

TOWNSHIP OF BLANDFORD-BLENHEIM

COUNCIL MEETING AGENDA

Wednesday, March 3rd, 2021

Township Council Chambers

Watch via Live Stream on Township's YouTube:

<https://www.youtube.com/channel/UCdKRV0GAEuFaGbwHRPzoEXA>

4:00 p.m.

1. Welcome

2. Call to Order

3. Approval of the Agenda

Recommendation:

That the agenda for the March 3rd, 2021 Regular Meeting of Council be adopted.

4. Disclosure of Pecuniary Interest

5. Adoption of Minutes

a. [February 27, 2021 Minutes of Council](#)

Recommendations:

That the minutes of the February 27th, 2021 Meeting of Council be adopted, as printed and circulated.

6. Business Arising from the Minutes

7. Delegations / Presentations

a. Denise Krug – Director of Finance

i. [2021 Budget Adjustments](#)

8. Correspondence

a. Specific

None.

b. General

i. [Town of Tillsonburg Council, Re: Council Composition Letter](#)

- ii. [Township of Norwich Council, Re: Council Composition Letter](#)

9. Public Meeting

None.

10. Staff Reports

a. John Scherer – Chief Building Official

- i. [CBO-21-02 – 2020 Annual Report](#)

Recommendation:

That Council accept the Building Department Annual Report for 2020, as required to be prepared under Section 7(4) of the Ontario Building Code, as information.

That Council directs staff to transfer \$15,769.50 to the Building Department Reserve fund as required in the Ontario Building Code.

b. Jim Harmer – Drainage Superintendent

- i. [DS-21-05 – February Monthly Report](#)

Recommendation:

That Report DS-21-05 be received as information.

c. Jim Borton – Director of Public Works

- i. [PW-21-03 – February Monthly Report](#)

Recommendation:

That Report PW-21-03 be received as information.

d. Trevor Baer – Manager of Community Services

- i. [CS-21-03 – February Monthly Report](#)

Recommendation:

That Report CS-21-03 be received as information.

e. Sarah Matheson – Deputy Clerk

- i. [DC-21-01 – Records Retention By-law Amendment: Recorded Meetings](#)

Recommendation:

That Report DC-21-01 be received as information; and,

That Council adopt By-law 2035-2021 to amend the Records Retention By-law 1990-2016.

f. Denise Krug – Director of Finance

i. [TR-21-03 – Council Grant & Subsidy Requests Revised](#)

Recommendation:

That Report TR-21-03 be received as information; and,

That Council direct staff to allocate Grant & Subsidy Funds.

11. Reports from Council Members

12. Unfinished Business

13. Motions and Notices of Motion

14. New Business

15. Closed Session

16. By-laws

a. [2235-2021, Being a By-Law to to amend By-law 1990-2016 which provides for the classification, retention and destruction of records in the Township of Blandford-Blenheim; and,](#)

b. [2236-2021, Being a By-law to confirm the proceedings of Council.](#)

Recommendation:

That the following By-laws be now read a first and second time: 2235-2021 and 2236-2021.

Recommendation:

That the following By-laws be now given a third and final reading: 2235-2021 and 2236-2021.

17. Other

18. Adjournment and Next Meeting

Wednesday, March 17th, 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, March 17th, 2021 at 4:00 p.m.

MINUTES

Council met at 10:00 a.m for the Budget and first Meeting of the month.

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

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

Planner: Robson, County Planner (1:00 p.m.).

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

Be it hereby resolved that the agenda for the February 17th, 2021 Regular Meeting of Council be adopted.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

- a. February 3, 2021 Minutes of Council

RESOLUTION #2

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

Be it hereby resolved that the Minutes of the February 3rd, 2021 Meeting of Council be adopted, as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Delegations / Presentations

a. Denise Krug, Director of Finance: Review of 2021 Draft Budget

RESOLUTION #3

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

Be it hereby resolved that the 2021 Draft Budget be received; and,

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

.Carried

8. Correspondence

a. General

None.

b. Specific

i. Town of Ingersoll Re: County Council Composition Proposition

RESOLUTION #4

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

That the correspondence from the Town of Ingersoll be received; and,

That Whereas the Council of the Township of Blandford-Blenheim believes that the current composition of Oxford County Council provides a forum whereby each member holds equal importance and is afforded the opportunity to contribute equally and meaningfully to the business that benefits all of the residents of the County of Oxford;

Be It Resolved That the Council of the Township of Blandford-Blenheim re-affirm its position that the current status quo at County Council be maintained.

.Carried

9. Public Meeting

a. Public Meeting under the Development Charges Act

- i. Sean-Michael Stephen, Manager at Watson & Associates Economists Ltd. – Presentation of proposed Development Charges & Background Study

RESOLUTION #5

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

Be it hereby resolved that Council rise and go into a Public Meeting under the Development Charges Act to receive the delegation from Sean-Michael Stephen of Watson & Associates Economists Ltd. regarding the update to the Township's development charges background study, and proposed development charge by-law and that Mayor Peterson Chair the Public Meeting.

.Carried

Sean-Michael Stephen, Manager at Watson & Associates Economists Ltd. presented the 2021 Development Charges update study. No one spoke for or against the proposed changes to the Development Charges By-law.

RESOLUTION #6

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

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

.Carried

RESOLUTION #7

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it hereby resolved that the Township of Blandford-Blenheim 2021 Development Charges Background Study and Proposed Development Charge By-law be received as information.

.Carried

b. Public Meeting under the Planning Act, Committee of Adjustment

- i. Application for Minor Variance A12-20, Michael & Victoria Richardson
- ii. Application for Minor Variance A01-21, Matt Holtendorp

RESOLUTION #8

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it resolved that Council move into Committee of Adjustment at 1:10 p.m.

.Carried

RESOLUTION #9

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it resolved that the Committee rise at 1:45 p.m. and that the Open Council meeting resumes.

.Carried

10. Staff Reports

a. Rick Richardson – Director of Protective Services

- i. FC-21-02 – Monthly Report

RESOLUTION #10

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it resolved that Report FC-21-02 be received as information.

.Carried

- ii. FC-21-03 – Proposed New Princeton Fire Station

RESOLUTION #11

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it resolved that Report FC-21-03 be received as information.

.Carried

b. John Scherer – Chief Building Official

- i. CBO-20-01 – Monthly Report

RESOLUTION #12

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it resolved that Report CBO-21-01 be received as information.

.Carried

c. Jim Harmer – Drainage Superintendent

- i. DS-21-04 – Section 78 Appointment of Engineer

RESOLUTION #13

Moved by – Councillor Demarest
Seconded by – Councillor Balzer

Be it resolved that Report DS-21-04 be received as Information; and,

Whereas the Grand River Conservation Authority have not registered any concerns for the appointment of an Engineer under Section 78 of the Drainage Act for the Holdsworth Drain;

Be It resolved that Council appoints K Smart & Associates Ltd., 85 McIntyre Dr. Kitchener, Ont. N2R 1H6, to prepare a new drainage report as per Section 78 of the Drainage Act.

.Carried

d. Denise Krug – Director of Finance

- i. TR-21-02 – Council Grant & Subsidy Requests

RESOLUTION #14

Moved by – Councillor Demarest
Seconded by – Councillor Balzer

Be it hereby resolved that Report TR-21-02 be received as information.

.Carried

11. Reports from Council Members

Mayor Peterson thanked all of staff for their efforts in the Budget deliberations. Mayor Peterson further noted that the City of Woodstock removed their municipal dog licensing program and asked Council if they saw merit in staff bringing a report regarding the viability of the same move in Blandford-Blenheim. Council concurred to receive a report.

Councillor Demarest stated that Habitat for Humanity along with the Drumbo Lions are taking applications from community members to volunteer on a steering committee regarding the Drumbo home build. Demarest noted that applications will

be received through the Habitat website, or she can connect anyone interested with the application.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

None.

16. By-laws

- a. **2232-2021, Being a By-law to amend By-law Number 1360-2002, as amended (ZN1-20-13);**
- b. **2233-2021, Being a By-law to amend the assessment schedules based on actual costs incurred for constructing the Scott Drain 2020; and,**
- c. **2234-2021, Being a By-law to confirm the proceedings of Council.**

RESOLUTION #15

Moved by – Councillor Demarest
Seconded by – Councillor Balzer

That the following By-law be now read a first and second time: 2232-2021, 2233-2021, and 2234-2021.

.Carried

RESOLUTION #16

Moved by – Councillor Demarest
Seconded by – Councillor Balzer

That the following By-law be now given a third and final reading: 2232-2021, 2233-2021, and 2234-2021.

.Carried

17. Other Business

None.

18. Adjournment and Next Meeting

RESOLUTION #17

Moved by – Councillor Demarest
Seconded by – Councillor Balzer

Whereas business before Council has been completed at 2:42 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday,
March 3rd, 2021 at 4:00 p.m.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Rodger Mordue CAO / Clerk
Township of Blandford-Blenheim

**Township of Blandford-Blenheim
2021 Budget - Draft**

Department	Item	Amount	Comment
	Tax Levy - Draft	\$5,688,165	balance from draft presented at Jan 27 Council meeting

Proposed Reductions/Additions

01-1090-0550	Council Earnings	-\$7,500	Councillor on leave until July 1st
01-1090-0555	Council Benefits	-\$500	"
01-5085-2530	Contributions from Reserves	-\$15,000	Cemetery land purchase to come from proceeds of 2020 land sale
01-0560-0240	Building Permit Admin Fees	-\$10,000	Reflects income from this source since implemented
01-7091-3550	Arena PT wages & benefits	-\$5,000	Arena closed for 6 weeks
01-7093-3742	Arena Hydro Charges	-\$10,000	"
01-2090-2550	VFF Earnings - Drumbo	-\$5,000	Call numbers continue to be down.
01-2090-3550	VFF Earnings - Plattsville	-\$5,000	Call numbers continue to be down.
01-2090-4550	VFF Earnings - Princeton	-\$5,000	Call numbers continue to be down.
01-3591-0550	Winter Control - PT Earnings & Benefits	-\$5,000	Patrols being done by other staff. (FT PW & CS)
01-1130-0105	Federal/Provincial Grants	-\$5,000	Telephone system upgrade to be funded by Modernization Grant
01-3096-0901	Equipment Capital - Roads	-\$55,000	Only 1 Speed Sign to be purchased in 2021
01-3080-0535	Contributions from Reserves - PW	\$55,000	Funding for speed signs reduced as above

Tax Levy including additions/reductions **\$5,615,165**

Modernization Grant Recommendations -

Modernization Grant	-\$173,000	Remainder of Grant
2022 SWIFT Allocation	\$120,000	2% of 2022 Levy
Update to Website	\$25,540	County recommended update
Laserfiche - A/P Workflow	\$2,500	More efficient processing of invoices
FirePro Software - Payroll	\$2,000	More efficient processing of fire payroll
Laptops for 4 Fire Halls	\$5,000	For training purposes
Radios for Community Service	\$2,000	Better communication, same as PW
Consulting Fees - Service Reviews - County wide	\$15,960	Deeper look at items identified in SDR

2021 Tax Levy - Draft **\$5,615,165**

Increase over 2020 Tax Levy **\$142,607**

% Increase over 2020 **2.61%**

2020 Residential Tax Rate *0.00405892*

**2021 Residential Tax Rate* *0.00409868*

% Tax Rate Increase / (Decrease) - based on current tax ratios **0.98%**

2021 Average Residential Assessment **\$311,476.00**

****Average Residential Assessment Increase** **0.00%**

***Municipal Tax Effect on Average Residential Property** **\$12.39**

*****Average Residential Tax Increase** **0.98%**

**assumes same tax ratios as 2020 - set at County*

*** Province cancelled new assessments due to COVID*

From: [Amelia Jaggard](#)
To: [Chloe Senior](#); ahumphries@cityofwoodstock.ca; mgraves@ingersoll.ca; [Donna Wilson](#); [Julie Forth](#); [Kim Armstrong](#); [Sarah Matheson](#)
Cc: [Michelle Smibert](#); [Kyle Pratt](#)
Subject: Council Decision Letter - County Composition Consideration
Date: February 23, 2021 2:12:19 PM
Attachments: [image001.png](#)

Good afternoon,

At the February 22, 2021 meeting of Tillsonburg Town Council, the following resolution was passed:

Resolution # 2021-090

Moved By: Councillor Luciani

Seconded By: Councillor Esseltine

THAT the Council approves the restructuring of Oxford County Council utilizing a weighted voting mechanism based on a minimum of one vote per municipality for any number of electors up to 6,000 and an additional vote for every 6,000 electors thereafter;

AND FURTHER THAT the metric to be used shall be the total number of eligible electors following each regularly scheduled election and that this weighting shall remain until the next regularly scheduled election;

AND FURTHER THAT the distribution of weights be split equally where the area municipality has more than one representative at County Council;

AND FURTHER THAT the proposal be circulated to the seven other municipalities and Oxford County for consideration of a restructured County Council.

Please ensure this information is provided to your Council. Thank you for your time and assistance.

Regards,

Amelia Jaggard, CMMI

Deputy Clerk

Town of Tillsonburg

200 Broadway, Suite 204

Tillsonburg, ON N4G 5A7

Phone: 519-688-3009 Ext. 4041

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From: [Rodger Mordue](#)
To: [Sarah Matheson](#)
Subject: FW: County Council Composition
Date: February 24, 2021 10:50:37 AM
Attachments: [image001.png](#)

For next week's agenda.

From: Kyle Kruger <kkruger@norwich.ca>
Sent: February 24, 2021 10:35 AM
To: Mary Ellen Greb <cao@swox.org>; William Tigert <wtigert@ingersoll.ca>; Don Macleod <dmacleod@zorra.ca>; Karen DePrest <kdeprest@ezt.ca>; Rodger Mordue <rmordue@blandfordblenheim.ca>; Kyle Pratt <kpratt@tillsonburg.ca>; David Creery <dcreery@cityofwoodstock.ca>; Michael Duben <mduben@oxfordcounty.ca>
Cc: Kim Armstrong <karmstrong@norwich.ca>; Chloe Senior <csenior@oxfordcounty.ca>
Subject: County Council Composition

Good morning all,

For your information, at its' meeting February 23rd, 2021, Norwich Council considered the February 8 2021 resolution from the Town of Ingersoll regarding County Council Composition. After consideration, Norwich Council adopted the following resolution:

“That the Correspondence as listed in Agenda Items 8.1 to 8.8 be received as information.

And Whereas the Council of the Township of Norwich believes that the current composition of Oxford County Council provides a forum whereby each member holds equal importance and is afforded the opportunity to contribute equally and meaningfully to the business that benefits all of the residents of the County of Oxford; Be It Resolved That the Council of the Township of Norwich re-affirm its position that the current status quo at County Council be maintained.”

Yours truly,

Kyle Kruger
CAO/Clerk
Township of Norwich
kkruger@norwich.ca
519-468-2410 ext 227

- **From:** Amelia Jaggard <AJaggard@tillsonburg.ca>

Sent: Tuesday, February 23, 2021 2:14 PM

To: Chloe Senior <csenior@oxfordcounty.ca>; ahumphries@cityofwoodstock.ca;
mgraves@ingersoll.ca; Donna Wilson <dewilson@zorra.ca>; Julie Forth <clerk@swox.org>;
Kim Armstrong <karmstrong@norwich.ca>; Sarah Matheson
<smatheson@blandfordblenheim.ca>

Cc: Michelle Smibert <msmibert@tillsonburg.ca>; Kyle Pratt <kpratt@tillsonburg.ca>

Subject: Council Decision Letter - County Composition Consideration

Good afternoon,

At the February 22, 2021 meeting of Tillsonburg Town Council, the following resolution was passed:

Resolution # 2021-090

Moved By: Councillor Luciani

Seconded By: Councillor Esseltine

THAT the Council approves the restructuring of Oxford County Council utilizing a weighted voting mechanism based on a minimum of one vote per municipality for any number of electors up to 6,000 and an additional vote for every 6,000 electors thereafter;

AND FURTHER THAT the metric to be used shall be the total number of eligible electors following each regularly scheduled election and that this weighting shall remain until the next regularly scheduled election;

AND FURTHER THAT the distribution of weights be split equally where the area municipality has more than one representative at County Council;

AND FURTHER THAT the proposal be circulated to the seven other municipalities and Oxford County for consideration of a restructured County Council.

Please ensure this information is provided to your Council. Thank you for your time and assistance.

Regards,

Amelia Jaggard, CMM I

Deputy Clerk

Town of Tillsonburg

200 Broadway, Suite 204

Tillsonburg, ON N4G 5A7

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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:	February 23, 2021
Subject:	Year End Report to Council	Council Meeting Date:	March 3, 2021
Report #:	CBO-21-02		

Recommendation:

That Report CBO–21-02 be received as information.

Background:

To provide Council with an update, regarding the Year End Report on Building activities for the period ending December 31, 2020.

This report is a requirement of the Ontario Building Code Act section 7.(4) and must be completed yearly.

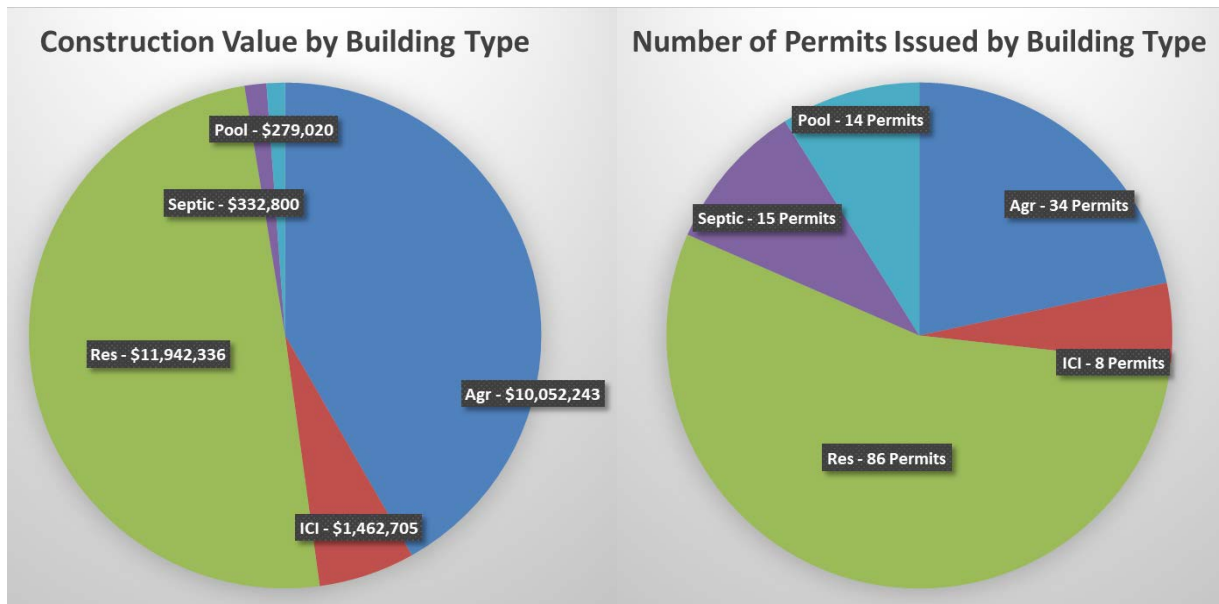
Information:

Section 7(4) of the Ontario Building Code Act requires that an annual report be prepared and presented to Council on building permit fees collected and the cost to run the department.

The total fees collected by the building department in **2020** was **\$192,464.00**. The total number of permits issued was 157, with a total estimated construction value of **\$24,069,104.00**.

During 2020 21 new housing units were built, 5 units were demolished and as a result the township saw a net increase of 16 total units added.

Permits were issued for 6 row house units and 15 detached units.



2020	
REVENUE	
*Building Permits Issued	\$ 192,464.00
ZCA/MVA/SPC	\$ 13,500.00
Sewer & Water Permits	\$ 2,500.00
Building & Zoning Statements	\$ 3,100.00
Trans from Reserve (laptop)	\$ 3,500.00
TOTAL REVENUE	\$ 215,064.00
EXPENSES	
Wages & Benefits	\$ 90,388.00
Admin Supplies/Costs	\$ 454.00
Professional Development	\$ 2,448.00
County Planning Fees	\$ 3,261.00
Service Share Trans	\$ 68,579.50
Health and Safety	\$ 145.00
Professional Insurance	\$ 18,411.00
Vehicle Exp	\$ 6,281.00
Communication/Tech	\$ 3,046.00
Contracted Services & Legal	\$ 6,281.00
TOTAL EXPENSES	\$ 199,294.50
Net Revenue	\$ 15,769.50
Revenue as % of Expenses	108%
<small>*may include fees from permits issued/paid in 2019/2021 but not fully issued/paid in fiscal 2020. This also does not include the Application Fees as they are directed to Admin/Finance</small>	

As outlined in this report, the Township has recovered approximately **108.0%** of the expenses to operate the building department in 2020. As required by Section 7.(2) of the Ontario Building Code, the building department's fees have exceeded the anticipated reasonable cost of administration and enforcement of the Ontario Building Code Act.

The excess permit revenue, in the amount of **\$15,769.50**, should be directed into the Building Department Reserve fund. Note that the existing reserve fund can only be used to enforce the provisions of the Building Code Act.

Recommendations:

1. That Council accept the Building Department Annual Report for 2020, as required to be prepared under Section 7(4) of the Ontario Building Code, as information.
2. That Council directs staff to transfer \$15,769.50 to the Building Department Reserve fund as required in the Ontario Building Code.

Respectfully submitted by:



John Scherer
Manager Building Services/CBO



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	Date:	February 25, 2021
Subject:	Monthly Report	Council Meeting Date:	March 3, 2021
Report #:	DS-21- 05		

Recommendation:

That Report DS-21-05 be received as information

Background:

Monthly activities of the Drainage Department to February 25, 2021

Analysis/Discussion

- Working on drain maintenance and various site meeting to review work required with ratepayers.
- Working with lawyer on compliance letters.
- Commenting on planning applications
- 13 locates for ON 1 Call in February 2021 including 0 emergency locates.
- Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site and asset management
- 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 CN crossing and soil testing requirements, for the option that maybe used as outlets for this drain.

- Scott Drain. Council accepted petition for drainage on April 17th 2019. Engineer appointed on June 5 2019. Kenn Smart (Project Engineer). Engineer filed report on May 1 2020 report was adopted July 15 council meeting. Tender awarded to John Devries Construction. Construction started July 27 2020 work 100% completed. Monitoring on well issue at McMillian working on Grant application with Engineer and Katie and Denice (finance) Actual Cost By-law passed February 17 2021. Grant application has been submitted.
- 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
- 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 after stay-at-home order removed
- 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.
- Attended webinar on cyber security with the County
- Attended webinar on next step for township asset management planning with PSD
- Attended webinar about the new Excess Soil Regulations
- Attended webinar with Aecom and the City about drainage issue and options for outlet for City of Woodstock Draft Plan and EA on Northeast Industrial Park Planning and Servicing Study

Financial Considerations:

None

Attachments:

None

Respectfully submitted by:

Jim Harmer Drainage Superintendent



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Rodger Mordue	Date:	February 25, 2021
Subject:	Monthly Report	Council Meeting Date:	March 3, 2021
Report #:	PW-21-03		

Recommendation:

That Report PW-21-03 be received as information.

Capital

- Blenheim CN Bridge – Spoke to CN for an update. CN has hired a 3rd party engineer to do a structural review, these results will be known in approximately 5 weeks. If the structure is determined to be up to standards, the stiffener bars and missing welds will be completed, the top lift of asphalt will be applied and the road opened near the end of May to the middle of June. If the structure is deemed to be insufficient, we would be looking towards the end of the year before the road would be open. If the structure needs to be replaced, CN will be hiring another contractor to build and install. CN will be doing this as quickly as possible and then dealing with the legalities with Ironbridge at a later time to recoup the cost. The Township will not be charged any addition fees or expected to adhere any addition costs this may cause. The Township will only be responsible for the original quoted cost. Once CN has heard from the engineer the Township will be updated on the next steps being taken. CN thanked the Township for their patience through this process. CN is determined to ensure that the bridge the Township gets is a properly designed, safe and up to full standards structure. Although it may seem nothing is being done, action is taking place behind the scenes.
- Working on Tenders for the new patrol truck and gravel. These will be ready to go out once the budgets have been approved.

Working during Covid-19

- Staff continues to work through these challenging times. Public Works staff are still being kept segregated into the 2 different shops. Employees have converted a back vehicle bay in the shop into a break room to ensure they are practicing social distancing. Daily cleaning schedules at the shops are being followed, as well as mask wearing in the shops, in a shared vehicle or while working outside if the 2-meter distance cannot be achieved. Staff remain in good spirits

County Shared Service/Road Association/Training

- Shared Services meeting – We met virtually with Zorra as the host. We discussed a new salt tender for 2022, 2023 & 2024. We also discussed road side spraying, who does it and pros and cons, County is currently the only ones.
- Road Association – OCRSA next meeting is April 22.
- AORS – I attended an Education Committee meeting on February 26, we have a board meeting on March 4 and our AGM is being held on March 11, I will send out an invite to council when it's available.

Other

- February was the busiest month of winter. The cold temperatures and snow have kept staff busy. Although busy, staff has done a great job in keeping the streets and sidewalks in safe working order.
- Attended a meeting the City of Woodstock and the engineering group working on the EA for the NE Industrial Park between the 401 & Blandford Rd.
- Staff attending a meeting with the SWIFT group to discuss the implementation of the Rogers fibre lines.
- Staff met with County GIS personnel to review the storm water requirements for the Asset Management documentation that is needed to be completed by July 1st.
- Working on Asset management mapping.
- Staff is still continuing to meet with land owners at outdoor sites to discuss ditch or road issues.
- Most meetings being held are by conference call or video chat.
- I have also been attending some webinars and eLearning sessions.
- I meet with public works staff on a regular basis to get a sense on how they are feeling and to give them any information that has changed in regards to Covid-19.
- Staff has been working with KSmart to discuss the road reconstruction and drain project for Princeton.

Attachments: Service Sharing minutes from February.

Respectfully submitted by:



Jim Borton CRS-I
Director of Public Works

Service Rationalization

MEETING MINUTES

DATE: February 11, 2021

LOCATION: Zorra Virtual

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

REGRETS: Frank Gross

COMMITTEE CHAIRMAN: Steve Oliver

SECRETARY: Tom Lightfoot

ITEM	ACTION	ASSIGNED TO
1. Meeting called to order	10:04 am	
2. Minutes of Last Meeting:	Reviewed- moved by Adam Seconded by Dan	
3. Correspondence/ Speaker	- Nothing for this meeting	
4. Old Business	- None currently	
5. New Business	<p>Taylor- Winter salt tender expires this year. Taylor will send out the tender for review of the quantities. A discussion was held on who is still using pre-wet systems and on who is going away from using them. Most are switching or currently using treated salt during colder months.</p> <ul style="list-style-type: none"> - Woodstock will be doing a pavement marking tender, all others use the County for line painting. It's a mix on how crosswalk/ stop block painting is done. Paint is expected to have a large increase this year. <p>Dan- Roadside spraying- discussion, Oxford County is reviewing the program.</p> <ul style="list-style-type: none"> - RFP for Armadillo, discussion, currently there is only two suppliers. Stinson and Cedar signs. Steve will reach out to Stinson to see about a group price. Adam just quoted them out and Stinson is the lower price and give technical support. Most don't need to go to tender for this amount of money. There is the possibility of sharing them with each other if they are available. <p>Shawn- Road Patrol AVL, Oxford County is putting out a letter of interest for supplying systems, they will then do a tender which will include option for municipalities to join the selected system under the contract price. Discussion on Mesh and different suppliers that are being used.</p> <ul style="list-style-type: none"> - De icing liquid tender, Shawn will be putting out the tender again, he will reach out to the urban centers in the tender to verify quantities. - Phragmite program is going ahead again this year. Contact Shawn if you are interested. 	
6. Round Table	<p>Adam- Brine contract- Marty has spoken with Pollards and they are good to supply brine again this year. This is the last year of the contract.</p> <p>Jim-AORS- is offering long term service award for supervisors over 15 years of service and retired.</p> <ul style="list-style-type: none"> -OGRA- Has not heard back from the Ministry regarding the letter of consideration for vaccinating roads crews for covid 19. They are looking to draft a letter to get Councils to endorse and send to the Ministry of Health. <p>Steve- MTO officer contacted him regarding half load season. They are down to 2 officers due to covid enforcement. Steve will share his contact information. Letting them know of problem areas will assist with enforcement.</p>	

	Marty- Forecasting concerns- they have been forecasting 0% precipitation and showing flurries every hour. Also, they have been missing out on weather warnings. - Possible truck yard coming to the outskirts of the city, shared as information.	
7. Health & Safety	None	
8. Next Meeting	March 12, 2021 - 10:00 am start at Oxford County in Council chambers	
9. Adjourned	11:17 a.m.	

Service Sharing Meeting Dates 2021

January 14 EZT

February 11 Zorra

March 12 Oxford County

April 8 Blandford Blenheim

May 13 Norwich

June 10 SWOX

September 8 Tillsonburg

October 14 Woodstock

November 10 Ingersoll

December 8 Zorra



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

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

Reviewed By: Rodger Mordue, CAO/Clerk **Date:** Feb 24th 2021

Subject: Monthly Report – February **Council Meeting Date:**
Mar 3 2021

Report #: CS-21-03

Recommendation:

That Report CS-21-03 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 February.

Analysis/Discussion

Arena

We reopened our arena on Feb 16 2021. Under the provincial government regulations, we are in the red zone. Not all our user groups came back under this zone, due to the fact that they're not allowed to play games or scrimmage.

Parks

Staff had a meeting with friends of Princeton Park regarding the donation towards the park. This donation is for placing Adirondack chairs in the Princeton Park.

The out door rink at the Drumbo Park has been open since Feb 3rd 2021. The area was posted with signs addressing COVID regulations and regular rules. The nets were not put out this year due to COVID.

Thanks

Trevor Baer



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council **From:** Sarah Matheson, Deputy Clerk

Reviewed By: Rodger Mordue, CAO/Clerk **Date:** February 24th, 2021

Subject: Records Retention By-law Amendment **Council Meeting Date:** March 3rd, 2021

Report #: DC-21-01

Recommendation:

That Report DC-21-01 be received as information; and,

That Council adopt By-law 20XX-2020 to amend the Records Retention By-law 1990-2016.

Purpose:

To amend the Records Retention By-law to include a specific category for video or audio recordings of meetings of Council, Committees or Boards.

Background:

In 2016 staff introduced a comprehensive records retention program, including the implementation of a new records retention schedule, in addition to a new records management system.

The Retention By-law has been amended once in late 2020 in the Finance section.

Analysis/Discussion:

Staff began live-streaming and posting recorded meeting minutes on the Township Blandford-Blenheim YouTube Channel in June 2020 as result of physical distancing requirements due to the COVID-19 pandemic.

Retention for the recorded meetings is posted on social media and would currently fall under the following schedule:

M	MEDIA AND PUBLIC RELATIONS	RETENTION
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M10	WEBSITE AND SOCIAL MEDIA CONTENT Includes snapshots of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter.	S
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Superseded is defined as replaced in our Records Retention By-law.

Staff are of the opinion that recorded meetings, although necessary during the pandemic, do not constitute the official record of the meeting. Minutes passed by Council, generally at their subsequent meeting, are considered the official record.

Staff are using the streaming and video-content platform YouTube currently because of its affordability and accessibility during the pandemic, not as a social media or public relations tool.

As such, staff are suggesting the following amendment to the records retention schedule:

C	COUNCIL, BOARDS AND BY-LAWS	RETENTION
C04A	COUNCIL MINUTES – RECORDINGS, WEBCASTING & VIDEO or AUDIO RECORDS Includes any recordings, castings and video or audio records of Council, Committee or Board meetings.	E E= ratification of final minutes

Financial Implications:

None.

Attachments:

Amended By-law.

Respectfully submitted by:

Sarah Matheson, Deputy Clerk

**THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2235-2021**

Being a By-law to amend By-law 1990-2016 which provides for the classification, retention and destruction of records in the Township of Blandford-Blenheim.

WHEREAS Section 254(1) of the *Municipal Act, S.O. 2001, as amended*, states that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

AND WHEREAS Section 255(2) of the *Municipal Act, S.O. 2001, as amended*, states that despite Section 254, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this Section and,

(a) the retention period has expired; or

(b) the record is a copy of the original record;

AND WHEREAS Section 255(3) of the *Municipal Act, S.O. 2001, as amended*, states that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254;

AND WHEREAS the Council of the Corporation of the Township of Blandford-Blenheim deems it desirable to amend the Municipality's Records Retention By-law to update the retention of cheques received by the Township;

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

1. That Schedule 'A' to By-law 1990-2016 be amended as attached.

By-law **READ** a **FIRST** and **SECOND** time this 3rd day of March, 2021.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 3rd day of March, 2021.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE

AMENDMENT TO SCHEDULE A TO BY-LAW 1990-2016
RECORDS RETENTION BY-LAW: RECORDS RETENTION SCHEDULE

COUNCIL, BOARDS AND BY-LAWS – C

C	COUNCIL, BOARDS AND BY-LAWS	RETENTION
C04A	COUNCIL MINUTES – RECORDINGS, WEBCASTING & VIDEO or AUDIO RECORDS Includes any recordings, castings and video or audio records of Council, Committee or Board meetings.	E E= ratification of final minutes



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug, Director of Finance
Reviewed By:	Rodger Mordue	Date:	February 24, 2021
Subject:	2021 Council Grant & Subsidy Requests - Revised	Council Meeting Date:	March 3, 2021
Report #:	TR-21-03		

Recommendation:

That Report TR-21-03 be received as information; and,

That Council direct staff to allocate Grant & Subsidy Funds.

Background:

The Council Grants & Subsidy Program Policy was approved August 5, 2015 and sets out the requirements for qualification. The scope states that “Only groups and/or organizations based and operating in the Township of Blandford-Blenheim are to be considered for any financial assistance.”

The chart below is a summary of all qualifying organizations that have submitted a 2021 Council Grant & Subsidy Application. The total of all 2021 qualifying grant & subsidy requests is \$4,000.

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

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

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

The Applications were provided to Council separately to respect the organizations’ privacy.

Staff are seeking direction in how to proceed with the 2021 Council Grant & Subsidy Requests.

Analysis/Discussion:

Organization Name	Purpose of 2021 Funding Request	Value of 2021 Request
Drumbo Agricultural Society	Assistance with Entertainment at Drumbo Fair	\$1,000
Plattsville & District Heritage Society	Signage at Chesterfield Archives and Washroom Updates	\$1,000
Plattsville & District Lions	Use of hall at Plattsville Arena	\$1,000
Princeton & District Museum/Library Association	New Roof Fundraising efforts	\$1,000

Total 2021 Qualifying Grants Requested

\$4,000.00

Attachments:

None.

Respectfully submitted by:

Denise Krug
 Director of Finance/Treasurer

**THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2235-2021**

Being a By-law to amend By-law 1990-2016 which provides for the classification, retention and destruction of records in the Township of Blandford-Blenheim.

WHEREAS Section 254(1) of the *Municipal Act, S.O. 2001, as amended*, states that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

AND WHEREAS Section 255(2) of the *Municipal Act, S.O. 2001, as amended*, states that despite Section 254, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this Section and,

- (a) the retention period has expired; or
- (b) the record is a copy of the original record;

AND WHEREAS Section 255(3) of the *Municipal Act, S.O. 2001, as amended*, states that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254;

AND WHEREAS the Council of the Corporation of the Township of Blandford-Blenheim deems it desirable to amend the Municipality's Records Retention By-law to update the retention of cheques received by the Township;

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

1. That Schedule 'A' to By-law 1990-2016 be amended as attached.

By-law **READ** a **FIRST** and **SECOND** time this 3rd day of March, 2021.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 3rd day of March, 2021.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE

AMENDMENT TO SCHEDULE A TO BY-LAW 1990-2016
RECORDS RETENTION BY-LAW: RECORDS RETENTION SCHEDULE

COUNCIL, BOARDS AND BY-LAWS – C

C	COUNCIL, BOARDS AND BY-LAWS	RETENTION
C04A	COUNCIL MINUTES – RECORDINGS, WEBCASTING & VIDEO or AUDIO RECORDS Includes any recordings, castings and video or audio records of Council, Committee or Board meetings.	E E= ratification of final minutes

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2236-2021

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 March 3, 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 3rd day of March, 2021.

By-law read a third time and finally passed this 3rd day of March, 2021.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE