020 Surface Treatment Tender Results

Recommendation:

Mover: Banbury

Secunder: Demarest

That Report PW-20-08 be received for information; and,

That Council accept the Surface Treatment tender submitted by NorJohn Contracting, Niagara Falls, ON.; and,

That Council allow the funding for the roads being converted to come out of the Gas tax reserve and the funding for the resurfacing to come out of the Public Works reserve.

d. Jim Harmer – Drainage Superintendent

i. DS-20-06 – Monthly Report

Recommendation:

Mover: Banbury

Secunder: Demarest

That Report DS-20-06 be received as information.

e. Denise Krug – Director of Finance/Treasurer

i. TR-20-08 – COVID-19 Preliminary Financial Impact

Recommendation:

Mover: Demarest

Secunder: Balzer

That Report TR-20-08 be received as Information.

10. Reports from Council Members

11. Unfinished Business

12. Motions and Notices of Motion

13. New Business

14. Closed Session

15. By-laws

a. 2190-2020, Being a By-law to confirm the proceedings of Council.

Recommendation:

Mover: Demarest

Secunder: Balzer

That first and second reading be given to the following by-law:

- *2190-2020 Being a By-law to confirm the proceedings of Council.*

Recommendation:

Mover: Demarest

Secunder: Balzer

That third and final reading be given to the following by-law's:

- *2190-2020 Being a By-law to confirm the proceedings of Council.*

16. Other

17. Adjournment and Next Meeting

Wednesday, June 3, 2020 at 4:00 pm in Council Chambers.

Recommendation:

Mover: Demarest

Seconder: Balzer

That Whereas business before Council has been completed at _____ pm;

That Council adjourn to meet again on Wednesday June 3, 2020 at 4:00 pm through electronic means.

Wednesday, May 6, 2020
via teleconference and online
Youtube Channel for listening in: Blandford-Blenheim Township
<https://youtube.com/channel/UCdKRV0GAEuFaGbWHRPzoEXA>
4:00 p.m.

MINUTES

Council met at 4:00 p.m via teleconference and online.

Present: Mayor Peterson, Councillors Balzer, Banbury, Demarest

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

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

That the agenda for the May 6, 2020 Regular Meeting of Council be adopted with the addition of item 16 a.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

RESOLUTION #2

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

That the minutes of the April 15, 2020 Meeting of Council be adopted, as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Delegations/Presentations

None.

8. Correspondence

a. General

None

b. Specific

- i. Town of Gravenhurst, re: Declaration of Garden Centres and Nurseries as essential services

RESOLUTION #3

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

That the correspondence from the Town of Gravenhurst and of the District of Muskoka requesting that the Province of Ontario declare Garden Centres and Nurseries as essential services be received.

.Carried

- ii. Township of Mapleton, Re: Request to the Province to review the Farm Property Class tax rate program

RESOLUTION #4

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

That the Council for the Township of Blandford-Blenheim supports the Township of Mapleton resolution requesting that the Province of Ontario review the Farm Property Class Tax Rate Program.

.Carried

9. Staff Reports

a. Rick Richardson – Director of Protective Services

- i. FC-20-09 – Monthly Report

RESOLUTION #5

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

That Report FC-20-09 be received as information.

.Carried

b. Jim Borton – Director of Public Works

i. PW-20-07 - 2020 Gravel Tender Results

RESOLUTION #6

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

That Report PW-20-07 be received for information

.Carried

ii. PW-20-06 – Solar Light for mail boxes

RESOLUTION #7

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

That Report PW-20-06 be received for information

.Carried

c. Trevor Baer – Manager of Community Services

i. CS-20-05 – Monthly Report

RESOLUTION #8

Moved by – Councillor Demarest
Seconded by – Councillor Balzer

That report CS-20-05 be received as information.

.Carried

d. John Scherer – Chief Building Official

i. CBO-20-06 – Monthly Report

RESOLUTION #9

Moved by – Councillor Demarest
Seconded by – Councillor Balzer

That report CBO-20-06 be received as information.

.Carried

10. Reports from Council Members

Councillor Demarest spoke about a grant opportunity being offered by the Rural Oxford Economic Development Corporation (ROEDC) for local businesses to implement or expand their e-commerce platform.

Mayor Peterson provided an update on COVID-19 locally and noted that all citizens must continue to be vigilant.

11. Unfinished Business

None.

12. Motions and Notices of Motion

None.

13. New Business

None.

14. Closed Session

None.

15. By-laws

RESOLUTION #10

Moved by – Councillor Demarest
Seconded by – Councillor Balzer

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

- 2189-2020 Being a By-law to confirm the proceedings of Council.

.Carried

RESOLUTION #11

Moved by – Councillor Demarest
Seconded by – Councillor Balzer

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

- 2189-2020 Being a By-law to confirm the proceedings of Council.

.Carried

16. Other Business

- a) Penalty of Dog Tags

RESOLUTION #12

Moved by – Councillor Demarest
Seconded by – Councillor Balzer

That Whereas By-Law 2165-2019 provides for a late fee of \$10 to be applied to dog tags purchased after April 30th,

Be It Resolved That Council agrees to waive that fee for tags purchased in the year 2020 due to the COVID-19 pandemic.

.Carried

17. Adjournment and Next Meeting

RESOLUTION #13

Moved by – Councillor Demarest
Seconded by – Councillor Balzer

Whereas business before Council has been completed at 4:40 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday, May 20, 2020 at 4:00 p.m through electronic means.

.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:	Rick Richardson – Director of Protective Services
Reviewed By:	Rodger Mordue	Date:	May 12, 2020
Subject:	April Monthly Report	Council Meeting Date:	May 20 th 2020
Report #:	FC-20-10		

Recommendation:

That Report FC-20-10 is received as information

Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of April 2020

Analysis/Discussion:

Fire:

- (4) burn permits were issued in April
- April 2020 monthly fire calls (attached)

Meetings, Courses and Training Attended:

- April staff participated in 13 conference calls with Southwest Public Health 3 days a week for approximately one hour
- April staff participated in 3 conference calls with the County of Oxford EMS and Oxford County Fire Chiefs to deal with any COVID 19 issues within the County
- April staff participated in 12 conference calls with PEOC
- April 7th delivered cleaning supplies and PPE items to all four fire stations
- April 13th delivered medical supplies and Tyvek coveralls to all fire stations
- April 17th attended office to update a number of files and attended all fire stations
- April 20th staff participated in an conference call with Ontario Fire Marshal to discuss the shortage of PPE within the fire service
- April 23rd staff hosted a conference call with all Deputy Chiefs to discuss the following items
 - Contact numbers for firefighters or family members to call pertaining to COVID 19 concerns or inquires

- Shared document from fire dispatch on the new process they will use to advise firefighters of any potential positive or negative COVID 19 screening prior to attending any fire call
 - Discussion around the tighten of procedures pertaining to firefighters wearing PPE while attending COVID 19 calls
 - Reminder that every piece of PPE used must be reported to Chief in order to track this equipment as replacing this PPE is very difficult
 - Chief advised that 2 hand sanitizer dispensers have been installed at each station
 - Deputies advised that they have approved small platoon groups attending the stations to complete the required cleaning and truck checks
 - Online training courses for our firefighters has been provided on a volunteer bases for now
- April 27th delivered RFP packages to Tanker Committee in order for them to prepare for our May 11th conference call
 - April 29th staff participated in a Webinar with Ontario Fire Chiefs and representatives from Hicks & Morley as they presented a number of issues pertaining to Ontario Fire Departments surrounding COVID-19

April 2020 Fire Call Report

Bright

9	16-Apr	Twp Rd 13	Unauthorized Burn
10	24-Apr	Twp Rd 6	Chimney Fire - Assist

Drumbo

22	10-Apr	Twp Rd 4	Fire Alarm
23	19-Apr	Peterson St	Medical Call
24	24-Apr	Twp Rd 6	Chimney Fire

Plattsville

16	10-Apr	Hume St	Garbage Fire
17	16-Apr	Twp Rd 13	Unauthorized Burn
18	24-Apr	Twp Rd 6	Chimney Fire - Assist

Princeton

16	07-Apr	Hwy 403 Km 8	MVC
17	24-Apr	Twp Rd 6	Chimney Fire - Assist
18	27-Apr	Railway St E	Burn Complaint

EZT

3	15-Apr	Twp Rd 4	CO Alarm
4	16-Apr	Twp Rd 4	Medical Call

North Dumfries

0 calls to date

Wilmot

1 call to date

By-Law Enforcement – April 2020

In Progress-2019

- 19-16 - Dirt Dumping – assigned to MEU/lawyer (transferred from 18-24)

In Progress-2020

- 20-01 – Noise & Dogs at Large
- 20-02 – Dogs at Large
- 20-03 – Noise
- 20-04 – Dogs at Large
- 20-05 – Dumping Complaint
- 20-06 – Dog Excrement
- 20-07 – Chickens
- 20-08 – Dogs at Large
- 20-09 – Dogs At Large
- 20-10 – Dogs At Large
- 20-11 – Noise

CEMC- April 2020

- COVID-19
 - Daily conference calls with Southwestern Public Health
 - 2-3 times per week, webinars with PEOC
 - Continuously updating, sharing, posting information on social media
- Calls concerning COVID-19
 - Trailer park tenant having visitors
 - Canoeing
 - Horse stable with boarders
 - Tree Removal Services
 - Wastewater Bio-Solids

Respectfully submitted by:

Rick Richardson
Director of Protective Services



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Rick Richardson – Director of Protective Services
Reviewed By:	Rodger Mordue	Date:	April 30 th ,2020
Subject:	Tanker RFP Results	Council Meeting Date:	May 20 th ,2020
Report:	FC -20-11		

Recommendation:

BE IT RESOLVED THAT Council receive Report No. FC-20-11 as information.

AND FURTHER RESOLVED that Council award the contract to **Fort Garry Fire Trucks** for the purchase of a tanker fire apparatus built on a Freightliner M2-112 chassis including delivery and initial training at a cost of **\$496,684.00** plus applicable taxes.

Background:

The purchase of a tanker apparatus unit for Plattsville Station to replace the current tanker was identified in the capital plan and approved in the 2020 budget at a cost of \$480,000.00 with the funds coming from the Fire Capital Vehicles Reserve.

A “tanker committee” was formed from Plattsville Station including all three Officers and two Firefighters and lead by staff. This tanker committee put together a list of components that would be required on this tanker. At this point an RFP was developed based on the feedback from the committee. The Tanker RFP was issued on March 13th, 2020 with a closing date of April 14th, 2020. This document was posted on the Township web site and emailed to eleven (11) selected companies who we felt would meet our requirements. Originally all proposals were to be delivered to the Township office by the required closing date. With the advent of COVID-19 we decided to accept proposals by email and advised all bidders of this feature.

Analysis/Discussion:

Four (4) submissions were received in total for the build of this tanker apparatus. All four submissions have been thoroughly reviewed by staff and the tanker committee to make sure that the criteria set out in the RFP has been met. Two (2) of these companies that completed bids on this tanker are Canadian Manufacturers and the other two (2) are from the USA .The completed submissions received by staff and the tanker committee were as follows:

Company	Chassis	Complete Submission	Build Time	Price
Fort Garry	Freightliner M2 112	Yes	360 to 400 days	\$496,684.00
Carrier	Freightliner M2 112	Yes	425 days	\$524,906.58
Commercial	Freightliner M2 112	Yes	480 to 525 days	\$539,805.00
Resqtech	Freightliner M2 112	Yes	425 to 455 days	\$543,000.00

Financial Implications:

Staff's recommendation is to award the contract to Fort Garry Fire Trucks, Winnipeg, Manitoba for a Freightliner M2 112 tanker apparatus at a cost of \$496,684.00 plus HST.

The budgeted capital amount in the 2020 budget is set at \$480,000.00 and the purchase price for this unit will be \$16,684.00 over budget.

Since this unit will not arrive until mid-summer of 2021, the recommendation is to adjust the 2021 budget to reflect \$16,684.00 for the purchase of this unit which will cover the overage plus the HST.

Respectfully submitted by:

Rick Richardson

Rick Richardson
Director of Protective Services



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Rodger Mordue, Denise Krug	Date:	May 14, 2020
Subject:	2020 Surface Treatment Tender Results	Council Meeting Date:	May 20, 2020
Report #:	PW-20-08		

Recommendation:

That Report PW-20-08 be received for information;

And further that Council accept the Surface Treatment tender submitted by NorJohn Contracting, Niagara Falls, ON.

And further that Council allow the funding for the roads being converted to come out of the Gas tax reserve and the funding for the resurfacing to come out of the Public Works reserve.

Background:

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

The Tender was sent out by Oxford County to qualified contractors. NorJohn Contracting, Niagara Falls, ON being the lowest.

Analysis/Discussion:

In 2020 we are converting Hubbard Rd. from Oxford Rd. 29 up to Township Rd. 9 (20,865 m²) and Township Rd. 2 from Oxford Rd 3 to Blenheim Rd. (22,610 m²) from gravel to hard surfaced, as approved in our 10 year capital works.

We will also be resurfacing:

Township Rd. 2 from Gobles Rd to Oxford Rd. 3 (23,940 m²)

Blandford Rd. from Township Rd. 3 to Oxford Rd. 29 (36,584 m²)

Township Rd. 3 from Canning Rd. to Trussler Rd. (11,375 m²)

Canning Rd. from Township Rd. 3 to Township Rd. 2 (4,960 M²)

The conversion cost is \$6.55 m² and the Surface treatment cost is \$4.75 - \$5.55 m². This is an increase of \$0.15 – \$0.95 m² from 2019.

Financial Considerations:

Road	Budget	Cost	Difference
New			
Hubbard Rd.	\$140,000.00	\$150,665.75	-\$10,665.75
Township Rd. 2	\$190,000.00	\$163,095.50	<u>\$26,904.50</u>
			\$16,238.75
Resurfacing	\$375,000.00	\$399,529.50	-\$24,529.50
Totals all projects	\$705,000.00	\$713,290.75	-\$8,290.75

After consulting with the Treasurer, the roads being converted from gravel to surface treated will come out of the Gas tax reserve, approximately \$313,761.25. The funding for the resurfacing will come out of the Public Works reserve as previously agreed upon during the budget process. In making this change to using the gas tax money this will help ensure that the Public works reserve does not go into a negative balance and will allow for all the work scheduled to be completed.

Attachments:

None.

Respectfully submitted by:



Jim Borton
Director of Public Works



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	Date:	April 30, 2020
Subject:	Monthly Report	Council Meeting Date:	May 6, 2020
Report #:	DS-20-06		

Recommendation:

That Report DS-20-06 be received as information

Background:

Monthly activities of the Drainage Department to April 30, 2020

Analysis/Discussion

- Working on drain maintenance and various site meeting to review work required with ratepayers.
- Working with lawyer on compliance letters.
- 24 locates for ON 1 Call in April 2020 including 2 emergency locates.
- Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site.
- Commenting on various planning application
- Working with County on drainage for the expansion of WWTP in Drumbo
- 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 January 29 2020 for the road petition. Engineer working on concept plans and cost estimates

- Scott Drain. Council accepted petition for drainage on April 17th 2019. Engineer appointed on June 5 2019. Kenn Smart (Project Engineer). 2nd site meeting February 12 2020 with ratepayers. Working with Engineer on finalizing report
- Hanchiruk Drain (Magda) petition received and P Eng. appointed at December 18 2019 council meeting, GRCA have been informed of the appointment. Site meeting with Magda and Engineer February 4 2020 engineer has been reviewing option with Magda
- Sent info on petition to ratepayer for McCrow Drain
- Sent info on petition to ratepayer for Risk Drain
- Working on 2019 drain repair maintenance grant to OMAFRA just received info that the April 30 grant application deadline has been extended
- Working on Section 65 reports
- Sent info on petition to ratepayer for improved drainage at Lot 24 Con 7
- Meeting re Drumbo Development drainage issue and had discussion with Township Engineer

Financial Considerations:

None

Attachments:

None

Respectfully submitted by:

Jim Harmer Drainage Superintendent



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug Director of Finance
Reviewed By:	Rodger Mordue	Date:	May 14, 2020
Subject:	COVID-19 Preliminary Financial Impact Report	Council Meeting Date:	May 20, 2020
Report #:	TR-20-08		

Recommendation:

That Report TR-20-08 be received as information;

Background:

The purpose of this report is to provide an early indication of the potential financial impacts of the COVID-19 outbreak on the Township of Blandford-Blenheim.

The pandemic has caused an unprecedented amount of uncertainty and volatility in financial markets. Federal governments around the world are responding with both monetary policy (lowering of interest rates) and fiscal policy (spending and tax relief measures for individuals and businesses). The Government of Canada has announced billions of dollars in aid for families and deferrals and loans for businesses.

The Province of Ontario declared a State of Emergency on March 17, 2020 to help contain the spread of COVID-19 and protect the public. The Province ordered the mandatory closure of all non-essential workplaces until April 18th, 2020, which was later extended to May 12th and most recently to June 2nd.

The Township closed its facilities to the public as of March 16th to do its part to help stop the spread and “flatten the curve”. At this point, it is unclear, how long the emergency will last, and what financial impact it will have on the Township’s budget and service delivery or the financial well being of Township residents.

Analysis/Discussion:

Township staff have been monitoring and assessing the potential financial impacts to the Township since the onset of the pandemic. At this point, it is too early to quantify all of the potential impacts; however, we have outlined some of the significant expected variances here:

Building – decrease in building permit revenue due to reduction in building activity, may level out once things are running at full capacity

Arena & Halls– decrease in rental revenue due to closure of the facilities, but also a decrease in part time hours

Baseball & Soccer field rentals – loss of revenue due to delay to start of season

Fire – decrease in wages due to cancellation of practices and reduction in number of calls, increase in expenses; PPE and cleaning supplies

Fuel – reduction in price of fuel due to Saudi/Russia price war and low demand due to pandemic

Electricity – reduction in usage due to closure of facilities

Group Benefits – benefits provider has lowered health and dental premiums as visits to health care practitioners has significantly decreased

Bank Interest – with the prime rate being 1.5% lower, we are earning less interest

Tax Interest – reduction in interest charged if Council offers tax relief to residents similar to other municipalities.

The Township offered to defer monthly PAP installments from April & May to November & December and had 6 tax payers request this. Although we have only had a couple of other tax payers inquire about tax relief, staff recognizes that some are facing financial hardship due to the pandemic.

Financial Considerations:

At this time, the overall financial impact of this pandemic is unknown; however, it is staff's opinion that the pandemic will result in an operating shortfall at year end. Staff will provide updates to Council with respect to year-end projections and any action that may be required as more details become known.

Staff will explore all opportunities for financial assistance from senior levels of government and will provide updates to Council on any actions being undertaken by Provincial and Federal governments as they are announced.

Attachments:

None

Respectfully submitted by:

Denise Krug
Director of Finance/Treasurer

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2190-2020

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 May 20, 2020 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 20 day of May, 2020.

By-law read a third time and finally passed this 20 day of May, 2020.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE