

TOWNSHIP OF BLANDFORD-BLENHEIM

COUNCIL MEETING AGENDA

Wednesday January 18, 2017
Township Council Chambers
47 Wilmot Street South, Drumbo
4:00 p.m.

1. **Welcome**
2. **Call to Order**
3. **Approval of the Agenda**
4. **Disclosure of Pecuniary Interest**
5. **Adoption of Minutes**
 - a. [December 21, 2016 Regular Meeting of Council](#)
 - b. [January 11, 2017, Special Meeting of Council](#)
6. **Business Arising from the Minutes**
7. **Delegations/Presentations**

None
8. **Correspondence**
 - a. **General**
 - i. None.
 - b. **Specific**
 - i. None.
9. **Staff Reports**
 - a. **Rodger Mordue, CAO/Clerk**
 - i. [CAO-17-03 – Bright/Plattsville fire station consolidation](#)

Recommendation:

That Report CAO-17-03 be received as information; and,

That whereas the review of fire services for the Township of Blandford-Blenheim conducted by APEXPRO Consulting Inc. recommended that the Bright station activities be consolidated at the Plattsville fire station;

Be it resolved that Council adopts the recommendation contained in the report regarding the consolidation of the Bright fire service at the Plattsville fire station.

ii. [CAO-17-02 – Community Foundation Partnership policy](#)

Recommendation:

That Report CAO-17-02 be received as information; and,

That Council adopt the Community Foundation Partnership policy.

iii. [CAO-17-01 – Bright Acres Letter of Credit](#)

Recommendation:

That Report CAO-17-01 be received as information; and,

That Council authorize the following Letter of Credit reductions on the recommendation of the Township's Consulting Engineer:

- Bright Acres Subdivision from \$7,000.00 to \$0.

iv. [CBO-17-01 – December, 2016 monthly building report](#)

Recommendation:

That Report CBO-17-01 be received as information.

b. **Jim Harmer – Drainage Superintendent**

i. [DS-17-01 – Monthly Report](#)

Recommendation:

That Report DS-17-01 be received as information

c. **Gary Crandall, Director of Public Works**

i. [PW-17-01 – Monthly report](#)

Recommendation:

That report PW-17-01 be received as information;

d. **Rick Richardson – Director of Protective Services**

i. [FC-17-01 – Monthly Report](#)

Recommendation:

That Report FC-17-01 be received as information

10. Reports from Council Members

11. Unfinished Business

12. Motions and Notices of Motion

13. New Business

14. Closed Session

15. By-laws

a. [2001-2017](#)

Being a By-law to establish an Interim Tax levy for the year 2017

b. [2002-2017](#)

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

16. Other

17. Adjournment and Next Meeting

Wednesday, February 1, 2017 at 4:00 p.m. in Council Chambers.

Township of Blandford-Blenheim
Regular Council Meeting
Wednesday, December 21, 2016, 4:00 p.m.

MINUTES

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

Present: Mayor Wearn, Councillors Balzer, Banbury, Cowan and Peterson

Staff: Crandall, Harmer, Krug, Mordue and Richardson

Others: Rebecca Smith, Planner, Oxford County
Mayor Wearn in the Chair

Councillor Cowan left the meeting at 5:10 p.m.

1. **Welcome**

2. **Call to Order**

3. **Approval of the Agenda**

RESOLUTION #1

Moved By – Councillor Cowan

Seconded by – Councillor Banbury

Be it hereby resolved that the agenda for the December 21, 2016 Regular Meeting of Council be approved as printed and circulated.

.Carried

4. **Disclosure of Pecuniary Interest**

None declared

5. **Adoption of Minutes**

RESOLUTION #2

Moved By – Councillor Cowan

Seconded by – Councillor Banbury

Be it hereby resolved that the minutes of the December 7, 2016 Regular Meeting of Council be adopted as printed and circulated.

.Carried

RESOLUTION # 3

Moved By – Councillor Cowan

Seconded by – Councillor Banbury

Be it hereby resolved that the minutes of the December 7, 2016 Closed Session Meeting of Council be adopted.

6. Business Arising from the Minutes

None

7. Delegations/Presentations

None

8. Correspondence

a. General

i. None.

b. Specific

i. Diane McLaren, President, Drumbo and District Heritage Society

RESOLUTION #4

Moved By – Councillor Cowan
Seconded by – Councillor Banbury

Be it hereby resolved that the Council of the Township of Blandford-Blenheim receive and take no action on the correspondence from the Drumbo and District Heritage Society regarding the bell and other artifacts at the Townline School.

.Carried

Public Meeting under the Planning Act

RESOLUTION #5

Moved by – Councillor Balzer
Seconded by – Councillor Peterson

Be it hereby resolved that Council rise and go into a public meeting under the Planning Act to consider an application for zone change ZN 16-06 – Lawrence Beckett, and that Mayor Wearn chair the public meeting.

.Carried

i. Application for Zone Change, ZN -16-06 – Lawrence Beckett

The Planner, Rebecca Smith, presented her report, recommending denial of the zone change.

Tom Storey, agent for the applicant, spoke in favour of the application.

Lawrence Beckett, applicant, answered questions of Council and spoke in favour of the application.

Jack Richards, resident, spoke in favour of the application.

RESOLUTION #6

Moved by – Councillor Balzer
Seconded by – Councillor Peterson

Be it hereby resolved that the public meeting be adjourned and that regular Council reconvene.

.Carried

RESOLUTION #7

Moved by – Councillor Balzer
Seconded by – Councillor Peterson

Be it hereby resolved that Council of the Township of Blandford-Blenheim approve the zone change application submitted by Lawrence Beckett whereby the lands described as Part Lots 13 & 14, Concession 8 (Blenheim), Township of Blandford-Blenheim are to be rezoned from General Agricultural Zone (A2) to Special Temporary General Agricultural Zone (A2-Sp-T) to permit the placement of a mobile home trailer on the property for a temporary time period of three years.

.Carried

RESOLUTION # 8

Moved by – Councillor Balzer
Seconded by – Councillor Peterson

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

By-law 1999-2016, being a by-law to amend Zoning By-Law Number 1360-2002, as amended (Beckett).

. Carried

RESOLUTION # 9

Moved by – Councillor Balzer
Seconded by – Councillor Peterson

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

By-law 1999-2016, being a by-law to amend Zoning By-Law Number 1360-2002, as amended (Beckett).

9. Staff Reports

a. Rick Richardson – Director of Protective Services

- i. FC-16-12 – Monthly Report

RESOLUTION #10

Moved By – Councillor Balzer
Seconded by – Councillor Peterson

That Report FC-16-12 be received as information.

.Carried

b. Denise Krug – Director of Finance/Treasurer

- i. TR-16-12 – 2017 Budget Time-line

RESOLUTION #11

Moved By – Councillor Banbury
Seconded by – Councillor Cowan

That Report TR-16-12 is received; and,
That Council adopt the budget time-line for the 2017 Operating and Capital Budgets.

.Carried

c. Rodger Mordue – CAO/Clerk

- i. 20 Oxford Street West Severance Agreement

RESOLUTION # 12

Moved By – Councillor Banbury
Seconded By – Councillor Cowan

Be it hereby resolved that report CAO-16-54 be received; and,
That Council authorize the Mayor and Clerk to sign a severance agreement with Loretta Siminoski in accordance with County of Oxford Land Division Committee decision dated May 5, 2016 (file B16-1-1 and A16-02-1).

. Carried

d. John Scherer – Manager of Building Services / CBO

- i. November Monthly Report

RESOLUTION # 13

Moved By – Councillor Banbury
Seconded By – Councillor Cowan

Be it hereby resolved that report CBO-16-14 be received as information

. Carried

10. Reports from Council Members

Councillor Peterson reported that the next Drumbo / Princeton wastewater steering committee meeting will be held on January 26, 2017.

Councillor Banbury reported that he has spoken with staff regarding issues with the placement of a sign at the intersection of Main Street and Dundas Street in Princeton.

11. Unfinished Business

None

12. Motions and Notices of Motion

None

13. New Business

RESOLUTION #14

Moved By – Councillor Banbury
Seconded By – Councillor Cowan

Be it hereby resolved that the January 4, 2017 Regular Meeting of Council be cancelled.

. Carried

14. Closed Session

None

15. By-laws

RESOLUTION # 15

Moved By – Councillor Peterson
Seconded By – Councillor Balzer

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

By-law 1997-2016, being a by-law to establish fees and charges for 2017.

By-law 1998-2016, being a By-law to confirm the proceedings of Council.

By-law 2000-2016, being a By-law to appoint Robert Kelly as Deputy Chief Building Official for the Township of Blandford-Blenheim.

.Carried

RESOLUTION # 16

Moved By – Councillor Peterson
Seconded By – Councillor Balzer

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

By-law 1997-2016, being a by-law to establish fees and charges for 2017.

By-law 1998-2016, being a By-law to confirm the proceedings of Council.

By-law 2000-2016, being a By-law to appoint Robert Kelly as Deputy Chief Building Official for the Township of Blandford-Blenheim.

16. Other

Reminder of the January 11, 2017 at 7:00 p.m. session at the Bright Fire Hall to gather input on the APEXPRO Consulting report's recommendation on the consolidation of the Bright and Plattsville fire services at the Plattsville station.

17. Adjournment and Next Meeting

RESOLUTION #17

Moved By – Councillor Peterson
Seconded by – Councillor Balzer

Whereas business before Council has been completed at 5:137 p.m.;
Be it hereby resolved that Council does now adjourn to meet again on Wednesday, January 18, 2017 at 4:00 p.m. in Council Chambers.

.Carried

Marion Wearn, Mayor
Township of Blandford-Blenheim

Rodger Mordue, CAO/Clerk
Township of Blandford-Blenheim

Township of Blandford-Blenheim
Special Council meeting
Bright Fire Station,
Wednesday, January 11,
2017, 7:00 p.m.

MINUTES

Council met at 7:00 P.M. for a special public meeting regarding the APEXPRO Consulting report recommendation to consolidate the operations of the bright and Plattsville fire operations at the Plattsville fire station. Approximately 100 people attended the public meeting.

Present: Mayor Wearn, Councillors Banbury, Cowan and Peterson

Staff: Mordue and Richardson

Regrets: Councillor Balzer

Mayor Wearn welcomed everyone and called the meeting to order.

Mayor Wearn asked that members of Council state any disclosures of pecuniary interest and general nature thereof. None were declared.

Mayor Wearn provided an explanation of the matter to be discussed at this meeting and informed how to address Council. The Mayor then opened the floor to question/comments.

The following individuals identified themselves and provided comment:

John ____; Larry West; Bruce Arnott; Don Mader; Tom Smith; Bethany ____; Rick Gardiner; Wanda Whittle; Rob Archer; Peter Terra Nova; Gail Fulton; Matt Huber; Duane Howling; Donna Vermack; Leanne Schmidt; Jarius Peat; Bob Schmidt; Tom ____; Dave Piggott; Norman Pidgeon

Council members and staff provided comments to various inquiries. Listed below is a summary of the comments expressed:

- What was the cost of the study?
- Commented on the time saved when response to the Bright area from the current station.
- Commented on the current agreement with EZT for service from the Innerkip station.
- Questioned why the Princeton station was not being considered?
- Comment on the condition of Blandford Road.
- Concerned with the distance from the Plattsville station to the east side of the current Bright coverage area.
- Questioned the alternate water source if the current station were to be disposed of.
- Comment that Innerkip and Hickson should take over part of the coverage area if the Bright station is closed.
- Comment that the cost savings identified in the report will not happen since these costs will simply be reassigned.
- Firefighters would have further to respond to the hall if everything was out of Plattsville.
- What taxes do Union Gas pay?

- Comment on the sense of community that the local fire department brings.
- Who pays for calls responded to on Highway 401? Where does that money go?
- Comment on the effect to property values if the hall closes.
- Comment on the effect to insurance premiums.
- Would additional trucks be needed for Plattsville?
- Comment on the location of the new fire hall in Plattsville.
- Questioned the condition of the former fire hall in Drumbo and the need for a new one there.
- Comment that they would agree with an increase in taxes to keep the current hall.
- Comment that the current station provides inexpensive medical response compared to what an ambulance would cost.
- What brought about this issue at this time?
- Questioned the need for the new hall in Plattsville.
- Comment that fire is an essential service.
- Questioned who would respond if the station is occupied with another call.
- Equipment purchases will still need to be made because equipment will wear out quicker.
- Commented on the money spent on maintenance to the County Road through the swamp south of Bright.
- Comments on personal treatment received from members of the Bright station.
- Question why Councillor Balzer was not in attendance and a request that he reconsider his conflict of interest declaration.
- Suggestion to forego sidewalk snowplowing as a cost savings measure.
- Questioned what would happen to the hall if the station were to close.
- Comments that the hall was built with money from the "community" of Bright.
- Question about the future of the Todd memorial in front of the building.

Mayor Wearn thanked everyone for their attendance and participation in the meeting.

The meeting comments and presentations were finished at 9:00 P.M.

Mayor

Clerk



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council
Reviewed By: N/A
Subject: Bright/Plattsville fire station consolidation
Report #: CAO-17-03

From: Rodger Mordue, CAO/Clerk
Date: January 13, 2017
Council Meeting Date: January 18, 2017

Recommendation:

That Report CAO-17-03 be received as information; and,

That whereas the review of fire services for the Township of Blandford-Blenheim conducted by APEXPRO Consulting Inc. recommended that the Bright station activities be consolidated at the Plattsville fire station;

Be it resolved that Council adopts the recommendation contained in the report regarding the consolidation of the Bright fire service at the Plattsville fire station.

Background:

Early in 2016 the Township engaged the services of APEXPRO Consulting Inc. to critically review the delivery of emergency related services in the Township of Blandford-Blenheim. In October of 2016 the results of that review were presented to Council in a report which contained a number of recommendations for the Township's fire services operations. In November Township staff brought forward a report which suggested that the first recommendation contained in the review that needed to be addressed was that of the consolidation of the Bright and Plattsville fire services.

At that November meeting Council deferred a decision on the matter and set up a special session on January 11, 2017 to gather public input on that recommendation.

Analysis/Discussion:

A public input session was held on January 11, 2017 to hear comments on the recommendation to consolidate the Bright and Plattsville fire services at the Plattsville fire station. Approximately 100 members of the public were in attendance at this meeting.

Prior to that meeting staff received a petition requesting that councilors "...vote in favour of keeping the Bright Fire Station open and running with Medical calls responding as well as fire call outs." A copy of that petition is attached to this report.

A resolution has been prepared for council's consideration to consolidate the Bright and Plattsville fire stations. If this resolution is passed staff will work towards a full consolidation of operations by mid-2017. If the resolution as shown in the recommendation section of this report does not carry then separate operations will continue from both the Bright and Plattsville stations.

Financial Considerations:

- . Amalgamation of the Bright and Plattsville fire services has an estimated annual savings of \$18,000 and future capital savings due to the fact that the equipment located in the hall will not need to be replaced. Value of that equipment is \$1 million.

One-time expenses would be incurred with the closure for things such as moving, equipment racking, changes to equipment ID, etc.

Attachments:

- Petition

Respectfully submitted by:

Rodger Mordue
CAO/Clerk

519-463-5881

[Handwritten signature]

Therefore, your petitioners, request the following, the citizens of Blandford-Blenheim would like the councilors to vote in favor of keeping the Bright Fire Station open and running with Medical calls responding as well as fire call outs

Signature	Address	City/Town	Province	Postal Code
Theresa...	9 Curtbertson	Bright	ON	N0S1B0
Emilo Schmitt	8 Baird St	Bright	ON	N0J1B0
NICOLE WORMEL	8 Baird St	Bright	ON	N0J1B0
Dana Quere	132 Albert St.	Plattsville	ON	N0J1S0
Erna...	745710 Township Rd 4	Woodstock	ON	N4S 7W9
Carol Gunn	745710 Township Rd 4	Woodstock	ON	N4S 7W9
Archie Gunn	745710 Township Rd 4	Woodst.	ON	N4S 7W9
Caillorsnauld	44 George St.	Bright	ON	N0J1B0
Janal...	885865 Oxford Rd	Bright	ON	N0J1B0
Bill Blomberg	14 Ingold	New Hamburg	ON	N3A 2S8
...	745 Algonquin	Algonquin	ON	N6M 1K2
...	7 John St W	Bright	ON	N0J1B0
Christine Libby	7 John St W	Bright	ON	N0J1B0
Carl Coleman	Township Rd 9	Bright	ON	N0J1B0
Brad Strubers	52 Carrobert St.	Woodstock	ON	N4S 8W9
Jason Strubers	120 West Pines	Paps	ON	N3L 2V1
Laura Eaton	120 West Pines	Paps	ON	N3L 2V1
Rebecca...	355 Chbe Rd #6	Cambridge	ON	N1R 1L4
...	12 Maple Ridge Rd	Cambridge	ON	N1R 2G2
...	88495 Oxford Rd	Bright	ON	N0J1B0
...	12 Baird St. S.	Bright	ON	N0J1B0
...	4 Baird St. S	Bright	Ont.	N0J1B0
...	88495 OXFORD FDE	BRIGHT	ON	N0J1B0
Jenni Dunk	7 John St. W	Bright	ON	N0J1B0
...	8 Baird St. S	Bright	ON	N0J1B0
Pat Fulton	Oxford Rd 8	Bright	ON	N0J1B0
JARVIS PEAT	R. 12 #1 BRIGHT	BRIGHT	ON	N0J1B0
...	35 MILLAN ST.	BRIGHT	ON	N0J1B0

Petition to the Township of Blandford-Blenheim

We the undersigned, citizens of Blandford-Blenheim township, Oxford County, Ontario

Draw the attention of the councilors of the Township of Blandford-Blenheim

To the following, the citizens of Blandford-Blenheim would like the councilors to vote in favor of keeping the Bright Fire Station open and running with Medical calls responding as well as fire call outs.

Signature	Address	City/Town	Province	Postal Code
Nanda Whittel	48 Cuthbertson St	Bright	ON	N0J1B0
Gary Masha	49 Charles St.	Bright	ON	N0J1B0
Don Wisher	49 Charles	Bright	ON	N0J1B0
Bob [unclear]	8 Baird St	Bright	ON	N0J1B0
Keano Schmidt	"	Bright	ON	N0J1B0
Pat [unclear]	37 Baird St.	"	ON	N0J1B0
David [unclear]	67 Baird St S 2	Bright	ON	N0J1B0
[unclear]	11 Murray	Bright	ON	N0J1B0
[unclear]	90 Cuthbertson	Bright	ON	N0J1B0
Liz Miller	28 Baird St	Bright	ON	N0J1B0
Tom Smith	35 John St W	Bright	ON	N0J1B0
Tessa McClave	18 Hewitt St	Bright	ON	N0J1B0
M. [unclear]	W. 1200 St	"	"	"
Margie Fulton	Baird St	Bright	ON	N0J1B0
[unclear]	Baird St	"	"	"
Doris	84 Cuthbertson	Bright	ON	N0J1B0
Doreen Hawling	32 Baird St	Bright	ON	N0J1B0
Herdi Macfarlane	44 John St. W	Bright	ON	N0J1B0
[unclear]	80 Baird St	Bright	ON	N0J1B0
[unclear]	30 John St	Bright	ON	N0J1B0
Nancy [unclear]	74 Charles	Bright	ONT	N0J1B0
[unclear]	35 GEORGE ST.	BRIGHT	ONT	N0J1B0
N. Cully	Township Rd 9	Bright	ONT	N0J1B0
Ethan Cully	Township Rd 9	Bright	ONT	N0J1B0
William Coleman	Township Rd 9	Bright	ON	N0J1B0
Charlotte Lyons	Township Rd 9	Bright	ONT	N0J1B0
J. Vaughan	11 BAIRD ST	Bright	ONT	N0J1B0
Jessica Goodwin	32 Cuthbertson St	Bright	ONT	N0J1B0



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council
Reviewed By: Denise Krug, Director of Finance/Treasurer
Subject: Community Foundation Partnership policy
Report #: CAO-17-02

From: Rodger Mordue, CAO/Clerk
Date: January 9, 2017
Council Meeting Date: January 18, 2017

Recommendation:

That Report CAO-17-02 be received as information; and,

That Council adopt the Community Foundation Partnership policy.

Background:

There are Community Foundations in the area who provide funding to local groups for a variety of different projects. As part of the granting criteria organizations who apply for funding must have a registered charitable number. This is either done through the organization themselves if they have a number or through an eligible partner organization.

Analysis/Discussion:

There may be occasions when the Township is asked to partner with community organizations to assist them when submitting a grant application to one of the area community foundations. This is done when the group, although established in the community, is not a registered charity and therefore does not have a Canada Revenue Agency registration number.

When this happens the group has an opportunity to work with a qualified donee to make an application. Municipalities are considered qualified donees and in these instances the municipality and the local organization would collaborate to submit an application. The municipality would then act as fiscal agent on behalf of the application.

When requests such as this come forward the Township should have guidelines in place to spell which organizations would be considered and the extent of the Township's involvement in these applications. Staff has taken the liberty of drawing up a draft policy to deal with such requests.

Financial Considerations:

. N/A

Attachments:

- Draft Community Foundation partnership policy.

Respectfully submitted by:

Rodger Mordue
CAO/Clerk



Policies and Procedures

The Corporation of the Township of Blandford-Blenheim

Department:			Effective:	
Subject:		Community Foundation Partnership Policy	Policy Number:	
Approved by:				
Resolution Number:				
Date of Review:	Review Number:	Change:	Reference Section:	

Purpose:

Guidelines for supporting organizations who apply for Community Foundation funding and who require monies to flow through the Township of Blandford-Blenheim.

Details:

From time to time the Township may be asked to partner with an outside organization to assist them in submitting a grant application to one of the various area foundations. The following is meant as a guideline to assist staff in determining to what extent the Township would support such an application.

These guidelines apply when a partnership request is received and it is the expectation that the Township of Blandford-Blenheim will become a “co-sponsor” of an event or project. In these cases the grant money, if approved by the foundation, would flow through the Township of Blandford-Blenheim because the group/organization is not a registered charity.

In cases where the Township is simply asked by a group or organization for a letter of support for a grant application these guidelines do not apply.

It is understood that the Township does not want to become the banker for several groups/organizations except for those situations where there is sufficient justification to do so.

Any request of this nature must be submitted to Township Council. The request should outline the purpose of the grant and the benefits to the citizens of the Township of Blandford-Blenheim. All requests must be submitted in writing and be signed by at least two (2) officers of the group/organization.

After consideration of the following guidelines, the Township of Blandford-Blenheim may or may not choose to become involved.

Guidelines:

1. The organization must be not for profit, be non-partisan and the proposed project must have no religious affiliation. The application must not come from an individual or “part group” of the organization.
2. The project for which the grant application is being made must be complimentary to the mandate of the Township of Blandford-Blenheim.
3. The project must benefit and be open to all Blandford-Blenheim Township residents.
4. There must be a previously established relationship between the organization/group and the Township or have the good possibility of a future relationship (i.e. not a “one off” relationship) after the completion of the project/event.
5. The organization must not act as a funding body for others.
6. Township staff must be made aware of other funding requests that the group has made to other organizations for this project.
7. If successful in obtaining funds the organization must complete and file the necessary reports upon completion of the project and provide copies of these reports to the Township of Blandford-Blenheim.

has been reduced. The last reduction in the LC was to a value of \$7,000 and that occurred in 1996. At that time there were a few deficiencies and securities were retained to ensure that they were addressed. Recently the Township received correspondence from the Joe Figliomeni, President of Road to Wealth Inc. (formerly known as Newburg Holdings Inc.) requesting information of the \$7,000 LC still being held by the Township and requesting that it be released if no longer required by the municipality. Township staff as well as the Township's Consulting Engineer has reviewed this request and have determined that all outstanding deficiencies have been addressed. As such the following recommendation for reduction is being made:

Development	Total value of work	Amount of previous LC	Recommended LC amount
Bright Acres	\$567,000.00	\$7,000.00	\$0

Financial Considerations:

The Bright Acres Development subdivision agreement has been complied with and no deficiencies remain. The final security in the amount of \$7,000 can be released.

Attachments:

- N/A

Respectfully submitted by:

Rodger Mordue
CAO/Clerk



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	John Scherer, CBO/ Manager of Building Services
Reviewed By:	Rodger Mordue, CAO/Clerk	Date:	January 9, 2017
Subject:	Monthly Report to Council	Council Meeting Date:	January 18, 2017
Report #:	CBO-17-01		

Recommendation:

That Report CBO – 17- 01 be received as information.

Background:

To provide Council with an update, regarding the monthly Building activities for the period ending December 31, 2016.

Building Updates:

1. Work on the Service Sharing agreement is underway.
2. Various other day to day responsibilities regarding Building Services, Property Standards & Zoning.

Property Standards/By-Law Updates:

1. Property Standards written complaints received: 0
2. Yard and Lot Maintenance written complaints received: 0

Total By-Law infraction investigations started in the month of December: 0

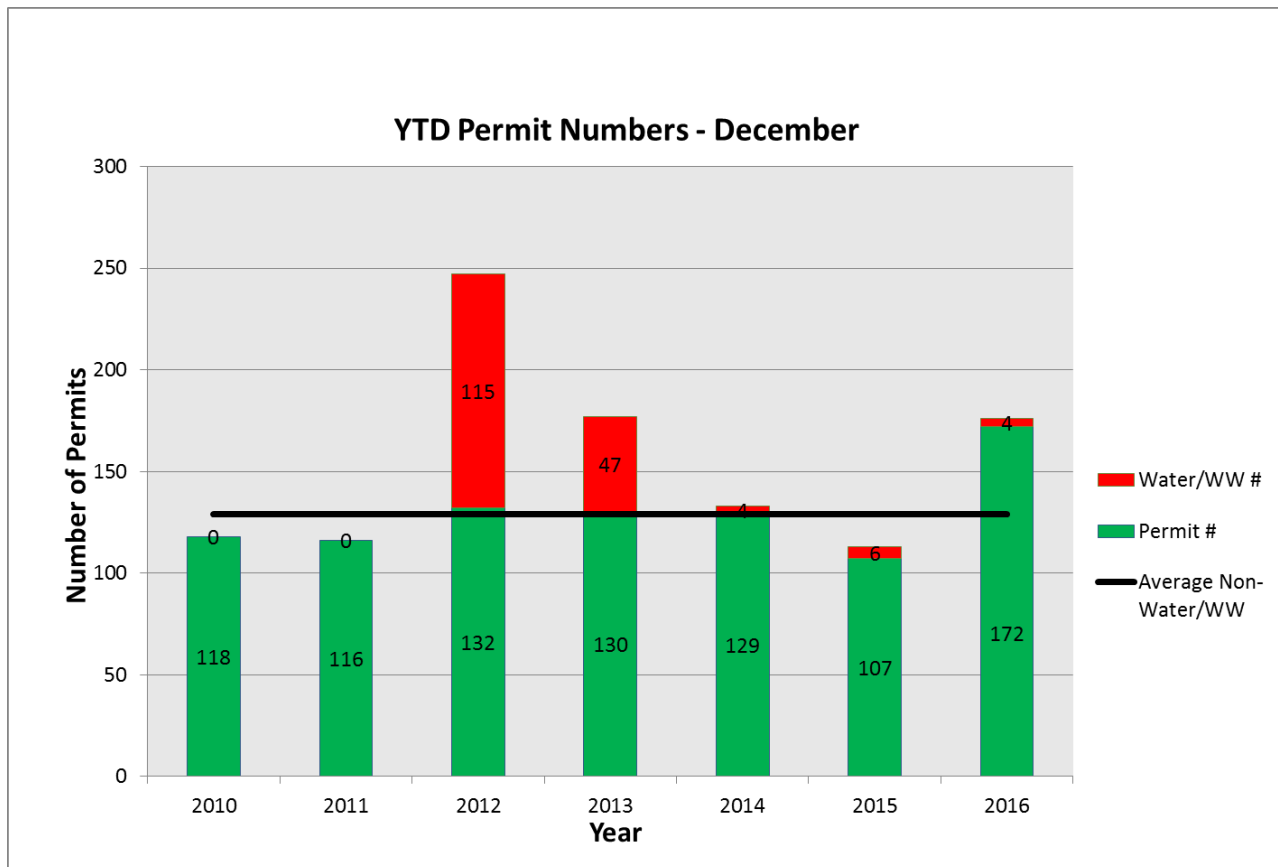
Legislative Updates:

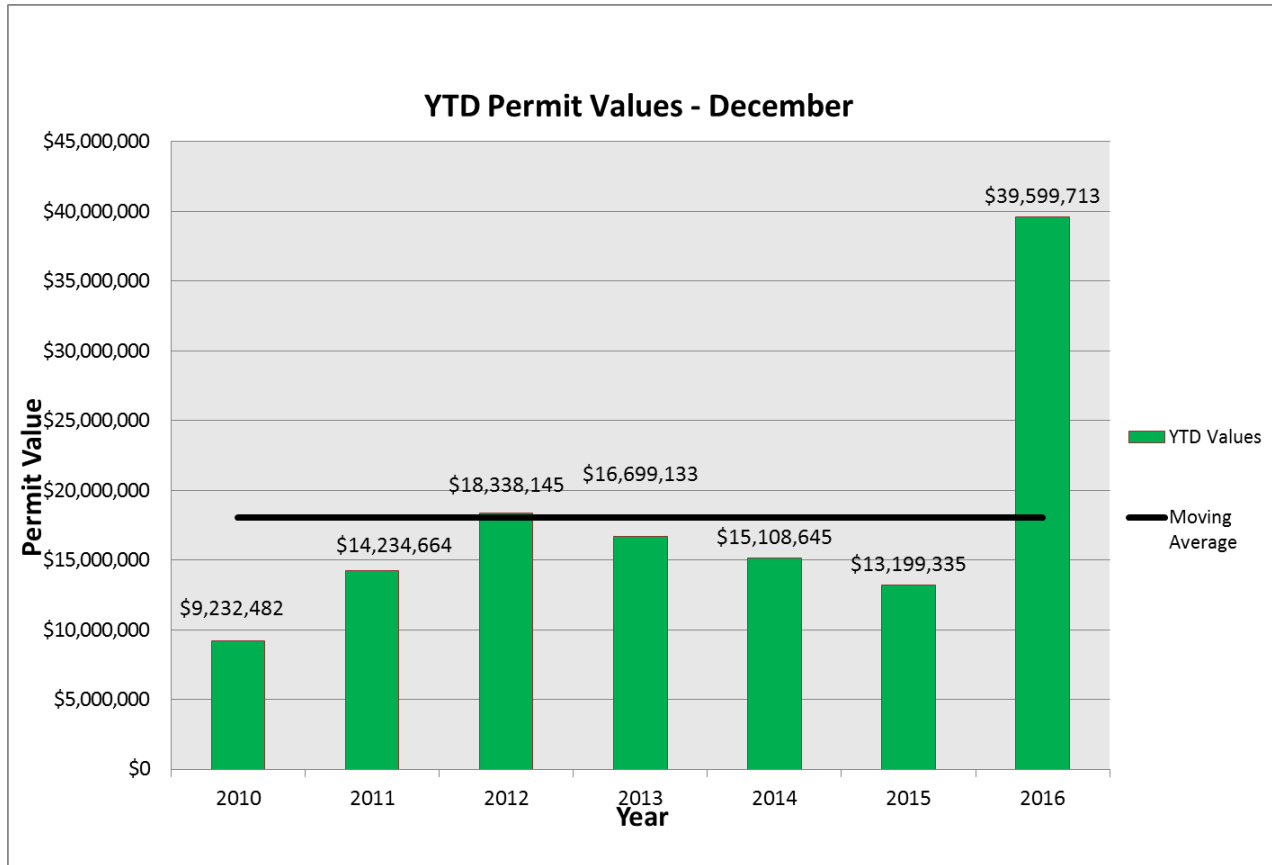
1. New Energy Efficiency Standards effective January 1, 2017. This may result in an additional inspection for the majority of new homes.

Monthly Permit Activity

	No. Of Permits	Construction Value	Permit Fees (\$176,400.00 Budget)
December 2016	7	\$123,136.00	\$1,180.60
Year to Date - Dec 30	176	\$39,599,713.00	\$274,865.19

Building Description	Permit Value	Permit Fee
Addition to existing building	\$35,000.00	\$292.80
Demolish old house on property	\$0.00	\$0.00
Rear deck with stairs	\$20,000.00	\$231.00
Covered porch	\$20,000.00	\$178.00
Construction of a deck	\$8,136.00	\$178.80
Renovation of bathroom	\$10,000.00	\$150.00
Inground pool and fence	\$30,000.00	\$150.00
Total	\$123,136.00	\$1,180.60





Respectfully submitted by:

John Scherer
Manager Building Services/CBO



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	Date:	January 3, 2017
Subject:	Monthly Report	Council Meeting Date:	January 18, 2017
Report #:	DS-17-01		

Recommendation:

That Report DS-17-01 be received as information

Background:

Monthly activities of the Drainage Department December 31, 2016

Analysis/Discussion

1. Working on drain maintenance and various site meeting to review work required with ratepayers.
2. Working on updating of the Township Drainage Map
3. Working with County re common law of drainage issue. Hosted site meeting to review drainage issue with ratepayers in the area of lot 4 con 1
4. Working with lawyer on compliance letters.
5. 14 locate for ON 1 Call in December 2016 including 2 emergency and 0 priority locates.
6. Commenting on various planning application.
7. Kamview Poultry at Lot 1 Concession 1 working with Engineer and GRCA held site meeting to review request of petitioner as per Drainage Act working on survey of drain
8. Plattsville Estates Phase 3A, 3B, and 4 petitions to incorporate drains working with Engineer
- 9 Working with P. Eng. on Nithall farm subdivision Hall Drain relocation and overland flow 100 year storm

- 10 Training on new ON 1 Call request for locates and map required
- 11 Web presentation by DFO on proposed changed to Fisheries Act
- 12 Commented of new proposed County Tree Cutting By-law (note Municipal Drains are Exempt subject to review by Tree Commissioner)
- 13 Working 2017 budget

Financial Considerations:

None

Attachments:

None

Respectfully submitted by:

Jim Harmer Drainage Superintendent



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Gary Crandall Director of Public Works
Reviewed By:	Rodger Mordue	Date:	January 12, 2017
Subject:	Monthly Report	Council Meeting Date:	January 18, 2017
Report #:	PW-17-01		

Recommendation:

That Report PW-17-01 be received as information,

Background:

Road Crew Activities

- See Road Supervisor Activity Report for December (CA)

Capital

- We are proceeding with Hofstetter Road for the earthworks portion utilizing Township staff and equipment as much as possible along with our local excavating contractor to help keep cost lower. We are confident we can have this completed to at least base gravel by early spring. The Storm, Watermain, Forcemain along with the urban cross-section work including curb, asphalt, etc adjacent to the Nithal Farms Subdivision will be contracted out separately.
- Staff is working on an agreement to enter into with the developer for the additional work related to the Nithal Farm Subdivision on the Hofstetter Road Extension.
- A meeting has been arranged for Thursday, January 26th to discuss the Gobles CN bridge with CN staff.
- Public Information Centre was held December 15th for the Bridge 20 EA. Weather was a factor with no one from the public attending. 2 area residents requested information and were given the presentation package. I met with one that has land adjacent to the bridge to review and answer questions. They were in agreement with our proposed design.
- Working on Capital Budget and Plan forecast.

County Shared Service/Road Association/Training

- OGRA Conference in Toronto Sunday February 26th to Wednesday March 1st, 2017
Myself and Councillor Banbury are registered to attend
- Shared Services minutes for December 8th (CA)


Other

- Beginning to compile a tree removal list. Weather permitting; some may be completed late January.
- 2 full time staff were off due to surgeries prior to Christmas, one of which will now be off until at least March. We are seeking a part time operator to assist with our winter maintenance
- Oxford County is going to revise the size (make it smaller) of the destination sign in Princeton on Dundas Street. This is the sign that was brought to Staff's attention at the last Council meeting. I requested it be placed higher as well in order to allow drivers of large vehicle to see oncoming traffic under it which they agreed to do.

Attachments:

- Road Supervisor Activity Report for December
- Service Sharing minutes for December 8, 2016

Respectfully submitted by:


Gary Crandall
Director of Public Works

Monthly Activities for December

Tasks completed

Speed signs utilized in Drumbo.

Beavers have been removed from Black creek area and culverts unplugged.

Projects being worked on

Winter Maintenance on Township roads. (Plowing, Sanding/Salting)

Winter Maintenance on Township sidewalks.

Ice blading on gravel roads.

Winter Maintenance patrols.

Fill pot holes in our hard surfaced roads with cold mix.

Pickup road side garbage.

Trim trees and pickup branches from the road side.

Maintain regulatory signs.

Daily, weekly, and monthly road inspections.

Preventative maintenance on Township Equipment.

Future projects

Drumbo Parking Lot – curbs, lights and asphalt. (2017)

Driveway Culvert on Township #13 (Oxford #5/Blandford).

Install a catch basin on James St. Bright.

Clean around drainage inlet. Ratho (2017)

Emergency Calls

Dec 13 – OPP – Drifting on Hofstetter Rd.

Dec 14 – Fire – Close Township Rd. 5.

Dec 14 – Fire – Need Mill St. salted.

Dec 26 – OPP – Roads starting to get slippery.

General Information

We have been busy plowing, sanding/salting the Township roads. We have had 2 significant snow falls and many days with drifting or flurry activity.

Sidewalks—We have had some mechanical issues with our trackless unit this season which caused a delay in getting the sidewalks cleared. We are confident these issues are behind us. Our snow plow operators do their best to not cause damage. There is little to no frost in the ground therefore when they are out plowing it is very easy to do some sod damage. Any damage that is done will be repaired by the public works department.

Residents' Concerns

Princeton—Ice on the roads by Post office

Wolverton—Tree stump removed, when is the hole going to be filled and seeded.

Drumbo—When will street be plowed.

Plattsville—Sidewalks aren't done.

Bright—Wilson St. need snow pile pushed back.

Drumbo—Henry St. clean turning circle wider.

Drumbo—Sidewalk machine hit some sod.

Bright—Snow plow hit some sod.

Gobles Rd.—Heavy snow damaged mail box.

Service Rationalization

MEETING MINUTES

DATE: Dec 8th/2016

LOCATION: ZORRA

PRESENT: Gary Crandall, Doug Wituik, Alex Piggott, Aden Corcoran, Scott Boughner, Bill Freeman, Melissa Abercrombie, Tom Lightfoot, Marty Lenaers,

REGRETS:

COMMITTEE CHAIRMAN: Ron Smith

SECRETARY: Doug Wituik

ITEM	ACTION	ASSIGNED TO
1. Meeting called to order	10:10 AM	
2. Minutes of Last Meeting:	Reviewed minutes – Vance Moved and seconded -Gary	
3. Correspondence/ Speaker	Kelly Vanderhoeven, Oxford Public Health; spoke about touch a plow events promoting winter driving safety	
4. Old Business		
5. New Business	2017-18 Joint asphalt tender, get amounts to County by mid Jan/17, include if it is a provisional item	
6. Round Table	Alex to attend Elgin committee joint spring meeting if required Vance looking for fleet driver training Aden to invite OPP to service sharing meeting issues to include ½ load season enforcement, moving permits and traffic control June meeting to switch from the 8 th to 15 th due to trade show date conflict	
7. Health & Safety		
8. Next Meeting	Jan 12, 2017 EZT	
9. Adjourned	11:55 a.m. Bill, Gary	



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Rick Richardson – Director of Protective Services
Reviewed By:	Rodger Mordue	Date:	January 9 th , 2017
Subject:	November Monthly Report	Council Meeting Date:	January 18 th , 2017
Report #:	FC-17-01		

Recommendation:

That Report FC-17-01 is received as information

Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of December 2016

Analysis/Discussion:

Fire:

- (5) burning permits were recorded in December
- December 2016 monthly fire calls (attached)

Blandford Blenheim Fire Department has responded to four hundred and twenty five (425) Emergency incidents in 2016:

- Bright thirty seven calls (37)
- Drumbo one hundred and thirty eight calls (138)
- Plattsville ninety one calls (91)
- Princeton one hundred and nine calls (109) (33 in Brant area)

EZT Fire also completed thirty one calls (31) in our Township in 2106

Wilmot & Ayr reported zero calls in Blandford Blenheim for 2016

Meetings, Courses and Training Attended:

- Dec 12 attended rural Fire Chiefs monthly meeting in Norwich
 - Spectrum will be transferring all existing Fire Communications equipment from the old Drumbo Tower to the new one on January 10th providing there are no weather interruptions. Spectrum has indicated that this new system should live sometime in March 2107. Training on the new system will be provided by Spectrum to all firefighter prior to start up.
 - Plans are moving ahead for the 2017 Farm Show in Woodstock in discussing what role the Rural Departments will play.

By-Law Enforcement:

- December By-Law report (attached)

Emergency Plan Coordinator:

- Staff assisted our CEMC with submitting our Annual Statement of Compliance to the Office of the Fire Marshal and Emergency Planning.

CEMC Activities:

- Our annual compliance reports were submitted in December.
- Woodstock Fire Compactions tested our Call Out Procedure in December by phoning each member of the Community Control Group

Respectfully submitted by:



Rick Richardson
Director of Protective Services

December Fire Calls

Bright

33	12-Dec	Blandford Rd	Medical Call
34	14-Dec	Twp Rd 5	Structure Fire-Assist
35	19-Dec	Cuthbertson St	Hydro Lines
36	24-Dec	Gobles Rd	Chimney Fire (Assist)
37	26-Dec	Blandford Rd	Medical Call

Drumbo

167	4-Dec	Oxford Rd 22	MVC
168	4-Dec	Peterson St	Medical Call
169	11-Dec	Highway 401 Km 261	MVC
170	12-Dec	Highway 401 Km 252	MVC
171	12-Dec	Highway 401 Km 253	MVC
172	12-Dec	Highway 401 Km 252	MVC
173	13-Dec	Highway 401 Km 262	MVC-Cancelled
174	14-Dec	Twp Rd 5	Structure Fire
175	15-Dec	Highway 401 Km 253	MVC
176	17-Dec	Twp Rd 6	Fire Alarm
177	17-Dec	Highway 401 Km 263	MVC
178	17-Dec	Highway 401 Km 245	MVC-Cancelled
179	21-Dec	Wilmot St S	Medical Call
180	24-Dec	Gobles Rd	Chimney Fire-Assist
181	24-Dec	Highway 401 Km 262	MVC
182	25-Dec	Highway 401 Km 263	MVC
183	25-Dec	Peterson St	Medical Call
184	26-Dec	Highway 401 Km 247	MVC
185	26-Dec	Highway 401 Km 248	MVC
186	30-Dec	Highway 401 Km 248	MVC
187	30-Dec	Harmer Cres	Medical Call
188	30-Dec	Mechanic St	Medical Call

Plattsville

83	5-Dec	Twp Rd 12	Medical Call
84	7-Dec	River Rd	MVC/Car Fire
85	11-Dec	Oxford Rd 3	Medical Call
86	14-Dec	Twp Rd 5	Structure Fire-Assist
87	17-Dec	Oxford Rd 3	Medical Call
88	19-Dec	Cuthbertson St	MVC-Assist
89	22-Dec	Walter St	Medical Call
90	24-Dec	Gobles Rd	Chimney Fire-Assist
91	27-Dec	Douro St	Medical Call

Princeton

101	4-Dec	Cowan St W	Medical Call
102	12-Dec	Twp Rd 2	Medical Call
103	14-Dec	Twp Rd 5	Structure Fire-Assist
104	24-Dec	Gobles Rd	Chimney Fire
105	26-Dec	Elgin St	Medical Call
106	27-Dec	Highway 2	Hydro Lines
107	28-Dec	Canning Rd	Medical Call
108	29-Dec	Hwy 403	MVC
109	31-Dec	Highway 2	Medical Call

EZT

31	14-Dec	Twp Rd 5	Structure Fire -BB Mutual Aid
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THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2001-2017

Being a by-law to establish an Interim Tax Levy for the year 2017.

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

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

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

1. That for the year 2017 the interim levy shall be levied, raised and calculated on all real property taxable and liable to pay the same according to the last revised assessment roll in an amount not to exceed **50%** of the total amount of the taxes for municipal and school purposes on the property for the previous year.
2. Local improvement charges for municipal drainage debenture loans, tile drainage debenture loans, and all other debentured amounts shall have one-half ($\frac{1}{2}$) of the total due for the year placed on the interim bill.
3. The said interim tax levy shall be due and payable in two installments to the Township Office, 47 Wilmot Street S., P.O. Box 100, Drumbo ON N0J 1G0 on or before the following dates:

First Installment	February 28, 2017
Second Installment	May 31, 2017

By-law **READ** a **FIRST** and **SECOND** time this 18th day of January 2017.

By-Law **READ** a **THIRD** time and **ENACTED** in Open Council this 18th day of January 2017.

Marion Wearn, Mayor

Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2002-2017

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

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

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

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

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

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on January 18, 2017 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 18th day of January, 2017.

By-law read a third time and finally passed this 18th day of January, 2017.

MAYOR
MARION WEARN

CAO / CLERK
RODGER MORDUE