

TOWNSHIP OF BLANDFORD-BLENHEIM

COUNCIL MEETING AGENDA

Wednesday March 1, 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. [February 15, 2017 Regular meeting of Council](#)
 - b. [November 21, 2016 Police Service Board meeting](#)
6. **Business Arising from the Minutes**
7. **Delegations/Presentations**
 - a. Drumbo & District Heritage Society – Don Michalak and Harvey Murray
Canada 150 Celebration plans
 - b. Denise Krug, Director of Finance
[Revisions to the 2017 draft budget](#)
8. **Correspondence**
 - a. **General**
[Mayor Robert Wilhelm, Township of Perth South.](#)
Comments to the Upper Thames River Conservation Authority on their draft 2017 budget.
 - b. **Specific**
Operation Lifesaver
[2017 Rail Safety Week, April 24 – 30](#)
Visit our website @ www.blandfordblenheim.ca

9. Staff Reports

a. **Rick Richardson, Director of Protective Services / Fire Chief**

i. [FC-17-02 – Monthly report](#)

Recommendation:

That report FC-17-02 be received as information;

b. **Jim Harmer, Drainage Superintendent**

i. [DS-17-03 – Monthly report](#)

Recommendation:

That Report DS-17-02 be received as information

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

i. [PW-17-04 – Monthly Report](#)

Recommendation:

That Report PW-17-04 be received as information.

ii. [PW-17-05 – 2017 Gravel Tender Results](#)

Recommendation:

That Report PW-17-05 be received as information; and,

That Council accept the tender submitted by Oxford Sand & Gravel Ltd. Of Woodstock, ON for the supply, crushing and placement of approximately 22,500 Tonnes of granular “M” at a unit price of \$8.74/tonne for a total of \$222,214.50.

d. **Ken Wood, Manager of Community Services**

1. [CS-17-01 – Monthly Report](#)

Recommendation:

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

e. **Denise Krug, Director of Finance/Treasurer**

i. [TR-17-03 – Ontario Regulation 284/09](#)

Recommendation:

That report TR-17-03, with respect to Ontario Regulation 284/09 for the budget year 2017 be received and adopted.

f. **Rodger Mordue, CAO/Clerk**

i. [CAO-17-08 – Vote Counting Tabulators](#)

Recommendation

That Report CAO-17-08 be received as information; and,

That Council authorize the use of vote tabulation equipment for the 2018 municipal election.

ii. [CAO-17-09 – 2017 Town Hall Schedule](#)

Recommendation:

That report CAO-17-09 be received; and,

That the following dates be set for Town Hall meetings in 2017:

April _____, 2017 at 7:00 pm at the Lions Hall, Plattsville

iii. [CBO-17-02 – Monthly report](#)

Recommendation

That Report CBO-17-02 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. [2006-2017](#)

Being a by-law to authorize the use of optical scanning equipment vote tabulators at elections.

b. [2007-2017](#)

Being a by-law to enter into an agreement with the Township of East Zorra-Tavistock for Building Department Services.

c. [2008-2017](#)

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

16. **Other**

17. **Adjournment and Next Meeting**

Wednesday, March 15, 2017 at 4:00 p.m. in Council Chambers.

Township of Blandford-Blenheim
Regular Council Meeting
Wednesday, February 15, 2017, 10:00 a.m.

MINUTES

Council met at 10:00 a.m.

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

Staff: Crandall, Krug, Mordue, Richardson and Wood

Others: Rebecca Smith, Planner, County of Oxford

Deputy Mayor Cowan in the Chair. Mayor Wearn attended the meeting at 10:25 a.m. at which time she assumed the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved By – Councillor Peterson
Seconded by – Councillor Balzer

Be it hereby resolved that the agenda for the February 15, 2017 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 Peterson
Seconded by – Councillor Balzer

Be it hereby resolved that the minutes of the February 1, 2017 Regular Meeting of Council be adopted as printed and circulated.

.Carried

6. Business Arising from the Minutes

None

7. Delegations/Presentations

None

8. Correspondence

a. **General**

None

b. **Specific**

None

9. **Committee of Adjustment**

RESOLUTION # 3

Moved by – Councillor Peterson
Seconded by – Councillor Balzer

That Council move into the Committee of Adjustment at 10:20 a.m.

.Carried

RESOLUTION # 6

Moved by – Councillor Balzer
Seconded by – Councillor Peterson

Be it hereby resolved that Council move out of the Committee of Adjustment at 10:25 a.m.

.Carried

10. **Staff Reports**

a. **Rick Richardson, Director of Protective Services**

i FC-17-03 – Fire Apparatus Donation / Purchase

RESOLUTION #7

Moved By – Councillor Balzer
Seconded by – Councillor Peterson

That Report FC-17-03 be received as information;

And further that Council approve and support the purchase of an Off Road Fire Rescue Vehicle that will be donated to the Township of Blandford-Blenheim from the volunteer efforts of the Princeton Firefighters and the Princeton Firefighters ladies Auxiliary

.Carried

11. **Presentations – 2017 Budgets**

a. **Rodger Mordue, CAO/Clerk**

i. CAO-17-06 – 2017 Grants and Subsidies

RESOLUTION #8

Moved By – Councillor Balzer
Seconded by – Councillor Peterson

That Report CAO-17-06 be received as information

.Carried

b. Denise Krug, Director of Finance/Treasurer

Review of 2017 Draft Budget

RESOLUTION #9

Moved By – Councillor Banbury
Seconded by – Councillor Cowan

That the 2017 Draft Budget be received; and,

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

.Carried

12. Staff Reports (cont.)

Rodger Mordue, CAO/Clerk

CAO-17-07 – Friends of the Princeton Park Partnership Agreement

RESOLUTION #10

Moved By – Councillor Banbury
Seconded by – Councillor Cowan

That Report CAO-17-07 be received as information; and,
That the Mayor and Clerk be authorized to sign the Community Partnership Agreement with the Friends of the Princeton Park

.Carried

13. Reports from Council Members

Councillor Peterson spoke of an elimination draw being conducted by the Drumbo Lions on March 4, 2017.

14. Unfinished Business

None

15. Motions and Notices of Motion

None

16. New Business

None

17. **Closed Session**

None

18. **By-laws**

RESOLUTION # 11

Moved By – Councillor Cowan
Seconded By – Councillor Banbury

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

By-law 2005-2017, being a By-law to confirm the proceedings of Council.

.Carried

RESOLUTION # 12

Moved By – Councillor Cowan
Seconded By – Councillor Banbury

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

By-law 2005-2017 being a By-law to confirm the proceedings of Council.

.Carried

19. **Other**

None

20. **Adjournment and Next Meeting**

RESOLUTION #13

Moved By – Councillor Cowan
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 3:40 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday, March 1, 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



Blandford-Blenheim Township Police Services Board

47 Wilmot Street South, P. O. Box 100, Drumbo, Ontario N0J 1G0
519-463-5347 or 1-800-410-6882
Secretary: Cretia Brittain 519-458-4865 e-mail @



Township Office
Drumbo, Ontario
Wednesday, November 21, 2016

PSB MEETING MINUTES

The Police Services Board Meeting was called to order at 1:05pm by Karen Bartlett.

Present: Bev Beaton, Karen Bartlett, Rodger Mordue, Inspector Tony Hymers, and Cretia Brittain.

Regrets: Marion Wearn

Declaration of Pecuniary Interests: None

Agenda: Add Letter from Melanie Shoeneweiss, Washington. Moved by Bev and seconded by Karen that the PSB Agenda for November 21st be approved. Carried.

Minutes: Moved by Bev and seconded by Karen that the PSB Minutes for September 21st, 2016 be approved. Carried.

Business Arising from the Minutes:

1. Speed signs update. Signs up, running and being moved around. Moving not an issue. Have been moved several times already. No data received here yet. OPP will be analyzing data and setting up focus patrols in response to data.
2. Response to Parker Washington Speed Issue. County Council has approved and implemented speed reduction (80 to 60 to 50) in Washington last week. Residents say it appears to have had a positive effect.

Presentation: None

Correspondence:

1. OPP Billing Statement and Policy: Overall cost increasing slightly for 2017.
2. OAPSB Membership Renewal: Karen moved to continue membership, seconded by Bev. Carried.
3. Letter from Melaine Schoeneweiss, Washington: Rodger will respond, we will see how speed limit decrease affects the travelling speed. Tony recommended more use of speed sign. Rodger will forward letter to Scott Boughner of County.

Detachment Commanders Report: Inspector Tony Hymers (September, October)

1. Calls For Service/Hours – There were 120 and 106 calls in September and October with a 87.4% and 96.2% clearance rate. There were 80 and 54 hours for September and October.
2. Crime Statistics/Tickets Written – There were 3 assaults, 1 mischief's, 1 break & enters, 2 thefts in September. 1 assault, 1 mischief's, 1 break & enter, 2 thefts in October.
3. Foot Patrol – There were 8 and 9.2 hours in September and October.
4. There were 21 and 50 Provincial Offense tickets given out in Blandford-Blenheim in September and October .Commercial Vehicle Initiatives run in township during October. Special Officer assigned for this program. Many unsafe trucks stopped and removed.
5. Auxiliary Police Hours - 60.5 and 45.5 hours in September and October.
6. CDAT – 1 occurrence, 0 Charges, \$85000 drugs seized,\$0 cash seized and 0 weapons seized in September. 5 occurrence, 0 Charges, \$0 drugs seized,\$0 cash seized and 0 weapons seized in October.
7. Crime Stoppers – 10 and 8 tips via crime stoppers in September and October.
8. Public Complaints – 2 outstanding from 2015 and 1 for 2016 withdrawn at this time.
9. Secondary Employment – remains the same
10. CAD – 645 and 242 interactions in September and October.

Other Business:

1. Thank you to Shawn Nash and welcome to new Inspector Tony Hymers.
2. Zone 4 October Meeting: Major Topic Revision to Police Act and Disbursement of excess dues.
3. Situation Table: Oxford County leading province in organization in this area. Boards will receive annual report of progress.
4. Bev confirming ability to contact the Inspector directly upon issue.
5. Drone issue brought forward. We have them in use currently for various tasks.
6. Proper signing for Princeton Park for OPP to be able to patrol and lay charges.

In Camera: None

Next Meeting – Wednesday, January 25th at 1pm.

Meeting was adjourned by Karen, seconded by Bev at 1:48pm.

Submitted by: Cretia Brittain

Township of Blandford-Blenheim 2017 Budget - Draft (rev1)

Department	Item	Amount	Comment
	Tax Levy - Draft	\$4,837,864	balance from draft presented at Feb 15 budget meeting
<u>Reductions/Additions</u>			
1	Fire 01-2097-0957 Transfer to Fire Reserve	-\$50,000	Bright station apron postponed, capital transfer reduced
2	Fire 01-2080-0957 Transfer to Fire Reserve	-\$10,000	Reduce Transfer - Savings from Bright repairs
3	Fire 01-2080-05XX Contrib. from Reserve - Fire Prevention	-\$10,000	Contribution from Reserve for fire prevention (Fire Marque)
4			
5	Admin ***New*** Office Space Rental Income	-\$12,000	Office Space rental from Building department
6	Admin 01-7394-0833 General Grants - Organizations	??	Reduction to Community Grants
7	Council		
8	Building 01-2197-0956 Contribution to Vehicle Reserve	-\$5,000	2016 Surplus transferred, annual contribution suspended
9	Building ***New*** Office Space Rental Expense	\$12,000	Office Rental Expense transfer to Administration
10	Building 01-2180-0527 Contrib. from Reserve - Office Rental	-\$12,000	Contribution from Reserve to pay for Office Space Rental
11	Drainage 01-8096-0901 Equipment Capital (Camera)	-\$17,000	Removal of drain camera from budget?
	PW 01-3097-0956 Transfer to Reserves - Rd Constr	-\$50,000	Reduce contribution to reserve, postpone future roads projects
12			
13	PW 01-3096-0915 Property Capital - Roads	-\$22,000	Drumbo shop doors - reduce # of doors done in 2017
14	PW 01-3097-09XX Transfer to Reserves - PW Bldgs	\$20,000	Establish a PW Buildings Reserve
15	PW 01-3080-05XX Contribution from Reserve - PW Bldg	-\$18,000	Transfer from Reserves - for Drumbo shop doors
16	PW		
17	Comm Serv 01-6992-9995 Interdept Transfers to	-\$10,000	No truck from fire dept, no transfer
18	Comm Ctr 01-7297-0955 Transfer to Reserves - Comm Ctr	-\$10,000	Annual Contribution suspended due to sale of Trussler Rd
19	Arena		

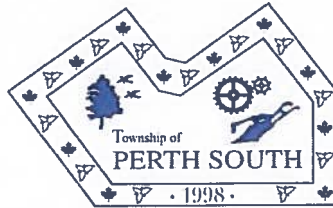
Tax Levy including additional Staff changes \$4,643,864

Recommendations - Capital (no impact to Tax Levy)

1	Fire 01-2080-0525 Contrib. from Reserve - Property	\$60,000	\$50K Bright apron postponed, \$10K Savings in repairs
2	Fire 01-2096-1915 Property Capital	-\$60,000	\$50K Bright apron postponed, \$10K Savings in repairs
3	Fire 01-2096-0933 Vehicle Capital	-\$45,000	Postpone replacement of 2011 chief's pick up truck
4	Fire 01-2080-0527 Contrib from Reserves - Vehicles	\$35,000	Postpone replacement of 2011 chief's pick up truck
5	Fire 01-2070-0495 Interdept Transfers	\$10,000	No Transfer from Comm Services for 2011 truck
6			

**Township of Blandford-Blenheim
2017 Budget - Draft (rev1)**

Department	Item	Amount	Comment
	Tax Levy Including Additional Budget Requests	\$4,643,864	
	Increase over 2016 Tax Levy	\$257,881	
	% Increase over 2016	5.88%	
	<i>2016 Residential Tax Rate</i>	<i>0.00395417</i>	
	<i>2017 Residential Tax Rate</i>	<i>0.00403398</i>	
	% Tax Rate Increase / (Decrease) - based on current tax ratios	2.02%	
	2017 Average Residential Assessment	\$279,219.00	
	Average Residential Assessment Increase	2.05%	
	Municipal Tax Effect on Average Residential Property	\$44.43	

**Corporation of the Township of Perth South**

3191 Road 122
St. Pauls, ON N0K 1V0
Telephone 519-271-0619
Fax 519-271-0647
lscott@perthsouth.ca

February 6, 2017

Board of Directors
Upper Thames River Conservation Area
1424 Clarke Road
London, ON N5V 5B9

Re: 2017 Budget Comments

At the January 10, 2017 Perth South Council meeting, Ian Wilcox, General Manager/Secretary-Treasurer, appeared as a delegation to present the draft 2017 Budget for Upper Thames River Conservation Area (UTRCA). Our municipal representative Tony Jackson was also in attendance. At that meeting Council had a lengthy conversation with Ian Wilcox in regards to details contained in the budget. This letter is intended to share the comments and concerns raised by Perth South Council with the UTRCA Board of Directors.

Perth South is a rural municipality with a population of less than 4,000 located in the southern portion of Perth County. The Township is primarily agricultural farmland with no urban area. Like many municipalities, Perth South faces a number of financial challenges that includes declining population, little growth, and a limited ability to generate additional revenues. However, the biggest challenge has been the reduction in the Ontario Municipal Partnership Fund (OMPF) grant allocations.

The OMPF is the Province's main grant program which provides municipalities with unconditional grant funding. In 2012 the grant program was redesigned and as a result Perth South has experienced significant reductions in grant funding. Since 2012 Perth South's OMPF grant has been reduced by \$1,178,600, an amount equal to \$738.47 per household. There has been no additional funding or revenue streams to offset the grant reduction. These grant reductions will continue in the future and will result in an additional \$1 million dollar reduction. While actual increase proposed by UTRCA is not large is not large, it is in the context of our budget as a 1% levy increase is approximately \$30,000.

Given the financial pressures we are faced with, we are left to determine what services we are going to cut in order to afford the additional services proposed by the UTRCA Board. Are the UTRCA increases so important that they warrant service reduction levels in other Perth South municipal services?

Some of the additional concerns discussed at the meeting were as follows:

- Significant increases beginning in 2017 and continuing in future years. Is the conservation authority trying to do too much in light of the financial pressures faced by municipalities? UTRCA staff may be too aggressive given the financial constraints of municipalities. How does UTRCA ensure that they are spending within their means? Perth South is constantly forced to look at service cuts as a result of reduced grant funding and lack of growth to support new services. Does UTRCA follow the same program and funding review process? In these times of financial constraint it is recommended that UTRCA do an in depth review of current programs to assess viability before adding further programs and staffing to future budgets.
- Recognition that the phosphorus problem in the Thames River is not just caused by agricultural activities. The use of fertilizers in towns and cities along with sewage by-passes are a significant contribution to the problem and efforts should be made to address this issue, and not just with the agricultural landowners.
- The Glengowan dam project has been an outstanding project for a number of years. Investments have been made in the purchase of lands for this project, and given that this project appears to be no longer viable Perth South Council would strongly recommend that the Board close off this file and dispose of any surplus lands.
- Information provided in the budget indicates that there has been an increase in the volume of applications related to environmental planning and regulation activities. As a result of these increases delays have been experienced, and some municipalities have lobbied the Board to address these delays. UTRCA staff has indicated that two additional staff members are required to address these delays. As a result, the budget currently includes the cost of two new staff members, one funded through government contract funding and the other funded through the general levy. Since not all member municipalities have experienced the same increases, those who have, should be the ones paying the additional cost of the new staff person. Is this an opportunity for UTRCA to review and potentially implement a more robust fee for service model for these additional service requirements?

In addition, there is concern that with one position through grant funding, future budgets will further increase when funding is eliminated. While it is commendable that grant funding is utilized for various initiations of various programs in initiatives, there is concern regarding the financial impact when the grant funding has ended. Just because there is a grant available doesn't mean it needs to be utilized.

- Municipal allocation – Our farmland values have increased significantly while our population continues to decrease.
- As a municipality we understand the difficulty in funding legislated responsibilities, but we do so within our spending limits. Please understand that the municipalities in the UTRCA watershed are quite different and the financial ability of larger municipalities may vary greatly from the smaller ones. Just because you have authority to do something doesn't mean that you should do it or that you have to do it.

We would like to thank Ian for his attendance at the Council meeting to present the 2017 budget and listen to the concerns raised by our council. We also wish to express our thanks and appreciation to our municipal representative, Tony Jackson, for his continued service and efforts on our behalf. We understand the difficulty of balancing needs over financial capability and appreciate the UTRCA's Board of Directors consideration and review of concerns reviewed above.

Regards,



Mayor Robert Wilhelm

Cc: UTRCA Municipal Members (City of London, Municipality of Middlesex Centre, Municipality of Thames Centre, Township of Lucan-Biddulph, Township of Perth East, Town of St. Marys, Municipality of South Huron, City of Stratford, Municipality of West Perth, Township of Blandford-Blenheim, Township of East Zorra-Tavistock, Town of Ingersoll, Township of Norwich, Township of South-West Oxford, City of Woodstock, Township of Zorra)

Tony Jackson, UTRCA Board Representative



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Courriel admin@operationlifesaver.ca

January 31, 2017

RECEIVED

FEB 07 2017

Blandford-Blenheim Twp

Office of the Clerk
Township of Blandford-Blenheim
47 Wilmot Street South PO Box 100
Drumbo, ON N0J 1G0

Dear Sir / Madam:

Canada's 15th annual **Rail Safety Week** will be held from April 24 to 30, 2017. As you know, the purpose of this national event is to raise awareness about rail safety, and to highlight the ongoing commitment of communities such as yours, along with rail companies and their employees, in making Canada's rail network even safer.

Last year, your council joined the safety efforts of many other Canadian municipalities by adopting a resolution in support of **Rail Safety Week**. Once again this year, **Operation Lifesaver** is proud to be supporting the rail safety activities and events that will be taking place across the country throughout this important week. These events will emphasize the need for railways, communities and members of the public to work together to prevent the avoidable accidents, injuries and damage caused by collisions at level crossings, and incidents involving trains and citizens.

Your council can continue to be a powerful ally for our public awareness campaign by adopting the enclosed draft resolution to support **Rail Safety Week** in your community. Should you require additional information about Operation Lifesaver and rail safety, please consult www.operationlifesaver.ca.

Thank you in advance for your continued support of **Rail Safety Week**. We would greatly appreciate it if you would send us a copy of your resolution, and keep us informed of how you will be promoting rail safety in your community this year.

Sincerely,

Stephen Covey
President
Operation Lifesaver

Sarah Mayes
National Director (Interim)
Operation Lifesaver

Encl.

(Draft Resolution)

RESOLUTION IN SUPPORT OF PUBLIC - RAIL SAFETY WEEK

Whereas *Public - Rail Safety Week* is to be held across Canada from April 24 to 30, 2017

Whereas it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens;

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the rail industry, governments, police services, the media and other agencies and the public to raise rail safety awareness;

Whereas Operation Lifesaver has requested City Council adopt this resolution in support of its ongoing effort to save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor _____

seconded by Councillor _____

It is hereby **RESOLVED** to support national *Public - Rail Safety Week*, to be held from April 24 to 30, 2017.



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Rick Richardson – Director of Protective Services
Reviewed By:	Rodger Mordue	Date:	February 22 nd ,2017
Subject:	January Monthly Report	Council Meeting Date:	March 1 st ,2017
Report #:	FC-17-02		

Recommendation:

That Report FC-17-02 is received as information

Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of January 2017

Analysis/Discussion:

Fire:

- (11) burning permits were recorded in January
- January 2017 monthly fire calls (attached)

Meetings, Courses and Training Attended:

- Jan 11 staff attended a Rural Chiefs meeting in Norwich along with representatives from the Outdoor Farm Show to discuss the idea of the Rural Fire Departments providing more than just public education activities for the 2017 Show. Another meeting between our groups is slated for March.
Rural Chiefs also meet with Steve Malone a representative from the Canadian Red Cross to discuss the idea of having one Red Cross training agreement between all five townships.
This would be more cost effective and manageable from a training and administration perspective. In the future all firefighters will have to register on-line and their certificate will be issued directly from the Red Cross.

- Jan 11 attended Bright Station for the "special " meeting of Council to discuss the idea of consolidating Bright Station with Plattsville Fire Station as recommended in the fire review report conducted by APEXPRO Consulting Inc.
- Jan 18 attended regular Council meeting.
- Jan 25 presented 2017 Protective Services draft budget to CAO and Director of Finance
- Jan 27 staff meet with Oxford County EMS Manager Ben Addley and Oxford County EMS staff Ryan Hall to discuss the spike in medical calls that our Fire Department have attended to in the past (3) three years. A number of ideas were discussed between our group in hopes of reducing the current medical call volume for the fire department. Everyone agreed that our Fire Department should continue to be paged out to Code 4, motor vehicle collisions and all farm and industrial accidents without delay. EMS presented an updated Tiered Response Criteria Card that will be used by our Fire Department in selecting what "type of calls" we should attend prior to endorsing a new Tiered Response Agreement between Oxford County and our Township. This new card was shared with the officers at our meeting on Feb 9th for their input.
- Jan 31 staff met with Rob Wilson and Rob Osmond from the County of Oxford Water Services to inspect each fire station in our Township. County Staff advised me that they intend to complete this inventory of all fire stations in Oxford County to ascertain the size of water piping entering each station ,which stations have or have not meters and which stations have back flow preventers installed. Once this information is compiled then County Staff will present a report to County Council.

By-Law Enforcement:

- January By-Law report (attached)

Emergency Plan Coordinator:**CEMC Activities:**

- Plans are under way with all CEMC, s in Oxford County to complete some sort of planned activities that will be held during National Emergency Preparedness week from May 7th – 13th, 2017.
- Each year our Township has to update our HIRA (Hazard Identification & Risk Assessment) it is our hope to have this document completed in the first quarter of 2017.

Respectfully submitted by:



Rick Richardson
Director of Protective Services

January 2017 Fire Calls

Bright

1	07-Jan	Twp Rd 2	Structure Fire (Assist)
2	09-Jan	Oxford Rd 8	Medical Call
3	16-Jan	Twp Rd 14	Medical Call

Drumbo

1	07-Jan	Twp Rd 2	Structure Fire (Assist)
2	14-Jan	Wolverton St	Smell of Gas
3	16-Jan	Twp Rd 5	Medical Call
4	18-Jan	Oxford St E	Medical Call
5	21-Jan	Hwy 401 Km 250	Medical Call-401
6	23-Jan	Twp Rd 5	Medical Call
7	25-Jan	Duke St	Medical Call
8	26-Jan	Hwy 401 Km 250	MVC
9	27-Jan	Oxford Rd 29	MVC
10	31-Jan	Hwy 401 Km 246	MVC

Plattsville

1	07-Jan	Twp Rd 2	Structure Fire (Assist)
2	08-Jan	Albert St W	Fire Alarm
3	09-Jan	Washington St W	Medical Call
4	14-Jan	Applewood St	Medical Call
5	22-Jan	Washington St	Medical Call

Princeton

1	07-Jan	Twp Rd 2	Structure Fire
2	13-Jan	Twp Rd 3	Medical Call
3	17-Jan	Twp Rd 3	Medical Call

EZT

1	02-Jan	Twp Rd 6	Structure Fire
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BY-LAW ISSUES JANUARY 2017

File Number	New Infractions	Date	Status
16-031	Zoning	02/11/2016	In Progress
2017			
17-001	Animals at Large-Dog	07/02/2107	In Progress

Fire Complaints

File Number	New Infractions	Date	Status

Special Event Permit Applications

File Number	Applications	Date	Status

TOTALS

In Progress By law: 2
 Fire: 0
 Special Event Permit Application: 0

 By law: 1
 Legal Action Fire: 0
 Special Event Permit Application: 0

Closed in By law:
 2016 Fire: 1
 Special Event Permit Application: 0



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	Date:	February 22, 2017
Subject:	Monthly Report	Council Meeting Date:	March 1, 2017
Report #:	DS-17-03		

Recommendation:

That Report DS-17-03 be received as information

Background:

Monthly activities of the Drainage Department February 24, 2017

Analysis/Discussion

1. Working on drain maintenance and various site meeting to review work required with ratepayers.
2. Working with lawyer on compliance letters.
3. 24 locate for ON 1 Call in February 2017 including 0 emergency and 1 priority locates.
4. Commenting on various planning application.
5. Kamview Poultry at Lot 1 Concession 1 working with Engineer and GRCA on design also held 2nd site meeting on Jan 31, 2017 report to be consider at March 15 2017
6. Plattsville Estates Phase 3A, 3B, and 4 petitions to incorporate drains working with Engineer
7. Attended DSAO / LICO conference in London
8. Completed Drainage Superintendent Grant Application for 2016
9. Hamilton Drain petition has been submitted to GRCA for comments

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:	February 23, 2017
Subject:	Monthly Report	Council Meeting Date:	March 1, 2017
Report #:	PW-17-04		

Recommendation:

That Report PW-17-04 be received as information,

Background:

Road Crew Activities

- See Road Supervisor Activity Report for February (CA)

Capital

- Hofstetter Road extension work continuing as weather permits
- CN has forwarded a draft agreement for the Gobles Bridge replacement which can be entered into once the RFP closes and cost are known on which way to proceed. A further report will be brought to Council regarding design and cost.
- OCIF Top-up funding for the replacement of Bridge 20 (Twp. Rd. 12 near Trussler) was not approved. (CA)
- Putting spec's together for Tandem Truck and One ton tenders
- Asphalt and FibreMat (surface treatment) tendered with County

County Shared Service/Road Association/Training

- OGRA Conference in Toronto Sunday February 26th to Wednesday March 1st, 2017
Myself and Councillor Banbury are attending
- Shared Services minutes for February 9th (CA)

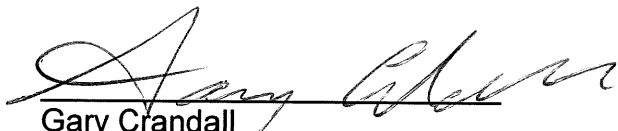
Other

- Tree removal has begun
- Mild wet weather is making some gravels roads to pothole. Staff have been attempting to grade problem areas as weather allows.
- Road staff will go to a 4 x 10 hour day for summer from Mid June to Sept 1st to provide more productive days during the construction season.

Attachments:

- Road Supervisor Activity Report for February
- Service Sharing minutes for February 9, 2016
- Ministry of Agriculture, Food and Rural Affairs (OCIF) Top-up Application 2016

Respectfully submitted by:



Gary Crandall
Director of Public Works

Monthly Activities for February

Daily Activities

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.
Monitor the water levels of Creeks and Rivers in the Twp.

Future projects

Hofstetter extension.
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

Feb. 10 – OPP called about a dead deer on Blandford Rd.
Feb. 15 – OPP called for a sander for a motor vehicle accident at River Rd. and Twp. 14.

General Information

We were able to get started on the Hofstetter extension. Trees have been removed, a drain has been moved so it will not be under the new road and the top soil has started to be stripped off. We will continue working on the extension as much as the weather will permit us. February has been a mixed bag of weather, we have seen some snow, freezing rain, rain, cold days and now some warm and sunny days. As nice as the warm weather has been it hasn't been good for our gravel roads. We have been and will continue to monitor and repair all roads to keep the motoring public safe.

Residents' Concerns

Oxford Rd. 29 at Blandford Rd. – mud tracked on the road. County dealt with contractor.
Plattsville – pot hole on Todd way.
Various Twp. roads – gravel road is rough.

Service Rationalization

MEETING MINUTES

DATE: Feb 9 th/2017

LOCATION: Zorra

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

REGRETS:

COMMITTEE CHAIRMAN: Alex Piggott

SECRETARY: Doug Wituik

ITEM	ACTION	ASSIGNED TO
1. Meeting called to order	10:07 AM	
2. Minutes of Last Meeting:	Reviewed minutes – Aden Moved and seconded -Vance	
3. Correspondence/ Speaker	None	
4. Old Business	County surface treatment tenders in prequalification Half load season 2017, No media blitz or follow up from OPP as of Feb 9/17	
5. New Business	Association Coats, options to be looked into	
6. Round Table	Summer hours discussion- County May-Sept 6am-4pm, Zorra 10-12 weeks bid to late June 6:30am – 4:00pm, EZT Mon – Thur 7am – 4:30 Friday 7-11 Bill looking for asphalt v gravel road KM in each Township Aden to look into the legality of the tenders we put out, Zorra sold truck on gov deals net \$36600 County is tendering for a CNG plow truck Vance looking for consistent student training County wide, Alex wondering who supplies materials to parking lot plowing contractors 50/50	
7. Health & Safety	Tom wondering about getting new staff trained as wheel installer, Als Tires have instructors	
8. Next Meeting	March 9, 2017 County	
9. Adjourned	11:50 a.m. Gary, Tom	

Ministry of Agriculture,
Food and Rural Affairs

Ministère de l'Agriculture, de
l'Alimentation et
des Affaires rurales

4th Floor
1 Stone Road West
Guelph, Ontario N1G 4Y2
Tel: 1-877-424-1300
Fax: 519 826-3398

4^e étage
1 Stone Road West
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Télé. : 519 826-3398



Rural Programs Branch

February 21, 2017

Our File: OCIF AC3-3168

Denise Krug, Director of Finance/Treasurer
Township of Blandford-Blenheim
PO Box 100, 47 Wilmot Street South
Drumbo, Ontario N0J 1G0
dkrug@blandfordblenheim.ca

Dear Denise Krug:

Re: Ontario Community Infrastructure Fund (OCIF) Top-Up Application Component – 2016 Intake

Thank you for your application under the 2016 OCIF Top-up Application Component.

Ontario is committed to helping small, rural and northern communities address critical infrastructure challenges. This commitment includes increasing the formula-based funding under OCIF to \$200 million per year by 2019 and increasing future top-up application funding to annual intakes of approximately \$100 million, starting this year.

Following a detailed review of the application and supporting materials you submitted, we are writing to inform you that the Bridge #20 Replacement project has not been selected for funding.

Applications were reviewed and assessed based on the criteria outlined in the program guidelines. The ministry received hundreds of applications, and unfortunately demand for the program exceeds the funding available at this time.

Staff are available to provide additional details on your project's assessment. Should you have any questions, please do not hesitate to contact your Project Analyst, Mary Wyga, via email Mary.Wyga@ontario.ca or by calling (519) 826-4943 or 1-877-424-1300.

The 2017 OCIF Top-up Application Component intake will launch this spring. We invite you to submit a new application at this time.

Thank you for your interest in the OCIF Top-up Application Component.

Sincerely,

Joel Locklin
Manager, Infrastructure Renewal Programs



Good Things
Grow in Ontario
À bonne terre,
bons produits





TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Gary Crandall Director of Public Works
Reviewed By:	Rodger Mordue	Date:	February 23, 2017
Subject:	2017 Gravel Tender Results	Council Meeting Date:	March 1, 2017
Report #:	PW-17-05		

Recommendation:

That Report PW-17-05 be received for information;

And further that Council accept the tender submitted by Oxford Sand & Gravel Ltd. of Woodstock, ON for the supply, crushing and placement of approximately 22,500 Tonnes of granular "M" at a unit price of \$8.74/tonne for a total of \$222,214.50 including HST.

Background:

Six Contractors were invited to tender for the supply, crushing and placement of approximately 22,500 Tonnes of granular "M" for our gravel resurfacing in the south end of the Township this spring.

Granular "M" has slightly smaller stone crushed to $\frac{5}{8}$ " which has more crushed particles than the $\frac{3}{4}$ " granular "A" used prior to 2013. We have seen an improvement of consolidation and less potholing with the Granular "M".

Analysis/Discussion:

Two bids were received for the supply, crushing and placement for our spring gravelling program. Oxford Sand & Gravel Ltd. was the low bid at \$8.74/tonne for a total of \$222,214.50 including HST. Thornton Sand & Gravel (1996) Ltd. bid \$8.75/tonne for a total of \$222,468.75 including HST.

The total is based on a minimum required 22,500 Tonnes. The net cost based on 22,500 tonne after HST rebate for the low bid is \$200,111.04.

Financial Considerations:

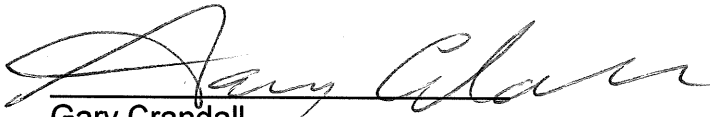
Budget amount is \$206,000

Total net cost of tender is \$200,111.04 based on the minimum amount of 22,500 tonnes.

Attachments:

Bidder	Unit Price	Total including H.S.T.
Thornton Sand & Gravel(1996) Ltd. Woodstock	\$8.75/tonne	\$222,468.75
Oxford Sand & Gravel Ltd. Woodstock	\$8.74/tonne	\$222,214.50

Respectfully submitted by:



Gary Crandall
Director of Public Works



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From: Ken Wood, Manager of Community Services
Reviewed By:	Rodger Mordue, CAO/Clerk	Date: February 21, 2017
Subject:	Monthly Report – Jan, Feb	Council Meeting Date: March 1, 2017
Report #:	CS-17-01	

Recommendation:

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

Background:

The following will provide Council with an update regarding the activities of the Community Services Department, for the months of January and February.

Analysis/Discussion:

Parks

Princeton Park Expansion – Benches have been installed during the winter months. Due to ice buildup on parts of the trail, staff closed the trail. Staff will be submitting a tree planting plan to our supplier for early spring planting of memorial trees. Staff will be shortly starting the communication with the community regarding our May 6th tree planting partnership with the Grand River Conservation Authority.

Drumbo Ball Lights – The contractor has all supplies and staff have received verbal acceptance of the extension of the Canada 150 to ensure this project goes forward as quickly as possible.

Cemeteries

Staff have met with the Cemetery Committee and have begun a work plan for the upcoming year pending budget approval.

Arena

Our experience with our healthy food in the arena canteen program, has caught the attention of other communities in the province. Our program was mentioned as part of an overall strategy regarding food service in recreation facilities in the City of London. <http://www.lfpress.com/2017/01/24/london-council-committee-decides-public-should-weigh-in-on-whether-city-should-remove-pop-and-candy-vending-machines-from-rec-facilities>

The Manager has been invited to speak on March 7th at the **Fueling Recreation in Your Community** workshop <http://healthykidslq.ca/workshop.html> as sponsored by The Healthy Kids Community Challenge. This challenge is part of Ontario Healthy Kids Strategy and is being hosted by Leeds and Grenville Health Unit.

Leeds and Grenville is one of 45 communities across Ontario taking part in The Healthy Kids Community Challenge (HKCC). The Healthy Kids Community Challenge unites communities with a common goal of promoting children's health through physical activity and healthy eating.

Programs

On February 10th, the Manager attended a meeting of County of Oxford municipalities and the LONDON DISTRICT CATHOLIC SCHOOL BOARD and the THAMES VALLEY DISTRICT SCHOOL BOARD.

Information was shared by the school boards regarding the TVDSB Strategic Plan and Priorities 2016 – 2017 and the LDCSB Strategic Priorities. This was followed by an open and frank discussion on the Joint Use of Public Spaces. Staff were not hesitant in supporting the use of schools for after hour programs and voiced their appreciation of the possible discussion regarding reciprocal agreements and shared service with the TVDSB that will have a positive impact to our community. Staff will be beginning this process shortly.

Respectfully submitted by:

Ken Wood
Manager of Community Services



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug Director of Finance
Reviewed By:	Rodger Mordue	Date:	February 8, 2017
Subject:	Ontario Regulation 284-09	Council Meeting Date:	March 1, 2017
Report #:	TR-17-03		

Recommendation:

That Report TR-17-03 be received as information;

And further that report TR-17-03, with respect to Ontario Regulation 284/09 for the budget year 2017, be adopted.

Background:

The Province of Ontario passed Ontario Regulation 284/09 (O. Reg 284/09) that requires municipalities to report on whether they are budgeting for amortization expense, post-employment benefit expense and solid waste landfill closure and post-closure expenses. If municipalities do not budget for these expenses, Council must acknowledge the impact and potential consequences.

Analysis/Discussion:

The Township of Blandford-Blenheim in developing its budget for the year 2017 has included the following:

1. Transfers to reserves for tangible capital asset renewal amounts that are greater than the historical amortization of its current assets.
2. The budget contained the current year's post-employment benefit expense for the Township's retired employees that are eligible for this benefit.
3. The Township of Blandford-Blenheim does not have a landfill site and therefore is not subject to solid waste landfill closure and post-closure expenses.

The result of the above inclusions in the budget decreases the operating surplus as the amounts transferred to reserve for capital purposes exceed the current amortization and post-employment benefit expense required under O.Reg. 284/09.

Financial Considerations:

The exclusion of amortization from the 2017 budget and including a higher transfer to reserves and capital funds to replace the Township of Blandford-Blenheim's tangible capital assets will result in Township assets being replaced in a timely manner without large fluctuations on the Township's tax rate

Attachments:

None

Respectfully submitted by:

Denise Krug
Director of Finance/Treasurer



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Rodger Mordue, CAO/Clerk
Reviewed By:	N/A	Date:	February 13, 2017
Subject:	Vote Counting Tabulators	Council Meeting Date:	March 1, 2017
Report #:	CAO-17-08		

Recommendation:

That Report CAO-17-08 be received as information; and,

That Council authorize the use of vote tabulation equipment for the 2018 municipal election.

Background:

Section 11(1) of *The Municipal Elections Act, 1996*, states “The clerk of a local municipality is responsible for conducting elections within that municipality” and section 11(2) states “Responsibility for conducting an elections includes responsibility for,

- (a) Preparing for the election;
- (b) Preparing for and conducting a recount in the election; and
- (c) Maintaining peace and order in connection with the election”

Section 42 (1) of the Municipal Elections Act, 1996 (MEA) provides the authority for the Township to use “alternative voting methods” for municipal elections. Under Section 42 (2) a by-law authorizing the use of alternative voting methods, etc. must be passed by Council on or before May 1, 2017.

Municipal Clerks must ensure that elections adhere to the following principles:

- The secrecy and confidentiality of the voting process is paramount;
- The election shall be fair and non-biased;
- The election shall be accessible to the voters;
- The integrity of the process shall be maintained throughout the election;
- There is to be certainty that results of the election reflect the votes cast;
- Voters and candidates shall be treated fairly and consistently; and

-
- The proper majority vote decides the election, which is achieved by ensuring, so far as is possible, that valid votes are counted and invalid votes rejected.

The election process must be simple and accessible to all electors to ensure that the maximum number of electors is able to exercise their democratic right to cast their vote. Electors are entitled to an efficient election process which is accessible with minimal delays and restrictions.

Analysis/Discussion:

There are several voting methods, or combinations thereof, available with respect to conducting municipal elections and there are advantages and disadvantages for each. The most common method remains a traditional voting place model. This is used by the majority of Ontario municipalities, it's used for Federal and Provincial elections, it's the method that has always been used in the township and it's the one which is being suggested for the upcoming election in 2018.

In 2014 the Township utilized traditional paper ballots but when it came to counting electronic voting tabulators were used. These proved very efficient and successful and they are the method that should be used again in 2018. Most municipalities in Oxford County are planning on using vote tabulation equipment for the 2018 municipal election.

In order to use this system the municipality is required to pass a by-law authorizing its use under Section 42 of the Municipal Elections Act. This by-law needs to be passed by May 1st in the year preceding the election. A by-law has been drafted for consideration by Council.

Financial Considerations:

- None at this time. Any costs associated with the lease of electronic vote tabulation equipment will be reflected in the 2018 budget.

Attachments:

- N/A

Respectfully submitted by:

Rodger Mordue
CAO/Clerk



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council **From:** Rodger Mordue, CAO/Clerk
Reviewed By: N/A **Date:** February 23, 2017
Subject: 2017 Town Hall Meeting Schedule **Council Meeting Date:** March 1, 2017
Report #: CAO-17-09

Recommendation:

That report CAO-17-09 be received; and,

That the following dates be set for Town Hall meetings in 2017:

April _____, 2017 at 7:00 pm at the Lions Hall, Plattsville.

Background:

Since 2015 Council has hosted two Town Hall style meetings per year in various locations in the Township. The meetings are attended by many Township residents as well as by Council and several members of Township staff.

Analysis/Discussion:

In 2016 Town Hall style meetings were held in Princeton and in Bright. If Council wishes to continue with these meetings they should be hosted in Plattsville and in Drumbo.

It's suggested that a meeting be scheduled for Plattsville for the month of April and in Drumbo during the month of October. The Lions Hall in Plattsville is available on Tuesday April 4th and Tuesday April 25th.

Financial Considerations:

N/A

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:	February 3, 2017
Subject:	Monthly Report to Council	Council Meeting Date:	February 15, 2017
Report #:	CBO-17-02		

Recommendation:

That Report CBO – 17- 02 be received as information.

Background:

To provide Council with an update, regarding the monthly Building activities for the period ending January 31, 2017.

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

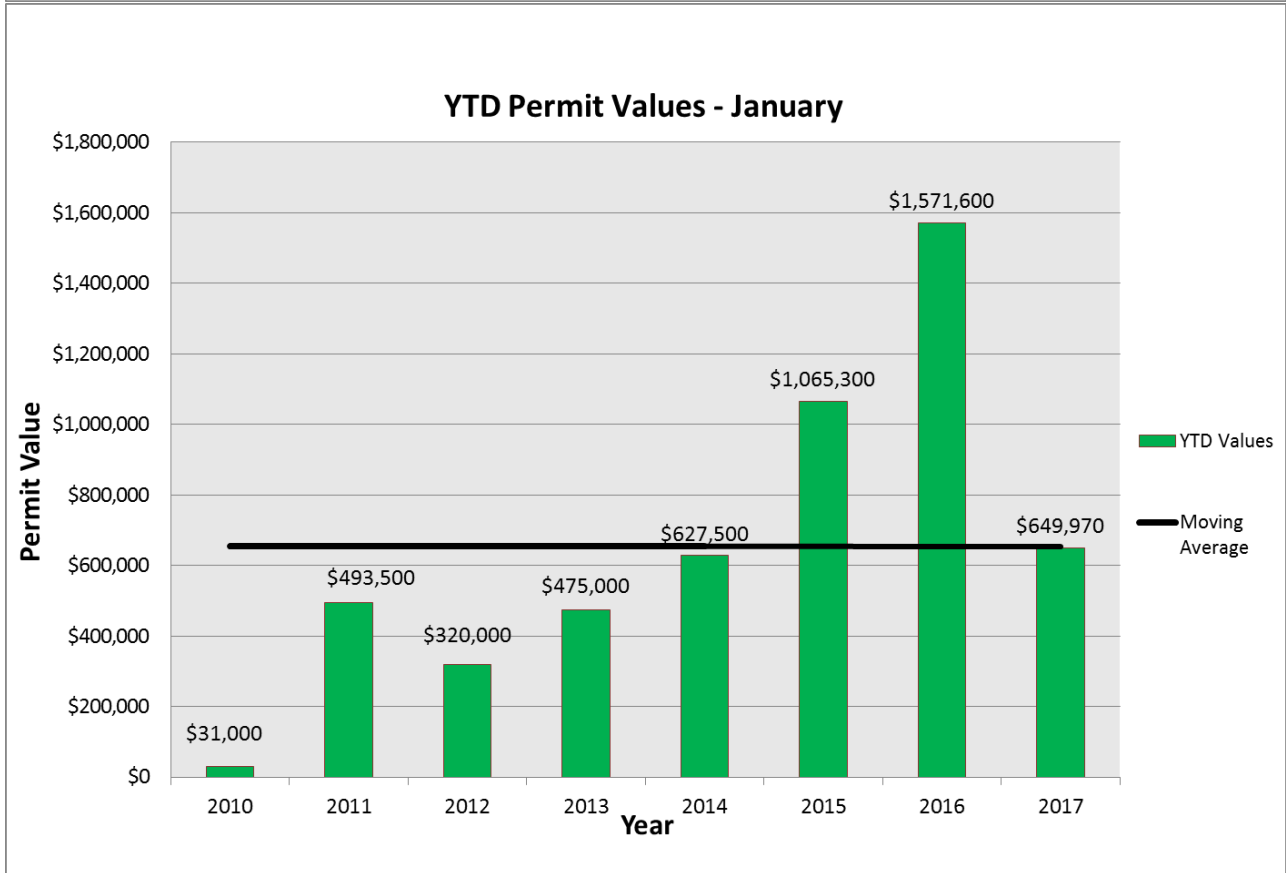
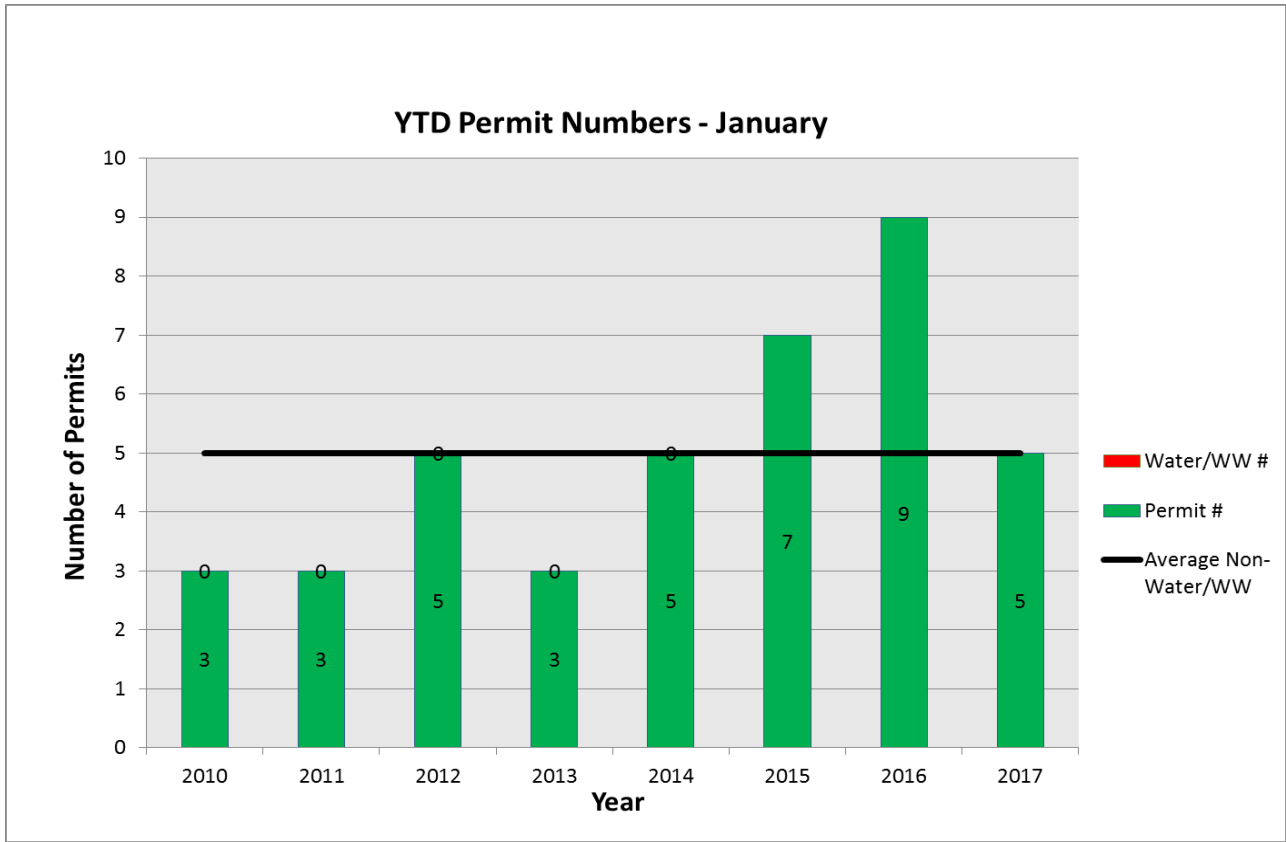
Legislative Updates:

1. None

Monthly Permit Activity

	No. Of Permits	Construction Value	Permit Fees (\$xxx,xxx Budget)
January 2017	5	\$649,970.00	\$10,109.00
Year to Date - Jan 31	5	\$649,970.00	\$10,109.00

Building Description	Permit Value	Permit Fee
Res Accessory Building	\$ 10,000.00	\$349.00
Structure Demo	\$ -	\$50.00
Solar Modules - Farm Building	\$ 39,970.00	\$350.00
New SFD	\$ 300,000.00	\$5,325.00
New SFD	\$ 300,000.00	\$4,035.00
Total	\$649,970.00	\$10,109.00



CBO-17-01

Monthly Report to Council – February 15, 2017

Respectfully submitted by:

A handwritten signature in black ink, appearing to read 'J. Scherer', written over a horizontal line.

John Scherer
Manager Building Services/CBO

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2006-2017

Being a by-law to authorize the use of optical scanning vote tabulators at municipal elections.

WHEREAS Section 42 of the Municipal Elections Act, 1996 provides that the council of a municipality may pass a by-law to authorize the use of vote-counting equipment at municipal elections; and,

WHEREAS the Council of The Corporation of the Township of Blandford-Blenheim considers it desirable to pass such a by-law;

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

The Council of The Corporation of The Township of Blandford-Blenheim hereby authorizes the use of optical scanning vote tabulators for the purpose of counting votes at municipal elections.

This by-law shall come into full force and take effect as of the date of its passing.

READ a first and second time this 1st day of March, 2017.

READ a third time and finally passed in Open Council this 1st day of March, 2017.

Marion Wearn, Mayor

Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW #2007 – 2017

BEING A BY-LAW TO ENTER INTO AN AGREEMENT WITH THE TOWNSHIP OF
EAST ZORRA-TAVISTOCK FOR BUILDING DEPARTMENT SERVICES

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, S. 8 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS it is necessary to enter into an agreement with the Township of East Zorra-Tavistock for Building Department Services;

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

1. That Schedule "A" attached hereto and forming part of this by-law, being an agreement between the Township of Blandford-Blenheim and the Township of East Zorra-Tavistock, for Building Department Services, is hereby approved.
2. That the Mayor and Clerk are hereby authorized to sign, on behalf of the Corporation of the Township of Blandford-Blenheim, the agreement, attached hereto as Schedule "A".

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 1st DAY OF MARCH, 2017.

Mayor

Clerk

AGREEMENT FOR THE PROVISION OF SERVICES

This Agreement is made effective on the day of , 2017.

BETWEEN:

The Corporation of the Township of East Zorra-Tavistock
(hereinafter referred to as "**East Zorra-Tavistock**")

OF THE FIRST PART

-- AND --

The Corporation of the Township of Blandford-Blenheim
(hereinafter referred to as "**Blandford-Blenheim**")

OF THE SECOND PART

WHEREAS East Zorra-Tavistock and Blandford-Blenheim are desirous of entering into a relationship whereby Blandford-Blenheim will retain services of certain East Zorra-Tavistock employees;

AND WHEREAS East Zorra-Tavistock and Blandford-Blenheim are desirous of entering into a relationship whereby East Zorra-Tavistock will retain services of certain Blandford-Blenheim employees;

AND WHEREAS East Zorra-Tavistock and Blandford-Blenheim both wish to clarify certain obligations and rights in respect of relationship between the municipalities;

IN CONSIDERATION of the above, and in further consideration of the mutual promises and covenants set forth, the Agreement witnesses that the parties agree as follows:

NOW THEREFORE WITNESSETH that in consideration of the mutual covenants and agreements herein and subject to the terms and conditions set out in this agreement, the parties agree as follows:

1. General

- 1.1 Blandford-Blenheim hereby agrees to retain the services of the East Zorra-Tavistock Chief Building Official, subject to the terms in this agreement, who shall perform such duties and exercise such responsibilities as are assigned to the Chief Building Official. In carrying out these duties and responsibilities, the East Zorra-Tavistock Chief Building Official shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced by Blandford-Blenheim from time to time and that are applicable to the services being provided by East Zorra-Tavistock in this agreement and carry out said duties and responsibilities in a diligent, faithful and honest manner.
- 1.2 Blandford-Blenheim agrees to appoint, by by-law, those individuals from East Zorra-Tavistock that will be performing all aspects pertaining to the enforcement of the Building Code Act.
- 1.3 East Zorra-Tavistock hereby agrees to retain the services of the Blandford-Blenheim Deputy Chief Building Official, subject to the terms in this agreement, who shall perform such duties and exercise such responsibilities as are assigned to the Deputy Chief Building Official. In carrying out these duties and responsibilities, the Blandford-Blenheim

Deputy Chief Building Official shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced by East Zorra-Tavistock from time to time and that are applicable to the services being provided by Blandford-Blenheim in this agreement and carry out said duties and responsibilities in a diligent, faithful and honest manner.

- 1.4 East Zorra-Tavistock agrees to appoint, by by-law, those individuals from Blandford-Blenheim that will be performing all aspects pertaining to the enforcement of the Building Code Act.
- 1.5 The Chief Building Official is an employee of the Township of East Zorra Tavistock. The Deputy Chief Building Official is an employee of the Township of Blandford-Blenheim.

2. Duration of Agreement

- 2.1 This Agreement may be terminated by either East Zorra-Tavistock or Blandford-Blenheim at any time, upon a minimum of 45 days' written notice, with or without cause, and without compensation therefore.

3. Monetary

- 3.1 As remuneration for all services provided herein, Blandford-Blenheim shall pay to East Zorra-Tavistock a fee as follows;

Half the difference in hourly rate (wage only, not including benefits) between the Chief Building Official and the Deputy Chief Building Official.

$$\{(CBO-DCBO)/2=\text{Transfer Amount}\}$$

- 3.2 The above amount shall be transferred by March 15th of each year. A yearly reconciliation shall occur effective December 31st.
- 3.3 It is understood that Building Department staff from East Zorra-Tavistock and Blandford-Blenheim will routinely cross borders to complete inspections as required and directed by the Chief Building Official or Deputy Chief Building Official. No monetary transfer will be required in this situation.

4. Duties

- 4.1 Primarily, the Chief Building Official and the Deputy Chief Building Official will act for both municipalities. The Chief Building Official will also oversee the enforcement of the Property Standards Bylaw and Zoning Bylaw on behalf of Blandford-Blenheim.
- 4.2 The Chief Building Official will also oversee items such as, but not limited to the following;
 - Zoning Interpretations
 - Departmental Budgets
 - Staffing issues
 - Commenting on Planning Applications
 - All reporting to inside & outside agencies as required by the Building Code Act
 - Building Complaints
 - Grading Complaints
- 4.3 The Deputy Chief Building Official will perform the duties of the Chief Building Official for both municipalities in his/her absence.

5. Severability

5.1 The parties agree that in the event that any provision, clause, Article or attachment herein, or part thereof, which form part of the agreement, are deemed void, invalid or unenforceable by a court of competent jurisdiction, the remaining provisions, clauses, Articles, attachments or parts thereof, shall be and remain in full force and effect.

6. Governing Law

6.1 Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

7. Modification of Agreement

7.1 Modification of the agreement must be in writing and signed by the parties hereto or it shall have no effect and shall be void.

8. Insurance, Liability and Code of Conduct

8.1 The parties agree to inform each Insurance Provider and inform them of this agreement. Each municipality agrees to cover the costs, if any, of any errors or omissions as a result of the enforcement of the Ontario Building Code Act and to ensure full coverage is provided for the Building Official acting in their non-native municipality.

8.2 Employees agree to adhere to the Code of Conduct authorized by the municipality they are working in. This will result in the employees being required to adhere to both municipalities Code of Conduct.

IN WITNESS THEREOF the parties hereto have executed this agreement as of the date first written above.

SIGNED, DEALED AND DELIVERED IN THE PRESENCE OF:

The Corporation of the Township of East Zorra-Tavistock

Per: _____
Mayor,

Per: _____
Clerk,

(We have the authority to bind the corporation)

The Corporation of the Township of Blandford-Blenheim

Per: _____
Mayor,

Per: _____
Clerk,

(We have the authority to bind the corporation)

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2008-2017

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 March 1, 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 1st day of March, 2017.

By-law read a third time and finally passed this 1st day of March, 2017.

MAYOR
MARION WEARN

CAO / CLERK
RODGER MORDUE