

TOWNSHIP OF BLANDFORD-BLENHEIM

COUNCIL MEETING AGENDA

Wednesday, August 4th, 2021

Princeton Centennial Hall

4:00 p.m.

1. Welcome

2. Call to Order

3. Approval of the Agenda

Recommendation:

That the agenda for the August 4th, 2021 Regular Meeting of Council be adopted.

4. Disclosure of Pecuniary Interest

a. [July 7th, 2021 Minutes of Council](#)

Recommendation:

That the minutes of the July 7th, 2021 Meeting of Council be adopted, as printed and circulated.

5. Business Arising from the Minutes

6. Delegations / Presentations

a. [Kenn Smart, K. Smarts Associates Ltd. Re: Consideration of Engineer Report for Holdsworth Drain 2021](#)

Recommendation:

That the Engineer's Report for the Holdsworth Drain 2021 be received as information.

b. [April Nix, Development Planner, Official Plan Update Report](#)

Recommendation:

That the Presentation from April Nix, Development Planner, regarding the Official Plan be received as information.

7. Correspondence

a. Specific

i. [Township of Zorra, Re: Conservation Authorities non-mandatory programs and services.](#)

Recommendation:

That the Township support the resolution of the Township of Zorra authorizing the County of Oxford to negotiate and sign agreement(s) with Conservation Authorities having jurisdiction in Oxford County regarding funding of non-mandatory programs and services through the municipal levy.

b. General

i. [Local Municipalities Re: Denial of Proposed Walker Environmental Southwest Landfill](#)

ii. [Director of Public Works, Oxford County Re: 2021-2025 Green Fleet Plan](#)

iii. [MHBC Planning Limited Re: Background Research & Engagement Summary Report for the Drubmo Area Secondary Plan](#)

Recommendation:

That the general correspondence be received as information.

9. Public Meeting

a. Public Meeting under the Planning Act

i. [Application for Zone Change - ZN1-21-03 \(Seiling\)](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim approve the zone change application File No. ZN 1-21-03, submitted by Matthew and Sarah Seiling for lands described as Pt Lt 4, Conc. 11 (Blenheim), PT 1, 41R2996 Township Blandford-Blenheim, to be rezoned from 'Limited Agricultural Zone (A-1) to 'Special Limited Agricultural Zone (A1-C)' to permit a converted dwelling.

ii. [Application for Zone Change – ZN1-20-02 \(Cress-Ridge Farms Ltd.\)](#)

Recommendation:

THAT the Council of the Township of Blandford-Blenheim advise the County that the Township supports the applications to amend the Oxford County Official Plan (File No.OP20-03-1) and for Draft Plan of Subdivision (SB20-01-1), submitted by GSP Group on behalf of Cress-Ridge Farms Ltd., for the lands legally described as Part Lots 17 & 18, Concession 13 (Blenheim), Township of Blandford-Blenheim, to amend Schedule "C-2" County of Oxford Settlement Strategy Plan and Schedule "B-1" Township of Blandford-Blenheim Land Use Plan to add

the identified 7.71 ha (19.1 ac) to the Plattsville Settlement Area, and further, amend Schedule "B-2" Village of Plattsville Land Use Plan to reflect the 7.71 ha (19.1 ac) added to the Plattsville Settlement Area.

AND FURTHER, that the Council of the Township of Blandford-Blenheim approve in principle Zone Change Application ZN1-20-02, submitted by GSP Group on behalf of Cress-Ridge Farms Ltd., for the lands legally described as Part Lots 17 & 18, Concession 13 (Blenheim), Township of Blandford-Blenheim, to rezone the lands from 'General Agricultural Zone (A2)' to 'Special Residential Type 1 Zone (R1-sp),' 'Special Residential Type 2 Zone (R2-sp),' 'Special Residential Type 3 Zone (R3-sp),' and 'Open Space Zone (OS)' to facilitate a residential draft plan of subdivision consisting of 67 single detached dwellings, 10 semi-detached dwelling units, 12 townhome residential units, subject to the conditions as outlined in Staff Report CP 2021-253 being met prior to final approval of the plan for registration

10. Staff Reports

a. John Scherer – Chief Building Official

i. [CBO-21-08 – Monthly Report to Council](#)

Recommendation:

That Report CBO-21-08 be received as information.

b. Jim Harmer – Drainage Superintendent

i. [DS-21-10 – Consideration of Report Section 78 Holdsworth Drain 2021](#)

Recommendation:

That Report DS 21-10 be received as information; and,

That the Court of Revision be set for Wednesday September 1, 2021 at 4:00 p.m.; and,

That the Engineer be directed to invite tenders for the Holdsworth Drain 2021 with tender closing Tuesday August 24th, 2021 at noon.

ii. [DS-21-11 – Monthly Drainage Report](#)

Recommendation:

That Report DS-21-09 be received as information.

c. Trevor Baer – Manager of Community Services

i. [CS-21-09 – July Monthly Report](#)

Recommendation:

That Report CS-21-08 be received as information.

ii. [CS-21-10 – Splash Pad Committee Meeting](#)

Recommendation:

That Report CS-21-10 be received as information; and,

That Council support the concept of the creation of a subcommittee to the Plattsville Splash Pad Committee which would focus on fundraising activities.

d. Rick Richardson – Director of Protective Services

i. [FC-21-16 – Monthly Report](#)

Recommendation:

That Report FC-21-16 be received as information.

e. Rodger Mordue – CAO/Clerk

i. [CAO-21-09 – Platt Street Unopened Road Allowance](#)

Recommendation:

That Report CAO-21-09 be received as information; and,

That the unopened Platt Street road allowance south of Isabella Street East Plattsville be declared surplus; and,

That staff be instructed to begin the process to stop up and sell a portion of the unopened road allowance provided that all costs associated with the closure and conveyance be borne by the party receiving the land.

ii. [CAO-21-10 – Medical Tiered Response](#)

Recommendation:

That Report CAO-21-10 be received as information.

iii. [CAO-21-11 – Drumbo Lions Club Partnership Agreement](#)

Recommendation:

That Report CAO-21-11 be received as information; and,

That the Mayor and Clerk be authorized to sign the Community Partnership Agreement with the Drumbo Lions Club.

11. Reports from Council Members

12. Unfinished Business

13. Motions and Notices of Motion

14. New Business

15. Closed Session

- a. Security of the property of the municipality or local board

Re: CN Bridge on Gobles Road & Blenheim Road

16. By-laws

- a. [2256-2021, Being a By-law to provide for Drainage Works in the Township of Blandford-Blenheim \(Holdsworth Drain 2021\);](#)
- b. [2258- 2021. Being a By-law to Amend by-law 1360-2002 \(Seiling\);](#)
- c. [2257-2021, Being a By-law to confirm the proceedings of Council.](#)

Recommendation:

That the following By-laws be now read a first and second time: 2256-2021, 2257-2021 & 2258-2021.

Recommendation:

That the following By-laws be now given a third and final reading: 2256-2021, 2257-2021 & 2258-2021.

17. Other

None.

18. Adjournment and Next Meeting

Wednesday, September 1st, 2021 at 4:00 p.m.

Recommendation:

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

That Council adjourn to meet again on Wednesday, September 1st, 2021 at 4:00 p.m.

MINUTES

Council met at 4:00 p.m for their Regular Meeting of the month.

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

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

Other: Planner, Dustin Robson

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Reid
Seconded by – Councillor Balzer

Be it hereby resolved that the amended agenda for the July 7th, 2021 Regular Meeting of Council be adopted as printed and circulated.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

a. June 16, 2021 Minutes of Council

RESOLUTION #2

Moved by – Councillor Reid
Seconded by – Councillor Balzer

Be it hereby resolved that the Minutes of the June 16th, 2021 Meeting of Council be adopted, as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Delegations / Presentations

None.

8. Correspondence

a. Specific

- i. City of St. Catharines, Clerk, Re: Lyme Disease Awareness Month

RESOLUTION #3

Moved by – Councillor Reid
Seconded by – Councillor Balzer

Be it hereby resolved that the Township support the resolution of the City of St. Catharines and call on the Ontario Government to expand testing to all strains of Lyme Disease and improve the level of treatment and care for those diagnosed with the crippling disease.

.Carried

b. General

- i. Oxford County, Public Works, Re: Community Safety Zone Criteria and Warrant Process

RESOLUTION #4

Moved by – Councillor Reid
Seconded by – Councillor Balzer

Be it hereby resolved that the general correspondence be received as information.

.Carried

9. Public Meeting

- a. Public Meeting under the Planning Act

- i. Application for Zone Change - ZN1-19-05 588922 Ontario Inc. (Stubbe's Farm Products)

RESOLUTION #5

Moved by – Councillor Reid
Seconded by – Councillor Balzer

Be it hereby resolved that Council rise and go into a Public Meeting under the Planning Act to consider an application for zone change:

ZN1-19-05, submitted by 588922 Ontario Inc. (Stubbe's Farm Products);

And that Mayor Peterson Chair the Public Meeting.

.Carried

Dustin Robson, Planner, presented the report recommending approval. The Agent, Brandon Flewwelling from GSP Group and Steve Martin from Stubbe's were present. Mr. Flewwelling spoke in favour of the application and spoke to concerns of idling trucks and noise. Mr. Flewwelling also spoke to the advantages of another rail spur line. Councillor Balzer questioned if this application would affect the dust issue. Mr. Martin spoke to the issue of dust, stating that it wasn't expected that more dust will be created as they are already operating at capacity and would not increase with the approval of this application. Further he noted that dust control has been implemented in early 2021 due to the processing being moved indoors. Councillor Reid questioned the operation hours of the business. Mr. Martin responded that operation hours are typically 7 am to 7 pm. Councillor Demarest questioned the practical changes based on the proposal. Mr. Martin responded that the buildings would not be changed and that additional needs are being serviced through another facility thus future expansion is not planned for this location. Mayor Peterson had several questions answered. No parking on the street was discussed. Robson, Planner, read a complaint received from Terry Riley regarding opposition of the application. Alan Yeandle, Resident, spoke in opposition of the application, his issue is mainly with the dust. He stated that there is now more dust than there was before. His issue is with dust that comes from the building, the rail cars as well as the trucks. He further stated that noise has increased three-fold in the area based on last year. Darryl Ingrey, Resident, questioned who looks after the road due to the amount of pot holes created. Public Works Director, Jim Borton responded that the responsibility lies with the Township for that road. Terry Riley, Resident, made a further complaint about the noise emanating from the top of the silos. Mary Lu Hearn, Resident, spoke regarding issues with the proposed sound barrier wall and other noise. Hearn further stated that operating hours are all hours. Hans Ard, Resident, living a block away spoke regarding the noise coming from the top of the silos. Mr. Flewwelling noted that this application, if approved, would be subject to Site Plan approval and thus any changes to the property in the future would need to be approved through site plan agreement. Bev Beaton, Resident, noted the railway generates much of the noise that he sees as a nuisance and spoke in favour of the application.

RESOLUTION #6

Moved by – Councillor Reid
Seconded by – Councillor Balzer

Be it hereby resolved that the Public Meeting be adjourned and that the Regular Meeting of Council reconvene.

.Carried

RESOLUTION #7

Moved by – Councillor Reid
Seconded by – Councillor Balzer

Be it hereby resolved that the Township of Blandford-Blenheim approve the zone change application File No. ZN 1-19-05, submitted by 588922 Ontario Inc. (Stubbe's Farm Products), for lands described as Pt Lt 12, Conc. 1 (Blenheim), PT 1, 41R7961, Lt 1, N of Railway St, Plan 65, PT 1, 41R8484, PTS 1-4, 41R8292, Township Blandford-Blenheim, to be rezoned from 'Special Development Zone (D-4),' 'General Industrial Zone (MG),' Residential Type 1 Zone (R1),' and 'Special Residential Type 1 Zone (R1-6)' to 'Special General Industrial Zone (MG-3)' to facilitate the expansion of the rail transfer facility.

.Carried

10. Staff Reports

a. Dustin Robson, Oxford County – Planner

- i. ZN1-20-04 - Housekeeping By-law

RESOLUTION #8

Moved by – Councillor Balzer
Seconded by – Councillor Reid

Be it resolved that the Briefing Memo pertaining to ZN1-20-04 be received as information; and,

And further that Council provides direction to Staff to amend the existing definition of a 'Farm' in Zoning By-law No. 1360-2002 to no longer include 'animal kennels' as an example of an agricultural use.

.Carried

b. Jim Harmer – Drainage Superintendent

- i. DS-21-09 – June Monthly Report

RESOLUTION #9

Moved by – Councillor Balzer
Seconded by – Councillor Reid

Be it resolved that Report CBO-21-07 be received as information.

.Carried

c. Jim Borton – Director of Public Works

- i. PW-21-13 – June Monthly Report

RESOLUTION #10

Moved by – Councillor Balzer
Seconded by – Councillor Ried

Be it resolved that Report PW-21-13 be received as information.

.Carried

- ii. PW-21-14 – Winter Salt Joint Tender Results

RESOLUTION #11

Moved by – Councillor Balzer
Seconded by – Councillor Reid

Be it resolved that Report PW-21-14 be received as information;

And further that Council accept the quote submitted by Cargill Salt, Road Safety a Division of Cargill Limited for the 2021-22, 2022-23 & 2023-24 winter salt supply delivered to the Drumbo Yard at a unit price of \$74.94 for white salt & \$97.41 for treated salt; \$76.44 for white salt & \$99.35 for treated salt; \$78.35 for white salt & \$101.34 respectively per tonne plus HST.

.Carried

d. Trevor Baer – Manager of Community Services

- i. CS-21-08 – June Monthly Report

RESOLUTION #12

Moved by – Councillor Balzer
Seconded by – Councillor Reid

Be it resolved that Report CS 21-08 be received as information.
.Carried

e. Rick Richardson – Director of Protective Services

i. FC-21-13 – June Monthly Report

RESOLUTION #13

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it resolved that Report FC-21-13 be received as information.
.Carried

ii. FC-21-14 – Purchase New Fit Tester

RESOLUTION #14

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it resolved that Report FC-21-14 be received as information,
And further that Council approves the purchase of a new fit tester with the cost to be split equally between the RFSOC partners including Ingersoll and Tillsonburg Fire Departments at a total cost of \$18,900.00 plus applicable taxes.
.Carried

iii. FC-21-15 – Declared Surplus Equipment

RESOLUTION #15

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it resolved that Report FC-21-15 be received as information,
And further that Council approves that the following equipment 1990 Ford E-One Pumper (Asset ID 82-07) be declared surplus to the needs of the municipality;
And further that the surplus equipment be liquidated on Govdeals.
.Carried

11. Reports from Council Members

Mayor Peterson welcomed Councillor Reid back from leave. Councillor Reid expressed his thanks.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

- a. Security of the property of the municipality or local board

Re: CN Bridge on Blenheim Road

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

Re: Plattsville Splash Pad Committee

RESOLUTION #16

Moved by – Councillor Banbury

Seconded by – Councillor Demarest

Be it hereby resolved that Council move into Closed Session under the authority of section 239 of the Municipal Act at 6:02 p.m. to discuss:

Security of the property of the municipality or local board

Re: CN Bridge on Blenheim Road

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

Re: Plattsville Splash Pad Committee

.Carried

RESOLUTION #17

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 7:31 p.m.

.Carried

RESOLUTION #18

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be It Resolved that the following individuals be appointed to the Plattsville Splash Pad Committee:

Councillor Member:

Justin Read

Community Members:

Kim McLellan

Krista Dedman

Lacey Smith

Lindsay Kurt

Terry Dean

Tina Young

.Carried

16. By-laws

RESOLUTION #19

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

That the following By-laws be now read a first and second time: 2254-2021 & 2255-2021.

.Carried

RESOLUTION #20

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

That the following By-laws be now read a third and final reading: 2254-2021
& 2255-2021.

.Carried

17. Other Business

None.

18. Adjournment and Next Meeting

RESOLUTION #21

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 7:36 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday,
August 4th, 2021 at 4:00 p.m.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Rodger Mordue CAO / Clerk
Township of Blandford-Blenheim

ENGINEERING REPORT

For

HOLDSWORTH DRAIN 2021

Township of Blandford-Blenhiem

County of Oxford

Date: July 8, 2021

File No. 20-260



K. SMART ASSOCIATES LIMITED
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SCHEDULE A – SCHEDULE OF ASSESSMENTS

SCHEDULE B – SCHEDULE OF ASSESSMENTS FOR FUTURE MAINTENANCE

SCHEDULE C – SCHEDULE FOR ACTUAL COST BYLAW

SPECIFICATIONS

- Section 200 - General Conditions
- Section 300 - Special Provisions (See Drawing 2)
- Section 400 - Standard Specifications for Construction of Drains
- Section 410 - Standard Specifications for Open Drains

DRAWINGS 1 TO 5

Definitions:

“Act” means The Drainage Act RSO 1990

“CSP” means corrugated steel pipe

“Drain” means Holdsworth Drain 2021

“Grant” means grant paid under the Agricultural Drainage Infrastructure Program

“Municipality” means Township of Blandford-Blenheim

“OMAFRA” means the Ontario Ministry of Agriculture, Food and Rural Affairs

“GRCA” means Grand River Conservation Authority

“MNR” means Ministry of Natural Resources and Forestry

“Tribunal” or “Drainage Tribunal” means Agriculture, Food and Rural Affairs Appeal Tribunal

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July 8, 2021

File No. 20-260

HOLDSWORTH DRAIN 2021

TOWNSHIP OF BLANDFORD-BLENHIEM

1 EXECUTIVE SUMMARY

This report is prepared pursuant to Section 78 of the Drainage Act RSO 1990 (the Act).

In the spring of 2020, the Municipality received a request for repair of the existing Holdsworth Repair and Improvement Drain from Andy and Sharon Lancaster (Roll No. 030-14900), Lot 15 & 16 Con. 5. From subsequent discussions with landowners through 2020, on February 3rd, 2021, the Township of Blandford-Blenheim council passed a resolution to initiate a Section 78 report on the Holdsworth Repair and Improvement Drain. Pursuant to Section 8 of the Act, on February 17, 2021, K. Smart Associates Limited was appointed by resolution of Council to prepare a report on the Drain.

To address the request received, this report recommends the following:

- Installation of 28m of 450mm dia. solid plastic pipe.
- Excavation of 25m of new ditch and improvements to 432m of existing ditch.
- Installation of 6m of 250mm dia. solid plastic pipe and incorporation of and additional 4m of existing 250mm dia. solid plastic pipe to property line.

The estimated cost of this project is \$39,300.

The watershed served is approximately 25.1 hectares (62 acres).

Assessment schedules are for construction and future maintenance of the drainage works.

- Schedule A shows the assessment of the total estimated cost
- Schedule B is for prorating future maintenance cost
- Schedule C is for levying the final cost of the Drain.

2 DRAINAGE HISTORY

The Holdsworth Drain is believed to have been originally established in accordance with a report of F. J. Ure, dated December 3, 1917. At this time, only a plan drawing was able to be located, without the report, therefore the exact details on the original drain (other than the length and location) are not fully understood.

The Holdsworth Drain was improved under a report titled "Holdsworth Repair and Improvement Drain" by H.M Gibson, dated October 14, 1969. Under the 1969 report, the drain incorporated 500m (1,650 feet) of existing 250mm (10") and 300mm (12") tile and proposed to install 20m (60 feet) of 150mm dia. (6") corrugated metal pipe across Township Road 6.

In the summer of 2020, approximately 440m of existing tile was removed and replaced with a temporary ditch by the Township of Blandford-Blenheim Drainage Superintendent at the request of the upstream landowner. The request was made because roots and organic material had caused numerous blockages of the tile drain along the frontage of the bush to the point that it no longer functioned. The work was completed as a maintenance project. After establishing a functioning drain route, the owners were presented with the option to re-instate the Drain as per the 1969 report or prepare a new report to incorporate/improve the Drain as an open ditch. The latter option was decided on by the owners and as such proceeded to the Section 78 appointment.

3 INVESTIGATION

3.1 On-Site Meeting

On March 25, 2021, an on-site meeting was held in accordance with Section 9(1) and 9(2) of the Act. Notice of the meeting was sent to the landowners most affected by the drain, as well as the Grand River Conservation Authority. The following landowners attended the on-site meeting: Charles Gurney (030-11201), Robert Gurney (030-14800), Andrew Lancaster and Daryl Mahon (030-14900 & 050-17800). Jim Harmer (Drainage Superintendent), and Jim Borton (Township of Blandford-Blenheim) were also in attendance.

The following input was provided by those in attendance:

Jim Harmer (Drainage Superintendent)

Jim Harmer explained that he received a request in the summer of 2020 from Andrew Lancaster for a repair to the Holdsworth Drain as his tiles were not functioning. To obtain a temporarily functioning drain it was determined that the best option would be to dig out the off-grade, plugged tiles through the bush section commencing at the Lancaster farm and install a temporary ditch. The section of concrete tile downstream of the bush was left in place with a hickenbottom at the east limits of the bush. This was agreed to by the owners at the time. In subsequent discussions, it was questioned if the best long-term technical and financial solution

would be to leave this section as an open ditch, instead of re-installing concrete tile as per the current by-law (the legal requirement of the drainage superintendent).

Jim explained that there are many blowouts and repair is likely required on the remaining downstream concrete tile on the R. Gurney property. At the meeting it was discussed that the ditch could be extended further east past the bush, with a long culvert installed across the farm entrance laneway. Jim explained that the Burgess Lake Drain ditch had been brushed in 2020, resulting in a dropped water level that could allow for a deeper culvert outlet from the Holdsworth Drain.

Andrew Lancaster (Roll No.'s 030-14900 & 050-17800)

Andrew explained that the state of the Holdsworth Drain was leading to water backing up his tile and pouring out the hickenbottom in the low area of his field. He has observed a significantly improved performance of his tile, as well as improved road drainage conditions since the work was completed. He explained that the hickenbottom caused some flooding in the spring that obstructed the tile outlet.

He also explained that his family does own a piece of land on the north side of the road that is also included in the current Holdsworth Drain watershed (Roll No. 050-17800). This parcel is just used for hay and he does not see a need for improved drainage to extend across the road.

R. Gurney (Roll No. 030-14800) & Chargayle Farms Ltd. (Roll No. 030-11201)

Robert and Charles Gurney do not have a problem with open ditch remaining through the front of the bush, as well as it being extended easterly to the point of their current field access laneway. They explained that this area of the field is often wet anyway. Robert would wish to see that the width of the access laneway to his field remain the length that it is now.

Both Robert and Charles believe that any tiles that exist on the two farms are likely drained to the east, toward the Burgess Lake Drain open ditch.

3.2 Site Examination and Survey

The route of the existing drain was examined after the on-site meeting and on several occasions during 2021. Topographic survey was completed on April 24, 2021 from the outlet of the Drain at the Burgess Lake Drain and continuing west for 500m, encompassing both sides of the Township Road 6 road right-of-way.

In May 2021, an inspection was undertaken on the existing road crossing at the top end of the Holdsworth Drain by the Township Drainage Superintendent. Using a camera, the tile inspection discovered that the existing drain did not cross Township Road 6 as outlined in the 1969 H.M Gibson report. The owner of the property on the north side of Township Road 6 was approached and decided that a new crossing would not be required. For this reason, and that no crossing actually exists, this report will recommend the abandonment of the 20m of 150mm dia. CSP.

3.3 Watershed Description

The perimeter watershed of the Drain has been established using the historical reports, but revised with the aid of current topographic information provided by the province. Additionally, since site investigation revealed no cross-culverts under Township Road 6 and with the understanding that no closed tile drain was ever constructed across the road at the top end of the Drain in 1969, the properties located north of the road originally included in the previous reports have hereby been removed.

The watershed area is approximately split evenly between agricultural and forested lands, except for the Township Road 6 road allowance.

4 AUTHORITY FOR REPORT

Section 78 of the Drainage Act provides for the repair and improvement of an existing drain constructed under the Drainage Act through a new Engineer's report. The Holdsworth Drain was constructed under the Drainage Act, and it was determined from the on-site meeting and site examination that the Drain requires improvement. Therefore, this report is properly initiated under Section 78 of the Drainage Act.

5 RECOMMENDED WORK

A description of the Drain for construction and future maintenance is as follows:

The proposed work commences at the outlet in the Burgess Lake Drain, consisting of 28m of 450mm diameter solid plastic pipe. At the inlet of the proposed pipe a 5m long sediment trap will be constructed followed by 20m of new ditch excavation, with a 1m bottom and 2:1 side slopes. From there, 163m of the existing ditch will be improved along the bush to a new grade and side slopes reduced to 3:1 where possible across the R. Gurney property (Roll No. 030-14800). The remaining 269m of ditch will have the side slopes flattened to 3:1 across the Chargayle Farms Ltd. property (Roll No. 030-11201). At the top end, 6m of proposed 250mm dia. solid plastic pipe will replace the existing 200mm outlet pipe and an additional 4m of 250mm dia. plastic pipe will be incorporated to the S. Lancaster property line (Roll No. 030-14900).

Further detail regarding the construction and maintenance of the Drain is in the Special Provisions and Drawings.

6 DESIGN CONSIDERATIONS

6.1 Sufficient Outlet

Section 15 of the Act requires that the proposed work be continued downstream to a sufficient outlet. Section 1 of the Act defines sufficient outlet as *"a point at which*

water can be discharged safely so that it will do no damage to lands or roads.” For this project, the Burgess Lake Drain at Station 0+000 provides sufficient outlet and will allow the proposed works to function as intended.

6.2 Drain Capacity

The proposed 450mm solid plastic pipe access culvert has been sized to convey the 5-year storm as calculated using the Rational Method.

The open ditch portion of the Drain is designed to provide adequate depth for the tile drain outlet from the S. Lancaster field and will also easily convey the abovementioned 5-year storm within the channel cross-section.

6.3 Soil Conditions

The soil in the watershed area is composed of a majority (approximately 60%) terric humic (muck), which is an organic material with very poor drainage such that the water table remains at or on the surface. The remaining 40% of soils in the area are a sandy loam/ loam, which are used for agricultural practices and demonstrate poor to adequate drainage.

The construction of the drain will be primarily located in muck which typically provide unstable soil conditions. The use of conventional construction equipment is anticipated however with the work expected to proceed in late summer/early fall to allow for the driest conditions. The use of 3:1 side slopes has been recommended so that long term bank stabilization can be achieved.

7 ENVIRONMENTAL CONSIDERATIONS

7.1 Agency Consultation

7.1.1 Grand River Conservation Authority (GRCA)

The Grand River Conservation Authority did not request an environmental appraisal under Section 6 of the Act. The Conservation Authority was sent a notice to the on-site meeting and a phone call conversation was held with the engineer and Resource Planner, Ashley Rye, prior to the meeting on March 19, 2021. The call provided initial comments recommending the limitation of sediment transport into the receiving drain as well as the advisory that if access culverts were to be constructed under the Drain report then no permits would be required.

As requested, GRCA received a draft version of the report and drawings. No additional comments have been received at the date of filing of this report.

7.2 Species at Risk

A screening for species at risk was completed by the Engineer from the Species at Risk in Ontario (SARO), using MNR's *Natural Heritage Areas* Tool. The screening found that there is one (1) species that is native to the area and listed as "Special Concern", the Snapping turtle (*Chelydra serpentina*). The proposed work on the Holdsworth Drain 2021 is anticipated to be a minimally invasive improvement to the existing bank slopes of a recently constructed ditch. Work is also proposed for the late summer/early fall (outside of the nesting season).

8 Other Consultation

Prior to the filing of the Report, a copy of the draft drawings and assessment schedules were emailed to the affected properties for comment, as was discussed would occur at the on-site meeting. No comments were received.

9 CONSTRUCTION CONSIDERATIONS

9.1 Pre-Construction Approvals

Before starting work, the Contractor shall ensure all public utilities are located and shall contact all landowners along the proposed drain route to determine the location of any private utilities. Permits are not expected to be required for the proposed work.

Hydro poles are located along the south side of Township Road 6, however excavations are proposed to be a minimum of 1.5m away from the poles.

Previous locates show existing underground Bell lines approximately 3.5 to 5.5m north of the hydro poles along Township Road 6, and therefore not anticipated to be in conflict with the proposed work.

9.2 Construction Scheduling

Construction cannot commence until ten days after a bylaw to adopt this report is given third reading in accordance with the Act.

9.3 Minor Adjustments During Construction

Minor changes to the Drain may be made during construction subject to the approval of the Engineer, the Municipality, and the Specifications in this report. Such changes must occur before final costs are levied.

Additional work desired by landowner(s), which is not part of the drainage works, may be arranged with the Contractor provided the cost of the work is paid by the landowner(s), and the additional work is reviewed by the Engineer in advance. Such additional work is not part of the drainage works for future maintenance.

9.4 Substantial Alterations to the Drain

Any alterations that would affect the function of the Drain, which are requested by landowners, agencies or other authorities after the bylaw is passed, cannot be undertaken unless the report is amended.

If a substantial alteration is required, a revised report can be prepared and processed through the Act, or an application can be made under the Act to the Drainage Tribunal to recognize the substantial alteration. The application to the Tribunal must occur before final costs are levied.

9.5 Alignment of Drains

All drains shall be constructed and maintained generally to the alignment, as noted on the plans and specified by the Special Provisions. In the absence of survey bars, existing fences and similar boundary features are assumed to represent property lines.

Should landowners desire a more precise location for the drains in relation to their property line or if there is a dispute about the location of any property line, landowners may obtain a legal survey at their own cost before construction.

10 DRAWINGS AND SPECIFICATIONS

10.1 Drawings

The location of the Drain, watershed boundary and the affected properties are shown on Drawing No. 1 included with this report. The numbers adjacent to the Drain are station numbers, which indicate in metres the distance along the Drain from the outlet.

The profile for the Drain is on Drawing 2. The profile shows the depth and grade for proposed work and future maintenance.

Drawing No. 2 also contains details and the Special Provisions. Drawing No.'s 3, 4, and 5 contain section views.

10.2 Specifications

This report incorporates the General Conditions, Standard Specifications and Special Provisions listed in the Table of Contents, which govern the construction and maintenance of the Drain.

11 COST ESTIMATE

The estimated cost of this project includes allowances to owners, the construction cost, the engineering cost and other costs associated with the project.

11.1 Allowances

Sections 29 to 33 of the Drainage Act provides for allowances (compensation) to owners affected by proposed drain construction. On this project, there are only allowances for damages, right-of-way and loss of access.

11.1.1 Section 29 – Right-of-Way

Section 29 provides for payment of an allowance to landowners for the land required to accommodate the new open ditch and the right-of-way necessary for construction and maintenance of the new Drain. This allowance compensates the owners for land to accommodate the Drain, access routes to the Drain and for a corridor along the Drain for construction and maintenance purposes. Current agricultural land valuation reports were reviewed to establish land values for computing right-of-way allowances. Since the open drain is located approximately on the property line with the road allowance, Section 29 allowances are based on an average right-of-way width of 5m to each side of the centre of the ditch (total width of 10m) at the following rates:

Table 11.1-1 - Section 29 Allowance Rates

Land Use	Area Land Value
Cultivated Lands	\$ 52,000/ha
Bush Lands	\$ 17,333/ha

11.1.2 Section 30 - Damages

Section 30 provides for payment of an allowance to landowners along the Drain for damages caused by the construction of the Drain. In agricultural areas, crop damages are computed based on published crop values and declining productivity loss in the years following construction. For this project, Section 30 allowances are based on a 10m width at the following rates:

Table 11.1-2 - Section 30 Allowance Rates

Land Use	Area Land Value
Cultivated Lands	\$ 1,850/ha
Bush Lands	925/ha

11.1.3 Section 33 – Loss of Access

Section 33 provides for payment of a loss of access allowance to a property where an open drain is constructed, and a crossing is not provided for the property.

The OMAFRA Agricultural Drainage Infrastructure Program: Administrative Policies (ADIP) suggests that the amount considered for Section 33 allowance be the lesser of the cost to construct a suitable crossing to the value of land cut off from the rest of the property. It has been estimated that should a 9m – 450mm dia. crossing be installed to access the Chargayle Farms Ltd. bush lands cut off by the drain, the cost would be approximately \$1,000. This amount is considered lesser than the value of the 9.1 hectares of lands cut off from road access to Township Road 6 and has been provided as an allowance.

The table below summarizes the dimensions and amounts of the allowances to be provided under this report.

Table 11.1-3 - Summary of Allowances

Roll Number	Land Type	Sec.29 (\$)	Sec.30 (\$)	L.O.A Sec. 33 (\$)	Total (\$)
030-14800	<i>Cultivated</i>	650	100	-	750
	<i>Bush</i>	1,000	150	-	1,150
030-11201	<i>Bush</i>	2,350	250	1,000	3,600
TOTAL ALLOWANCES:		4,000	500	1,000	5,500

In accordance with Section 62(3) of the Act, the allowances shown may be deducted from the final assessment levied. Payment to the owner would only be made when the allowance is greater than the final assessment. The allowances are a fixed amount and are not adjusted due to construction.

11.2 Construction Cost Estimate

The estimated cost for Labour, Equipment and Materials to construct the proposed Drain is outlined in detail in Estimated Costs Summary in Table 11.6-1 - Estimated Cost Summary. The construction cost estimate is based on recent costs for comparable work. A contingency amount is included to cover additional work that may be required due to field conditions or minor alterations to the project.

The contract for the Drain will be awarded by public tender. If the contract price is more than 33% over the engineer's estimate, Section 59 of the Act requires a Council meeting with the assessed landowners to determine if the project should proceed.

11.3 Engineering Cost Estimate

Engineering costs include report preparation and attending the Council meeting to consider the report and the Court of Revision.

Construction Phase Services may include: preparing tender documents and tender call, review of tenders, attending the pre-construction meeting, periodic construction inspection, payments, final inspection, post-construction follow-up, final cost analysis and preparation of the grant application.

The cost for report preparation is usually not altered at the conclusion of a project unless the report is referred back or the report is appealed to the Drainage Tribunal, which would result in additional costs. The amount shown for meetings is an estimate. The final cost will be based on the actual time required for meetings. The estimate shown for construction phase services is based on experience and

assumes good construction conditions and a Contractor who efficiently completes the construction. The final cost for the construction phase will vary as per the actual time spent during and following drain construction. Engineering costs are summarized in Table 11.6-1 - Estimated Cost Summary.

11.4 Estimate of Section 73 Costs

Section 73(2) and 73(3) of the Act direct that the cost of services provided by municipal staff and the Council to carry out the Act process shall not form part of the final cost of the Drain. However, Section 73(1) outlines that the following costs incurred by the Municipality can be included in the cost of the Drain: “cost of any application, reference or appeal and the cost of temporary financing.”

The estimate of Section 73 costs is included to cover the above-referenced items from Section 73(1) and primarily provides for interest charges on financing the project until it is completed. This cost estimate may not be adequate to cover legal or engineering costs incurred by or assessed to the Municipality should the project be appealed beyond the Court of Revision though such costs will form part of the final drain cost.

Grant policy indicates that municipal cost for photo-copying and mailing required to carry out the required procedures under the Act can be included in the final drain cost. Section 73 costs are summarized in Table 11.6-1 - Estimated Cost Summary.

11.5 Harmonized Sales Tax

The Harmonized Sales Tax (HST) will apply to most costs on this project. The Municipality is eligible for a partial refund on HST paid, the net 1.76% HST is included in the cost estimates in this report.

11.6 Estimated Cost Summary

Table 11.6-1 - Estimated Cost Summary

DESCRIPTION			TOTAL
ALLOWANCES:			\$5,500
CONSTRUCTION COST ESTIMATE			
Item	Stations	Description	Cost
i) Main Drain			
1	0+000 to 0+028	Install 28m of 450mm dia. solid plastic pipe with rodent grate at outlet and 5m ² of riprap end treatment at upstream end of culvert.	4,500
2	0+028 to 0+053	Excavate 25m of new ditch, 1m bottom; 2:1 side slopes. Level spoil on north banks up to road allowance or along bush to west. Seed disturbed areas. Construct 5m long sediment trap at upstream end of culvert (0.3m deep)	1,000

DESCRIPTION			TOTAL
4	0+053 to 0+216	163m of ditch cleanout and slope re-grading with a 1m bottom; 3:1 side slopes. Level existing and proposed spoil on south bank. Seed disturbed areas.	3,100
5	0+216 to 0+485	279m of ditch bank flattening to a 3:1 side slope, level existing and proposed spoil on south bank. Seed disturbed areas.	4,000
6	0+485	Grade swale from road ditch to proposed Holdsworth Drain 2021 ditch. Construct rock chute with 5m ² of riprap	400
7	0+485 to 0+491	Remove existing 6m of 200mm plastic and install 6m of 250mm dia. solid plastic pipe with rodent grate.	400
8	0+491 to 0+495	Incorporate 4m of existing 250mm dia. solid plastic pipe and 5m ² of existing riprap.	-
Sub Total Part i)			13,400
ii) Contingencies			
		Lump sum contingency allowance	1,340
		Net HST (1.76%)	260
TOTAL CONSTRUCTION COST ESTIMATE:			\$15,000
ENGINEERING COSTS			
		Report Preparation	10,000
		Consideration of Report Meeting	500
		Court of Revision	500
		Construction Phase Services	6,500
		Net HST (1.76%)	310
TOTAL ENGINEERING COSTS:			17,810
SECTION 73 COSTS			
		Printing	100
		Interest estimate	500
		Unforeseen costs	390
TOTAL SECTION 73 COSTS:			990
TOTAL ESTIMATED COST:			\$39,300

12 ASSESSMENTS

The Drainage Act requires that the total estimated cost be assessed to the affected lands and roads under the categories of Benefit (Section 22), Outlet Liability (Section 23), Injuring Liability (Section 23), Special Benefit (Section 24) and Increased Cost (Section 26). On this project, assessment for Benefit and Outlet Liability are involved only.

12.1 Calculation of Assessments

For each individual drain, the first step in the assessment calculation is to determine the benefit assessment to the affected lands and roads, then special assessments to roads and utilities are determined, where applicable. After deducting the total benefit and special assessments from the total drain cost, the balance of the cost is then assessed as outlet liability on a per hectare basis to all lands and roads in the watershed.

12.2 Benefit Assessments (Section 22)

Section 22 benefits were determined based on the estimated value provided to the property by the works and are not proportional to the watershed area. Criteria for benefit assessments are based on: direct outlet (ability of a property to connect directly to the new drain), improved drainage along the drain, and improved area serviced.

Table 12.2-1 - Benefit Assessments provides a summary of the benefit assessments.

Table 12.2-1 - Benefit Assessments

<u>Roll Number</u>	<u>Benefit</u>	<u>Land Type</u>	<u>Description</u>
Township of Blandford-Blenheim (Township Road 6)	5,000	Road	-For improved drainage along drain
030-14800	1,100	Cultivated	-For improved drainage along drain
	1,500	Bush	-For improved drainage along drain
030-11201	3,000	Bush	-For improved drainage along drain
	1,000	Bush	-For improved direct outlet
030-14900	3,800	Cultivated	-For improved area serviced (6.4 Ha)
	3,000	Cultivated	-For improved direct outlet

12.3 Outlet Liability Assessments (Section 23)

Section 23(3) of the Drainage Act states that outlet liability assessment is to be based on the volume and rate of flow of the water artificially caused to flow. Therefore the lands and roads in the watershed are assessed on a per hectare basis, with adjustments made to recognize the different amount of runoff generated by different land uses. The basis for the adjustments is 1 hectare of cleared agricultural land contributing both surface and subsurface water to the Drain. Land uses with a different runoff rate are adjusted by the factors given in Table 12.3-1 - Runoff Factors Table.

Table 12.3-1 - Runoff Factors Table

<u>Land Use</u>	<u>Runoff factor</u>
Agricultural	1
Forest	0.5
Gravel Road	2

12.4 Increased Cost (Special) Assessments (Section 26)

Section 26 of the Drainage Act directs that any increased cost due to a public utility (utility) or road authority (road) shall be paid for by that utility or road. This assessment is known as a Special Assessment.

There are no Special Assessments included in this project.

12.5 Assessment Schedules

12.5.1 Schedule A- Schedule of Assessments

The estimated cost for the drainage works in this report is distributed among lands, roads and utilities, as shown in Schedule A, the Schedule of Assessments. In Schedule A each parcel of land assessed has been identified by the municipal assessment roll number at the time of the preparation of this report. The size of each parcel was established using the assessment roll information. If an "F" is shown in the first column, it denotes lands with current Farm Property Tax Class designation that may qualify for Grant. For convenience only, each parcel is also identified by the owner name(s) from the last revised assessment roll.

12.5.2 Schedule B -Schedule of Assessments for Maintenance

In accordance with Section 74 of the Act, the Drain shall be maintained by the Municipality, and the cost of maintenance shall be assessed to lands and roads upstream of the maintenance location, pro rata with the amounts in Schedule B. The \$ amounts in Schedule B are listed solely for calculating percentages (share of future maintenances costs) and will not be levied with the final cost of the drainage works.

Schedule B is divided into columns to reflect the different drain intervals where maintenance work may be undertaken. These column intervals assist in identifying upstream lands and roads to be assessed for future maintenance. The percentages shown in Schedule B determine the share of future maintenance to be levied to property or road. For example, a \$1,000 beaver dam removal or ditch cleanout cost will result in a \$50 assessment to a property with a 5% maintenance assessment.

Roll numbers are per the Municipality's last revised assessment roll, names included for convenience. The Municipality will confirm eligibility for the grant at the time the maintenance cost is levied.

12.5.3 Schedule C – Schedule for Actual Cost Bylaw

After the construction of the Drain is certified, complete by the Engineer, the Municipality will determine the actual cost of the Drain. Actual assessments will be determined by prorating the actual cost of the Drain using Schedule C. Schedule C illustrates the estimated net assessments after deducting allowances and grants from the total assessments shown in Schedule A. Eligibility for the grant will be confirmed by the Municipality at the time the actual cost is levied. Actual assessments in Schedule C will be levied to the owner of the identified parcel at the

time the Actual Cost Bylaw is passed. Roll numbers are per the Municipality's last revised assessment roll, and the names are included for convenience.

13 GRANT

In accordance with the provisions of Section 85 of the Act, a grant not exceeding 1/3 (33-1/3%) may be available on the assessments against lands used for agricultural purposes. The current OMAFRA grant policy defines agricultural lands as privately owned parcels of land which have the Farm Property Class Tax Rate. Based on Municipal assessment roll information, parcels that have the Farm Property Tax Class are identified with an 'F' in the first column of the assessment schedules.

Section 88 of the Act provides for the Municipality to apply for this grant after the construction of the Drain is certified complete by the Engineer. The Municipality must confirm the Farm Property Tax Class on the assessed parcels at the time the grant application is completed and submitted to OMAFRA. OMAFRA has the authority to determine grant eligibility regardless of the designation herein.

If any portion of the drainage works is not eligible for the grant, those ineligible costs have been separately identified in this report.

14 PRIVACY OF LANDS

A right-of-way for the Municipality will exist along the Drain once constructed on each property. However, the property on which the right-of-way is located remains private property. Other landowners or the public may not enter or use the drain right-of-way. Persons authorized to enter the drain right-of-way or to carry out duties authorized under the Act include: Engineers, Contractors, and the appointed Drainage Superintendent and/or their assistants.

15 MAINTENANCE

15.1 General

Section 74 of the Act requires the Drain, as outlined in this report, to be maintained by the Municipality, and the cost of maintenance to be assessed to the upstream lands and roads pro rata with the assessments in Schedule B.

All parties affected by the Drain, are encouraged to periodically inspect the Drain and report any visible or suspected problems to the Municipality.

A right-of-way along the drain and access routes to the Drain exist for the Municipality to maintain the Drain. The right-of-way for the Drain, as described in the Allowances section of this report shall remain free of obstructions. The cost of removing obstructions is the responsibility of the owner.

15.1 Culverts

The costs of cleaning through culverts constructed under this report shall be assessed as drain maintenance to upstream lands and roads. The cost for repair or replacement shall be assessed 50% to the abutting landowner and the remainder to the upstream watershed. The cost of additional culvert length is assessed to the owner.

Prior approval of the Municipality is required before a landowner installs a culvert not constructed under this report. A Loss of Access Allowance has been provided to property with Roll No. 030-11201 under this report in lieu of a crossing. See Section 33 – Loss of Access for further details.

15.2 Updating Future Maintenance Schedules

To ensure future maintenance assessments are equitable, the assessments provided in this report should be reapportioned under Section 65 when severances or amalgamations occur when new lands are connected to the Drain or when a land-use change occurs that can be accommodated by the existing Drain.

15.3 Drains To Be Abandoned

In accordance with Section 19 of the Act, the entirety of the existing Holdsworth Repair and Improvement Drain (1969) is hereby abandoned of status under the Act. This includes the existing 300mm (12") and 250mm (10") that is proposed to be removed or was already removed under Maintenance the previous year, and the 150mm (6") CSP road crossing that was never installed as proposed in 1969.

16 BYLAW

This report, including the drawings, specifications and assessment schedules, when adopted by bylaw in accordance with the Act, provides the basis for construction and maintenance of the Drain.

All of which is respectfully submitted,

K. SMART ASSOCIATES LTD.



Curtis MacIntyre, P. Eng.



**SCHEDULE A - SCHEDULE OF ASSESSMENTS
 HOLDSWORTH DRAIN 2021
 TOWNSHIP OF BLANDFORD-BLENHEIM**

Con	Lot	Roll No. (Owner)	Total ha affected	Benefit (Sec. 22)	Outlet (Sec. 23)	Total Assessment
<i>Township of Blandford-Blenheim (Roll No. 3245020-)</i>						
F 5	Lot 15	030-14800 (R. Gurney)	5.3	2,600	4,449	7,049
F 5	Lot 15	030-11201 (Chargayle Farms Ltd.)	12.8	4,000	8,588	12,588
F 5	Lot 14	030-14900 (S. Lancaster)	6.4	6,800	6,622	13,422
Subtotal (Lands):			24.5	13,400	19,659	33,059
Twp. Road 6 (Twp. Of Blandford Blenheim)			0.6	5,000	1,241	6,241
Subtotal (Roads):			0.6	5,000	1,241	6,241
TOTAL ASSESSMENT HOLDSWORTH DRAIN 2021:			25.1	18,400	20,900	39,300

Notes:

1. Lands noted with an "F" are classified as agricultural and according to current OMAFRA policy qualify for the 1/3 grant
 Eligibility for the 1/3 grant will be confirmed at the time the final cost is levied.
2. Section 21 of the Drainage Act, RSO 1990 requires that assessments be shown opposite each parcel of land and road affected.
 The affected parcels of land have been identified using the roll number from the last revised assessment roll for the County/Township.
 For convenience the owner's names as shown by the last revised assessment roll have also been included.

**SCHEDULE B - SCHEDULE OF ASSESSMENTS FOR FUTURE MAINTENANCE
 HOLDSWORTH DRAIN 2021
 TOWNSHIP OF BLANDFORD-BLENHEIM**

			HOLDSWORTH DRAIN 2021 0+000 to 0+495	
Con	Lot	Roll No. (Owner)	\$	%
<i>Township of Blandford-Blenheim (Roll No. 3245020-)</i>				
5	Lot 15	030-14800 (R. Gurney)	4,500	15.00
5	Lot 15	030-11201 (Chargayle Farms Ltd.)	7,500	25.00
5	Lot 14	030-14900 (S. Lancaster)	10,500	35.00
Total Assessments on Lands:			22,500	75.00
Twp. Road 6 (Twp. Of Blandford Blenheim)			7,500	25.00
Total Assessments on Roads:			7,500	25.00
TOTAL ASSESSMENTS			30,000	100.00

Note:

1. Agricultural designation not included as grant eligibility has to be confirmed at the time of maintenance cost levy.
2. \$ Amounts above are listed solely for calculating percentages (share of future maintenance costs) and will not be levied with the final cost of the drainage works.

**APPENDIX C - ESTIMATED NET ASSESSMENTS
HOLDSWORTH DRAIN 2021
TOWNSHIP OF BLANDFORD-BLENHEIM**

Con	Lot	Roll No. (Owner)	Ha. Affected	Gross Assessment	1/3 Grant	Allowances	NET
<i>Township of Blandford-Blenheim (Roll No. 3245020-)</i>							
F	5	Lot 15 030-14800 (R. Gurney)	5.3	7,049	2,350	1,900	2,799
F	5	Lot 15 030-11201 (Chargayle Farms Ltd.)	12.8	12,588	4,196	3,600	4,792
F	5	Lot 14 030-14900 (S. Lancaster)	6.4	13,422	4,474		8,948
Subtotal (Lands):			24.5	33,059	11,020	5,500	16,539
Twp. Road 6 (Twp. Of Blandford Blenheim)			0.6	6,241	0		6,241
Subtotal (Roads):			0.6	6,241	0	0	6,241
TOTAL ASSESSMENT HOLDSWORTH DRAIN 2021:			25.1	39,300	11,020	5,500	22,780

Notes:

- Lands noted with an "F" are classified as agricultural and according to current OMAFRA policy qualify for the 1/3 grant
Eligibility for the 1/3 grant will be confirmed at the time the final cost is levied.

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200 GENERAL CONDITIONS**200.1 SCOPE**

The work to be done under this contract consists of supplying all labour, equipment and materials to construct the drainage work as outlined in the Instructions to Tenderers, the Form of Tender and Agreement, the Schedule of Tender Prices, the Drawings, the General Conditions, Special Provisions and the Standard Specifications.

200.2 ORDER OF PRECEDENCE

In case of any inconsistency or conflict between the drawings and specifications, the following order of precedence shall apply: Addenda, Form of Tender and Agreement, Schedule of Tender Prices, Special Provisions, Contract Drawings, Standard Specifications, General Conditions.

200.3 MUNICIPALITY

Municipality refers to a municipal corporation in the Province of Ontario. Where reference to Township, County, Region, Town, City or Owner appears it shall be deemed to be the same as the word Municipality. Where reference to owner appears in the specifications it is usually in reference to the owner of the property on which the drain is being constructed.

200.4 TENDERS

Tenders are to be submitted on a lump sum basis for the complete works or a portion thereof, as instructed by the Municipality. The Schedule of Tender Prices must be completed and submitted with the Form of Tender and Agreement even though the Contract will be a lump sum. As outlined in the Instructions to Tenders a deposit in the form of a certified cheque, bank draft, bonding or irrevocable letter of credit must accompany each tender as a guarantee of good faith. The deposit shall name the Municipality as the payee. All deposits, except that of the Tenderer to whom the work is awarded, will be returned within 10 days of the time the contract is awarded. The certified cheque of the Tenderer awarded the work will be retained as Contract Security and returned with the Completion Certificate for the work. A Performance Bond may also be required to ensure maintenance of the work for a period of one year after the date of the Completion Certificate.

200.5 EXAMINATION OF SITE, PLANS AND SPECIFICATIONS

Prior to the submission of the Tender, the Tenderer must examine the premises and site to compare them with the Drawings and Specifications in order to be satisfied with the existing conditions and the extent of the work to be done. The Tenderer must ensure that the meaning and intent of the drawings, estimated quantities and specifications is clearly understood before submission of the Tender. No allowances shall be made on behalf of the Contractor by reason of any error made in the preparation of the tender submission.

Any estimates of quantities shown or indicated on the drawings or elsewhere in the tender document are provided for the convenience of the Tenderer. The Tenderer should check the estimate of quantities for accuracy. Any use made of the estimated quantities by the Tenderer in calculating the tendered amounts is done at the Tenderers risk.

200.6 COMMENCEMENT AND COMPLETION OF WORK

The work must commence immediately after the Tenderer is notified of the contract award or at a later date, if set out as a condition in the Form of Tender and Agreement. If weather and ground conditions are unsuitable, work may be started at a later date from either of the above two dates if such delay is approved by the Engineer. The Contractor shall provide a minimum of 48 hours advance notice to the Engineer and the Municipality before commencement of any work. The work must proceed in such manner as to ensure its completion at the earliest possible date consistent with first class workmanship and within the time limit set out in the tender/contract document. Failure to commence or complete the work as set out in the tender/contract document may result in a forfeiture of all or part of the Contract Security if the Engineer deems that damages have been sustained to the Municipality or to any landowner because of the non-commencement or non-completion of the contract as awarded and that the failure to meet the specified dates has been the fault of the Contractor.

200.7 NOTICES RE COMMENCEMENT OF WORK

If the Contractor leaves the job site for a period of time after initiation of work, a minimum of 48 hours advance notice shall be given to the Engineer and the Municipality before commencement of any further work. If any work is commenced without the advance notice the Contractor shall be fully responsible for all such work undertaken prior to such notification and shall make good any works or materials judged to be inadequate or constructed in any manner that may have been subject to alteration if made known to the Engineer prior to commencement of construction.

200.8 PERMITS, NOTICES, LAWS AND RULES

The Contractor shall apply and pay for all necessary permits or licenses required for the execution of the work. This shall not include the obtaining of permanent easements or rights or servitude. The Contractor shall give all necessary notices and pay all fees required by the law and comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of the public's health and safety and if the specifications and drawings are at variance therewith, any resulting additional expense incurred by the Contractor shall constitute an addition to the contract price.

200.9 HEALTH AND SAFETY

Contractor must comply with the Occupational Health and Safety Act (OHSA) and the associated Regulations for Construction Projects. Contractor will also follow any site-specific safety and training requirements of the Municipality, agencies, utility companies or other authorities.

Communication about site-specific hazards and safety requirements shall occur at the pre-construction meeting. If no pre-construction meeting is conducted, Contractor will communicate site-specific hazards and safety requirements before beginning work.

Contractor shall immediately report any workplace incidents, near misses, injuries and occupational illnesses to the Engineer.

200.10 LIMITATIONS OF OPERATIONS

Except for such work as may be required by the Engineer to maintain the works in a safe and satisfactory condition, the Contractor shall not carry out operations under the contract on Sundays or Statutory Holidays without permission in writing from the Engineer. The Engineer may direct in writing to the Contractor to cease or limit operations under the contract on any day or days if the operations are of such a nature, or if the work is so located, or if the traffic is of such a volume, that the Engineer deems it necessary or expedient to do so.

200.11 SUPERVISION

The Contractor shall provide constant supervision of the construction work and shall keep a competent foreman in charge at the site.

200.12 CHARACTER AND EMPLOYMENT OF WORKERS

The Contractor shall employ only orderly, competent and skillful workers to do the work and shall give preference to available qualified residents in the area of the contract. Whenever the Engineer informs the Contractor in writing that any workers are, in the opinion of the Engineer, disorderly, incompetent, or breaking the law, such workers shall be discharged from the job site and shall not again be employed on the job site without the written consent of the Engineer.

200.13 SUB-CONTRACTORS

If the Municipality so directs, the Contractor shall not sublet the whole or any part of this contract without the approval of the Engineer.

200.14 PAYMENT

Progress payments in cash equal to about 90% of the value of the work done and materials incorporated in the work will be made to the Contractor monthly. If directed by the Engineer the Contractor may be required to provide a written request for the progress payment amount. An additional 7% will be paid 45 days after the date of the Completion Certificate by the Engineer and 3% of the contract price may be reserved by the Municipality as a maintenance holdback for one year from the date of the Completion Certificate.

The holdbacks noted above may be increased by the Municipality if, in the written opinion of the Engineer, particular conditions of the contract require such greater holdback.

After the completion of the work any part of maintenance holdback may be used to correct defects from faulty construction and/or materials provided that notice shall first be given by the Engineer in writing to the Contractor stating that the Contractor has seven (7) days in which to remedy the defect in construction and/or materials.

200.15 TERMINATION OF CONTRACT BY THE MUNICIPALITY

Termination of the contract by the Municipality may be considered if the Contractor:

1. should be adjudged bankrupt or make a general assignment for the benefit of creditors or if a receiver should be appointed on account of insolvency;
2. should refuse or fail to supply enough properly skilled workmen or proper materials after having received seven (7) days' notice in writing from the Engineer to supply such additional workmen or materials in order to commence or complete the works;
3. should fail to make prompt payment to sub-contractors or for materials or labour;
4. should persistently disregard laws, ordinances, or instructions from the Engineer, or otherwise be guilty of a substantial violation of the provisions of the contract;

then the Municipality, upon Certificate of the Engineer that sufficient cause exists to justify such action, may without prejudice to any other right or remedy, give written notice to the Contractor to terminate the employment of the Contractor and take possession of the premises, and of all materials, tools and appliances thereon, and may finish the work by whatever method the Municipality may deem expedient, but without undue delay or expense. In such case, the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the contract price will exceed the expense of finishing the work including compensation to the Engineer for additional

services and including other damages of every name and nature, such excess shall be paid to the Contractor. If such expense will exceed such unpaid balance including the Contract Security, the Contractor shall pay the difference to the Municipality. The expense incurred by the Municipality, as herein provided, shall be certified by the Engineer. If the contract is terminated by the Municipality due to the Contractor's failure to properly commence the works, the Contractor shall forfeit the Contract Security and furthermore shall pay to the Municipality an amount to cover the increased costs, if any, associated with a new tender for the contract being terminated.

If any unpaid balance and the Contract Security do not equal the monies owed by the Contractor upon the termination of the contract, the Municipality may also charge such expenses against any money which is or may thereafter be due to the Contractor from the Municipality.

200.16 LIQUIDATED DAMAGES

It is agreed by the parties to the Contract that in case all the work called for under the Contract is not finished or complete within the period of time as set forth in the Tender/Contract Document, damage will be sustained by the Municipality. It is understood by the parties that it will be impracticable and extremely difficult to ascertain and determine the actual damage which the Municipality will sustain in the event of and by reason of such delay. The parties hereto agree that the Contractor will pay to the Municipality a sum as set out in the Form of Tender and Agreement for liquidated damages for each and every calendar day delay, including Saturdays, Sundays and Statutory Holidays, in finishing the work in excess of the number of working days prescribed. It is agreed that the liquidated damages amount is an estimate of the actual damage to the Municipality which will accrue during the period in excess of the prescribed number of working days.

The Municipality may deduct any amount due under this section from any monies that may be due or payable to the Contractor on any account whatsoever. The liquidated damages payable under this section are in addition to and without prejudice to any other remedy, action or other alternative that may be available to the Municipality.

The Contractor shall not be assessed with liquidated damages for any delay caused by acts of nature, or of the Public Enemy, Acts of the Province or of any Foreign State, Fire, Flood, Epidemics, Quarantine Restrictions, Embargoes or any delays of Sub-Contractors due to such causes.

If the time available for the completion of the work is increased or decreased by reason of alterations or changes made under the provisions of the Contract, the number of working days shall be increased or decreased as determined by the Engineer.

If the Form of Tender and Agreement does not show an amount for Liquidated Damages then Liquidated Damages do not apply for this contract.

200.17 CONTRACTOR'S LIABILITY

The Contractor and all workers, agents or any party under the Contractor's control, including Sub-Contractors, shall use due care that no person or property is injured and that no rights are infringed during the construction work outlined in the contract. The Contractor shall be solely responsible for all damages by whomsoever claimable in respect of any injury to persons or to lands, buildings, structures, fences, livestock, trees, crops, roadways, ditches, drains and watercourses, whether natural or artificial, or property of whatever description and in respect of any infringement of any right, privilege or easement wherever occasioned in the carrying on of the work or any part thereof, or by any neglect, misfeasance or non-feasance on the Contractor's part or on the part of any workers, agents or parties under the Contractor's control including Sub-Contractors, and shall bear the full cost thereof. The Contractor shall be fully responsible to make such temporary provisions as may be necessary to ensure the avoidance of any such damage, injury or infringement and to prevent the interruption of or danger or menace to the traffic in any railway or any public or private road entrance or sidewalk and to secure to all persons and corporations the uninterrupted enjoyment of all their

rights, in and during the performance of the work. The Contractor shall indemnify and save harmless the Municipality and the Engineer from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings by whomsoever made, brought or prosecuted in any manner based upon, occasioned by, or attributed to any such damage, injury or infringement.

Wherever any work is of such an extent and nature that it must necessarily be confined to particular areas of a roadway, a working area, or private property, the Contractor shall use reasonable care not to damage or deface the remaining portions of the property, and if any damage is occasioned as a result of the Contractor's operations, it shall be rectified by and at the expense of the Contractor, to the satisfaction of the Engineer. Notwithstanding the indemnity provisions contained in this section, where in the opinion of the Engineer the Contractor has failed to rectify any damage, injury or infringement or has failed to adequately compensate any person for any damage, injury or infringement for which the Contractor is responsible under the contract, the Engineer, following notice in writing to the Contractor of an intention so to do, may withhold payment of any monies due the Contractor under this or any other contract until the Contractor has rectified such damage, injury or infringement or has paid adequate compensation for such damage, injury or infringement, provided however, that the Municipality will not withhold such monies where in the opinion of the Engineer there are reasonable grounds upon which the Contractor denies liability for such damage, injury or infringement and the Contractor has given the claimant a reasonable time in which to establish the validity of the claim, and provided further that the amount withheld under this section shall not exceed the amount of such claims against the Contractor.

Where the Contractor uses privately owned lands for pits or waste disposal areas, the Contractor shall comply with applicable laws and provide the Engineer with a release signed by or on behalf of the owner of each pit or waste disposal area used by the Contractor. If the said release is not obtained, then sufficient monies will be withheld from the Contractor except, however, where the owner's signature is withheld solely on the basis of damage, injury, or infringement it will be dealt with as provided elsewhere in this subsection.

Nothing herein contained shall be construed as in any way restricting or limiting the liability of the Contractor under the laws of the country, province or locality in which the work is being done. Neither the Completion Certificate nor final payment thereunder, nor any provision in the Contract Document shall relieve the Contractor from this liability.

200.18 LIABILITY INSURANCE

The Contractor shall take out and keep in force until the date of acceptance of the entire work by the Engineer, a comprehensive policy of public liability and property damage insurance providing insurance coverage of at least \$3,000,000 for each and every accident, exclusive of interest and cost, against loss or damage resulting from bodily injury to or death of one or more persons and loss of or damage to property and such policy shall where, and as requested by the Municipality, name the Municipality and the Engineer as an additional insured thereunder and shall protect the Municipality against all claims for all damage or injury including death to any person or persons and for damage to any property of the Municipality or any other public or private property resulting from or arising out of any act or omission on part of the Contractor or any of his servants or agents during the execution of the Contract.

200.19 LOSSES DUE TO ACTS OF NATURE, ETC.

All damage, loss, expense and delay incurred or experienced by the Contractor in the prosecution of the work, by reason of unanticipated difficulties, bad weather, strikes, wars, acts of nature, or other mischances, shall be borne by the Contractor and shall not be the subject of a claim for additional compensation.

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400 STANDARD SPECIFICATIONS FOR CONSTRUCTION OF DRAINS**400.1 ABBREVIATIONS**

- i) MTO means the Ministry of Transportation of Ontario.
- ii) ASTM means the American Society for Testing Materials.
- iii) CSA means the Canadian Standard Association.
- iv) OPSD means Ontario Provincial Standard Drawings
- v) OPSS means Ontario Provincial Standard Specifications
- vi) DFO means Fisheries and Oceans Canada
- vii) MNRF means Ministry of Natural Resources and Forestry
- viii) MECP means Ministry of Environment, Conservation and Parks

400.2 PRE CONSTRUCTION MEETING

The Contractor should arrange a pre-construction meeting with the Engineer, Municipality, affected landowners prior to commencement of construction.

If there is no pre-construction meeting or if a landowner is not present at the pre-construction meeting, the following shall apply. The drain is to be walked by the Contractor and each landowner prior to construction to ensure that both agree on the work to be done. Any difference of opinion shall be referred to the Engineer for decision. If the landowner is not contacted for such review, they are to advise the Engineer and/or Municipality.

400.3 COLD WEATHER

When working in cold weather is approved by the Engineer, the Contractor shall provide suitable means for heating, protection, and snow and ice removal. All work completed in cold weather conditions shall be to the satisfaction of the Engineer and any additional cost to remedy unsatisfactory work, or protect the work shall be borne by the Contractor. All backfilling operations shall be done as soon as possible to avoid backfilling with ground containing frozen particles. The Contractor will assume all responsibility for damages to any tile drains and for settlements or bank slippages that may result from work in cold weather.

400.4 WORKING AREA

Where any part of the drain is on a road allowance, the road allowance shall be the working area. For a closed drain the working area shall be a 10 metre width on either side of the trench or any combination not exceeding 20 metres. A 10m x 10m working area shall exist around any catchbasin, junction box or access point. For an open drain the working area shall be 17 metres on the side for leveling and 3 metres on the opposite side. A 10m working area shall exist for any overflow swale or grassed waterway. If any part of the drain is close to a property line then the fence line shall be one of the limits of the work area. Reduced or increased working areas will be described in detail on the Drawings.

400.5 ACCESS

The Contractor shall have access to the drain by entering the working area directly from road allowances or along access routes shown on the Drawings. All specifications governing fences, livestock and crops during drain construction apply to access routes. No other access routes shall be used unless first approved by the Engineer and the affected landowner. The Contractor shall contact each landowner prior to using the designated access routes. Contractor shall make good any damages caused by using the designated access routes.

400.6 ACCESS TO PROPERTIES ADJOINING THE WORK

The Contractor shall provide at all times and at no additional cost, adequate pedestrian access to private homes and commercial establishments unless otherwise authorized by the Engineer. Where interruptions to access have been authorized by the Engineer, reasonable notice shall be given by the Contractor to the affected landowners and such interruptions shall be arranged to minimize interference to those affected.

400.7 DRAINAGE SUPERINTENDENT

Where a Drainage Superintendent (Superintendent) is appointed by the Municipality, the Engineer may designate the Superintendent to act as the Engineer's representative. If so designated, the Superintendent will have the power to inspect and direct the execution of the work.

Any instructions given by the Superintendent which change the proposed work or with which the Contractor does not agree shall be referred to the Engineer for final decision.

400.8 ALTERATIONS TO WORK

The Engineer shall have the power to make alterations, additions and/or deletions in the work as shown or described in the Drawings or Specifications and the Contractor shall proceed to implement such changes without delay. Alterations ordered by the Engineer shall in no way render the contract void.

If a landowner desires deviations from the work described on the Drawings, the landowner shall submit a written request to the Engineer, at least 48 hours in advance of the work in question.

In every such case, the contract amount shall be increased or decreased as required according to a fair evaluation of the work completed. Where such changes involve additional work similar to items in the contract, the price for additional work shall be determined after consideration is given to the tendered price for similar items.

In no case shall the Contractor commence work considered to be extra work without the Engineer's approval. Payment for extra work is contingent on receipt of documentation to the satisfaction of the Engineer. Refer to the Extra Work Summary included in the Special Provisions.

400.9 ERRORS AND UNUSUAL CONDITIONS

The Contractor shall notify the Engineer immediately of any error or unusual conditions which may be found. Any attempt by the Contractor to correct the error without notice shall be done at the Contractor's risk. Any additional cost incurred by the Contractor to remedy an error or unusual condition without notice shall be borne by the Contractor. The Engineer shall direct the alteration necessary to correct errors or unusual conditions. The contract amount shall be adjusted in accordance with a fair evaluation of documentation for the work added, deleted or adjusted.

400.10 TESTS

The Engineer reserves the right to subject any materials to a competent testing laboratory for compliance with the standard. If any materials supplied by the Contractor are determined to be inadequate to meet the applicable standards, the Contractor shall bear full responsibility to remove and/or replace all such inadequate materials with materials capable of meeting the standards.

The cost of testing the materials supplied by the Contractor shall be borne by the Contractor.

400.11 BENCHMARKS AND STAKES

Prior to construction, the Engineer will confirm the benchmarks. The Contractor shall be held liable for the cost of replacing any benchmarks destroyed during construction.

If the Engineer provides layout stakes, the Contractor shall be held liable for the cost of replacing any layout stakes destroyed during construction.

Where property bars are shown on the Drawings, they are to be protected and if damaged by the Contractor, they will be reinstated by an Ontario Land Surveyor at the expense of the Contractor. Where property bars not shown on the Drawings are damaged, they will be reinstated by an Ontario Land Surveyor at the expense of the project.

400.12 OPENING UP OF FINISHED WORK

If ordered by the Engineer, the Contractor shall make such openings in the work as are needed to re-examine the work, and shall forthwith make the work good again. Should the Engineer find the work so opened up to be faulty in any respect, the whole of the expense of opening, inspecting and making the work good shall be borne by the Contractor. Should the Engineer find the work opened up to be in an acceptable condition the Contractor shall be paid for the expense of opening and making the work good, unless the Contractor has been obligated by any specification or by the direction of the Engineer to leave the work open for the Engineer's inspection.

400.13 FINAL INSPECTION

Final inspection by the Engineer will be made within twenty (20) days after receiving notice in writing from the Contractor that work is complete, or as soon thereafter as weather conditions permit. All the work included in the contract must at the time of final inspection have the full dimensions and cross-sections.

Prior to commencing the final inspection an on-site meeting may be held by the Engineer and landowners directly affected by the construction of the drain. The Contractor will attend this meeting upon notice by the Engineer.

If there is no on-site meeting with the Engineer and landowners, the Contractor shall obtain from each landowner a written statement indicating that the work has been performed to the owner's satisfaction. If the Contractor is unable to obtain a written statement from the landowner, the Engineer will determine if further work is required prior to issuing the Completion Certificate.

400.14 WARRANTY

There shall be a one-year warranty period on all completed work. The warranty period will commence on the date of the Completion Certificate.

When directed by the Engineer, the Contractor shall repair and make good any deficiencies in the work that may appear during the warranty period.

Before the work shall be finally accepted by the Municipality, the Contractor shall complete all work as directed by the Engineer and remove all debris and surplus materials and leave the work neat and presentable.

400.15 MATERIALS**400.15.1 Concrete Drain Tile**

Concrete drain tile shall conform to the requirements of the most recent ASTM C412 specifications for heavy duty extra quality, unless a stronger concrete tile is required by the Special Provisions or Drawings. All tile furnished shall be subject to the approval of the Engineer.

The minimum nominal lengths of the tile shall be 750mm for 150 to 350mm diameter tile and 1200mm for 400 to 900mm diameter tile.

All tile should be of good quality, free from distortions and cracks and shall meet the standards specified. The ends should be smooth and free from cracks or checks. All rejected tile are to be immediately removed from the site.

Granular backfill, where required, shall consist of approved sand or gravel having no particles retained on a screen having 50mm square openings.

Earth backfill shall consist of approved material having no large lumps or boulders.

400.15.2 Corrugated Plastic Tubing

Corrugated plastic tubing shall conform to the *Land Improvement Contractors of Ontario Standard Specification for Corrugated Plastic Drainage Tubing, 2006*. Type of material (solid or perforated) and need for filter sock will be specified on the Drawings or in the description of the work in the Special Provisions. Filter sock where specified shall be a standard synthetic filter material as provided by a recognized plastic tubing manufacturer unless noted differently on the contract drawings or elsewhere in the contract document. Protect coils of plastic tubing from damage and deformation.

400.15.3 Corrugated Steel Pipe

Corrugated Steel Pipe (CSP) shall be according to OPSS 1801 (CSA G401). Unless stated otherwise in the Special Provisions the pipe shall be:

- galvanized
- helical corrugation with lock seam and re-rolled annular ends
- 68mm x 13mm corrugation profile for diameters up to 1200mm
- 125mm x 25mm corrugation profile for diameters 1200mm and larger
- minimum wall thickness of 1.6mm for diameters up to 500mm
- minimum wall thickness of 2.0mm for diameters 600mm and larger
- joined using standard couplers matching the pipe diameter and material

Other coatings that may be specified include aluminized Type 2 or polymer. Polymer coating shall be a 254mm polymer film laminated to both sides of the pipe.

400.15.4 Plastic Pipe

Plastic Pipe shall be a high density polyethylene (HDPE) double wall corrugated pipe with smooth inner wall, solid with no perforations in accordance with OPSS 1840.

A minimum stiffness of 320 KPa at 5% deflection

The pipe shall be joined with snap-on or split couplers.

400.15.5 Concrete Sewer Pipe

Concrete sewer pipe shall be in accordance with OPSS 1820.

Non-reinforced concrete sewer pipe shall be used for pipe 375mm in diameter and smaller and reinforced concrete sewer pipe shall be used for pipe over 375mm.

Classes shall be as shown on the Contract Drawings or as described in the Form of Tender.

All new concrete sewer pipe shall have rubber-type gasket joints.

Where concrete sewer pipe “seconds” are specified, the pipe should exhibit no damage or cracks on the barrel section and shall be capable of satisfying the crushing strength requirements of OPSS 1820. The pipe may contain cracks or chips in the bell or spigot which prevent the use of rubber gaskets but the joints must be protected with filter cloth.

400.16 RIPRAP

All riprap is to be placed on a geotextile underlay (Terrafix 360R or equal) unless directed otherwise in the specific construction notes. The riprap is to be graded heavy angular stone (quarry stone is recommended) with particles averaging in size from 200mm to 300mm and is to be placed at 300mm thickness. Fine particles may be included to fill voids. Along upstream edges of riprap, where surface water will enter, underlay is to extend a minimum of 300mm upstream from riprap and then be keyed down a minimum of 300mm. Wherever riprap is placed, the area is to be over-dug so that finished top of riprap is at design cross-section, at design elevation or flush with existing ground.

400.17 GEOTEXTILE

To be non-woven fabric that is rot proof, non-biodegradable, chemically resistant to acidic or alkaline soils and is dimensionally stable under different hydraulic conditions. The filter fabric is to be a material whose primary function is to act as a highly permeable, non-clogging soil separator for fine soils (Terrafix 360R or equal). Contractor is to follow the manufacturer's recommendations for cutting, installation and precautions necessary to avoid damage to fabric. Other approved equals will be considered by the Engineer prior to construction.

400.18 DISPOSAL OF MATERIALS

The Contractor shall remove all surplus materials from the job site at the end of the project. The Contractor shall locate the disposal site for all materials to be disposed of. Disposal of materials shall comply with applicable regulations.

400.19 NOTIFICATION OF RAILROADS, ROAD AUTHORITIES AND UTILITIES

Contractor will notify any Railroad, Road Authority or Utility at least 48 hours in advance regarding work to be performed on their property or affecting their infrastructure. The notice will be in writing and is exclusive of Saturdays, Sundays and Holidays.

A utility includes any entity supplying the general public with necessities or conveniences.

400.20 WORKING IN ROAD ALLOWANCES**400.20.1 General**

Work within public road allowances shall be done in accordance with the Ontario Traffic Manual Book 7, latest edition.

400.20.2 Road Crossings

If no specific detail is provided for road crossings on the drawings or in the specifications the following shall apply:

- A Road Authority will supply no labour, equipment or materials for the construction of the road crossing.
- Contractor will not commence road crossing work until any required permits have been obtained. The Engineer may apply for any required permits prior to construction.
- Contractor will notify the Road Authority at least 72 hours in advance of any construction in the road allowance.
- Road crossings may be made with an open cut unless otherwise noted.
- Exact location of crossing shall be verified with the Road Authority and the Engineer.
- Pipe shall be placed on a minimum 150mm depth of Granular A shaped for the pipe.
- Pipe backfill shall be compacted Granular A and extend 300mm above the top of the pipe.
- Trench shall be backfilled with acceptable native material for the base width of the road bed.
- The material shall be placed in lifts not exceeding 300mm in depth and shall be thoroughly compacted with an approved mechanical vibrating compactor.
- Top 600mm of the road bed backfill shall consist of 450mm Granular B and 150mm of Granular A placed in lifts and fully compacted.
- Any surplus excavated material within the road allowance may be spread on the right-of-way with consent of the Road Superintendent otherwise the surplus material shall be hauled away.
- Existing asphalt or concrete pavement or surface treatment shall be replaced by the Contractor to the satisfaction of the Engineer and Road Authority.
- Contractor shall be responsible for correcting any backfill settlement during construction and during the warranty period. Upon approval of the road authority, surplus gravel shall be stockpiled near gravel road crossings to provide backfill for future trench settlement.
- All road crossings shall meet the approval of the Road Authority.
- If any road crossing is not left in a safe manner at the end of the working day barricades and warning signs shall be erected to guarantee the safety of the travelling public.
- If the Engineer deems a road to surface to have been damaged by the construction of a drain, either across or along the road, the Engineer may direct the Contractor to restore the road surface to existing or better condition at no additional cost.

400.20.3 Maintenance of Traffic

Unless directed otherwise on the drawings or in the specifications the Contractor shall keep the road open to traffic at all times. The Contractor shall provide suitable warning signs and/or flagging to the satisfaction of the Road Authority to notify of the construction work.

If a detour is required, the Contractor shall submit a proposal as to the details of the detour for approval by the Road Authority. If necessary to close the road to through traffic, the Contractor shall provide for and adequately sign the detour route. Contractor shall undertake all notifications required for a road closure in consultation with the Municipality.

400.21 LOCATIONS OF EXISTING UTILITIES

The position of pole lines, conduits, watermains, sewers and other underground and overhead utilities are not necessarily shown on the Contract Drawings, and, where shown, the accuracy of the position of such utilities and structures is not guaranteed. Before starting work, the Contractor shall have all utilities located in accordance with the Ontario Underground Infrastructure Notification System Act.

All utilities shall be exposed to the satisfaction of the utility company to verify that the construction proposed will not conflict with the utility structure. Additional payment will be allowed for relocation of utilities if conflicts should occur.

The Contractor is responsible for protecting all located and exposed utilities from damage during construction. The Contractor shall assume liability for damage caused to all properly located utilities.

400.22 LANEWAYS

If no specific detail is provided for laneway crossings on the Drawings or in the Specifications the following shall apply:

- Pipe backfill shall be acceptable native material that can be compacted in place.
- Top 450mm of laneway backfill shall consist of 300mm Granular B and 150mm of Granular A placed in lifts and fully compacted.
- Minimum cover on laneway culverts shall be 300mm.
- Existing asphalt or concrete pavement or surface treatment shall be replaced by the Contractor.
- The width of surface restoration shall match the existing laneway.
- Contractor shall be responsible for correcting any backfill settlement during construction and during the warranty period.

The timing of laneway closures will be coordinated by the Contractor to the satisfaction of the landowner.

400.23 EXISTING CROSSING CLEANOUT

Where the Special Provisions require an existing crossing to be cleaned, the Contractor shall provide a bottom width and depth that provides capacity equivalent to the capacity of the channel on either side. Excavated materials shall be hauled away unless adjacent landowners give permission for leveling. Care shall be taken to ensure that existing abutments or any portion of the structure are not damaged or undercut. The method of removing the material is to be pre-approved by the Engineer.

400.24 FENCES

If the Contractor is responsible to remove and install fences, the following shall apply:

- All fences removed by a Contractor are to be re-erected in as good a condition as existing materials permit.
- All fences shall be properly stretched and fastened. Where directed by the Engineer, additional steel posts shall be placed to adequately support a fence upon re-erection.
- Where practical and where required by the landowner, the Contractor shall take down an existing fence at the nearest anchor post and roll the fence back rather than cutting the fence and attempting to patch it.
- Where fence materials are in such poor condition that re-erection is not possible, the Contractor shall replace the fence using equivalent materials. Such fence material shall be approved by the Engineer and the landowner. Where the Engineer approves new fence material, additional payment will be provided.

Any fences paralleling an open drain, that are not line fences, that hinder the proper working of the excavating machinery for drain construction or maintenance shall be removed and rebuilt by the landowner at their own expense. If such parallel fences are line fences they shall be removed and reinstalled by the Contractor.

No excavated or cleared material shall be placed against fences.

The installation of all fences shall be done to the satisfaction of the Engineer and the landowner.

400.25 LIVESTOCK

If any construction will be within a fenced field containing livestock that are evident or have been made known to the Contractor, the Contractor shall notify the owner of the livestock 48 hours in advance of access into the field. Thereafter, the owner shall be responsible for the protection of the livestock in the field during construction and shall also be liable for any damage to or by the livestock.

Where the owner so directs or where the Contractor has failed to reach the owner, the Contractor shall adequately re-erect all fences at the end of each working day. No field containing livestock shall have a trench left open at the end of the working day, unless the trench has been adequately backfilled or protected. Failure of the Contractor to comply with this paragraph shall render the Contractor liable for any damage to or by the livestock.

Where livestock may be encountered on any property the Contractor shall notify the Engineer to arrange for inspection of the work prior to backfilling.

400.26 STANDING CROPS

The Contractor shall not be held responsible for damages to standing crops within the working area for the drain. However, the Contractor shall notify the owner of the crops 48 hours prior to commencement of construction so as to allow the owner an opportunity to harvest or salvage the crop within the drain working area. If this advance notice is not given the Contractor may be liable for the loss of the standing crops.

400.27 CLEARING VEGETATION

400.27.1 General

The area for clearing, if not defined elsewhere, shall be 15m on each side of the drain.

400.27.2 Trees to Remain

Where it is feasible to work around existing trees that do not impede the function of the drainage works, the Contractor shall not remove any deciduous tree larger than 300mm and any coniferous tree larger than 200mm, unless authorized by the Engineer.

400.27.3 Incidental Clearing

Incidental clearing includes removal of trees, brush or other vegetation with an excavator during construction activities, and the cost is to be included in the price for the related construction activity.

400.27.4 Power Brushing

Power brushing includes removal of above-ground vegetation with a rotary brush cutter or other mechanical means. Stump and root removal is not required. Power brushed vegetation in a channel cross-section shall be removed and leveled in the working area. Excavated material may be placed and leveled on power brushed vegetation.

400.27.5 Close-Cut Clearing

Close-cut clearing includes removal of above-ground vegetation cut flush with the ground. Stump and root removal is not required.

400.27.6 Clearing And Grubbing

Clearing and grubbing includes removal of vegetation, including stumps and roots. Removal of earth from the grubbed area into the windrows or piles is to be minimized.

400.27.7 Disposal of Cleared Vegetation**400.27.7.1 In Bush Areas**

Cleared vegetation is to be pushed into windrows or piles at the edge of the cleared area. Stumps and roots are to be piled first at the edge of the cleared area, followed by other vegetation (trunks, branches, etc.). Provisions for lateral drainage are required through all windrows. Windrows are not to block any laneways or trails. After removing cleared vegetation, the working area shall be leveled to the satisfaction of the Engineer.

400.27.7.2 In Field Areas

Cleared vegetation resulting from incidental clearing or power brushing may be hauled away, mulched in place or reduced to a size that permits cultivation using conventional equipment without causing undue hardship on farm machinery.

Cleared vegetation resulting from close-cut clearing or clearing and grubbing is to be hauled away to an approved location. Disposal sites may be in bush areas or other approved locations on the same farm. No excavated material shall be levelled over any logs, brush or rubbish of any kind.

400.27.8 Landowner Requested Salvage

A landowner may request that wood be separated from the windrows for the landowner's future use. This additional work would be eligible for extra payment, subject to the approval of the Engineer. The cost of the additional work would be assessed to the landowner.

400.27.9 Clearing by Landowner

Wherever the Special Provisions indicate that clearing may be undertaken by the landowner, work by the landowner shall be in accordance with the Clearing Vegetation requirements of this specification and must be completed so as not to cause delay for the Contractor. If the landowner does not complete clearing in accordance with these requirements, the Contractor will undertake the clearing at a price approved by the Engineer.

400.28 ROCK REMOVAL**400.28.1 General**

Rock shall be defined as bedrock and boulders that are greater than one-half cubic metre in size and that require blasting or hoe-ram removal. Bedrock or boulders that can be removed with a standard excavator bucket are not considered rock removal.

400.28.2 Blasting Requirements

All blasting shall be performed by a competent, qualified blaster in accordance with OPSS 120. Blasting mats are required. A pre-blast survey meeting the requirements of OPSS 120 must be completed for any structure within 200m of any blasting. The cost for pre-blast survey shall be included in the tender price for rock removal.

400.28.3 Typical Sections and Pay Limits

For tile drains and road culverts, rock shall be removed to 150mm below the proposed grade shown on the profile so that pipes are not in direct contact with rock. The width of rock removal shall be 1m minimum or the diameter of the pipe plus 600mm.

For open drains, rock removal shall match the proposed grade and bottom width shown on the Drawings. Side slopes shall be vertical or sloped outward. Side slopes shall be free of loose rock when excavation is completed.

Payment for the quantity of rock removed will be based on the typical sections described in these specifications and confirmed by field measurements. There will be no payment for overbreak.

400.28.4 Disposal of Rock

Excavated rock shall be piled at the edge of the working area at locations designated by the landowner. The cost to pile excavated rock shall be included in the tender price for rock removal. If the Special Provisions or the landowner require excavated rock to be hauled away, additional payment will be considered.

Where approved by the Engineer, excavated rock may be used in place of imported riprap.

400.29 SEEDING

400.29.1 General

Contractor responsible for re-seeding as necessary for uniform catch during warranty period. Areas that remain grassed after construction may not need to be seeded unless directed otherwise by the Engineer.

400.29.2 Drainage Works and Road Allowances

All disturbed ditch banks, berms and road allowances are to be seeded at the end of the day.

The following seed mixture shall be applied at 60kg/ha using a mechanical (cyclone) spreader:

- 35% Creeping Red Fescue
- 25% Birdsfoot Trefoil
- 25% Kentucky Bluegrass
- 10% Cover Crop (Oats, Rye, Barley, Wheat)
- 5% White Clover

Provide temporary cover for late fall planting by adding an additional 10 kg/ha of rye or winter wheat.

400.29.3 Hydroseeding

Where hydroseeding is specified, disturbed areas will be restored by the uniform application of a standard roadside mix, fertilizer, mulch and water at a rate of 2,000 kg/ha and be in accordance with OPSS 804.

400.29.4 Seeding Lawns

Unless specified otherwise, lawn areas shall be seeded with Canada No. 1 lawn grass mixture applied at 300 kg/ha using a mechanical (cyclone) spreader on 100mm of topsoil. Fertilizer shall be 5:20:20 or 10:10:10 applied at 300 kg/ha. Seed and fertilizer shall be applied together. Contractor shall arrange for watering with landowners.

400.29.5 Sod

Where sod is specified, sod is to be commercial grade turfgrass nursery sod, Kentucky Bluegrass placed on 50mm of topsoil. Fertilizer shall be 5-20-20 applied at 10kg/ha. Place sod in accordance with supplier instructions. Contractor is responsible for saturating the sod with water on the day of sod placement. Subsequent watering is the responsibility of the landowner.

400.30 EROSION CONTROL BLANKETS

Erosion Control Blankets (ECB) shall be biodegradable and made of straw/coconut (Terrafix SC200, Nilex SC32 or equal) or coconut (Terrafix C200, Nilex C32 or equal) with photodegradable, double net construction. The blanket and the staples shall be supplied and installed as per OPSS 804.

Erosion control blanket shall be placed and stapled into position as per the manufacturer's installation instructions on slopes as directed by the Engineer. Blankets shall be installed in direct contact with the ground surface to form a uniform, cohesive mat over the seeded earth area. The blankets are to be single course with 150mm overlap between blankets and joints are to be staggered. The Contractor shall ensure that the ECB is anchored to the soil and that tenting of the ECB does not occur.

On slopes, when the ECB cannot be extended 1m beyond the crest of the slope, the uppermost edge of the ECB shall be anchored in a 150mm wide by 150mm deep trench. The trench shall be backfilled with earth and compacted.

400.31 SEDIMENT CONTROL**400.31.1 General**

Contractor shall install sediment control features at the downstream limits of the project and at other locations as shown on the drawings or directed by the Engineer.

Sediment control features shall be installed prior to any excavation taking place upstream of that location. The Contractor shall maintain all sediment control features throughout construction and the warranty period.

Sediment that accumulates during construction shall be removed and levelled as required.

400.31.2 Flow Check Dams**400.31.2.1 Temporary Straw Bale Flow Check Dam**

The straw bale flow check dam shall consist of a minimum of 3 bales. Each bale is to be embedded at least 150mm into the channel bottom and shall be anchored in place with 2 T-bar fence posts or 1.2m wooden stakes driven through the bale.

Straw bales shall be hauled away at the end of the warranty period. Accumulated sediments shall be excavated and levelled when the temporary straw bale flow check dam is removed.

400.31.2.2 Temporary Rock Flow Check Dam

The temporary rock flow check dam shall extend to the top of the banks so that dam overtopping does not cause bank erosion. Rock shall be embedded a minimum of 150mm into the ditch bottom and banks. No geotextile is required for temporary rock flow check dams.

Accumulated sediments shall be excavated and levelled when the temporary rock flow check dam is removed at the conclusion of the warranty period.

400.31.2.3 Permanent Rock Flow Check Dam

The requirements of temporary rock flow check dams shall apply except rock shall be placed on geotextile and the dam shall remain in place permanently.

400.31.3 Sediment Traps

400.31.3.1 General

The channel bottom shall be deepened in accordance with the dimensions provided in the Drawings or Special Provisions. If dimensions are not specified on the Drawings, the sediment trap shall be excavated within the channel cross-section at least 0.3m below the design grade.

The Contractor will monitor the sediment trap during construction and cleanout accumulated sediments as required to maintain the function of the sediment trap.

If specified to be temporary, no sediment trap maintenance is required after construction is complete.

If specified to be permanent, the contractor will clean out the sediment trap at the conclusion of the warranty period, unless directed otherwise by the Engineer.

400.31.3.2 Sediment Trap with Flow Check Dam

A permanent rock sediment trap shall include a permanent sediment trap and a rock flow check dam.

A temporary rock/straw sediment trap shall include a temporary sediment trap and a rock/straw flow check dam.

400.31.4 Turbidity Curtains

A turbidity curtain is required when there is permanent water level/flow and a sediment trap is not feasible.

Turbidity curtains shall be in accordance with OPSS 805 and installed per manufacturer's instructions.

Turbidity curtains shall be sized and anchored to ensure the bottom edge of the curtain is continuously in contact with the waterbody bed so that sediment passage from the enclosed area is prevented. The curtain must be free of tears and capable of passing the base flow from the drainage works. Turbidity curtain locations may be approved by the Engineer.

Turbidity curtains are to remain functional until work in the enclosed area is completed. Prior to relocating or removing turbidity curtains, accumulated sediment is to be removed from the drain and levelled.

Where a turbidity curtain remains in place for more than two weeks it shall be inspected for damage or clogging and replaced, repaired or cleaned as required.

400.31.5 Silt Fence

Silt fence shall be in accordance with OPSS 805.07.02.02 and OPSD 219.110 (light-duty).

400.32 GRASSED WATERWAYS AND OVERFLOW SWALES

Grassed waterways and overflow swales typically follow low ground along the historic flow route. The cross-section shall be saucer shaped with a nominal 1m bottom width, 8:1 side slopes and 300mm depth unless stated otherwise in the Special Provisions.

All grassed waterways are to be permanently vegetated. Grassed waterways shall be seeded with the following permanent seed mixture: 50% red fescue, 45% perennial ryegrass and 5% white clover, broadcast at 80 kg/ha. Fertilizer to be 7-7-7 applied at 80 kg/ha.

Provide temporary cover for late fall planting by adding an additional 10 kg/ha of rye or winter wheat.

Overflow swales may be cropped using conventional farming practice.

400.33 BUFFER STRIPS

Open drains shall include minimum 3m wide, permanently vegetated buffer strips on each side of the drain. Catchbasins shall include a minimum 1m radius, vegetated buffer strip around the catchbasin.

Cultivation of buffer strips using conventional farming practice may be undertaken, provided sediment transport into the drain is minimized.

400.34 MAINTENANCE CORRIDOR

The maintenance corridor along the route of the drain, as established in the report, shall be kept free of obstructions, ornamental vegetation and structures. When future maintenance is undertaken, the cost of removing such items from the corridor shall be assessed to the landowner.

400.35 POLLUTION

The Contractor shall keep their equipment in good repair. The Contractor or any landowner shall not spill or cause to flow any polluted material into the drain that is not acceptable to the MECP. The local MECP office and the Engineer shall be contacted if a polluted material enters the drain. The Contractor shall refill or repair equipment away from open water. If the Contractor causes a spill, the Contractor is responsible to clean-up the spill in accordance with MECP clean-up protocols.

400.36 SPECIES AT RISK

If a Contractor encounters a known Species At Risk designated by the MECP, MNRF or DFO, the Contractor shall notify the Engineer immediately and follow the Ministry's guidelines for work around the species.

STANDARD SPECIFICATIONS

FOR

OPEN DRAINS

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410.1 DESCRIPTION

Work under this item shall include the supply of labour, equipment and materials required for: channel excavation to the cross-section specified, leveling or disposal of all excavated material (spoil) as directed, reconstruction of all intercepted drains as required and any other items related to open drain construction as required by the Schedule of Tender Prices, Special Provisions or the Drawings.

410.2 MATERIALS

Refer to Section 400, Standard Specifications for Drain Construction for any materials required for open drain construction.

410.3 CONSTRUCTION**410.3.1 Excavation**

The bottom width and the side slopes of the ditch shall be as shown on the profile drawing. If the channel cross-section is not specified in the Special Provisions it shall be a 1m bottom width with 1.5m horizontal to 1m vertical (1.5:1) bank slope. At locations along the drain where the specified side slopes change there shall be a transitional length of not less than 5m between the varying side slopes. At locations along the drain where the specified bottom width changes there shall be a transitional length of not less than 5m. In all cases there shall be a smooth transition between changes in any part of the channel cross-section. Where the bottom width of the existing ditch matches the specified bottom width, ditch excavation shall be completed without disturbing existing banks.

410.3.2 Low Flow Channels

Unless specified otherwise in the Special Provisions, all intermittent open drains with a bottom width greater than 1.8m and a grade less than 0.07%, shall have a low flow channel. The bottom of the low flow channel shall be the grade shown on the profiles.

The low flow channel shall have a U-shaped cross-section with an average top width of 0.5m and a minimum depth of 0.3m. The low flow channel will not be seeded and may meander along the main channel bottom provided it remains at least .3m from the toe of main channel bank slope.

410.3.3 Line

The drain shall be constructed according to the alignment shown on the drawings or shall follow the course of the existing ditch. All bends shall have a minimum inside radius of 2m. There shall be a smooth transition between changes in the channel alignment. The Contractor shall contact the Engineer before removing any bends or irregularities in an existing ditch.

410.3.4 Grade Control

The profile shows the grade line for the bottom of the ditch. Cuts may be shown on the profile from the existing top of bank and/or from the existing ditch bottom to the new ditch bottom. These cuts are shown for the convenience of the Contractor and are not recommended for quantity estimate or grade control. Accurate grade control must be maintained by the Contractor during ditch excavation. The ditch bottom elevation should be checked every 50 metres and compared to the elevation on the profile.

Benchmarks are identified on the Contract Drawings. The Engineer will confirm all benchmark elevations prior to construction.

410.3.5 Variation from Design Grade

A variation of greater than 25mm above the design grade line may require re-excavation. Excavation below design grade up to 150mm is recommended so that sediment accumulation during or following excavation will not place the ditch bottom above the design grade at completion. Under some circumstances the Engineer may direct that over excavation greater than 200mm will have to be backfilled. No additional payment will be made if backfilling is required to remedy over excavation.

410.3.6 Excavated Material

Excavated material (spoil) shall be deposited on either or both sides of the drain within the specified working area as directed in the Special Provisions. The Contractor shall verify the location for the spoil with each landowner before commencing work on their property. If not specified, spoil shall be placed on the low side of the ditch or opposite trees and fences. The spoil shall be placed a minimum 1m from the top of the bank. No excavated material shall be placed in tributary drains, depressions, or low areas such that water is trapped behind the spoil bank. Swales shall be provided through the leveled or piled spoil at approximately 60m intervals to prevent trapping water behind the spoil bank.

The excavated material shall be placed and leveled to a maximum depth of 250mm; unless otherwise instructed. If excavating more than 450mm topsoil shall be stripped, stockpiled separately and replaced over the leveled spoil, unless stated otherwise in the Special Provisions. The edge of the spoil bank furthest from the ditch shall be feathered down to existing ground. The edge of the spoil bank nearest the ditch shall have a maximum slope of 2:1. The material shall be leveled such that it may be cultivated with conventional equipment without causing undue hardship on farm machinery.

Wherever clearing is necessary prior to leveling, the Contractor shall remove all stumps and roots from the working area. No excavated material shall cover any logs, brush or rubbish of any kind. Large stones in the leveled spoil that are greater than 300mm in diameter shall be moved to the edge of the spoil bank nearest to the ditch but in general no closer than 1m to the top of bank.

Lateral channels that outlet into the drain shall be tapered over a distance of 10m to match the grade of drain excavation. No additional payment will be made for this work.

Where the elevation difference between the lateral channel and the drain is greater than 450mm, a rock chute or similar bank protection approved by the Engineer shall be provided. Additional payment may be allowed for this work.

Where it is specified to straighten any bends or irregularities in the alignment of the ditch or to relocate any portion of an existing ditch, the excavation from the new cut shall be used for backfilling the original ditch. Regardless of the distance between the new ditch and old ditch, no additional payment will be allowed for backfilling the existing ditch.

The Contractor shall contact the Engineer if a landowner indicates in writing that spoil on the owner's property does not need to be leveled. The Engineer may release the Contractor from the obligation to level the spoil and the Engineer shall determine the credit to be applied to the Contractor's payment. No additional compensation is provided to the owner if the spoil is not leveled.

The Engineer may require the Contractor to obtain written statements from any or all of the landowners affected by the leveling of the spoil. Final determination on whether or not the leveling of spoil meets the specification shall be made by the Engineer.

410.3.7 Excavation at Existing Bridge and Culvert Sites

The Contractor shall excavate the drain to the specified depth under all bridges and to the full width of the structure unless specified otherwise in the Special Provisions. All necessary care and precautions shall be taken to protect permanent structures. Temporary bridges may be removed and left on the bank of the drain. In cases where the design grade line falls below the top of footings, the Contractor shall take care to not over-excavate below the grade line. The Contractor shall notify the Engineer if excavation of the channel exposes the footings of the bridge or culvert, so the Engineer can make an evaluation.

The Contractor shall clean through all pipe culverts to the grade line and width specified on the profile. The Contractor shall immediately contact the Engineer after a culvert cleanout if it is found that the culvert bottom is above the grade line or where the structural integrity of the culvert is questionable.

Material resulting from cleanout through bridges or culverts shall be levelled on the adjacent private lands or hauled offsite at the expense of the bridge/culvert owner.

410.3.8 Bridges and Culverts

The size and material for any new ditch crossings shall be as outlined in the Special Provisions.

For culvert installation instructions, refer to the General Specifications for Drain Construction and the Drawings.

Any crossings assembled on-site shall be assembled in accordance with the manufacturer's specifications.

If directed on the drawings that the existing crossing is to be salvaged for the owner, the Contractor shall carefully remove the existing crossing and place it beside the ditch or haul to a location as specified by the owner. If the existing crossing is not to be saved then the Contractor shall remove and dispose of the existing crossing. Disposal by burying on-site must be approved by the Engineer and the owner.

All new pipe crossings shall be installed at the invert elevations as specified on the Drawings, usually a minimum of 50mm below design grade. If the ditch is over excavated greater than 200mm below design grade the Contractor shall confirm with the Engineer the elevations for installation of the new pipe crossing.

For backfill and surface restoration, refer to the General Specifications for Drain Construction and the Drawings.

Installation of private crossings during construction must be approved by the Engineer.

410.3.9 Obstructions

All trees, brush, fallen timber and debris shall be removed from the ditch cross-section and as required for spreading of the spoil. The roots shall be left in the banks if no bank excavation is required as part of the new channel excavation. In wooded or heavily overgrown areas all cleared material may be pushed into piles or rows along the edge of the cleared path and away from leveled spoil. All dead trees along either side of the drain that may impede the performance of the drain if allowed to remain and fall into the ditch, shall be removed and put in piles, unless directed otherwise by the Engineer.

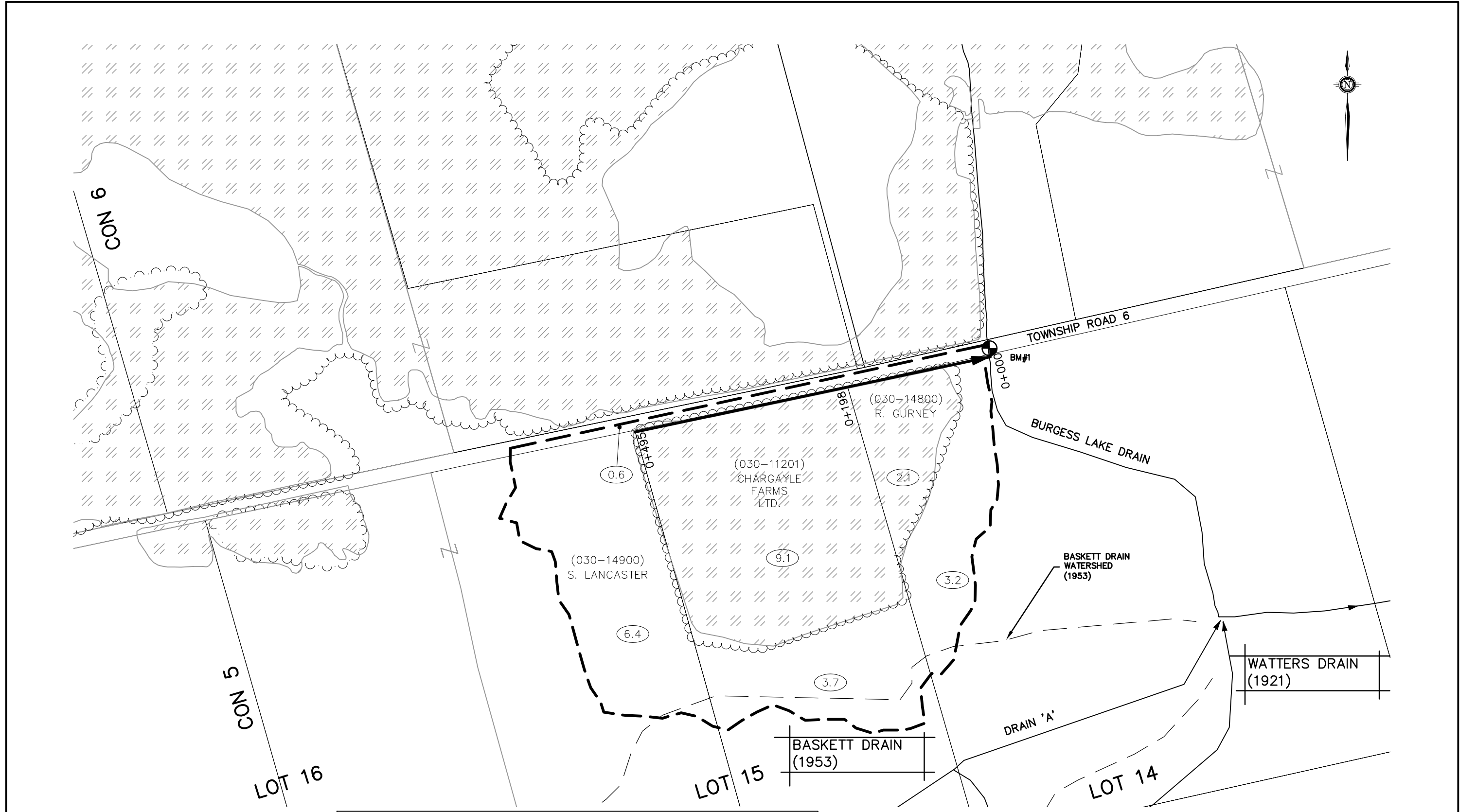
410.3.10 Tile Outlets

The location of all existing tile outlets may not be shown on the profile for the drain. The Contractor shall contact each owner and ensure that all tile outlets are marked prior to commencing excavation on the owner's property. If a marked tile outlet or the tile upstream is damaged due to construction, it shall be replaced at the Contractor's expense. Additional payment will be allowed for the repair or replacement of any unmarked tile outlets encountered during excavation. In all cases, if an existing tile outlet requires replacement the Contractor shall confirm the replacement tile outlet with the Engineer. Where riprap protection exists at any existing tile outlet such protection shall be removed and replaced as necessary to protect the outlet after reconstruction of the channel.

If any tile outlet becomes plugged as a result of construction, the Contractor shall remove the obstruction.

410.3.11 Completion

At the time of final inspection, all work in the contract shall have the full dimensions and cross-sections specified.



BM#1
 CUT 'X' TOP CENTRE 1800mm#
 CSP D/S END S/SIDE ROAD 6
 ELEV. 290.276m

THE POSITION OF POLE LINES, CONDUITS, WATERMAINS, SEWERS AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS, AND, WHERE SHOWN, THE ACCURACY IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL BE INFORMED OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES, AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

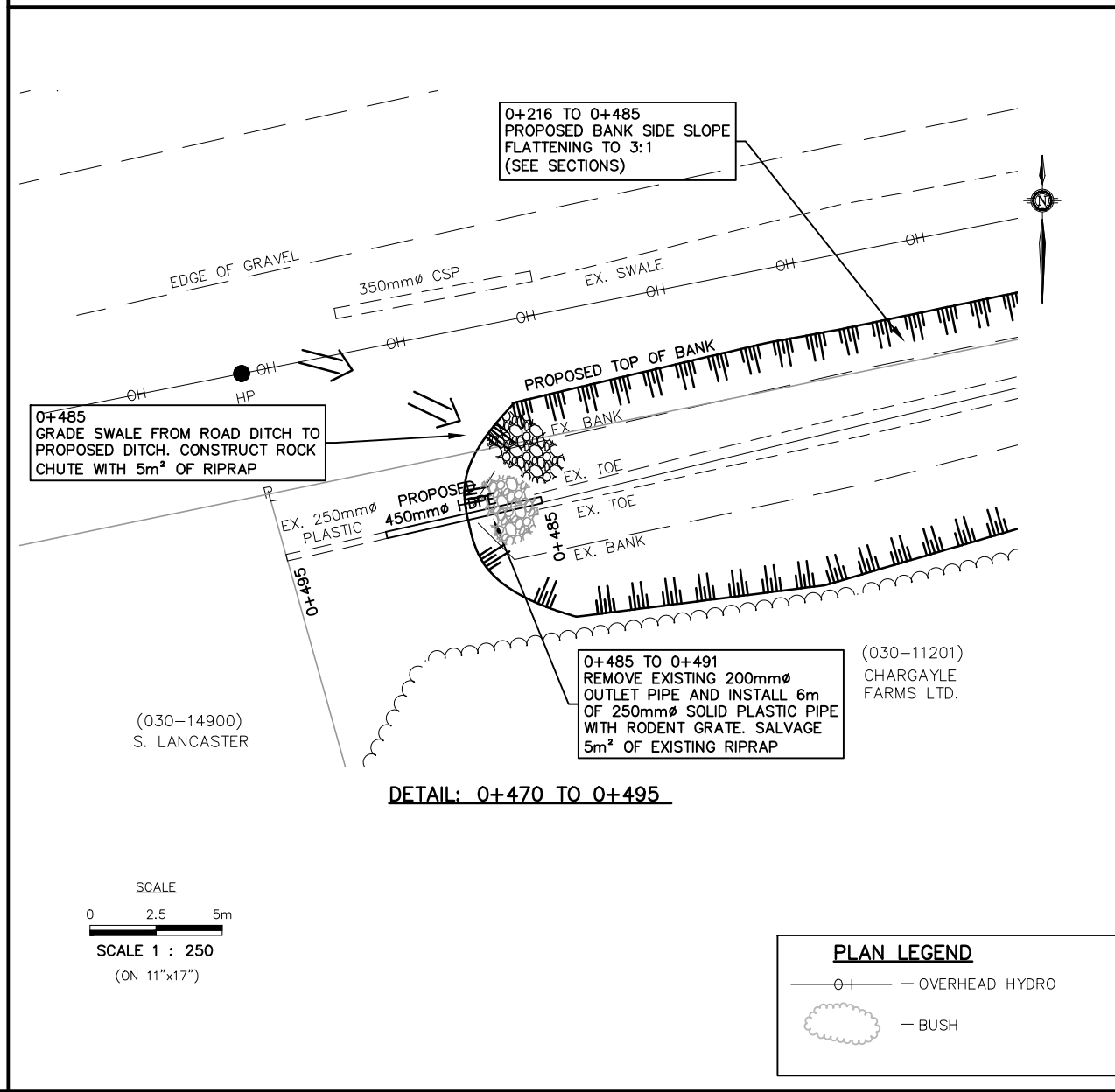
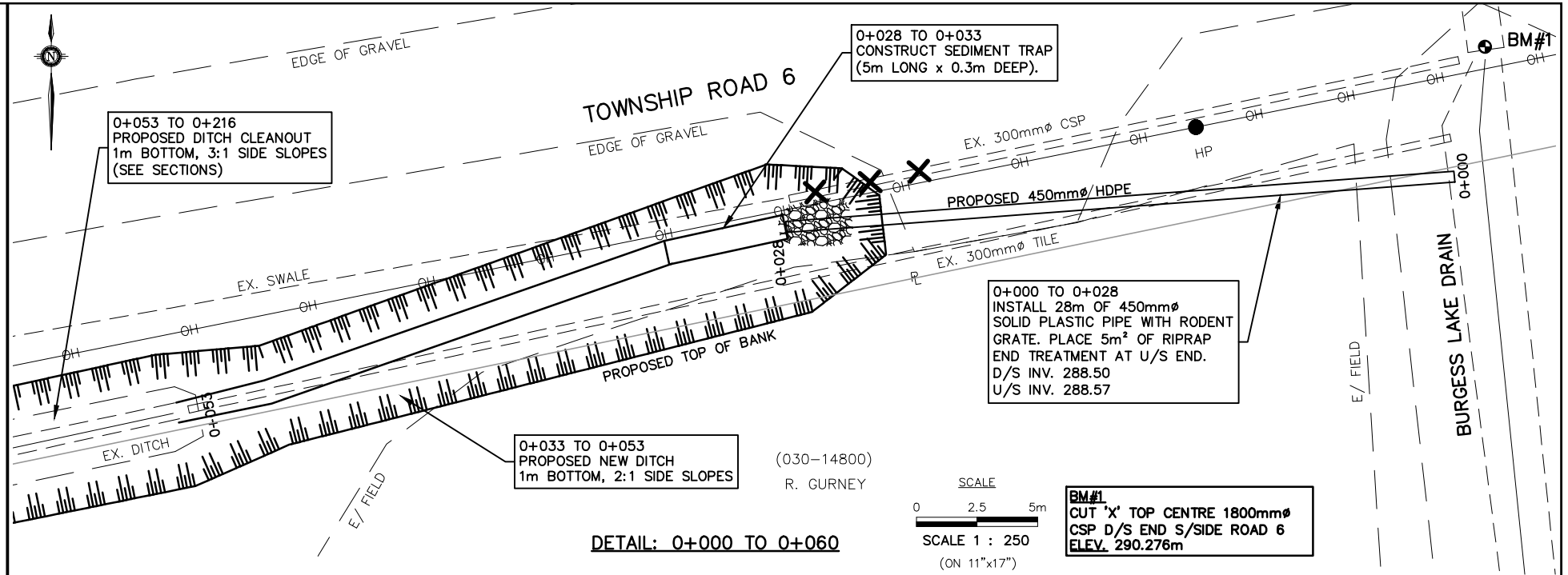
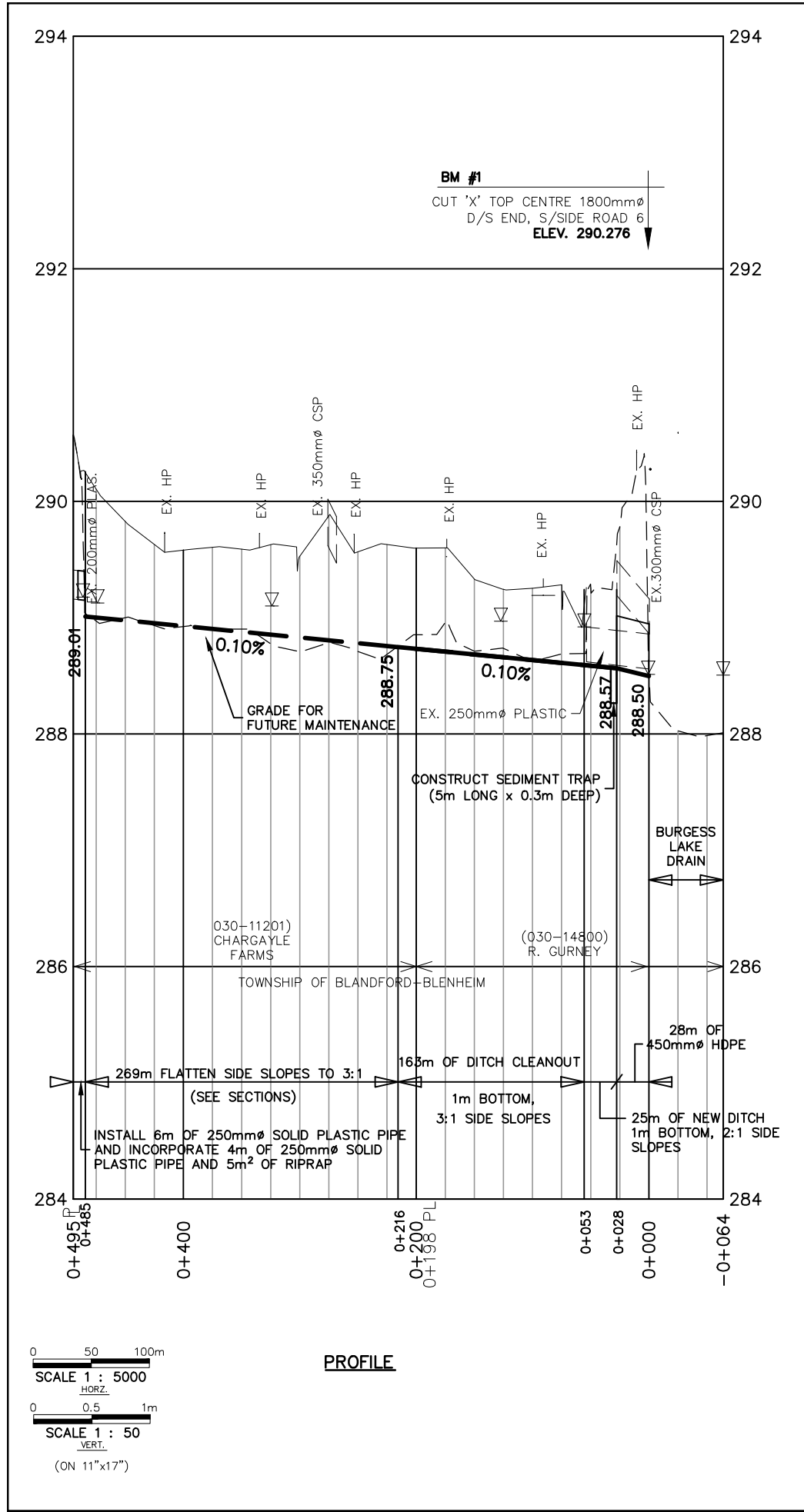
PLAN LEGEND	
	WATERSHED
	BASKETT DRAIN WATERSHED (1953)
	PROPOSED WORK OR INCORPORATION
	EXISTING DRAIN
	ACCESS
	GRCA REGULATED AREA
	DENOTES PROPERTY OWNERSHIP ON BOTH SIDES OF LOT LINE
	APPROXIMATE HECTARES IN WATERSHED
	ASSESSMENT ROLL NUMBER
	BUSH

DESIGNED BY: C.J.M.
 CHECKED BY: C.J.M.
 DRAWN BY: T.B.J.
 CHECKED BY: C.J.M.



SCALE
 0 50 100m
 (1:5,000 ON 11"x17")

HOLDSWORTH DRAIN 2021	
COUNTY OF OXFORD	TOWNSHIP OF BLANDFORD-BLENHEIM
WATERSHED PLAN	JULY 8, 2021
 K. SMART ASSOCIATES LIMITED CONSULTING ENGINEERS AND PLANNERS KITCHENER SUDBURY	REVISED:
	JOB NUMBER: 20-260
	DRAWING 1 OF 5



300) SPECIAL PROVISIONS

300.1) CONSTRUCTION SPECIFICATIONS—SPECIFIC NOTES

R. GURNEY (ROLL NO. 030-14800)

0+000 TO 0+028 —INSTALL 28m OF 450mm SOLID PLASTIC PIPE WITH RODENT GRATE AT OUTLET. PLACE 5m² OF RIPRAP END TREATMENT ON U/S END OF CULVERT.
—REMOVE AND DISPOSE AS MUCH AS POSSIBLE OF EX. 300mm CSP WITHOUT DISTURBING HYDROPOLE (AT LEAST PAST PROPOSED DITCH). BREAK UP AND BURY EXISTING 300mm CONC. TILE
—RESTORE ACCESS LANEWAY TO EXISTING CONDITIONS.

0+028 TO 0+053 —25m OF NEW DITCH EXCAVATION, 1m WIDE BOTTOM; 2:1 SIDE SLOPES. MATERIAL TO BE LEVELED ALONG NORTH BANK UP TO BANK OF ROAD, OR ON EDGE OF BUSH/FIELD TO WEST. SEED BANKS.
—BREAK UP AND BURY EXISTING 300mm CONC. TILE
—CONSTRUCT SEDIMENT TRAP (5m LONG x 0.30m DEEP).

0+053 TO 0+198 —145m OF DITCH CLEANOUT, 1m BOTTOM; 3:1 SIDE SLOPES. EXISTING AND PROPOSED SPOIL TO BE LEVELED ON SOUTH BANK. SEED BANKS.

CHARGAYLE FARMS (ROLL NO. 030-14800)

0+198 TO 0+216 —18m OF DITCH CLEANOUT, 1m BOTTOM; 3:1 SIDE SLOPES. EXISTING AND PROPOSED SPOIL TO BE LEVELED ON SOUTH BANK. SEED BANKS.

0+216 TO 0+485 —269m FLATTEN DITCH SIDE SLOPES TO 3:1. EXISTING AND PROPOSED SPOIL TO BE LEVELED ON SOUTH BANK. SEED BANKS.

0+485 TO 0+495 —REMOVE EX. 6m OF 200mm. INSTALL 6m OF 250mm SOLID PLASTIC PIPE WITH RODENT GRATE.
—GRADE SWALE FROM ROAD DITCH TO PROPOSED HOLDSWORTH DRAIN DITCH. CONSTRUCT ROCK CHUTE WITH 5m² OF RIPRAP. SEED DISTURBED AREAS.
—4m OF EXISTING 250mm SOLID PLASTIC PIPE AND 5m² OF RIPRAP TO BE INCORPORATED AS PART OF DRAIN FOR FUTURE MAINTENANCE.

DESIGNED BY: C.J.M.		AS SHOWN
CHECKED BY: C.J.M.		
DRAWN BY: T.B.J.		
CHECKED BY: C.J.M.		

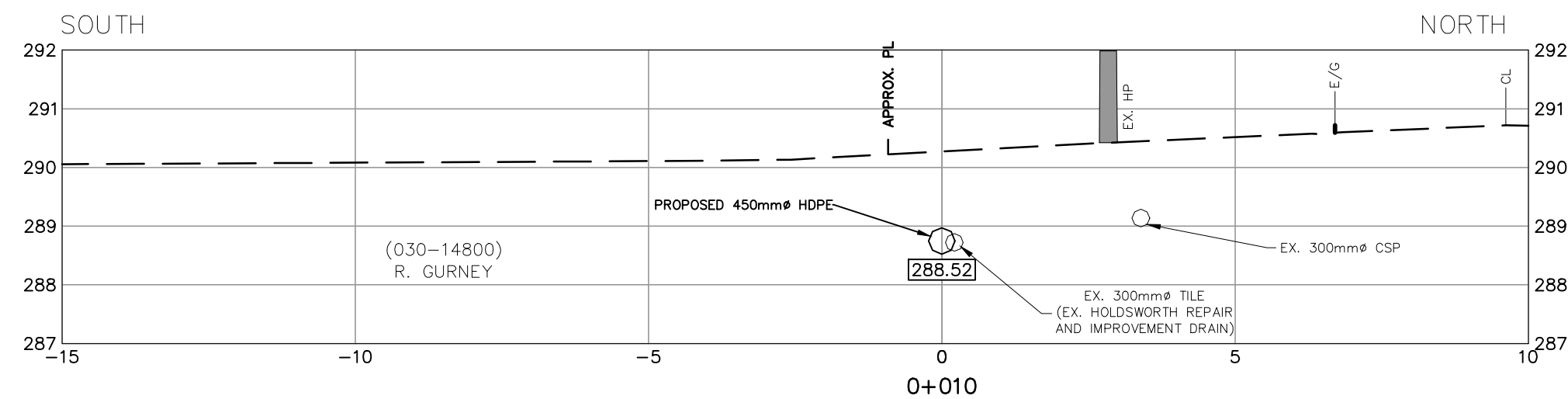
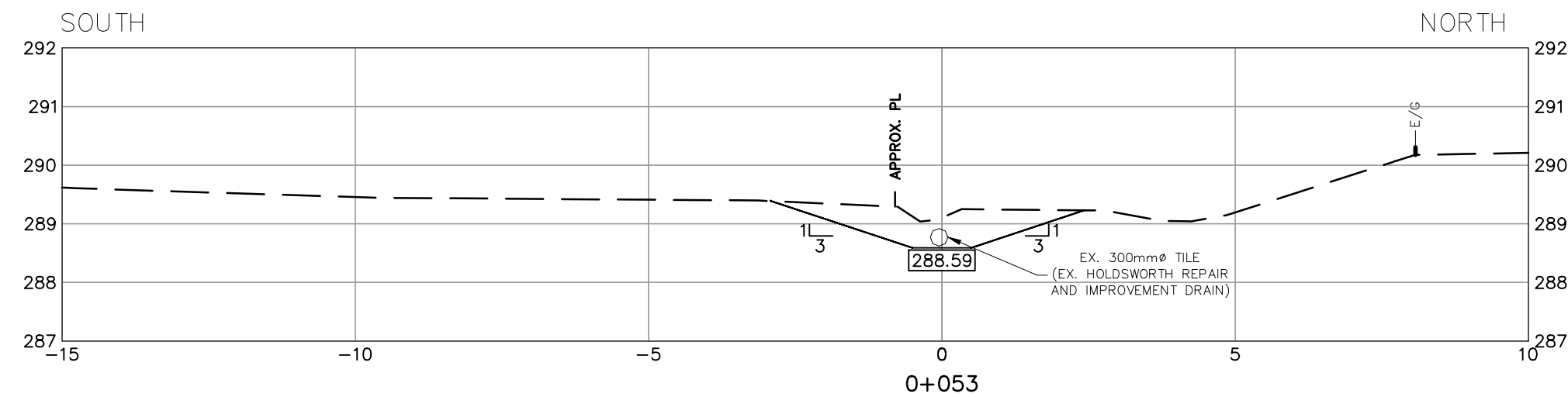
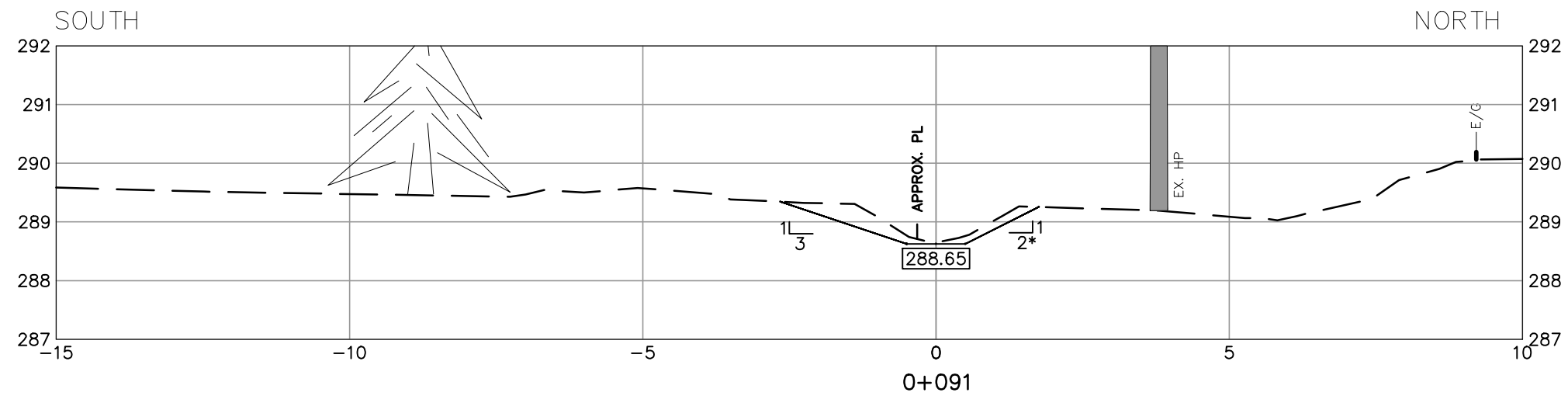
HOLDSWORTH DRAIN 2021

COUNTY OF OXFORD TOWNSHIP OF BLANDFORD-BLENHEIM

PROFILE AND DETAILS	JULY 8, 2021
K. SMART ASSOCIATES LIMITED CONSULTING ENGINEERS AND PLANNERS KITCHENER SUDBURY	REVISED: JOB NUMBER: 20-260 DRAWING 2 OF 5

NOTES:

1. TYPICAL SECTION TO BE 1.0m BOTTOM WIDTH, 3:1 SIDE SLOPES.
2. EXCAVATION NOT TO BE WITHIN 1.5m OF HYDRO POLES.
*SIDE SLOPES AT HYDRO POLES CAN BE ADJUSTED TO 2:1 OR AS REQUIRED.
3. SPOIL TO BE GENERALLY SPREAD ON SOUTH BANK, WITH BANKS TO BE SEEDED. SEE NOTES ON DRAWING 2. SEE STANDARD SPECIFICATION FOR OPEN DRAINS: 410.3.6



DESIGNED BY: C.J.M.
 CHECKED BY: C.J.M.
 DRAWN BY: T.B.J.
 CHECKED BY: C.J.M.



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 SCALE 1 : 100
 (ON 11"x17")

HOLDSWORTH DRAIN 2021
 COUNTY OF OXFORD TOWNSHIP OF BLANDFORD-BLENHEIM

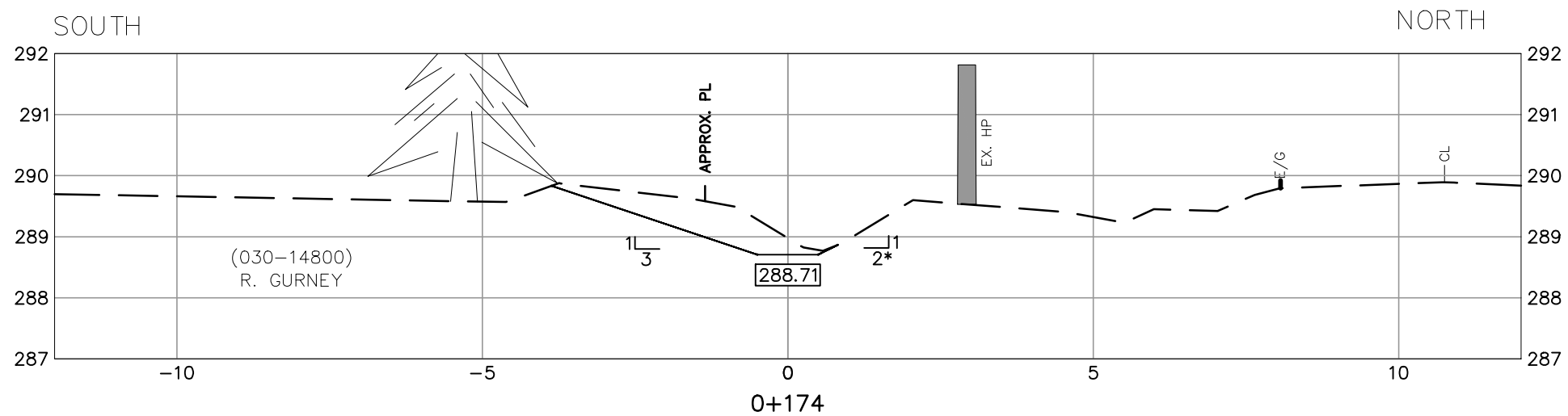
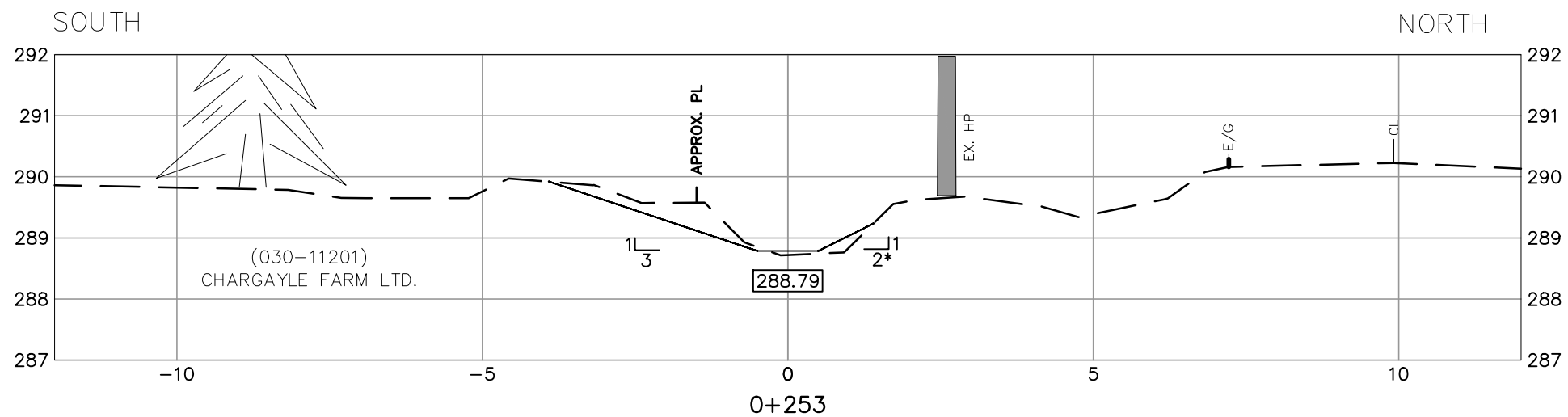
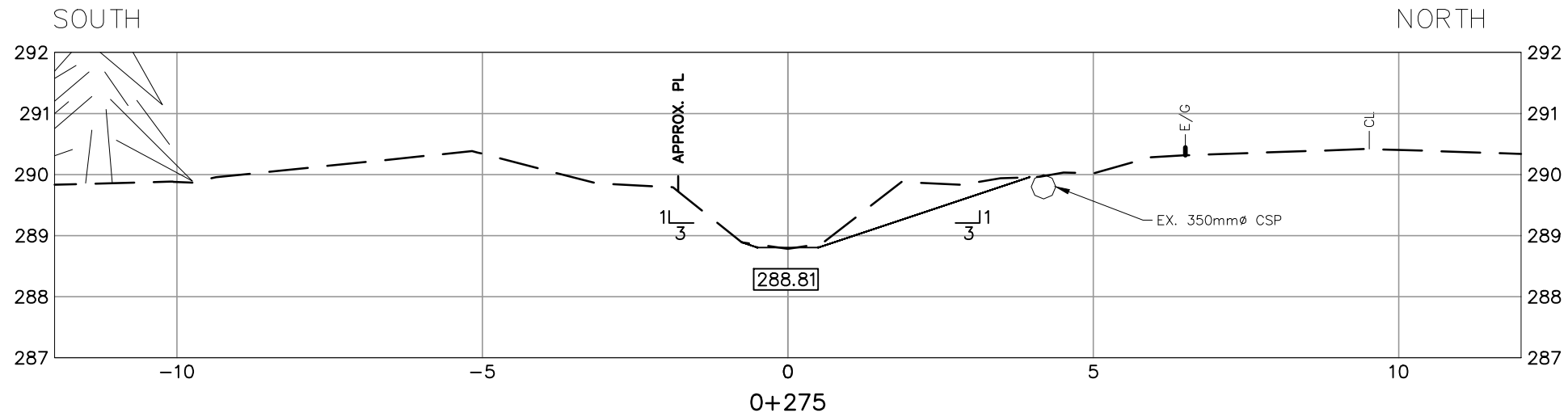
SECTIONS JULY 8, 2021

KS K. SMART ASSOCIATES LIMITED
 CONSULTING ENGINEERS AND PLANNERS
 KITCHENER SUDBURY

REVISED:
 JOB NUMBER: 20-260
 DRAWING
3 OF 5

NOTES:

1. TYPICAL SECTION TO BE 1.0m BOTTOM WIDTH, 3:1 SIDE SLOPES.
2. EXCAVATION NOT TO BE WITHIN 1.5m OF HYDRO POLES.
*SIDE SLOPES AT HYDRO POLES CAN BE ADJUSTED TO 2:1 OR AS REQUIRED.
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 COUNTY OF OXFORD TOWNSHIP OF BLANDFORD-BLENHEIM

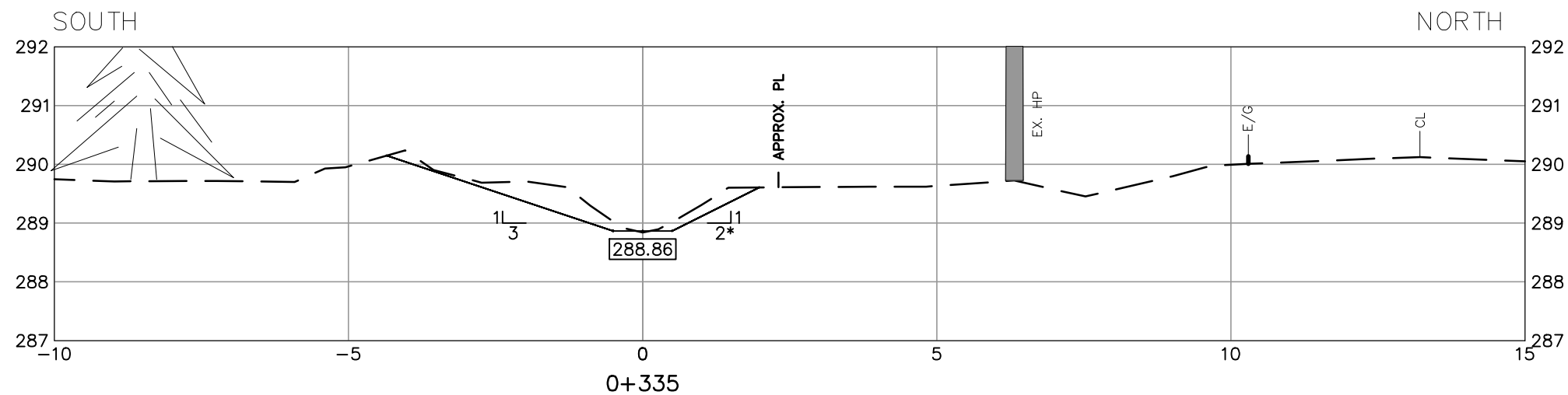
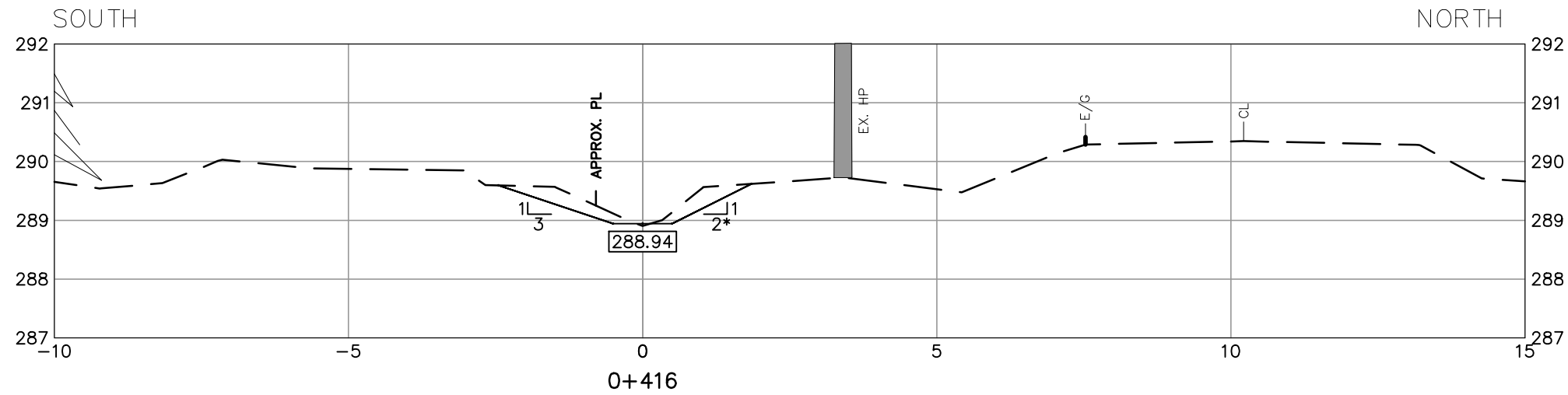
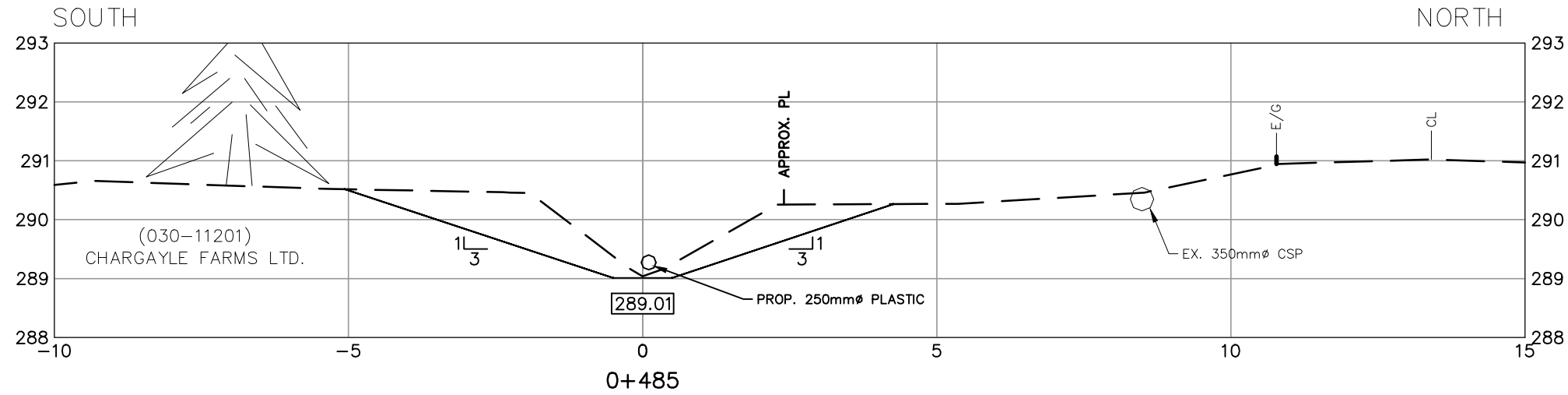
SECTIONS JULY 8, 2021

lg K. SMART ASSOCIATES LIMITED
 CONSULTING ENGINEERS AND PLANNERS
 KITCHENER SUDBURY

REVISED:
 JOB NUMBER: 20-260
 DRAWING
4 OF 5

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HOLDSWORTH DRAIN 2021
 COUNTY OF OXFORD TOWNSHIP OF BLANDFORD-BLENHEIM

SECTIONS JULY 8, 2021

lg K. SMART ASSOCIATES LIMITED
 CONSULTING ENGINEERS AND PLANNERS
 SUDBURY

REVISED:
 JOB NUMBER: **20-260**
 DRAWING
5 OF 5

To: Mayor and Members of Blandford Blenheim Council

From: Oxford County, Community Planning Office

Official Plan Review - Phase 1, Agricultural Policies – Proposed Policy Directions & Project Update

REPORT HIGHLIGHTS

- County planning staff are currently in the process of reviewing and updating the agricultural policies in the Official Plan as part of a first phase of a broader Official Plan review.
- The primary purpose of this review is to identify any updates to the policies that may be required to ensure they are consistent with relevant Provincial legislation, plans, policies, and guidelines, as required by the Planning Act, including changes made to the Provincial Policy Statement (PPS), 2020. However, revisions to improve overall intent, clarity, and implementation, and to better reflect local goals and objectives are also being proposed.
- This report provides highlights of the key changes to the agricultural policies currently being proposed by County planning staff as a result of their review to date. This summary is intended to serve as the basis for obtaining initial feedback from Township councils on the proposed policy direction prior to releasing a draft official plan amendment for formal public and agency consultation.
- Comprehensive agency and public consultation is being proposed as part of the required Official Plan amendment application process, including further consultation with and opportunity for input from Township Council.

DISCUSSION

Background

The Planning Act requires that municipalities review and revise their Official Plan policies to ensure they have regard to matters of Provincial interest listed in the Act and are consistent with policy statements issued under Section 3(1) of the Act (e.g. Provincial Policy Statement), including any associated guideline documents. Further, the Official Plan policies should reflect any new and/or updated land use related legislation and regulations that are applicable. The more significant land use related legislative and policy changes (e.g. Planning Act amendments, PPS updates, Permitted Use Guidelines) have generally been communicated to Council through staff reports at the time they were proposed and/or enacted.

To address this Planning Act requirement, Planning staff have been reviewing the County's Official Plan policies to identify areas that may be in need of update to ensure consistency with current planning related legislation, policies, guidelines and regulations. A key focus of this review to date has been the County's agricultural policies. Planning staff had previously proposed to initiate any necessary updates to the agricultural policies a few years ago, however, the process was postponed to allow for consideration of updates to the Provincial Policy Statement (PPS) in 2020, and associated guidelines that were subsequently announced by the Province as well as address emerging growth pressures (i.e. completing growth forecasts and other planning related studies and initiatives necessary to address higher than anticipated growth).

As part of the consultation process on the above noted PPS updates, the County and Area Municipalities had requested a number of revisions to the Province's agricultural policies to provide additional flexibility for implementing a number of desired local policy approaches (e.g. splitting of existing rural residential zoned lots, lot creation for natural heritage protection purposes etc.). Unfortunately, with the exception of the release of some new/updated Provincial guidance, none of the requested changes to the Provincial land use policy direction for prime agricultural areas resulted from that process. With the PPS, 2020 and most of the anticipated agricultural related Provincial guidance documents (e.g. Permitted Uses in Prime Agricultural Areas, Minimum Distance Separation, Agricultural Impact Assessments etc.) now in place or released in draft, reviewing and updating Oxford's agricultural policies is a key priority.

The proposed amendments to the agricultural policies are part of the first phase of the County's current Official Plan review process. It is expected that future phases of the Official Plan review will focus on policy areas such as natural heritage resources and natural hazards, settlement uses (urban and rural), infrastructure and public services, and implementation measures etc. Although the primary purpose of an Official Plan review is to ensure the policies are consistent with current Provincial legislation, plans and policies, a number of revisions to the agricultural policies are also being proposed to improve the overall structure, simplify and/or clarify existing policy direction and intent, and better reflect local goals and objectives and preliminary stakeholder feedback.

Other Background Review and Preliminary Consultation

In addition to review of relevant legislation, regulations, policies and guidelines as noted above, Planning staff have also completed research and review of various documents, reports, data and other information related to the agricultural policies including, but not limited to:

- Official Plan policies from other municipalities with similar land use contexts (e.g. prime agricultural areas with a mix of urban and rural settlements), particularly those that have been recently reviewed and approved by the Province;
- Relevant planning applications and related local and Ontario Municipal Board/Local Planning Appeal Tribunal decisions;
- Review of various related studies, research reports, presentations and other materials; and
- GIS analysis of spatial data and related information (e.g. land use, parcel sizes, zoning, environmental constraints etc.)

Preliminary consultation with Provincial, Conservation Authority, County and Area Municipal staff and other stakeholder groups (i.e. Agricultural and Planning Advisory Committee) has also been undertaken to obtain initial feedback and insight on potential policy options and directions.

Oxford's Agricultural Policy and Approach

The County's Official Plan serves as the Official Plan for both the County and the eight Area Municipalities within the County and, as such, the policies contained in the Plan are considerably more detailed and comprehensive than those contained in many other Official Plans. Although this format can be somewhat more involved and time consuming to update, it also allows for the higher level Provincial policy direction contained in the PPS to be more specifically tailored to reflect local goals and objectives, provided such local policies remain consistent with the requirements of the PPS.

In this regard, Planning staff are now in the process of pre-consulting with the Townships on the updates to the agricultural policies currently being proposed with the goal of finalizing a consultation draft of the proposed updated policies and initiating the formal Official Plan Amendment process and associated public and agency consultation this fall.

The following sections of this report provide an overview of the key agricultural policy changes currently being proposed by Planning staff. This information is intended to provide an initial basis for obtaining feedback from Township Council on the proposed policy directions that can be reviewed and considered by Planning staff prior to releasing a formal draft of the Official Plan amendment for public and agency consultation purposes. There will be further opportunities for Area Municipal review and input as part of the proposed formal consultation process on the draft amendment (i.e. prior to presenting any 'final' draft amendments to County Council for approval).

Protecting agriculture for the long term

The County's agricultural policies generally apply to all lands located outside of designated settlements, which comprise approximately 87% of the County's total land area. As such, in Oxford County, these policies are particularly important for ensuring that the overall use of land in the County is sustainably managed.

It is also important to note the importance of Oxford's agricultural sector, both locally and Provincially, due to factors such as:

- the size and quality of the agricultural land base;
- favorable climate and high crop yields;
- the large percentage of higher grossing farms and the level of capital investment per farm;
- size, type and productivity of agriculture operations;
- impact on local and Provincial economies (employment, assessment, expenditures etc.); and
- being highly accessible to both Canadian and US markets

The above points to the importance of Oxford continuing to maintain strong agricultural policies to protect its agricultural systems and resources for the long term so that agriculture can continue to thrive.

Unfortunately, the best farmland is often located near larger population centres which often results in enormous pressure for that land to be divided into smaller lots/fragmented and/or developed for non-agricultural uses.

Most non-agricultural uses are not compatible with agriculture, do not support or contribute to agricultural operations, and do not generally need to be located outside of a settlement (e.g. simply desire larger parcels, cheaper land, lower taxes/fees, rural setting, less scrutiny/regulation). Over time, the cumulative impacts from such uses can negatively impact the continued viability of agricultural operations/areas by increasing operational pressures and constraints resulting from:

- Land price competition, fragmentation, traffic, vandalism, crop damage, manure handling restrictions, setbacks for livestock facilities etc.
- Complaints regarding noise, dust, odour, chemical use, hours of operation etc.

Once agricultural lands are lost to non-agricultural use, they rarely return. Establishing appropriate land use policies for agricultural areas can help to avoid or mitigate many of the potential negative pressures on agricultural operations/areas that can result from such uses and help to ensure agricultural operations can maintain the flexibility to adapt and thrive. To this end, Planning staff are currently in the process of reviewing the County's agricultural policies to ensure they remain current and effective and, to the extent possible, tailored to the County's specific land use context.

The existing agricultural policies within the Official Plan are largely consistent with the 2020 PPS, including placing a strong emphasis on ensuring the County's prime agricultural areas are protected for long-term use for agriculture, preventing further land fragmentation and limiting the establishment of new non-agricultural uses. However, the County's policies will require and/or benefit from, a number of revisions to reflect the updated agricultural policies contained in the 2020 PPS, including:

- A revised definition of 'agricultural uses' that includes reference to 'value retaining facilities',
- new and updated definitions to address 'on-farm diversified use', 'agri-tourism uses' and 'agriculture-related uses' as defined by the PPS, 2020 which provide increased flexibility for municipalities to establish policies to allow for such uses in prime agricultural areas.

A number of updates to the County's agricultural policies are also being proposed to reflect various Provincial guidelines related to agricultural land use, including:

- **Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas** which provide detailed guidance on the Province's expectations with respect to the implementation of the agricultural use policies contained in the PPS;
- **Guidance for Agricultural Impact Assessments** (draft) which outlines the recommended process for assessing the impacts and appropriateness of non agricultural uses and settlement area expansions from an agricultural use perspective; and
- **Minimum Distance Separation Formulae** which establishes the setbacks required between livestock facilities and sensitive land uses (i.e. residential, ICI, settlement areas etc.)

As part of this review, Planning staff are proposing comprehensive updates to the County's agricultural policies to:

- ensure they comply with applicable legislation and are consistent with the updated policies of the 2020 PPS and related guidelines as noted above;
- reflect local goals and objectives and address various issues and considerations identified through background policy research and preliminary consultation; and

- improve the readability and clarity of the policies and reduce repetition.

The general intent of the agricultural policies and proposed revisions is to continue to protect prime agricultural areas for long-term agricultural use, support viable and sustainable agriculture, and ensure the vitality of rural settlements, while also providing increased opportunities to establish rural and agriculture-related businesses and maintain rural populations, where appropriate.

Key highlights of proposed policy changes

The summary below is a general overview of the proposed policy updates. A more detailed summary of the proposed policy updates is provided in Attachment 1 (slide deck) and Attachment 2 (policy summary table) of this report.

Agricultural uses

- Revise the agricultural policies to clarify that '*agricultural uses*' include '*value retaining facilities*' where they exclusively serve the farm operation they are located on; and
- Clarify the review criteria for establishing additional on-farm dwellings and, in particular, the criteria for permanent dwellings.

Agricultural lot creation

- Recognizing that Provincial direction on minimum agricultural lot size in this area of the Province is 40 ha (100 ac), staff are proposing to maintain the current 30 ha (75 acre) minimum in the Plan, but remove the option to consider creation of smaller lots through submission of a farm plan;
- Clarify the development review criteria for agricultural consents (e.g. flexibility, suitability, fragmentation, tillable area and environmental considerations).

Existing Undersized Agricultural Parcels

- Replace the requirements to demonstrate farm viability prior to allowing for the construction of agricultural buildings and/or accessory dwellings on existing undersized agricultural lots with new policies that would allow for the construction of a dwelling on a small portion of an existing undersized agricultural lot (e.g. <16 hectares in area), provided the remainder of the lands are consolidated with an abutting farm parcel and various other review criteria are met; and
- Establish appropriate review criteria to ensure the portion of the undersized agricultural parcel proposed for residential purposes is sized and located so as to minimize the impacts on agriculture.

Home Occupations and On-Farm Diversified Uses

- New policies are proposed to provide greater flexibility for farmers to establish a small business or home industry, value retaining/value added agricultural facility, smaller scale agricultural related use, or farm-based tourism use as a secondary use on their farm.
- Home occupations (i.e. small scale business uses accessory to a residential use) are proposed to be permitted as of right on any lot which contains a dwelling, subject to the scale of the use and any applicable zoning requirements.

- The on-farm diversified use policies will establish permitted use, size, scale and locational criteria to ensure such uses remain secondary to the principal agricultural use on the lot (e.g. secondary to a legitimate, full-time farming operation, not just any business established on a farm), are compatible with agricultural operations, are appropriate for rural level services, and do not undermine or conflict with the employment and service function of rural settlement areas.
- Further details are provided in Attachment 2.

Agriculture-related uses

- Updating policies to provide greater flexibility for agriculture-related commercial and industrial operations to be established in prime agricultural areas to support local farm operations through the provision of direct products and services, where a location in close proximity to those farms is required.
- The policies will establish use, size, scale and locational criteria to ensure such uses meet the definition of an agriculture-use, require a location outside of a settlement, are compatible with and do not hinder agricultural operations, are appropriate for rural level services, and do not undermine or conflict with the employment and service function of settlement areas.
- Further details are provided in Attachment 2.

Rural residential uses

- Simplifying the policies for creation of a rural residential lot containing a dwelling rendered surplus as a result of farm consolidation, by replacing the point system with similar development review criteria;
- Maintaining existing provisions to allow for surplus farm dwelling severances through farm consolidation where abutting agricultural lots are to be merged and for rezoning of existing small industrial, commercial and industrially zoned lots to permit a rural residential use; and
- Introducing new policies to allow for the severance of an existing second or additional farm dwelling from an agricultural parcel (i.e. the lot contains more than one existing dwelling), where such dwelling is being rendered surplus to the farm operation as a result of a farm consolidation involving two or more non-abutting farm parcels. The existing dwellings on the parcel must have been constructed prior to 1995 and various other review criteria met (e.g. compliance with MDS, confirmation of farm ownership etc.).

Planning staff estimate that there are approximately 525 existing agricultural lots in the County that could potentially sever a surplus farm dwelling in accordance with these proposed policies, if all applicable development review criteria could be met.

Rural Entrepreneurial Uses

- Provide greater flexibility for live-work opportunities in rural areas by introducing new policies to allow for existing rural residential lots, located outside of settlements, to be re-zoned to allow for a business use (e.g. workshop for a trade occupation) which is secondary to the residential use, but exceeds the size and scale of a home occupation.
- The policies establish permitted use, size, scale, compatibility and locational criteria to ensure such uses remain secondary to the residential use, are compatible with surrounding uses, are appropriate for rural level services and do not undermine or conflict with the employment and service function of rural settlement areas. See Attachment 2 for greater detail.

Other Non-agricultural uses

- Updating review criteria for minor expansions and minor changes in use to existing industrial, commercial, institutional and recreational uses located outside of settlements (e.g. need for expansion, impact on agriculture, compatibility etc.);
- Clarifying the policies for establishing infrastructure (minor changes in language); and
- Updating the development review criteria for the establishment of new non-agricultural uses and settlement area expansions in prime agricultural areas to better reflect Provincial policies and guidelines, including requirements for Agricultural Impact Assessments.
- Additional details on non-agricultural uses are provided in Attachment 2

Next steps

An important component of the Official Plan review process will be to obtain the views of the public and other stakeholders on the proposed draft policies. As such, it is intended that broad public and agency consultation will be undertaken to ensure key stakeholders and the broader public are aware of the proposed amendments and provided a range of opportunities for input and feedback.

The current pre-consultation with Township Council is a key first step in this process. The intent being to seek early input from the Township regarding the proposed policy updates prior to finalizing and releasing a draft official plan amendment for formal public and agency consultation. Release of a consultation draft of the proposed policy updates and associated community engagement is anticipated this fall and is currently expected to include:

- Update to County Council and initiate the formal Official Plan Amendment (OPA) process;
- Further consultation with the Agricultural and Planning Advisory Committee;
- Public consultation sessions held at each Township to provide a further opportunity for Council feedback and obtain input from the public on the draft amendments;
- An open house (if required) to provide a further opportunity for public input on the draft OPA and proposed policies; and
- Online communication and engagement opportunities (e.g. Websites, Speak Up Oxford, Social media), including the ability to review related information and materials and submit comments and feedback to the County virtually.

Following the above noted consultation and engagement process and consideration of the feedback received, a statutory public meeting will be held with County Council to consider a 'revised draft' of the proposed amendments and any final public input. Subject to any further consultation or updates that may be determined to be required as a result of the feedback received at that public meeting, County Council would be in a position to consider approval of the 'final draft' Official Plan amendment.

Conclusions

The proposed updates to the Official Plan's agricultural policies are intended to ensure they are consistent with current Provincial legislation, plans, policies, and guidelines, as required by the Planning Act, and also provide an opportunity to improve the overall intent, clarity and implementation of the policies and ensure they continue to reflect local planning goals and objectives.

The purpose of this report is to provide Township Council with an overview of the proposed updates and associated Official Plan Amendment process and seek their initial feedback. This will provide an opportunity for Planning staff to consider any such feedback prior to finalizing a 'consultation draft' of the proposed policies and initiating the formal Official Plan Amendment process and associated public and agency consultation.

RECOMMENDATIONS

1. That Council receive report CP 2021-XX for information purposes; and
2. Further, that Council advise Planning staff to proceed with finalizing the consultation draft of the agricultural policies based on consideration of the comments received and initiating the formal Official Plan Amendment process and related public and agency consultation.

SIGNATURES

Authored by: *original signed by* April Nix, MCIP RPP, Policy Planner

Reviewed by: *original signed by* Paul Michiels, Manager of Planning Policy

Approved for submission: *original signed by* Gordon K. Hough, RPP
Director, Community Planning

Attachments:

Attachment 1 – Agricultural policy updates overview - presentation

Attachment 2 – Summary table of agricultural policy updates

Official Plan Review



Agricultural Policy Project Update

Official Plan Review - Overview

- Planning Act requires that municipalities review and revise their OPs as required to ensure consistency with applicable Provincial legislation, policies, regulations and guidelines.
- The first phase of Oxford's OP review is focused on advancing the agricultural policies
- An overview of proposed agricultural policy changes is being provided for early input prior to staff finalizing draft policies for the purposes of initiating the formal Official Plan Amendment (OPA) process and associated public and agency consultation

Legislative Context

Planning Act

- Legislative authority for municipalities to regulate land use
- All planning policies/decisions must be 'consistent with' PPS
- Other legislation (e.g. NMA, FFPA, CWA) may also apply

2020 Provincial Policy Statement (PPS)

- Provides policy direction on matters of provincial interest related to land use
- Municipal policies may exceed minimum PPS standards, but shall not conflict

Provincial Guidance for Agricultural Land uses

- Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas (2016)
- Draft Guidelines on Agricultural Impact Assessments (2017)
- Updated MDS Formulae and Guidelines (2017)

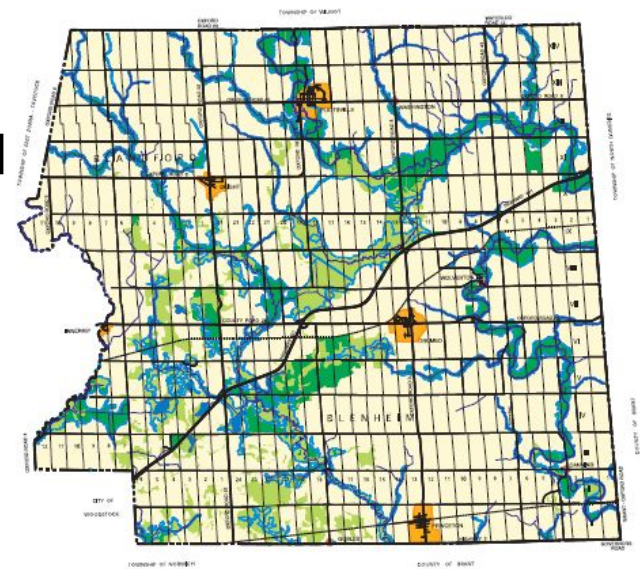
Oxford's Agricultural Policies

OP contains comprehensive agricultural policies

- Strong commitment to protecting and supporting agriculture land/operations for the long term
- All lands outside settlements designated as '*prime agricultural areas*'

Key policy objectives:

- Protect long term viability and flexibility of agricultural land and operations
- Avoid further land fragmentation
- Limit new non-agriculture uses and minimize conflicts
- Allow for appropriate types and scales of OFD and AR uses



Agricultural Policy Areas

1. Agricultural Uses
 - On-farm residences
 - Severances for agricultural purposes
2. Existing Undersized Agricultural Parcels
3. On-Farm Diversified Uses
4. Agricultural-Related Uses
5. Non-Agricultural Uses
 - Surplus Farm Dwelling Severances
 - Existing Rural Residential Lots
 - Rural Entrepreneurial Uses
 - Other non-agricultural uses (e.g. ICI, Rec.)
 - Settlement Expansions

Agricultural Uses



Proposed Policy Updates – Agricultural Uses

Agricultural Use Policies

- Permit full range of agricultural uses as per the PPS
- Clarify policies for second on-farm dwellings (i.e. for farm help)
- Proposing to add new term of 'value-retaining facility'

Lot Creation Policies

- Maintain minimum parcel size of 30 ha (74.1 acres), but remove option to consider smaller parcels with a farm plan
 - Minimum provincial standard is 100 acres – more efficient to farm fewer, larger parcels
 - 3,000+ existing parcels <75 ac. in Oxford already provide opportunities for farms that may require less acreage
- Update development criteria for splitting agricultural lots and lot additions

Existing Undersized Agricultural Lots



Undersized Agricultural Lots – OP Policy

- Oxford has long had specific OP policies for undersized agricultural parcels (<40 acres in area)
 - Construction of dwelling/farm buildings requires farm viability plan & ZBA
- Intent is to protect such parcels for viable agriculture - not simply for large estate residential/hobby farms
- Approx. 1,850 undersized agricultural lots (built & vac.)
 - 30% of all agricultural parcels
 - 1,350 built lots provide options for smaller farms/specialty agr.
 - 500 vacant lots – If 2 ac. used for residential, potential loss of 1,000 ac. Even greater indirect loss of land for viable agriculture

# AND DISTRIBUTION OF UNDERSIZED FARM PARCELS				
Municipality	Total		0.5 - <40	
	#	Area	#	Area
Oxford County	6247	441,248	1,847	26,824
Blandford - Blenheim	1298	86,644	436	6,485
Norwich	1500	98,004	528	7,837
Zorra	1600	116,911	428	5,644
East Zorra - Tavistock	738	55,512	159	2,156
South - West Oxford	1111	84,177	296	4,699

Proposed Policy Updates

Proposed Policy Revisions (vacant undersized lots)

- Allow dwelling on a small portion of the lot (e.g. 1 ac), where substantial lands are to be merged with abutting farm:
 - RR lot must be located to minimize impacts on agriculture
- Would replace farm viability plan requirements
- Would provide some flexibility for RR lot creation while also maximizing use of lands for productive farming.

Other Policy Options Being Considered

- Encouraging consolidation of existing built undersized parcels
 - Date of dwelling, sever only dwelling, parcels <75 ac etc.
- Provide flexibility to construct dwelling on some existing lots
 - Small parcels (e.g. <2.5 ac) or where nearly all natural heritage
- Allow larger residential lot to protect natural heritage

On-Farm Diversified Uses



On-farm Diversified Uses

Policy Intent and Considerations

- To provide opportunities for farmer to establish small-scale businesses to supplement their income from farming
- Must be limited in scale and area and compatible with and not hinder the agricultural operation
- Cannot be severed

On-farm Diversified Uses (OFDUs) may include:

- Home occupations
- Home industries
- Farm-based tourism uses
- Value added facilities and value retaining facilities
- Seasonal storage of boats, RVs, or vehicles in existing buildings; and
- Small scale ground mounted solar facilities.

Proposed Policy Approach

- OFDUs would be subject to:
 - Rezoning and site plan approval for the specific use proposed
 - Must be located on a farm - in active agricultural use
 - Secondary to principle agricultural use
 - Limited in area (GFA and lot coverage), number of employees
 - Shall be compatible with and not hinder agricultural operations
 - Municipal zoning by-laws could be more restrictive
- Policies would also clarify uses not permitted as OFDUs (e.g. large food processors, banquet halls/special event facilities, recreational uses, retail & office uses, trucking yards etc.)
- Home occupations would also be permitted 'as of right' on any lot with a dwelling (including a farm), subject to zoning provisions to address permitted uses, scale etc.

Agriculture-Related Uses



Agriculture-Related Uses

Agriculture-related uses include farm related commercial/industrial uses that are:

- Directly related to farm operations in the area
- Support agriculture
- Required to be close proximity to farm operations
- Provide direct products and/or services to ag. operations in area
- Compatible with/shall not hinder agricultural operations
 - Traffic, noise, dust, odour, trespass, servicing etc.
- Can include value added and value retaining facilities that serve the broader agricultural community (i.e., more than one farm).

Policy Intent/Objective

- Provide opportunities for AR uses to locate in prime agr. areas to support local farm operations through provision of direct products/services, where location in close proximity to those farms is required

Proposed Policy Approach

Provide greater flexibility for agriculture-related uses, where a location in close proximity to the farms is required.

Would be subject to:

- Rezoning and site plan approval for a specific proposed use
- Locational requirements for site selection for proposed uses
 - Must be located on same lot as the farm operation it is related to, unless there is adequate justification for an alternative location
 - Alternative sites include: existing non-agr. parcels, existing AB zoned lots, undersized agr. lots <2ha with a dwelling, other nearby agricultural parcels
- Limited in scale and minimum land area required for the use
- Traffic safety, MDS, servicing, environmental requirements
- Policies for minor changes/expansions to existing uses
- Only AR uses existing as of Jan 14, 2009 may be severed

Non-Agricultural Uses



Non-Agricultural Uses

Non-agricultural uses include:

- Industrial, commercial, institutional (ICI) and recreational uses
- Infrastructure
- Settlement area expansions
- Rural residential uses, including rural entrepreneurial uses (REUs)

Proposed Policy Updates

- Encourage non-agricultural uses to redevelop for *agriculture use*
- Minor revisions to existing ICI & recreational use policies - update language and clarify requirements for minor expansions
- Minor clarifications to infrastructure policies
- For new ICI uses and settlement expansions:
 - Update policies to better reflect 2020 PPS requirements (i.e. only allow if all PPS & OP need/justification requirements can be met)
 - Clarify current justification requirements, including the need for an Agricultural Impact Assessment

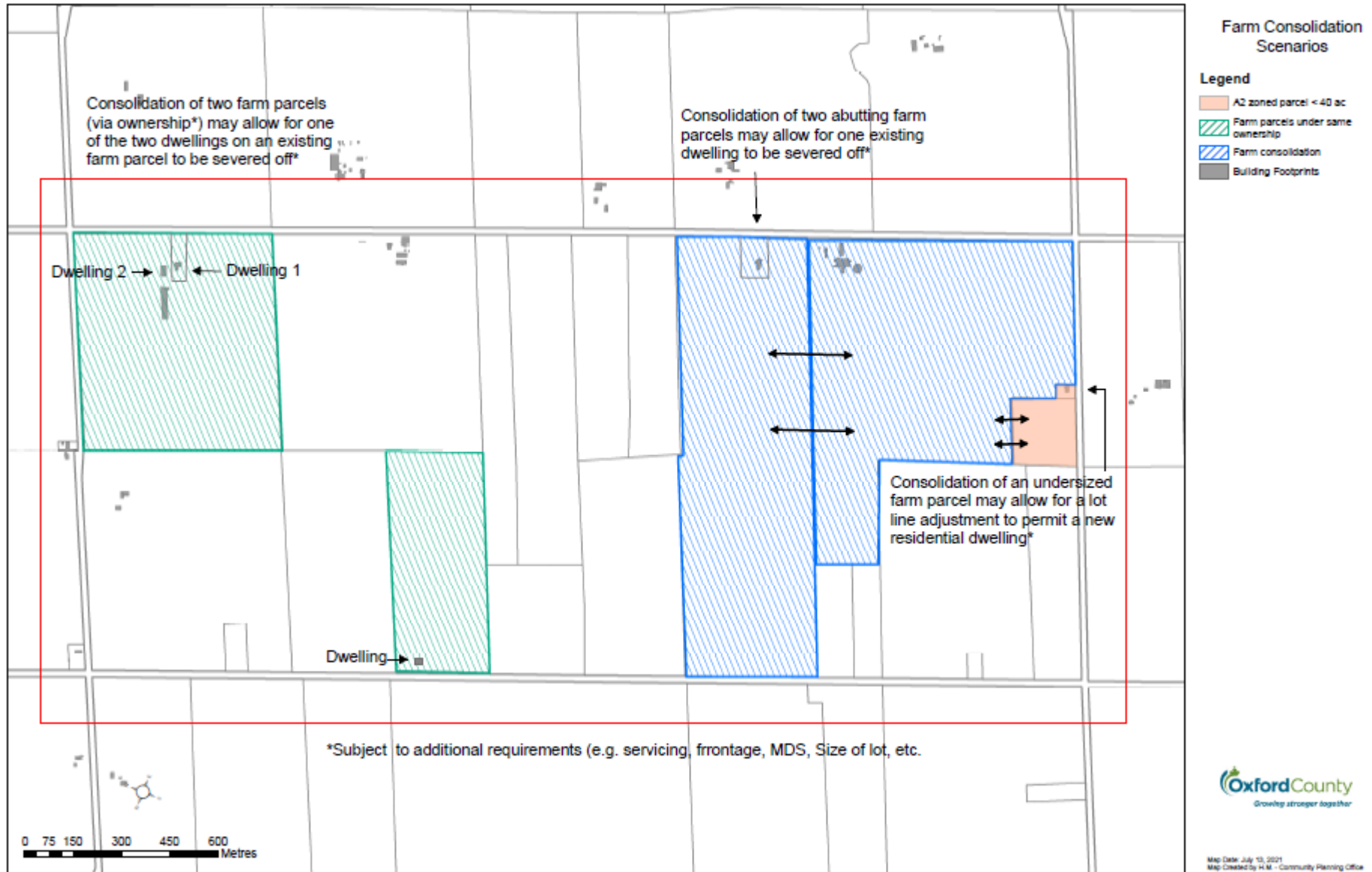
Rural Residential Uses

- Creation of new rural residential (RR) lots is not permitted by the PPS, except through 'farm consolidation'.
 - Inefficient use of land, costly to service, fragments agr. land and creates more points of conflict for agriculture
 - Already >1,600 existing RR lots outside rural settlements in Oxford
 - Focusing growth in settlements is more sustainable (i.e. protects natural resources, more efficient use of land, infrastructure & public services, walkable, supports a range of uses/services etc.)
- Proposed Policy Approach:
 - Simplify existing policies by replacing the point system with similar development review criteria
 - Maintain existing policies to:
 - Allow for the severance of a surplus farm dwelling (if habitable & built prior to Dec. 31, 1995) from an agricultural lot that is to be consolidated (legally merged) with an abutting agricultural lot
 - Allow for rezoning of an existing ICI zoned lot to a residential use where the lot is less than 1 ha (2.5 ac)

Rural Residential Uses

- New policy to allow severance of a surplus farm dwelling through a farm consolidation involving non-abutting farm parcels, in certain circumstances:
 - The lot from which the dwelling is to be severed must contain 2 or more permanent, habitable dwellings built prior to Dec. 31st, 1995
 - The farm parcels must in the same ownership and the retained farm parcel must be rezoned to prohibit any new dwellings
- Provides some additional flexibility to sever surplus dwellings without unduly limiting future farm uses
 - Staff estimate there are over 500 farm properties in the County that currently contain 2 or more dwellings built prior to 1995
- All surplus dwelling severances would be subject to development criteria (servicing, lot size, frontage, MDS, etc)

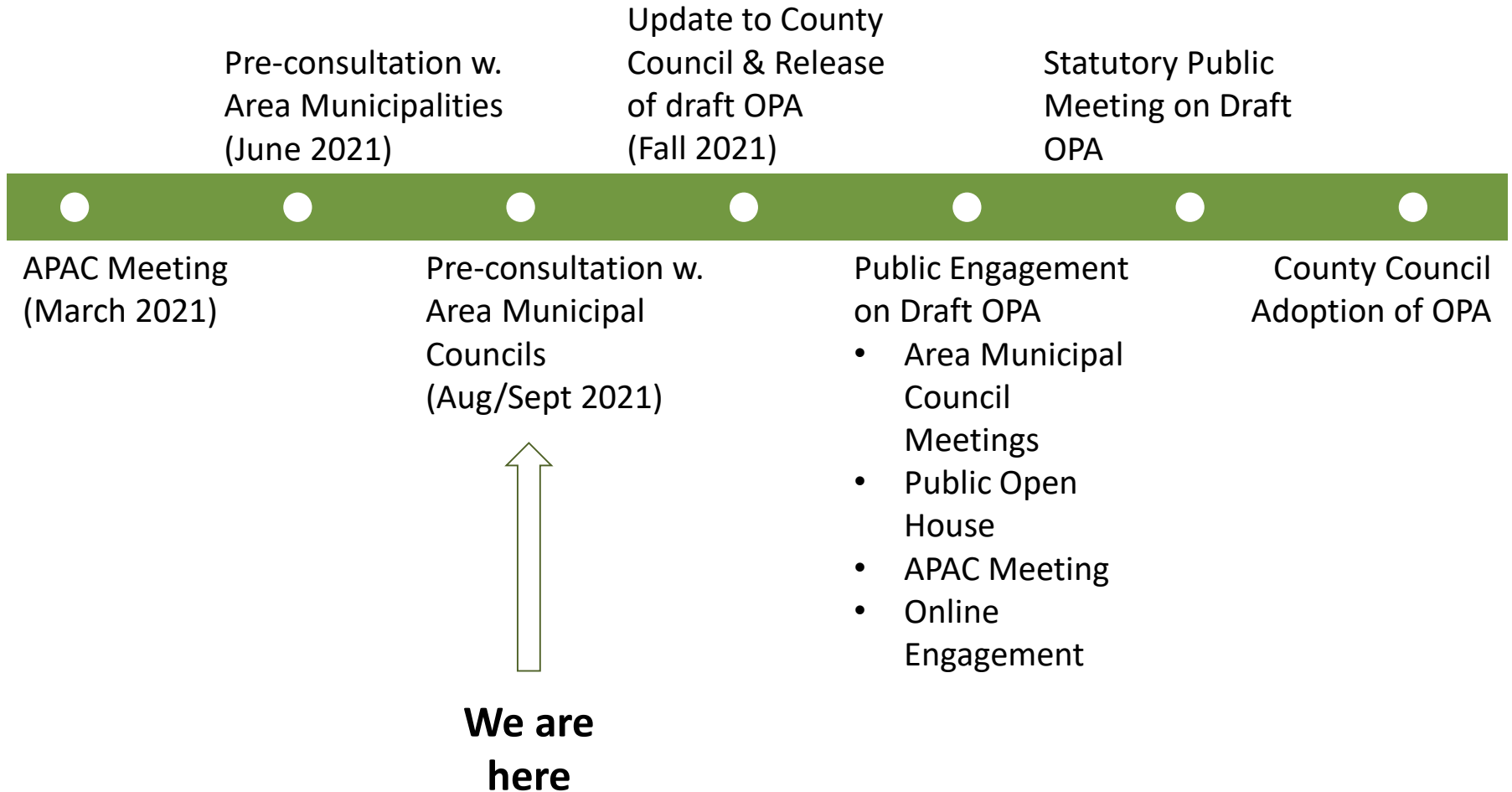
Farm consolidation examples



Rural Entrepreneurial Uses

- Proposing to allow home occupations and rural entrepreneurial uses on existing rural residential lots
- Home occupations would be permitted as of right, subject to the scale of the use and any zoning requirements.
- Rural Entrepreneurial Uses
 - intended to provide live-work opportunities for non-farmers in rural areas
 - Must be secondary to the rural residential use
 - Subject to rezoning and site plan for a specific proposed use
 - Limited in area (lot coverage and GFA) and number of employees
 - Use existing driveways, servicing, etc.
 - Shall be compatible with and not hinder agricultural operations and other surrounding uses

Next Steps



Questions?

Use:	Rationale/Considerations:	Policies proposed to include:	Lot Creation:	For Reference:
<p>Agricultural Use: Means: the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment (PPS, 2020)</p> <p>Noted Changes: Province has clarified that <i>agricultural uses</i> include the growing of cannabis</p> <p>Introducing the term <i>value-retaining facilities</i>. Where such facilities exclusively serve <u>the</u> farm operation they are included as an <i>agricultural use</i>.</p>	<p>Where <i>value retaining facilities</i> are using commodities from more than one farm they are no longer an <i>agricultural use</i>, but may still be permitted as an on farm diversified use or Agriculture-Related Use</p> <p>Policy Updates: Only minor revisions anticipated to the Agricultural policies overall (clarity of language, order of policies, etc).</p> <p>Clarifying review criteria for on-farm dwellings for farm labour and retirees, including for permanent dwellings.</p>	<p>Planning Review Process Generally permitting full range of <i>agricultural uses</i> as per the PPS, subject to compliance with the local zoning provisions.</p> <p>New or Expanded Livestock and Poultry Operations Are permitted subject to:</p> <ul style="list-style-type: none"> • Meeting <i>Minimum Distance Separation Formulae (MDS)</i> • Satisfying requirements of the Nutrient Management Act (NMA) <p>Farm Residential Policies</p> <ul style="list-style-type: none"> • Only permit dwellings as <u>accessory</u> to a farm • Additional dwellings may be permitted, if required for farm labour, or for farm retirees (e.g. garden suites) <ul style="list-style-type: none"> ▪ Encouraged to be temporary ▪ Clarifying policies for permanent ▪ Located in main farm building complex, use same driveway and services wherever possible ▪ Shall not be severed • Additional residential units (ARUs) policies are also being proposed through a separate amendment. Expected to provide some additional options for adding a residential unit. <p>Existing Undersized Agricultural Parcels</p> <p>Policies applying to existing agricultural parcels <16ha (39.5ac)</p> <p>Proposing a new policy that would allow for a small portion (e.g. 1 acre) of a vacant undersized agricultural parcel to be retained for the construction of a new dwelling, where the remainder of the undersized agricultural parcel will be legally merged with an abutting farm via a lot addition (i.e. would replace current farm viability plan approach). Would also be subject to meeting other review criteria (e.g. MDS, servicing, minimizing impact on agriculture etc.)</p>	<p>Applicable for:</p> <ol style="list-style-type: none"> 1) agricultural lot additions and farm consolidations, where the land being severed is to be legally consolidated with an abutting existing farm property, to form one parcel under identical ownership: and 2) the creation of new agricultural lots <p>Requirements:</p> <ul style="list-style-type: none"> • Must be for an <i>agricultural use</i> • Must be sufficiently large to provide the flexibility for existing and future farm operations on those lots to respond to changing market conditions and trends in agriculture, by: <ul style="list-style-type: none"> • changing the commodity produced, • increasing the scale of operation; and, • diversifying and/or intensifying production of agricultural commodities • Minimum agricultural lot size of 30 hectares (74.1 acres). • Must not result in further land fragmentation. • The agricultural lot size and configuration shall be suitable for the types of agriculture common in the area the type of <i>agriculture use</i> being proposed; • Must satisfy <i>MDS</i> 	<p>Value retaining facilities means, those uses which maintain the quality of agricultural commodities (i.e., prevent spoilage) or provide a minimum amount of processing to make an agricultural commodity saleable. To be considered an agricultural use, such facilities must only use agricultural commodities produced on that same farm.</p> <p>Examples: controlled-atmosphere storage, cleaning, grading, drying, sorting, evaporating maple sap into syrup, honey extraction, and simple (bulk) packaging.</p>

Use:	Rationale:	Policies proposed to include:	Lot Creation:	For Reference:
<p>Home Occupations: Means a small-scale occupation or business that is secondary to the residential use</p> <p>Examples:</p> <ul style="list-style-type: none"> • a home office for a professional, agent or contractor, • a personal service such as: hair styling, aesthetics, massage, • catering, day care; • bed and breakfast; or • other similar uses. 	<p>Policy Updates: Some revisions required due to PPS updates (e.g. the addition of OFDU policies)</p> <p>Policy approach to date has considered preliminary stakeholder feedback, current OP policies and local zoning provisions, recent applications and approaches in other similar municipalities.</p> <p>Intent is for uses to be small and limited in scale and secondary to the residential use.</p>	<p>Planning Review Process Generally permitted ‘as of right’ on any lot which permits a dwelling, subject to compliance with applicable zoning provisions.</p> <p>Proposed Policies:</p> <ul style="list-style-type: none"> • Must be small scale and secondary to the residential use on the lot • Limit the gross floor area <ul style="list-style-type: none"> ▪ For example 40 m² (431 ft²), or 25% of the gross floor area of the dwelling, whichever is less • May also limit number of employees (e.g. one or more residents of the dwelling on the lot and up to one non-resident employee); • Does not generate noise, odour, traffic, visual or other impacts that may have an adverse impact on adjacent properties. • A <i>home occupation</i> may only occupy one dwelling, or accessory residential structure on a lot. • Must be appropriately serviced <p>The local zoning by-laws shall contain additional requirements (uses, parking, signage, etc.) and restrictions, as appropriate</p>	<p>N/A</p> <p>Lot creation is not permitted for Home Occupations</p>	<p>N/A</p>

DRAFT

Use:	Rationale:	Policies proposed to include:	Lot Creation:	For Reference:
<p>On Farm Diversified Uses (OFDU) Means, uses that are secondary to the principal <i>agricultural use</i> of the property and are limited in area.</p> <p>These may include:</p> <ul style="list-style-type: none"> • <i>home industries</i> • <i>farm-based tourism</i>, • <i>value-added facilities</i>, • <i>value-retaining facilities</i>, serving more than one farm, • smaller scale <i>agriculture-related uses</i>, • the seasonal storage of boats, recreational vehicles or automobiles within an existing building, and • ground-mounted solar facilities are permitted only as OFDUs <p>Wholesaling or retailing is <u>only</u> permitted where it is an ancillary use and goods sold are produced/ processed/prepared on site</p> <p>Business offices and/or small restaurants are <u>only</u> permitted where they are ancillary use to the primary OFDU.</p> <p>Examples of Uses Not Permitted:</p> <ul style="list-style-type: none"> • Medical/dental clinics • Residential uses or accommodation, except as a <i>farm-based tourism</i> use; • Institutional uses; • Music studios/art galleries • Conference centers, banquet halls and special event facilities • <u>Large scale</u> food processors, distribution centers or manufacturing uses • Vehicle dealerships, trucking yards, and • Recreational facilities (e.g. golf courses, paint ball, campgrounds, sports fields, community centres etc.) 	<p>Policy Updates: Including NEW policies for OFDUs in response to PPS changes.</p> <p>Policy approach to date has considered preliminary stakeholder feedback, current OP policies and local zoning provisions, recent applications and approaches in other similar municipalities.</p> <p>OFDUs are intended to provide reasonable opportunities for farm owner/operators who are actively involved in the farm operation to establish a small scale business to supplement their income from farming and/or a <i>value added or retaining agricultural facility or farm-based tourism use</i> as a secondary use on their farm.</p> <p><i>Value retaining facilities</i> that exceed the scale for an <i>agricultural use</i> may be permitted as an OFDU</p> <p>Uses not permitted as OFDUs is based on considerations such as suitability, compatibility, scale and function of the use, suitability of servicing and maintaining the function and purpose of settlement areas.</p>	<p>OFDUs would be permitted on agricultural lots >16ha (40ac) in area, subject to meeting requirements.</p> <p>Planning Review Process A zone change and site plan approval is required.</p> <p>Proposed policies: Must be small scale and clearly secondary to the agricultural use:</p> <ul style="list-style-type: none"> • Limitations on the total site area: <ul style="list-style-type: none"> • Be the minimum area required for the proposed OFDU; • Not exceed total lot coverage area: For example: 2% or 0.8 ha (2.0 ac), whichever is less; • Limitations on maximum cumulative gross floor area For example: 375 m² (4,037 ft²) • Minor scale exceptions for value added facilities, value-retaining facilities and farm-based tourism may be considered • Avoid locating on productive agricultural land to the greatest extent possible (e.g. within existing farm building cluster), • First priority is re-use of existing agricultural buildings <p>Farm owner must occupy the lot the OFDU use is located on and be involved in the operation of the OFDU</p> <p>May also restrict the number of employees (e.g. any number of other residents on the farm and up to two non-resident employees);</p> <p>Use existing servicing, driveways etc. and not generate noise, odour, and traffic, visual or other impacts that may have an adverse impact on adjacent properties. Must also be appropriately serviced.</p> <p>Must satisfy <i>MDS</i></p>	<p>N/A</p> <p>Lot creation is not permitted for OFDUs</p>	<p>Home Industry means, a <u>small scale</u> business or industry that is secondary to the agricultural or residential use on a property. Examples: <u>small scale</u> vet clinic, equipment repair, workshop for a building contractor, trade occupation, craftsperson or artist, etc.</p> <p>Value retaining facility means, those uses which maintain the quality of agricultural commodities (i.e., prevent spoilage) or provide a minimum amount of processing to make an agricultural commodity saleable. Examples: controlled-atmosphere storage, cleaning, grading, drying, sorting, evaporating maple sap into syrup, honey extraction, and simple (bulk) packaging.</p> <p>Value added facility means, those uses which process agricultural commodities into new forms that enhance their value and may include/ add off-farm inputs. Examples: pressing apples and bottling cider, small scale winery, grain milling, cherry pitting and preserving, grain roasting for livestock feed and retail-oriented packaging.</p> <p>Farm-based tourism means, tourism uses that are located on the farm and promote the enjoyment, education or activities related to the farm operation, including limited accommodation such as a B&B. Examples: corn mazes, hayrides, seasonal events and activities, farm tours and bed and breakfasts</p>

Use:	Rationale:	Policies proposed to include:	Lot Creation:	For Reference:
<p>Agriculture-Related Uses means those farm related commercial and industrial uses that are directly related to farm operations in the area, support agriculture, <u>are required in close proximity</u> to farm operations, and provide direct products and/or services to farm operations as a primary activity.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Apple storage and distribution center serving multiple operations • Processing facilities for produce grown locally (cider pressing, cherry pitting, canning, quick freezing, packaging) • Livestock assembly yard or stock yard • Abattoir processing and selling meat from locally raised animals • Cheese producer using locally supplied dairy <p>Wholesaling or retailing is <u>only</u> permitted where as an ancillary use and goods are produced/ processed/prepared on site, or restricted to the sale of farm inputs (e.g., feed, seeds or fertilizer) primarily to farm operations in the area, or to the sale of farm produce grown in the area.</p> <p>Business offices and/or small restaurants (e.g. café, tea room) are <u>only</u> permitted where they are an ancillary use.</p> <p>Examples of Uses Not Permitted:</p> <ul style="list-style-type: none"> • Residential uses or accommodation, except for an existing dwelling; • Recreational or Institutional uses; • Veterinary clinics, distilleries and furniture makers • Automobile or recreational vehicle dealerships • Conference centres, banquet halls, special event facilities, • Mechanics shops, wrecking yards, contractor’s shops/yards, landscapers, well drillers, excavators, building suppliers and other general commercial and/or industrial uses; 	<p>Agriculture-related uses include larger scale <i>value added agricultural facilities</i> and/or <i>value retaining agricultural facilities</i> that serve farm operations in the area.</p> <p>Uses not permitted as OFDUs is based on considerations such as suitability, compatibility, scale and function of the use, suitability of servicing and maintaining the function and purpose of settlement areas.</p> <p>Policy Updates: Are mostly minor updates to existing agriculture related use policies, focus on updating terminology, incorporating PPS requirements</p>	<p><i>Agriculture-related uses</i> are permitted on agricultural lots and existing non ag-use lots, subject to satisfying various review criteria.</p> <p>Planning Review Process A zone change and site plan approval is required.</p> <p>Proposed policies: Must demonstrate that the proposed <i>agriculture-related use</i> is not suitable for, and cannot be accommodated in, a settlement.</p> <p>Location (in order of priority):</p> <ul style="list-style-type: none"> • Existing agribusiness, non-farm rural residential, commercial/industrial, or institutional lots; • Existing undersized agricultural lots <2ha (5ac) in area and that contain or permit a dwelling; • Agricultural lots >16ha (39.5ac) in area, but only where it has been demonstrated that the proposed <i>agriculture-related use</i> is directly related to the farm operation on that lot and requires a location in immediate proximity to that farm operation. <p>Must be the minimum amount of area required, be serviceable and have appropriate access.</p> <p>Must avoid/mitigate any impacts on agricultural land/uses and be located within close proximity to other existing agricultural buildings where proposed on an agricultural lot.</p> <p>Must be compatible with and not hinder surrounding agricultural operations or other nearby land uses. Must satisfy <i>MDS</i></p>	<p>Lot creation for <i>agriculture-related uses</i> located on an agricultural lot, may only be considered where the current use existed as of January 14, 2009.</p> <p>Severances for existing <i>agriculture-related uses</i> on an existing non-agricultural zoned lot may be permitted to allow for minor expansion of the parcel, or minor re-adjustment of property boundaries, to accommodate the immediate needs of a new or expanding agriculture-related use.</p>	<p>Value retaining facility means, those uses which maintain the quality of agricultural commodities (i.e., prevent spoilage) or provide a minimum amount of processing to make an agricultural commodity saleable.</p> <p>Examples: controlled-atmosphere storage, cleaning, grading, drying, sorting, evaporating maple sap into syrup, honey extraction, and simple (bulk) packaging.</p> <p>Value added facility means, those uses which process agricultural commodities into new forms that enhance their value and may include/ add off-farm inputs.</p> <p>Examples: pressing apples and bottling cider, wine-making, grain milling, cherry pitting and preserving, grain roasting for livestock feed and retail-oriented packaging.</p>

Use:	Rationale:	Policies proposed to include:	Lot Creation:	For reference:
<p>Redevelopment of Non Agricultural Uses to Agriculture</p>	<p>Policy Updates: Are minor and incorporate terminology updates and reduce repetition</p> <p>Overall intent and purpose of policies remain unchanged</p>	<p>Existing non-farm lots will be encouraged to redevelop for agricultural use through a rezoning, where:</p> <ul style="list-style-type: none"> • The existing parcel contains an existing dwelling • Are located outside of a <i>settlement</i> • Are greater than 1.0ha (2.47 ac) in area • Are zoned for residential, commercial, industrial or commercial use • The use is compatible with the area 	<p>n/a</p>	<p>N/A</p>
<p>Rural Residential (Non-Agricultural Use)</p> <p>Refers to existing and proposed rural residential zoned lots located outside of settlements.</p>	<p>Policy Updates: Updating terminology and simplifying/clarifying existing policies.</p> <p>Removing points system for creation of new lots and replacing it with similar development criteria.</p> <p>Generally maintaining current policy approaches for rural residential lot create and accessory uses (e.g. home occupations), but also proposing new policies to provide some additional flexibility.</p>	<p>Additional Residential Use: Continue to permit garden suites per existing policies.</p> <p>Additional residential units (ARUs) will be proposed through separate amendment.</p> <p>Additional Uses on a Rural Residential Lot: Proposing new/updated policies to provide greater flexibility for uses secondary to the residential use on an existing residentially zoned lot located outside of a settlement, including:</p> <ul style="list-style-type: none"> • <i>Home occupations</i> (see page 2 for details) • <i>Rural Entrepreneurial Uses</i> (see next page) 	<p>Current approach: Non-farm rural residential development is limited to <u>only</u>:</p> <ol style="list-style-type: none"> 1. A surplus farm dwelling severance, where the dwelling is located on an agricultural lot to be consolidated (legally merged) with an abutting agricultural lot. 2. A proposal to rezone an ICI zoned lot to a residential use where the lot is less than 1ha (2.5 ac) <p>Additional Proposed Policy Approach: Allow for the severance of a second or additional surplus farm dwelling through a 'farm consolidation' involving non-abutting farm parcels, where:</p> <ul style="list-style-type: none"> • The agricultural lot from which the dwelling is to be severed contains 2 or more permanent, habitable dwellings built prior to 1995. • The agricultural lots are clearly being consolidated for agricultural purposes and will be owned by a "farmer" • The retained farm parcel from which the dwelling is severed must be rezoned to prohibit any new dwellings (PPS requirement) <p>Development criteria:</p> <ul style="list-style-type: none"> • Dwelling to be severed must be built prior to 1995 and habitable. • Severance cannot result in the removal of the only dwelling from an agricultural lot. • New lots must have frontage, road access, and be serviceable. • The lot must be the minimum size necessary and not generally exceed 0.8 ha (2.0 ac). • Must meet <i>MDS</i> requirements 	

Use:	Rationale:	Policies will include:	Lot Creation:	For reference:
<p>Rural Entrepreneurial Uses (REU) smaller scale businesses (e.g. <i>home occupation</i> or <i>home industry</i>) located on a rural residential lot that exceed the permitted size and/or scale of a <i>home occupation</i> but remain secondary to the rural residential use of the property.</p> <p>Wholesaling, retailing, and offices are <u>only</u> permitted where accessory and ancillary use to the permitted REU.</p> <p>For Example:</p> <p>Limited scale vet clinic; workshop for a trade occupation, building construction/ maintenance contractor, landscaper, woodworker, vehicle or equipment repair; small trucking operation (< 3 trucks); art, dance or music studio; personal service establishment; and other similar uses that comply with use, scale and design criteria.</p> <p>Examples of Uses Not Permitted:</p> <ul style="list-style-type: none"> • Medical/dental clinics, • Institutional uses, • Restaurants • Accommodation (e.g. hotel or inn) • Other uses that may create compatibility concerns or undermine or conflict with the planned function of rural settlements; 	<p>Policy Updates: Introducing NEW policies to allow for greater flexibility for business uses on existing rural residential lots outside of a <i>settlement</i>.</p> <p>REUs are intended to provide additional live-work opportunities for non-farmers in rural areas</p> <p>ZBA allows for proper review and recognition of use (e.g. taxes, DCs, public input/awareness etc.)</p> <p>Uses not permitted is based on considerations such as suitability, compatibility, scale and function of the use; suitability of servicing and maintaining the function and purpose of settlement areas.</p>	<p>A <i>rural entrepreneurial use</i> may be permitted on a rural residential zoned lot, subject to meeting various review criteria.</p> <p>Review Process A rezoning will be required to permit a specific <i>rural entrepreneurial use</i>, as well as site plan control.</p> <p>The specific uses that may be permitted as a <i>rural entrepreneurial use</i> shall be set out in the Area Municipal Zoning By-law</p> <p>Proposed policy criteria:</p> <p>Must be clearly secondary to the residential use and not detract from the residential character of the property.</p> <p>Limitations on maximum cumulative Gross Floor Area for all buildings and structures occupied by the REU (e.g. current maximum floor area for a residential accessory structure).</p> <p>Storage of goods, materials and equipment to be enclosed in a building.</p> <p>Use existing servicing, driveways, etc. and be designed to appropriate standards.</p> <p>Not generate noise, odour, traffic, visual or other impacts that may have an adverse impact on adjacent properties and minimize risk to public health or safety.</p> <p>Owner/occupant must be involved in the operation of the REU</p> <p>May also restrict the number of employees (e.g. any number of other residents and up to two non-resident employees)</p> <p>New or expansions to REUs beyond the scale limits will not be permitted and uses will be directed to settlements.</p>	<p>N/A severances are not permitted for REUs</p>	

Use:	Rationale:	Policies will include:	Lot Creation:	For Reference:
<p>Infrastructure means physical structures (facilities and corridors) that form the foundation for development.</p> <p><i>Infrastructure</i> includes: sewage and water systems, septage treatment systems, waste management systems, communications/telecommunications, electric power transmission, transit and transportation corridors and facilities, oil and gas pipelines and associated facilities (Existing OP definition)</p> <p>This is intended to include municipal public works yards.</p>	<p>Policy Updates: Are minor and incorporate terminology updates and reduce repetition.</p>	<p><i>Infrastructure</i> will make efforts to avoid, minimize and mitigate impacts in the <i>prime agricultural area</i> including to the agricultural operations in the area, to the extent feasible.</p>	<p>n/a</p>	
<p>Existing ICI and Recreational Uses</p> <p>Includes existing Industrial, Commercial, Institutional (ICI) and Recreational uses</p> <p>Prohibited Uses (existing requirements) New or expanded campgrounds or seasonal trailer parks are prohibited. However, existing campgrounds and/or seasonal trailer parks may be recognized as permitted uses in the municipal zoning by-laws.</p>	<p>Policy Updates: Are minor and incorporate terminology updates and reduce repetition.</p>	<p>Only <u>existing</u> non-agricultural uses including ICI and Recreational uses are permitted.</p> <p>Review Process New non-agricultural uses are not permitted within the Agricultural Reserve designation and will require an Official Plan Amendment (OPA) and Zoning Amendment (ZBA) accompanied by appropriate justification to be considered (OPA requirements are on the next page).</p> <p>Minor expansions or minor changes to existing uses may be considered where:</p> <ul style="list-style-type: none"> • there is a demonstrated need for the expansion, • the expansion area shall be located and configured to avoid, or mitigate to the extent feasible, impacts on surrounding agricultural lands and/or operations, • The uses must be appropriately serviced, have sufficient access and road frontage and stormwater management, • Must meet <i>MDS</i> <p>Minor expansions and changes will also be subject to site plan control</p>	<p>N/A no severances are permitted – creation of a new lot would require an OPA/ZBA.</p>	

Use:	Rationale:	Policies will include:	Lot Creation:	For Reference:
<p>Official Plan Amendments (OPAs) for Non Agricultural Uses (ICI and Recreational) and Settlement Area Expansions</p> <p>Non-Agricultural Uses includes commercial, industrial, institutional, recreational and rural residential uses (detailed policies are summarized below)</p> <p>In order to protect and preserve the County’s prime agricultural area for long-term <i>agricultural use</i>, new or expansions of existing non-agricultural uses will only be permitted in very limited circumstances.</p>	<p>Non-agricultural uses are strongly discouraged as they are not compatible with agriculture and do not generally require a location in an agricultural area. As such, they are to be directed to settlements.</p> <p>New non-agricultural uses are not current permitted by the OP, except for existing and certain recreational uses.</p> <p>Policy Updates: Policy updates are proposed to reflect PPS 2020 and related requirements, particularly some of the need and justification requirements for both non-agricultural uses and settlement expansions.</p>	<p>Settlement Area Expansions: Shall only be considered through a <i>comprehensive review</i> and must be justified, including:</p> <ul style="list-style-type: none"> • Amount of land needed is based on population, household and employment projections and land use density including <i>intensification</i> and redevelopment. • <i>Settlement</i> expansions must be a logical extension of the <i>settlement</i> • Servicing must be available per the County servicing requirements. • Road infrastructure is capable for accommodating the expansion • An Agricultural Impact Assessment is completed as part of the expansion. • All other applicable PPS and OP policies are reviewed and adequately addressed (e.g. natural heritage, natural hazards, archeological resources etc.) <p>OPAs for a New Non Agricultural Use: Justification must be provided for the proposed use, including:</p> <ul style="list-style-type: none"> • there is a demonstrated need within the planning period for additional land to be removed from agricultural production for the proposed use • there is no land available within nearby <i>settlements</i> or other land use designations and the use could not be accommodated through a settlement expansion • the nature of the proposal and whether the use requires special locational requirements or physical features that are only available in prime agricultural area • the proposal is for the minimum amount of lands required for the use • the use can be appropriately serviced • will not create traffic hazards and the road infrastructure shall be capable of accommodating the new use • An Agricultural Impact Assessment is completed as part of the proposal 		<p>Where an Agricultural Impact Assessment is required, it will demonstrate that:</p> <ul style="list-style-type: none"> • the lands do not comprise specialty crop areas; • there are no reasonable alternatives which avoid prime agricultural areas; • there are no reasonable alternatives on lands with lesser agricultural capability or on lands left less suitable for agriculture by existing or past <i>development</i>; • MDS is satisfied • Impacts from the new use or <i>settlement</i> expansion or non-<i>agricultural uses</i> on nearby agricultural operations and lands are avoided or mitigated to the extent feasible. <p>Studies are to be prepared by qualified individuals and required information.</p>

Official Plan Review



Agricultural Policy Project Update

Official Plan Review - Overview

- Planning Act requires that municipalities review and revise their OPs as required to ensure consistency with applicable Provincial legislation, policies, regulations and guidelines.
- The first phase of Oxford's OP review is focused on advancing the agricultural policies
- An overview of proposed agricultural policy changes is being provided for early input prior to staff finalizing draft policies for the purposes of initiating the formal Official Plan Amendment (OPA) process and associated public and agency consultation

Legislative Context

Planning Act

- Legislative authority for municipalities to regulate land use
- All planning policies/decisions must be 'consistent with' PPS
- Other legislation (e.g. NMA, FFPA, CWA) may also apply

2020 Provincial Policy Statement (PPS)

- Provides policy direction on matters of provincial interest related to land use
- Municipal policies may exceed minimum PPS standards, but shall not conflict

Provincial Guidance for Agricultural Land uses

- Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas (2016)
- Draft Guidelines on Agricultural Impact Assessments (2017)
- Updated MDS Formulae and Guidelines (2017)

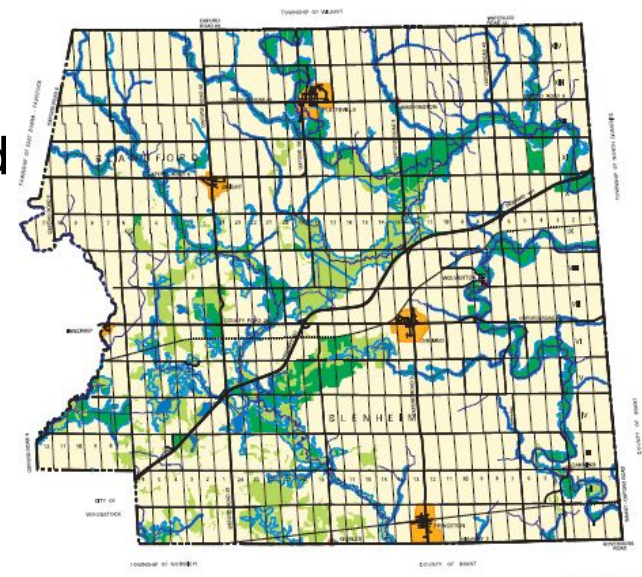
Oxford's Agricultural Policies

OP contains comprehensive agricultural policies

- Strong commitment to protecting and supporting agriculture land/operations for the long term
- All lands outside settlements designated as '*prime agricultural areas*'

Key policy objectives:

- Protect long term viability and flexibility of agricultural land and operations
- Avoid further land fragmentation
- Limit new non-agriculture uses and minimize conflicts
- Allow for appropriate types and scales of OFD and AR uses



Agricultural Policy Areas

1. Agricultural Uses
 - On-farm residences
 - Severances for agricultural purposes
2. Existing Undersized Agricultural Parcels
3. On-Farm Diversified Uses
4. Agricultural-Related Uses
5. Non-Agricultural Uses
 - Surplus Farm Dwelling Severances
 - Existing Rural Residential Lots
 - Rural Entrepreneurial Uses
 - Other non-agricultural uses (e.g. ICI, Rec.)
 - Settlement Expansions

Agricultural Uses



Proposed Policy Updates – Agricultural Uses

Agricultural Use Policies

- Permit full range of agricultural uses as per the PPS
- Clarify policies for second on-farm dwellings (i.e. for farm help)
- Proposing to add new term of 'value-retaining facility'

Lot Creation Policies

- Maintain minimum parcel size of 30 ha (74.1 acres), but remove option to consider smaller parcels with a farm plan
 - Minimum provincial standard is 100 acres – more efficient to farm fewer, larger parcels
 - 3,000+ existing parcels <75 ac. in Oxford already provide opportunities for farms that may require less acreage
- Update development criteria for splitting agricultural lots and lot additions

Existing Undersized Agricultural Lots



Undersized Agricultural Lots – OP Policy

- Oxford has long had specific OP policies for undersized agricultural parcels (<40 acres in area)
 - Construction of dwelling/farm buildings requires farm viability plan & ZBA
- Intent is to protect such parcels for viable agriculture - not simply for large estate residential/hobby farms
- Approx. 1,850 undersized agricultural lots (built & vac.)
 - 30% of all agricultural parcels
 - 1,350 built lots provide options for smaller farms/specialty agr.
 - 500 vacant lots – If 2 ac. used for residential, potential loss of 1,000 ac. Even greater indirect loss of land for viable agriculture

# AND DISTRIBUTION OF UNDERSIZED FARM PARCELS				
Municipality	Total		0.5 - <40	
	#	Area	#	Area
Oxford County	6247	441,248	1,847	26,824
Blandford - Blenheim	1298	86,644	436	6,485
Norwich	1500	98,004	528	7,837
Zorra	1600	116,911	428	5,644
East Zorra - Tavistock	738	55,512	159	2,156
South - West Oxford	1111	84,177	296	4,699

Proposed Policy Updates

Proposed Policy Revisions (vacant undersized lots)

- Allow dwelling on a small portion of the lot (e.g. 1 ac), where substantial lands are to be merged with abutting farm:
 - RR lot must be located to minimize impacts on agriculture
- Would replace farm viability plan requirements
- Would provide some flexibility for RR lot creation while also maximizing use of lands for productive farming.

Other Policy Options Being Considered

- Encouraging consolidation of existing built undersized parcels
 - Date of dwelling, sever only dwelling, parcels <75 ac etc.
- Provide flexibility to construct dwelling on some existing lots
 - Small parcels (e.g. <2.5 ac) or where nearly all natural heritage
- Allow larger residential lot to protect natural heritage

On-Farm Diversified Uses



On-farm Diversified Uses

Policy Intent and Considerations

- To provide opportunities for farmer to establish small-scale businesses to supplement their income from farming
- Must be limited in scale and area and compatible with and not hinder the agricultural operation
- Cannot be severed

On-farm Diversified Uses (OFDUs) may include:

- Home occupations
- Home industries
- Farm-based tourism uses
- Value added facilities and value retaining facilities
- Seasonal storage of boats, RVs, or vehicles in existing buildings; and
- Small scale ground mounted solar facilities.

Proposed Policy Approach

- OFDUs would be subject to:
 - Rezoning and site plan approval for the specific use proposed
 - Must be located on a farm - in active agricultural use
 - Secondary to principle agricultural use
 - Limited in area (GFA and lot coverage), number of employees
 - Shall be compatible with and not hinder agricultural operations
 - Municipal zoning by-laws could be more restrictive
- Policies would also clarify uses not permitted as OFDUs (e.g. large food processors, banquet halls/special event facilities, recreational uses, retail & office uses, trucking yards etc.)
- Home occupations would also be permitted 'as of right' on any lot with a dwelling (including a farm), subject to zoning provisions to address permitted uses, scale etc.

Agriculture-Related Uses



Agriculture-Related Uses

Agriculture-related uses include farm related commercial/industrial uses that are:

- Directly related to farm operations in the area
- Support agriculture
- Required to be close proximity to farm operations
- Provide direct products and/or services to ag. operations in area
- Compatible with/shall not hinder agricultural operations
 - Traffic, noise, dust, odour, trespass, servicing etc.
- Can include value added and value retaining facilities that serve the broader agricultural community (i.e., more than one farm).

Policy Intent/Objective

- Provide opportunities for AR uses to locate in prime agr. areas to support local farm operations through provision of direct products/services, where location in close proximity to those farms is required

Proposed Policy Approach

Provide greater flexibility for agriculture-related uses, where a location in close proximity to the farms is required.

Would be subject to:

- Rezoning and site plan approval for a specific proposed use
- Locational requirements for site selection for proposed uses
 - Must be located on same lot as the farm operation it is related to, unless there is adequate justification for an alternative location
 - Alternative sites include: existing non-agr. parcels, existing AB zoned lots, undersized agr. lots <2ha with a dwelling, other nearby agricultural parcels
- Limited in scale and minimum land area required for the use
- Traffic safety, MDS, servicing, environmental requirements
- Policies for minor changes/expansions to existing uses
- Only AR uses existing as of Jan 14, 2009 may be severed

Non-Agricultural Uses



Non-Agricultural Uses

Non-agricultural uses include:

- Industrial, commercial, institutional (ICI) and recreational uses
- Infrastructure
- Settlement area expansions
- Rural residential uses, including rural entrepreneurial uses (REUs)

Proposed Policy Updates

- Encourage non-agricultural uses to redevelop for *agriculture use*
- Minor revisions to existing ICI & recreational use policies - update language and clarify requirements for minor expansions
- Minor clarifications to infrastructure policies
- For new ICI uses and settlement expansions:
 - Update policies to better reflect 2020 PPS requirements (i.e. only allow if all PPS & OP need/justification requirements can be met)
 - Clarify current justification requirements, including the need for an Agricultural Impact Assessment

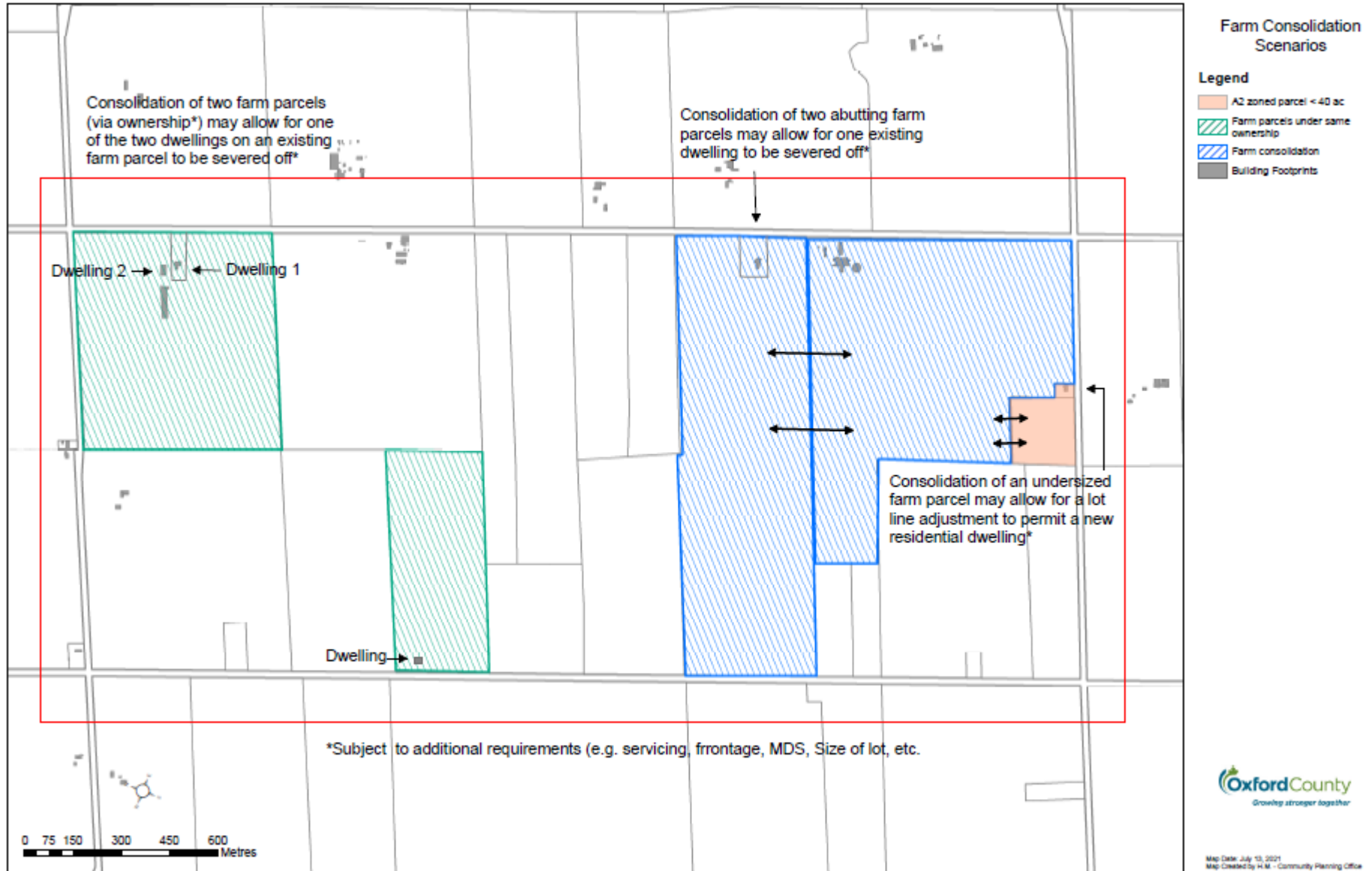
Rural Residential Uses

- Creation of new rural residential (RR) lots is not permitted by the PPS, except through 'farm consolidation'.
 - Inefficient use of land, costly to service, fragments agr. land and creates more points of conflict for agriculture
 - Already >1,600 existing RR lots outside rural settlements in Oxford
 - Focusing growth in settlements is more sustainable (i.e. protects natural resources, more efficient use of land, infrastructure & public services, walkable, supports a range of uses/services etc.)
- Proposed Policy Approach:
 - Simplify existing policies by replacing the point system with similar development review criteria
 - Maintain existing policies to:
 - Allow for the severance of a surplus farm dwelling (if habitable & built prior to Dec. 31, 1995) from an agricultural lot that is to be consolidated (legally merged) with an abutting agricultural lot
 - Allow for rezoning of an existing ICI zoned lot to a residential use where the lot is less than 1 ha (2.5 ac)

Rural Residential Uses

- New policy to allow severance of a surplus farm dwelling through a farm consolidation involving non-abutting farm parcels, in certain circumstances:
 - The lot from which the dwelling is to be severed must contain 2 or more permanent, habitable dwellings built prior to Dec. 31st, 1995
 - The farm parcels must in the same ownership and the retained farm parcel must be rezoned to prohibit any new dwellings
- Provides some additional flexibility to sever surplus dwellings without unduly limiting future farm uses
 - Staff estimate there are over 500 farm properties in the County that currently contain 2 or more dwellings built prior to 1995
- All surplus dwelling severances would be subject to development criteria (servicing, lot size, frontage, MDS, etc)

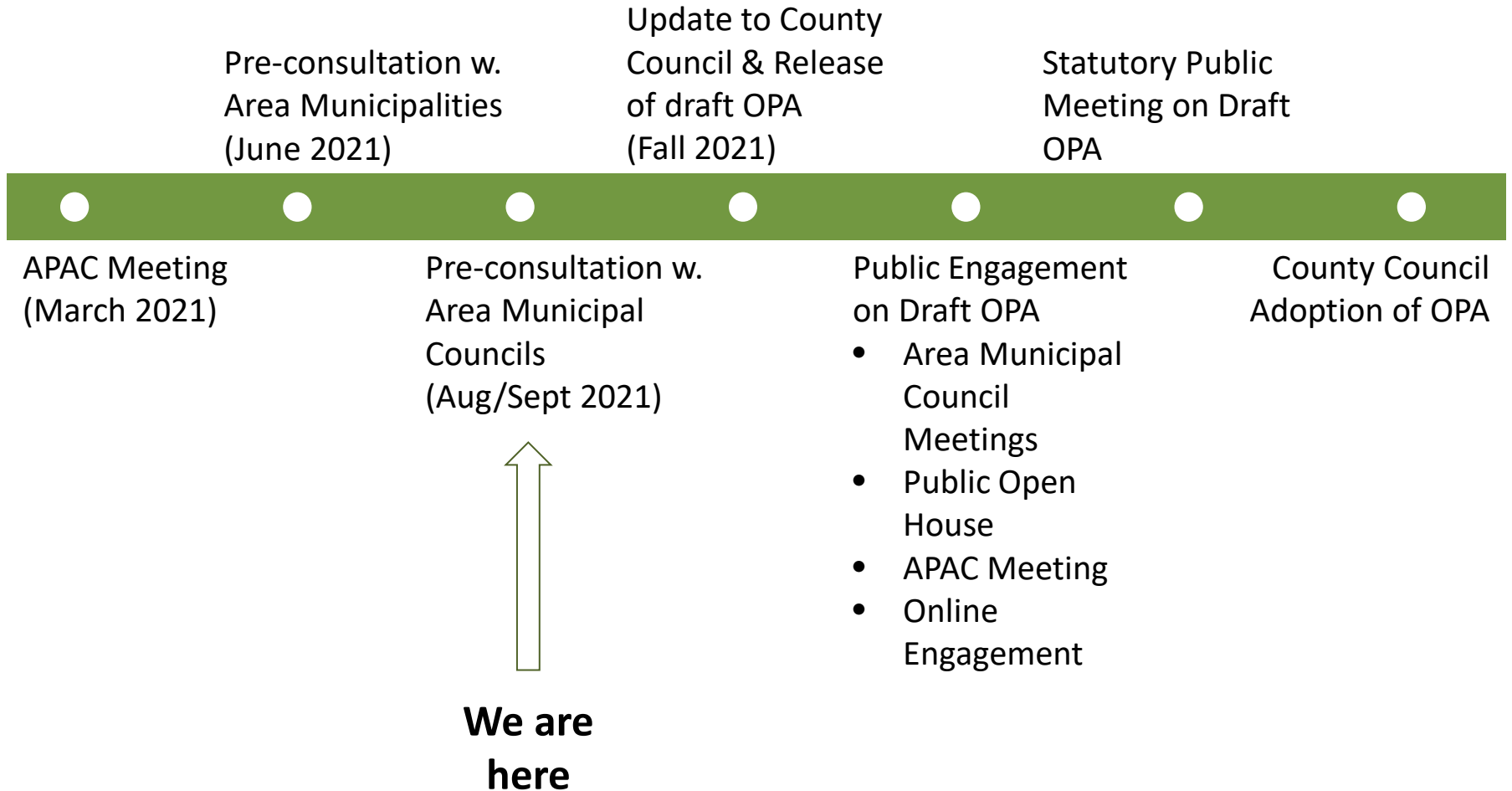
Farm consolidation examples



Rural Entrepreneurial Uses

- Proposing to allow home occupations and rural entrepreneurial uses on existing rural residential lots
- Home occupations would be permitted as of right, subject to the scale of the use and any zoning requirements.
- Rural Entrepreneurial Uses
 - intended to provide live-work opportunities for non-farmers in rural areas
 - Must be secondary to the rural residential use
 - Subject to rezoning and site plan for a specific proposed use
 - Limited in area (lot coverage and GFA) and number of employees
 - Use existing driveways, servicing, etc.
 - Shall be compatible with and not hinder agricultural operations and other surrounding uses

Next Steps



Questions?



TOWNSHIP OF ZORRA

274620 27th Line, PO Box 306 Ingersoll, ON, N5C 3K5
Ph. 519-485-2490 • 1-888-699-3868 • Fax 519-485-2520
Website www.zorra.ca • Email admin@zorra.ca

July 9, 2021

The Hon. Doug Ford, Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Sent by email: premier@ontario.ca

Dear Premier Ford:

At the July 7, 2021 meeting of the Council of the Township of Zorra, the following resolution was passed:

Resolution No. 27-07-2021
Moved by: Paul Mitchell
Seconded by: Steve MacDonald

“WHEREAS proposed regulations related to recent changes to the Conservation Authorities Act require conservation authorities to have agreements with municipalities to fund non-mandatory programs and services with the municipal levy, beginning in 2023;

AND WHEREAS the benefits of non-mandatory programs and services cross municipal borders;

AND WHEREAS establishing, reviewing and renewing these agreements will require considerable staff time of the conservation authorities and the municipalities;

AND WHEREAS the municipal levy to fund the Upper Thames River Conservation Authority (UTRCA) is paid by the County of Oxford and budgeted for at the upper tier of municipal government;

AND WHEREAS the lower tier municipalities within the County of Oxford have input and powers of approval of UTRCA policies, programs and budgets through their representatives on the Board of Directors of the UTRCA;

THEREFORE BE IT RESOLVED THAT the Township of Zorra supports authorizing the County of Oxford to negotiate and sign agreement(s) with the UTRCA regarding funding of non-mandatory programs and services through the municipal levy;

AND THAT the Township of Zorra asks the Ministry of the Environment, Conservation and Parks (MECP) to allow upper tier municipalities to act on behalf of lower tier municipalities in the MECP

Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities;

AND THAT this resolution be forwarded to: Doug Ford, Premier of Ontario; David Piccini, Minister of the MECP; Ernie Hardeman, MPP for the Riding of Oxford; Hassaan Basit, Chair of the Bill 229 Working Group and President and CEO of the Halton Region Conservation Authority; County of Oxford; Lower tier municipalities in the County of Oxford in the UTRCA Watershed; Upper Thames River Conservation Authority; and Conservation Ontario.”

Yours truly,



Donna Wilson
Director of Corporate Services

CC: David Piccini, Minister of the MECP minister.mecp@ontario.ca
Ernie Hardeman, MPP for the Riding of Oxford Hardeman@execulink.com
Hassaan Basit, Chair of the Bill 229 Working Group and President and CEO of the Halton Region Conservation Authority hbasit@hrca.on.ca
County of Oxford csenior@oxfordcounty.ca
Lower Tier Municipalities in the County of Oxford in the UTRCA Watershed
rmordue@blandfordblenheim.ca; mgraves@ingersoll.ca; clerk@swox.org;
kkruger@norwich.ca; wjaques@ezt.ca; ahumphries@cityofwoodstock.ca
Upper Thames River Conservation Authority mackieb@thamesriver.on.ca
Conservation Ontario kgavine@conservationontario.ca



TOWN OF INGERSOLL
Town Centre

July 14, 2021

The Honourable Doug Ford, Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON
M7A 1A1

Dear Premier Ford,

Re: Resolution to Deny Support for the Proposed Walker Landfill

Please be advised that at the regular meeting of Council on July 12, 2021 the Council of the Corporation of the Town of Ingersoll unanimously passed the following resolution:

Moved by: Mayor Comiskey
Seconded by: Councillor Van Kooten-Bossence

WHEREAS section 6.0.1 of the Environmental Assessment Act requires that "A proponent mentioned in subsection (3) shall, in accordance with subsection (5), obtain municipal support for the undertaking from each local municipality as defined in subsection (4)";

AND THAT "the proponent shall provide to the Ministry, ... a copy of a municipal council resolution for each local municipality in respect of which municipal support is required under subsection (4), indicating the municipality supports the undertaking to establish a waste disposal site that is a landfilling site";

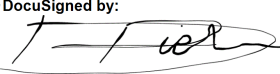
AND WHEREAS Walker Environmental Group has proposed that the "Southwest Landfill" be located within 3.5km of Ingersoll;

THEREFORE be it resolved that the Town of Ingersoll will not provide such a resolution of support;

AND THAT this resolution be sent to the Township of Zorra, the Township of South West Oxford, Oxford County, the Minister of the Environment, Conservation and Parks, Premier Doug Ford, and Oxford MPP Ernie Hardeman.

CARRIED

Sincerely,

DocuSigned by:

2E6C9B9506D1453...
Danielle Richard, Clerk
Town of Ingersoll

cc: The Honourable Ernie Hardeman, Oxford MPP
The Honourable David Piccini, Minister of the Environment, Conservation and Parks
Oxford County Municipalities

July 15, 2021

The Honourable David Piccini, Minister of the Environment, Conservation and Parks
The Honourable Steve Clark, Minister of Municipal Affairs and Housing
Ernie Hardeman, MPP Oxford County
OPAL Alliance (Oxford People Against the Mega Landfill)
Stop the Dump Citizen's Group
Walker Environmental Group
Oxford County Area Municipalities

VIA EMAIL

Please be advised that at its meeting of July 14, 2021, Oxford County Council unanimously adopted the following resolution:

Moved By: Marcus Ryan
Seconded By: Ted Comiskey

Whereas section 6.0.1 of the Environmental Assessment Act requires that "A proponent mentioned in subsection (3) shall, in accordance with subsection (5), obtain municipal support for the undertaking from each local municipality as defined in subsection (4), and;

That "the proponent shall provide to the Ministry, ... a copy of a municipal council resolution for each local municipality in respect of which municipal support is required under subsection (4), indicating the municipality supports the undertaking to establish a waste disposal site that is a landfilling site," and;

Whereas Walker Environmental Group has proposed that the "Southwest Landfill" be located in Zorra Township;

Therefore be it resolved that Oxford County will not provide such a resolution of support;

And that this resolution be sent to the Township of Zorra, the Town of Ingersoll, the Township of South West Oxford, Oxford MPP Ernie Hardeman, the Minister of the Environment, Conservation and Parks, the Minister of Municipal Affairs and Housing, OPAL, Stop the Dump, and Walker Environmental Group.

Respectfully yours,



Warden Larry Martin
Oxford County



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

July 14th, 2021

Office of the Premier
Legislative Building
Queens Park
Toronto, ON
M7A 1A1

Dear Premier Ford:

**Re: South-West Oxford Resolution: Proposed Walker Environmental Group
Southwest Landfill**

This letter will confirm that the Council of the Township of South-West Oxford passed the following resolution at their meeting held on July 13th, 2021:

Whereas Section 6.0.1 of the Environmental Assessment Act requires that “A proponent mentioned in subsection (3) shall, in accordance with subsection (5), obtain municipal support for the undertaking from each local municipality as defined in subsection (4);

And That “the proponent shall provide to the Ministry, ... a copy of a municipal council resolution for each local municipality in respect of which municipal support is required under subsection (4), indicating the municipality supports the undertaking to establish a waste disposal site that is a landfilling site;”;

And Whereas Walker Environmental Group has proposed that the “Southwest Landfill” be located in Zorra Township;

Therefore be it resolved that the Township of South-West Oxford will not provide such a resolution of support;



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

And that this resolution be sent to the Township of Zorra, the Town of Ingersoll, the County of Oxford, Oxford MPP Ernie Hardeman, the Minister of the Environment, Conservation and Parks, the Minister of Municipal Affairs and Housing, OPAL, Stop the Dump, and Walker Environmental Group.

Thank you.

Yours truly,

A handwritten signature in black ink, appearing to read 'Julie Forth', is written over a light-colored rectangular background.

Julie Forth, Clerk
Township of South-West Oxford

cc. Oxford MPP Hon. Ernie Hardeman;
Minister of Municipal Affairs and Housing Hon. Steve Clark;
Minister of Environment, Conservation and Parks Hon. Jeff Yurek;
Oxford County Municipalities;
OPAL;
Walker Environmental Group

To: Warden and Members of County Council

From: Director of Public Works

2021-2025 Green Fleet Plan

RECOMMENDATIONS

1. That Council adopt the targets within the *2021-2025 Green Fleet Plan*, dated May 2021, as attached to Report No. PW 2021-23 entitled “*2021-2025 Green Fleet Plan*”;
2. And further, that Council support in principle the related initiatives outlined within the *2021-2025 Green Fleet Plan*, recognizing that implementation will be considered by Council as part of the annual Business Plan and Budget approval process.

REPORT HIGHLIGHTS

- The purpose of this report is to adopt the proposed *2021-2025 Green Fleet Plan* and its associated reduction in fleet greenhouse gas emission targets overtime.
- Based on reporting information available, the implementation of Oxford County’s first *Green Fleet Plan* (2016) achieved a 9.3% reduction in fleet greenhouse gas (GHG) emissions (226 tonnes CO₂e) when comparing 2019 levels to 2014 levels.
- Building off of the success of the *2016 Green Fleet Plan*, the *2021-2025 Green Fleet Plan* projects a GHG emissions reduction of 398 tonnes CO₂e (19% below 2015 base year levels), exceeding the emissions reduction target of 14.1% by 2025 to be achieved through the ongoing implementation of the *100% Renewable Energy (RE) Plan*.
- 82 fleet recommendations are highlighted in the *2021-2025 Green Fleet Plan*, including the replacement of 35 ½ ton pick-up trucks with hybrid electric vehicles (HEV) and the introduction of the County’s first ½ ton pick-up battery electric vehicle (BEV) in 2024. The ongoing green fleet conversion seeks to increase the number of alternative-fuelled vehicles from 31 in 2020 (19% of fleet) to 76 in 2025 (47% of fleet).

Implementation Points

Upon adoption of the *2021-2025 Green Fleet Plan*, staff will proceed with the implementation of the recommendations in order to meet the goals outlined in the Plan and as permitted through approved annual budgets.

Financial Impact

The *2021-2025 Green Fleet Plan* scope covers a total of five annual budgets ranging from 2021 to 2025. The first year of the plan has been approved through the 2021 Business Plan and Budget. Table 1 summarizes the unapproved projected changes in green fleet incremental annual capital charges from 2022 to 2025.

Table 1: Summary of Annual Incremental Capital Charges

User Group	Budget Year			
	2022	2023	2024	2025
Paramedic Services	\$12,167	\$7,967	\$7,967	\$5,900
Transportation Services	76,900	21,700	17,200	17,200
Wastewater Treatment	25,267	19,867	13,067	10,000
Water Distribution & Wastewater Collection	61,100	37,100	32,400	26,400
Facilities	9,933	9,933	6,133	6,300
Water Treatment	30,667	30,667	22,367	23,300
Waste Management	28,467	28,467	24,467	6,100
Fleet Pool	\$67	67	1,067	200
Construction & Engineering	-167	-167	-867	-400
Library	7,100	7,100	7,100	3,500
Water Treatment	17,500	17,500	17,500	17,500
Total	\$269,000	\$180,200	\$148,400	\$116,000

NOTE: The forecasted capital budgets are based on vehicle costs today and are subject to change as the market evolves.

These overall increases would be required to fund all currently-unapproved capital replacement recommendations outlined in the *2021-2025 Green Fleet Plan*. The 2022 budget would have the highest increase of \$269,000, as all recommendations scheduled for 2022 implementation will take on the full incremental cost.

By the end of 2025, all of the green fleet conversion recommendations will have been implemented. From 2026 onward, annual incremental capital cost charges are anticipated to reach a steady state of approximately \$99,000.

These annual incremental capital charges associated with the above proposed green fleet conversions are well balanced by previous historical annual fleet capital charge savings associated with fleet optimization. The 2020 Business Plan and Budget introduced two initiatives: New Initiative 01 - Snow Plow Route Optimization and New Initiative 02 - Fleet Utilization & Rationalization Implementation. These initiatives resulted in a **combined annual capital savings of \$154,100**. The annual capital savings were realized by reducing the size of the County fleet by three tandem axle snow plows and six passenger vehicles.

Further, every green fleet conversion recommendation is anticipated to see operational cost savings through lower fuel consumption with the exception of those switching to biodiesel. In the case of BEVs, cost savings in maintenance is also expected in addition to the fuel savings. Due to the complexity of fleet operations and the method of calculations performed by the consultant, it is difficult to fully detail how operational costs will impact future annual budgets. As we gain experience over time with the operational maintenance costs related to green fleet vehicles, the accuracy of annual operating budgets will be more easily determined.







The recommended green fleet conversions and their associated funding resources over the 2022 to 2025 timeframe will be further considered through the respective annual budget processes.

Communications

If Council proceeds with the recommendations within this report, the *2021-2025 Green Fleet Plan* will then be published electronically to the County's [Reports & Publications](#) web section under "Environmental".

The release of the *2021-2025 Green Fleet Plan* will be promoted to the community through social media and on the County's homepage. It will also be shared with the Public Works division, Paramedic Services, Asset Management, Area Municipalities, Future Oxford and Smart Energy Oxford as information about Oxford County's progress on the goals of the *100% RE Plan* and the *Future Oxford Community Sustainability Plan*.

Strategic Plan (2020-2022)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
		3.iii.	4.ii.	5.ii.	

DISCUSSION

Background

Five-year targets for energy reduction, GHG emissions and renewable energy mix (baseline year of 2015) were adopted by Council for Oxford County when the updated *Energy Management Plan* was introduced as per Report No. [PW 2019-33](#). From this, a municipal GHG emissions reduction target of 14.1% by 2025 (when compared to 2015 levels) was established for Oxford County. Implementation measures from the County's *Green Fleet Plan*, *Energy Management Plan* and *Long Term Facilities Renewable Energy Plan* will serve to achieve this near-term target along with longer term aspirations of the *100% RE Plan*.

County Council adopted the County's first *Green Fleet Plan* (2016) through Report No. [PW 2016-12](#). This plan outlined a 10% reduction of GHG emissions by 2019 from 2014 levels. In addition, the plan outlined 32 recommendations to guide staff in achieving this goal, including the utilization of compressed natural gas (CNG) in County vehicles and the development of an idling policy. As of 2019 year end, corporate fleet emissions were reduced from 2,426 tonnes CO₂e in 2014 to 2,200 tonnes CO₂e in 2019, a 9.3% reduction.

Currently, Oxford County maintains a fleet of approximately 194 assets utilized by Public Works, Paramedic Services and Corporate Services. Of the 194 assets, 161 are fuel-powered and 31 operate with some form of alternative fuel (i.e. electricity, CNG or hybrid). As of 2019, the corporate fleet emitted 2,200 tonnes CO₂e, a reduction of 40 tonnes CO₂e from 2015 levels. Based on the targeted 14.1% reduction from 2015 levels, this target would require the corporate fleet to reduce annual emissions to 1,924 CO₂e by 2025 or an additional 276 tonnes CO₂e from 2019 levels.

Staff retained consulting services in 2020 through a request for proposal (RFP) process to assist in the development of the *2021-2025 Green Fleet Plan*. The scope of work was focused around three main objectives:

- Identifying green fleet recommendations that would result in the County's fleet reducing GHG emissions by 14.1% (from 2015 levels) by 2025;
- Preparing a public document illustrating green fleet recommendations that could be implemented over a five year period (2021-2025); and
- CNG utilization review to determine if the County should continue with the use of passenger CNG vehicle conversions, CNG snowplows, and whether or not to proceed with the construction of a slow-fill CNG station at 59 George Johnson Blvd., Ingersoll.

The last objective stemmed from Report No. [PW 2020-48](#) where staff recommended the delay of all new CNG-related fleet projects with the exception of the replacement of two diesel powered snow plows with CNG powered snow plows. Potential CNG fleet conversion projects were to be considered through the *2021-2025 Green Fleet Plan* to determine their viability and capacity for GHG emissions reductions.

Comments

Oxford County has established itself as a progressive organization when it comes to its ongoing corporate green fleet conversion. Through implementation of the *2016 Green Fleet Plan* and ongoing inter-departmental collaboration, a number of initiatives have been achieved, including:

- Canada's first CNG-powered tandem axle snow plows (2);
- Canada's first hybrid ambulance;
- Fleet utilization review resulting in a 6.7% rationalization reduction of fleet assets;
- Introduction of the Corporate Fleet Idling Policy; and
- 19% of fleet vehicles utilizing alternative fuels.

2021-2025 Green Fleet Plan Recommendations

The main focus in the development of the *2021-2025 Green Fleet Plan* was to take advantage of the planned replacement of 110 fleet assets as noted in the *Asset Replacement Plan* from 2021 to 2025. Of these assets, it was recommended that 65 of them be changed from their current vehicle type to a new vehicle type, resulting in anticipated GHG emissions reductions.

Table 2 shows a summary of the recommendations put forward in the plan, sorted from highest to lowest in terms of GHG emissions reduction. Over half of the asset replacements are recommended to be hybrid electric vehicles (HEV), with all cargo vans transitioning to BEVs starting in 2023. Other recommendations that did not include an asset replacement are the installation of anti-idling technology on heavy duty trucks and the switching of dyed diesel to B20 bio-diesel.

Table 2: Summary of Recommendations within the 2021-2025 Green Fleet Plan

Opportunity	Vehicle Count	Total GHG Reduction (tonne CO₂e/year)	Capital Cost Impact	Operating Cost Impact (\$/year)	Net Lifecycle Cost
Hybrid Pickup Trucks	35	91	\$178,200	-\$35,200	\$2,200
B20 Bio-diesel (20%) for Major Equipment	N/A	76	N/A	8,800	N/A
BEV Pickup Trucks	7	67	140,000	-26,700	6,500
BEV Cargo Vans	8	44	126,100	-13,800	43,300
Hybrid Ambulances	5	38	164,500	-7,500	104,500
Anti-Idle Technology	16	31	107,200	-10,800	-800
PHEV SUVs	3	14	24,600	-4,200	-600
CNG Snowplows	2	10	104,200	-11,000	-5,800
BEV Single Axle Truck	1	8	70,000	-2,400	22,000
Dozer (with electric drive)	1	7	65,000	-4,400	-23,000
Hybrid ERV (Asset 1317)	1	6	15,000	-1,600	5,400
BEV ERV (Asset 1320)	1	4	12,500	-1,000	6,500
Hybrid ERV (Asset 1318)	1	2	5,000	-500	2,000
Total:	81	398	\$1,100,000	-\$110,300	\$177,200

If all recommendations are implemented, it is expected to result in a reduction of 19%, or 398 tonnes CO₂e. That amount would represent 122 tonnes CO₂e more than what is required to meet the goal of a 14.1% reduction by 2025 (below 2015 levels). This overshoot allows for flexibility in the County reaching its goals and allows for fluctuations in annual fuel consumption (e.g. higher than usual number of winter events).

CNG Utilization Review Outcome

The review performed by WSP revealed that the approach of converting passenger vehicles (e.g. pick-up trucks, cargo vans and SUVs) to dual-fuel CNG/gasoline proved to be no longer a favourable option with the arrival of HEVs and soon-to-be BEVs for light duty fleet. In the lifecycle analysis of ½ ton pick-up trucks, dual-fuel CNG/gasoline was revealed to be the most expensive option and did not have the best GHG emissions reduction. Overall, WSP recommended not to pursue CNG conversions in light duty vehicles moving forward.

The analysis of heavy duty vehicles revealed that CNG-powered snow plow tandem axle trucks have a near-breakeven return on investment when compared to conventional diesel powered trucks and provide nearly 50 tonnes CO₂e reduction over its lifespan. For that reason, WSP recommended proceeding with CNG-powered snow plow tandem axle trucks that are located within distance to Rural Green Energy, the County's sole CNG fuel supply. The 2021 budget already reflected this recommendation for two more CNG-powered tandems to be based out of the Woodstock Patrol Yard. Following this implementation, all tandem axle snow plows at Woodstock will have been converted to CNG. Therefore, no further CNG powered recommendations were made due to the lack of proximity to Rural Green Energy.

Lastly, WSP assigned the CNG infrastructure analysis to a sub-consultant, Change Energy Services (CES), that specializes in CNG fueling and infrastructure. 59 George Johnson Blvd., Ingersoll was deemed to no longer be a viable option for a slow-fill CNG station since the majority of vehicles based near this location are light duty pick-up trucks. CES examined the County's fleet and determined that Springford Patrol Yard would be the ideal location to install a CNG fueling station given the largest number of heavy duty vehicles. However, the business case revealed a no payback situation which would tie the County to CNG for the next 20 years. Therefore, the plan does not elect to have the County pursue the building of its own CNG station. This will allow fleet staff more flexibility to utilize other technologies, specifically, hydrogen fuel cell electric vehicles when the technology becomes more readily available in the County's region.

Conclusions

In concert with the *Energy Management Plan* and the *Facilities Long Term Renewable Energy Plan*, implementation of the *2021-2025 Green Fleet Plan* will provide significant opportunities for the County to reduce its environmental footprint and support climate change mitigation, all in alignment with the County's ultimate goal of reaching 100% RE.

Individually, the *2021-2025 Green Fleet Plan* seeks to reduce municipal fleet GHG emissions by 19% (from 2015 levels) by 2025 while adequately managing increases in incremental fleet capital costs over time.

SIGNATURES

Report Author:

Original Signed By:

Jordan Mansfield, M.Eng., CEM, CMVP
Coordinator of Energy Management & Fleet

Departmental Approval:

Original Signed By:

David Simpson, P.Eng., PMP
Director of Public Works

Approved for submission:

Original Signed By:

Michael Duben, B.A., LL.B.
Chief Administrative Officer

ATTACHMENT

Attachment 1: *2021-2025 Green Fleet Plan*, May 17, 2021

PW 2021-23: 2021-2025 GREEN FLEET PLAN

Presented to: Oxford County Council

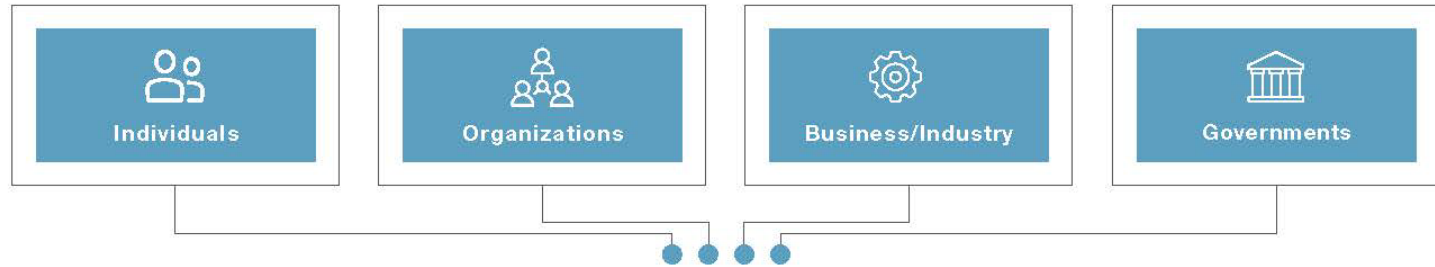
Presented By: Jordan Mansfield, M.Eng., CEM, CMVP –
Coordinator, Energy Management & Fleet

June 9th, 2021

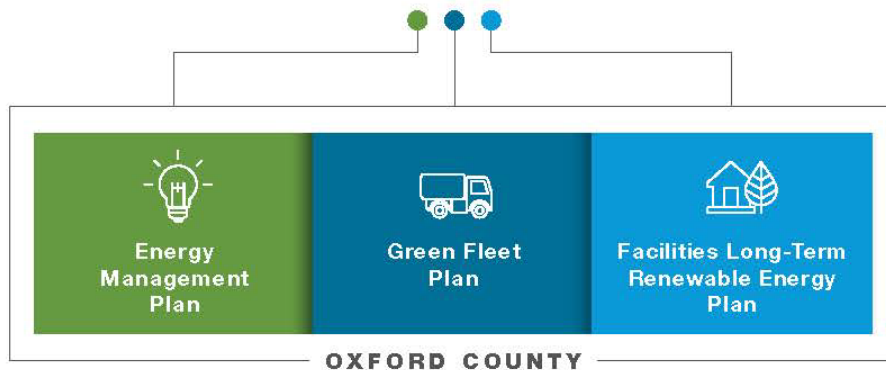
OUTLINE

- Organizational Path to 100% RE
- 2016 Green Fleet Plan Achievements
- Fleet Today
- 2021-2025 Green Fleet Plan Objectives & Recommendations
- CNG Review Results
- Financial Impact – Green Fleet Plan
- Other Green Fleet Considerations
- Green Fleet Emissions Reduction to 2025

ORGANIZATIONAL PATH TO 100% RE



Year	Fleet	
	GHG Emissions Target %	Tonne CO ₂ e
2015	0.0%	2,239
2020	3.2%	2,168
2025	14.1%	1,924
2030	25.0%	1,679
2035	36.0%	1,434
2040	46.9%	1,189
2045	57.8%	945
2050	68.7%	700



2016 GREEN FLEET PLAN ACHIEVEMENTS

- 9.3% GHG emissions reduction by 2019 from 2014 levels
- 1st CNG snow plows in Canada
- 1st hybrid ambulances in Canada
- 6.7% reduction in fleet size
- Corporate Fleet Idling Policy

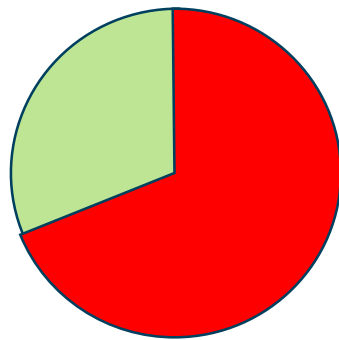


FLEET TODAY

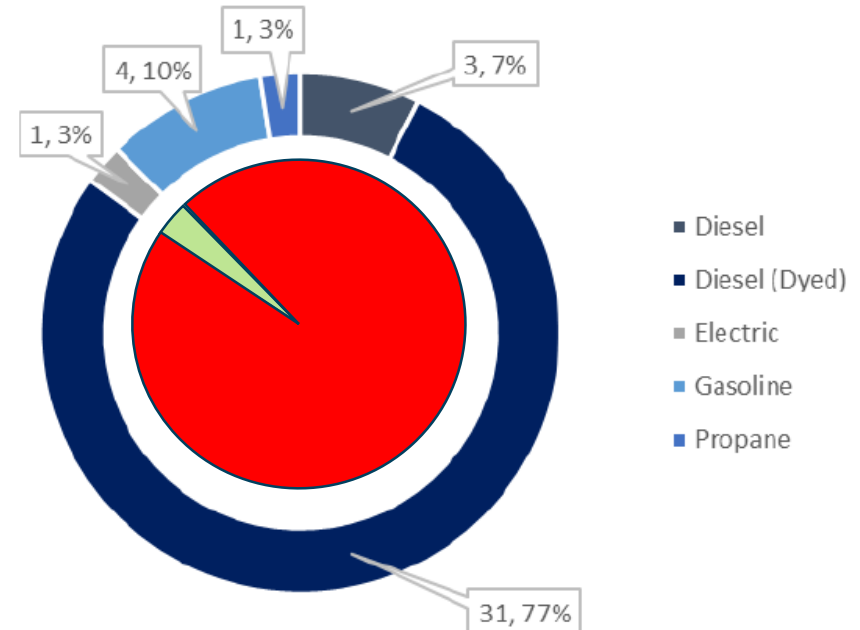
- Fleet size approx. 194 assets
- 48 fleet asset types (e.g. ambulances, ½ ton pick-up trucks)
- 12 different user groups (e.g. Waste Management)
- 6 internal fossil fueling stations, 2-Level III and 23-Level II EV charging stations



FLEET TODAY



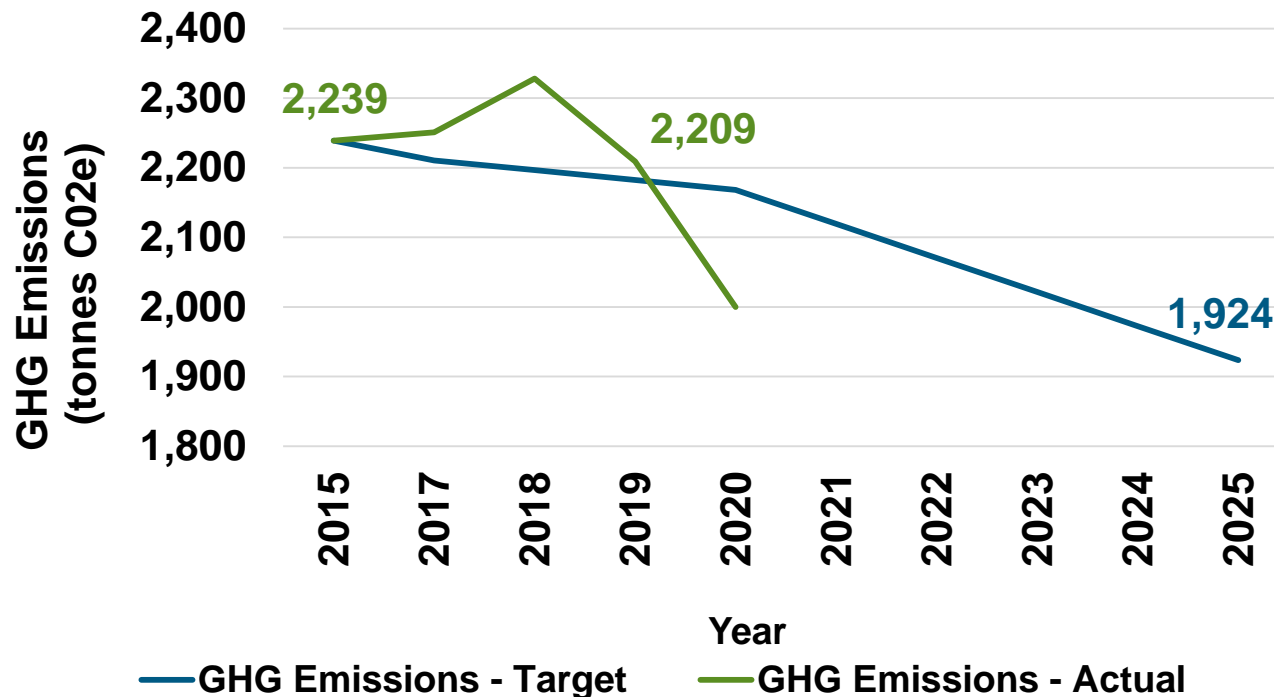
Fleet Propulsion Types - Non-Licensed



- 19% of propulsion assets use alternative fuel or 35% of licensed assets

2021-2025 GREEN FLEET PLAN OBJECTIVES

1. Identifying green fleet recommendations that would result in the County's fleet reducing GHG emissions by 14.1% (from 2015 levels) by 2025

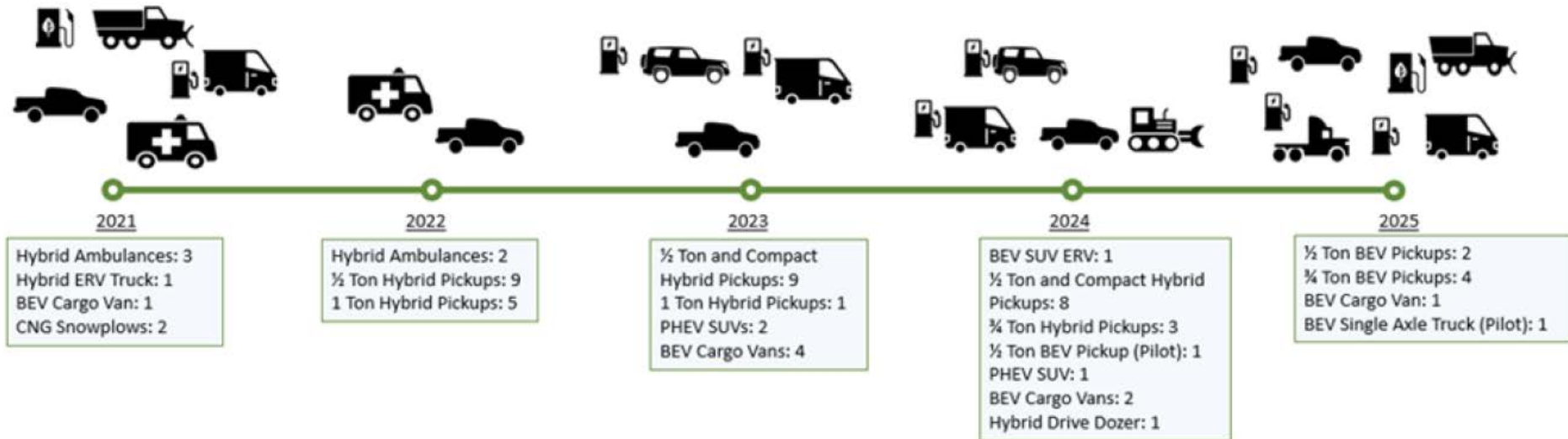


2021-2025 GREEN FLEET PLAN OBJECTIVES

2. Preparing a public document illustrating green fleet recommendations that could be implemented over a five year period (2021-2025)
3. CNG utilization review
 - Passenger vehicle CNG conversions
 - CNG snow plows
 - Proposed slow-fill CNG station at 59 George Johnson Blvd.

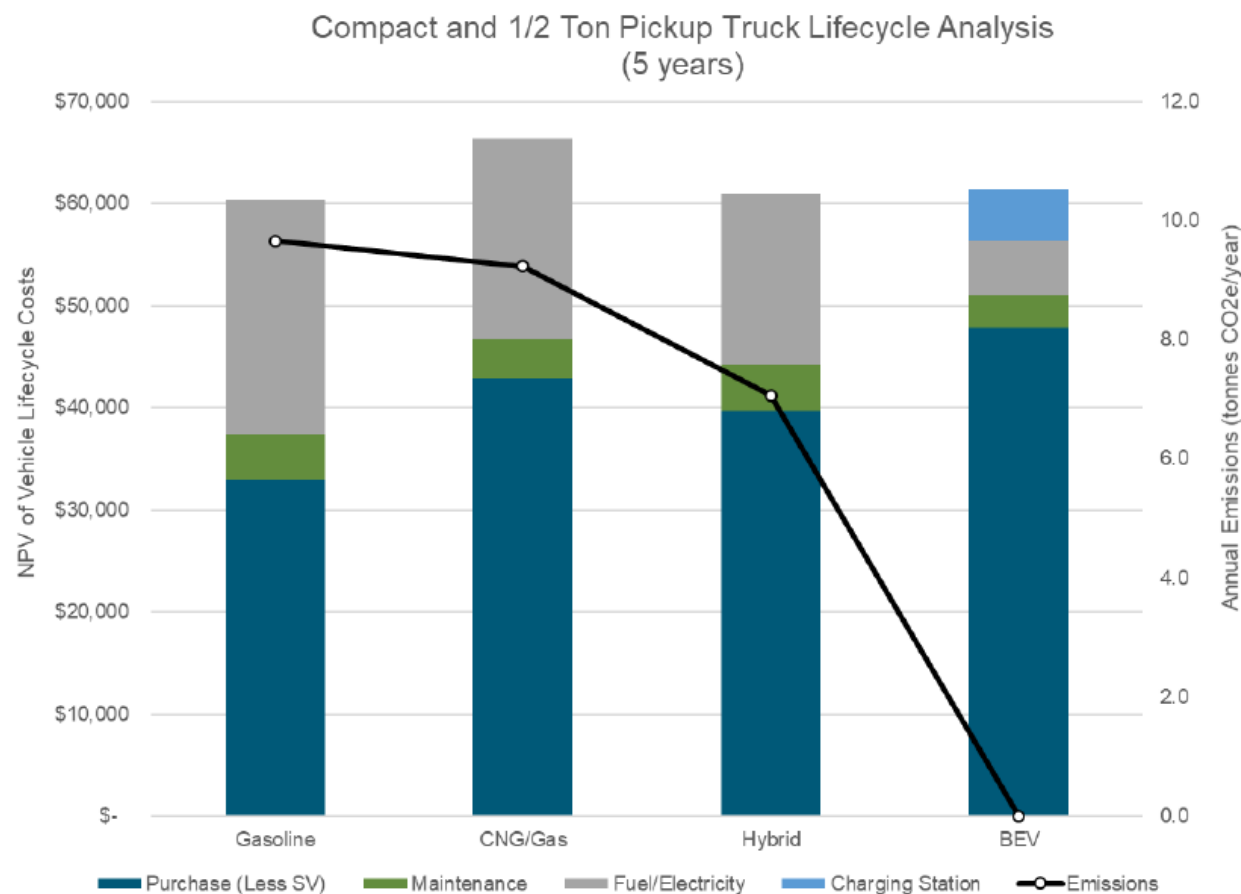
2021-2025 GREEN FLEET PLAN RECOMMENDATIONS

- 82 fleet recommendations that will result in 398 tonnes CO₂e (19% below 2015 base year levels)
- Increase from 19% to 47% alternative fueled vehicles



CNG REVIEW RESULTS

- Hybrid passenger vehicles proved to be a better option than dual fuel (i.e. gas/CNG) vehicles



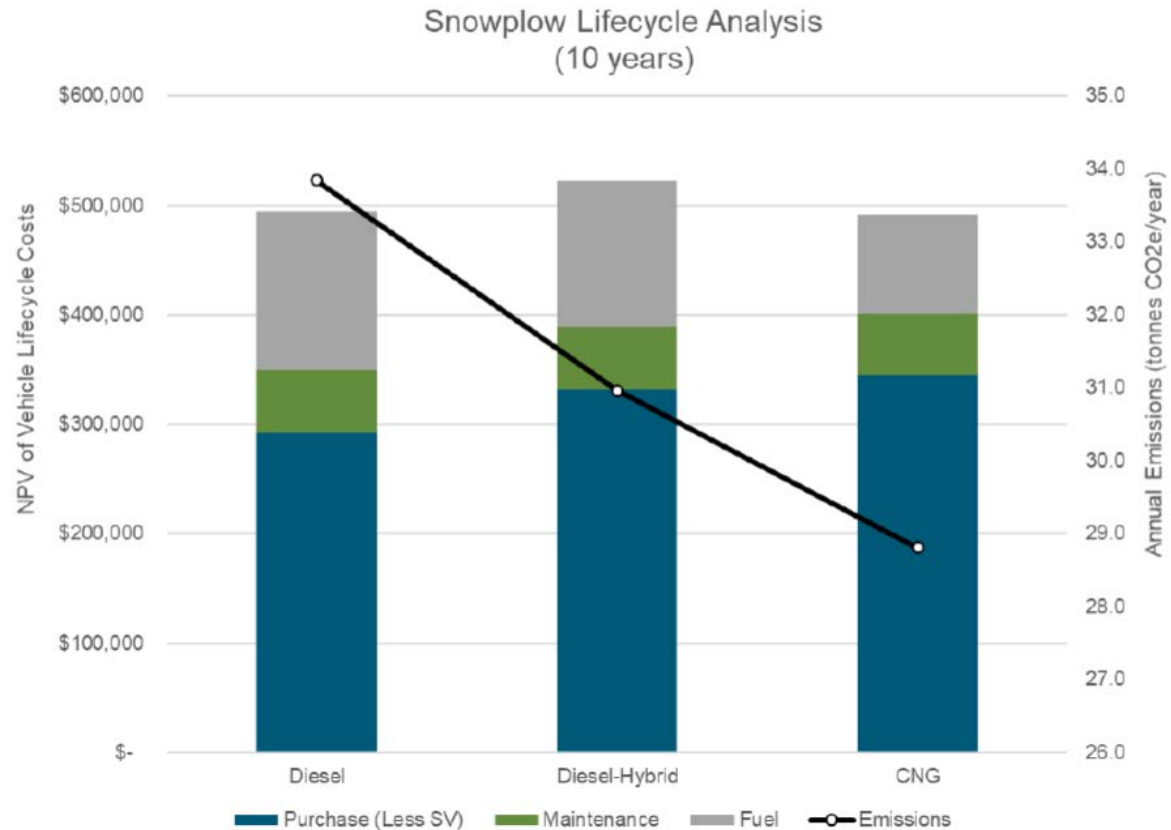
CNG REVIEW RESULTS

- 59 George Johnson Blvd., Ingersoll CNG fueling station
- 10 slow fill fueling nozzles to support light-duty vehicles
- No longer viable due to a lack of heavy-duty vehicles based near this location



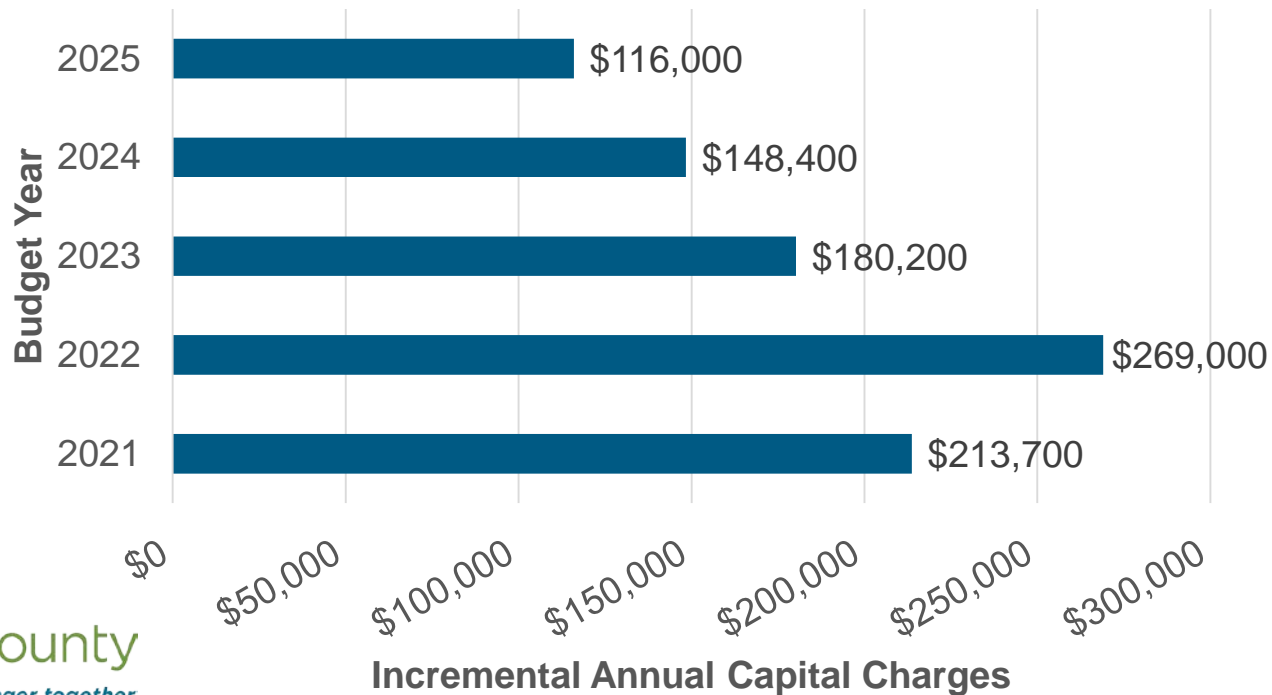
CNG REVIEW RESULTS

- CNG-powered snow plows have a slightly lower life cycle vs. diesel-powered
- Examined CNG station opportunity at Springford Patrol Yard
- Consultant determined a no payback situation
- Installation of station would limit flexibility



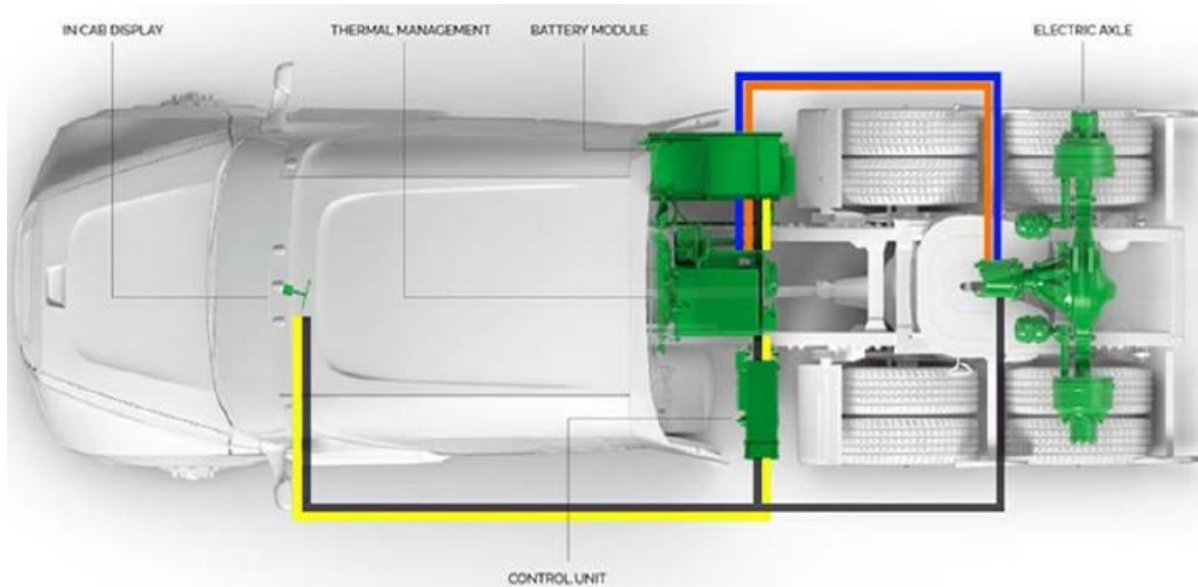
FINANCIAL IMPACT – GREEN FLEET PLAN

- 2021-2025 Green Fleet Plan will be subject to annual budget approval
- 2020 Fleet Rationalization - \$154,100 in annual capital savings
- Anticipated operational cost savings

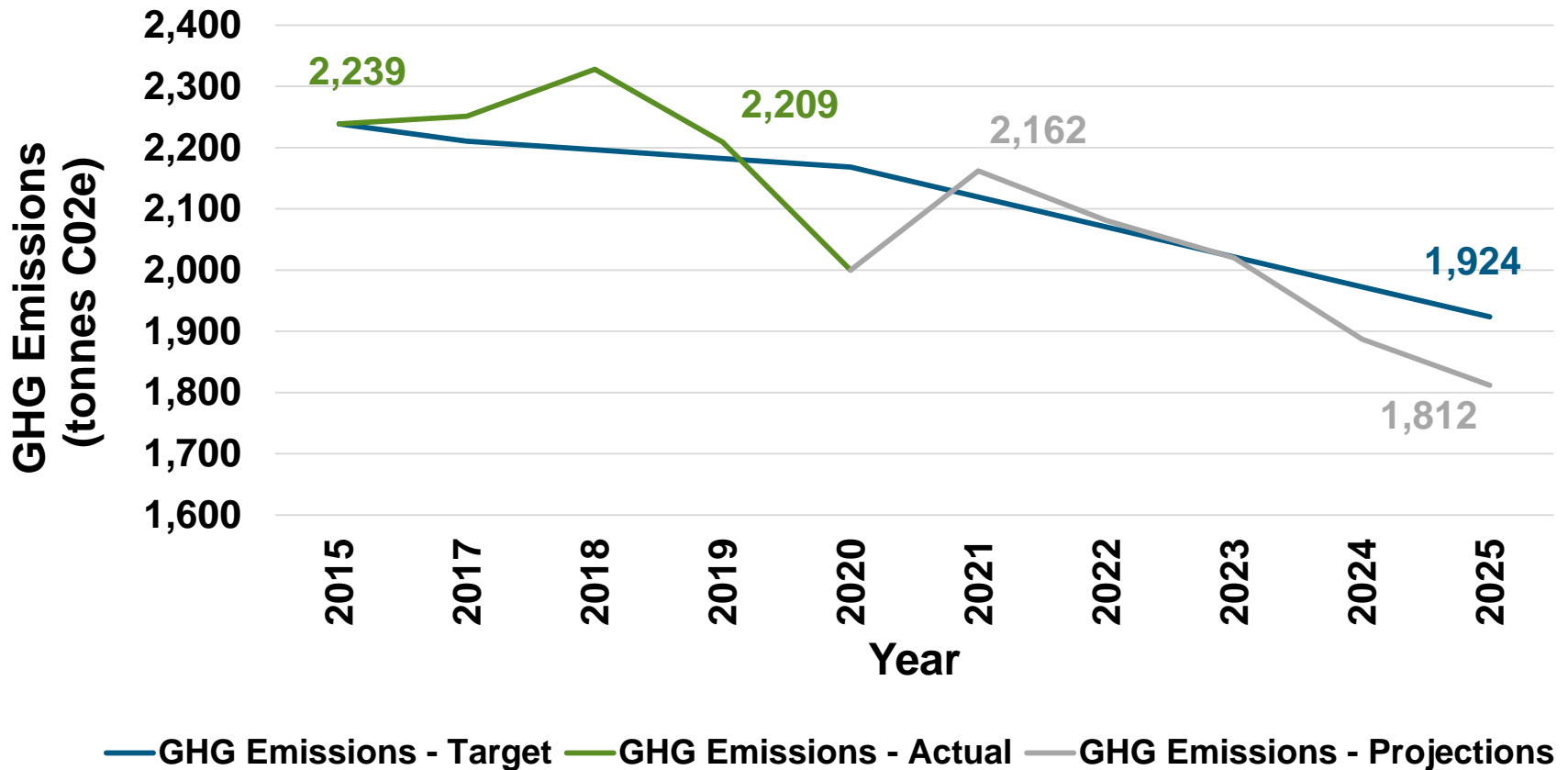


OTHER GREEN FLEET CONSIDERATIONS

- Hydrogen Fuel Cell Electric Vehicles
- Renewable Natural Gas (RNG)
- Renewable Diesel
- Hybrid Drive Axle



GREEN FLEET EMISSIONS REDUCTION TO 2025



Questions?

Thank You

BACKGROUND RESEARCH & ENGAGEMENT SUMMARY REPORT

Drumbo Area and Secondary Plan
Township of Blandford-Blenheim
County of Oxford

Date:
June 2021

Prepared for:
Township of Blandford-Blenheim

Prepared by:
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Our File 08180H

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ACKNOWLEDGEMENTS

This report acknowledges the assistance provided by County of Oxford and Township of Blandford-Blenheim Staff. We also acknowledge all those who participated in the process, through virtual meetings and through written submissions.

Respectfully submitted,

MHBC



Trevor Hawkins, M.PL, MCIP, RPP
Partner



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Partner

EXECUTIVE SUMMARY

The ultimate goal of the Drumbo Secondary Plan is to identify and plan for the anticipated growth of Drumbo, as a result of additional wastewater treatment capacity approved through the recent Environmental Assessment, and where capacity (existing and future) exist, to plan for the growth allocated to the Township through the County of Oxford.

It is expected that the Secondary Plan process will consider and establish land uses and related policies for the existing vacant lands within the Settlement Boundary, while also reviewing the existing development patterns and opportunities for infill that align with Provincial and County policies. The evaluation of the existing Settlement Area land uses and the consideration of any expansion or adjustment to the Settlement Area boundary will be conducted in accordance with the applicable Provincial and County policies which regulate the expansion of settlement areas. The Secondary Plan project will also assess the viability and appropriateness of the large block of lands designated "Industrial" in the County's Official Plan, and whether any change in land use should be considered by the County.

The Land Use Plan for Drumbo will be considered and evaluated in the following context:

- Review alignment of the existing Village Area boundary to ensure that properties are not improperly being fragmented (i.e. that the boundary does not bisect individual properties unnecessarily, or existing buildings and structures).
- Review the growth forecasts prepared for the Township, as well as the forecasts contained in the Wastewater Environmental Assessment to determine if there is sufficient available land to meet the population projections and further to determine if there is a need for an expansion to the Village Area Boundary, or a refinement to the existing boundary, in consideration of Provincial and County planning policies.
- Identify if there are existing lands within the Village Area Boundary that should be removed from the Settlement Area (e.g. due to constraints) and their growth potential reallocated to other, more suitable areas that may result in an alteration to the existing Settlement Area (i.e. deleting lands from one area and adding them elsewhere).
- Review the existing land use designations in the County Official Plan to determine if adjustments to existing land use designations and related policies are warranted to ensure efficient and orderly land use patterns that meet Provincial and County policies and that properly consider the existing and future availability of municipal services.
- Consider the need for supporting land uses, such as parks and commercial uses, to support both existing residents and future residents of the Village

In addition to the review of the Village Area Boundary, the Drumbo Secondary Plan will consider and identify, as needed, specific policies for the vacant lands within the Village, while considering public input, existing identified constraints and the availability of municipal services.

The Background Research and Engagement Summary Report provides Council with a general overview and summary of the Village of Drumbo as it currently exists, including existing development patterns, committed servicing capacity and opportunities to accommodate future planned growth, while identifying key issues that will need to be considered through the Secondary Plan process.

1.0 INTRODUCTION

MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC Planning) was retained by the Township of Blandford-Blenheim to assist in the development of a Secondary Plan for the Village of Drumbo, a serviced Settlement Area within the Township. The preparation of the Secondary Plan will provide recommendations and policy guidance for the future development of Drumbo, and will provide the Township and County with direction to prepare an Official Plan Amendment (OPA) to the County of Oxford to implement the Secondary Plan.

Based on the unique characteristics and existing conditions of Drumbo, it is intended that the Secondary Plan Study will address several goals, including:

- To ensure land use planning policies are established to plan for and accommodate new growth in an orderly manner that considers existing Village development patterns and road networks;
- To develop a new Land Use Plan for Village that considers the existing development, new development opportunities on existing vacant (farmed) lands and the consideration of commercial/industrial lands to create a variety of land uses and housing types appropriate for the Village and its existing character;
- To ensure that suitable parkland/open space and other key community elements (e.g. trails) are planned for and of sufficient size to serve the existing community and future growth.

The content of the Secondary Plan will also be informed by the feedback that is received from the community and key stakeholders, through involvement in community consultation initiatives. As the development of the Land Use Plans evolve, opportunities will be available for the community to review and provide input on the Plans and their vision for the community.

This summary report provides an overview of the applicable land use policy framework for Drumbo, including whether the existing Settlement Area should/can be adjusted and/or expanded. Furthermore, an evaluation of the existing supply of vacant lands within the Village will be provided to identify the potential for any intensification and growth within the developed areas of the Village, in consideration of any constraints and the availability of municipal services.

2.0 EXISTING DEVELOPMENT POTENTIAL

This section of the report consists of a review of the lands within the existing Village boundary that may provide opportunities for potential intensification, as well as a general assessment of the existing land supply – i.e. how much growth can Drumbo accommodate without any changes to its existing boundary.

2.1 Vacant Lands within Settlement Area

A review of the existing inventory of vacant (active agricultural) lands indicates there are substantial areas of lands within the Settlement Area boundary that are planned for Residential or Industrial development, largely on the perimeter of the community that are currently being farmed. In addition to the large tracts of agricultural lands, there are properties within the Village that are of sufficient size such that minor intensification may be possible, should it be advanced by the property owners.

Figure 1 on the following page illustrates the key vacant lands within the Village boundary in blue and pink (based on their existing land use designation). Additional lands within the Village that have the potential for infill/minor intensification are also identified (in yellow). As is evident, the majority of the new development potential is on the perimeter of the Village, generally adjacent to the existing built-up area.

Figure 2 illustrates the existing land use designations within the Village, as contained within the County's Official Plan. The majority of the lands within the Village are designated Low Density Residential, including the majority of the vacant lands identified in Figure 1. The exception are the lands in the west, which are designated Industrial (the designation also permits commercial uses)

Residential Lands

Figure 2 illustrates the large parcels of land currently being farmed that are planned (designated) for Residential land uses. The lands are generally on the east side of the Village (east of Wilmot Street) and at the southerly end of the Village (at the end of Centre Street). All of these lands are designated "Low Density Residential" in the County's Official Plan. The "Low Density Residential" designation are areas planned for a variety of low-rise, low density housing consisting of:

- Single detached,
- Semi-detached,

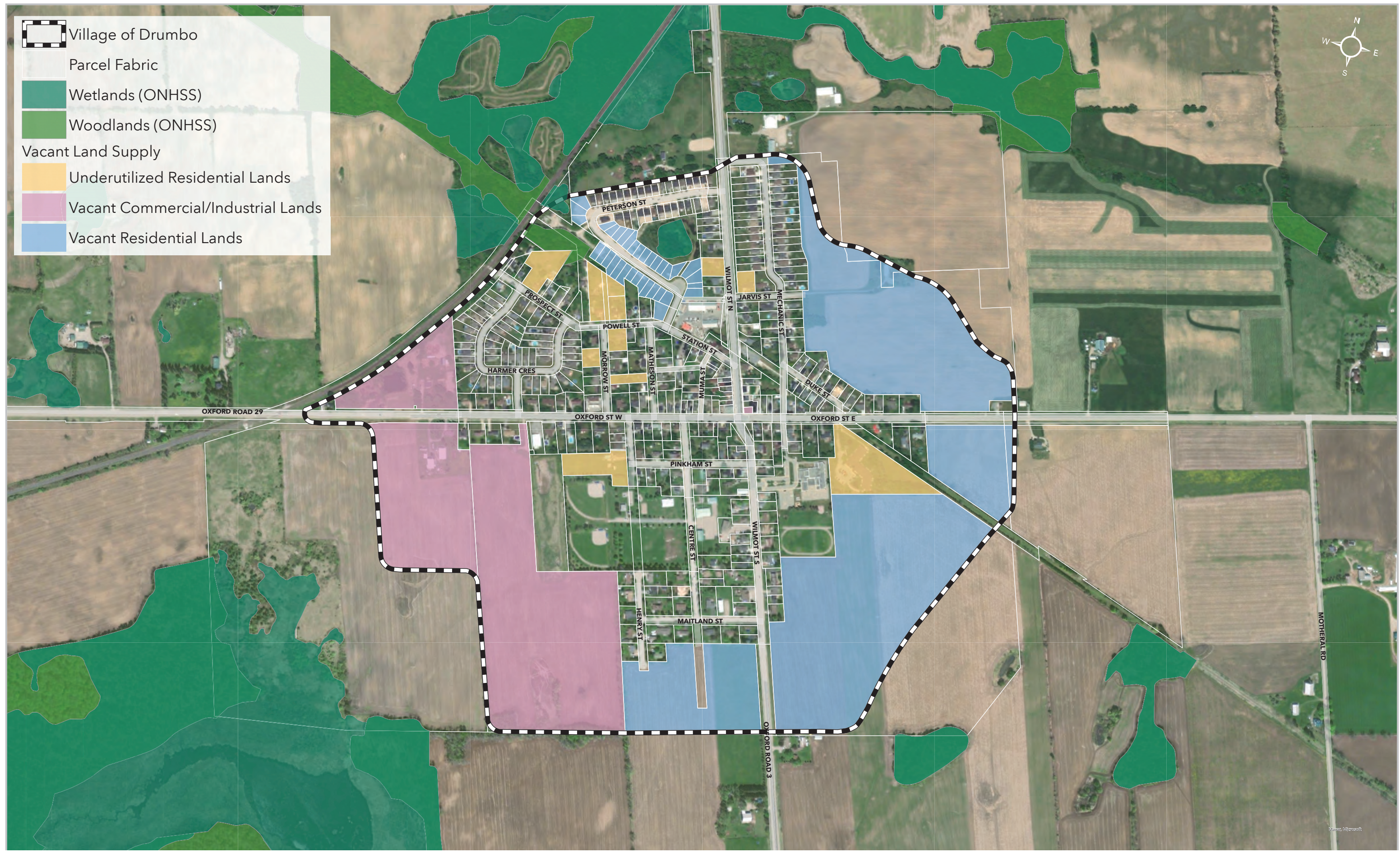


FIGURE 1

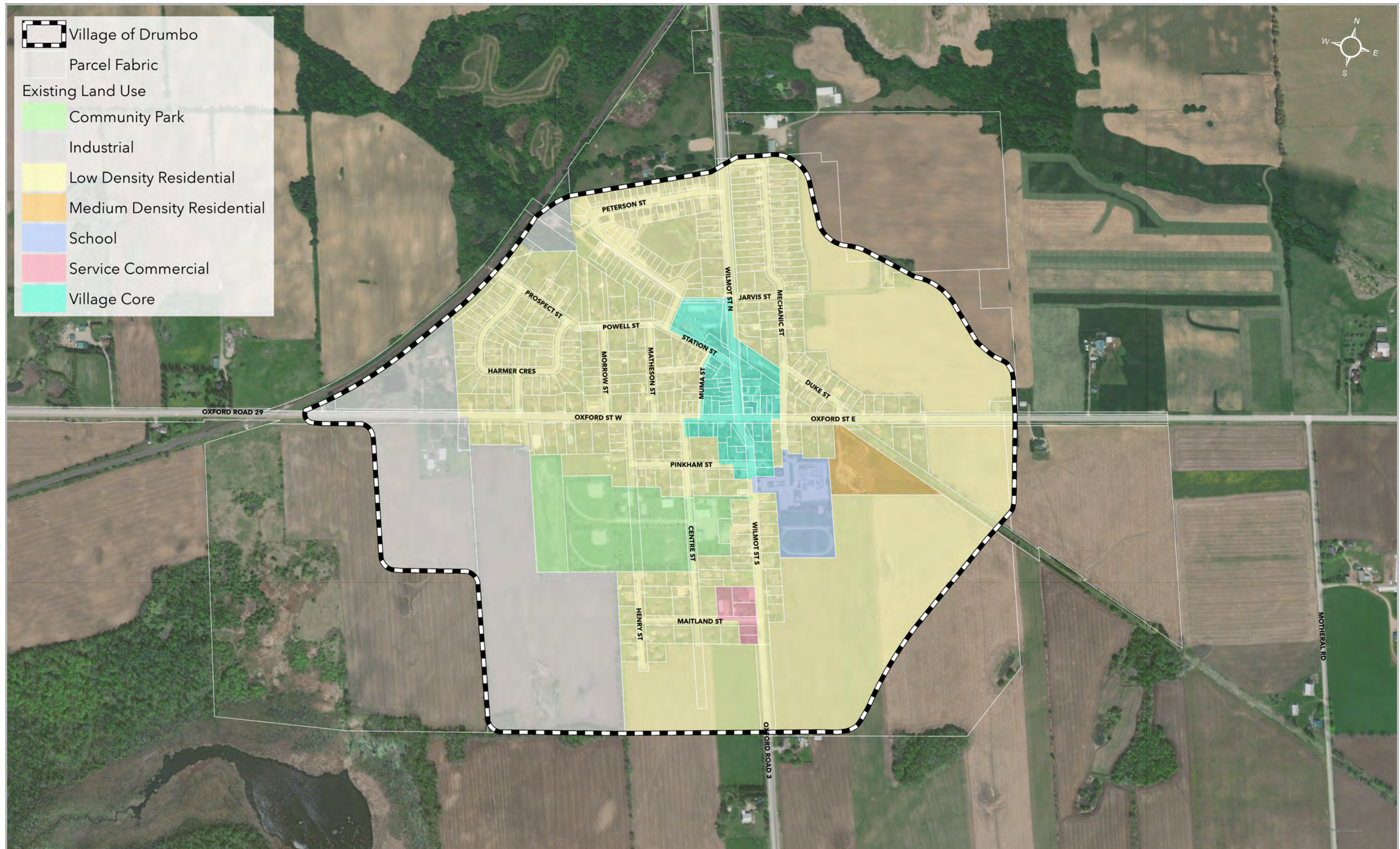


FIGURE 2

- Duplexes,
- Converted dwellings, and
- Street townhouses.

The vacant lands are generally Zoned “Development”, with specific exceptions. The “Development Zone” has limited permitted uses and is intended to recognize the future use of the lands for more “urban development”, while continuing to permit agricultural uses. The redevelopment of the vacant (farmed) lands would require an Amendment to the Zoning By-law, but generally, not the Official Plan if low density residential uses were proposed.

The majority of the developed portion of the Village is zoned Residential Type 1 Zone (R1). The Residential Type 1 zone permits the following uses:

- A converted dwelling;
- A garden suite;
- A group home;
- A home occupation;
- A public use;
- A single detached dwelling.

For lots with full municipal services, the minimum lot area is 450 m² for an interior lot and 600 m² for a corner lot and the minimum frontage is 15 m and 20 m respectively.

It is anticipated that the vacant lands planned for residential uses will be developed through future Draft Plan of Subdivision applications.

Industrial Lands

The Village has a large area of land west of Wilmot Street that is designated Industrial in the County Official Plan. There are lands on either side of County Rd 29, with the majority south of the road. The lands north of County Rd 29 contain an existing dwelling and accessory buildings and abut a railway that traverses County Rd 29 at the western edge of the Village boundary. The lands south of the boundary, which slope north to south, are farmed and abut the Township’s park and sports fields and stormwater management facility. Both residential and open space uses abut the lands designated Industrial.

The County Official Plan permits a range of uses within the Industrial designation. Service Commercial uses are also permitted for lands with direct frontage on a major road or a Provincial Highway or a County Road. As noted above, the lands designated Industrial have direct frontage on County Road 29. There is also a small area on Wilmot St S, near the southern boundary of the Village that is designated Service Commercial, however there are limited commercial uses operating within the Village.

The Industrial lands are zoned Development (D-1), Agriculture (A1) and Agriculture (A2). The development of the lands for industrial or commercial uses would require an Amendment to the Zoning By-law.

2.2 County and Township Growth Projections

The County is required through Provincial Policy to identify, coordinate and allocate growth forecasts for the Area Municipalities, including the Township. Provincial Policy stipulates that sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 20 years, with a focus on accommodating growth through intensification and redevelopment as a first priority. In this regard, the County has developed population and employment forecasts through to the year 2046. The County has determined that Woodstock, Ingersoll and Tilsonburg will accommodate more 75% of the new growth, with the remaining 25% allocated to the five Townships, with an emphasis on their fully serviced settlement areas (such as Drumbo).

As part of the Phase 1 Comprehensive Review Report for their new Official Plan, the County determined through a land needs assessment, where additional land may be required to accommodate planned/projected growth. No additional lands were identified for the Township for residential or employment. The Township was allocated 4% of the County's growth through to the year 2046, with an additional 760 households projected over the same period (Township wide). The Report notes that between 2016-2039, the total unit growth within the Township is 576 units, which includes 66 existing units already approved (but not necessarily built).

The Oxford County Official Plan growth management policies establish the planned role of the various rural settlements in the Township in accommodating growth, with Drumbo designated as a "Serviced Village" in the County Official Plan. Serviced Villages are intended to accommodate the majority of growth and development in the Township of Blandford-Blenheim (Township) subject to the availability of full municipal services. While the existing designated (vacant) land supply in Drumbo would be more than sufficient to accommodate the Township's forecasted growth, the Drumbo Wastewater Treatment Plant requires additional capacity to accommodate the planned growth. For this reason, the County initiated a Class Environmental Assessment to determine the ability to expand the capacity for wastewater treatment.

The existing wastewater treatment plant (WWTP) has sufficient estimated capacity to accommodate 60 equivalent residential units. Within the Village, there are 34 approved units in an existing development (Peterson Street) and an additional 35 units that are either approved (as infill) or that already exist, but have not yet connected to the system. The County/Township does not require residents to connect to the municipal system, and there is a cost for the residents if they choose to do so.

The settlements of Drumbo and Plattsville are designated as “Serviced Villages” in the Official Plan, which reflects Council’s intent to direct the majority of the Township’s growth to those settlements and to confirm that sufficient water and wastewater servicing is available to accommodate that growth. It is estimated that the current residential land supply in the Township’s two “Serviced Villages” (Drumbo and Plattsville combined) could potentially accommodate a total of approximately 548 units, not taking into account any existing servicing capacity limitations. The majority of this supply (e.g., 411 units) is located in Drumbo, with the remainder (e.g. 137 units) located in Plattsville.

2.3 Municipal Servicing Capacity

The Village of Drumbo is a fully serviced Settlement Area. The County evaluated the capacity of the existing WWTP, and determined that there is 49 m³ of remaining capacity within the system, the equivalent of 60 residential units (60 ERUs). The County estimates that the committed capacity (combination of approved development and existing infill lots or unconnected properties) is the equivalent of 70 residential units. As such, the WWTP would exceed capacity if all of those connected.

In response, the County initiated an Environmental Assessment (EA) to explore options to increase the capacity. The approved EA recommended a two phase expansion to the WWTP, with the first phase anticipated to be completed in the fall of 2022. The expansion through phase 1 would provide 150 additional ERUs of capacity (based on current average household flows). The second phase of the expansion, anticipated in 2024, would increase the plant capacity by an additional 180 ERUs. As such, the combination of the two phased expansion would add 330 ERUs to the Village.

The Area Study and Secondary Plan will consider the existing and planned capacity within the WWTP in the context of the planned growth and the available vacant residential lands within the Village boundary. It is also important to note that the Industrial lands, if developed, would also connect to the municipal wastewater system. As such, the 330 ERUs of capacity available after the second phase of the WWTP expansion would need to consider land uses and available capacity for those lands.

County Wastewater Allocation Protocol

The County has an existing policy to provide for the allocation of reserve capacity to development that would be serviced by municipal water and/or wastewater treatment systems. The policy is administered in conjunction with the development approval process. The policy is summarized below:

- The County is responsible for calculating reserve capacity (including uncommitted reserve capacity);
- The County encourages pre-consultation, wherein the capacity of water and/or wastewater treatment would be discussed, as appropriate;
- The County comments on servicing capacity issues during the planning process for development applications

- All proponents of development by plan of subdivision must obtain written confirmation of conditional water and/or wastewater capacity allocation from County staff prior to the registration of any phase;
- For all subdivision applications, including future phases of existing draft or final approved plans, the maximum number of units to be allocated capacity at one time will be 25 residential units. Additional capacity may be applied for through the County once 18 building permits have been issued for new dwelling units in the current allocation;
- The County may consider an increase in the number of residential units allocated servicing capacity in one development phase, where medium or high density residential development is proposed (i.e. townhomes or apartments) and where the requested capacity exists;
- Allocation of servicing capacity is not considered final until the draft approved plan, or phases thereof, which received a conditional allocation, has been registered.

2.4 Existing Village Boundary

The existing Village boundary was developed at a time when available digital mapping had not advanced to the extent available today. As a result, the boundary traverses individual properties, and does not align with either property boundaries, roads or natural features in key locations.

Figure 3 illustrates the existing boundary, overlaid upon the property fabric and the aerial photo. As is evident, areas in the east portion of the Village do not align with the property fabric and the refinement to the boundary should be considered to better align with the existing property fabric, existing dwellings, while providing sufficient depth of land to allow for orderly development. The Secondary Plan process will evaluate these and other similar instances to determine if an adjustment to the boundary is warranted and justifiable.

2.5 Urban/Community Design

The County of Oxford Official Plan does not currently contain County-wide urban design or community design policies. Similarly, the land use policies for Rural Settlements do not provide specific design direction for undeveloped lands within the serviced Villages. There are no municipal design guidelines specific to the Village of Drumbo.

It is anticipated that most of the undeveloped residential land within Drumbo will develop in the form of residential subdivisions. Section 6.2.2.1.3 of the County Official Plan provides general direction for infill subdivisions, but these policies provide minimal direction as it relates to the design of new subdivisions. Similarly there is limited design direction for vacant employment lands within the Village of Drumbo.




 Village of Drumbo
 Potential Boundary Adjustment
 Parcel Fabric



FIGURE 3

Throughout the County Official Plan there are examples of Secondary Plans/ Planning Districts which have their own unique policy framework (in addition to the general policies within the Official Plan). In several cases this unique policy framework includes urban design policy direction, which in some cases is implemented through urban design guidelines specific to that particular Secondary Plan/ Planning District Area. An example of this is the Village of Embro where a special policy was added to the County Official Plan requiring development to be generally consistent with the principles and design guidelines contained within the Township of Zorra Design Guidelines.

Through the Secondary Plan there is an opportunity to provide design direction for future development within the Village based on best practices in the field of urban and community design

Key Findings/ Recommendations:

- The Village of Drumbo Secondary Plan should establish an urban design policy framework that is unique to the Village and separate from the broader policies of the County's Official Plan.
- The urban design policy framework should consider vacant employment and vacant residential lands, as well as infill development.
- The urban design policies should reference the Village of Drumbo Design Guidelines which will be prepared as part of this Secondary Plan project.
- Consideration should be given to requiring developers to submit an urban design brief in support of subdivision applications. This requirement, as well as a general Terms of Reference for the completion of such a design brief, can be established through the policy framework.
- The majority of active development applications relate to lands currently zoned Future Development (D) and as such development of these lands require a Zoning By-law Amendment. This represents an opportunity to implement specific design direction of the Guidelines through site specific zoning regulations. An example of this would be zoning regulations that limit the projection of garages in front of the habitable portion of a dwelling.
- The Secondary Plan should establish an overall community structure, with consideration to park and trail opportunities.
- The Secondary Plan and related Design Guidelines should consider providing policy and/or design guideline direction related to:
 - public realm elements including future parks/trails;
 - sustainability and sustainable design practices;
 - accessibility and barrier free design;
 - built form and streetscape;
 - site layout and parking (in particular for non-residential development);
 - priority lots (including direction for corner lot design);
 - landscaping
- Consideration should be given to policies that would strengthen the County/Township's ability to implement the Village guidelines.

- The Secondary Plan policies should reference the requirement for Zoning By-law Amendments and provide direction related to site specific regulations that would implement the Design Guidelines (in particular guidelines related to setbacks, frontages and garages).
- Additional policies and guidelines should be prepared to address policy gaps in areas such as sustainability and sustainable design practices and accessibility and barrier free design.
- As part of the Design Review for subdivisions, further clarity should be provided as it relates to houses at focal locations and a plan should be required by developers identifying any and all ‘focal locations’

3.0 SUMMARY OF PUBLIC FEEDBACK

Due to ongoing COVID related restrictions, the engagement during the initial phase of the project has involved encouraging comments from the community through an online survey (also sent to the property owners) and through virtual meetings with stakeholders. Future, broader public consultation will occur through subsequent phases of the project.

The following summarizes the comments received to date:

Survey Question	Key Themes in Responses
What are the most important features that contribute to the character and feel of the Village of Drumbo that should be preserved as the Village grows?	<ul style="list-style-type: none"> • Quaint charm, small-town feel • Family-oriented lifestyle • Safe community • Outdoor activities • Avoid cookie-cutter houses • Separation between homes • Slower pace – not too much shopping • No traffic lights, no 4-lane roads • Large lots, low density
With additional growth can come benefits and opportunities; what do you think are some of the potential benefits and opportunities for Drumbo as a result of new growth?	<ul style="list-style-type: none"> • Green, low-impact development • Build for a sustainable future • More trees and greenspace (parks) • Energy efficient homes • More commercial uses • Physician

	<ul style="list-style-type: none"> • Professional offices • More trails and better maintenance of existing public spaces • A Library • More diversity and opportunities for businesses and jobs • Local parks for locals
As Drumbo grows, what do you think are some of the impacts or challenges of new growth that should be avoided or are concerning?	<ul style="list-style-type: none"> • Avoid impacts to rolling landscape • New development should fit into the low-density style • Do not want busy streets and increased local pollution (from vehicles) • First response (emergency/police) service • Accommodating growth in the school • Infrastructure (water, hydro) • Noise • Size of homes should be consistent with existing homes – no monster homes • By-law enforcement will need to keep up with growth – additional signage would also help • Commercial growth should be related to residential growth (i.e. not more than needed) • Do not want to lose the small-town feel with too much growth (neighbours knowing neighbours) • Traffic, pedestrian and cyclist safety
Any additional comments	<ul style="list-style-type: none"> • Additional sanitary capacity is needed for at least 6-10 years of growth • Important to maintain the small-town feel – that is the essence of Drumbo • Traffic and speeds • More recreational amenities (e.g. ice rink) • Too much density lowers property values and negatively impacts the existing community

The predominant form of housing within the Village is single detached dwellings. As the existing vacant lands planned for residential development advance through the planning process, it is anticipated that other forms of housing, such as townhomes, will be proposed. The development of the Land Use Plan and policies for Drumbo will need to consider the type of housing and the scale of the development (e.g. density, and lot sizes). Furthermore, the Village is largely served by a single park, located on Centre Street. Figure 4 illustrates the walking distance for residents to access the park – generally a 5-6 minute walk. As the figure illustrates, there are significant portions of the villages to the north and

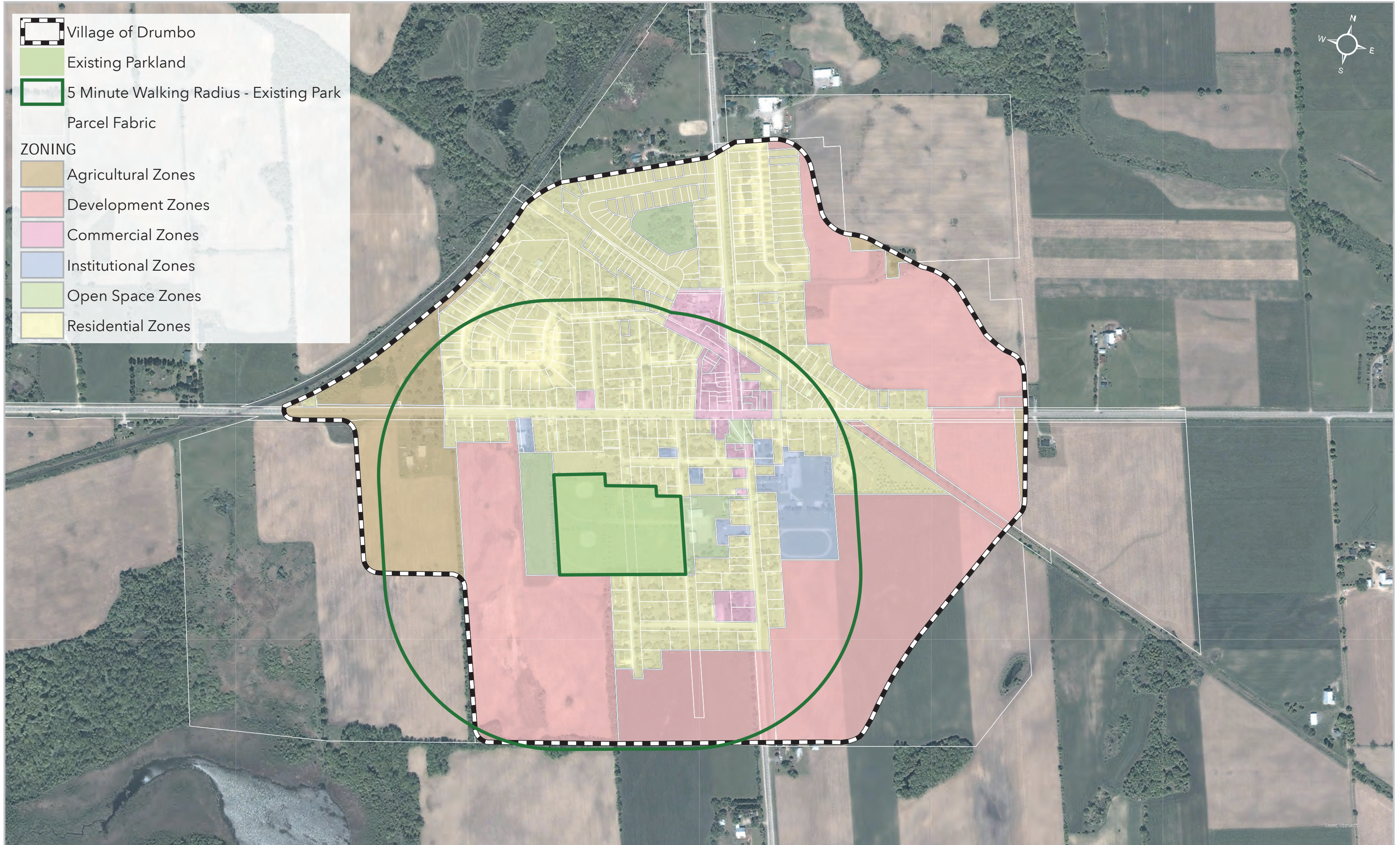


FIGURE 4

northeast that are more than 500 metres from the park. The Secondary Plan process will determine, at a conceptual level, where other neighbourhood parks should be located to provide access for everyone to open space and community gathering spaces.

4.0 CONCLUSION & NEXT STEPS

This Background Research Report provides a high-level overview of the existing development pattern within the Village, as well as key County, and Township policies/regulations that affect and direct the opportunity and potential for growth within the Township. The Report includes a general assessment of existing land inventory within the Village and a summary of the key considerations, including wastewater treatment capacity. The background review and community feedback together with the growth projections prepared for the County will guide the development of the Concept Land Use Plans for the Village, which will be presented and discussed during the next phase of the project.

As such, it is intended that the next steps in the development of the Secondary Plan will consist of the following process:

1. **Review of development potential of lands within the existing built-up area of the Village**– The ability to accommodate growth within the existing developed area of the Village, including lands that have existing approvals, will be considered as part of the development of the Land Use Plans and in consideration of the available capacity. The pattern of development, including housing types, lot sizes and street patterns will also be considered to inform the potential development of the vacant residential lands within the Village boundary.
2. **Develop Land Use Concepts including any potential adjustments to the existing Village boundary** – The Land Use Concepts will evaluate the development potential (at a high level) of the vacant residential lands, and determine their potential units yields, while considering the potential road networks, the need for additional public parkland and other infrastructure (e.g. stormwater management). The Land Use Concepts will also evaluate the need for commercial and employment uses within the Village and whether the existing lands are appropriately located, or whether additional commercial lands should be identified to better serve existing and future residents.
3. **Participate in additional public engagement events with local community** – The Land Use Concepts will be presented to the community, through a public engagement session, where each Land Use option will be presented and discussed. The community feedback will then be considered in the context of each Concept and the overall planning objectives for the Village.

To: Mayor and Members of Blandford-Blenheim Township Council

From: Dustin Robson, Development Planner, Community Planning

Application for Zone Change ZN 1-21-03 – Matthew & Sarah Seiling

REPORT HIGHLIGHTS

- The application for zone change proposes to rezone the subject property from 'Limited Agricultural Zone (A1)' to 'Special Limited Agricultural Zone (A1-C)' to permit a converted dwelling.
- The proposed addition to facilitate the second dwelling unit would equate to a 14.8% increase to the gross floor area. An addition to facilitate the conversion to two (2) units dwelling may increase the gross floor area by a maximum of 25%.
- Planning Staff are recommending the application be approved as the proposal is consistent with the Provincial Policy Statement and maintains the intent and purpose of the Official Plan and Zoning By-law.

DISCUSSION

Background

OWNER: Matthew & Sarah Seiling
887573 Township Road 11, RR 3, Bright, ON N0J 1B0

LOCATION:

The subject lands are described as Part Lot 4, Concession 11 (Blenheim), Part 1, 41R2996. The lands are located on the north side of Township Road 11, lying between Blenheim Road and Trussler Road, and municipally known as 887573 Township Road 11.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "B-1" Township of Blandford-Blenheim Land Use Plan Agricultural Reserve

TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW NO. 1360-2002:

Existing Zoning: Limited Agricultural Zone (A1)

Proposed Zoning: Special Limited Agricultural Zone (A1-C)

PROPOSAL:

The application for zone change proposes to rezone the subject property from 'Limited Agricultural Zone (A1)' to 'Special Limited Agricultural Zone (A1-C)' to permit a converted dwelling within an existing single detached dwelling, which will require an addition to the existing single detached dwelling. The existing dwelling is 427.6 m² (4,600 ft²) and the proposed addition would be 63.2 m² (680 ft²) in size.

The subject lands are located on the north side of Township Road 11 and is surrounded by various agricultural operations. To the east of the lands is a livestock operation while cash crop operations exist to the west and south.

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

Plate 2, Existing Zoning & Aerial Map, provides an aerial view of the subject lands and surrounding area.

Plate 3, Applicants' Sketch – Site Plan, provides a sketch of the subject lands including the existing structures on the property.

Plate 4, Breezeway Structure Example, provides a sketch of the proposed addition.

Application Review

PROVINCIAL POLICY STATEMENT:

The 2020 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions "shall be consistent with" all policy statements issued under the Act.

Section 1.1.1 states that healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term and cost-effective development patterns and standards to minimize land consumption and servicing costs. Section 1.1.1 also recognizes that accommodating an appropriate affordable and market-based range and mix of residential types, which includes additional residential units, is required for sustaining healthy, liveable and safe communities.

OFFICIAL PLAN:

The subject lands are designated 'Agricultural Reserve' according to the County Official Plan. In the Agricultural Reserve, lands are to be developed for a wide variety of agricultural land uses, such as 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.

Pursuant to Section 4.2.2.1, converted dwellings are permitted to a maximum of two units per dwelling on a farm unit or a non-farm rural residential lot in the Agricultural Reserve. In this case, the subject property is a non-farm rural residential lot.

ZONING BY-LAW:

The subject property is currently zoned 'Limited Agricultural Zone (A1)' according to the Township of Blandford-Blenheim Zoning By-law. The 'A1' zone permits a single detached dwelling and a converted dwelling, provided that it meets the provisions outlined in Section 5.4 of the Zoning By-law.

Section 5.4 of the General Provisions of the Zoning By-law contain provisions related to Converted Dwellings. The provisions require a minimum lot area, where sanitary sewers are not available, of 0.4 ha (1 acre), a minimum gross floor area for the existing dwelling of 148 m² (1,593.1 ft²), and compliance with all the other zoning provisions of the zone in which the converted dwelling is located. Further, alterations to an existing single detached dwelling shall not have the effect of increasing the gross floor area of the existing dwelling by more than 25% in order to allow the conversion. The proposed converted dwelling appears to meet the provisions of Section 5.4.

The limitation of the gross floor area of additions is intended to insure that the resulting structure is consistent with the character of the area and that sufficient area is maintained on the property for adequate off-street parking and amenity area for both units. Two parking spaces per dwelling unit is required and appears to be provided for the existing and proposed dwelling units.

AGENCY COMMENTS:

The application for zone change was circulated to various agencies considered to have an interest in the proposal.

The Township Director of Public Works, Township Fire Chief, Township Drainage Superintendent, Oxford County Public Works, and Canada Post have indicated no concerns with the proposal.

PUBLIC CONSULTATION:

Notice of the consent was provided to the public and surrounding landowners in accordance with the requirements of the *Planning Act*. At the time of writing this report, no comments or concerns had been received from the public.

Planning Analysis

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

The *Planning Act* provides, through Section 16(3), that Official Plans shall contain policies authorizing additional residential units by permitting the use of two residential units within a detached dwelling, semi-detached dwelling or a row house. Further, *O.Reg 299/19* states that an

additional residential unit shall have one (1) parking space and that a parking space provided for the sole use of an occupant for either unit may be located in tandem.

It is the opinion of Staff that the proposal is consistent with the policies of Sections 1.1.1 and 1.1.4.1 of the PPS. The proposed development promotes redevelopment of the existing housing stock in rural areas as it would create one (1) additional housing unit.

The proposed converted dwelling is permitted in the Agricultural Reserve designation, and is supported by the policies of the County Official Plan.

The gross floor area of the existing dwelling is 427.6 m² (4,600 ft²), which meets the minimum required gross floor area provisions for converted dwellings. The addition, which would be 63.2 m² (680 ft²), would result in a total gross floor area of approximately 490.8 m² (5,280 ft²), and would increase the gross floor area by 14.8%. The Zoning By-law limits the increased gross floor area for additions to existing dwellings for the purpose of conversion into two (2) residential units to 25%.

The proposed addition would not result in substantial changes to the existing single detached dwelling and residential gross floor area. The lot area and frontage of the subject property appear to be sufficient to maintain adequate setbacks and the maximum lot coverage will not be exceeded. Accordingly, the existing dwelling with the proposed addition appears to meet the applicable zoning provisions.

Staff are satisfied that the character, spacing, and setbacks of the modified dwelling will continue to be in keeping with the character of the surrounding area. In addition, sufficient off-street parking and amenity area will be provided for both units.

In light of the foregoing analysis, Planning staff are satisfied that the proposed zone change is consistent with the policies of the Provincial Policy Statement and the County Official Plan respecting the development of a converted dwelling and can be supported from a planning perspective. As such, Staff recommend approval of the application.

RECOMMENDATION

It is recommended that the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Matthew and Sarah Seiling whereby the lands described as Part Lot 4, Concession 11 (Blenheim), Part 1, 41R2996, in the Township of Blandford-Blenheim, are to be rezoned from 'Limited Agricultural Zone (A1)' to 'Special Limited Agricultural Zone (A1-C) to permit a converted dwelling.

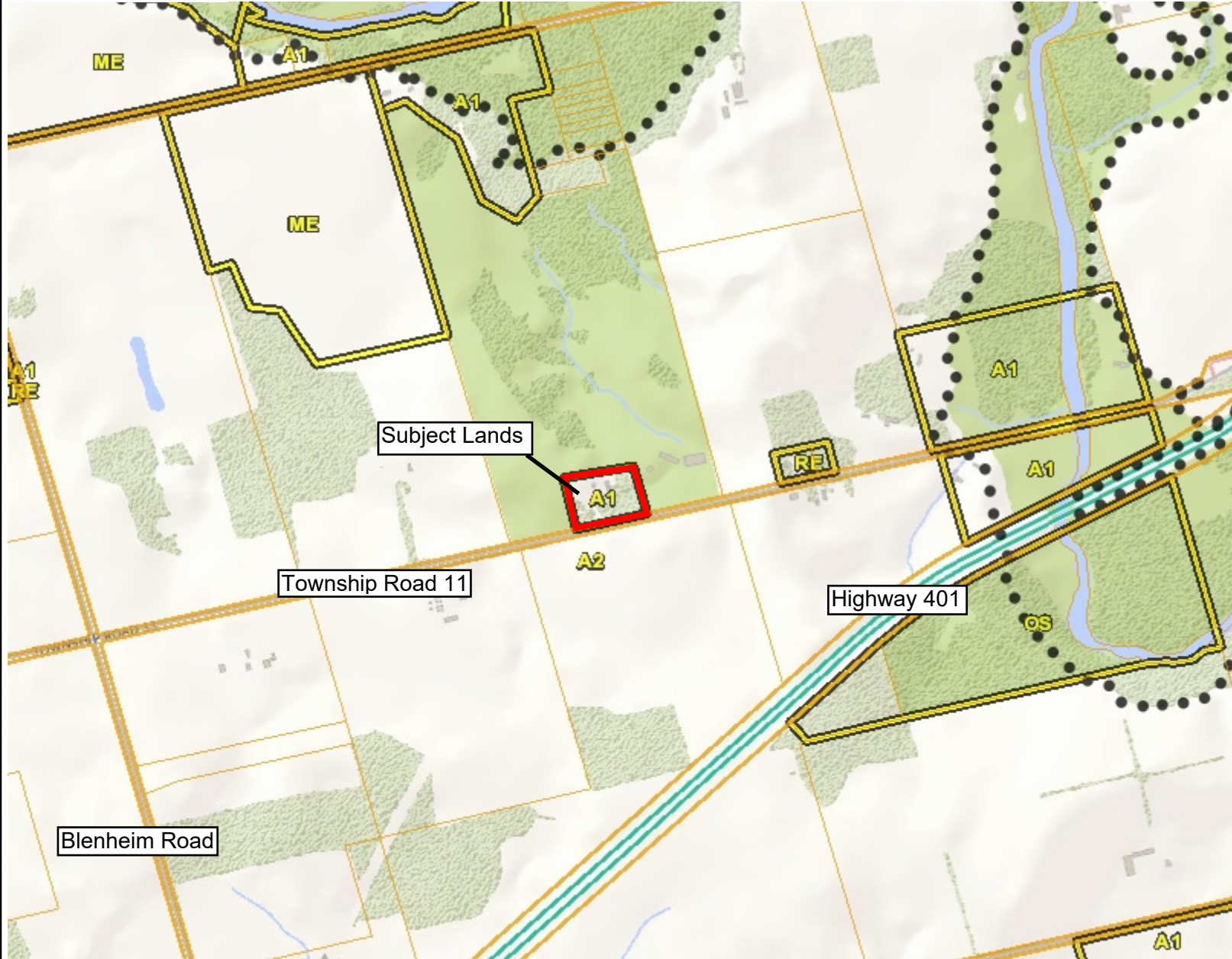
SIGNATURES

Authored by: *original signed by*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission: *original signed by*

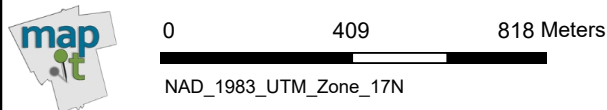
Eric Gilbert, MCIP, RPP
Senior Planner



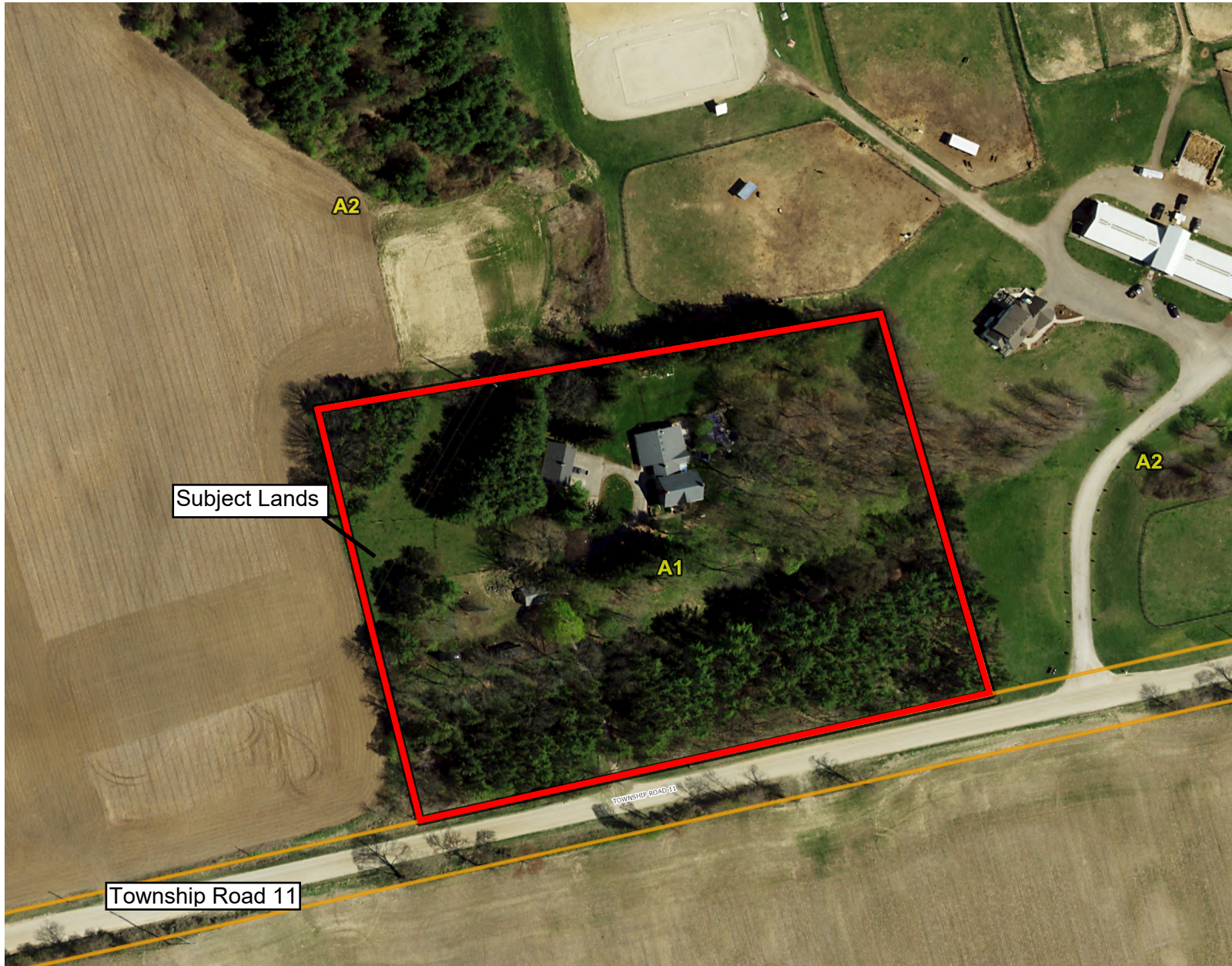
Legend

- Parcel Lines**
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
 - ◆ 100 Year Flood Line
 - ▲ 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- ▣ Land Use Zoning (Displays 1:16000 to 1:500)

Notes



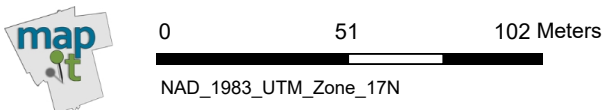
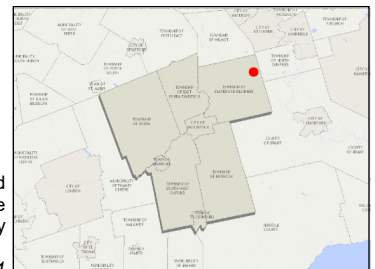
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey



Legend

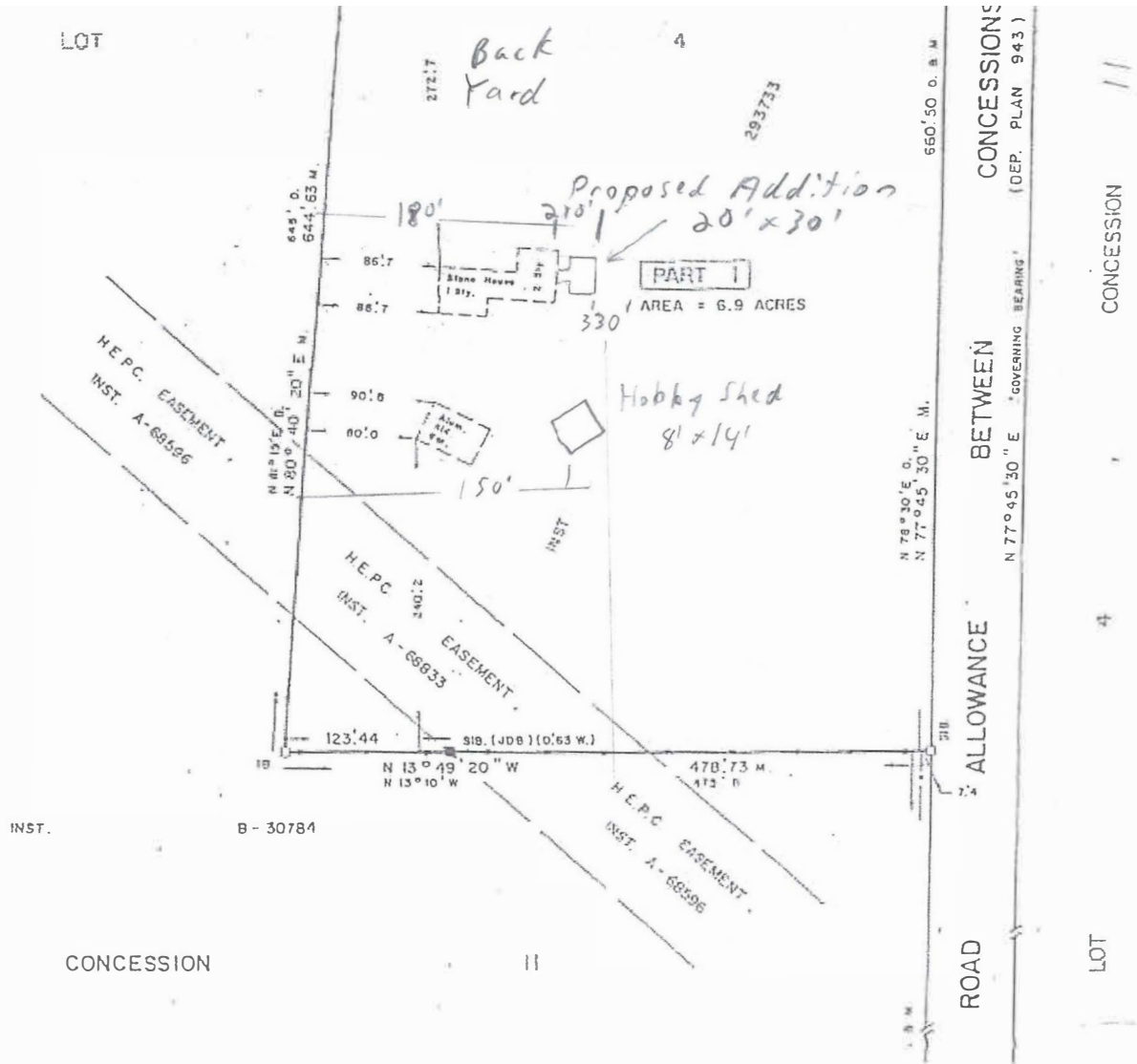
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Notes



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July 6, 2021



Site Plan - Proposed Addition
 w/10' long "Connection"

Plate 4: Breezeway Structure Example

File No. ZN1-21-03 (Seiling)

Part Lot 4, Concession 11 (Blenheim), Part 1, RP 41R2996, Township of Blandford-Blenheim, 887573 Township Road 11



To: The Mayor and Members of Township of Blandford-Blenheim

From: Dustin Robson, Development Planner, Community Planning

Applications for Plan of Subdivision, Official Plan Amendment and Zone Change SB20-01-1, OP20-03-1 & ZN1-20-02 – Cress-Ridge Farms Ltd.

REPORT HIGHLIGHTS

- The Official Plan Amendment Application proposes an expansion to the Village of Plattsville boundary and the re-designation of a portion of the subject lands from 'Agricultural Reserve' to 'Low Density Residential' to facilitate a draft plan of subdivision.
- The proposed expansion consists of 7.71 ha (19.1 ac) and will facilitate the construction of 67 single detached dwellings, 10 semi-detached dwelling units, 12 townhome residential units.
- An Zone Change Application has also been received to rezone portions of the subject lands from 'General Agricultural Zone (A2)' to 'Special Residential Type 1 Zone (R1-sp),' 'Special Residential Type 2 Zone (R2-sp),' 'Special Residential Type 3 Zone (R1-sp),' and 'Open Space Zone (OS)' to facilitate the proposed development.
- Planning staff are recommending that Township Council support the proposal as it is consistent with the Provincial Policy Statement and the County's Official Plan with respect to the expansion of settlement boundaries for residential purposes.

DISCUSSION

BACKGROUND

OWNERS: Cress-Ridge Farms Ltd. (c/o Ralph Cressman)
946778 Township Road 14, Plattsville, ON, N0J 1S0

APPLICANT: Greg Voisin Investment Corporation
101 Ira Needles Boulevard, Kitchener, ON, N2J 3Z4

AGENT: GSP Group Inc. (Brandon Flewwelling)
72 Victoria Street South, Suite 201, Kitchener ON, N2G 4Y9

LOCATION:

The subject lands are legally described as Part Lots 17 & 18, Concession 13 (Blenheim), in the Township of Blandford-Blenheim. The lands are located on the west side of Hofstetter Road, south of Township Road 14 and are municipally known as 946778 Township Road 14.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'B-1'	Township of Blandford-Blenheim Land Use Plan	Agricultural Reserve
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TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW 1360-2002:

Existing Zoning:	'General Agricultural Zone (A2)'
Requested Zoning:	'Special Residential Type 1 Zone (R1-sp)' 'Special Residential Type 2 Zone (R2-sp)' 'Special Residential Type 3 Zone (R3-sp)' 'Open Space Zone (OS)'

PROPOSAL:

The County of Oxford and the Township of Blandford-Blenheim have received applications for Draft Plan of Subdivision, Official Plan Amendment, and Zone Change to facilitate an expansion to the northeastern boundary of the Village of Plattsville. The proposed boundary expansion would expand the northern boundary line of the Village 190 m (623.4 ft) to the north, comprising approximately 7.7 ha (19 acres) of land. The proposed expansion has been requested to facilitate a residential subdivision consisting of 67 single detached dwelling units, 10 semi-detached dwelling units, and 12 townhome dwelling units. A stormwater management facility is also proposed to be included in the draft plan of subdivision.

The applicants are proposing to expand the settlement boundary of the Village of Plattsville and re-designate the subject lands from 'Agricultural Reserve' to 'Low Density Residential', as well as rezone portions of the subject lands from 'General Agricultural Zone (A2)' to 'Special Residential Type 1 Zone (R1-sp)', 'Special Residential Type 2 Zone (R2-sp)', 'Special Residential Type 3 Zone (R3-sp)', and 'Open Space Zone (OS)' to facilitate the proposed expansion. As part of the proposal, the southerly portion of the properties along the south side of 'Street C' on the draft plan would be maintained as a 13 m (42.7 ft) deep buffer area that would be zoned OS. This OS strip would not permit any buildings to be erected and would act as a natural buffer between the existing lots on the north side of English Crescent and Applewood Street in the subdivision to the south.

Regarding the proposed Zone Change Application, two special provisions are being requested. The first special provision is to increase the maximum lot coverage for the lands to be zoned 'R1-sp,' 'R2-sp,' and 'R3-sp' from 30% to 50%. The second special provision being requested is a relief from the Minimum Distance Separation I (MDS I) setback requirements.

The current farm holding on which the proposed settlement expansion will occur is approximately 54.8 ha (135.3 ac) in size and is currently in agricultural production (cash crop).

The property is occupied by an existing single detached dwelling accessory to the farm operation, which is located on the north side of the property, outside the area proposed to be re-designated.

Surrounding land uses are mainly comprised of agricultural lands to the north and east, single detached dwellings to the south, and the Nith River, along with the associated floodplain, to the west.

Plate 1, Location Map & Existing Zoning, identifies the location and configuration of the subject lands, as well as the zoning of the lands within the surrounding area.

Plate 2, Location Map & Aerial Map, provides an aerial image of the vacant subject lands, as well as an image of the residential lands within the Plattsville settlement boundary, to the immediate south.

Plate 3, Applicant's Sketch – Proposed Rezoned Lands, shows the proposed configuration of area to be rezoned.

Plate 4, Applicant's Sketch – Proposed Re-Designated Lands, shows the proposed configuration of the area to be re-designated.

Plate 5, Applicant's Sketch – Proposed Draft Plan of Subdivision, shows the proposed configuration of the draft plan of subdivision.

Application Review

PROVINCIAL POLICY STATEMENT

The 2020 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act.

Section 1.1 of the PPS directs that healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long-term and avoid development patterns which would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas.

Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 25 years, informed by provincial guidelines.

The PPS directs that settlements are defined to mean urban areas and rural settlement areas within municipalities that are built-up areas where development is concentrated and which have a mix of land uses and which have been designated in an Official Plan for development over the long-term. Settlement areas shall be the focus of growth and development and land use patterns within settlement areas shall be based on densities and a mix of land uses which, among other matters, efficiently use land and resources and are appropriate for and efficiently use

infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion.

Land use patterns within settlement areas shall also be based on a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated. Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety.

Planning authorities are required to establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions, however where provincial targets are established through a provincial plan, the provincial targets shall represent the minimum target for the affected area.

As per Section 1.1.3.8, a planning authority may identify a settlement area or allow for the expansion of a settlement area boundary only at the time of a comprehensive review and only where it has been demonstrated that;

- a) Sufficient opportunities to accommodate growth and to satisfy market demand are not available through intensification, redevelopment and designated growth areas to accommodate the projected needs over the identified planning horizon;
- b) The infrastructure and public service facilities which are planned for or available are suitable for the development over the long-term, are financially viable over their life cycle and protect public health and safety and the natural environment;
- c) In prime agricultural areas;
 - a. The lands do not comprise specialty crop areas;
 - b. Alternative locations have been evaluated, and there are no reasonable alternatives which avoid prime agricultural areas and there are no reasonable alternatives on lower priority agricultural lands in the prime agricultural area;
- d) The new or expanding settlement area is in compliance with the minimum distance separation formulae; and,
- e) Impacts from the new or expanding settlement areas on agricultural operations which are adjacent or close to the settlement area are mitigated to the extent feasible.

In undertaking a comprehensive review, the level of detail of the assessment should correspond with the complexity and scale of the settlement boundary expansion or development proposal. A comprehensive review for the purpose of this section is to be;

- a) Based on a review of population projections and employment projections and allocations by upper-tier municipalities and provincial plans, where applicable, which consider alternative directions for growth or development and determines how best to accommodate the development while protecting the provincial interest;
- b) Utilizes opportunities to accommodate projected growth or development through intensification and redevelopment and considers physical constraints to accommodate the proposed development within existing settlement boundaries;
- c) Is integrated with planning for infrastructure and public service facilities and considers financial viability over the life cycle of these assets, which may be demonstrated through asset management planning;
- d) Confirms sufficient water quality, quantity and assimilative capacity of receiving water are available to accommodate the proposed development;

- e) Confirms sewage and water services can be provided in accordance with Section 1.6.6; and,
- f) Considers cross-jurisdictional issues.

Section 1.6 of the PPS addresses infrastructure and public service facilities and states that infrastructure and public service facilities shall be provided in an efficient manner that prepares for the impacts of a changing climate while accommodating projected needs. Further, Section 1.6.6.1 a) directs that planning for water and sewage services shall accommodate forecasted growth in a manner that promotes the efficient use and optimization of existing municipal sewage and water services.

Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. Within settlement areas with existing municipal services, intensification and redevelopment shall be promoted wherever feasible to optimize the use of the services.

Planning for stormwater management shall;

- a) Be integrated with planning for sewage and water services and ensure that systems are optimized, feasible and financially viable over the long-term;
- b) Minimize or, where possible, prevent increase in contaminant loads;
- c) Minimize erosion and changes in water balance and prepare for the impacts of a changing climate through the effective management of stormwater;
- d) Mitigate risk to human health, safety, property and the environment;
- e) Maximize the extent of function of vegetative and pervious surfaces; and
- f) Promote stormwater management practices, including stormwater attenuation and re-use, water conservation and efficiency and low impact development.

Section 2.3 of the PPS states that prime agricultural areas shall be protected for long-term use for agriculture, and that permitted uses in prime agricultural areas include agricultural uses, agricultural-related uses and on-farm diversified uses.

Planning authorities may only exclude land from prime agricultural areas for expansions of, or identification of, settlement areas in accordance with the policies of Section 1.1.3.8, as discussed above.

OFFICIAL PLAN

In recognition of the importance of efficient land use and development patterns, the Official Plan directs in Section 2.1.1 that County Council shall proactively plan, co-ordinate and stage growth and the provision of public service facilities and infrastructure to sustain financial well-being over the long-term.

The County, in consultation with the Area Municipalities, will identify, coordinate and allocate population, housing and employment projections for the Area Municipalities and identify areas where growth or development will be directed and identify minimum targets for intensification within all or any of the Area Municipalities.

Growth and development will be focused in settlements and their vitality and regeneration will be promoted. It is the intent of the Official Plan to ensure a sufficient supply of land will be provided

within settlements to accommodate an appropriate range and mix of residential and non-residential growth, in accordance with the 20 year needs of the County and the Township, while accounting for opportunities to accommodate growth through intensification. For Council's information, the current policies of the Official Plan have not yet been updated to reflect the 25 year growth planning horizon recently introduced via the 2020 PPS (as opposed to the 20 year horizon noted above).

Detailed secondary plans will be required for settlement expansions to address the timing and staging of growth, including any phasing required to ensure achievement of intensification targets, the orderly progression of development and timely provision of infrastructure and public service facilities. In addition, secondary plans should address the location and mix of land uses, minimum and maximum development densities, infrastructure and public service facilities requirements and other land use considerations. Further, the Official Plan provides that modifications or expansions to the boundaries of a settlement will only be considered and evaluated by the County as part of a comprehensive review, except where otherwise provided in the Plan.

Settlements will be required to develop with land use patterns and a mix of uses and densities that efficiently use land and resources, are appropriate for, and efficiently use, existing or planned infrastructure and public service facilities, support active transportation and existing or planned transit, are freight-supportive, minimize negative impacts to air quality and climate change and promote energy efficiency. Development and land use patterns that would prevent the efficient expansion of settlements in areas adjacent or in close proximity to settlements will be avoided.

Intensification will be promoted in appropriate locations within settlements, particularly those serviced by centralized wastewater and water supply facilities. Planning for infrastructure and public service facilities shall be coordinated and integrated with land use planning so they are financially viable over their life-cycle and available to meet current and projected needs. Further, infrastructure and public service facilities shall be provided in a coordinated, efficient and cost effective manner that considers impacts from climate change.

The subject lands are located within the Agricultural Reserve designation according to the Township of Blandford-Blenheim Land Use Plan, as contained in the County Official Plan. The policies of the Agricultural Reserve designation permit a wide range of farming uses together with accessory residential uses required for the farm and farm buildings and structures necessary to the farming operation. Agricultural-related uses and secondary uses, such as home occupations, are also permitted, in accordance with relevant review criteria.

It is the goal of the agricultural policies to ensure that prime agricultural lands are preserved for food and fibre production by avoiding the fragmentation of the land base, by minimizing conflicts between agricultural and non-agricultural uses and by supporting the needs of the agricultural community by permitting land uses which are complimentary to and supportive of agriculture.

Section 3.1.6 – Official Plan Amendment in the Agricultural Reserve, provides that proposals to amend the Official Plan to permit the establishment of new non-agricultural uses in the Agricultural Reserve designation or the expansion of a settlement will be considered according to the requirements outlined below.

Such proposals shall prepare and submit planning and technical studies addressing these requirements and settlement expansions shall only be considered through a comprehensive review.

Compelling evidence should exist demonstrating that the proposed expansion of the settlement area is justified. In this regard the following considerations will be addressed;

- There is a demonstrated need within the planning period for additional land to be removed from agricultural production and re-designated, given the nature and capacity of undeveloped land use designations within nearby designated settlements or within other land use designations;
- The nature of the proposal and whether the use requires special locational requirements or physical features that are only available in prime agricultural lands;
- The amount of land proposed for the new development will be consistent with the requirements of the proposed use;
- The amount of land proposed for settlement expansion is justified considering population, household and labour force projections of the Township and land use density factors for the planning period of this Plan, including opportunities for intensification and redevelopment;
- Any land proposed for the settlement extension is a logical expansion of the settlement;
- The long-term suitability and feasibility of the proposed site for centralized waste water and/or water supply facilities or private water and private septic systems is demonstrated to the satisfaction of the (formerly) Board of Health (now Southwestern Public Health).

The level of servicing planned or available for the proposed development or expansion is consistent with the servicing hierarchy established in Section 5.5.3 of the Plan for centralized waste water and/or water supply facilities. Infrastructure and public services which are planned or available are suitable for the development or expansion over the long-term and protect public health and safety.

To assess agricultural impacts, settlement expansions in prime agricultural areas shall demonstrate that;

- The lands do not comprise specialty crop areas;
- There are no reasonable alternatives which avoid prime agricultural areas;
- There are no reasonable alternative on lands with lesser agricultural capability or on lands left less suitable for agriculture by existing or past development;
- Minimum Distance Separation I shall be satisfied;
- Impacts from the settlement expansion on nearby agricultural operations are mitigated to the extent possible.

The proposed settlement expansion shall not create traffic hazards and the road infrastructure shall be capable of accommodating the proposed expansion, in accordance with the requirements of the authority having jurisdiction over the road.

The proposal shall also be consistent with the Environmental Resource Policies and the Cultural Heritage Policies and shall not conflict with the Resource Extraction Policies and the proposal shall be acceptable with regard to the ability to achieve the Goal for Agricultural Policies in Section 3.1.1, the precedent to be established for other sites within the County and the ability to implement planned land uses in the vicinity.

Section 4.2 of the Official Plan states that in order to establish a basis for designating sufficient lands for settlement purposes, the County has adopted population, household and employment land projections for the planning period.

Serviced Villages are settlements characterized by a broad range of uses and activities which have been developed or are proposed for development on centralized water and wastewater facilities and new development in the Serviced Village designation shall be fully serviced by both water and wastewater facilities.

Proposals to amend the Official Plan to expand the settlement boundary of a Serviced Village shall only be considered through a comprehensive review and will be evaluated in accordance with the policies of Section 3.1.6 and the following criteria;

- The review criteria of Section 3.1.6 supports the expansion, or the results of an Environmental Study Report (undertaken in accordance with the Class Environmental Assessment Act) indicate that the preferred servicing alternative is by both centralized water supply and wastewater facilities and infrastructure, or the boundary adjustment facilitates the inclusion of existing development immediately adjacent to a Serviced Village where service extensions are required;
- The preparation of a secondary plan and servicing strategy for the expanded area, in accordance with the criteria contained in Section 4.2.2.4.1, unless such area consists of existing development;

It is proposed that the subject lands are to be re-designated from 'Agricultural Reserve' to 'Low Density Residential' to facilitate a residential subdivision. Low Density Residential areas are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms consisting of single detached, semi-detached, duplexes, converted dwellings and street townhouses. In addition to residential uses, services and amenities that enhance the quality of the residential environment and which primarily serve the local residential neighbourhoods by providing services or fulfilling cultural or social needs such as schools, day care facilities, churches and park facilities are also permitted within residential areas.

ZONING BY-LAW

The subject property is currently zoned 'General Agricultural Zone (A2)' in the Township's Zoning By-law. Lands zoned as 'A2' are permitted to develop for a wide variety of agricultural land uses and require a minimum lot area of 20 ha (49.4 ac), and a minimum lot frontage of 100 m (328.1 ft) for development.

The applicants are proposing to rezone a portion of the subject lands from 'General Agricultural Zone (A2)' to 'Special Residential Type 1 Zone (R1-sp),' 'Special Residential Type 2 Zone (R2-sp),' 'Special Residential Type 3 Zone (R1-sp),' 'Open Space Zone' to facilitate the proposed development, which would consist of single detached dwellings, semi-detached dwellings, and townhome dwellings. A stormwater management facility would also be included.

As part of the proposed rezoning, special provisions are proposed to permit a maximum lot coverage of 50% and to reduce MDS I setbacks for the expanded boundary. While relief is being requested for the MDS I setback, staff do not believe that providing relief in the Township Zoning By-law is necessary, as once the lands are located within an approved settlement area there is no longer a requirement for MDS I to apply to those lands.

AGENCY COMMENTS

This application has been reviewed by a number of public agencies. The following comments were received.

The Ministry of Municipal Affairs & Housing has provided comments, which have been attached to this report in their entirety for Council's consideration.

Canada Post has indicated that the project will be serviced by centralized mail delivery provided through Canada Post Community Mail Boxes.

The Township Director of Public Works has indicated no concerns and that the development must follow the Township's development standards with regards to right-of-way requirements, sidewalks, street lights, curbs, etc.

Union Gas has requested that as a condition of final approval that the owner/developer provide to Union Gas the necessary easements and/or agreements required by Union Gas for the provision of gas series for the project, in a form satisfactory to Enbridge.

The Oxford County Public Works has confirmed that the current capacity in the Plattsville wastewater treatment system is sufficient to accommodate the proposed 89 residential units. It is noted that allocation of any servicing capacity to a particular development will not be formally secured until such time as that development is final approved. Further, any approved development will need to be phased in accordance with the County's servicing allocation protocol.

The Township Fire Chief, Hydro One, and the Grand River Conservation Authority (GRCA) have indicated no concerns with the proposal.

PUBLIC CONSULTATION

Notice of the applications for Draft Plan of Subdivision, Official Plan Amendment, and Zone Change were circulated to surrounding property owners in accordance with the requirements of the Planning Act for Notice of Complete Application on January 8, 2021. As of the date of writing of this report, two (2) letters were received during the circulation of the Notice of Complete Application. The residents' letters and Staff's correspondence have been attached to this report for Council's reference.

During the circulation of the Notice of Public meeting, which was circulated on July 14, 2021, a further four (4) letters were received. These letters have been attached to this report for Council's reference.

Planning Analysis

An application for Official Plan Amendment has been received to incorporate the subject lands into Plattsville's urban settlement boundary and to re-designate the lands for residential purposes.

Oxford County Phase I Comprehensive Review

Planning staff have reviewed the applicants' proposal, together with the supporting material submitted, and are of the opinion that the proposal is consistent with the direction of the Provincial Policy Statement or the County's Official Plan with respect to the expansion of settlement areas.

The PPS directs that an expansion to the settlement area should occur at the time of a comprehensive review. In this regard, the County has completed a Phase One Comprehensive Review study which was adopted by County Council in April 2020. This study provides the information necessary to address the forecasted growth and land need components of the PPS and Official Plan comprehensive review requirements. Further, the applicants have also submitted a number of reports and studies, including a Planning Justification Report (PJR), Agricultural Impact Analysis (within the PJR), and a Functional Servicing Report in support of the proposed boundary expansion.

Regarding the Phase I Comprehensive Review, this study included an analysis of the Township of Blandford-Blenheim population, household and employment forecasts and associated land need for a 20 year planning period. However, the study also included a 30 year forecast period to ensure it would provide the information necessary to account for an increase in the planning period from 20 to 25 years which was anticipated would (and since has) come into effect as part of the 2020 PPS. The review indicated that the total estimated residential unit growth for the 20 year period 2019 to 2039 was 510 dwelling units, while the residential land supply in the Township (including opportunities for intensification) as of the end of 2019 was estimated to be approximately 500 residential units. The review concluded that *"...it appears that the Township of Blandford-Blenheim will also soon be in need of additional residential land, particularly once the current planning horizon in the PPS is extended from 20 to 25 years later this year."*

With a 25 year planning period in the PPS now in effect, the household forecasts in the study for the 25 year planning period 2021 to 2046 must be considered. These forecasts indicate that approximately 600 dwelling units are now expected to be required, which would exceed the residential land supply by 100 units, and likely more if the land supply estimates were to be adjusted to account for residential construction that has occurred since 2019. Therefore, it appears that there is a need for additional residential land in the Township's Serviced Villages to accommodate the forecasted growth for the planning period.

Given the above assessment of the forecasted residential growth and land need from the Phase I Comprehensive Review, Planning staff are satisfied that the proposed settlement boundary adjustment would be consistent with the comprehensive review requirements related to land need.

Planning Justification

The applicant has provided an analysis of potential settlement boundary expansion options within the submitted PJR to address the comprehensive review requirements of the PPS and Official plan pertaining to the evaluation of alternative directions for accommodating growth, including how best to protect the provincial interests and prime agricultural lands.

The Nith River, and its associated floodplain, lies to the west and south of the Village which restricts expansion in those directions as new residential development is not permitted within floodplains. The lands in the southeast area of Plattsville (southwest corner of Hofstetter Road and Albert Street East) have received draft approval for a residential subdivision with commercial components (SB10-06-1) but have yet to be developed. The applicant's PJR indicates that expanding the boundary further south, beyond the existing vacant lands would be inappropriate in this direction when the existing vacant land has not been developed. The current easterly settlement boundary abuts Hofstetter Road. If the boundary were to be expanded in that direction it would result in lands on the east side of Hofstetter Road being brought into the settlement boundary. This would result in any new development being disconnected from the existing Village by Hofstetter Road. Further, the lands to the east consist of higher capability agricultural land than to the north and are currently being more intensively farmed (i.e. contain an existing livestock operation).

Based on the above review, it was concluded that expanding to the north was the best option, as the lands are located outside of the Nith River floodplain and have no natural heritage concerns, as confirmed by the GRCA. Further, the proposed development would abut existing residential development within the Village, which is a compatible land use with the proposed development and represents a logical extension of the settlement from a land use and infrastructure perspective. Further, the existing residential subdivision in the northeast corner of Plattsville was developed with a road stub installed on Applewood Street facing north with the intention of providing internal connectivity for future residential growth to the north. In general, staff agree with the applicant's analysis and concur that expanding the boundary of Plattsville to the north is a logical extension of the existing settlement relative to other options and an appropriate direction for growth taking into consideration relevant Provincial interests.

With respect to the review of alternative directions for growth in terms of avoiding prime agricultural lands, the majority of the lands in the Township are classified as having Class I, Class II, or Class III soil, which are considered to be 'prime agricultural area'. Given that Plattsville is surrounded by soils classified as Classes I - III, any expansion of the settlement boundary will result in some loss of prime agricultural land. According to the Canadian Land Inventory, the subject lands contain Class II and Class III soils. While the lands contain Class II and Class III soil, staff note that if the settlement boundary were to expand to the east that it would be expanding into Class I soil. Further, staff note that the lands do not comprise specialty crop areas, which are to be protected.

Alternative directions for growth have been explored and evaluated and there appear to be no reasonable alternatives on lower priority agricultural lands or that avoid prime agricultural lands. Planning staff are of the opinion that the removal of approximately 7.71 ha (19.1 ac) of Class II & Class III lands for the purpose of facilitating a residential subdivision consisting of a mix of density is reasonable given the Township's current land inventory.

Minimum Distance Separation I (MDS I)

With respect to the requirement for settlement expansions to comply with MDS and the potential impact of the proposal on existing livestock operations within the vicinity, the applicant has provided MDS I calculations to the existing cattle operation located at 876764 Hofstetter Road (located on the east side of Hofstetter Road, directly across from the area proposed for expansion). According to the provided MDS I calculations, a setback of 618 m (2,028 ft) is required from the livestock barn and 628 m (2,059 ft) from the manure storage facility. The applicant is proposing a setback of 260 m (853 ft) between the existing livestock operation and the nearest portion of the proposed expanded settlement boundary.

Staff note that the closest point of the existing settlement boundary of Plattsville is currently setback approximately 355 m (1,164.7 ft) from the above noted livestock operation at 876764 Hofstetter Road. Staff also note that livestock operation is already restricted in terms of expanding their operation in that location, given the existing deficient MDS setbacks that currently exist between the settlement boundary and the livestock operation. As the proposed settlement expansion is simply further reducing an existing considerably deficient setback from the existing livestock operation to the settlement boundary, it would not be introducing a new constraint to the expansion of that operation. Further, due to flood hazard constraints, the only other potential direction for expansion of the Village would be to the east, where the existing livestock facility is located even closer (i.e. 250 m) to the existing settlement boundary. Therefore, in staff's opinion, the expansion of the settlement boundary to the north will have the least impact from an MDS compliance perspective.

For Council's information, the Province's Minimum Distance Separation Document indicates that MDS I setbacks are not required for proposed land use changes within approved settlement areas. Therefore, if the proposal to expand the settlement boundary is approved by County Council, the subject lands will then be within the new Plattsville settlement boundary and dwellings within these lands will not be required to comply with the required MDS I setback calculations.

Official Plan Amendment & Subdivision

With respect to the Official Plan Amendment to expand the settlement boundary and re-designate the subject lands to facilitate an 89 unit residential subdivision, staff are satisfied that the proposed amendment is appropriate and consistent with policies for the designation and development of lands for residential purposes. Based on the location of the subject lands, immediately adjacent to existing residential uses, staff are of the opinion that it is appropriate to expand the settlement boundary to incorporate the lands into the Village of Plattsville. The development of the subject lands for residential purposes is considered to be a logical expansion and suitable land use for the area and will also help to optimize the use of existing water and wastewater infrastructure in the Village and ensure the Township can accommodate forecasted residential growth.

Further to this, staff are satisfied that the proposed subdivision has been prepared with consideration for a mix of housing options and density, compatibility, local road connections, and stormwater management.

The proposed 89 unit residential subdivision proposes a mix of low density housing options, including single detached dwellings, semi-detached dwellings, and townhouses. In terms of density, the project would be developed with an overall net residential density of 16.7 units per hectare (6.7 units per acre) if including the proposed OS zone buffer and 21 units per hectare (8.5

units per acre) when not including the OS zone buffer, which is in line with the density range within the Low Density Residential designation of 15 units per hectare (6 units per acre) to 22 units per hectare (9 units per acre). The proposed dwelling mix would be approximately 75% single detached dwelling units, 11% semi-detached dwelling units, and 14% townhome units.

With respect to the street network within the proposed subdivision, Street A, Street B, and Street C will serve an internal local roads within the development. Connectivity to the adjacent lands to the immediate south will be achieved through an existing road stub that would connect Street A with Applewood Street, which is a local road. It is also proposed that Street B would connect to Hofstetter Road, which is located to the immediate east of the proposed development. For the purpose of construction, the Township would be requiring the developer to enter and exit on Hofstetter Road rather than Applewood Street.

The proposed residential subdivision would be adjacent to an existing residential subdivision to the immediate south, which consists predominantly of single detached dwellings. The development of low density residential uses on the subject lands would represent compatible development with existing residential uses in staff's opinion. Further, the applicant has proposed including a 13 m (42.7 ft) buffer on the lots to the immediate north of the existing lots on English Crescent. This 13 m (42.7 ft) buffer would be zoned Open Space (OS) and would not permit buildings on the lands. The applicant has also advised that the OS zoned buffer would be planted with trees, however, the specifics in terms of the number and species of the trees has yet to be determined.

Servicing

In support of the subject applications, the applicant submitted a Functional Servicing Report prepared by MTE Consultants. The report concludes that development of the subject lands as a residential subdivision with full municipal and utility services can be achieved through the extension of the existing gravity sewers and municipal watermains.

Municipal water servicing will be achieved for the proposed development through a connection point to the existing municipal water system along Applewood Street. No concerns with water capacity were identified by County Public Works.

While the Plattsville Wastewater Treatment Plant is nearing full operation capacity, the Oxford County Public Works Department has confirmed that the facility has sufficient capacity to accommodate the proposed 89 residential units. Capacity calculations are done to include existing uses, approved but unbuilt developments (draft plan of subdivision, approved zone changes, etc.), and anticipated future development (i.e. constructing a dwelling on a vacant lot). Given this, staff are satisfied there will be sufficient wastewater servicing capacity available to accommodate the proposed development. Further, the proposed development will help to optimize the use of the existing water and wastewater infrastructure in the Village.

Stormwater management for the proposed development would be provided by the proposed stormwater management facility north of Applewood Street. The facility is proposing to use Low Impact Development (LID) measures.

Zoning By-law No. 1360-2002

As part of the proposed rezoning from 'A2' to 'R1-sp,' 'R2-sp,' and 'R3-sp,' the applicant is requesting an increase to the maximum lot coverage from 30% to 50%. It shall be noted that the upcoming Housekeeping By-law will be updating the maximum lot coverages for the 'R1,' 'R2,' and 'R3' zones from 30% to 40%. Given the proposed sizes of the residential lots, which will be in-line with new urban residential lots and smaller than historical residential lots, staff are of the opinion that the request for 50% lot coverage is reasonable from a planning perspective.

Should the proposal be approved, the subject lands (946778 Township Road 14) would have 7.71 ha (19.1 ac) removed from the existing cash cropping operation. The property is currently zoned 'General Agricultural Zone (A2)' which requires a minimum lot size of 30 ha (74.1 ac). The property is currently 54.8 ha (135.3 ac) in size and the removal of 7.71 ha (19.1 ac) would result in a lot size of 47.09 (116.4 ac) which would meet the required A2 minimum lot size and permit the current cash cropping to continue.

Conclusions

It is the opinion of staff that the Planning Justification Report and the Oxford County Comprehensive Review prepared by Hemson Consulting satisfy the comprehensive requirements of the PPS as it pertains to the expansion of settlement boundaries.

Given the demonstrated need for a boundary expansion to accommodate forecasted residential growth (based on the Phase One Comprehensive Review recently undertaken by the County), together with the availability of municipal servicing capacity, Planning staff are of the opinion that the proposal meets the policy criteria for expansions to settlement areas and can be viewed favourably.

RECOMMENDATIONS

THAT the Council of the Township of Blandford-Blenheim advise the County that the Township supports the applications to amend the Oxford County Official Plan (File No. OP20-03-1) and for Draft Plan of Subdivision (SB20-01-1), submitted by GSP Group on behalf of Cress-Ridge Farms Ltd., for the lands legally described as Part Lots 17 & 18, Concession 13 (Blenheim), Township of Blandford-Blenheim, to amend Schedule "C-2" County of Oxford Settlement Strategy Plan and Schedule "B-1" Township of Blandford-Blenheim Land Use Plan to add the identified 7.71 ha (19.1 ac) to the Plattsville Settlement Area, and further, amend Schedule "B-2" Village of Plattsville Land Use Plan to reflect the 7.71 ha (19.1 ac) added to the Plattsville Settlement Area.

AND FURTHER, that the Council of the Township of Blandford-Blenheim approve-in-principle Zone Change Application ZN1-20-02, submitted by GSP Group on behalf of Cress-Ridge Farms Ltd., for the lands legally described as Part Lots 17 & 18, Concession 13 (Blenheim), Township of Blandford-Blenheim, to rezone the lands from 'General Agricultural Zone (A2)' to 'Special Residential Type 1 Zone (R1-sp),' 'Special Residential Type 2 Zone (R2-sp),' 'Special Residential Type 3 Zone (R3-sp),' and 'Open Space Zone (OS)' to facilitate a residential draft plan of subdivision consisting of 67 single detached dwellings, 10 semi-detached dwelling units, 12 townhome residential units, subject to the following conditions being met prior to final approval of the plan for registration:

1. This approval applies to draft plan of subdivision SB20-01-1, submitted by Cress-Ridge Farms Ltd. and prepared by GSP Group, as shown on Plate 5 of Report No. CP 2021-253, and comprising Part Lots 17 & 18, Concession 13 (Blenheim), in the Township of Blandford-Blenheim, showing 67 lots for single detached dwelling units, 10 semi-detached dwelling units, and 12 townhouse dwelling units, serviced by municipal water and sanitary sewer systems, 1 block for stormwater management purposes, and three (3) internal roads.
2. The Owner agrees in writing to satisfy all requirements, financial and otherwise, of the Township of Blandford-Blenheim regarding the construction of roads, installation of services, including the water, electrical distribution systems, sidewalks and drainage facilities, and other matters pertaining to the development of the subdivision in accordance with the standards of the Township of Blandford-Blenheim.
3. The Owner shall enter into a subdivision agreement with the Township of Blandford-Blenheim and this agreement shall be registered by the Township against the land to which it applies.
4. If required, the subdivision agreement shall make provision for the dedication of parkland or cash-in lieu thereof in accordance with the relevant provisions of the Planning Act, to the satisfaction of the Township of Blandford-Blenheim.
5. If required, the Owner agrees in writing, to install fencing as may be required by the Township, to the satisfaction of the Township of Blandford-Blenheim.
6. The road allowances included in the draft plan of subdivision shall be dedicated as public highways, free of all encumbrances and costs, to the satisfaction of the Township of Blandford-Blenheim.
7. The streets included in the draft plan of subdivision shall be named, to the satisfaction of the Township of Blandford-Blenheim.
8. The Owner agrees in writing, to ensure the new local streets on this subdivision plan are connected to Applewood Street and Hofstetter Road at no cost to the Township, to the satisfaction of the Township of Blandford-Blenheim.
9. The Owner agrees in writing, that 0.3 metre (1 foot) reserves shall be conveyed to the Township as required, free of all costs and encumbrances, to the satisfaction of the Township of Blandford-Blenheim.
10. Prior to the approval of the final plan by the County, all lots/blocks shall conform to the zoning requirements of the Township's Zoning By-law. Certification of lot areas, frontages, and depths shall be provided to the Township by an Ontario Land Surveyor retained by the Owner, to the satisfaction of the Township of Blandford-Blenheim.
11. The Owner agrees in writing, to ensure the stormwater management block identified as Block 90 on the draft plan, is dedicated to the Township of Blandford-Blenheim, free of all costs and encumbrances, to the satisfaction of the Township of Blandford-Blenheim.

12. The subdivision agreement shall contain provisions indicating that the owner shall prepare and submit a detailed storm water management report and sediment erosion control plan, as required, to be reviewed and approved by the Township and the Grand River Conservation Authority (GRCA), and further, the subdivision agreement shall include provisions for the owner to carry out or cause to be carried out any necessary works in accordance with the approved plans and reports, to the satisfaction of the Township of Blandford-Blenheim and the GRCA.
13. Prior to the approval of the final plan by the County, such easements as may be required for utility and drainage purposes shall be granted to the appropriate authority, to the satisfaction of the Township of Blandford-Blenheim and County of Oxford Public Works.
14. Prior to the approval of the final plan by the County, the owner shall receive confirmation from the County of Oxford Public Works Department that there is sufficient capacity in the Village of Plattsville water and wastewater systems to service the plan of subdivision. Confirmation shall be given in accordance with the "Protocol for Allocation of Water and Sewage Capacity for Development", to the satisfaction of County of Oxford Public Works.
15. The Owner agrees in writing, to satisfy all the requirements, financial and otherwise, including payment of applicable development charges, of the County of Oxford regarding the installation of the water distribution system, the installation of the sanitary sewer system, and other matters pertaining to the development of the subdivision, to the satisfaction of County of Oxford Public Works.
16. The subdivision agreement shall make provision for the assumption and operation of the water and wastewater distribution systems within the draft plan of subdivision by the County of Oxford, to the satisfaction of County of Oxford Public Works.
17. The Owner agrees in writing, to prepare and submit for approval from County of Oxford Public Works, detailed servicing plans designed in accordance with the County Design Guidelines, to the satisfaction of County of Oxford Public Works.
18. Prior to the approval of the final plan by the County, the Owner shall agree in writing that all phasing of the plan of subdivision will be to the satisfaction of the Township of Blandford-Blenheim and County of Oxford Public Works.
19. Prior to the approval of the final plan by the County, the Owner shall submit an archaeological assessment of the subject property and mitigate, through preservation or resources removal and documentation, adverse impacts to any significant archaeological resources found. No grading or other soil disturbances shall take place on the subject property prior to the issuance of a clearance letter by the Ministry of Culture confirming that all archaeological resource concerns have met licensing and resource conservation requirements.
20. The Owner agrees in writing, to satisfy all the requirements of the appropriate authority regarding the installation of the electrical distribution system and any other matters pertaining to the development of the subdivision.

21. Prior to the approval of the final plan by the County, the Owner shall agree in writing to satisfy the requirements of Canada Post Corporation with respect to advising prospective purchasers of the method of mail delivery; the location of temporary Centralized Mail Box locations during construction; and the provision of public information regarding the proposed locations of permanent Centralized Mail Box locations, to the satisfaction of Canada Post.
22. Prior to the approval of the final plan by the County, the Owner shall agree in writing, to satisfy the requirements of Union Gas that the owner/developer provide Union Gas Limited with the necessary easements and/or agreements required for the provisions of gas services, to the satisfaction of Union Gas Limited.
23. Prior to the approval of the final plan by the County, the Owner shall provide a list of all conditions of draft approval with a brief statement detailing how each condition has been satisfied, including required supporting documentation from the relevant authority, to the satisfaction of the County of Oxford.
24. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by the Township of Blandford-Blenheim that Conditions 2 to 13 (inclusive) and 18, have been met to the satisfaction of the Township. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.
25. Prior to the approval of the final plan by the County, the Owner shall secure clearance from the County of Oxford Public Works Department that Conditions 13 to 18 (inclusive), have been met to the satisfaction of County Public Works. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.
26. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by the Grand River Conservation Authority that Condition 12 has been met to the satisfaction of the GRCA. The clearance letter shall include a brief statement detailing how the condition has been satisfied.
27. Prior to the signing of the final plan by the County of Oxford, we are to be advised by the Ministry of Heritage, Sport, Tourism, and Culture Industries that Condition 19 has been met to their satisfaction. The clearance letter shall contain a brief statement detailing how the condition has been satisfied.
28. Prior to the signing of the final plan by the County of Oxford, we are to be advised by the Hydro One that Condition 20 has been met to their satisfaction. The clearance letter shall contain a brief statement detailing how the condition has been satisfied.
29. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by Canada Post Corporation that Condition 21 has been met to the satisfaction of Canada Post. The clearance letter shall include a brief statement detailing how this condition has been satisfied.
30. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by Union Gas that Condition 22 has been met to the satisfaction of Union Gas. The clearance letter shall include a brief statement detailing how this condition has been satisfied.

31. This plan of subdivision shall be registered within three (3) years of the granting of draft approval, after which this draft approval shall lapse unless an extension is authorized by the County of Oxford.

SIGNATURES

Authored by: *'original signed by'* Dustin Robson, MCIP, RPP,
Development Planner

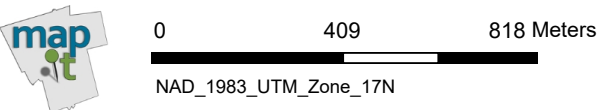
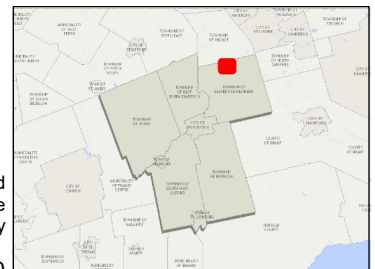
Approved for submission: *'original signed by'* Gordon K. Hough, MCIP, RPP,
Director



Legend

- Zoning Floodlines
 Regulation Limit
- ◆ 100 Year Flood Line
 - ▲ 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
 - Land Use 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

December 18, 2020



Legend

- Zoning Floodlines
- Regulation Limit
- 100 Year Flood Line
- ▲ 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines
- ▭ Land Use Zoning (Displays 1:16000 to 1:500)

Notes



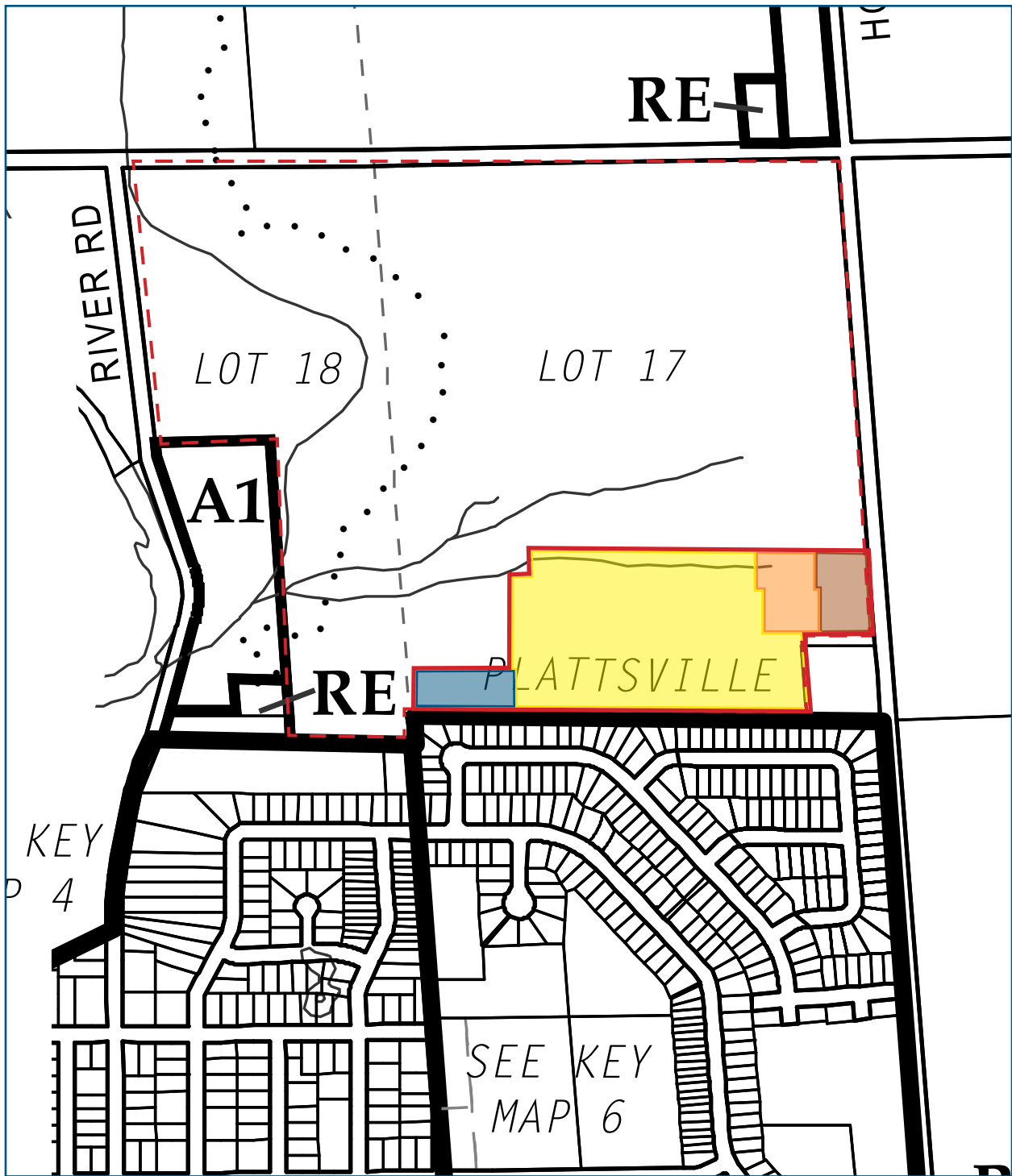
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NAD_1983_UTM_Zone_17N



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

July 23, 2021

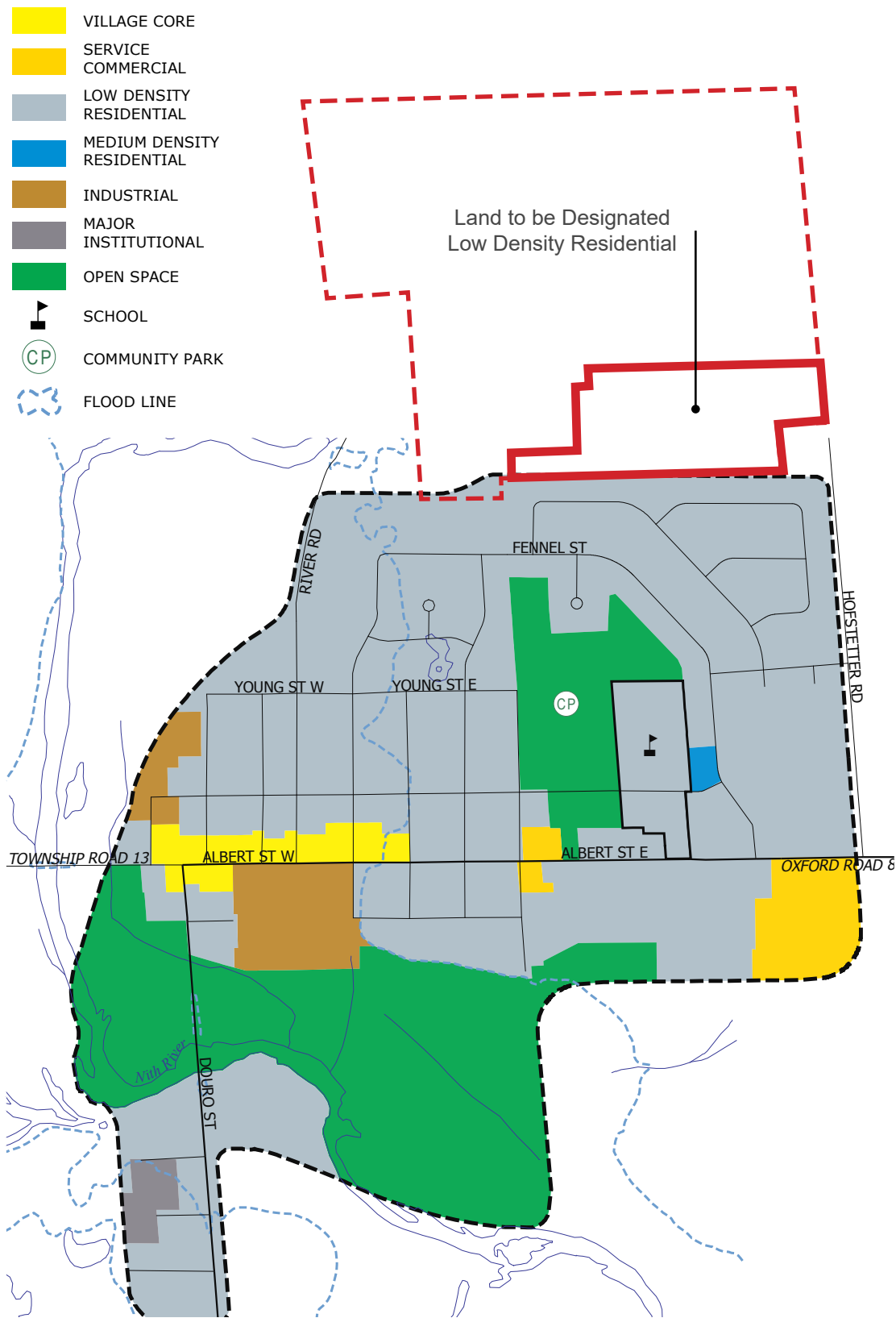


- FROM AGRICULTURAL A2 ZONE TO RESIDENTIAL R1-XX ZONE
- FROM AGRICULTURAL A2 ZONE TO RESIDENTIAL R2-XX ZONE
- FROM AGRICULTURAL A2 ZONE TO RESIDENTIAL R3-XX ZONE
- FROM AGRICULTURAL A2 ZONE TO OPEN SPACE OS ZONE



Proposed Zoning
 Source: County of Oxford Zoning By-law Schedule " Key Map 7 (April 2014)

Figure
9

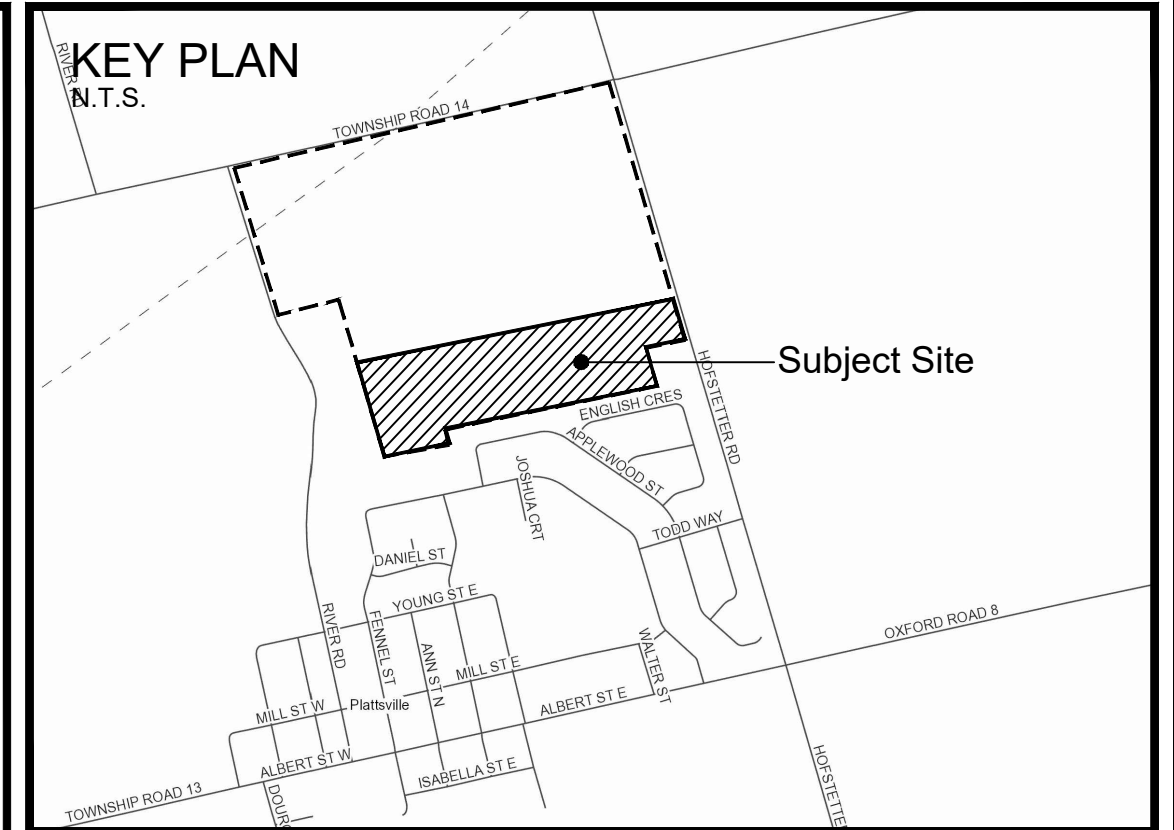
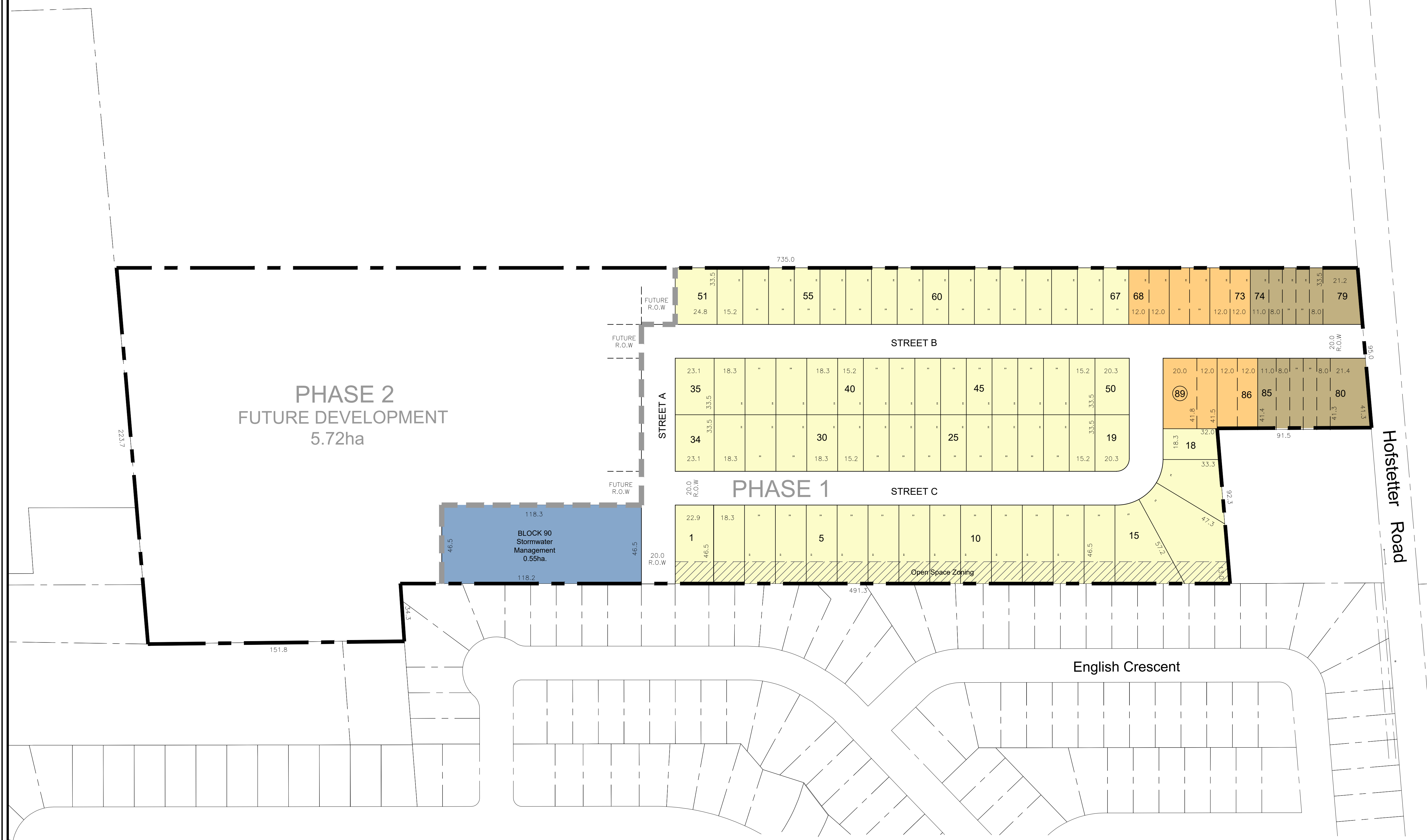


County of Oxford Official Plan - Plattsville
 Land Use Plan

Source: County of Oxford Official Plan Schedule B-2 (April 2015)

Figure
8

Plate 5: Applicant's Sketch - Proposed Draft Plan of Subdivision
 File Nos. SB 20-01-1, OP 20-03-01, & ZN 1-20-02 - Cress-Ridge Farms
 Part Lots 17 & 18, Concession 13 (Blenheim), Township of Blandford-Blenheim, 946778 Township Road 14



DRAFT PLAN OF SUBDIVISION

Part of Lot ???
 Concession ???
 Township of Blandford-Blenheim
 County of Oxford

946778 TOWNSHIP RD 14

LAND USE SCHEDULE			
PHASE 1 DESCRIPTION	LOTS/BLKS.	UNITS	AREA (ha.)
Single Detached Residential	1 - 67	67	4.38ha.
Semi-Detached Residential	68-73, 86-89	10	0.47ha.
Street Townhouses	74 - 85	12	0.49ha.
Stormwater Management	90		0.55ha.
Roads			1.82ha.
Total		89	7.71ha.
PHASE 2			
DESCRIPTION	LOTS/BLKS.	UNITS	AREA (ha.)
Future Development			5.72ha.
Total			5.72ha.
Phase 1 & 2 Total		89	13.43ha.

ADDITIONAL INFORMATION
 (UNDER SECTION 51(17) OF THE PLANNING ACT)
 INFORMATION REQUIRED BY CLAUSES a,b,c,d,e,f,g,j and l ARE AS SHOWN ON THE DRAFT PLAN.
 h) Municipal water supply
 i) All sanitary and storm sewers as required

OWNER'S CERTIFICATE
 I AUTHORIZE THE GSP GROUP INC. TO PREPARE AND SUBMIT THIS DRAFT PLAN OF SUBDIVISION TO

OWNER _____ DATE _____

SURVEYOR'S CERTIFICATE
 I CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE CORRECTLY SHOWN.

SURVEYOR _____ DATE _____

 PLANNING URBAN DESIGN LANDSCAPE ARCHITECTURE gspgroup.ca	REVISIONS
Date: October 8, 2019	Drawn By: MN
Scale: 1:1200 metric	Project No.: 15171
Dwg. File Name: dp15171f.dwg	

Figure 10

1.0 PURPOSE OF THE AMENDMENT

The purpose of this amendment is to redesignate the subject lands from 'Agricultural Reserve' to 'Serviced Village' to recognize the lands as being part of the Plattsville settlement boundary and further, to designate the same lands for 'Low Density Residential' use to facilitate a residential subdivision consisting of 67 lots for single-detached dwelling units, 10 semi-detached dwelling units, and 12 townhouse residential units.

2.0 LOCATION OF LANDS AFFECTED

The subject lands are legally described as Part Lots 17 & 18, Concession 13 (Blenheim), in the Township of Blandford-Blenheim. The lands are located on the west side of Hofstetter Road, north of County Road 8 and are municipally known as 946778 Township Road 14.

The lands subject to this application are part of a larger agricultural parcel comprising approximately 54.8 ha (135.3 acres). Approximately 7.71ha (19.1 acres) will be re-designated for residential use.

3.0 BASIS FOR THE AMENDMENT

The subject amendment has been initiated to incorporate the subject lands into the Serviced Village area of Plattsville and to designate the lands to 'Low Density Residential' to facilitate a residential subdivision consisting of 67 single detached dwelling units, 10 semi-detached dwelling units, and 12 townhouse residential units.

The designation of the subject lands for primarily low density residential use maintains the County's strategic goal of ensuring orderly development and providing for an adequate supply of residential lands sufficient to accommodate the anticipated demand for new residential development over the 25 year planning horizon.

It is the opinion of Council that the proposed amendment is consistent with the relevant policies of the PPS as the proposed development will facilitate a minor settlement area boundary adjustment to permit the development of a residential subdivision within a designated settlement. The development is considered to be an appropriate form of intensification within a designated settlement.

Council is of the opinion that the proposal is consistent with the relevant policies of the County Official Plan, as the amendment will expand the settlement boundary of Plattsville in order to facilitate expected population growth. The proposed development will provide additional housing choices within the Village of Plattsville while utilizing existing municipal services and tying into existing transportation networks within the Village.

Further, Council is of the opinion that the proposal of single detached dwellings, semi-detached dwellings, and townhouses are representative to low density uses and are therefore compatible with the existing residential uses to the south. The development is not anticipated to have a negative effect on the surroundings properties in regards to compatibility or traffic.

In light of the foregoing, Council is satisfied that the proposal is consistent with the policies of the Provincial Policy Statement and is in-keeping with the strategic initiatives and objectives of the County Official Plan.

4.0 DETAILS OF THE AMENDMENT

- 4.1 That Schedule “C-3” – County of Oxford Settlement Strategy Plan, is hereby amended by changing to ‘Serviced Village’ the land use designation of those lands identified as “ITEM 1” on Schedule “A” attached hereto.
- 4.2 That Schedule “B-1” – Township of Blandford-Blenheim Land Use Plan, is hereby amended by changing to ‘Settlement’ the land use designation of those lands identified as “ITEM 1” on Schedule “A” attached hereto.
- 4.3 That Schedule “B-2” – Village of Plattsville Land Use Plan, is hereby amended by changing the land use designation of those lands identified as “ITEM 1” on Schedule “A” attached hereto, from ‘Agricultural Reserve’ to ‘Low Density Residential’.

5.0 IMPLEMENTATION

This Official Plan Amendment shall be implemented in accordance with the implementation policy of the Official Plan.

6.0 INTERPRETATION

This Official Plan Amendment shall be interpreted in accordance with the interpretation policy of the Official Plan.

**Ministry of
Municipal Affairs
and Housing**

Municipal Services Office
Western Ontario
2nd Floor
659 Exeter Road
London ON N6E 1L3
Tel: 519 873-4020
Toll Free: 1 800-265-4736
Fax: 519 873-4018

**Ministère des
Affaires municipales
et du Logement**

Bureau des services aux municipalités
de l'Ouest de l'Ontario
2^e étage
659 Exeter Road
London ON N6E 1L3
Tél. : 519 873-4020
Sans frais : 1 800-265-4736
Télééc. : 519 873-4018



Email only

March 23, 2021

Dustin Robson, RPP, MCIP
Development Planner
County of Oxford
21 Reeve Street, P.O. Box 1614
Woodstock, ON
N4S 7Y3
drobson@oxfordcounty.ca

**Re: 946778 Township Road 14, Township of Blandford-Blenheim, Oxford
County
County of Oxford Official Plan Amendment No. OP20-03-1
MMAH File No: 32-EOPA-210587**

Dear Dustin Robson:

Thank you for circulating the draft County of Oxford Official Plan Amendment No. OP20-03-1 (OPA) to the Ministry of Municipal Affairs and Housing for review and comment. This matter was circulated through the One Window Planning Service to the Ministries of Agriculture, Food and Rural Affairs (OMAFRA), Environment, Conservation and Parks (MECP), Natural Resources and Forestry (MNR) and Heritage, Sport, Tourism and Culture Industries (MHSTCI). It is recognized that this OPA is exempt from the Minister's approval.

It is understood that the purpose of this OPA is to permit a settlement area boundary expansion to accommodate a proposed residential subdivision for a property located at 946778 Township Road 14, Township of Blandford-Blenheim. It is also understood that a zoning by-law amendment and draft plan of subdivision application have also been submitted to allow an 89-unit residential subdivision on the subject lands.

Consideration has been given to this matter in terms of the criteria and policies contained in the *Provincial Policy Statement (PPS), 2020*. Provincial staff have

completed their review of the proposed OPA and offer the following comments to help the County in making a decision on this proposal:

- Expansion of Settlement Area Boundary

PPS policy 1.1.3.1 states that settlement areas shall be the focus of growth and development. PPS policy 1.1.3.8 provides that a settlement area boundary expansion can only be allowed at the time of a comprehensive review, where it has been demonstrated that the criteria in policy 1.1.3.8 have been met.

The evaluation of alternative locations to accommodate new growth in the Planning Justification Report appears to be limited to the village of Plattsville and does not include all the information that would be necessary to consider it a comprehensive review to support an expansion of the settlement area boundary of Plattsville. In accordance with PPS policies 1.1.3.1 and 1.1.3.8, it is suggested that the Planning Justification Report be revised to address the following matters:

- Consider alternative opportunities to accommodate growth, for example, through intensification, redevelopment and within designated growth areas;
- Ensure adequate infrastructure is planned or available; and
- Evaluate alternative locations including lower priority agricultural lands when there are no reasonable alternatives that avoid prime agricultural areas.

- Minimum Distance Separation (MDS) Formulae

PPS Policy 1.1.3.8 (d) requires new or expanding settlement areas to comply with the Minimum Distance Separation (MDS) formulae. The MDS evaluation provided did not adequately demonstrate the calculations for the purposes of this review as per the MDS Formulae and Guidelines, specifically Guideline 6. Further, the Planning Justification Report does not appear to address the requirements of MDS Guideline 43 regarding addressing the potential impacts to the existing dairy barn operation. It is suggested that the County review the calculations provided to ensure MDS compliance, including consideration of MDS Guideline 6 regarding mitigating potential impacts to existing agricultural uses and operations (i.e. the nearby dairy barn and other agricultural operations) and MDS Guideline 43 which allows reduced setbacks in certain instances.

- Servicing

The Planning Justification Report states that Plattsville is serviced by two ground water wells but did not indicate whether these wells have sufficient capacity to serve the proposed development. It is suggested that Oxford County ensure there is adequate reserve capacity to service this development in accordance with PPS policies 1.6.6.1 (a) and (b).

- Archaeological Resources

The subject property has archaeological potential due to its proximity to the Nith River. It is suggested that Oxford County ensure the application is consistent with PPS policy 2.6.2 and that an archaeological assessment of the subject property is conducted prior to approval.

- Species at Risk (SAR)

The Planning Justification Report has not addressed the possibility that the subject lands may provide habitat for species at risk (SAR), which is necessary to ensure consistency with PPS policy 2.1.7. It is suggested that the proponent contact SAROntario@ontario.ca to determine if the subject lands may be a habitat for species at risk and if additional approvals are required.

It is understood that the County is currently updating its official plan and is in the process of undertaking its comprehensive review. As the official plan update will consider growth forecasts and locations to accommodate future growth across the entire municipality, it is suggested that this OPA may be better considered as part of the comprehensive review being undertaken as part of the broader official plan update.

We trust that these comments are helpful to the County in its consideration of OP20-03-1. Provincial staff are available to discuss these comments. If you have any questions or concerns, please contact the undersigned. By copy of this letter, MMAH requests that the County provide the undersigned with notice of the decision on this matter.

Kind regards,

< ORIGINAL SIGNED >

Kay Grant, Planner, MCIP, RPP
Municipal Services Office – London
Ministry of Municipal Affairs and Housing
Tel: 519-619-3227; e-mail: kay.grant@ontario.ca

C: Karina Cerniavskaja, MNRF, Karina.Cerniavskaja@ontario.ca
Nancy Rutherford, OMAFRA, Nancy.Rutherford@ontario.ca
Katherine Kirzati, MHSTCI, Katherine.Kirzati@ontario.ca
Barbara Slattery, MECP, barbara.slattery@ontario.ca

From: [Dustin Robson](#)
To:
Cc: [Planning](#)
Subject: RE: File Number: OP 20-03-01, SB 20-01-1 and ZN 1-20-02. Planning Application for Subdivision in Plattsville.
Date: March 25, 2021 9:31:01 AM

Good Afternoon Derek,

Thank you for your email concerning ZN1-20-02, OP20-03-01, & SB20-01-1. Please see below responses to your list of questions:

Questions 1 & 2: As part of the development review process, Public Works reviews the required water and sanitary demands for the development. The required demands are compared to the available capacity to ensure that the current systems can handle the proposal, should it be approved. This is currently underway.

Question 3: Should the proposed development be approved, detailed lot grading plans will be required and will look at how the water is to be drained to the proposed stormwater management pond. This may be done via a rear yard swale and catch basin to convey the water to the appropriate outlet.

Question 4: The applicant's agent has indicated that the area to be zoned Open Space (OS) would have trees planted, however, there has not been specifics presented on the quantities or species at this time. This area would be a part of the proposed residential lots and therefore on private property.

Question 5: As part of any development agreement, the developer would be responsible for cleaning any mud off of the roadway, mitigating dust as best as possible and keeping the site clean. The Township has discussed the use of Applewood and would be having the developer enter and exit off of Hofstetter Rd.

Questions 1 & 6: If you wish to discuss water pressure/water hardness with Public Works they have indicated that you may contact Paul Eybergen, Supervisor of Water and Wastewater Technical Services. Paul can be reached at 519-539-9800 x.3104 or at peybergen@oxfordcounty.ca.

Question 7: The Township does regular traffic counts and road studies on all of the roads every 2-3 years. This section of road will be monitored during the construction.

Question 8: As part of a development agreement, the developer would be instructed to follow the Township guidelines. These guidelines indicate that sidewalks will be installed on one side of the road. Council would have to instruct the builder to install on both sides if they wish for that to happen. The Township will be reviewing any development plans and ensuring that the sidewalks will connect to existing ones or if new sidewalks are required for connectivity they will be installed.

Question 9: The proposal is not to extend the settlement boundary all the way to Township Road 14, but rather approximately 190 m north of the rear lot line of the lots on the north side of English

Crescent.

I hope this information helps to answer your questions. Please also be advised that a copy of your letter will be included in future Staff Reports concerning the outlined applications.

Best Regards,
Dustin

Dustin Robson, RPP, MCIP
Development Planner

County of Oxford
Community Planning
21 Reeve Street
Woodstock, ON N4S 3G1
Tel: 519-539-9800, ext 3211
drobson@oxfordcounty.ca

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 **Think about our Environment. Print only if necessary.**

From: Derek Storrs

Sent: March 3, 2021 12:45 PM

To: Planning <planning@oxfordcounty.ca>

Subject: File Number: OP 20-03-01, SB 20-01-1 and ZN 1-20-02. Planning Application for Subdivision in Plattsville.

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Hello Dustin,

I have a few questions regarding the planning application for a Zone Change and Subdivision in Plattsville (File Number above). I do understand this is an initial application for a zone change from farmland to 3 types of residential buildings but I hope can answer my questions regarding the Zone Change and Planning Application.

1. Water pressure - is always low and my water sprinkler system can't even spread the width of my back yard at full pressure. The house water pressure is low. Now there is a 30 apartment building being built by the arena and a development to be completed South of highway 8, as well as the proposed new development, can the current system cope? Will extra water capacity be included in the plan?
2. Sewage system - can our current sewage plant be able to deal with the extra apartment building, the new development to the south of highway 8 and the proposed new development?
3. Storm run off on the open space behind English Crescent has always been an issue since the completion of the Plattsville Estates development. Are there any safeguards in place?
4. I was told after an ad-hoc meeting with the developer, a few years ago, that the open space would be 75' and not 40'. I have concerns regarding the open space as to how it would be maintained (would there be a "berm"?, trees? and could we use the land behind our property for our own purposes as suggested by the developer?). Is there anything outlined in the plans?

5. Dust that would be generated during construction. We had major issues with dust (and mud which may not be an issue on English Crescent at least for the new subdivision) on the final stage of development of English Crescent. Movement of construction traffic should not be via Applewood. What safeguards would be put in place to reduce the dust which will be generated from the development?
6. The quality of the water needs to be improved. I have checked and it is possibly the hardest water in Ontario putting a big strain on appliances and water softeners, and also we need to install in-house in-line filters which need replacing quite regularly as they are constantly turning yellow/brown.
7. Will there be a traffic survey done for Hoffstetter Road? It is now developing into a very busy road with commuter traffic at rush hour, farm traffic and semi-trucks taking short cuts from the 401 to to New Hamburg during the day. Extra construction traffic will add to the traffic as well as mud issues left behind by the trucks unless the road is kept clean with road sweepers.
8. Sidewalks - Plattsville doesn't seem to have connectivity of sidewalks between all the streets and there will not be a direct sidewalk from the subdivision to the local school. The city needs to have a look of how to improve the connectivity of sidewalks and I feel that all streets should have sidewalks and preferably on both sides of the street. This has been further highlighted during this pandemic as more people and families are walking the streets. Sidewalks should be installed throughout the city so that school children, families, dogwalkers and pedestrians alike can feel safe whilst walking through the city.
9. Another concern I have is the city boundary has to extend to Township Road 14. Do we need to expand the city to the North or would South of Highway 8 be the better option as there is already a subdivision to be completed there and it is closer to the sewage plant? Would a new sewage plant be required for the subdivision?

Can you also let me know if any of these issues are under the jurisdiction of the Township so I can pass my concerns to the the council?

I thank you in anticipation of your responses.

Sincerely,
Derek Storrs
20 English Crescent, Plattsville.

From: [Dustin Robson](#)
To:
Cc: [Planning](#)
Subject: RE: Official Plan Amendment File #OP 20-03-01, SB 20-01-1 & ZN 1-20-02
Date: March 25, 2021 9:43:23 AM

Good Morning Marg & Larry,

Thank you for your email concerning ZN1-20-02, OP20-03-01, & SB20-01-1. The proposal is for 89 units (67 single detached dwellings, 10 semi-detached units, and 12 townhouse units).

I just wanted to clarify that the proposal by the applicant is not to extend the settlement boundary line all the way to Township Road 14, but rather approximately 190 m north of rear lot line of the lots on the north side of English Crescent.

As part of the development review process, Public Works reviews the required water and sanitary demands for the development. The required demands are compared to the available capacity to ensure that the current systems can handle the proposal. This is currently underway.

If you wish to discuss the current low water pressure/water hardness with Public Works they have indicated that you may contact Paul Eybergen, Supervisor of Water and Wastewater Technical Services. Paul can be reached at 519-539-9800 x.3104 or at peybergen@oxfordcounty.ca.

As part of any development agreement, the developer would be responsible for cleaning any mud off of the roadway, mitigating dust as best as possible and keeping the site clean.

Hydro One is circulated when development applications are received for their review and comments. As part of the circulation for the subject applications Hydro One has indicated no concerns. Concerns regarding rolling blackouts would need to be discussed directly with Hydro One.

In terms of having an opportunity to address County Council and Township Council, yes, members of the public will certainly be given an opportunity to speak at the public meetings. Once the public meetings have been scheduled you will receive another Notice in the mail which will outline how one may participate. Further, please be advised that your letter will be included in future Staff Reports concerning the proposed applications.

I hope this information is helpful, however, should you have any further questions please feel free to ask.

Best Regards,
Dustin

Dustin Robson, RPP, MCIP
Development Planner

County of Oxford

Community Planning
21 Reeve Street
Woodstock, ON N4S 3G1
Tel: 519-539-9800, ext 3211
drobson@oxfordcounty.ca

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From: Marg Douglas

Sent: March 5, 2021 10:40 AM

To: Planning <planning@oxfordcounty.ca>

Subject: Official Plan Amendment File #OP 20-03-01, SB 20-01-1 & ZN 1-20-02

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Good morning Dustin:

We are writing to you in response to the notification we have received from the Oxford County Community Planning Department. This is in regards to an application for an Official Plan amendment for a zone change to permit a residential development consisting of 67 single detached dwellings on the farmland directly backing on to our property. We are at 16 English Crescent, Plattsville.

We have some concerns regarding this change of zoning.

Our understanding is that the township would need to extend the city boundary line to Township Road 14. Why is this necessary? It appears there are already development plans south of Albert Street?

Our water pressure is already bad (not to mention the quality of the water) and there is a new apartment building being built opposite the school and houses to be completed off of Todd Way. What will be done to ensure the water pressure will not deteriorate further? The water quality needs to be improved as well.

Will our existing sewage system be able to handle the addition of more residential buildings?

Will Hydro 1 be able to supply continuous hydro to our houses? As it is, we are experiencing hydro outages too many times for no apparent reason. The infrastructure for our hydro is not there.

We are concerned that there will not be a separation between the back of our lot and the new proposed area. We are also concerned about the dirt and dust that will be generated, after we have finally just got our subdivision completed.

When we bought our place, we paid a premium of \$7000.00 for our lot, as it backed onto farmland. The realtor assured us it would not be developed in our lifetime. We feel we were deceived and lied to about the farmland development backing onto us.

We had a meeting with the developer several years ago and he made promises he did not keep. One of them being he was going to remove the huge pile of dirt behind us in two weeks. It's still there. We have no trust in the developer or the builder to do anything they say they are going to do.

Your response to our questions and concerns would be greatly appreciated. Will we have the opportunity to express our concerns at a council meeting?

Thank you.

Marg & Larry Douglas

PROPOSAL FOR A RECREATIONAL TRAIL IN PHASE 2, 946778 TWP. RD. 14

This proposal is being presented by Richard and Gloria Mair, 856748 River Rd., and Ryan Yantzi, and Megan Mair, 856742 River Rd.

Our properties border the proposed Phase 2, of the subdivision, and our own property is zoned A1, Restricted Agriculture.

In the past we have raised Sheltand sheep, owned Horses, and, today it is still a licensed Breeding Dog kennel for Cairn Terriers under the prefix of Skerryvore, and a Training Facility for Oxford Dog Sports.

If this property, zoned A1, is to become a nuisance to the proposed subdivision, in future, this fact should be noted at this time.

The Snowmobile Federation of Ontario has been grandfathered, for many years, permission by Richard & Gloria Mair, & R. Cressman, for a snowmobile trail through their properties. This trails runs from River Rd, through our property, (A1) and around the wooded area, on the Cressman property, through to Twp. Rd. 14.

We propose that when planning Stage 2 of the proposed subdivision, that a Walking, and Skiing Trail of a width, approximately, 30 feet be allowed . This trail to run from the access road, Applewood St., west through the Storm Water Management land, north along the fence line dividing, the adjoining properties belonging to the Mair Family, to join the snowmobile trail. Then to run around the wooded area on Cressman property, and west again to exit on Twp. Rd. 14, as per the enclosed diagram.

This proposal will enrich the recreational lives of the residents of Plattsville, particularly those that reside in the subdivision, and will create a separation from A1, and RE properties.

Respectfully submitted,

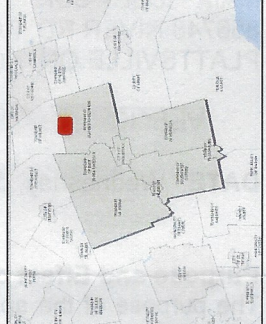
Richard & Gloria Mair & Ryan Yantzi, Megan Mair



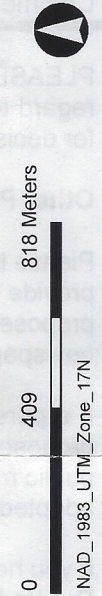
Legend

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



From:
To: [Planning](#);
Subject: File: OP 20-03-1; SB20-01-1 & ZN 1-20-02 (Cress-Ridge Farms Ltd)
Date: July 26, 2021 4:00:01 PM

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Township of Blandford-Blenheim

47 Wilmot Street

Drumbo, Ontario

N0J 1G0

RE; File: OP20-03-1;SB 20-01-1 & ZN 1-20-02 (Cress-Ridge Farms Ltd)

I am writing concerning the upcoming meeting on August 4th concerning the above mention plans.

The letter states "Purpose and effect of the proposed official plan amendment, draft plan of subdivision & zone change"

I have some concerns regarding the zone change and subdivision development.

1. Water: it is my understanding that we are near capacity with our current water tower. Currently the water pressure in this area is quite low. The town is adding he apartment building, plus the empty lots in town, the subdivision in the South end of Plattsville, as well as a proposed splash pad in the park area. My concern is the amount of water that will be consumed by the current building and proposed building that is already in place. Can you assure us that we will not have to reduce and conserve water if this proposal is approved because of the strain put on the current tower?

2. Sewer System: Will the infrastructure accommodate the additional homes.

3. Traffic Concerns: Hofstetter is already quite busy with the current traffic. Has there been a traffic study completed? Currently it is extremely busy trying to get from Todd Way onto Hofstetter. It mentioned in the letter that there would be three internal roads. A concern will be that traffic will cut through this area and exit unto Applewood. Do you foresee the road changing from a two lane to four or a turning lane?

4. Safety concern & traffic flow in town: Currently there are no side walk as you go from English Crescent onto Applewood and then to Fennel. A concern for children walking to school and their safety. Also will the school be able to accommodate additional families moving to the area?

The current developer/builder (Claysam) was to have removed the pile of dirt backing onto our properties 7 years ago and as of today it is still there. This area should be cleaned up prior to any additional houses being constructed.

I would like to see the land remain agricultural. At present we are seeing so much of the surrounding land rezoned, I feel that for future generations we have a responsibility to maintain the land and their current use.

My recommendation would be to NOT extend the boundaries and I would also recommend that going forward any boundary change should be communicated to the entire town of Plattsville as it does impact every resident. It affects the infrastructure and we all pay taxes. I would also recommend putting up signs concerning any changes in the community center and in visible areas, not on two hydro poles, one on river road and one as you are turning onto a county road. These signs should have been placed as you are entering Todd Way and into the community on Highway 97, visible to each resident. I would encourage transparency and communication to the whole community.

I am not naive to the fact this town will grow however I feel that we need to have a vision and prior to any land changes the appropriate studies completed. I would also like to see a walking trail, green space incorporated.

Thank you for your time. I would like to be kept informed of the decision from the meeting. Communication can be sent to flemingmd@bell.net

Yours truly,

Darlene Fleming

32 English Crescent

Plattsville, Ontario

N0J 1S0

From:
To: [Planning](#)
Subject: Regarding permit of residential development behind English Crescent
Date: July 27, 2021 12:45:47 AM

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Dear sir/madam,

Pertaining to the above subject matter and in light of a letter received from the township dated July, 14 2021 (Subject: Application(s) for official plan amendment, draft plan of subdivision & zone change in the township of Blandford-Blenheim), there are a few questions numbered below that I am hoping to get clarified.

1. Water pressure - I am with the assumption that it is no news by now that our water pressure isn't optimum. Are there any measures in place to address this matter now that we are considering adding more residents?
2. Water hardness - I wasn't blown away when it came to my attention that our water is by far one of the hardest in the province. Any plans to nullify this issue?
3. Can our current sewage system and storm run off withstand the addition of new residents or are there plans to modify the existing structures?

Thanks for your time in reading my concerns. I do hope to hear from you soon.

Best regards

--

Mr. & Mrs. Ofori-Atta
4 English Crescent

From:
To: [Planning](#)
Subject: RE file: OP20-03-1; SB 20-01-1 & ZN 1-20-02(cress ridge farms Ltd
Date: July 26, 2021 10:20:20 PM

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Township of Blandford-Blenheim. Eric Gilbert (senior Planner)
47 Wilmot street Community Planning Office
Drumbo,Ontario 21 Reeve Street
N0J 1Go Woodstock, Ontario

RE; File. OP20-03-1; SB 20-01-1 & ZN 1-20-02(cress ridge farms Ltd)

I am writing about concerns I have for the meeting for the above proposed plans on Aug 4, 2021 at the Princeton Centennial Hall .

1) Water.

My concern is that we have been told that we are near capacity with the exiting water tower. Currently the water pressure is low on English Cres. With the new senior apartments being added in the south end of town and proposed splash pad this will only put more of a strain on the current tower. Adding all these new homes what plan is in place to make sure there will be enough water .

2)I have concerns about traffic . One of the exit will be on Applewood Street. Presently at that part of the neighbourhood there are no sidewalks for children who have to walk to school on the road which would have an increase of cars coming in and out of the new proposed subdivision .

3)The stock pile of soil behind my house on English cres has been there for more than 7 years by the present builder Claysam Homes .

Proposing a new development when nothing has been cleaned up from previous development . When will this be removed and cleared.

The weeds continue to encroach onto exiting homeowners land . This is also an issue i would like addressed before anything new is approved.

4) Can our sewers handle the increase of additional homes

5) Can our school accommodate more students from the proposed new subdivision or will they have to be bussed elsewhere.

I feel more studies need to be done before any approval is granted.

I also feel there needs to be more communication with all the residents of Plattsville as it affects everyone. I was very disappointed with the lack of signs posted for the meeting. One sign on River road where there is less traffic and one on county road is hardly visible to the majority of the Plattsville population.

Please notify me of the results of the meeting

Sincerely

Monika and Scott Snetsinger

36 English Cres

Plattsville, Ontario

N0J 1S0



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: July 5, 2021
Subject: Monthly Report to Council
**Council
Meeting Date:** August 4, 2021
Report #: CBO-21-08

Recommendation:

That Report CBO – 21 - 08 be received as information.

Background:

To provide Council with an update, regarding the monthly Building activities for the period ending June 30, 2021.

Building Updates:

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

Legislative Updates:

- None

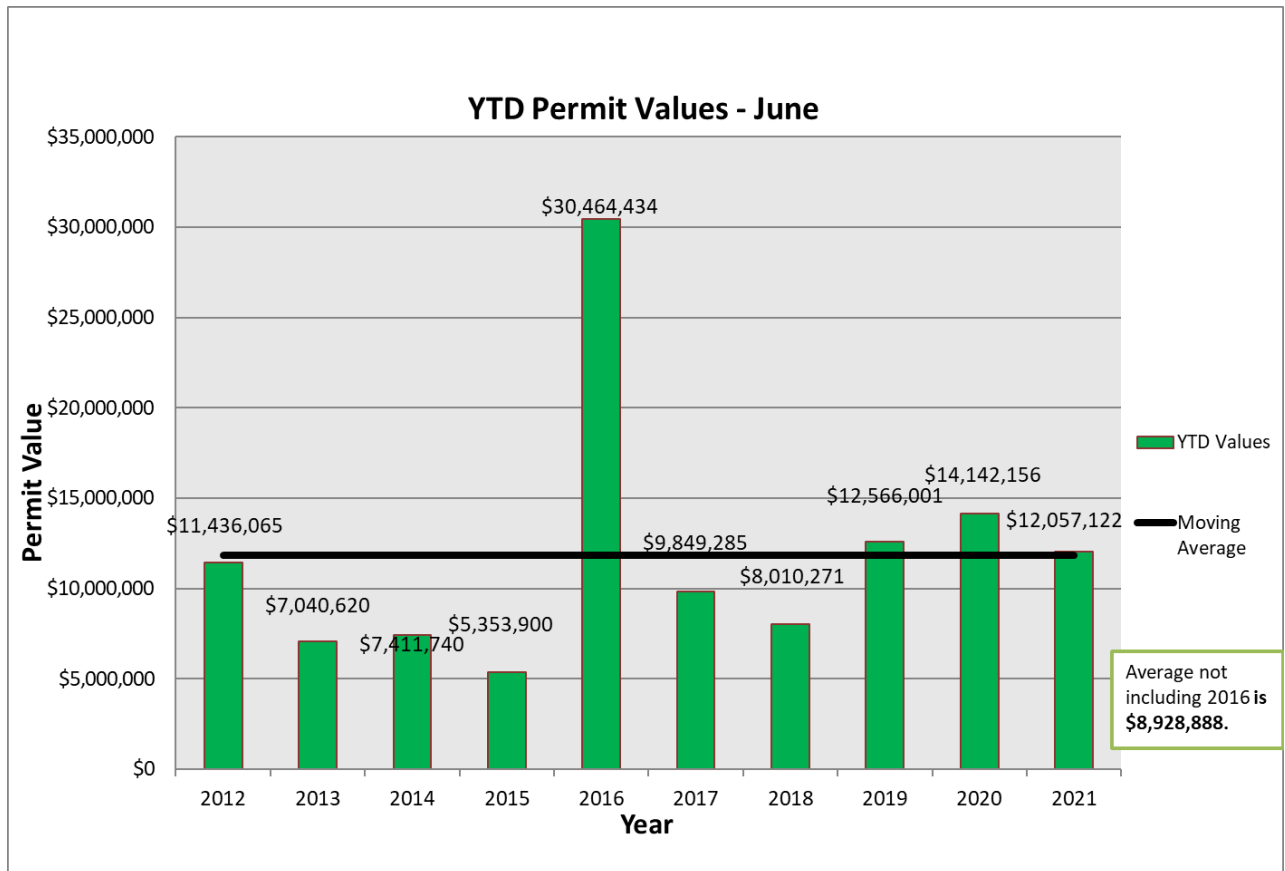
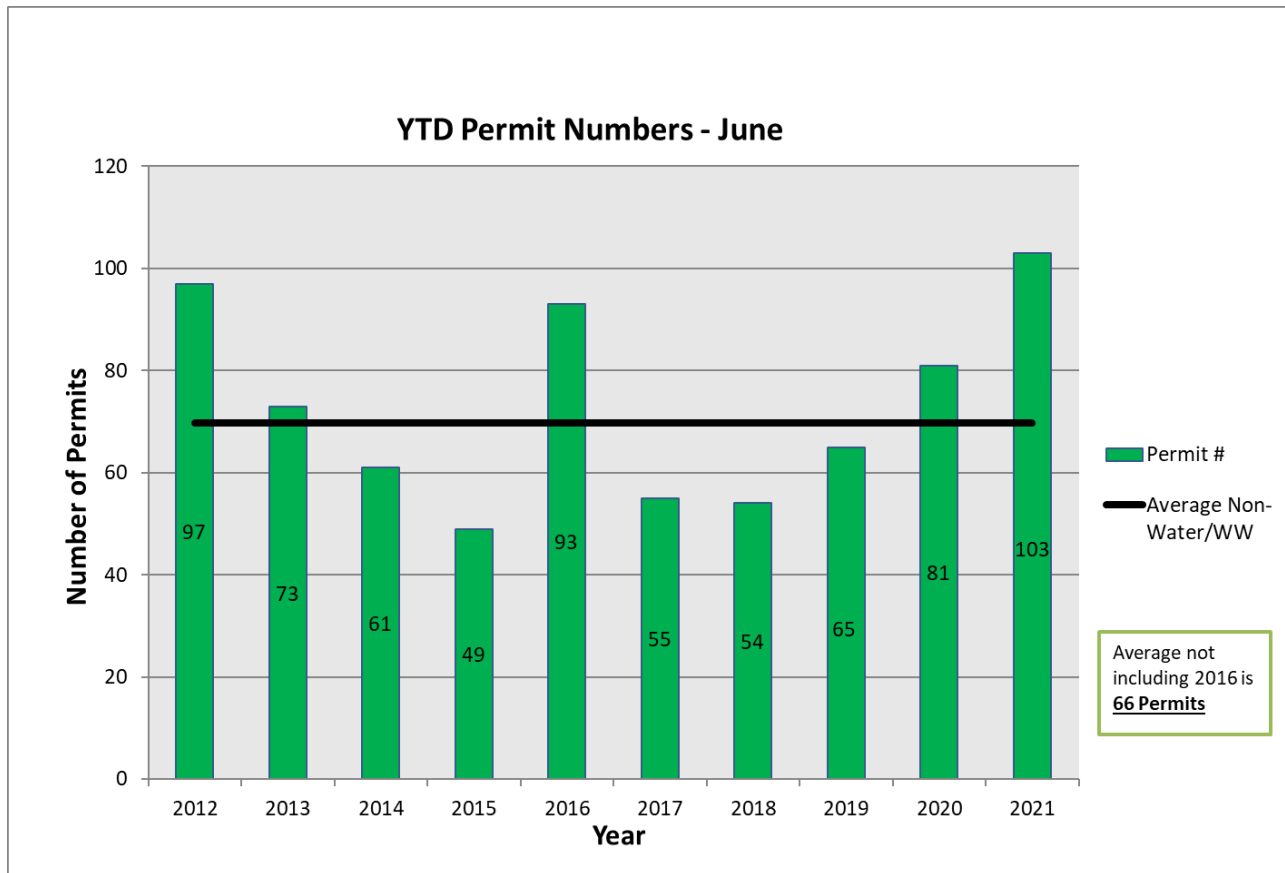
Property Standards/By-Law Updates:

OPEN PROPERTY STANDARDS ISSUES			
Ref Number	Area	Type	Notes
October 2020			
PS2020-11	Wolverton	Clean Yard	File Received. Sent to MEU. Back with Twp Staff
March 2021			
Updated PS2020-02 with additional Order to Comply & Stop Work Order. - Awaiting Court Hearing - July 30/21			
May 2021			
PS2021-05	Princeton	Tree	Sent to MEU.
PS2021-06	Plattsville	Trailer Parking	No Action
PS2021-08	Drumbo	Trailer Parking	Pending Complaint Form

Monthly Permit Activity

	# Permits	Const. Value	Permit Fees
June 2021	23	\$ 1,214,750.00	\$ 14,454.25
Year to Date - June 30, 2021	103	\$12,057,122.00	\$103,952.80

Building Description	Permit Value	Permit Fee
Shed	\$ 2,500.00	\$ 532.00
Foundation Permit - 3 storey apartment building	\$ -	\$ 540.30
Septic system	\$ 20,000.00	\$ 550.00
Detached garage	\$ 30,000.00	\$ 541.00
SDD	\$ 650,000.00	\$ 5,603.75
29'-3" x 10' addition to mobile home	\$ 30,000.00	\$ 405.00
Above ground pool	\$ 20,000.00	\$ 200.00
Above ground pool	\$ 8,500.00	\$ 200.00
Above ground pool	\$ 15,000.00	\$ 200.00
Septic system	\$ 25,000.00	\$ 550.00
Septic system	\$ 10,000.00	\$ 550.00
Septic system	\$ 12,750.00	\$ 550.00
Detached garage	\$ 30,000.00	\$ 541.00
Covered porch	\$ 20,000.00	\$ 200.00
Covered porch	\$ 20,000.00	\$ 200.00
Swimming pool	\$ 54,000.00	\$ 200.00
Addition to equipment storage building	\$ 60,000.00	\$ 1,310.80
Addition of powder room	\$ 2,500.00	\$ 200.00
Convert Office Building to Storage Building	\$ 500.00	\$ 100.00
Greenhouse	\$ 50,000.00	\$ 330.40
Covered porch	\$ 5,000.00	\$ 200.00
Addition	\$ 49,000.00	\$ 550.00
Gazebo	\$ 100,000.00	\$ 200.00
TOTALS	\$1,214,750.00	\$ 14,454.25



CBO-21-08

Monthly Report to Council – August 4, 2021

Respectfully submitted by:

A handwritten signature in black ink, appearing to read 'John Scherer', written over a horizontal line.

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:	July 14, 2021
Subject:	Consideration of Report Section 78 Holdsworth Drain 2021	Council Meeting Date:	August 4, 2021
Report #:	DS 21-10		

Recommendation:

That report DS 21-10 be received as information;

And further that council gives consideration to By-Law No. 2256-2021 for the Holdsworth Drain 2021 and give first and second reading (provisional by-laws);

And further that the Court of Revision be set for Wednesday September 1, 2021 at 4:00 p.m.

Lastly It is also recommended that the Engineer be directed to invite tenders for the Holdsworth Drain 2021 with tender closing Tuesday August 24, 2021 at noon

Background:

On February 17th, 2021 Curtis MacIntyre P.ENG. was appointed Engineer, to file a report on the Holdsworth Drain 2021 under Section 78 and 8 of the Drainage Act for repair and improved of the Holdsworth Drain in the area of Lots 14,15, Concession 5 as per the request maintenance received from Andy and Sharon Lancaster

On July 8,2021 the Report for the Holdsworth Drain2021 was filed by Curtis MacIntyre P.Eng. of K Smart Associates Limited with the Township Clerk

Analysis/Discussion:

The report has been mailed to the assessed owners and effected agencies in accordance with Section 41 of the Drainage Act. The report will be considered on August 4th, 2021 at 4:00 p.m. in accordance with Section 42 of the Drainage Act. All owner and agencies have been invited and the Engineer will be in attendance to present the reports and answer any questions.

Provide no major concern are expressed, the By-Law's (copy's attached to agenda) can be provisionally adopted and Court of Revision date set

Financial Considerations:

Cost of report is assessed to effected ratepayer as per the Schedule of Assessment in the drain report

Attachments:

Draft By-Law's # 2256-2020 attached to agenda

Copy of Reports attached to agenda as Holdsworth Drain 2021

Respectfully submitted by:

Jim Harmer

Jim Harmer
Drainage Superintendent



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	Date:	July 22, 2021
Subject:	Monthly Report	Council Meeting Date:	August 4, 2021
Report #:	DS-21- 11		

Recommendation:

That Report DS-21-09 be received as information

Background:

Monthly activities of the Drainage Department to July 20, 2021

Analysis/Discussion

- Working on drain maintenance and various site meeting to review work required with ratepayers.
- Working with lawyer on compliance letters.
- Working with County GIS student on input of Urban Storm Drainage system
- Working with UTRCA on update drainage layer on there website
- Commenting on planning applications
- 84 locates for ON 1 Call in July 2021 including 1 emergency locates.
- Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site and asset management, 100-year storm review, update SWMP mapping
- 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 waiting to have 2 site meeting with Ratepayer to review option for new report.

- Princeton Drain working with Engineer on the option that maybe used as outlets for this drain. Had meeting with Engineer about SWMP and had discussion with property owner that may be affected with SWMP locations work on land purchase for SWMP
- 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 work on option to have site meeting with ratepayers. Work on site meeting to review petition request with ratepayer (COVID number issue), planned for Spring
- Working on SWMP with engineer on the silting issue at the outlet at Fennel and Todd Way Had site meeting with Developer and his engineer to review options
- McCrow Drain Council accepted petition for drainage on September 2, 2020. Engineer appointed October 7, 2020; project Engineer will be Curtis MacIntyre K Smart & Assoc. site meeting held March 23 2021. Engineer working on surveys.
- Holdsworth Drain work on option for repair and improvements to existing drain. Section 78 report was approval at council on February 3 2021 and Engineer has been appointed. Project engineer will be Curtis MacIntyre K Smart & Associates Limited file a report on July 8, 2021 with consideration of report at council meeting on August 4, 2021 (see Staff report DS21-10)
- Attended council meetings

Financial Considerations:

None

Attachments:

None

Respectfully submitted by:

Jim Harmer

Jim Harmer Drainage Superintendent



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

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

Reviewed By: Rodger Mordue, CAO/Clerk **Date:** July 28 2021

Subject: Monthly Report – July **Council Meeting Date:**
Aug 4 2021

Report #: CS-21-09

Recommendation:

That Report CS-21-10 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 July.

Analysis/Discussion

Administration

Staff have been going over the Tennis court and sports pad project. After taking everything into consideration staff recommended that the tennis court and sporting pad be split. The original idea was to put them together, upon review having the pads split will provide a tennis match with an atmosphere of less noise and more enjoyable game, while the sporting pad is more for team sports like hockey. Having them side by side could deter the tennis players. I have added a picture to this report to show you the locations. We are still waiting on locates for these locations.



Tennis court area 55 by 100



Sporting pad 60 by 110

Southwestern Public Health held a pop-up COVID-19 vaccination clinic at the Plattsville Arena on July 22 2021, they successfully vaccinated 145 people.

Staff are staying updated with the Provincial Government, and Southwestern Public Health regulations for COVID-19. As of June 30, Southwestern public health region will be in Step 3 of Ontario's reopening plan.

Had a meeting with the Drumbo lions about the Pavilion project in the Drumbo Park. They are working on getting all the design drawings to the township. At this point there is no time line for this project. The Township has applied for locates for the north side of the bathrooms.

Arena

All ice time request forms were turned in June 25 2021. These forms provide staff with an idea of user group's needs. All forms have been reviewed by staff, and staff have a rough schedule put in place for the 2021-2022 season. Ice will be ready for Sept 15 2021.

Thanks

Trevor Baer



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

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

Reviewed By: Rodger Mordue, CAO/Clerk **Date:** July 27 2021

Subject: Committee of Council Splash Pad meeting **Council Meeting Date:** Aug 4 2021

Report #: CS-21-10

Recommendation:

That Report CS-21-10 be received as information; and,

That Council support the concept of the creation of a subcommittee to the Plattsville Splash Pad Committee which would focus on fundraising activities.

Background:

The following will provide Council with an update regarding the activities of the Committee of Council for the Splash Pad.

Analysis/Discussion

The Committee of Council for the Splash Pad at the Plattsville Park held a meeting July 22 2021. The committee voted and decided on a location, and design costs. From those decisions staff did their homework on operational costs, and if there is enough of a water source.

Location: The committee discussed 4 locations and subsequently voted, choosing the north end of the current playground area. For this location to work the 2 swing sets will have to be relocated. This location is ideal for the splash pad because it is beside the shed, where the hydro and water will be housed. The playground area will not lose any equipment but will be rearranged. There are a lot of options for moving the equipment, possibly extending the playground area on the south west end. We can use the base materials where the swings are now and will not affect the park, keeping the cost to move these at a minimum.



Design Cost: The committee discussed various designs and considered different numbers. In the end the committee voted on a cost of \$250 000 for a splash pad in the Plattsville Park. This price is for a flow through system. The flow through system is one where the municipality water comes in, and goes to the storm sewer system, or into the storm water management pond.



This is one example of a splash pad. For 250 000, there would be a few more features.

From this meeting staff have made sure that there is enough water for this project. The County Water Department has given us the green light.

Staff have done a rough operational budget for a splash pad this size, and it would cost about \$7000 a year to operate.

The committee feels that they represented the community needs well, providing the option for a sustainable, quality splash pad which will provide a facility for a healthy and engaged community. The committee would like a resolution for this project from council, enabling the community to form a splash pad fundraising committee.

Thanks
Trevor Baer
Community Services Department



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Rick Richardson – Director of Protective Services
Reviewed By:	Rodger Mordue	Date:	July 26 th , 2021
Subject:	July Monthly Report	Council Meeting Date:	August 4 th , 2021
Report #:	FC-21-16		

Recommendation:

That Report FC-21-16 is received as information.

Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of July 2021

Analysis/Discussion:

Fire:

- (22) burn permits were issued in July 2021
- July 2021 monthly fire calls (included)
- Fire calls 2020 vs 2021 (attached)

Meetings, Courses and Training Attended:

- Staff participated in weekly conference calls during the month of July with Southwestern Public Health when available.
- July 12th staff attended our monthly RFSOC meeting at Norwich Fire Station to receive an update on our new recruit training for 2022, training and presentation of new fit tester and send off for Fire Chief John McFarlan, Zorra Fire Chief who has decided to retire as Township Chief.
- July 26th new AC was installed at Drumbo Fire Station for offices and training room.
- July 26th Plattsville tanker arrived from Fort Garry, Manitoba at 6pm. The Tanker Committee completed training on this new apparatus and tanker training and operations will be provided to all Plattsville Firefighters.
- July 27th ad has been posted on Fire Station signs and Township Web page advertising for volunteer firefighter candidates to begin recruit training in 2022

July 2021 Fire Call Report

Bright

13 05-Jul Twp Rd 14 Smoke Investigation - Assist
 14 21-Jul Hewitt St Odour of Gas
 15 23-Jul Wilmot St N Smoke Investigation - Assist

Drumbo

37 03-Jul Oxford Rd 29 Vehicle Fire
 38 07-Jul Hwy 401 Km 246 Vehicle Fire
 39 10-Jul Mechanic St Basketball net fire
 40 15-Jul Hwy 401 Km 251 Vehicle Fire
 41 18-Jul Cty Rd 3 & Twp Rd 6 MVC
 42 18-Jul Centre St Medical Call
 43 23-Jul Wilmot St N Smoke Investigation

Plattsville

30 05-Jul Twp Rd 14 Smoke Investigation
 31 06-Jul Blenheim Rd Fire Alarm
 32 21-Jul Hewitt St Odour Investigation
 33 23-Jul Albert St W Fire Alarm
 34 23-Jul Wilmot St N Smoke Investigation - Assist

Princeton

33 05-Jul Main St N Other
 34 14-Jul Oxford Rd 22 MVC
 35 23-Jul Wilmot St N Smoke Investigation - Assist
 36 23-Jul Wilmot St N Smoke Investigation - Assist

EZT

5 calls to date

North Dumfries

1 call to date

Wilmot

1 call to date

BB Fire Calls as of January-July

	<u>2020</u>		<u>2021</u>	
	<u>Medical</u>	<u>Total Calls</u>	<u>Medical</u>	<u>Total Calls</u>
Bright	3	18	2	15
Drumbo	3	36	9	43
Plattsville	7	30	3	34
Princeton	8	32	1	36
EZT	2	4	1	5
North Dumfries	0	0	0	1
Wilmot	0	1	0	0
	23	121	16	134

By-Law Enforcement – July 2021

Active Cases in 2021

- 2021-02 – Animals/Property Standards
- 2021-07 – Noise complaint
- 2021-08 – Cats at Large
- 2021-09 – Dangerous Dog
- 2021-10 – Dangerous Dogs

CEMC-July 2021

- COVID-19
 - Weekly (minimum) conference calls with Southwestern Public Health
 - Twice weekly WebEx meetings with PEOC
 - St Clair Sector Meeting – via WebEx

Respectively Submitted by:

Rick Richardson

Director of Protective Services



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council

From: Rodger Mordue, CAO/Clerk

Reviewed By: N/A

Date: July 20, 2021

Subject: Platt Street Plattsville Unopened Road Allowance

Council Meeting Date: August 4, 2021

Report #: CAO-21-09

Recommendation:

That Report CAO-21-09 be received as information; and,

That the unopened Platt Street road allowance south of Isabella Street East Street, Plattsville be declared surplus; and,

That staff be instructed to begin the process to stop up and sell a portion of the unopened road allowance provided that all costs associated with the closure and conveyance be borne by the party receiving the land.

Background:

A request has been received from the agent for the developer of the Nithall Subdivision to purchase a portion of the unopened Platt Street road allowance adjacent to their property. The property is outlined in red on the following map:



This property has been identified in their most recent draft plan as a storm water management area. See attached.

Analysis/Discussion:

The travelled portion of Platt Street currently ends at Isabella Street however the actual road allowance extends a further 330 ft +/- south of Isabella. The developer of the Nithall Subdivision has requested to acquire a portion or all of this property as it has been identified in their storm water management plan for the subdivision.

At this point the developer is not certain whether or not they require the entire property or just a portion on the south end. If the whole property is needed then an appraisal or opinion of value for the land will be required since there could be value in the land as a developable building lot. If only a portion of the property is needed then the northern part would still be available for future development.

The Township has a procedure to follow when requests such as this are received. If Council agrees to declare the property surplus the process will start which includes public notice, possible appraisal / opinion of value and survey. Once complete the matter would then come back to Council for a final decision and enactment by by-law

Financial Considerations:

All costs associated with this will be borne by the purchaser. If a significant portion of land is required the purchaser will be expected to pay market value for the land as determined by the appraisal / opinion of value. If a smaller piece is required and the Township is left with a developable property adjacent to Isabella Street then the municipality has a policy of charging \$0.50/ sq ft of land for unopened road allowances in a residential zone.

Attachments:

- Draft Plan of Subdivision

Respectfully submitted by:

Rodger Mordue
CAO/Clerk

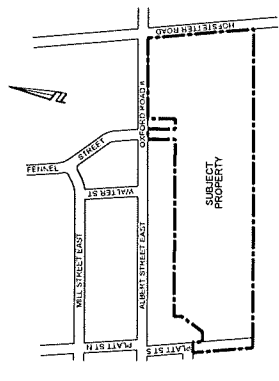
ASTRID J. CLOS
PLANNING CONSULTANTS

423 Woodloch Street, Suite 201
Guelph, Ontario N1H 3X3
Email: astrid_clos@planning.ca
Phone: 519.836.7266 (65-PLAN)

DRAFT PLAN OF SUBDIVISION

DATE: JUNE 19, 2020
SCALE: 1:1,000
PROJECT NO: 1914
DRAWN BY: A.R.N.

KEY MAP



LEGAL DESCRIPTION
PART OF LOT 17, CONCESSION 12,
TOWNSHIP OF BLAIR-FORD-BLENHEIM,
COUNTY OF OXFORD

LAND USE SCHEDULE	LODGE/LOGS	UNITS	AREA (m ²)
SMALL DETACHED	1-12-300-600-800-800	20	1,000
WIDE DETACHED	1-2-2-1-4-4-7-4-7-4-7-4-7	60	3,000
ROW 150	PA 150	14	6,400
COMMERCIAL	100	-	1,600
STORMWATER MANAGEMENT	107	-	6,000
NATURE DEVELOPMENT	108	-	6,000
ROAD WIDENING	110	-	6,177
ROADS	-	-	1,973
		110	112
			10,178

ADDITIONAL INFORMATION

INFORMATION REQUIRED BY CLAUSES 3.6, 6.4.1.5) AND ARE AS SHOWN ON THE DRAFT PLAN OF CONDOMINIUM

1) through water supply
2) land and gravel
3) inclusive survey

OWNERS CERTIFICATE

I, ASTRID J. CLOS, PLANNING CONSULTANTS, TO PREPARE AND SUBMIT THIS DRAFT PLAN OF SUBDIVISION.

WITNESSETH COMMITTEE REPRESENTATIVE: _____ DATE: _____

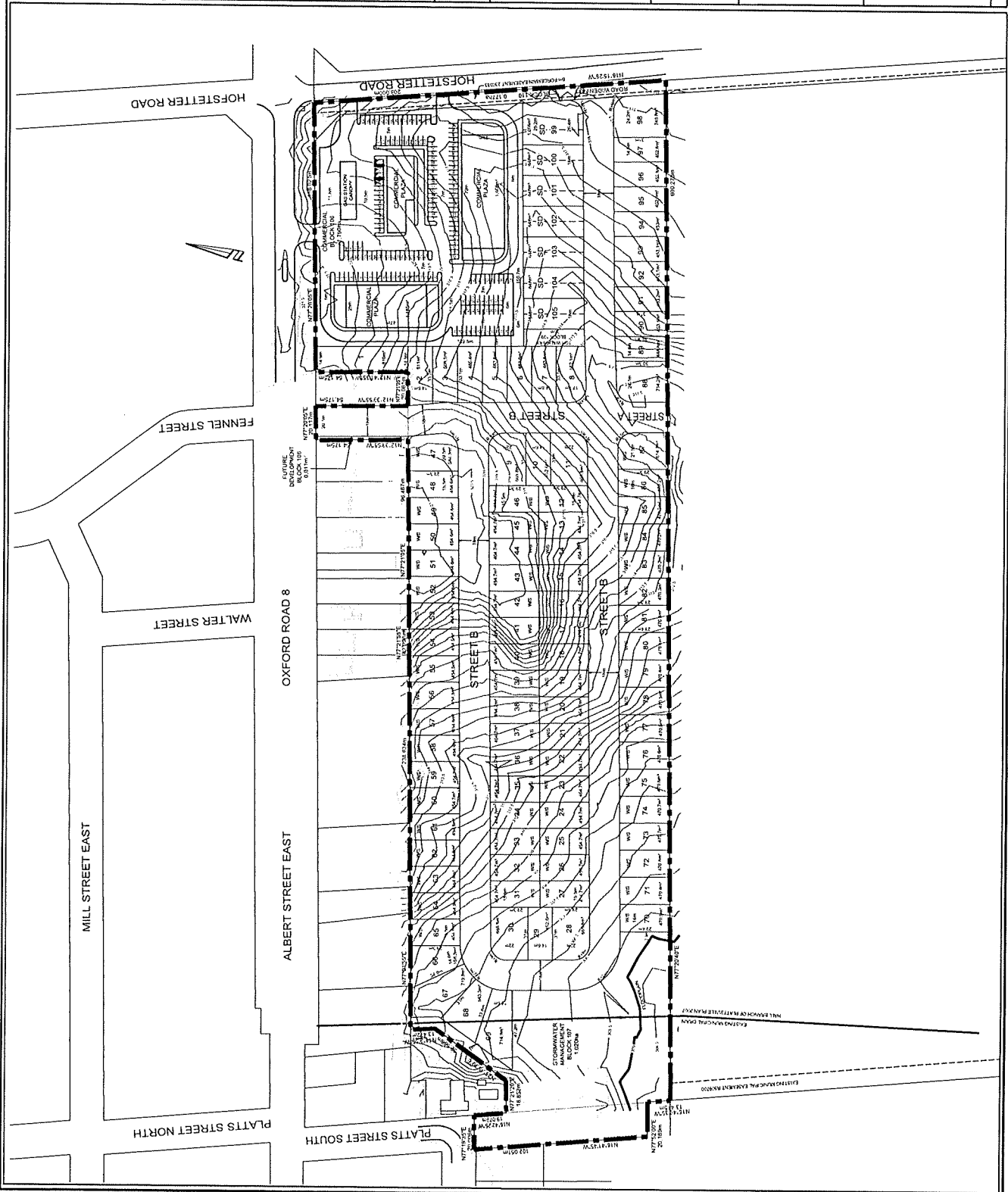
SURVEYOR'S CERTIFICATE

I CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE CORRECTLY SHOWN.

JAMES CARL GLENN
Vice President, Surveying Inc.

DATE: _____

DATE: 2020.06.19 PM 09:00:59
PROJECT: 1914





TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council **From:** Rodger Mordue, CAO/Clerk

Reviewed By: Rick Richardson, Director of Protective Services **Date:** July 26, 2021

Subject: Medical tiered Response **Council Meeting Date:** August 4, 2021

Report #: CAO-21-10

Recommendation:

That Report CAO-21-10 be received

Background:

On June 17, 2021 a delegation from the County of Oxford consisting of EMS Chief Addley, Deputy Chief Hall and County CAO Duben appeared before Council to discuss the medical tiered response agreement. Subsequent to that meeting an email was received from Chief Addley explaining factors used in determining appropriate tiered response criteria.

Analysis/Discussion:

As background for discussion please see the attached:

- Report FC-17-13 considered September 6, 2017. This changed the tiered response agreement based on recommendations contained in the APEXPRO Consulting review of the Township fire service.
- Report FC-20-01 considered January 22, 2020. Reviewed the fire department call volumes (specifically medical calls) and associated costs for the years 2015 – 2019 inclusive.
- Report FC-20-05 considered on March 4th prior to Covid. This report presented a new set of tiered response criteria which would change fire department response to medical calls.
- Report FC-21-07 considered April 21, 2020. This report proposed to make changes to the tiered response agreement based on consultation with Chief Addley of Oxford

County EMS. The report was not adopted, only received as information. Council directed that Chief Addley be invited to a future Council meeting to provide clarity on the role of the Fire Service and EMS in responding to medical calls.

- June 16, 2021 EMS Chief Addley, Deputy Chief Hall and County CAO Duben appeared as a delegation before Council (No attachment).
- June 17, 2021 email from Township CAO Mordue to Chief Addley asking if the municipality can determine the types of medical calls fire service is dispatched to. Subsequent response to that question on July 5, 2021.

Financial Considerations:

- None at this time. Any changes to the agreement has the potential to impact the municipal budget.

Attachments:

- Report FC-17-13
- Report FC-20-01
- Report FC-20-05
- Report FC-21-07
- July 5, 2021 email

Respectfully submitted by:

Rodger Mordue
CAO/Clerk



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council **From:** Rick Richardson –
Director of Protective
Services

Reviewed By: Rodger Mordue **Date:** August 9th, 2017

Subject: Tiered Response Agreement **Council
Meeting Date:** Sept 6th, 2017

Report #: FC-17-13

Recommendation:

That Report FC-17-13 is received as information;

And further that Council approve and support the necessary changes of a new Tiered Response Agreement between the Township of Blandford-Blenheim and the County of Oxford. And further that Council approve the administration requirements and fire department operations in order to reduce the present volume of non Code 4 medical calls.

Background:

In April 2008 staff presented a report to Council requesting support that would permit our Township to enter into a new Tiered Response (MERIT) Agreement with Oxford County. This new agreement would see our Fire Department dispatched to all Code 4 medical calls or (life and death situations). This agreement appeared to meet our needs at that time.

When a person in our Township requests an ambulance through 911 their request is transferred to (CACC) London Central Ambulance Communications Centre. CACC would then triage this call and notify Fire Dispatch to send one of our fire stations if it meets the requirements of our Tiered Response Agreement.

Over the past few years our fire department appear to be attending more medical calls in our Township that do not meet the requirement of Code 4 (life and death situations) which in turn has caused a major increase in medical calls, firefighter wages and valuable time away from their fulltime employer

Increases in our medical calls have also been identified in the fire service review that was completed by APEXPRO Consulting Inc. in late 2016. The data in this review stated that 45% of our fire pages in the last 3 years were for medical assistance. 62% of these medicals calls were requested during the daytime. APEXPRO Consulting Inc. made the following recommendations in their final report:

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.

By adopting the above recommendations, Blandford-Blenheim 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.

In January 2017 Staff meet with Oxford County Manager of EMS, Ben Addley to discuss the possibilities of reducing the number of non Code 4 calls that our fire service currently attends. Ben could not understand why we were being sent to so many "non Code 4" calls in the number of past years. Ben shared a "new" Tiered Response Criteria card where the provider of this service would select what types of Medical calls they would attend to. This card would be the document used by CACC to send one of our fire stations to a required medical emergency. Ben suggested that he would support fire attending a number of calls on this criteria sheet as Code 4 calls. Staff advised Ben that fire should be sent to all motor vehicle, farm and industrial accidents without delay as we are the only emergency group that have the required training and equipment to deal with fire / hazmat situations for these types of emergencies.

Ben also suggested that if EMS is more than 15 minutes away that fire should be paged. Staff advised Ben that we had a request that fire not be sent if the 911 when the caller does not want fire to attend to their medical emergency or if the medical emergency is for a signed DNR. In February 2017 Staff meet with all Fire Department officers for their input in completing this new Criteria Card. Staff explained that reducing our current medical calls was identified in the Fire Review report and that Council and the majority of firefighters in our Township support the idea of reducing our non Code 4 medical calls moving forward.

During the month of March staff meet with all firefighters at their stations to explain how we intend to reduce all non Code 4 emergency calls and the details of the new Criteria Card.

Analysis Discussion:

Proceeding forward with this plan to reduce our current non Code 4 medical calls as per "fire review" will require a number of changes to our fire department services

- Staff would support revising our current MERIT agreement and specifying that our fire department attend to Code 4 calls of high severity and that this service be completed by having only (1) apparatus attend
- Staff would support informing Fire Dispatch and Oxford County EMS of any changes to our current MERIT agreement.
- Staff would not support adjusting our current SOG to state that only (2) firefighters attend medical calls. In order to meet our current SOG we would require minimum of (4) firefighters to attend medical calls.
- Staff would support advising EZT, Wilmot, North Dumfries Township and Brant County of the changes to our Tiered Response agreement in principal.
- Staff would not support reducing the number of fire apparatus attending to medical calls in Brant County as this would mean a 50% funding reduction to Blandford-Blenheim under the current fire agreement.

Financial Considerations:

- APEXPRO Consulting Inc. have suggested that if we adopt all of their changes there would be potential savings of \$75,000 in 2016 and projected savings of \$100,000 a year by 2026 by reducing our service levels to medical assists.
- Staff has removed a number of APEXPRO Consulting Inc. recommendations that we believe would better suit our needs, but a reduction in operating cost will still be obtainable moving forward.

Attachments:

- Tiered Response Criteria card (explanation of this card will be provided by Staff)

Respectfully submitted by:



Rick Richardson
Director of Protective Services

- Fire Department Name - FIRE DEPARTMENT
Tiered Response Criteria

	TIER	TYPE OF CALL	IF EMS RESPONSE GREATER THAN	CODE PRIORITY
1	SELECT Y/N	Abdominal Pain	0 Minutes	Select Code
2	SELECT Y/N	Allergy Reaction	0 Minutes	Select Code
3	SELECT Y/N	Back Pain	0 Minutes	Select Code
4	SELECT Y/N	Behavioral Problems	0 Minutes	Select Code
5	SELECT Y/N	Bleeding (Non-Traumatic)	0 Minutes	Select Code
6	SELECT Y/N	Bleeding in Pregnancy	0 Minutes	Select Code
7	SELECT Y/N	Breathing Problems	0 Minutes	Select Code
8	SELECT Y/N	Burns	0 Minutes	Select Code
9	SELECT Y/N	Cardiac Arrest / VSA	0 Minutes	Select Code
10	SELECT Y/N	Chest Pain / Heart Problem	0 Minutes	Select Code
11	SELECT Y/N	Child Birth / Labour	0 Minutes	Select Code
12	SELECT Y/N	Choking	0 Minutes	Select Code
13	SELECT Y/N	Convulsions/Seizure	0 Minutes	Select Code
14	SELECT Y/N	Diabetic Problem	0 Minutes	Select Code
15	SELECT Y/N	Electrocution	0 Minutes	Select Code
16	SELECT Y/N	Environmental Exposure - Heat	0 Minutes	Select Code
17	SELECT Y/N	Environmental Exposure - Cold	0 Minutes	Select Code
18	SELECT Y/N	Eye Problems	0 Minutes	Select Code
19	SELECT Y/N	Falls	0 Minutes	Select Code
20	SELECT Y/N	Generally Unwell	0 Minutes	Select Code
21	SELECT Y/N	Headache	0 Minutes	Select Code
22	SELECT Y/N	Inhalation	0 Minutes	Select Code
23	SELECT Y/N	MVC – Enclosed Seating	0 Minutes	Select Code
24	SELECT Y/N	MVC – Exposed Seating	0 Minutes	Select Code
25	SELECT Y/N	MVC – Person Struck	0 Minutes	Select Code
26	SELECT Y/N	MVC – Unknown Details	0 Minutes	Select Code
27	SELECT Y/N	Near Drowning	0 Minutes	Select Code
28	SELECT Y/N	Overdose	0 Minutes	Select Code
29	SELECT Y/N	Stroke / CVA	0 Minutes	Select Code
30	SELECT Y/N	Trauma (Blunt) / Assault	0 Minutes	Select Code
31	SELECT Y/N	Trauma (Penetrating) / Wound	0 Minutes	Select Code
32	SELECT Y/N	Unconscious /Decreased Consciousness	0 Minutes	Select Code
33	SELECT Y/N	Unknown	0 Minutes	Select Code

34	SELECT Y/N	Select Code	Farm Accidents
35	SELECT Y/N	Select Code	Industrial Accidents

GACC use only:
Response Plan Name:



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council
Reviewed By: Rodger Mordue
Subject: Reduction in Tiered Response Calls
Report: FC-20-01

From: Rick Richardson – Director of Protective Services
Date: Jan 7th ,2020
Council Meeting Date: Jan 22nd ,2020

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

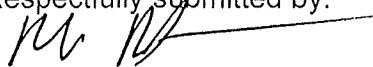
(Medical call data sheet) attach

- 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	\$ 3,927.34	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	\$ 2,693.04	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:	Rick Richardson – Director of Protective Services
Reviewed By:	Rodger Mordue	Date:	February 14,2020
Subject:	Tiered Response Agreement	Council Meeting Date:	March 4,2020
Report #:	FC-20-05		

Recommendation:

That Report FC-20-05 is received as information;

And THAT staff be directed by Council to advise the County of Oxford (Oxford County Paramedic Services) that the Township of Blandford Blenheim (Fire Department) require immediate changes to our current Medical Tiered Response Criteria.

And THAT these changes will provide medical tiered response by the Blandford Blenheim Fire Department to assist in the provision of patient care in instances of potential life-threatening medical conditions when requested by Oxford County Paramedic Services.

Background:

On September 6th, 2017 staff presented report FC-17-13 and Council approved and supported the necessary changes of a new Tiered Response Agreement between the Township of Blandford Blenheim and the County of Oxford. This new agreement came into effect April 4, 2018.

Staff was requested by Council in 2019 to prepare a report that would indicate the reduction in medical calls since this new agreement came into effect.

Report FC-20-01 was presented to Council on January 15, 2020 which clearly identifies the reduction in medical calls in 2019. Medical call numbers were also provided in this report for each year starting from 2015 to 2019.

Analysis Discussion:

It would appear that the current tiered response agreement which has been in place since April 4, 2018 is not meeting the needs and circumstances for our Township.

Staff suggested to Council on January 22,2020 that a small committee representing all Township firefighters be created and that we request their feedback on any changes to the current Tiered Response Criteria.

All Deputy Chiefs consulted with our firefighters to obtain their expertise in completing this task.

A new Tiered Response Criteria sheet was drafted at the February 12,2020 Chiefs meeting based on the feedback from our firefighters.

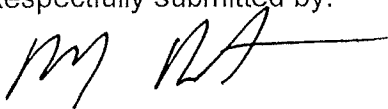
Once this new Criteria has been adopted by Council staff will meet with Oxford County EMS and advise them that we must have these new criteria instituted immediately.

Financial Considerations:

Attachment:

Tiered Response Criteria dated: Feb 13 2020

Respectfully submitted by:



Rick Richardson
Director of Protective Services

BLANDFORD BLENHEIM FIRE DEPARTMENT

Tiered Response Criteria February 13, 2020

	TIER	TYPE OF CALL	If EMS RESPONSE GREATER THAN	CODE PRIORITY
1	NO	Abdominal Pain	0 minutes	n/a
2	YES	Allergy Reaction	0 Minutes 12 Minutes	Code 4
3	NO	Back Pain	0 minutes	n/a
4	NO	Behavioral Problems	0 minutes	n/a
5	NO	Bleeding (Non-Traumatic)	0 minutes	n/a
6	NO	Bleeding in Pregnancy	0 minutes	n/a
7	YES	Breathing Problems	0 Minutes 12 Minutes	Code 4
8	YES	Burns	12 minutes	Code 4
9	YES	Cardiac Arrest / VSA	0 minutes	Code 4
10	YES	Chest Pain / Heart Problem	0 Minutes 12 Minutes	Code 4
11	YES	Child Birth / Labour	0 minutes	Code 4
12	YES	Choking	0 minutes	Code 4
13	YES	Convulsions/Seizure	0 Minutes 12 Minutes	Code 4
14	YES	Diabetic Problem	0 Minutes 12 Minutes	Code 4
15	YES	Electrocution	0 Minutes 12 Minutes	Code 4
16	NO	Environmental Exposure - Heat	0 minutes	n/a

17	NO	Environmental Exposure - Cold	0 minutes	n/a
18	NO	Eye Problems	0 minutes	n/a
19	YES	Falls	0 Minutes 12 Minutes	Code 4
20	NO	Generally Unwell	0 minutes	n/a
21	NO	Headache	0 minutes	n/a
22	YES	Inhalation	12 minutes	Code 4
23	YES	MVC – Enclosed Seating	0 minutes	Code 4 and 3
24	YES	MVC – Exposed Seating	0 minutes	Code 4 and 3
25	YES	MVC – Person Struck	0 minutes	Code 4 and 3
26	YES	MVC – Unknown Details	0 minutes	Code 4 and 3
27	YES	Near Drowning	0 Minutes 12 Minutes	Code 4
28	YES	Overdose	0 Minutes 12 Minutes	Code 4
29	YES	Stroke / CVA	0 Minutes 12 Minutes	Code 4
30	YES	Trauma (Blunt) / Assault	12 minutes	Code 4
31	YES	Trauma (Penetrating) / Wound	0 Minutes 12 Minutes	Code 4
32	YES	Unconscious /Decreased Consciousness	0 minutes	Code 4
33	YES	Unknown	0 minutes	Code 4

34	YES	Code 4 and 3	Farm Accidents
35	YES	Code 4 and 3	Industrial Accidents

<p>CACC use only:</p> <p>Response Plan Name:</p>



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Rick Richardson – Director of Protective Services
Reviewed By:	Rodger Mordue	Date:	March 31, 2021
Subject:	Tiered Response Agreement	Council Meeting Date:	April 21, 2020
Report #:	FC-21-07		

Recommendation:

That Report FC-21-07 is received as information.

And THAT staff be directed by Council to advise the County of Oxford Paramedic Services to make the necessary changes to our current Tiered Response Criteria dated February 13th, 2020.

And THAT these new changes will still provide quality medical tiered response by the Blandford-Blenheim Fire Department to assist in the provision of patient care in instances of potential life-threatening medical conditions when requested by Oxford County Paramedic Services.

Background:

On March 4th, 2020 Council supported staff report FC-20-05 to make changes to our current Tiered Response Criteria and the majority of firefighters also supported these changes as they believed that this would improve our medical call service to our Township residents.

March 5th, 2020 staff forwarded these new tiered response criteria changes to Oxford County EMS staff and advised them to please institute these changes immediately.

EMS Chief Ben Addley advise staff on March 11, 2020 that we would need to have some detailed discussion about a few of the suggested criteria changes before they could be placed into service.

March 13, 2020 the Ministry of Health announced that all tiered response programs with fire departments in Ontario would be rolled back during the COVID pandemic and that fire will only be attending to the most critical calls when needed.

Analysis Discussion:

Staff reached out to EMS Chief Addley on March 9, 2021 requesting a meeting to discuss the changes to our Tiered Response Criteria from February 2020.

Starting in 2021 EMS will be providing First Aid, AED, CPR training to all rural firefighters and this new certified training will reflect the types of calls each fire department attend according to their Tiered Response Criteria. Staff wanted to make sure that our firefighters would be provided EMS training using these new protocols.

Chief Addley and Deputy Chief Hall attended our March 23, 2021 Chiefs meeting to discuss the changes that our Township requested back in February 2020.

EMS provided our Officers with statistics to the type of calls that Blandford-Blenheim Fire requested they need to attend as part of tiered response. These detailed stats were compiled from EMS calls to our Township for the past 2 years.

EMS statistics describe the type of actions that their crews provided to these patients in their care and the majority of these medical procedures would not be provided by our firefighters.

It was suggested that Fire should remove the 12-minute wait for "breathing problems" from our criteria sheet and replace this with 0 Minutes and this would be an improvement.

Chief Addley also stated that under their current medical legislation firefighters will not be trained or tiered to Child Birth as requested in Oxford County.

Blandford-Blenheim Officers decided to support all of the detailed information provided by EMS Chief Addley.

Attached is updated changes to our Tiered Response Criteria based on this EMS medical information.

Financial Considerations: N/A

Respectfully submitted by:

Rick Richardson

Rick Richardson
Director of Protective Services

BLANDFORD BLENHEIM FIRE DEPARTMENT
Tiered Response Criteria April 1, 2021

	TIER	TYPE OF CALL	If EMS RESPONSE GREATER THAN	CODE PRIORITY
1	NO	Abdominal Pain	0 minutes	n/a
2	YES	Allergy Reaction	0 Minutes 12 Minutes	Code 4
3	NO	Back Pain	0 minutes	n/a
4	NO	Behavioral Problems	0 minutes	n/a
5	NO	Bleeding (Non-Traumatic)	0 minutes	n/a
6	NO	Bleeding in Pregnancy	0 minutes	n/a
7	YES	Breathing Problems	0 Minutes	Code 4
8	YES	Burns	12 minutes	Code 4
9	YES	Cardiac Arrest / VSA	0 minutes	Code 4
10	YES	Chest Pain / Heart Problem	0 Minutes 12 Minutes	Code 4
11	YES No	Child Birth / Labour	0 minutes	Code 4
12	YES	Choking	0 minutes	Code 4
13	YES	Convulsions/Seizure	0 Minutes 12 Minutes	Code 4
14	YES	Diabetic Problem	0 Minutes 12 Minutes	Code 4
15	YES	Electrocution	0 Minutes 12 Minutes	Code 4
16	NO	Environmental Exposure - Heat	0 minutes	n/a
17	NO	Environmental Exposure - Cold	0 minutes	n/a
18	NO	Eye Problems	0 minutes	n/a
19	YES	Falls	0 Minutes 12 Minutes	Code 4
20	NO	Generally Unwell	0 minutes	n/a
21	NO	Headache	0 minutes	n/a

22	YES	Inhalation	12 minutes	Code 4
23	YES	MVC – Enclosed Seating	0 minutes	Code 4 and 3
24	YES	MVC – Exposed Seating	0 minutes	Code 4 and 3
25	YES	MVC – Person Struck	0 minutes	Code 4 and 3
26	YES	MVC – Unknown Details	0 minutes	Code 4 and 3
27	YES	Near Drowning	0 Minutes 12 Minutes	Code 4
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30	YES	Trauma (Blunt) / Assault	12 minutes	Code 4
31	YES	Trauma (Penetrating) / Wound	0 Minutes 12 Minutes	Code 4
32	YES	Unconscious /Decreased Consciousness	0 minutes	Code 4
33	YES	Unknown	0 minutes	Code 4

34	YES	Code 4 and 3	Farm Accidents
35	YES	Code 4 and 3	Industrial Accidents

CACC use only:
 Response Plan Name:

Rodger Mordue

From: Ben Addley
Sent: July 5, 2021 7:29 PM
To: Rodger Mordue
Subject: RE: council meeting

Good afternoon Rodger,

Sorry for the delay, I left for a couple weeks of vacation the day of your email and just returned to work today.

We were quite happy to come to Council to discuss the tiered response program and answer questions they may have. I too left the meeting feeling like we answered all the questions posed but that maybe there was more being considered.

While it may seem simple to assume that if the Township is willing to pay the additional costs of firefighter wages then we should just add the additional call types to the response criteria. While it is important to consider the financial impact for both the Township and/or the County in establishing tiered response criteria, in this case it was not a significant factor for us.

Other considerations there are more primary factors for our call selection including the prevailing medical evidence, guidance from our medical director, responder skill set and impact of response time on patient outcomes. As stated for Council, evidence supports the quickest skilled response to; cardiac or respiratory arrests, choking or unconscious patients all of which match the firefighter skill set to benefit patient outcomes. With the other call criteria requested to be added have not shown to have a beneficial patient impact. Although it may seem as an enhancement to the system to expand the call criteria, it in fact is not of any significant patient improvement to do so.

Moreover, it is important to balance the benefit of call responses with; responder, community and patient safety. In establishing the response criteria it should not be ignored that emergency responses come with an inherent risk to responders and the community. In asking responders to operate emergency vehicles in a manner to expedite responses there is a known increase in risk of accidents. When selecting call types to respond to using lights and sirens, at higher speeds and through intersections the risk being taken needs to have a potential for improved patient outcomes.

Lastly, when an individual calls 911 requesting "Ambulance" they become a patient for us as the paramedic service. As a health information custodian (HIC) while we are permitted to share personal and health information with other parties in certain circumstances, it is our opinion that these confidences should be reserved for bona fide purposes. As such, we again rely on the medical benefit and emergency of the situation to determine if this information sharing is appropriate. Again, for call types where there is evidence to support the benefit to the individual it certainly meets this threshold. Conversely, for call types where the benefit is not apparent there may not be compelling circumstances to share confidential information.

I hope this helps to clarify the additional factors used in determining appropriate tiered response criteria. If you do have more questions, please feel free to reach out again.

Ben

Ben Addley

*Chief, Oxford County Paramedic Services
377 Mill St., Woodstock, Ontario N4S 7V6
Telephone: (519) 539-9800 x 3551*

Cell: (519) 521-7357
Fax: (519) 537-1099

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Think about our environment. Print only if necessary.

From: Rodger Mordue <rmordue@blandfordblenheim.ca>
Sent: July 5, 2021 1:58 PM
To: Ben Addley <baddley@oxfordcounty.ca>
Subject: FW: council meeting

From: Rodger Mordue
Sent: June 17, 2021 11:57 AM
To: Ben Addley <baddley@oxfordcounty.ca>
Subject: council meeting

Ben,

First off, thanks for coming out yesterday. I thought Council would have more questions for you than they did. Although the question never really came up yesterday they wanted to discuss who makes the determination on what types of medical calls our department are dispatched to.

Council and staff were of the opinion that, since the Township budget pays for firefighter response to medical calls, then the Township should be able to determine which calls they would be dispatched to. If we wanted to have our firefighters dispatched to more situations that the EMS criteria called for then it was our prerogative to allow that to happen.

I guess what it really comes down to is they want to see our fire department dispatched to medical calls similar to the list of calls that Rick sent you last year just prior to the start of the pandemic. Since the Township is willing to pay for this enhanced service through firefighter wages is there a reason why this cannot happen?

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:** July 26, 2021

Subject: Drumbo Lions Club Partnership Agreement **Council Meeting Date:** June 21, 2017

Report #: CAO-21- 11

Recommendation:

That Report CAO-21-11 be received as information; and,

That the Mayor and Clerk be authorized to sign the Community Partnership Agreement with the Drumbo Lions Club.

Background:

At the July 6, 2016 meeting of Council staff brought forward a Community Partnership for Municipal Assets Policy. The intent of the policy is to ensure that the lines of communication are open between Council, staff and community organizations so that each group is aware of everyone's role at the outset of community sponsored capital projects.

Analysis/Discussion:

A Community Partnership Agreement with the Drumbo Lions Club has been drafted. This agreement is based on ones previously put in place with the Princeton Park Legacy Committee and the Plattsville Lions Club, Drumbo Lions Club and the Friends of the Princeton Park. The agreement covers the construction of a pavilion and details the relationship between the Drumbo Lions Club and the Municipality and what each partner can expect from each other. The approximate location of the pavilion within the park is shown on the attached layout.

Financial Considerations:

The Drumbo Lions Club have the necessary funds available for the construction of a pavilion in the Drumbo park. The partnership agreement is an important communication tool that spells out the roles and responsibilities of both the organization and the Township. By building this partnership each group is able to stay well informed on the progress and success of the project.

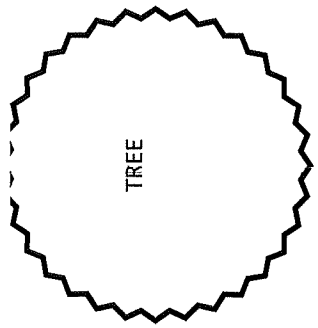
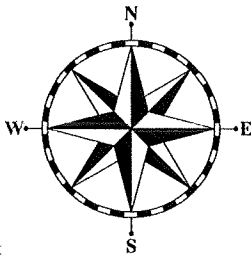
Attachments:

- Pavilion location layout

Respectfully submitted by:

Rodger Mordue
CAO/Clerk

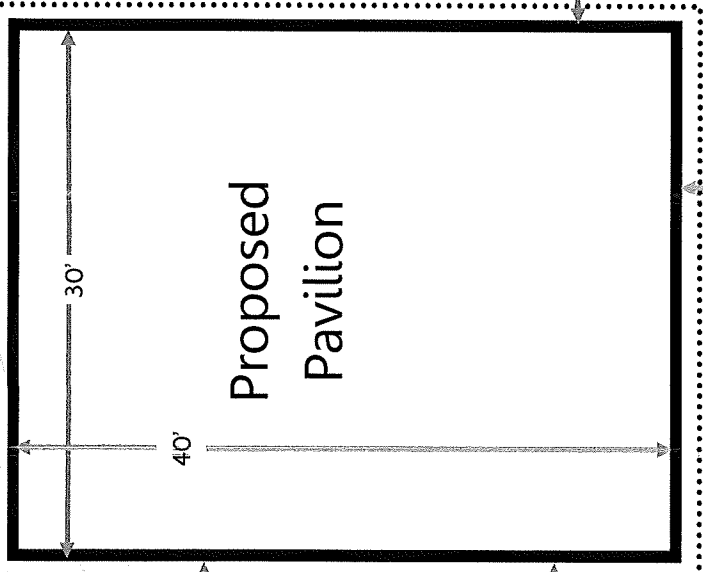
**Drumbo Lions
Club Proposed
Pavilion for
Drumbo Park
(30' x 40')**



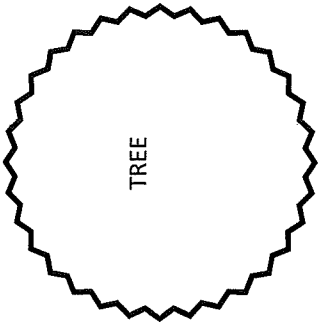
Eaves overhang on pavilion is 2' all the way around



Existing Playground



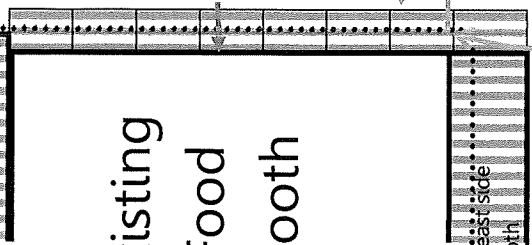
Rubberized path to ball diamond



Roof support pillar for Food Booth (2'x2')

Eaves overhang west side of food booth is 1'

Concrete pad on west side of food booth



Existing Food Booth

Concrete pad on east side of food booth

Eaves overhang north side of food booth is 18"

Sidewalk along north side of food booth

10'

10'

10'

6'

9'

COMMUNITY PARTNERSHIP AGREEMENT

THIS AGREEMENT effective as of _____, 2021

BETWEEN:

The Corporation of the Township of Blandford-Blenheim
"The Municipality"

- and -

The Drumbo Lions Club
"The Club"

Contact:

The Club identifies the President of the Drumbo Lions Club as the person to be contacted with respect to this agreement. All communication to the Municipality regarding this agreement will be directed to the Chief Administrative Officer / Clerk.

Services and Requirements:

The Club is working to construct a pavilion in the municipal park in Drumbo. Under this agreement the Club will work with the Municipality to provide funding for the construction of the structure and for the purchase of other items mutually agreed upon between the Municipality and the Club.

The Municipality will pay all invoices directly related to the project. The Municipality will submit all invoices to the Club for reimbursement.

The Municipality will arrange for all necessary permits, locates, etc. associated with the construction of the pavilion.

The pavilion will be constructed in the Drumbo Park in a location mutually agreed upon by the Municipality and the Club. The pavilion will be constructed in a manner mutually agreed upon between the Municipality and the Club. All items associated with pavilion will become the property of the Municipality

The Municipality will advise the Club when donations are received for the project directly from a donor. This will enable the Club the opportunity to acknowledge the donation if it so wishes.

The Municipality will review the donation and issue receipts based on the Township's Charitable Donation Policy.

The Club and the Municipality will consult with one another when researching and applying for various grants that may be available to help fund the project.

In the event that the pavilion project does not move forward the Municipality agrees to re-invest the funds received through donations for the project into another project. Such project is to be mutually agreed upon between the Municipality and the Club.

Signage:

The Club, at its sole cost and expense, shall be responsible for all project specific signage located on Drumbo Park property (41 Centre Street, Drumbo) related to the fundraising activities. Any signage installed by the Club requires approval by the Municipality and shall be maintained by the Club for the term of the fundraising activities. The Club shall arrange with the Municipality a mutually acceptable time for installation.

Term:

This Agreement shall come into force on approval and shall continue in force until either of the Parties gives thirty (30) days' notice in writing of their desire to cancel or amend the Agreement.

Entire Agreement:

This shall form the whole agreement between the parties.

IN WITNESS WHEREOF the parties have duly executed this Agreement this _____ day of _____, 2021.

On behalf of the Municipality:

**The Corporation of the
Township of Blandford-Blenheim**

Per: _____
Name: Mark Peterson
Title: Mayor

Per: _____
Name: Rodger Mordue
Title: CAO/Clerk

On behalf of the Club:

Drumbo Lions Club

Per: _____

Name: _____

Title: President, Drumbo Lions Club

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2256-2021

Holdsworth Drain 2021

A By-law to provide for drainage works in the Township of Blandford-Blenheim in the Restructured County of Oxford.

WHEREAS the Council of the Township of Blandford-Blenheim in the County of Oxford appointed Curtis MacIntyre, P. Eng., of K. Smart Associates Limited, of Kitchener, Ontario, and the Section 8 and 78 report is attached hereto and forms part of this By-law.

AND WHEREAS the estimated total cost of this report consisting of the engineering, construction costs and administration is \$39,300.00.

THEREFORE the Council of The Corporation of the Township of Blandford-Blenheim pursuant to the Drainage Act, R.S.O. 1990, and amendments thereto, enacts as follows:

1. The report dated July 8 2021 and attached hereto, is hereby adopted and the Drainage Works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.
2. The Corporation may borrow on the credit of the Corporation the amount of **\$39,300** being the necessary amount for construction of the Drainage Works.
3. The Corporation may arrange for the issue of debentures on its behalf for the amount borrowed, less the total amount of,
 - (a) grants received under Section 85 of the Act;
 - (b) commuted payments made in respect of lands and roads assessed within the municipality;
 - (c) moneys paid under subsection 61(3) of the Act; and

such debentures shall be made payable within Five (5) years from the date of the debenture and shall bear interest at a rate to be established at the date of the sale of such debentures.

The County of Oxford shall handle the sale of such debentures, with interest at the prevailing rates at the time of debenture sale. The Municipality of the Township of Blandford-Blenheim shall make annual payments without coupons payable to the County of Oxford.

4. A special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for Five (5) years, the year following the due date of the final invoice that calculates the actual costs of the Drainage Works in accordance with the Schedule contained in this By-law.

5. This by-law comes into force on the passing thereof and may be cited as **Holdsworth Drain 2021.**

Read a First and Second Time this 4th day of August, 2021.

Rodger Mordue, CAO/Clerk

Mark Peterson, Mayor

Read a Third Time and Finally Passed this _____ of _____, 2021

Rodger Mordue, CAO/Clerk

Mark Peterson, Mayor

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2258-2021

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

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

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

1. That Schedule "A" to By-law Number 1360-2002 as amended, is hereby further amended by changing to "A1-C" and the zone symbol of the lands to designated "A1-C" on Schedule "A" attached hereto.
2. This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 4th day of August, 2021.

READ a third time and finally passed this 4th day of August, 2021.

Mark Peterson - Mayor

(SEAL)

Rodger Mordue – CAO/Clerk

ZN 1-21-03

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2258-2021

EXPLANATORY NOTE

The purpose of By-Law Number 2258-2021 is to rezone the subject property from 'Limited Agricultural Zone (A1)' to 'Special Limited Agricultural Lot Zone (A1-C)', to permit a converted dwelling.

The subject lands are legally described as Part Lot 4, Concession 11 (Blenheim), Part 1, 41R2996, Township of Blandford-Blenheim. The lands are located on the north side of Township Road 11, between Blenheim Road and Trussler Road, and municipally addressed as 887573 Township Road 11.

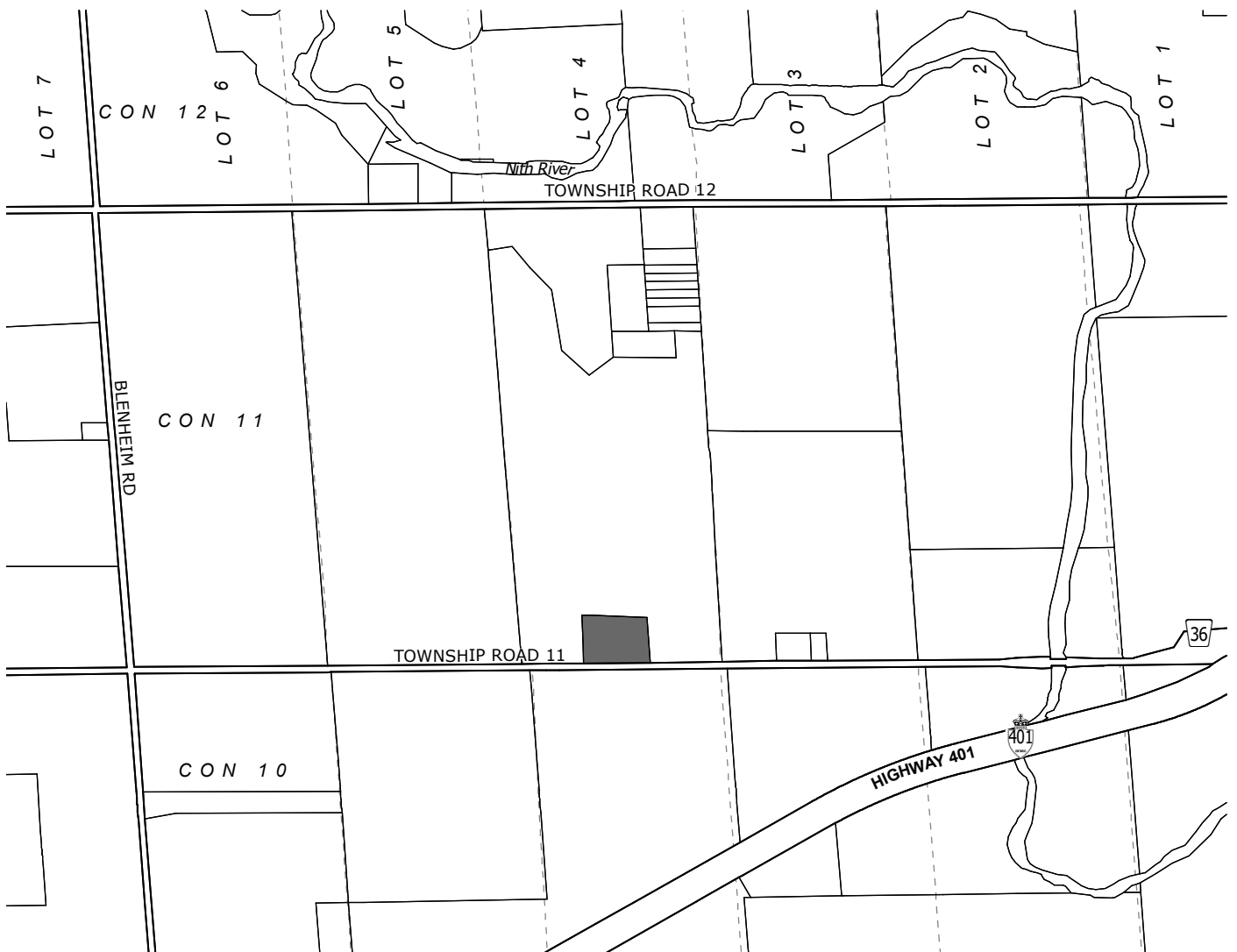
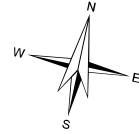
The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted the amending By-law Number 2258-2021. The public hearing was held on August 04, 2021 and Council did not receive any comments from the public respecting this application.

Any person wishing further information regarding Zoning By-Law Number 2258-2021 may contact the undersigned.

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

Telephone: 463-5347

KEY MAP



 LANDS TO WHICH BYLAW 2258-2021 APPLIES



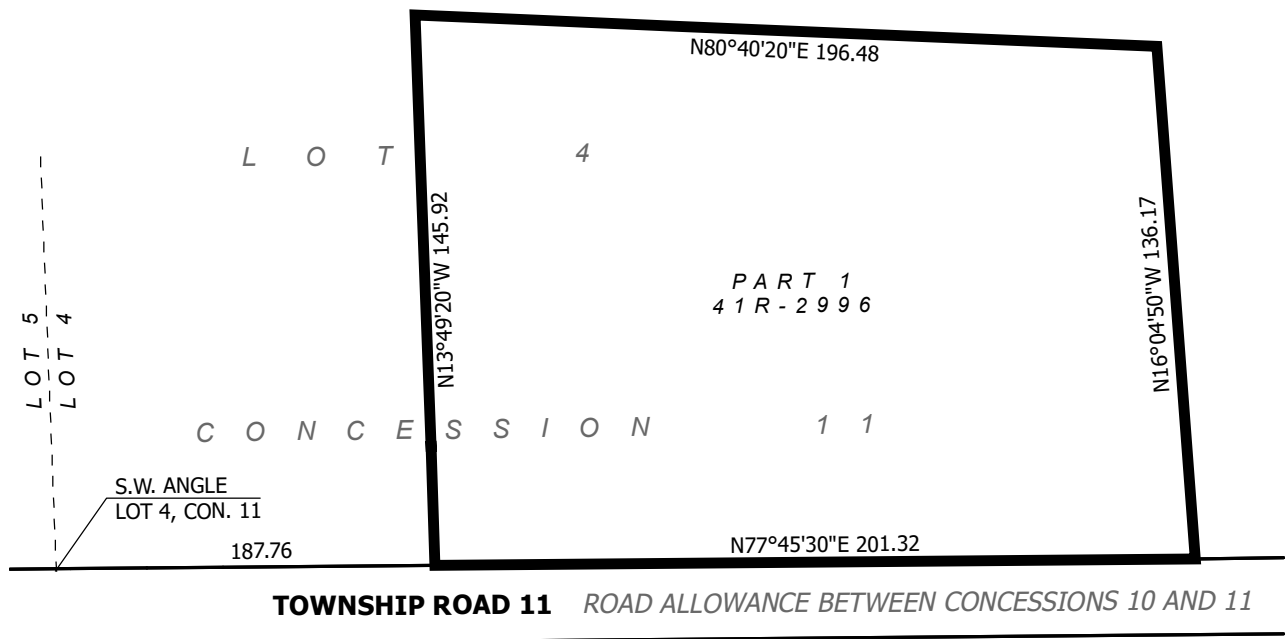
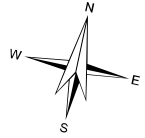
Growing stronger together

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SCHEDULE "A"

TO BY-LAW No. 2258-2021

PT LOT 4, CONCESSION 11 (BLENHEIM)
PART 1, REFERENCE PLAN 41R-2996
TOWNSHIP OF BLANDFORD-BLENHEIM



AREA OF ZONE CHANGE TO A1-C

NOTE: ALL DIMENSIONS IN METRES



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THIS IS SCHEDULE "A"

TO BY-LAW No. 2258-2021, PASSED

THE _____ DAY OF _____, 2021

MAYOR

CAO/CLERK

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2257-2021

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 August 4, 2021 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 4th day of August, 2021.

By-law read a third time and finally passed this 4th day of August, 2021.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE