# TOWNSHIP OF BLANDFORD-BLENHEIM
# COUNCIL MEETING AGENDA

Wednesday August 2, 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. **Consideration of Minutes**

   a. July 5, 2017 Regular meeting of Council

6. **Business Arising from the Minutes**

7. **Delegations/Presentations**

8. **Correspondence**

   a. **General**

      None

   b. **Specific**

      i County of Oxford – Warden selection and term update

9. **Public Meeting**

   a. **Public Meeting Under the Planning Act**

      i CP 2017-215 – Application for Zone Change ZN 1-17-07 – Wells Farms Limited & Don Wells

      Recommendation:

      That Council approve in principle the zone change application submitted by Wells Farms Limited & Don Wells whereby the lands described as part Lot 1, Concession 2 (Blenheim), Township of Blandford-Blenheim are to be rezoned from General Agricultural Zone (A2) to Special Rural Residential Zone (RR-

Sp) to fulfill a condition of Consent Application B17-28-1 and recognize the proposed rural residential use of the lands.

10. **Staff Reports**

**a. Rebecca Smith, Development Planner**

i. SP 1-12-03-1 – Maple Lake Park Limited

Recommendation:

That the application for Site Plan Amendment submitted by Maple lake Park Limited for lands described as Part Lot 3, Concession 7 (Blandford) in the Township of Blandford-Blenheim and municipally known as 806201 County Road 29 for the purpose of recognizing the conversion of the former seasonal lots to year-round occupancy be approved at such time as the following condition is fulfilled:

1 That Schedule “B” of the existing Site Plan Agreement be replaced with the revised site plan drawings as shown on Plates 3 to 6 of report No. CASPO 2017-216 to the satisfaction of the Township of Blandford-Blenheim.

**b. Jim Borton, Director of Public Works**

i. PW-17-21, Hofstetter Ext. Urban Section Tender Results

Recommendation:

That Report PW-17-21 be received for information;

And further that Council accepts the tender submitted by Steed and Evans Limited of St. Jacobs, ON for the completion of the 235 meters of urban section for the Hofstetter Ext. with the total amount of $319,000 + HST.

ii. PW-17-22, Monthly Report

Recommendation:

That Report PW-18-22 be received as information; and

That the Clerk be authorized to sign an agreement with Canadian National Railway Company for the reconstruction of the bridge on Gobles Road.

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

i. FC-17-12, Monthly Report

Recommendation:

That Report FC-17-12 be received as information.

**d. Jim Harmer, Drainage Superintendent**

i. DS-17-17, Monthly Report

Recommendation:

That Report DS-17-17 be received as information.

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

i. CS-17-06, Monthly Report

Recommendation:

That Report CS-17-06 be received as information.

**f. John Scherer, CBO/Manager of Building Services**

i. CBO-17-08, Monthly Report

Recommendation:

That Report CBO-17-16 be received as information.

11. **Reports from Council Members**

12. **Unfinished Business**

13. **Motions and Notices of Motion**

14. **New Business**

15. **Closed Session**

16. **By-laws**

a. 2028-2017

Being a By-law to amend the assessment schedules based on actual costs incurred for constructing the Kamview Drain

b. 2029-2017

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

17. **Other**

Princeton Cemetery decoration day service August 20th. Township representative requested to lay a wreath.

18. **Adjournment and Next Meeting**

Wednesday, September 6, 2017 at 4:00 p.m. in Council Chambers.

Township of Blandford-Blenheim
Regular Council Meeting
Wednesday, July 5, 2017, 4:00 p.m.

# MINUTES

Council met at 4:00 p.m.

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

Staff: Borton, Harmer, Krug, Mordue, Richardson and Wood

Others: Rebecca Smith, Planner, Oxford County

Mayor Wearn in 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 July 5, 2017 Regular Meeting of Council be approved.

.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 June 21, 2017 Regular Meeting of Council be adopted as printed and circulated.

.Carried

6. **Business Arising from the Minutes**

None

7. **Delegations/Presentations**

a. Gabe Metron, Public Sector Digest

RESOLUTION #7

Moved By – Councillor Peterson
Seconded by – Councillor Balzer

That phase 2 of the Township's Asset Management Plan as presented by Public Sector Digest be received.

.Carried

8. **Correspondence**

a. **General**

None

b. **Specific**

None

9. **Committee of Adjustment**

RESOLUTION #3

Moved By – Councillor Balzer
Seconded by – Councillor Peterson

That Council move into the Committee of adjustment at 4:02 p.m.

.Carried

RESOLUTION #6

Moved By – Councillor Balzer
Seconded by – Councillor Peterson

That Council move out of the Committee of Adjustment at 4:40 p.m.

.Carried

10. **Staff Reports**

a. **Jim Harmer, Drainage Superintendent**

i. DS-17-16, Monthly report

RESOLUTION #8

Moved By – Councillor Banbury
Seconded by – Councillor Cowan

That Report DS-17-16 is received as information.

.Carried

**b. Jim Borton, Director of Public Works**

i. PW-17-20, Monthly Report

RESOLUTION #9

Moved By – Councillor Banbury
Seconded By – Councillor Cowan

That Report PW-17-20 be received as information.

.Carried

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

i. CS-17-05, Plattsville skate park project

RESOLUTION #10

Moved By – Councillor Banbury
Seconded By – Councillor Cowan

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

That Council approve the DIY skatepark design and repairs to the pavilion and shed in the Plattsville Park to a maximum of $84,000 exclusive of HST as presented in the Canada 150 application

.Carried

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

i. CAO-17-16, Canada 150 celebration - Princeton

RESOLUTION #11

Moved By – Councillor Banbury
Seconded By – Councillor Cowan

That Report CAO-17-16 be received as information; and,

That Council recognize Princeton's Canada 150 celebration organizing committee as a Committee of Council with its term expiring August 31, 2017.

.Carried

RESOLUTION #12

Moved By – Councillor Cowan
Seconded By – Councillor Banbury

Whereas Regulation 389/91 of the Liquor License Act was amended in 2011; and,

Whereas Regulations require that an applicant for a Special Occasion Permit for a Public event request the municipality to designate the even as an event of municipal significance;

2017 Drumbo Lions Harvest Carnival be declared an event of municipal significance.

.Carried

11. **Reports from Council Members**

Councillor Banbury spoke of a recent meeting he attended regarding a possible boundary adjustment between the Township of Norwich and the City of Woodstock.

Councillor Banbury reported on a cheque presentation attended by Councillor Banbury, CAO Mordue and himself in Plattsville where a $5,000 donation from Cowan Insurance/Cowan Foundation was received for the Plattsville skatepark.

Councillor Banbury reported that the Princeton Cemetery Decoration Day is being organized by Edna Williamson and will be held on August 20, 2017.

12. **Unfinished Business**

None

13. **Motions and Notices of Motion**

None

14. **New Business**

None

15. **Closed Session**

None

16. **By-laws**

RESOLUTION # 13

Moved By – Councillor Cowan
Seconded By – Councillor Banbury

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

- By-law 2027-2017 Being a By-law to confirm the proceedings of Council

.Carried

RESOLUTION # 14

Moved By – Councillor Cowan
Seconded By – Councillor Banbury

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

- By-law 2027-2017 Being a By-law to confirm the proceedings of Council

.Carried

17. **Other**

None

18. **Adjournment and Next Meeting**

RESOLUTION #15

Moved By – Councillor Cowan
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 6:15 p.m.;
Be it hereby resolved that Council does now adjourn to meet again on Wednesday, August 2, 2017 at 4:00 p.m. in Council Chambers.

.Carried

| | |
|---|---|
| _____ | _____ |
| Marion Wearn, Mayor | Rodger Mordue, CAO/Clerk |
| Township of Blandford-Blenheim | Township of Blandford-Blenheim |

***OFFICE OF THE C.A.O./ CLERK***
*P. O. Box 1614, 21 Reeve Street*
*Woodstock, Ontario N4S 7Y3*
*Phone: 519-539-9800 • Fax: 519-421-4712*
*Web site: www.oxfordcounty.ca*

# MEMO

**DATE:** July 14, 2017

**TO:** **Area Municipal Clerks and CAOs**

**CC:** Peter Crockett, CAO

**FROM:** Brenda Tabor
Clerk

**RE:** **Report No. CAO 2017-07**
**Head of Council (Warden) Selection and Term Update**

Further to past correspondence seeking comment from your municipality on the options for the Head of Council (Warden) selection and term, Oxford County Council, at its meeting held on June 28, 2017, adopted the recommendation contained in CAO Report No. 2017-07 (attached) receiving the Report as information, thereby maintaining the current system.

At the same meeting, three additional pieces of correspondence (Woodstock, Zorra, Norwich) to those already received and noted in the above Report, were received for Council's consideration.

I would like to take this opportunity to thank each of your Councils for their interest in this discussion and input provided.

Report No: CAO 2017-07
CAO/CLERK
Council Date: June 28, 2017

**To:** **Warden and Members of County Council**

**From:** **Chief Administrative Officer**

# Head of Council (Warden) Selection and Term Update

## RECOMMENDATION

1. **That Council receive Report CAO 2017-07 entitled "Head of Council (Warden) Selection and Term Update" for information.**

## REPORT HIGHLIGHTS

- This report is intended to inform Council of its options for the selection of Head of Council (Warden) and the Term of the Warden beginning with the start of the 2019-2022 term of Council.

### Implementation Points

Should Council adopt any resolutions seeking to change either the selection of the Head of Council or alter the term of the Head of Council, the necessary steps will be taken to request the Minister of Municipal Affairs for the regulation authorizing the County of Oxford to initiate the necessary change process.

### Financial Impact

This report has no financial implications beyond that approved within the 2017 Business Plan and Budget. The Treasurer has reviewed this report and agrees with the financial impact information.

### Risks/Implications

There are no risks to receiving this report. Should Council wish to pursue any change as outlined in this report, Council should note that approval of any change is solely at the discretion of the Minister of Municipal Affairs and that the options available to the Minister include:

1. deny the request;
2. authorize the requested change through regulation; or
3. impose an alternative change through regulation.

### Strategic Plan (2015-2018)

County Council adopted the County of Oxford Strategic Plan (2015-2018) at its regular meeting held May 27, 2015. The initiative contained within this report supports the Values and Strategic Directions as set out in the Strategic Plan as it pertains to the following Strategic Directions:

4. i. ***A County that Informs and Engages*** - Harness the power of the community through conversation and dialogue by:
    - *Providing multiple opportunities for public participation and a meaningful voice in civic affairs*
    - *Fostering greater involvement in County and community events and/or program/project implementation*
    - *Understanding and addressing public aspirations for a more livable community*

## DISCUSSION

### Background

At its meeting on March 8, 2017 Council received Report CAO 2017-04 (Attachment 1) and directed staff to seek input from the Area Municipalities and a group of Past Wardens (Attachment 2). The correspondence received was received by Council at its May 24, 2017 meeting and Council adopted the following motion:

> *"That the correspondence from the Townships of Blandford-Blenheim and East Zorra-Tavistock, the Towns of Ingersoll and Tillsonburg, and from former Wardens Harrison, Holbrough and McKay, providing comments on the options for the Head of Council (Warden) selection and term be received for Council's consideration;*
>
> *And further, that a supplemental summary Report be prepared for the Council meeting of June 28, 2017 reiterating options (as introduced in Report CAO 2017-04) taking into consideration such additional information as timing, process and costs."*

### Comments

#### Bill 68 Impact

Since receipt of Report CAO 2017-04, Bill 68 has received Royal Assent and will take effect January 1, 2018. Bill 68 has no implications to the process Regional Councils must follow to alter Head of Council, changes to Council composition and/or changes to the Warden term for the 2018 municipal election. However, for the 2022 municipal election, Bill 68 removes the requirement for a Minister's regulation to authorize Council to undertake a change process that begins after January 1, 2018.

## Warden Selection and Term Options and Comments

Report CAO 2017-04 (Attachment 1) presented the options available to Council. Comments from Past Wardens and Area Municipal Councils that responded are provided therein (Attachment 2). Any correspondence received from the remaining Area Municipalities will be incorporated into correspondence on the June 28, 2017 agenda for Council's consideration in the matter.

## Change process and timing

The Ministry of Municipal Affairs has confirmed the sequence of events that must occur to allow the Head of Council to be elected at large, thereby also altering the composition of Council.

The process requires what is referred to as a "triple majority" in that it must be the will of County Council, supported by the majority of Area Municipal Councils, and which represent over 50% of the County of Oxford electorate. The County of Oxford electorate for such consideration impacting the 2018 municipal election is represented by the Area Municipal 2014 Municipal Election voters list. The "triple majority" requirement is not required to alter the Warden term.

A Minister regulation to authorize Council initiating any change is required. The process and timeframe to receive the Minister regulation is managed by the Ministry of Municipal Affairs. All Minister Regulations require a **45 day registry public posting.**

Once the change process authorized by regulation and initiated County of Oxford public meetings require a **21 day notice.**

Table 1 outlines the latest milestone dates that will ensure the process to be completed by year end 2017 taking into account the triple majority requirement for a change to the Warden selection and Council composition. Ministry of Municipal Affairs staff have indicated that similar municipal change processes typically require 5 to 8 months to complete.

The change process cannot be initiated without the Minister regulation and the process must be completed by County Council enacting the appropriate by-law by December 31, 2017 to be included in the 2018 Municipal Election. Table 1 outlines the process steps and timelines for the appropriate by-law to be enacted at Council's last regular 2017 meeting, planned for December 13, 2017.

Resolutions that will advance each of the options available to Council are provided in Attachment 3 for information.

**Table 1**

| Action | Latest Date | |
|---|---|---|
| County Council resolution | June 28, 2017 | |
| Request for regulation to Minister | June 29, 2017 | |
| Regulation public notice commencing (45 days) | August 1, 2017 | Subject to Ministry of Municipal Affairs timing<br><br>Not required for change of Warden Term |
| Regulation public notice closes | September 13, 2017 | |
| Minister decision (approve/deny request) for Agenda release | September 20, 2017 | |
| Council receives Minister's Regulation and formally initiates change process | September 27, 2017 | |
| Area Municipal Council discussion | October meetings | Only required for change to Head of Council selection/ Council composition |
| Supporting resolutions from Area Municipalities for agenda release | November 1, 2017 | |
| County Council receives supporting resolutions from Area Municipalities (triple majority) | November 8, 2017 | |
| Public Meeting Notice Published (21 days) | November 21, 2017 | |
| Public Meeting at County Council | December 13, 2017 | |
| County Council, considers public input, By-law receives 1St,2nd and 3rd reading | December 13, 2017 | |
| If Council enacts the by-law, change in place | December 13, 2017 | |

## Costs Related to any Change

Estimated direct County of Oxford costs would include:

- Public Meeting advertising costs ~$5,000
- Legal Counsel ~$5,000
- Public Awareness/Education Campaign (if change implemented) ~$10,000

### Conclusions

This report is presented as information at the request of Council.

## SIGNATURE

### Approved for submission:

Original signed by

Peter M. Crockett, P.Eng.
Chief Administrative Officer

## ATTACHMENTS

1. CAO 2017-04
2. Correspondence received at the May 24, 2017 Council meeting
3. Resolution options

**To:** **Warden and Members of County Council**

**From:** **Chief Administrative Officer**

# Options for the Head of Council (Warden) Selection and Term

## RECOMMENDATION

1. **That Council receive Report CAO 2017-04 entitled "Options for the Head of Council (Warden) Selection and Term" for information.**

## REPORT HIGHLIGHTS

- This report is intended to inform Council of its options for the selection of Head of Council (Warden) and the Term of the Warden beginning with the start of the 2019-2022 term of Council.

### Implementation Points

Should Council adopt any resolutions seeking to change either the selection of the Head of Council or alter the term of the Head of Council, the necessary steps will be taken to request the Minister of Municipal Affairs for the regulation change necessary to proceed with the changes sought by Council.

### Financial Impact

This report has no financial implications beyond that approved within the 2017 Business Plan and Budget. The Treasurer has reviewed this report and agrees with the financial impact information.

### Risks/Implications

There are no risks to receiving this report. Should Council wish to pursue any change as outlined in this report, Council should note that approval of any change is solely at the discretion of the Minister of Municipal Affairs and that the options available to the Minister include:

1. deny the request;
2. authorize the requested change through regulation; or
3. impose an alternative change through regulation.

### Strategic Plan (2015-2018)

County Council adopted the County of Oxford Strategic Plan (2015-2018) at its regular meeting held May 27, 2015. The initiative contained within this report supports the Values and Strategic Directions as set out in the Strategic Plan as it pertains to the following Strategic Directions:

4. i. ***A County that Informs and Engages*** - Harness the power of the community through conversation and dialogue by:
    - *Providing multiple opportunities for public participation and a meaningful voice in civic affairs*
    - *Fostering greater involvement in County and community events and/or program/project implementation*
    - *Understanding and addressing public aspirations for a more livable community*

## DISCUSSION

### Background

At its December 14, 2016 meeting Council adopted a motion requesting that staff present a report outlining options for the selection of Warden for its consideration. Specifically the following motion was adopted:

> *That notwithstanding Procedure By-law 5852-2016 or any additional provincial legislation or regulation, that Council directs staff to prepare a report reviewing any/all options on the nomination, election or appointment of Warden for Oxford County, and that report be presented in advance time to allow deliberation and recommendations in advance of any provincial restrictions for change (e.g. Dec. 2017).*

### Comments

Canadian municipalities are created through the delegation of constitutional authorities of Canadian provinces. As such, in Ontario all municipal authority is delegated through provincial legislation and regulation.

While several bodies of legislation govern specific aspects of municipal authority, the primary authority to govern at the municipal level in Ontario is derived through the Municipal Act, RSO 2001 as amended. Within this context, the following discusses the various options available for consideration by County Council and outlines the manner in which any could be pursued prior to the next municipal election date, Monday, October 22, 2018.

Our review of the Municipal Act has led us to conclude the following:

- *The County of Oxford is considered a regional municipality according to Subsection 1 (1) - "regional municipality" means an upper-tier municipality that was a regional or district municipality or the County of Oxford on December 31, 2002;*
- *The County of Oxford currently follows the Appointment of head, same term as council according to Subsection 233 (2) - If the term of office of an appointed head of council of an upper-tier municipality is the same as the term of council, the council of the upper-tier municipality shall, in the first year of its term, appoint the head of council at its first meeting. 2001, c. 25, s. 233 (2).*
- *Subsection 218 (4) applies regarding the Term of office - Without limiting sections 9, 10 and 11, those sections authorize an upper-tier municipality to change the term of office of an appointed head of council so long as the new term does not extend beyond the term of council. 2006, c. 32, Sched. A, s. 93 (3).*
- *In addition, Subsection 218 (5) applies to Regional municipalities, including Oxford County - A regional municipality shall not pass a by-law described in this section until the Minister has, by regulation, authorized the regional municipality to exercise the powers described in this section. 2006, c. 32, Sched. A, s. 93 (3).*

Moreover, the latest revisions to the Municipal Act, Bill 70, Building Ontario Up for Everyone Act (Budget Measures), 2016 – Received Royal Assent December 8, 2016. Bill 70 included an amendment requiring all regional government chairs, except Oxford County, to be directly elected at large.

## Options for Selecting the Warden (Head of County Council)

**Election from Within**

- Council's current process, as outlined in the Procedure By-law (By-law No. 5852-2016) includes the election of a sitting member of County Council;
- No action is required to maintain the status quo.

**Election at Large**

- Given the recent requirement of all other Regional Councils in Ontario to elect the head of Council at large in the next municipal election, it is reasonable to assume Council has the option to seek legislative authority to expand County Council by one seat and allow for the Warden to be elected at large;
- Such a direction would require the Minister to enact a regulation;
- The process to affect any such change is outlined later in this report.

## Options for Selecting the Term for the Warden (Head of County Council)

**Term of Council**

- The term of Council (four (4) years) is the default which applies to the *Election Within* or the *Election at Large* options for selecting the Warden.

**Terms less than the Term of Council**

- With the *Election Within option,* Council has the option to seek authority for a change to either one (1) year or two (2) year terms for the Warden;
- A change to either a one (1) or two (2) year option will require the Minister to enact a regulation;
- The process to affect any such change is outlined later in this report.

## Process for Changes to the Warden (Head of County Council) Selection or Term

Our interpretation of the sequence of events that must occur to allow either the Head of Council to be elected at large or to permit a change in Head of Council term limit:

- The County would initially have to pass a resolution requesting the Regulations Subsection 218 (6) - The Minister may make regulations authorizing a regional municipality to exercise any power described in this section. 2006, c. 32, Sched. A, s. 93 (3). Condition – Subsection 218 (7) - The Minister shall not make a regulation under subsection (6) unless the Minister has received a resolution from the regional municipality requesting the regulation. 2001, c. 25, s. 218 (7); 2002, c. 17, Sched. A, s. 43 (3).
  *Note any regulation change by the Minister requires public posting on the registry for 45 days*
- If the County receives a regulation it can then provide Public Notice per Subsection 219 (1) - Before passing a by-law described in section 218, the municipality shall give notice of its intention to pass the by-law and shall hold at least one public meeting to consider the matter. 2001, c. 25, s. 219 (1); 2006, c. 32, Sched. A, s. 94 (1).
  *Note County policy requires public notice for 21 days prior to public meeting*
- Following the public meeting, if a By-law is passed Subsection 219 (3) would apply regarding Commencement

Despite subsection 218 (2), a by-law described in section 218 does not come into force until the day the new council is organized following, (a) the first regular election following the passing of the by-law; or (b) if the by-law is passed in the year of a regular election before voting day, the second regular election following the passing of the by-law. 2001, c. 25, s. 219 (3); 2006, c. 32, Sched. A, s. 94 (2).

In summary, we believe that proper process would require the following sequence of events and results should Council wish to alter either the selection of or the term of the Head of Council:

1. Council must determine its preferred option to select the 2018 Head of Council:
   a. Election Within (status quo); or
   b. Elected at Large.

2. With option 1a (Election Within), Council must determine if it wishes to alter the current four (4) year term for the Head of Council. Should Council wish to reduce the term, Council must pass a resolution to request the Minister to approve a regulation to allow the County to alter the selection of the Head of Council to either:
    a. One (1) Year term; or
    b. Two (2) Year term.
3. If, and only when, the regulation is received, Council will be required to provide notice and conduct a public meeting;
4. Upon completion of the public meeting, Council will be required to pass a by-law to finalize the change of selection of, or the term of, the Head of Council;
5. All of the above must be completed by December 31, 2017 to take effect December 1, 2018 (with the new term of Council).

### Minister's Options

Council should be aware that any regulatory change remains the sole discretion of the Minister of Municipal Affairs. As such, the Minister's options, upon receipt of any request for changes to either the Head of Council selection process or the Head of Council term, are to:

1. Deny the request;
2. Authorize the requested change through regulation; or
3. Impose an alternative change through regulation.

## Conclusions

This report is presented as information at the request of Council.

# SIGNATURE

### Approved for submission:

Original signed by

Peter M. Crockett, P.Eng.
Chief Administrative Officer

CAO 2017-07
Attachment 2

Tillsonburg
CONNECTED. ENRICHED. INSPIRED.

April 26, 2017

County Council
County of Oxford
P.O. Box 1614, 21 Reeve Street
Woodstock, ON N4S 7Y3

RE: Options for Head of Council

Tillsonburg Town Council received Memo CAO 2017-04, Options for the Head of Council (Warden) Selection and Term at their Council meeting of April 10, 2017. At the Council Meeting of April 24, 2017, Council considered the Options set out in the Memo and passed the following resolution:

Moved By: Deputy Mayor Beres Seconded By: Councillor Adam
THAT Council receives Report CL 17-10 County Council Composition;

AND THAT Tillsonburg Town Council supports Option 4, that the Warden of Oxford County be elected at large and to expand the County Council seat by one.
Carried

If you have any questions, please do not hesitate to contact me at 688-3009 Ext. 3224
Regards,

Donna Wilson
Town Clerk
Town of Tillsonburg
200 Broadway, 2nd Floor, Suite 204
Tillsonburg, ON N4G 5A7
Phone: 519-688-3009 Ext. 3224

CAO 2017-07
Attachment 2

**Township of Blandford-Blenheim - Council Resolution**

**Resolution No.** 13

**April 5, 2017**

**Moved by** _____

**Seconded by** _____

That Council supports the method currently used in the selection of the Warden for the County of Oxford and recommends that no alterations be made either the process or term of office.

Copied for Council Meeting of May 24, 2017

# Township of East Zorra-Tavistock

Box 100 / 90 Loveys Street
Hickson, Ontario N0J 1L0

Email ezt@ezt.ca
Web www. ezt.ca

Phone 519.462.2697
Fax 519.462.2961

**CAO 2017-07**
**Attachment 2**

Letter sent via Email

April 6, 2017

Mrs. Brenda J. Tabor, Clerk
County of Oxford
PO Box 1614, 21 Reeve Street
Woodstock, ON
N4S 0A7

Dear Mrs. Tabor,

At its Meeting of April 5th 2017, Council reviewed Oxford County Report CAO 2017-04 regarding the Options for the Head of Council (Warden) Selection and Term. Following discussion, Council considered and passed the following resolution:

> ***Moved by: Maureen RALPH***
> ***Seconded by: Mike ROUTLY***
>
> ***Resolved that Council recommend that County Council consider the Warden elected at large option.***
>
> ***CARRIED.***

Council appreciated the opportunity to review and comment on this matter.

Yours truly,

Will Jaques
Corporate Services Manager/ Clerk

Cc. Peter Crockett, Oxford County CAO

CAO 2017-07
Attachment 2

TOWN OF INGERSOLL
Town Centre

April 25, 2017

Brenda Tabor
Clerk
P.O. Box 1614, 21 Reeve Street
Woodstock, Ontario
N4S 7Y3

Dear Brenda,

Please be advised that Ingersoll Council, at its April 10, 2017 meeting, passed the following resolution in regards to the requested input into Report CAO 2017-04 Options for the Head of Council (Warden) Selection and Term:

**Moved by Councillor Lesser; seconded by Councillor Petrie**

**C17-04-105 THAT** Council of the Town of Ingersoll receive report CAO 2017-04 Options for the Head of Council (Warden) Selection and Term;

**AND THAT** Council of the Town of Ingersoll advises that they wish to see the Warden position continue to be elected in the current manner for a two year term instead of the current four year term.

**CARRIED**

We appreciate the opportunity to provide input and trust that this is satisfactory.

Yours truly,

Michael Graves
Clerk

**CAO 2017-07**
**Attachment 2**

**From:** Don McKay
**Sent:** March-30-17 8:28 AM
**To:** Brenda Knott
**Cc:** Brenda Tabor; David Mayberry; Peter Crockett
**Subject:** Re: Report No. CAO 2017-04 - Options for the Head of Council (Warden) Selection and Term

Thank you Brenda
It was a distinct honour to serve as Warden of Oxford County for a four year term. I think it is important to maintain the four year term. It provides consistency over the four years to build relationships with Provincial Ministries, Western Wardens Caucus and the staff and residents of Oxford County. It was a challenge to balance the role and time commitments as Mayor and Warden.
I would encourage Oxford County to consider electing their Warden at large. I believe this would help build an accountability of the Warden to all Oxford residents. It would help the Warden to focus their time and efforts on building and representing a strong Oxford County. A directly elected Warden would make an eleven member Council and potentially upset the 5-5 rural/urban balance. However it may also help lead us beyond this debate to actually grow stronger together. A safeguard to consider could be a ranked ballot for the election of Warden. This would ensure the elected Warden has the support of more than 50% of the voters and promotes positive campaigning with a vision for building the entire County.
Thank you for the opportunity to comment on this important issue.
Take care,
Don

Don McKay

Mayor, Township of East Zorra-Tavistock

Email: dmckay@ezt.ca
Mobile Phone: 519-532-2500

www.ezt.ca

**CAO 2017-07**
**Attachment 2**

**From:** Harrison, Mark (MAESD) [mailto:Mark.Harrison@ontario.ca]
**Sent:** March-14-17 2:43 PM
**To:** Brenda Tabor
**Subject:** Report No. CAO 2017-04 - Options for the Head of Council (Warden) Selection and Term

Good afternoon Brenda

I hope this email finds you well. I would certainly like to thank County Council for giving me an opportunity to express my opinion on options for the Head of Council, Selection and Term.

During the debate that lead to the Council restructuring that took effect in 2001, there was a great deal of discussion surrounding both the method of selecting the head of council and the term. At that time my preferred option would have seen the Warden Elected at Large. All members of County Council should not vote with their local municipal bias, every member should always be voting with the best interest of the county in mind. I would maintain that the Warden of the County is that one member that without exception must vote with the best interest of the county in mind. There are times when doing this it may put the Warden at odds with his/her local municipality. I also believe that conducting an election at large for the Warden increases the credibility of the office. I also believe that it would have the added advantage of raising the profile of County Council and the Upper Tier governance model. It does have its cons as well. Geographically Oxford County is large, campaigning across the entire area would be both costly and time consuming. I have some fear that it may then become attractive to partisan party politics. I believed the benefits of electing the Head of Council outweighed the negatives in 2001 and I still believe that to be the case today.

As for the Term of the Head of Council, in my opinion that goes without question. The Warden of the County of Oxford has served for the term of Council since the original restructuring in 1975. I believe that this is a major positive factor in the progress this county has shown over the years. I think that Oxford has had a great advantage over traditional counties that appointed Warden's on an annual basis. Many of these Wardens served as figure heads. I believe that Oxford Wardens have taken on a fuller role as Chief Executive Officers of the Corporation. I believe that the continuity in the office of the Warden for the term of council has served the County very well. Regardless of the method of selection I strongly urge County Council to maintain the Term of office for the Warden as the Term of Council.

To Summaries, I support electing the Head of Council at Large for the term of Council. If Council decide to select option 1a (Election Within), I would strongly recommend not altering the term.

I wish County Council all the best in your deliberations.

Mark

Mark Harrison

Copied for Council Meeting of May 24, 2017

**CAO 2017-07**
**Attachment 2**

**From:** paul@mcclays.ca [mailto:paul@mcclays.ca]
**Sent:** March-22-17 10:18 PM
**To:** Brenda Tabor; Peter Crockett; Warden; ED.DOWN@YAHOO.COM; Don McKay; donfer@execulink.com; mark.harrison@ontario.ca; Brenda Knott
**Subject:** Re: Report No. CAO 2017-04 - Options for the Head of Council (Warden) Selection and Term

Thank you for the opportunity to comment.
I believe that it would be in the best interest for the citizens of Oxford County to have the Warden elected at large.
As the first 4 year term Warden one of the biggest challenges was dividing my time between the County and my lower-tier municipality, Ingersoll.
If the Warden was elected at large I believe it may be a more effective way of promoting the interests of the County without the bias and pressure from your local municipality.
My experience with the Western Ontario Warden Caucus that it was an ineffective lobby group due to the fact that a minimum of Wardens were appointed for the full term of Council. My point being if the Warden was elected at large they may be more respected and effective when dealing with other levels of government since the Warden was duly elected by the population the County rather than 9 other members of County Council.
The financial implications of electing the Warden at large would be minimal to the County. Under the pay structure that was in place when I served the difference between the Warden and Councillor was just over 50,000 per year. That number represented about .33 of a percent of the budget. (150,000 representing 1 per cent of the budget).

Paul Holbrough
Sent from my BlackBerry 10 smartphone on the Rogers network.

Scenarios for Motion re Options for Head of Council Selection and Term

Scenario # 1 – Base Motion

That Council receive Report CAO 2017-07 entitled "Head of Council (Warden) Selection and Term Update" for information.

Scenario # 2 – Base Motion adapted to specifically include Status Quo

That Council receive Report CAO 2017-07 entitled "Head of Council (Warden) Selection and Term Update" for information;

And further, that the County of Oxford maintains the current Head of Council selection and term for the 2018 municipal election.

Scenario # 3 – Base Motion adapted to include change to Direct Election/Election at Large

That Council receive Report CAO 2017-07 entitled "Head of Council (Warden) Selection and Term Update" for information;

And further, that Council request the Minister of Municipal Affairs to enact a regulation authorizing the County of Oxford to initiate the process to consider a change in the composition of its council from ten (10) to eleven (11) members to allow for the head of council to be directly elected by general vote in the 2018 municipal election.

Scenario # 4 – Base Motion adapted to include change to a 1 Year Term of Warden

That Council receive Report CAO 2017-07 entitled "Head of Council (Warden) Selection and Term Update" for information;

And further, that Council request the Minister of Municipal Affairs to enact a regulation authorizing the County of Oxford to initiate the process to consider a change to the term of office of its appointed head of council to a one year term beginning with the 2018 municipal election.

Scenario # 5 – Base Motion adapted to include change to a 2 Year Term of Warden

That Council receive Report CAO 2017-07 entitled "Head of Council (Warden) Selection and Term Update" for information;

And further, that the Council of the County of Oxford request the Minister of Municipal Affairs to enact a regulation authorizing the County to change the term of office of its appointed head of council to a two year term beginning with the 2018 municipal election.

**To:** **Mayor and Members of Blandford-Blenheim Council**

**From:** **Rebecca Smith, Development Planner, Community Planning**

# Application for Zone Change
# ZN 1-17-07 – Wells Farms Limited & Don Wells

## REPORT HIGHLIGHTS

- The application for zone change proposes to rezone the lot to be retained by Consent Application B17-28-1, from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize the change in land use as a result of the proposed severance.
- The related application for consent was approved by the County Land Division Committee on July 6, 2017, subject to a number of conditions, including rezoning of the lot to be retained.
- Planning Staff are recommending approval of the application as the proposal is consistent with the policies of the Provincial Policy Statement and maintains the general intent and purpose of the Official Plan.

## DISCUSSION

### Background

OWNERS: Wells Farms Limited & Don Wells
1013 Keg Lane, Paris ON, N3L 3E2

AGENT: Susan Ritchie
990 Keg Lane, Paris ON, N3L 3E2

SOLICITOR: Harrison & Hunter (Daniel Zulauf)
19 William Street, Paris ON, N3L 1K9

LOCATION:

The subject lands are described as Part Lot 1, Concession 2 (Blenheim), Township of Blandford-Blenheim. The lands are located on the west side of Brant-Oxford Road, between Township Road 2 and Township Road 3, and are municipally known as 707769 Township Road 2.

COUNTY OF OXFORD OFFICIAL PLAN:

| | | |
|---|---|---|
| Schedule "B-1" | Township of Blandford-Blenheim Land Use Plan | Agricultural Reserve, Open Space & Environmental Protection |

TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW 1360-2002:

Existing Zoning: General Agricultural Zone (A2)

Requested Zoning: Special Rural Residential Zone (RR-sp)

PROPOSAL:

The application for zone change proposes to rezone the lot to be retained by Consent Application B17-28-1, from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize the change in land use as a result of the proposed severance. Planning staff note that a special provision is also required to increase the maximum permitted accessory building lot coverage from 100 m² (1,076.4 ft²) to 155 m² (1,668.4 ft²), to recognize the existing detached garage and frame shed on the lot to be retained.

The subject property comprises approximately 0.89 ha (2.2 ac) and contains an existing single detached dwelling, detached garage, shed and in-ground pool. Surrounding land uses are predominately agricultural lands, with the Nith River to the immediate west.

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

Plate 2, Aerial Map (2010) with Existing Zoning, provides an aerial view of the subject lands and surrounding area.

Plate 3, Close-up of Lot to be Retained, provides an aerial view of the lot to be retained, including the bank barn on the severed lot, which is proposed to be removed.

Plate 4, Applicants Survey Sketch, shows the dimensions of the lot to be retained as well as the location and setbacks of existing buildings/structures.

## Application Review

PROVINCIAL POLICY STATEMENT:

The 2014 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions "shall be consistent with" all policy statements issued under the Act.

Section 2.1 of the PPS directs planning authorities to protect natural features and areas for the long term. Furthermore, Section 2.1.8 does not permit development or site alteration on lands adjacent to significant natural heritage features unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.

Section 3.1 further directs that development shall generally be directed to areas outside of hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards.

Section 2.3 directs that prime agricultural areas shall be protected for long term agricultural use. Permitted uses in prime agricultural areas include agriculture, agriculture-related uses and on-farm diversified uses. New land uses, including the creation of new lots, shall comply with the minimum distance separation (MDS) formulae.

Furthermore, Section 2.3.4 (Lot Creation and Lot Adjustments) discourages the creation of new lots in prime agricultural areas and provides only four instances where such lot creation may be permitted, as summarized below:

- for agricultural uses, provided the lots are of a sufficient size for the type of production common in the area and are sufficiently large enough to maintain flexibility in adapting the operation in the future;
- for agricultural-related uses;
- for a surplus farm residence resulting from a farm consolidation; and,
- for infrastructure facilities and corridors in lieu of an easement or right-of-way.

OFFICIAL PLAN:

The subject lands are designated 'Agricultural Reserve' according to the County Official Plan. In the Agricultural Reserve, lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms together with farm buildings and structures necessary to the farming operation, and accessory residential uses required for the farm.

The policies of Section 3.1.4.4.1 (Farm Consolidation) apply to proposals where lands being conveyed are to be added to an adjoining farm property. The following criteria will be evaluated to determine the acceptability of severing agricultural land for farm consolidation purposes:

- the intended use of the lands must be farming;
- proposals to consolidate farm parcels must conform to the provisions of the Zoning By-law;
- conformity with criteria regarding flexibility, suitability, viability and avoidance of further fragmentation of Class 1 to 3 agricultural lands and removal of woodlots;
- compliance with Minimum Distance Separation Formula II (MDS II); and,
- compliance with Section 3.2 Environmental Resource policies.

In addition to the above farm consolidation policies, an evaluation system has been included in the County Official Plan under Section 3.1.5.4 (Rural Residential Uses) to provide an impartial and consistent method of evaluating proposals which would result in non-farm rural residential development within the Agricultural Reserve designation. The system is designed to evaluate proposals on the basis of criteria such as agricultural land preservation, location, land use

compatibility, and environmental compatibility. Points are assigned to each factor to reflect that particular factor's level of importance in supporting the goal for agricultural policies.

According to the policies of the Official Plan, proposals for non-farm residential development which accumulate less than +12 points may be considered for approval, provided that the proposal conforms to the general policies for such consent applications.

The proposal to retain approximately 0.89 ha (2.2 ac) for non-farm rural residential purposes would accumulate +8 points, as follows:

| Site Assessment Factors | Points |
|---|---|
| Land Capability for Agriculture | n/a |
| Surrounding Agricultural Land Use | +10 |
| Compliance with the Minimum Distance Separation 1 | 0 |
| Surrounding Extractive Resource Land Use | 0 |
| Access to Major Roads | 0 |
| Traffic Safety | 0 |
| Surplus Farm Dwelling | -2 |
| Heritage | 0 |
| **Total** | **+ 8** |

The final step of the evaluation system consists of general policies for the consideration of non-farm rural residential severance proposals. It is the intent that new or expanded non-farm rural residential lots will be as small as is practical in order to preserve the County's agricultural land base.

Severance proposals to create new or expanded lots for non-farm rural residential development will generally not exceed 0.8 ha (2.0 ac). Proposals seeking to sever parcels larger than this limit will only be permitted where it can be demonstrated that the additional area is required to accommodate for private services, where the topography of the area has limitations for agriculture or where the proposed lots are physically isolated by natural features such as streams.

TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW:

The subject lands are currently zoned 'General Agricultural Zone (A2)', according to the Township Zoning By-law. The 'A2' zone requires a minimum lot area of 30 ha (74.1 ac) and minimum lot frontage of 100 m (328 ft). In addition, non-livestock buildings are required to be a minimum of 7.5 m (24.6 ft) from any interior side lot line. It should be noted that the existing bank barn located on the lot to be severed is proposed to be removed. As a result, once merged, the lots to be severed and enlarged will meet the relevant provisions of the 'A2' zone.

The lot to be retained is proposed to be used for non-farm rural residential purposes and is required to be rezoned 'Rural Residential Zone (RR)'. The 'RR' zone requires a minimum lot frontage of 35 m (114.8 ft), minimum lot depth of 80 m (262.5 ft) and minimum lot area of 0.28 ha (0.69 ac). The 'RR' zone also requires a front yard depth of 10 m (32.8 ft), rear yard depth of 15 m (49.2 ft) and an interior side yard width of 1.5 m (4.9 ft) where an attached garage is present. Accessory structures are also permitted to a maximum lot coverage of 100 m² (1,076.4 ft²) of gross floor area or 10% of the lot area, whichever is less.

In this case, the lot to be retained has a lot frontage of 102.5 m (334.3 ft), lot depth of 86.5 m (283.8 ft) and lot area of 0.89 ha (2.2 ac), meeting the minimum lot size requirements of the 'RR' zone.

The existing dwelling will meet relevant setback requirements, however, a special provision is required to increase the maximum accessory building lot coverage from 100 m² (1,076.4 ft²) to 155 m² (1,668.4 ft²), to recognize the existing detached garage and frame shed on the property. It should be noted that the existing detached garage comprises approximately 120 m² (1,291.7 ft²) and the existing frame shed comprises approximately 35 m² (376.7 ft²). While the property is also occupied by an existing pool shed, as this structure is less than 10 m² (107.6 ft²) it is not included in the total accessory building lot coverage.

AGENCY COMMENTS:

This applications were circulated to those agencies that were considered to have an interest in the proposal. The following comments were received.

Hydro One has no concerns as the proposal will have no impacts on the existing hydro poles running through the south side of the lot to be retained.

The Township Chief Building Official, Township Director of Protective Services, Township Drainage Superintendent, County Public Works Department, County Public Health & Emergency Services Department, Grand River Conservation Authority (GRCA) and Bell Canada had no concerns with the proposal.

PUBLIC CONSULTATION:

Notice of public meeting regarding the applications for consent and zone change were circulated to surrounding property owners June 22, 2017. At the time this report was written, no comments or concerns had been received from the public.

## Planning Analysis

The application for zone change proposes to rezone the lot to be retained by B17-28-1 to fulfil a condition of consent. As previously noted, a special provision is also required to increase the maximum permitted accessory building lot coverage from 100 m² (1,076.4 ft²) to 155 m² (1,668.4 ft²), to recognize the existing detached garage and frame shed on the lot to be retained.

As the proposal will result in the enlargement of an existing farm parcel where agricultural uses will continue and the creation of a rural residential lot for the purpose of retaining a surplus farm dwelling, Planning Staff are generally satisfied that the proposal complies with the policies of the PPS regarding agricultural uses and lot creation in prime agricultural areas.

The proposal also appears to maintain the general intent of the Official Plan. The newly enlarged parcel will be used for agricultural purposes, will not result in further fragmentation of agricultural land, and will be of sufficient size to maintain flexibility for future changes in the type and/or size of each farm operation. Furthermore, the applicant's request to maintain the surplus dwelling on the lot to be retained accumulates +8 points according to the Official Plan Point System, resulting in compliance with the non-farm rural residential policies of the Plan.

As previously mentioned, the newly created rural residential lot will comprise approximately 0.89 ha (2.2 ac), slightly over the 0.8 ha (2 ac) that is typically permitted for non-farm rural residential development in the Agricultural Reserve. In this case, due to the location of the existing well in the northwest corner of the parcel, tree rows to the east and west, and existing hydro easement along the frontage of the property, Staff are satisfied that the proposed lot configuration can be considered appropriate.

The subject lands are required to be rezoned 'RR' to recognize the non-farm rural residential use of the property. In this case, the newly created rural residential lot will meet the lot area, frontage and depth requirements of the 'RR' zone. As previously mentioned, a special provision is required in the proposed zoning to increase the maximum accessory building lot coverage from 100 m² (1,076.4 ft²) to 155 m² (1,668.4 ft²), to recognize the existing detached garage and frame shed on the property. As the special provision will recognize long-standing accessory structures, and it is not anticipated that the proposal will have any further impacts on neighbouring properties then currently exists, Planning staff are satisfied that the additional provision can be considered appropriate in this instance.

As the existing bank barn on the lot to be severed is proposed to be removed, the newly enlarged agricultural lot will also maintain the relevant provisions of the 'A2' zone. To ensure zoning compliance, the existing barn located to the immediate north of the subject lands (on the lot to be severed) is required to be removed as a condition of the related consent.

In light of the foregoing, it is the opinion of this Office that the proposal is consistent with the policies of the PPS and maintains the general intent and purpose of the County Official Plan. As such, Planning Staff are satisfied that the proposal can be supported from a planning perspective.

An amending by-law will be brought forward for Council's consideration upon submission of a final survey.

## RECOMMENDATION

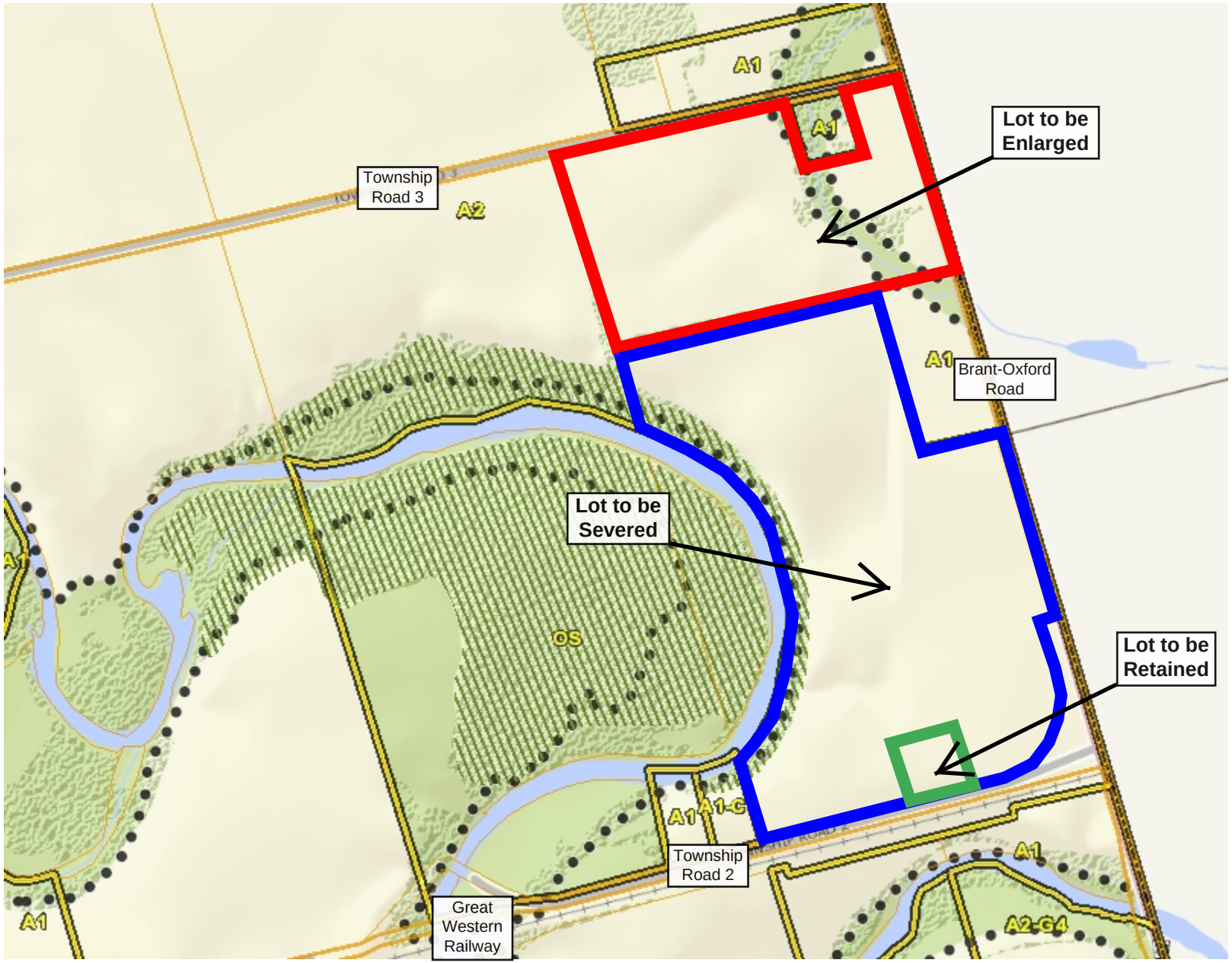
**It is recommended that the Council of the Township of Blandford-Blenheim <u>approve in principle</u> the zone change application submitted by Wells Farms Limited & Don Wells, whereby the lands described as Part Lot 1, Concession 2 (Blenheim), Township of Blandford-Blenheim, are to be rezoned from 'General Agricultural Zone (A2)' to 'Special Rural Residential Zone (RR-Sp)' to fulfill a condition of Consent Application B17-28-1 and recognize the proposed rural residential use of the lands.**

## SIGNATURES

**Authored by:** *original signed by* Rebecca Smith, Development Planner

**Approved for submission:** *original signed by* Eric Gilbert, Senior Planner, MCIP, RPP

Plate 1: Existing Zoning & Lcoation Map
File Nos. B17-28-1 & ZN1-17-07 - Wells Farms Limited & Don Wells
Part Lot 1, Concession 2 (Blenheim), Parts 1 - 3, 41R-2576, Township of Blandford-Blenheim - 707769 Township Road 2




Legend

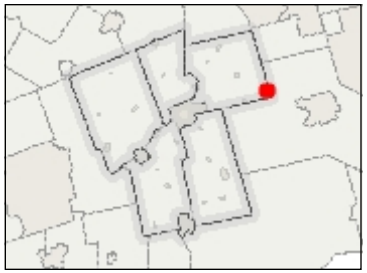
Parcel Lines
- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Environmental Protection/Flood Overlay
- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

Zoning Floodlines/Regulation Limit
- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

Zoning (Displays 1:16000 to 1:500)

Notes



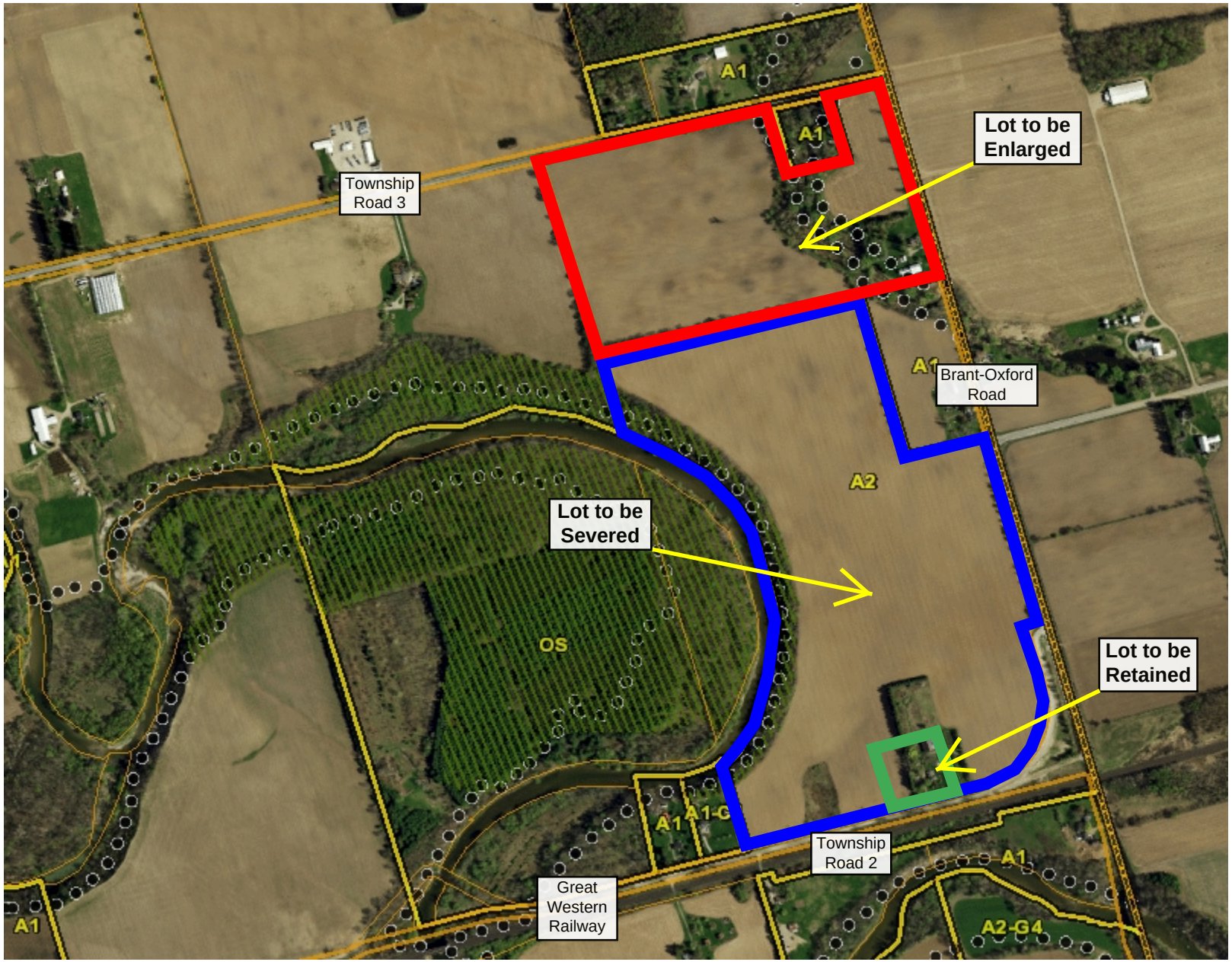
0 256 512 Meters

NAD_1983_UTM_Zone_17N

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

April 19, 2017

Plate 2: Aerial Map (2015) with Existing Zoning
File Nos. B17-28-1 & ZN1-17-07 - Wells Farms Limited & Don Wells
Part Lot 1, Concession 2 (Blenheim), Parts 1 - 3, 41R-2576, Township of Blandford-Blenheim - 707769 Township Road 2




## Legend

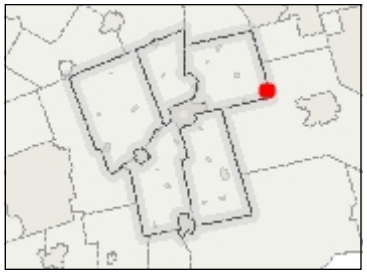
Parcel Lines
- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Environmental Protection/Flood Overlay
- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

Zoning Floodlines/Regulation Limit
- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

Zoning (Displays 1:16000 to 1:500)

## Notes



0 256 512 Meters

NAD_1983_UTM_Zone_17N

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

*April 19, 2017*

Plate 3: Close-up of Lot to be Retained
File Nos. B17-28-1 & ZN1-17-07 - Wells Farms Limited & Don Wells
Part Lot 1, Concession 2 (Blenheim), Parts 1 - 3, 41R-2576, Township of Blandford-Blenheim - 707769 Township Road 2

## Legend

Parcel Lines
- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Environmental Protection/Flood Overlay
- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

Zoning Floodlines/Regulation Limit
- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

Zoning (Displays 1:16000 to 1:500)

## Notes

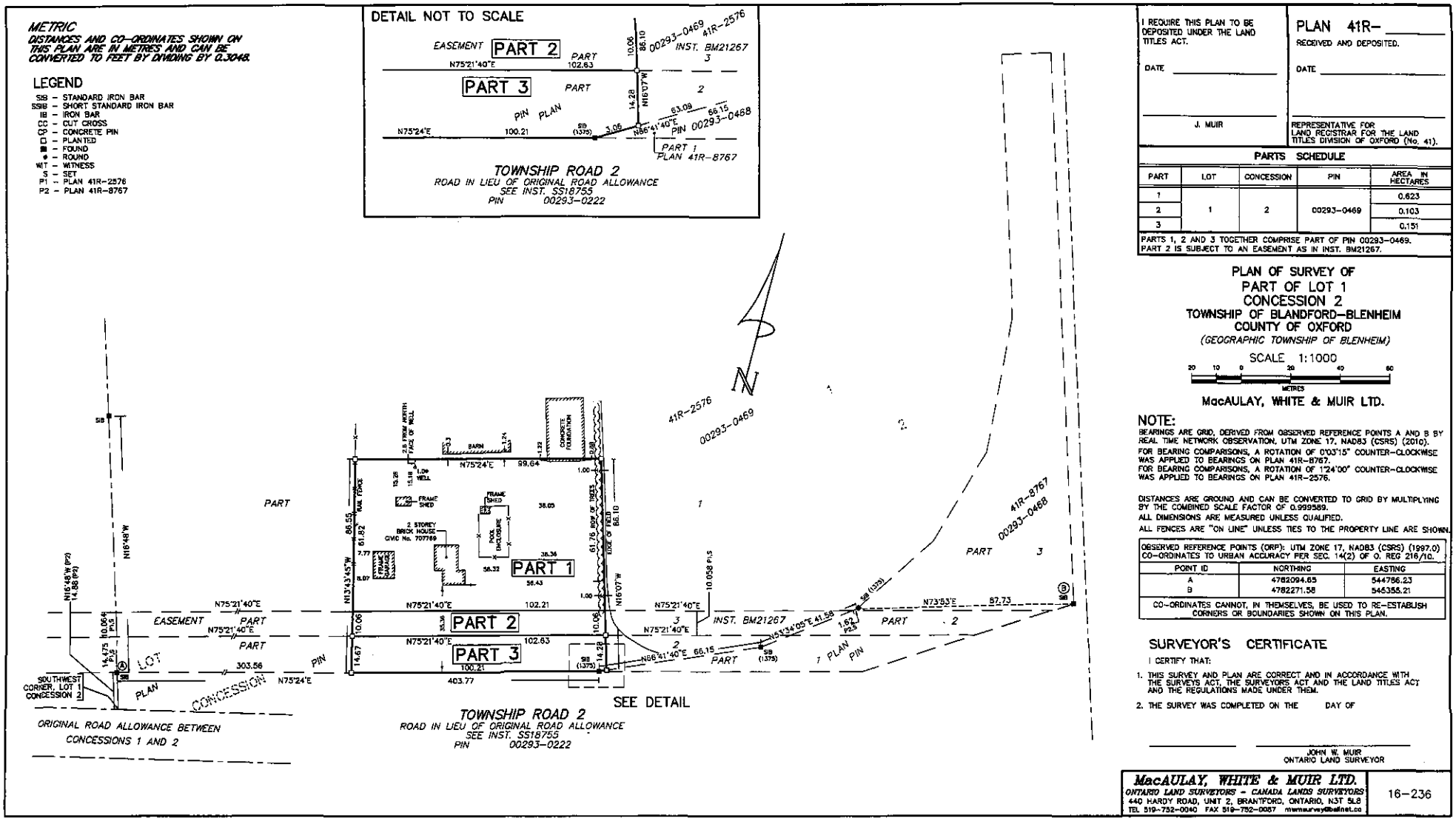
0 38 77 Meters

NAD_1983_UTM_Zone_17N

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

April 19, 2017

Plate 4: Applicants Survey Sketch
File Nos. B17-28-1 & ZN1-17-07 - Wells Farms Limited & Don Wells
Part Lot 1, Concession 2 (Blenheim), Parts 1 - 3, 41R-2576, Township of Blandford-Blenheim - 707769 Township Road 2




I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

DATE _____

J. MUIR

PLAN 41R- _____

RECEIVED AND DEPOSITED.

DATE _____

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF OXFORD (No. 41).

**PARTS SCHEDULE**

| PART | LOT | CONCESSION | PIN | AREA IN HECTARES |
|---|---|---|---|---|
| 1 | 1 | 2 | 00293-0469 | 0.623 |
| 2 | | | | 0.103 |
| 3 | | | | 0.151 |

PARTS 1, 2 AND 3 TOGETHER COMPRISE PART OF PIN 00293-0469.
PART 2 IS SUBJECT TO AN EASEMENT AS IN INST. BM21267.

## PLAN OF SURVEY OF PART OF LOT 1 CONCESSION 2 TOWNSHIP OF BLANDFORD-BLENHEIM COUNTY OF OXFORD

*(GEOGRAPHIC TOWNSHIP OF BLENHEIM)*

SCALE 1:1000

20 10 0 20 40 60
METRES

MacAULAY, WHITE & MUIR LTD.

**NOTE:**

BEARINGS ARE GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B BY REAL TIME NETWORK OBSERVATION, UTM ZONE 17, NAD83 (CSRS) (2010).
FOR BEARING COMPARISONS, A ROTATION OF 0°03'15" COUNTER-CLOCKWISE WAS APPLIED TO BEARINGS ON PLAN 41R-8767.
FOR BEARING COMPARISONS, A ROTATION OF 1°24'00" COUNTER-CLOCKWISE WAS APPLIED TO BEARINGS ON PLAN 41R-2576.

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999589.
ALL DIMENSIONS ARE MEASURED UNLESS QUALIFIED.
ALL FENCES ARE "ON LINE" UNLESS TIES TO THE PROPERTY LINE ARE SHOWN.

OBSERVED REFERENCE POINTS (ORP): UTM ZONE 17, NAD83 (CSRS) (1997.0) CO-ORDINATES TO URBAN ACCURACY PER SEC. 14(2) OF O. REG 216/10.

| POINT ID | NORTHING | EASTING |
|---|---|---|
| A | 4762094.65 | 544786.23 |
| B | 4762271.58 | 545355.21 |

CO-ORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

## SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE DAY OF

JOHN W. MUIR
ONTARIO LAND SURVEYOR


MacAULAY, WHITE & MUIR LTD.
ONTARIO LAND SURVEYORS - CANADA LANDS SURVEYORS
440 HARDY ROAD, UNIT 2, BRANTFORD, ONTARIO, N3T 5L8
TEL 519-752-0040 FAX 519-752-0087 mwmsurvey@bellnet.ca


16-236

**To:** **Mayor and Members of the Township of Blandford-Blenheim Council**

**From:** **Rebecca Smith, Development Planner, Community Planning**

# Application for Site Plan Amendment SP 1-12-03-1 – Maple Lake Park Limited

## REPORT HIGHLIGHTS

- The Site Plan Amendment application has been submitted to recognize the conversion of the former seasonal lots in the existing mobile home park to year-round occupancy.
- A related application for zone change (File No.: ZN 1-17-04) was approved by Council on June 7, 2017, to allow the former seasonal mobile home sites in the park to be occupied year-round.
- The site plan drawings were circulated to the appropriate agencies for review and comment and no concerns were raised.

## DISCUSSION

### Background

OWNER: Maple Lake Park Limited
16 Levy Court, Vaughn, ON L4H 2E5

LOCATION:

The subject lands are described as Part Lot 3, Concession 7 (Blandford), in the Township of Blandford-Blenheim. The lands are located on the north side of County Road 29, between County Road 22 and Blandford Road and are municipally known as 806201 County Road 29.

COUNTY OF OXFORD OFFICIAL PLAN:

| | | |
|---|---|---|
| Schedule "C-1" | County of Oxford Environmental Features Plan | Locally Significant Natural Heritage Features & Provincially Significant Wetlands |
| Schedule "C-2" | County of Oxford Development Constraints Plan | Unstable Soil |
| Schedule "B-1" | Township of Blandford-Blenheim Land Use Plan | Agricultural Reserve & Environmental Protection |

TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW 1360-2002:

Existing Zoning: Special Mobile Home Park Zone (RMH-1)

PROPOSAL:

A Site Plan Amendment application has been submitted recognize the conversion of the former seasonal lots in the mobile home park to year-round occupancy. The proposed amendment will ensure compliance with zone change application ZN 1-17-04, which was approved by Township Council on June 7, 2017 and sought to permit the former seasonal mobile home sites in the park to be occupied year-round.

The subject property comprises approximately 23 ha (56.8 ac) and is occupied by Maple Lake Mobile Home Park. Surrounding uses are predominantly agricultural lands with some rural residential lots in the vicinity.

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

Plate 2, Aerial Map (2015) with Existing Zoning, provides an aerial view of the subject lands and surrounding area.

Plate 3, Amended Site Plan, shows the location and dimensions of each mobile home lot in the park.

Plate 4, Amended Zoning & Buffers Plan, provides the setbacks and zoning requirements for each mobile home lot.

Plate 5, Amended Site Services Plan, shows the location of the existing septic systems on each lot as well as the location of the existing hydro line.

Plate 6, Amended Fire Route Plan, shows the location of the existing fire route throughout the park.

## Application Review

ZONING BY-LAW

The subject property is currently zoned 'Special Mobile Home Park Zone (RMH-1)' and contains Environmental Protection 1 & 2 (EP 1 & 2) Overlays, which is reflective of the provincially significant wetland and locally significant woodland surrounding Maple Lake.

The 'RMH-1' allows for a number of uses including a mobile home park, home occupation, accessory buildings, a wholesale greenhouse and nursery, and an agricultural use consisting of field crops. Special provisions are also included to limit the maximum number of mobile home lots in the park (65 year-round), as well as recognize the minimum lot area, frontage and depth of the sites as those shown on an approved site plan.

One accessory building with a maximum gross floor area of 10 $m^2$ (107.6 $ft^2$) and minimum interior/rear side yard setback of 1 m (3.3 ft) is also permitted on each lot. In addition to these site specific zone provisions, mobile homes are also subject to a maximum interior side yard width of 3 m (9.8 ft) on one side and 1 m (3.3 ft) on the narrow side, a minimum rear yard depth of 4 m (13.1 ft) and setback of 10.5 m (34.4 ft) from an internal road. Furthermore, 30% of each mobile home lot is required to be maintained as landscaped open space.

Agency Comments

The site plan was reviewed by Staff and circulated to a number of agencies in accordance with the Township's Site Plan By-law.

The Grand River Conservation Authority indicated that any new development will require a permit from the Authority.

As the proposed amendments only represent minor changes to the existing site plan, no concerns were raised by the Township Director of Public Works, Township Drainage Superintendent or County Public Health & Emergency Services Department.

## Planning Analysis

The amended site plan was reviewed by Township and County staff and no concerns were raised.

As the minimum lot areas of the 'RMH-1' zone will be maintained and the frontage and depths of each mobile home lot are recognized as those shown on the approved site plan, the proposed amendment can be considered appropriate. Furthermore, each site will meet the relevant accessory use, setback and landscaped open space requirements. As no new development is proposed within the identified environmental protection areas at this time, the proposal also maintains the provisions of the EP 1 & 2 Overlays.

Given the relatively minor nature of the proposed amendment and conformity of the revised plan with the Zoning By-law, Staff are satisfied that the applicant's site plan proposal can be given favourable consideration.

As a condition of the amendment, is recommended that the existing site plan agreement be revised to include the most updated site plan drawings shown on Plates 3 to 6 of this report.

## RECOMMENDATION

1. **That the application for Site Plan Amendment submitted by Maple lake Park Limited, for lands described as Part Lot 3, Concession 7 (Blandford), in the Township of Blandford-Blenheim and municipally known as 806201 County Road 29, for the purposes of recognizing the conversion of the former seasonal lots to year-round occupancy, be approved at such time as the following condition is fulfilled:**

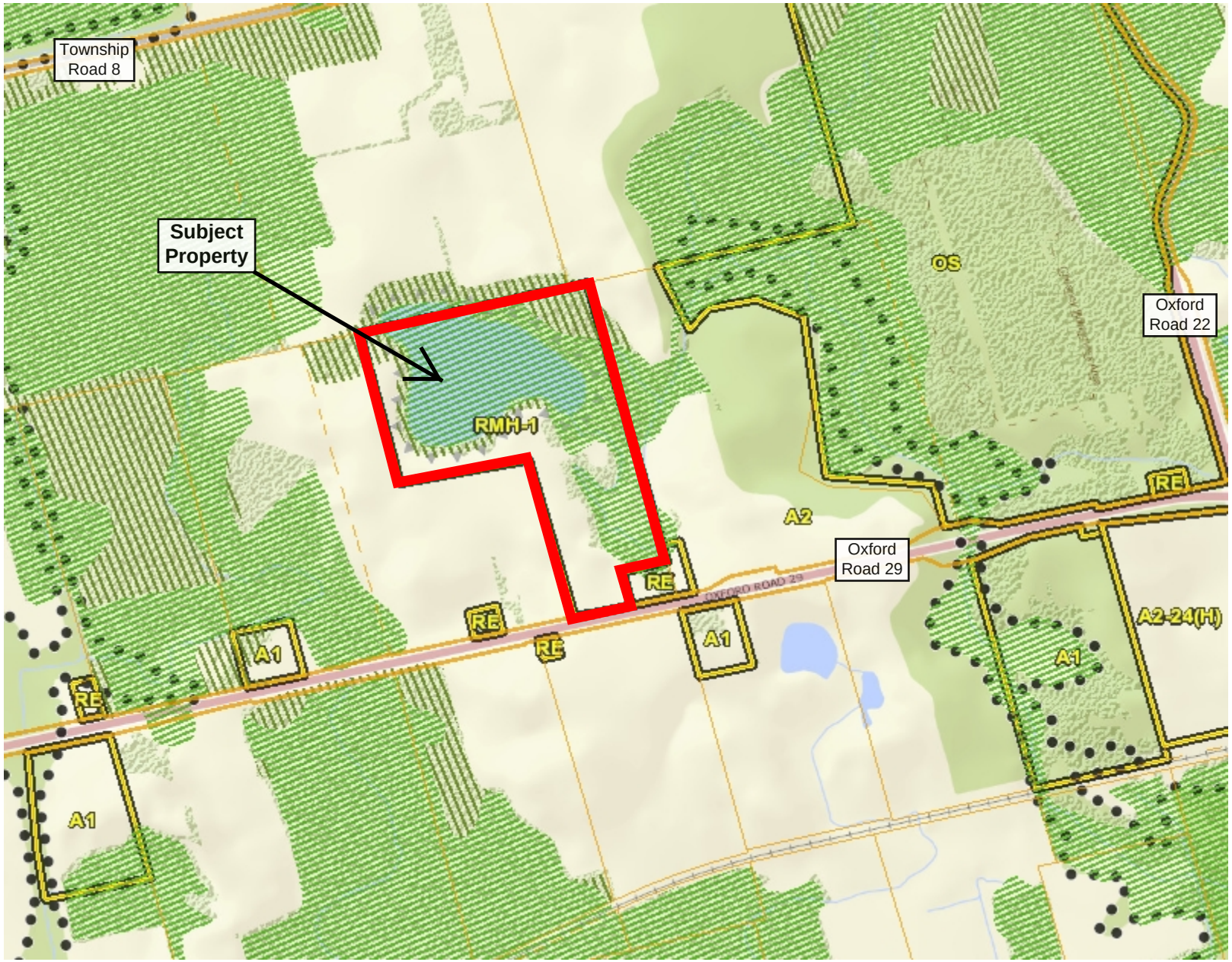
    i. **That Schedule "B" of the existing Site Plan Agreement be replaced with the revised site plan drawings as shown on Plates 3 to 6 of Report No.: CASPO 2017-216 to the satisfaction of the Township of Blandford-Blenheim.**

## SIGNATURES

**Authored by:** *original signed by* Rebecca Smith, Development Planner

**Approved for submission:** *original signed by* Eric Gilbert, MCIP, RPP, Senior Planner

Plate 1: Existing Zoning & Location Map
File No. SP 1-12-03-1 - Maple Lake Park Limited
Part Lot 3, Concession 7 (Blandford), Parts 1 & 2, 41R-8735, Part 1, 41R-8465 - 806201 Oxford Road 29, Township of Blandford-Blenheim




## Legend

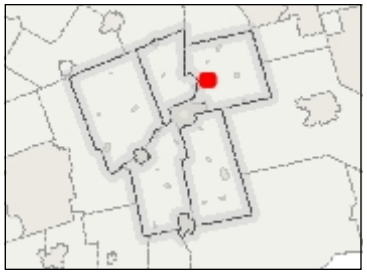
Parcel Lines
- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Environmental Protection/Flood Overlay
- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

Zoning Floodlines/Regulation Limit
- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

Zoning (Displays 1:16000 to 1:500)

## Notes



0 307 614 Meters

NAD_1983_UTM_Zone_17N

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

March 23, 2017

Plate 2: Aerial Map (2015) with Existing Zoning
File No. SP1-12-03-1 - Maple Lake Park Limited
Part Lot 3, Concession 7 (Blandford), Parts 1 & 2, 41R-8735, Part 1, 41R-8465 - 806201 Oxford Road 29, Township of Blandford-Blenheim

## Legend

Parcel Lines
- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Environmental Protection/Flood Overlay
- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

Zoning Floodlines/Regulation Limit
- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

Zoning (Displays 1:16000 to 1:500)

## Notes

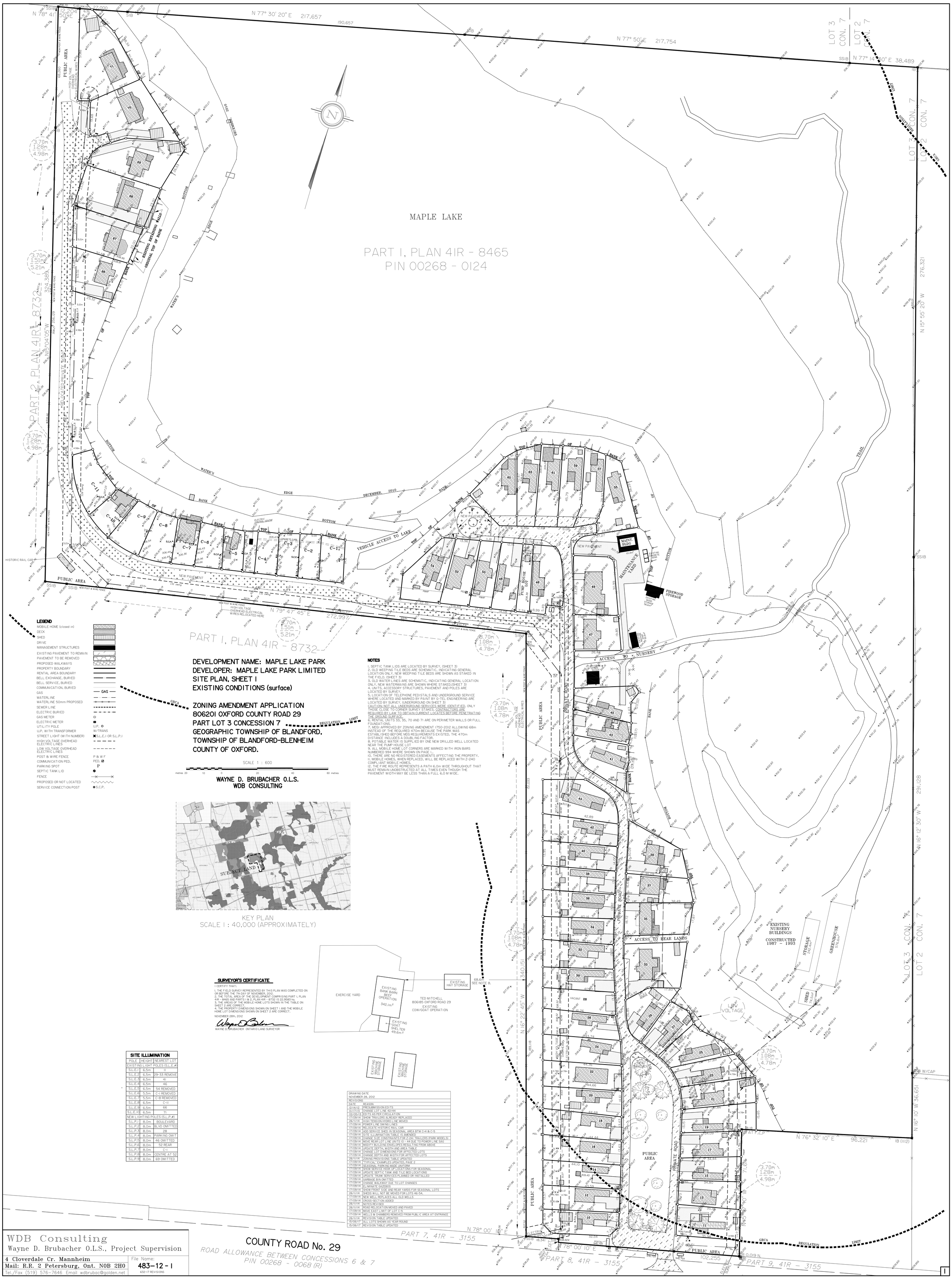
0 128 256 Meters

NAD_1983_UTM_Zone_17N

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

March 23, 2017

# Plate 3: Amended Site Plan
# File No.: SP 1-12-03-1 - Maple Lake Park, 806201 County Road 29, Blandford-Blenheim




**LEGEND**

- MOBILE HOME (closed in)
- DECK
- SHED
- DRIVE
- MANAGEMENT STRUCTURES
- EXISTING PAVEMENT TO REMAIN
- PAVEMENT TO BE REMOVED
- PROPOSED WALKWAYS
- PROPERTY BOUNDARY
- RENTAL AREA BOUNDARY
- BELL EXCHANGE, BURIED
- BELL SERVICE, BURIED
- COMMUNICATION, BURIED
- GAS
- WATERLINE
- WATERLINE 50mm PROPOSED
- SEWER LINE
- ELECTRIC BURIED
- GAS METER
- ELECTRIC METER
- UTILITY POLE
- U.P. WITH TRANSFORMER
- STREET LIGHT (WITH NUMBER)
- HIGH VOLTAGE OVERHEAD ELECTRIC LINES
- LOW VOLTAGE OVERHEAD ELECTRIC LINES
- POST & WIRE FENCE
- COMMUNICATION PED.
- PARKING SPOT
- SEPTIC TANK LID
- FENCE
- PROPOSED OR NOT LOCATED
- SERVICE CONNECTION POST

DEVELOPMENT NAME: MAPLE LAKE PARK
DEVELOPER: MAPLE LAKE PARK LIMITED
SITE PLAN, SHEET 1
EXISTING CONDITIONS (surface)

ZONING AMENDMENT APPLICATION
806201 OXFORD COUNTY ROAD 29
PART LOT 3 CONCESSION 7
GEOGRAPHIC TOWNSHIP OF BLANDFORD,
TOWNSHIP OF BLANDFORD-BLENHEIM
COUNTY OF OXFORD.

SCALE 1 : 600

metres 20 10 0 20 40 60 metres

WAYNE D. BRUBACHER O.L.S.
WDB CONSULTING

**NOTES**

1. SEPTIC TANK LIDS ARE LOCATED BY SURVEY. (SHEET 3)
2. OLD WEEPING TILE BEDS ARE SCHEMATIC, INDICATING GENERAL LOCATION ONLY. NEW WEEPING TILE BEDS ARE SHOWN AS STAKED IN THE FIELD. (SHEET 3)
3. OLD WATER LINES ARE SCHEMATIC, INDICATING GENERAL LOCATION ONLY. NEW WATERMAINS ARE SHOWN WHERE STAKED.(SHEET 3)
4. UNITS, ACCESSORY STRUCTURES, PAVEMENT AND POLES ARE LOCATED BY SURVEY.
5. LOCATION OF TELEPHONE PEDISTALS AND UNDERGROUND SERVICE WHERE LOCATED AND MARKED BY PAINT BY G-TEL ENGINEERING ARE LOCATED BY SURVEY. (UNDERGROUND ON SHEET 3)
   CAUTION: NOT ALL UNDERGROUND SERVICES WERE IDENTIFIED, ONLY THOSE CLOSE TO CORNER SURVEY STAKES. CONTRACTORS ARE REQUIRED BY LAW TO OBTAIN CURRENT LOCATES BEFORE PENETRATING THE GROUND SURFACE.
6. RENTAL UNITS 33, 35, 70 AND 71 ARE ON PERIMETER WALLS OR FULL FOUNDATIONS.
7. MOSI APPROVED BY ZONING AMENDMENT 1750-2012 ALLOWING 68m INSTEAD OF THE REQUIRED 470m BECAUSE THE PARK WAS ESTABLISHED BEFORE MDS REQUIREMENTS EXISTED. THE 470m DISTANCE INCLUDES A DOUBLING FACTOR.
8. POTABLE WATER IS SUPPLIED BY ONE NEW DRILLED WELL LOCATED NEAR THE PUMP HOUSE LOT
9. ALL MOBILE HOME LOT CORNERS ARE MARKED WITH IRON BARS NUMBERED 994 WHERE SHOWN ON PAGE 1..
10. THERE ARE NO REGISTERED EASEMENTS AFFECTING THE PROPERTY.
11. MOBILE HOMES, WHEN REPLACED, WILL BE REPLACED WITH Z-240 COMPLIANT MOBILE HOMES.
12. THE FIRE ROUTE REPRESENTS A PATH 6.0m WIDE THROUGHOUT THAT MUST REMAIN UNOBSTRUCTED AT ALL TIMES EVEN THOUGH THE PAVEMENT WIDTH MAY BE LESS THAN A FULL 6.0 M WIDE.




KEY PLAN
SCALE 1 : 40,000 (APPROXIMATELY)

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:
1. THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED ON OR BEFORE THE 7th DAY OF NOVEMBER, 2012.
2. THE TOTAL AREA OF THE DEVELOPMENT COMPRISING PART 1, PLAN 41R - 8465 AND PARTS 1 & 2, PLAN 41R - 8732 IS 22.9583 ha.
3. THE AREAS OF THE MOBILE HOME LOTS SHOWN IN THE TABLE ON SHEET 2 ARE CORRECT.
4. THE PROPERTY DIMENSIONS SHOWN ON SHEET 1 AND THE MOBILE HOME LOT DIMENSIONS SHOWN ON SHEET 2 ARE CORRECT.

NOVEMBER 28th, 2012

WAYNE D. BRUBACHER ONTARIO LAND SURVEYOR

| SITE ILLUMINATION | | |
|---|---|---|
| POLE | HEIGHT | NEAREST LOT |
| EXISTING LIGHT POLES (S.L.E.#) | | |
| S.L.E.1 | 6.5m | 11 |
| S.L.E.2 | 6.5m | 29-33 REMOVE |
| S.L.E.3 | 6.5m | 41 |
| S.L.E.4 | 6.5m | 46 |
| S.L.E.5 | 6.5m | 54 REMOVED |
| S.L.E.6 | 5.5m | C-1 REMOVED |
| S.L.E.7 | 5.5m | C-8 REMOVED |
| S.L.E.8 | 6.5m | C-11 |
| S.L.E.9 | 6.5m | 66 |
| S.L.E.10 | 6.5m | 71 |
| NEW LIGHTING POLES (S.L.P.#) | | |
| S.L.P.1 | 8.0m | BOULEVARD |
| S.L.P.2 | 8.0m | BLVD OMITTED |
| S.L.P.3 | 8.0m | 28 |
| S.L.P.4 | 8.0m | PARKING OMIT |
| S.L.P.5 | 8.0m | 46 OMITTED |
| S.L.P.6 | 8.0m | 52 REAR |
| S.L.P.7 | 8.0m | C-1 |
| S.L.P.8 | 8.0m | CENTRE AT 52 |
| S.L.P.9 | 8.0m | 69 OMITTED |

| DRAWING DATE |
|---|
| NOVEMBER 28, 2012 |
| REVISIONS |

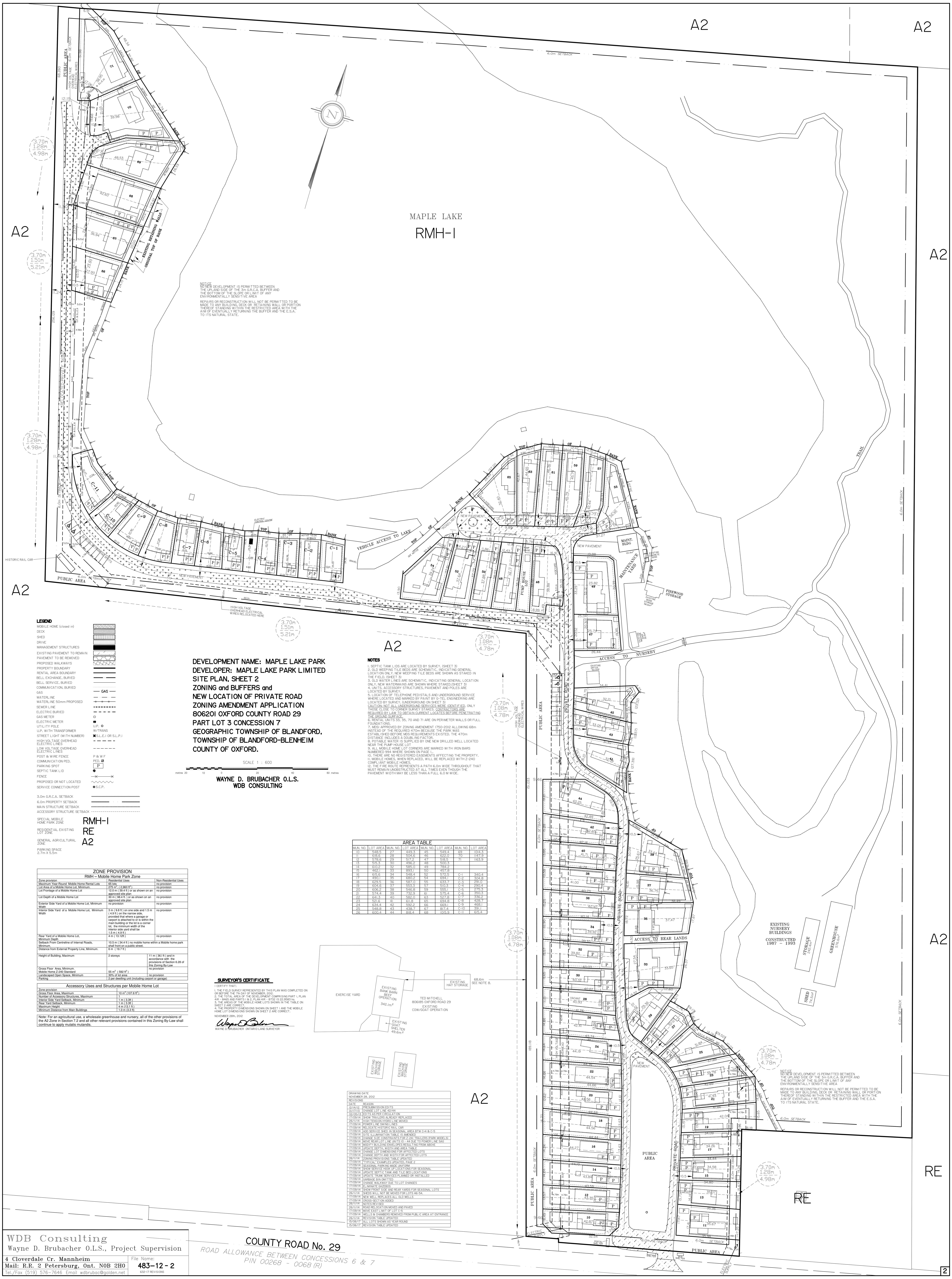
| DATE | REASON |
|---|---|
| 12/14/12 | PRESUBMISSION EDITS |
| 01/17/13 | CHANGE LOT LINE 42/44 |
| 02/05/13 | EDITS AS PER CIRCULATION |
| 17/09/14 | SHOW TRAILERS ALREADY REPLACED |
| 26/11/14 | HIGH TENSION HYDRO LINE MOVED |
| 17/09/14 | POWER LINE SWING LINES |
| 17/09/14 | RELOCATE HISTORIC RAIL CAR |
| 17/09/14 | ADD SERVICE SHED IN SEASONAL AREA BTW C-4 & C-5 |
| 17/09/14 | SITE ILLUMINATION TABLE IS AMENDED |
| 17/09/14 | CHANGE SIZE CONSTRAINTS FOR 2-241 TRAILERS (PARK MODELS) |
| 17/09/14 | MOVE REAR LOT LINE UNITS 10 - 44 DUE TO POWER LINE SAG |
| 17/09/14 | MODIFY BUILDING ENVELOPES RESULTING FROM ABOVE |
| 17/09/14 | UPDATE DEPTH, WIDTH AND AREA TABLE |
| 17/09/14 | CHANGE LOT DIMENSIONS FOR AFFECTED LOTS |
| 17/09/14 | CHANGE DEPTH AND WIDTH FOR AFFECTED LOTS |
| 26/11/14 | ZONING PROVISIONS TABLE UPDATED |
| 17/09/14 | "TYPICAL" EXAMPLES UPDATED, PAGE 2 |
| 17/09/14 | SEASONAL PARKING MADE UNIFORM |
| 17/09/14 | SHOW SERVICE HOOK UP LOCATIONS FOR SEASONAL |
| 17/09/14 | UPDATE SEPTIC TANK AND TILE BED LOCATIONS |
| 17/09/14 | UPDATE TRUNK SERVICES PLANNED OR INSTALLED |
| 17/09/14 | GARBAGE BIN OMITTED |
| 17/09/14 | CHANGE WALKWAY DUE TO LOT CHANGES |
| 17/09/14 | ELIMINATE GAZEBOS |
| 17/09/14 | SHOW FRONT SIDE AND REAR YARDS FOR SEASONAL LOTS |
| 26/11/14 | SHEDS WILL NOT BE MOVED FOR LOTS 46-54. |
| 17/09/14 | NEW WELL REPLACES ALL OLD WELLS |
| 17/09/14 | CROSS-SECTION ADDED |
| 26/11/14 | NOTES REVISED |
| 26/11/14 | ROAD RELOCATION MOVED AND PAVED |
| 17/09/14 | MOVE EAST LIMIT OF LOT C-5 |
| 17/09/14 | WELLS & CHAMBERS REMOVED FROM PUBLIC AREA AT ENTRANCE |
| 26/11/14 | REVISION TABLE UPDATED |
| 15/06/17 | ALL LOTS SHOWN AS YEAR ROUND |
| 15/06/17 | REVISION TABLE UPDATED |

COUNTY ROAD No. 29
ROAD ALLOWANCE BETWEEN CONCESSIONS 6 & 7
PIN 00268 - 0068 (R)


WDB Consulting
Wayne D. Brubacher O.L.S., Project Supervision
4 Cloverdale Cr. Mannheim
Mail: R.R. 2 Petersburg, Ont. N0B 2H0
Tel./Fax (519) 576-7646 Email wdbrubac@golden.net


File Name: 483-12 - 1
632-17 REVISIONS

# Plate 4: Amended Zoning & Buffers Plan
# File No.: SP 1-12-03-1 - Maple Lake Park, 806201 County Road 29, Blandford-Blenheim




NOTICE
NO NEW DEVELOPMENT IS PERMITTED BETWEEN THE UPLAND SIDE OF THE 3m G.R.C.A. BUFFER AND THE BOTTOM OF THE SLOPE OR LIMIT OF ANY ENVIRONMENTALLY SENSITIVE AREA

REPAIRS OR RECONSTRUCTION WILL NOT BE PERMITTED TO BE MADE TO ANY BUILDING, DECK OR RETAINING WALL OR PORTION THEREOF STANDING WITHIN THE RESTRICTED AREA WITH THE AIM OF EVENTUALLY RETURNING THE BUFFER AND THE E.S.A. TO ITS NATURAL STATE.

NOTICE
NO NEW DEVELOPMENT IS PERMITTED BETWEEN THE UPLAND SIDE OF THE 3m G.R.C.A. BUFFER AND THE BOTTOM OF THE SLOPE OR LIMIT OF ANY ENVIRONMENTALLY SENSITIVE AREA

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**LEGEND**

- MOBILE HOME (closed in)
- DECK
- SHED
- DRIVE
- MANAGEMENT STRUCTURES
- EXISTING PAVEMENT TO REMAIN
- PAVEMENT TO BE REMOVED
- PROPOSED WALKWAYS
- PROPERTY BOUNDARY
- RENTAL AREA BOUNDARY
- BELL EXCHANGE, BURIED
- BELL SERVICE, BURIED
- COMMUNICATION, BURIED
- GAS — GAS
- WATERLINE
- WATERLINE 50mm PROPOSED
- SEWER LINE
- ELECTRIC BURIED
- GAS METER
- ELECTRIC METER
- UTILITY POLE — U.P.
- U.P. WITH TRANSFORMER — W/TRANS
- STREET LIGHT (WITH NUMBER) — S.L.E.I OR S.L.P.I
- HIGH VOLTAGE OVERHEAD ELECTRIC LINES
- LOW VOLTAGE OVERHEAD ELECTRIC LINES
- POST & WIRE FENCE — P & W F
- COMMUNICATION PED. — PED.
- PARKING SPOT — P
- SEPTIC TANK LID
- FENCE
- PROPOSED OR NOT LOCATED
- SERVICE CONNECTION POST — S.C.P.
- 3.0m G.R.C.A. SETBACK
- 6.0m PROPERTY SETBACK
- MAIN STRUCTURE SETBACK
- ACCESSORY STRUCTURE SETBACK
- SPECIAL MOBILE HOME PARK ZONE — RMH-I
- RESIDENTIAL EXISTING LOT ZONE — RE
- GENERAL AGRICULTURAL ZONE — A2
- PARKING SPACE 2.7m X 5.5m

DEVELOPMENT NAME: MAPLE LAKE PARK
DEVELOPER: MAPLE LAKE PARK LIMITED
SITE PLAN, SHEET 2
ZONING and BUFFERS and
NEW LOCATION OF PRIVATE ROAD
ZONING AMENDMENT APPLICATION
806201 OXFORD COUNTY ROAD 29
PART LOT 3 CONCESSION 7
GEOGRAPHIC TOWNSHIP OF BLANDFORD,
TOWNSHIP OF BLANDFORD-BLENHEIM
COUNTY OF OXFORD.

SCALE 1 : 600

metres 20 10 0 20 40 60 metres

WAYNE D. BRUBACHER O.L.S.
WDB CONSULTING

**NOTES**

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12. THE FIRE ROUTE REPRESENTS A PATH 6.0m WIDE THROUGHOUT THAT MUST REMAIN UNOBSTRUCTED AT ALL TIMES EVEN THOUGH THE PAVEMENT WIDTH MAY BE LESS THAN A FULL 6.0 M WIDE.

**AREA TABLE**

| MUN. NO. | LOT AREA | MUN. NO. | LOT AREA | MUN. NO. | LOT AREA | MUN. NO. | LOT AREA |
|---|---|---|---|---|---|---|---|
| 10 | 548.5 | 27 | 449.3 | 45 | 549.4 | 69 | 1014.3 |
| 11 | 618.6 | 28 | 504.6 | 46 | 622.0 | 70 | 1147.9 |
| 12 | 578.6 | 29 | 517.2 | 47 | 518.5 | 71 | 1163.9 |
| 13 | 515.3 | 30 | 496.2 | 48 | 500.3 | | |
| 14 | 610.2 | 32 | 585.0 | 49 | 784.2 | | |
| 15 | 462.1 | 33 | 893.1 | 50 | 457.8 | | |
| 16 | 615.6 | 34 | 548.4 | 52 | 572.5 | C-1 | 340.4 |
| 17 | 490.1 | 35 | 680.2 | 54 | 694.1 | C-2 | 304.8 |
| 18 | 629.5 | 36 | 587.0 | 55 | 633.7 | C-3 | 291.0 |
| 19 | 604.6 | 37 | 553.3 | 57 | 510.3 | C-4 | 290.4 |
| 20 | 606.2 | 38 | 546.8 | 59 | 555.1 | C-5 | 275.3 |
| 21 | 574.4 | 39 | 732.9 | 61 | 575.4 | C-6 | 350.3 |
| 22 | 641.3 | 40 | 582.0 | 63 | 527.8 | C-7 | 336.2 |
| 23 | 521.6 | 41 | 611.8 | 65 | 694.8 | C-8 | 428.7 |
| 24 | 634.4 | 42 | 592.2 | 66 | 669.1 | C-9 | 468.1 |
| 25 | 548.8 | 43 | 438.7 | 67 | 817.4 | C-10 | 391.1 |
| 26 | 600.4 | 44 | 818.4 | 68 | 1015.9 | C-11 | 615.4 |

**ZONE PROVISION**

RMH – Mobile Home Park Zone

| Zone provision | Residential Uses | Non-Residential Uses |
|---|---|---|
| Maximum Year-Round Mobile Home Rental Lots | 65 lots | no provision |
| Lot Area of a Mobile Home Lot, Minimum. | 275 m², ( 2,960 ft² ) | no provision |
| Lot Frontage of a Mobile Home Lot | 12.0 m ( 39.4 ft ) or as shown on an approved site plan | no provision |
| Lot Depth of a Mobile Home Lot | 30 m ( 98.4 ft. ) or as shown on an approved site plan | no provision |
| Exterior Side Yard of a Mobile Home Lot, Minimum Width | no provision | no provision |
| Interior Side Yard of a Mobile Home Lot, Minimum Width | 3 m ( 9.8 ft ) on one side and 1.5 m ( 4.9 ft ) on the narrow side, provided that where a garage or carport is attached to or is within the main building or the lot is a corner lot, the minimum width of the interior side yard shall be 1.5 m ( 4.9 ft ) | no provision |
| Rear Yard of a Mobile Home Lot, Minimum Depth | 4 m ( 13.12ft ) | no provision |
| Setback From Centreline of Internal Roads, Minimum. | 10.5 m ( 34.4 ft ) no mobile home within a Mobile home park shall front on a public street. | |
| Distance from External Property Line, Minimum. | 6 m ( 19.7 ft ) | |
| Height of Building, Maximum | 2 storeys | 11 m ( 36.1 ft ) and in accordance with the provisions of Section 6.28 of this Zoning By-Law |
| Gross Floor Area, Minimum. Mobile Home Z-240 Standard | 55 m² ( 592 ft² ) | no provision |
| Landscaped Open Space, Minimum | 30% of lot area | no provision |
| Parking | 2 per dwelling unit (including carport or garage) | |

**Accessory Uses and Structures per Mobile Home Lot**

| Zone provision | |
|---|---|
| Gross Floor Area, Maximum | 10 m² (107.6 ft²) |
| Number of Accessory Structures, Maximum | 1 |
| Interior Side Yard Setback, Minimum | 1 m ( 3.3ft ) |
| Rear Yard Setback, Minimum | 1 m ( 3.3ft ) |
| Maximum Height | 4 m (13.1 ft ) |
| Minimum Distance from Main Buildings | 1.0 m (3.3 ft) |

Note: For an agricultural use, a wholesale greenhouse and nursery, all of the other provisions of the A2 Zone in Section 7.2 and all other relevant provisions contained in this Zoning By-Law shall continue to apply mutatis mutandis.

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:

1. THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED ON OR BEFORE THE 7th DAY OF NOVEMBER, 2012.
2. THE TOTAL AREA OF THE DEVELOPMENT COMPRISING PART 1, PLAN 41R - 8465 AND PARTS 1 & 2, PLAN 41R - 8732 IS 22.9583 ha.
3. THE AREAS OF THE MOBILE HOME LOTS SHOWN IN THE TABLE ON SHEET 2 ARE CORRECT.
4. THE PROPERTY DIMENSIONS SHOWN ON SHEET 1 AND THE MOBILE HOME LOT DIMENSIONS SHOWN ON SHEET 2 ARE CORRECT.

NOVEMBER 28th, 2012

WAYNE D. BRUBACHER ONTARIO LAND SURVEYOR

DRAWING DATE
NOVEMBER 28, 2012
REVISIONS

| DATE | REASON |
|---|---|
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File Name:
483-12-2
632-17 REVISIONS

# Plate 5: Amended Site Services Plan
# File No.: SP 1-12-03-1 - Maple Lake Park, 806201 County Road 29, Blandford-Blenheim

MAPLE LAKE

NOTICE
NO NEW DEVELOPMENT IS PERMITTED BETWEEN THE UPLAND SIDE OF THE 3m G.R.C.A. BUFFER AND THE BOTTOM OF THE SLOPE OR LIMIT OF ANY ENVIRONMENTALLY SENSITIVE AREA

REPAIRS OR RECONSTRUCTION WILL NOT BE PERMITTED TO BE MADE TO ANY BUILDING, DECK OR RETAINING WALL OR PORTION THEREOF STANDING WITHIN THE RESTRICTED AREA WITH THE AIM OF EVENTUALLY RETURNING THE BUFFER AND THE E.S.A. TO ITS NATURAL STATE.

CROSS SECTION "A-A"
APPLIES TO SEASONAL LOTS
SCALE: 1 : 400

HIGH VOLTAGE ELECTRIC SWAY CLEARANCE
WALKWAY 1.5m VARIES
6.0m PAVE
2.5m RELOCATED ROAD
1.8m VARIES
1.0m GAS
2.0m WATERMAIN
2.2m BELL EXCHANGE

**LEGEND**

- MOBILE HOME (closed in)
- DECK
- SHED
- DRIVE
- MANAGEMENT STRUCTURES
- EXISTING PAVEMENT TO REMAIN
- PAVEMENT TO BE REMOVED
- PROPOSED WALKWAYS
- PROPERTY BOUNDARY
- RENTAL AREA BOUNDARY
- BELL EXCHANGE, BURIED
- BELL SERVICE, BURIED
- COMMUNICATION, BURIED
- GAS
- WATERLINE
- WATERLINE 50mm PROPOSED
- SEWER LINE
- ELECTRIC BURIED
- GAS METER
- ELECTRIC METER
- UTILITY POLE
- U.P. WITH TRANSFORMER
- STREET LIGHT (WITH NUMBER)
- HIGH VOLTAGE OVERHEAD ELECTRIC LINES
- LOW VOLTAGE OVERHEAD ELECTRIC LINES
- POST & WIRE FENCE
- COMMUNICATION PED.
- PARKING SPOT
- SEPTIC TANK LID
- FENCE
- PROPOSED OR NOT LOCATED
- SERVICE CONNECTION POST 3.0m G.R.C.A. SETBACK
- 6.0m PROPERTY SETBACK
- ACCESSORY STRUCTURE SETBACK

**DEVELOPMENT NAME: MAPLE LAKE PARK**
**DEVELOPER: MAPLE LAKE PARK LIMITED**
**SITE PLAN, SHEET 3**
**SITE SERVICES AND IMPROVEMENTS**

**ZONING AMENDMENT APPLICATION**
**806201 OXFORD COUNTY ROAD 29**
**PART LOT 3 CONCESSION 7**
**GEOGRAPHIC TOWNSHIP OF BLANDFORD,**
**TOWNSHIP OF BLANDFORD-BLENHEIM**
**COUNTY OF OXFORD.**

SCALE 1 : 600
metres 20 10 0 20 40 60 metres

**WAYNE D. BRUBACHER O.L.S.**
**WDB CONSULTING**

**NOTES**

1. SEPTIC TANK LIDS ARE LOCATED BY SURVEY. (SHEET 3)
2. OLD WEEPING TILE BEDS ARE SCHEMATIC, INDICATING GENERAL LOCATION ONLY. NEW WEEPING TILE BEDS ARE SHOWN AS STAKED IN THE FIELD. (SHEET 3)
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5. LOCATION OF TELEPHONE PEDISTALS AND UNDERGROUND SERVICE WHERE LOCATED AND MARKED BY PAINT BY G-TEL ENGINEERING ARE LOCATED BY SURVEY. (UNDERGROUND ON SHEET 3)
   CAUTION: NOT ALL UNDERGROUND SERVICES WERE IDENTIFIED, ONLY THOSE CLOSE TO CORNER SURVEY STAKES. CONTRACTORS ARE REQUIRED BY LAW TO OBTAIN CURRENT LOCATES BEFORE PENETRATING THE GROUND SURFACE.
6. RENTAL UNITS 33, 35, 70 AND 71 ARE ON PERIMETER WALLS OR FULL FOUNDATIONS.
7. MOSI APPROVED BY ZONING AMENDMENT 1750-2012 ALLOWING 68m INSTEAD OF THE REQUIRED 470m BECAUSE THE PARK WAS ESTABLISHED BEFORE MDS REQUIREMENTS EXISTED. THE 470m DISTANCE INCLUDES A DOUBLING FACTOR.
8. POTABLE WATER IS SUPPLIED BY ONE NEW DRILLED WELL LOCATED NEAR THE PUMP HOUSE LOT
9. ALL MOBILE HOME LOT CORNERS ARE MARKED WITH IRON BARS NUMBERED 994 WHERE SHOWN ON PAGE 1.
10. THERE ARE NO REGISTERED EASEMENTS AFFECTING THE PROPERTY.
11. MOBILE HOMES, WHEN REPLACED, WILL BE REPLACED WITH Z-240 COMPLIANT MOBILE HOMES.
12. THE FIRE ROUTE REPRESENTS A PATH 6.0m WIDE THROUGHOUT THAT MUST REMAIN UNOBSTRUCTED AT ALL TIMES EVEN THOUGH THE PAVEMENT WIDTH MAY BE LESS THAN A FULL 6.0 M WIDE.

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:
1. THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED ON OR BEFORE THE 7th DAY OF NOVEMBER, 2012.
2. THE TOTAL AREA OF THE DEVELOPMENT COMPRISING PART 1, PLAN 41R - 8465 AND PARTS 1 & 2, PLAN 41R - 8732 IS 22.9583 ha.
3. THE AREAS OF THE MOBILE HOME LOTS SHOWN IN THE TABLE ON SHEET 2 ARE CORRECT.
4. THE PROPERTY DIMENSIONS SHOWN ON SHEET 1 AND THE MOBILE HOME LOT DIMENSIONS SHOWN ON SHEET 2 ARE CORRECT.

NOVEMBER 28th, 2012
WAYNE D. BRUBACHER ONTARIO LAND SURVEYOR

EXERCISE YARD
EXISTING BANK BARN BEEF OPERATION 342.1m²
EXISTING HAY STORAGE
68.6m SEE NOTE 8.
TED MITCHELL 806185 OXFORD ROAD 29
EXISTING COW/GOAT OPERATION
EXISTING GOAT SHELTER 49.6m²

**NEW TILE BED TYPES**

| | |
|---|---|
| 10.0 W, TILE BED TYPE 1, 7.0 L | 4500 L CONCRETE 2 COMPARTMENT |
| 10.0 W, TILE BED TYPE 2, 7.0 L | 4500 L CONCRETE 2 COMPARTMENT |
| 10.0 W, TILE BED TYPE 3, 17.0 L, 10.0 W | 4500 L CONCRETE 2 COMPARTMENT |
| 7.0 W, TILE BED TYPE 4, 17.0 L | 3600 L CONCRETE 2 COMPARTMENT |
| 13.8 W, TILE BED TYPE 5, 21.0 L, 6.2 W | 4500 L CONCRETE 2 COMPARTMENT |
| EXISTING TILE BEDS SHOWN IN THIS FONT WEEPING TILE BED | |
| SEPTIC TANK | |

**SITE ILLUMINATION**

| POLE | HEIGHT | NEAREST LOT |
|---|---|---|
| EXISTING LIGHT POLES (S.L.E.#) | | |
| S.L.E.1 | 6.5m | 11 |
| S.L.E.2 | 6.5m | 29-33 REMOVE |
| S.L.E.3 | 6.5m | 41 |
| S.L.E.4 | 6.5m | 46 |
| S.L.E.5 | 6.5m | 54 REMOVED |
| S.L.E.6 | 5.5m | C-1 REMOVED |
| S.L.E.7 | 5.5m | C-8 REMOVED |
| S.L.E.8 | 6.5m | C-11 |
| S.L.E.9 | 6.5m | 66 |
| S.L.E.10 | 6.5m | 71 |
| NEW LIGHTING POLES (S.L.P.#) | | |
| S.L.P.1 | 8.0m | BOULEVARD |
| S.L.P.2 | 8.0m | BLVD OMITTED |
| S.L.P.3 | 8.0m | 28 |
| S.L.P.4 | 8.0m | PARKING OMIT |
| S.L.P.5 | 8.0m | 46 OMITTED |
| S.L.P.6 | 8.0m | 52 REAR |
| S.L.P.7 | 8.0m | C-1 |
| S.L.P.8 | 8.0m | CENTRE AT 52 |
| S.L.P.9 | 8.0m | 69 OMITTED |

**TREE PLANTINGS**

| BOTANICAL NAME | COMMON NAME | SIZE | REMARKS | QTY. |
|---|---|---|---|---|
| ACER RUBRUM | RED MAPLE | 60mm | UNIFORM SPECIMEN | 7 |
| ACER SACCHARUM | SUGAR MAPLE | 60mm | UNIFORM SPECIMEN | 21 |
| FAGUS GRANDIFOLIA | AMERICAN BEECH | 60mm | UNIFORM SPECIMEN | 1 |
| QUERCUS RUBRA | RED OAK | 60mm | UNIFORM SPECIMEN | 4 |
| PINUS STROBUS | EASTERN WHITE PINE | 150mm | UNIFORM SPECIMEN | 5 |

**NATIVE SHRUBS**

| |
|---|
| RED-OSIER DOGWOOD |
| NINEBARK |
| ELDERBERRY |
| SUMAC (FRAGRANT/STAGHORN) |
| VIBURNUM TRILOBUM |
| SERVICE BERRY |

THESE SPECIES WILL BE PLANTED IN THE PUBLIC AREA AS THE WALKWAYS AND SEATING AREAS ARE INSTALLED. CARE WILL BE TAKEN TO PROVIDE SUFFICIENT SPACING BETWEEN THE TREE LOCATIONS AND THE PROPOSED WEEPING TILE BEDS.

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|---|
| NOVEMBER 28, 2012 |
| REVISIONS |

| DATE | REASON |
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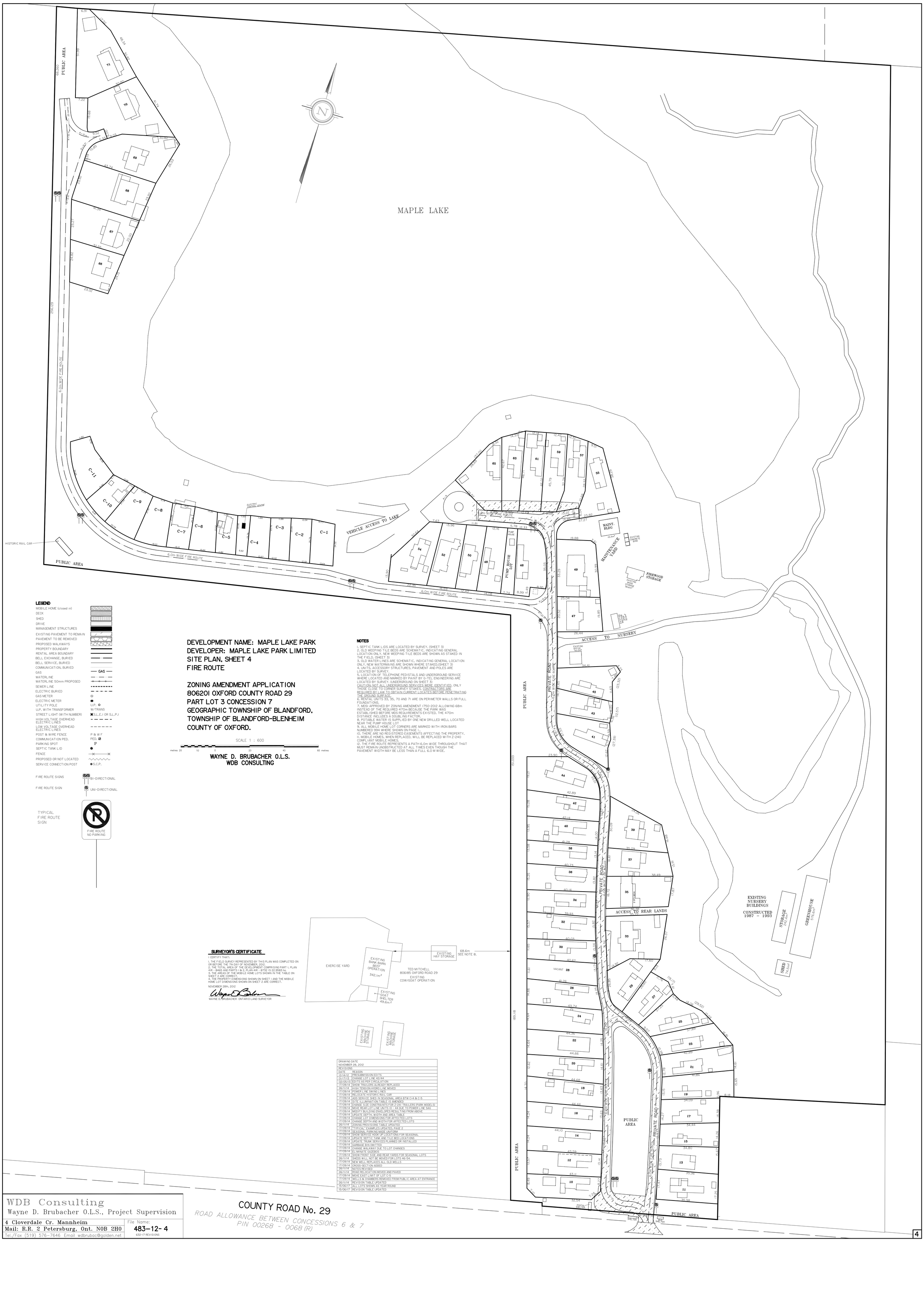
File Name: 483-12-3
632-17 REVISIONS

COUNTY ROAD No. 29
ROAD ALLOWANCE BETWEEN CONCESSIONS 6 & 7
PIN 00268 - 0068 (R)

# Plate 6: Amended Fire Route Plan
# File No.: SP 1-12-03-1 - Maple Lake Park, 806201 County Road 29, Blandford-Blenheim




**LEGEND**

- MOBILE HOME (closed in)
- DECK
- SHED
- DRIVE
- MANAGEMENT STRUCTURES
- EXISTING PAVEMENT TO REMAIN
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- COMMUNICATION PED. PED.
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- SEPTIC TANK LID
- FENCE
- PROPOSED OR NOT LOCATED
- SERVICE CONNECTION POST S.C.P.

FIRE ROUTE SIGNS
- BI-DIRECTIONAL
- FIRE ROUTE SIGN — UNI-DIRECTIONAL

TYPICAL FIRE ROUTE SIGN




**DEVELOPMENT NAME: MAPLE LAKE PARK**
**DEVELOPER: MAPLE LAKE PARK LIMITED**
**SITE PLAN, SHEET 4**
**FIRE ROUTE**

**ZONING AMENDMENT APPLICATION**
**80620I OXFORD COUNTY ROAD 29**
**PART LOT 3 CONCESSION 7**
**GEOGRAPHIC TOWNSHIP OF BLANDFORD,**
**TOWNSHIP OF BLANDFORD-BLENHEIM**
**COUNTY OF OXFORD.**

SCALE 1 : 600

metres 20 10 0 20 40 60 metres

**WAYNE D. BRUBACHER O.L.S.**
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NOVEMBER 28th, 2012

WAYNE D. BRUBACHER ONTARIO LAND SURVEYOR

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File Name: **483-12-4**
632-17 REVISIONS

# TOWNSHIP OF BLANDFORD-BLENHEIM

**Agenda Item**

| | | | |
|---|---|---|---|
| **To:** | Members of Council | **From:** | Jim Borton<br>Director of Public Works |
| **Reviewed By:** | Rodger Mordue | **Date:** | July 27, 2017 |
| **Subject:** | Hofstetter Ext. Urban Section Tender Results | **Council Meeting Date:** | August 2, 2017 |
| **Report #:** | PW-17-21 | | |

---

**Recommendation:**

That Report PW-17-21 be received for information;

And further that Council accepts the tender submitted by Steed and Evans Limited of St. Jacobs, ON for the completion of the 235 meters of Urban section for the Hofstetter Ext. with the total amount of $319,000 + Hst.

**Background:**

Seven contractors were invited to tender for the 235 meters of the Urban section of Hofstetter Ext. This includes storm sewer, sanitary sewer, watermain and road reconstruction work. 3 tenders were received, all of whom meet specifications.

**Analysis/Discussion:**

Steed and Evans of St. Jacobs, ON are the low bid for the 235 meters of urban section on the Hofstetter Ext. The new road right-of-way will be constructed over what is presently agricultural land. The work comprises of Storm sewer, Sanitary Forceman, Watermain and road construction work.

The Engineers budget estimate was $242,815.00 for storm, watermain and road construction. The forceman estimate was $40,000.00. We have an agreement with the Nithall Subdivision who have paid the $242,815.00 to us in trust to complete this section to an urban standard for their future development. Once the road is constructed and all costs are known the Township and the developer will reconcile for the true costs of the urban work. The $40,000.00 forceman work is in lieu of the property required for the right-of-way from Oxford County. There was $40,000.00 budgeted for the Township to place B gravel and A gravel in this section. It was added to the tender for a better ease of timing and to help reduce the cost of excavation.

| Contractor | Location | Total including H.S.T. |
|---|---|---|
| Steed and Evans Limited | St. Jacobs | $360,470.00 |
| Oxford Civil Group Inc. | Woodstock | $376,798.63 |
| Network Sewer & Watermain | Cambridge | $398,139.61 |

**Financial Considerations:**

Budget from Hofstetter Ext. $80,000.00.

Nithall Subdivsion Agreement $242,815.00

Total Budget $322,815.00

Tender cost including 10% contingencies $319,000.00.

**Attachments:**

K. Smart Associates Ltd. summary letter of bid

Respectfully submitted by:

_____

Jim Borton
Director of Public Works

**K. SMART ASSOCIATES LIMITED**
CONSULTING ENGINEERS AND PLANNERS
85 McIntyre Drive
Kitchener ON N2R 1H6
Tel: (519) 748-1199
Fax: (519) 748-6100
E-Mail: ksmart@ksmart.ca

July 25, 2017 File No. 08-427

Mr. Jim Borton, C.R.S.
Director of Public Works
Township of Blandford-Blenheim
47 Wilmot Street South, Box 100
Drumbo ON N0J 1G0

**RE: Hofstetter Road Extension**
**Contract No. 2017- H01**
**Recommendation of award of tender**

Dear Jim:

We have reviewed the three returned tenders and find them to be generally in order. We noted a minor error in one returned tender. Network Sewers & Watermain did not correctly change the unit in item H4 from cu.m. to L.S.. This is not a big enough item to have an effect on the outcome of the tender results.

Steed and Evans Limited of St. Jacobs submit the low tender bid for $319,000.00 + HST. The following table shows all bids, including all taxes.

| *Contractor* | *Location* | *Tender Amount* |
|---|---|---|
| Steed and Evans Limited | St. Jacobs | $360,470.00 |
| Oxford Civil Group Inc. | Woodstock | $376,798.63 |
| Network Sewer & Watermain | Cambridge | $398,139.61 |

Steed and Evans Limited has performed similar projects in the past and we are satisfied that they have the ability to complete the project on schedule while maintaining quality workmanship. We recommend that the contract be awarded to Steed and Evans Limited for the amount of $360,470.00 including HST subject to final valuation of the completed work.

If you are in agreement, please have Part F of the contract completed and signed by both parties and a copy mailed to us.

If you have any questions, please contact the undersigned

Yours truly,

Kevin Death, C.E.T.

# TOWNSHIP OF BLANDFORD-BLENHEIM

**Agenda Item**

| | | | |
|---|---|---|---|
| **To:** | Members of Council | **From:** | Jim Borton<br>Director of Public Works |
| **Reviewed By:** | Rodger Mordue | **Date:** | July 27, 2017 |
| **Subject:** | Monthly Report | **Council Meeting Date:** | August 2, 2017 |
| **Report #:** | PW-17-22 | | |

---

**Recommendation:**

That Report PW-17-22 be received as information,

## Road Crew Activities

- See Road Supervisor Activity Report for July (CA)

## Capital

- Hofstetter Road extension – Road has been brought to sub base. Township crews have been hauling and applying B gravel for the base. The tender for the urban section and forceman work has gone out and closed, see report PW-17-21
- CN Bridge on Gobles Rd. – We have received the agreement from CN. See attached. CN has agreed with a 50/50 cost sharing for the construction of a 8.5 meter wide clear span wood structure to replace the existing 5.82 meter wide bridge, and that maintenance will be split 32% Road Authority and 68% to the Railway. The budget for each party is estimated at 1.1 million. This includes the construction of the bridge ($900,00.00), 15% for contingencies ($135,000.00) and Flagging during the construction ($65,000). This is an inflated budget with the hope that the actual total is around the $900,000.00 as previously discussed. Construction is scheduled for October and November 2017.
- CN Bridge on Blenheim Rd. – CN would like to start talks for the replacement of the Blenheim Rd. Bridge scheduled in 2018.
- Norjohn has completed the Fibremat resurfacing on surface treated roads.

## County Shared Service/Road Association/Training

- Shared Services meeting – Next meeting Sept. 14.
- Road Association – Next meeting August 31.
- Training – Ryan and I attended a CVOR (Commercial Vehicle Operator Registration) training session. New legislation has come out and the course went over how it affects Municipalities.

## Other

- The gates have been re-installed on Township road 2 in Canning. So far there has been no attempt to vandalize or remove them.
- The weather has not been cooperating this summer. With heavy down pours instead of light rains and what seems like weekly occurrences we have been forced in to doing more maintenance on the gravel roads than normal.
- I took 1 week vacation from July 14 - 21.

**Attachments:**

- Road Supervisor Activity Report for June.
- CN agreement.

Respectfully submitted by:

Jim Borton
Director of Public Works

# Monthly Activities for July

**Daily Activities**

Install catch basin @ 23 James Street Bright
Sidewalk inspections for trip hazards
Sidewalk tree and shrub trimming
Install driveway culvert 44 Roper St
Sweep Intersections
Culvert and drainage inlet cleanout (Ratho)
Topsoil along apron on 4C
Spot grading various locations
Hofstetter Rd extension activities
Roadside mowing
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.
Shoulder maintenance and graveling.
Haul compost and brush to Salford.

**Future projects**

Traffic counts
Ditching – Canning Rd north of Nith Bridge
Blenheim Rd - Reconstruction
River Rd – Widening
11 E Culvert replacement
Various entrance culvert replacements

**Emergency Calls**

Road closure July 21 2:15pm – 6:00pm Twp 2 between Blandford Rd and Oxford Rd 22 Car vs Tree.
Tree down July 21 9:30pm King Rd @ Twp 8

**General Information**

July has been interesting month in regards to the weather and amounts of rainfall during single storms. Continuous maintenance has been required on all hills to repair washouts from heavy flows. Spot grading of various locations to maintain other gravel roads has also been in effect.

## Residents' Concerns

Township Rd 10 – Water running into farm yard
Township Rd 2 – Shoulder washing into driveway
Blenheim Rd - roadside grass
Blandford Rd - Cracked windshield from resurfacing on Blandford Rd (City of Woodstock issue)
Plattsville - Water ponding on sidewalk

Created by: Ryan Nechelput, Road Supervisor

**THIS AGREEMENT** effective as of the _____ day of _____, 2017.

BETWEEN: **CANADIAN NATIONAL RAILWAY COMPANY**, a corporation having its head office at 935 de La Gauchetière Street West, Montréal, Québec H3B 2M9

(hereinafter the "Railway")

AND: **TOWNSHIP OF BLANDFORD-BLENHEIM,** a government agency having its head office at 47 Wilmot Street, Drumbo, Ontario N0J 1G0

(hereinafter the "Road Authority")

**WHEREAS** Order No. 1996-R-54 of the National Transportation Agency of Canada, dated February 8, 1996, authorized the Railway to reconstruct the overhead bridge carrying Gobles Road across the tracks at Mileage 40.02, on the Dundas Subdivision, in the Township of Blandford-Blenheim, in the Province of Ontario (herein after the "**original grade separation**");

**AND WHEREAS** it is the Railway's intent to reconstruct the original grade separation, namely Gobles Road crossing over the right-of-way and track of the Railway at Mileage 40.02, on the Dundas Subdivision, in the Township of Blandford-Blenheim, in the Province of Ontario by replacing it with a timber structure, compliant with CL-625-ONT live loading, and by widening it from 5.82m to 8.5m, (hereinafter "**the grade separation**"), as shown on Plan No.(s) Plan and Elevation Clear Span, dated/revised March 21, 2017, or any subsequent version approved by the Railway (hereinafter the "**Plan(s)**"), attached hereto as Appendix I and forming part hereof;

**NOW THEREFORE THIS AGREEMENT WITNESSES 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. The parties are required to fulfill their respective obligations under the *Railway Safety Act*. For the purposes of the *Railway Safety Act,* the Road Authority is considered to be the "proposing party" (hereinafter the "proponent").

2. The Railway will carry out the work as shown on the Plan(s).

3. The Road Authority agrees to sign and be bound by the terms and conditions of the Railway's Right of Entry form, a sample of which is attached hereto, prior to undertaking any work on Railway property.

4. The Road Authority will also require its authorized employees, servants, agents or contractors to adhere to Railway requirements respecting safe railway operations, including certification under eRailsafe or Contractor Orientation, as the case may be, prior to undertaking any work on Railway property

5. The Road Authority shall contribute 50% towards the total cost of the grade separation. CN shall issue progress invoices as the work progresses. The Road Authority shall pay the invoices within 30 days of receipt.

6. The Railway shall be responsible for the physical maintenance of the substructure and the superstructure of the grade separation. The Road Authority shall be responsible for the physical maintenance of the road surface. The cost for the physical maintenance of the substructure and the superstructure of the grade separation as well as the cost for the physical maintenance of the road surface shall be apportioned as follows, 32% to the Road Authority and 68% to the Railway.

7. All other physical work associated with the maintenance of the grade separation, including highway approaches, sidewalks, drainage and lighting shall be the responsibility of the Road Authority at its cost.

8. The Road Authority shall construct and maintain all fencing required as a result of the grade separation at their cost.

9. The Railway shall prepare all accounts for work performed by the Railway using rates as stipulated in the latest Guide to Railway Charges for Crossing Maintenance and Construction, as issued by the Canadian Transportation Agency (the "Agency"). In the event that the Agency should discontinue publishing same, the accounts shall be based on the Railway's costs including overheads.

10. For greater certainty, the Road Authority's financial responsibility shall include the cost of flagging, which shall be calculated in accordance with the latest Guide to Railway Charges for Crossing Maintenance and Construction, or as agreed to by the Parties in the Work Permit.

11. If at any time during the continuance of this Agreement either party wishes to widen, relocate, make more narrow or otherwise upgrade the grade separation (the "reconstruction"), the terms associated with the reconstruction will be agreed to by the parties in a separate agreement.

12. This Agreement shall be governed by and constructed in accordance with the laws of the Province of Ontario, and all applicable federal laws and regulations.

13. This Agreement is not assignable without the prior written consent of both parties, which consent will not be unreasonably withheld. Notwithstanding the above, in the event of the transfer of its line for continued operations, the Railway will have the right to assign this Agreement to any subsequent owner. The Road Authority will also have the right to assign responsibility for the highway to another road authority on condition that the highway maintains its public status.

14. This Agreement shall become effective on the date appearing on page 1 of this Agreement and shall continue until either the Railway discontinues its operations or the Road Authority closes the highway at this location, or upon the written consent of both parties.

15. Upon termination of this Agreement, the Road Authority, shall be responsible for all future costs associated with the existence of the grade separation, including the cost of maintaining or dismantling the grade separation and restoring the Railway and Road Authority property to its original or mutually agreed upon condition.

16. Notwithstanding the termination of this Agreement, the obligations of the Road Authority as to clause 15 set forth in this Agreement shall survive any such termination and shall remain in force until discharged.

17. Upon execution, the Railway may file this Agreement with the Agency.

18. Subject to clause 17, this Agreement is confidential and the Agreement or any of its terms and conditions shall not be disclosed to any third party, person or association except and to the extent as may be required by law or upon the prior written consent of all parties hereto.

19. If either party fails, at any time, to fulfill its obligations provided in the present Agreement, the other party, at its option, may, upon reasonable notice, undertake the necessary measures to ensure safety, at the risk and expense of the responsible party as defined in this Agreement.

20. The parties agree to settle disputes by way of negotiations. Should negotiations fail, the parties agree that the dispute may be referred to the Agency for resolution in respect of matters within the Agency's jurisdiction. For matters not within the Agency's jurisdiction, the matter may be referred to a court of competent jurisdiction.

21. The preamble to this Agreement forms an integral part of the Agreement.

**IN WITNESS WHEREOF**, the parties have caused the Agreement to be executed by their respective representatives hereunto duly authorized, as of the date first above written.

**CANADIAN NATIONAL RAILWAY COMPANY**

Signed in the presence of:

Witness Signature

Witness Name [please print]

Date

Signature

Name [please print]

Title [please print]

Date

**TOWNSHIP OF BLANDFORD-BLENHEIM**

Signed in the presence of:

Witness Signature

Witness Name [please print]

Date

Signature

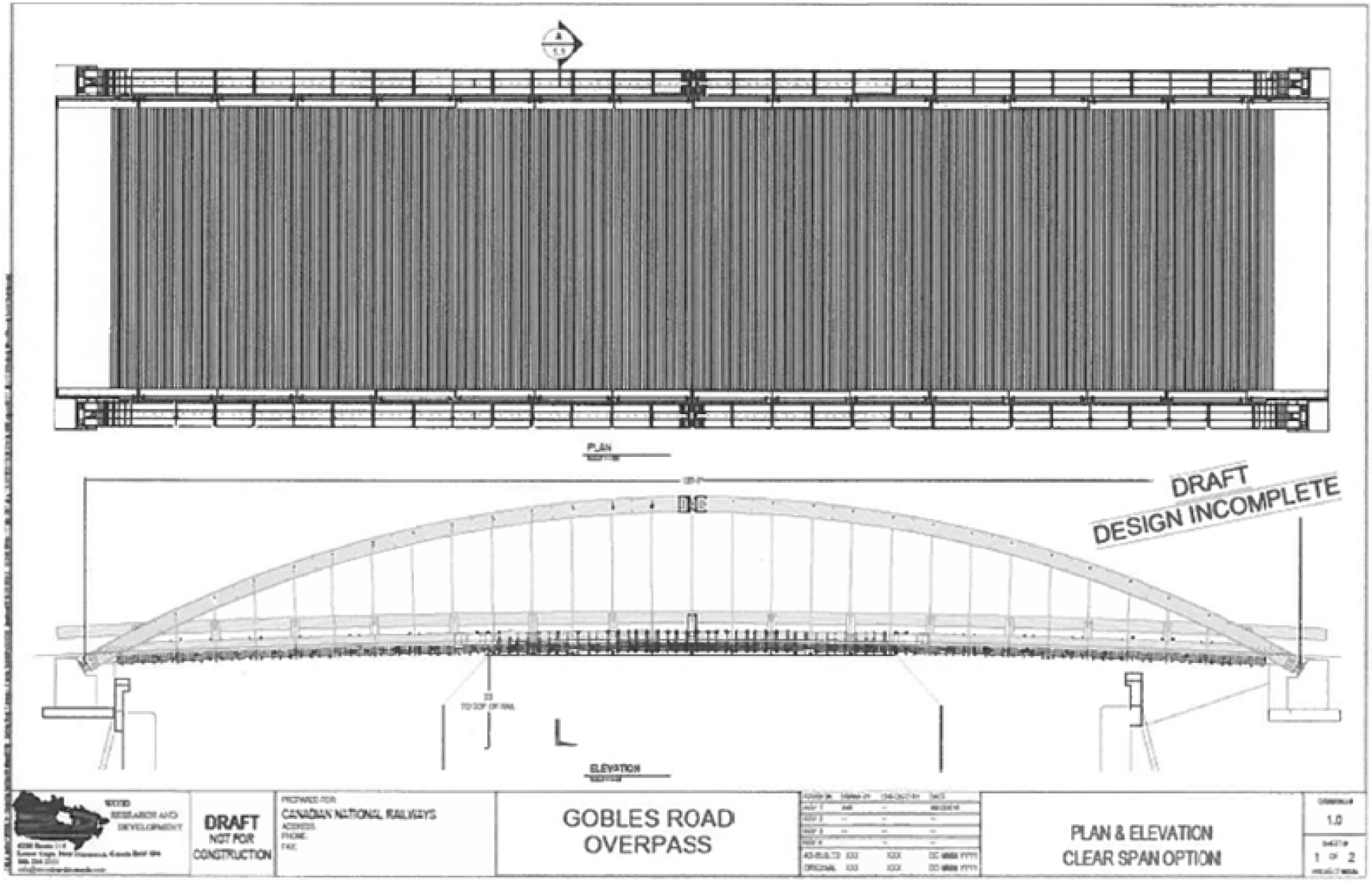
Name [please print]

Title [please print]

Date

**Appendix I**

**PLAN(S)**


PLAN
DRAFT
DESIGN INCOMPLETE
ELEVATION
WOOD
RESEARCH AND
DEVELOPMENT
DRAFT
NOT FOR
CONSTRUCTION
PREPARED FOR:
CANADIAN NATIONAL RAILWAYS
ADDRESS:
PHONE:
FAX:
GOBLES ROAD
OVERPASS
PLAN & ELEVATION
CLEAR SPAN OPTION
1.0
1 OF 2

# TOWNSHIP OF BLANDFORD-BLENHEIM

**Agenda Item**

| | | | |
|---|---|---|---|
| **To:** | Members of Council | **From:** | Rick Richardson – Director of Protective Services |
| **Reviewed By:** | Rodger Mordue | **Date:** | July 21st ,2017 |
| **Subject:** | June +July Monthly Report | **Council Meeting Date:** | August 2nd ,2017 |
| **Report #:** | FC-17-12 | | |

**Recommendation:**

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That Report FC-17-12 is received as information

**Background:**

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

**Analysis/Discussion:**

**Fire:**

- (28) burning permits were recorded in June & (17) in July
- June & July 2017 monthly fire calls (attached)

| Fire Calls – January to July | | | | |
|---|---|---|---|---|
| | July 2016 | July 2017 | Difference | |
| Bright | 21 | 19 | -2 | -10% |
| Drumbo | 112 | 79 | -33 | -29% |
| Plattsville | 53 | 44 | -9 | -17% |
| Princeton | 68 | 53 | -15 | -22% |
| EZT | 21 | 16 | -5 | -24% |
| | 275 | 211 | -64 | -23% |

**Meetings, Courses and Training Attended:**

- Staff meet with representatives from Saint Gobain in Plattsville to discuss the number of false alarms calls to this location in the past number of years and what is currently being done to rectify this problem? Saint Gobain reps have assured staff that they are in the process of replacing some older fire alarm equipment that they believe is causing this

problem. We also discuss the Fire Department cost of future false alarms calls to this location.

- Staff completed a final fire inspection at a rental property located in Plattsville that has been the site of a number of false alarms in the past month. The owners of this property have replaced all of the smoke and CO2 alarms to meet the current Fire Code.
- Staff meet at the Paris Station with the new Brant Fire Chief Michael Seth to get acquainted and discuss any issues with our current fire agreement.
- Staff members completed an in-depth inventory of all of our current SCBA and air bottles. This information will be posted in Fire Pro and will provide us with the required testing date's months in advance. Knowing the age and condition of our equipment will assist staff when NFPA requires replacement and budgeting purposes.

**By-Law Enforcement:**

- June & July by law report (attached)
- Staff did met with Commissionaires employee Ian Stubbs on July 14th to provide him with some guidance and structure on how our Township would like our By-Law enforcement issues dealt with moving forward. In the future most of our communication with our contract By-Law person will be completed by email.

**Emergency Plan Coordinator:**

**CEMC Activities:**

- Attended Sector meeting in Chatham on June 5th
  Updates from this meeting:
  - ✓ CEMC Annual exercise will require a minimum of 4 hours of training
  - ✓ CEMC and Alternates must both complete annual training
  - ✓ All Community Control Groups must complete this training
  - ✓ We will be changing a number of positions in our CCG to better reflect the decision makers of our municipality
  - ✓ This will mean adding more Township staff and Council Members to our CCG.

Respectfully submitted by:

Rick Richardson
Director of Protective Services

BY-LAW ISSUES JUNE 2017

| File Number | New Infractions | Date | Status |
|---|---|---|---|
| 16-031 | Zoning | 11/2/2016 | In Progress |
| **2017** | | | |
| 17-001 | Animals at Large-Dog | 2/7/2017 | In Progress |
| 17-002 | Animals at Large-Dog | 2/13/2017 | In Progress |
| 17-004 | Animals at Large-Dog | 3/28/2017 | In Progress |
| 17-005 | Land in Clean & Clear - Rubbish on Property | 3/31/2017 | In Progress |
| 17-006 | Land in Clean & Clear - Dumping | 5/2/2017 | In Progress |
| 17-007 | Parking | 5/2/2017 | In Progress |
| 17-008 | Animals at Large-Dog | 5/5/2017 | In Progress |
| 17-009 | Noise - Dogs Barking | 5/8/2017 | In Progress |
| 17-010 | Animals at Large-Farm Animals | 5/15/2017 | In Progress |
| 17-011 | Animals at Large-Dogs | 6/1/2017 | In Progress |
| 17-014 | Animals at Large-Dogs | 6/8/2017 | In Progress |
| 17-016 | Noise | 6/13/2017 | In Progress |

**Fire Complaints**

| File Number | New Infractions | Date | Status |
|---|---|---|---|
| 17-001 | Fire Complaint | 3/31/2017 | In Progress |

**Special Event Permit Applications**

| File Number | Applications | Date | Status |
|---|---|---|---|
| | | | |

TOTALS

| | |
|---|---|
| In Progress | By law: 13<br>Fire: 1<br>Special Event Permit Application: 0 |
| Legal Action | By law: 1<br>Fire: 0<br>Special Event Permit Application: 0 |
| Closed in 2017 | By law: 3<br>Fire: 1<br>Special Event Permit Application: 0 |

## June Fire Calls

### Bright

| | | | |
|---|---|---|---|
| 17 | 18-Jun | Blandford Rd/Oxford Rd 8 | MVC |
| 18 | 30-Jun | Baird St S | Medical Call |

### Drumbo

| | | | |
|---|---|---|---|
| 60 | 1-Jun | Motheral Rd | Medical Call |
| 61 | 2-Jun | Hwy 401 Km 262 | Car Fire-Overheat |
| 62 | 2-Jun | Oxford Rd 29 | Garbage Fire |
| 63 | 3-Jun | Oxford Rd 29 | Medical Call |
| 64 | 6-Jun | Twp Rd 5 | Medical Call |
| 65 | 13-Jun | Twp Rd 9 | Medical Call |
| 66 | 18-Jun | Oxford Rd 29/Blenheim Rd | MVC |
| 67 | 20-Jun | Hwy 401 Km 243 | MVC |
| 68 | 23-Jun | Pinkham St | Medical Call |
| 69 | 28-Jun | Pinkham St | Medical Call |

### Plattsville

| | | | |
|---|---|---|---|
| 28 | 3-Jun | Ann St N | Medical Call |
| 29 | 8-Jun | Albert St W | Fire Alarm |
| 30 | 11-Jun | William St N | Medical Call |
| 31 | 15-Jun | William St N | Medical Call |
| 32 | 16-Jun | Douro St | Fire Alarm |
| 33 | 17-Jun | Douro St | Fire Alarm |
| 34 | 18-Jun | Blandford Rd/Oxford Rd 8 | MVC (Assist-cancelled) |
| 35 | 20-Jun | Albert St W | Fire Alarm |
| 36 | 21-Jun | Albert St W | Fire Alarm |
| 37 | 24-Jun | Joshua Court | CO Alarm |
| 38 | 24-Jun | Albert St E | Medical Call |

### Princeton

| | | | |
|---|---|---|---|
| 35 | 7-Jun | Highway 2 | Fire Alarm |
| 36 | 8-Jun | Twp Rd 2 | MVC - Dirt Bike |
| 37 | 11-Jun | Highway 2 | Medical Call |
| 38 | 13-Jun | Brentwood Dr | Medical Call |
| 39 | 18-Jun | 2nd Concession Rd | Medical Call |
| 40 | 20-Jun | Hwy 401 Km 243 | MVC - Assist |
| 41 | 20-Jun | Subway Line @ Hwy 2 | Transformer |
| 42 | 21-Jun | Main St S | Medical Call |
| 43 | 21-Jun | 2nd Concession Rd | Medical Call |
| 44 | 22-Jun | Dundas St W | Medical Call |
| 45 | 24-Jun | Highway 2 | Fire Alarm |
| 46 | 27-Jun | Highway 2 | MVC |
| 47 | 28-Jun | 2nd Concession Rd | Medical Call |

### EZT

| | | | |
|---|---|---|---|
| 12 | 1-Jun | Twp Rd 4 | Medical Call |
| 13 | 3-Jun | Twp Rd 4 | Medical Call |
| 14 | 12-Jun | Twp Rd 5 | Medical Call |
| 15 | 18-Jun | Blandford Rd | Medical Call |

BY-LAW ISSUES JULY 2017

| File Number | New Infractions | Date | Status |
|---|---|---|---|
| 16-031 | Zoning | 11/2/2016 | Assigned |
| **2017** | | | |
| 17-001 | Animals at Large-Dog | 2/7/2017 | Assigned |
| 17-004 | Animals at Large-Dog | 3/28/2017 | Assigned |
| 17-005 | Land in Clean & Clear - Rubbish on Property | 3/31/2017 | In Progress |
| 17-006 | Land in Clean & Clear - Dumping | 5/2/2017 | Legal Action |
| 17-007 | Parking | 5/2/2017 | Assigned |
| 17-009 | Noise - Dogs Barking | 5/8/2017 | Assigned |
| 17-011 | Animals at Large-Dogs | 6/1/2017 | Assigned |
| 17-013 | Parking | 6/1/2017 | Assigned |
| 17-018 | Parking | 7/14/2017 | Assigned |
| 17-019 | Zoning-Chickens | 7/14/2017 | In Progress |
| 17-020 | Zoning-Pigs | 7/20/2107 | Closed |
| 17-021 | Parking | 7/24/2017 | Assigned |
| 17-022 | Parking | 7/24/2017 | Assigned |
| 17-023 | Animals at Large-Dogs | 7/25/2017 | In Progress |
| 17-024 | Animals at Large-Dogs | 7/25/2017 | In Progress |

**Fire Complaints**

| File Number | New Infractions | Date | Status |
|---|---|---|---|
| 17-001 | Fire Complaint | 3/31/2017 | In Progress |
| 17-002 | Fire Complaint | 3/31/2017 | In Progress |
| 17-003 | Fire Complaint | 7/24/2017 | In Progress |

**Special Event Permit Applications**

| File Number | Applications | Date | Status |
|---|---|---|---|
| 17-001 | SEPA | 7/17/2017 | In Progress |

TOTALS

| | |
|---|---|
| In Progress | By law: 4<br>Fire: 3<br>Assigned: 10<br>Special Event Permit Application: 1 |
| Legal Action | By law: 1<br>Fire: 0<br>Special Event Permit Application: 0 |
| Closed in 2017 | By law: 10<br>Fire:<br>Special Event Permit Application: 0 |

## July Fire Calls

### Bright

| | | | |
|---|---|---|---|
| 19 | 6-Jul | Baird St S | Medical Call |

### Drumbo

| | | | |
|---|---|---|---|
| 70 | 2-Jul | Hwy 401 Km 250 | MVC |
| 71 | 9-Jul | Oxford St E | Medical Call |
| 72 | 14-Jul | Hwy 401 Km 257 | Car Fire-Overheat |
| 73 | 17-Jul | Twp Rd 4 | CO Alarm |
| 74 | 21-Jul | Twp Rd 2 | MVC (Assist) |
| 75 | 21-Jul | Hubbard Rd | MVC |
| 76 | 22-Jul | Oxford Rd 29 | Car Fire |
| 77 | 22-Jul | Maitland St | Medical Call |
| 78 | 25-Jul | Twp Rd 8 | Medical Call |
| 79 | 26-Jul | Harmer Cres | Medical Call |

### Plattsville

| | | | |
|---|---|---|---|
| 39 | 3-Jul | Oxford Rd 3 | Medical Call |
| 40 | 4-Jul | Oxford Rd 8 | Uncontrolled burn |
| 41 | 4-Jul | Fennel St | Medical Call |
| 42 | 15-Jul | Washington St E | Medical Call |
| 43 | 17-Jul | Albert St E | Medical Call |
| 44 | 18-Jul | Hwy 401 Km 257 | MVC (Cancelled) |

### Princeton

| | | | |
|---|---|---|---|
| 48 | 10-Jul | 2nd Concession Rd | Medical Call |
| 49 | 17-Jul | Twp Rd 4 | CO Alarm (Assist) |
| 50 | 19-Jul | Twp Rd 2 | Medical Call |
| 51 | 20-Jul | Oxford Rd 22 | Medical Call |
| 52 | 20-Jul | West Quarter Townline | Medical Call |
| 53 | 21-Jul | Twp Rd 2 | MVC |

### EZT

| | | | |
|---|---|---|---|
| 16 | 2-Jul | Twp Rd 5 | Medical Call |

# TOWNSHIP OF BLANDFORD-BLENHEIM

**Agenda Item**

| | | | |
|---|---|---|---|
| **To:** | Members of Council | **From:** | Jim Harmer Drainage Superintendent |
| **Reviewed By:** | Rodger Mordue | **Date:** | July 26, 2017 |
| **Subject:** | Monthly Report | **Council Meeting Date:** | August 2, 2017 |
| **Report #:** | DS-17-17 | | |

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**Recommendation:**

That Report DS-17-17 be received as information

**Background:**

Monthly activities of the Drainage Department July 26, 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. 82 locate for ON 1 Call in July 2017 including 3 emergency and 1 priority locates.
4. Commenting on various planning application.
5. Mitchell Drain work on design of drain with Engineer also meeting with MNR
6. Plattsville Estates Phase 3A, 3B, and 4 petitions to incorporate drains working with Engineer also reviewed proposal on townhouse development
7. Hamilton Drain petition have appointed Engineer to prepare a report, attended various site meeting with Engineer and ratepayers on design
8. Petition for Hofstetter Road and Princeton by Gary Crandall meeting with Engineer
9. Petition for Drainage improvement in Princeton from County Engineer meeting with Engineer
10. Working on Section 65 reports for severances

11. Kamview Drain construction completed and actual cost By-law at August 2 2017 council meeting. Actual Cost of drain was 97% of engineers estimate .

12. Attend Green infrastructure workshop and the Drainage Act in Guelph

13. Site meeting with various ratepayer in Wolverton.

**Financial Considerations:**

None

**Attachments:**

None

Respectfully submitted by:

_____
Jim Harmer Drainage Superintendent

# TOWNSHIP OF BLANDFORD-BLENHEIM

**Agenda Item**

| | | |
|---|---|---|
| **To:** | Members of Council | **From:** Ken Wood, Manager of Community Services |
| **Reviewed By:** | Rodger Mordue, CAO/Clerk | **Date:** July 20, 2017 |
| **Subject:** | Monthly Report – July | **Council Meeting Date:** August 2, 2017 |
| **Report #:** | CS-17-06 | |

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**Recommendation:**

That Report CS-17-06 be received as information.

**Background:**

The following will provide Council with an update regarding the activities of the Community Services Department, for the month of July.

**Analysis/Discussion:**

Parks Attendant

A summer student has been hired and is assisting in grounds maintenance.

Canada 150 Projects

Drumbo Ball Lights – The contractor has been contacted to report on why the work is not completed as yet.

Plattsville Skateboard Park

Staff are awaiting what looks to be a final and existing design for the park. Some preliminary quotes on the concrete pad have been submitted and staff are reviewing.
Staff have begun some cosmetic work on the pavilion which will include staining of existing structure, reinforcement of roof support posts, installation of a ceiling, new lighting, removal of plywood rails and installation of a new railings and stairs of the stage area as well as the leveling of concrete walkway on perimeter of the pavilion.

Princeton Multi-Purpose Pad

Some pricing on concrete work has been received and is being reviewed. This project will not happen until the fall.

Richwood Community Centre

Drawings have been submitted for permit approval.

Staff Training

All full time staff attended the training for Standard First Aid CPR/AED Level C in June. The certification is good for three years.

Stolen Property Incident

On July 18, at approximately 12:30 pm a Community Services vehicle along with a trailer and one our mowers (and some tools) was stolen as it was parked on Oxford Road 29 at the Drumbo Cemetery. Our staff member was cutting grass with another mower in the rear of the property when a witness to the event informed him of the incident. Police were called and a report filed.

Police later recovered the vehicle (2009 GMC Sierra) with some damage done to it. It is suspected that the thieves are professional as they arrived on scene in another stolen vehicle. They then drove away in both vehicles and later transferred our trailer to the other vehicle and ditched our truck. Police had tried to catch the suspects but were not able to apprehend them.

Staff have begun the insurance reporting process. It is also noted that there existed no policy on directing staff to lock vehicles when they are not in them. This policy is now developed.

Respectfully submitted by:

_____

Ken Wood
Manager of Community Services

# TOWNSHIP OF BLANDFORD-BLENHEIM

**Agenda Item**

| | | | |
|---|---|---|---|
| **To:** | Members of Council | **From:** | John Scherer, CBO/ Manager of Building Services |
| **Reviewed By:** | Rodger Mordue, CAO/Clerk | **Date:** | July 7, 2017 |
| **Subject:** | Monthly Report to Council | **Council Meeting Date:** | August 2, 2017 |
| **Report #:** | CBO-17-08 | | |

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**Recommendation:**

That Report CBO – 17- 08 be received as information.

**Background:**

To provide Council with an update, regarding the monthly Building activities for the period ending June 30, 2017.

**Building Updates:**

1. Continuation of busy construction season.
2. Various other day to day responsibilities regarding Building Services, Property Standards & Zoning.

**Property Standards/By-Law Updates:**

1. Property Standards/Bylaw written complaints received:

| | Complaints Received | Complaints Closed/Resolved |
|---|---|---|
| June 2017 | 6 | |
| Year to Date - June 30 | 10 | 6 |

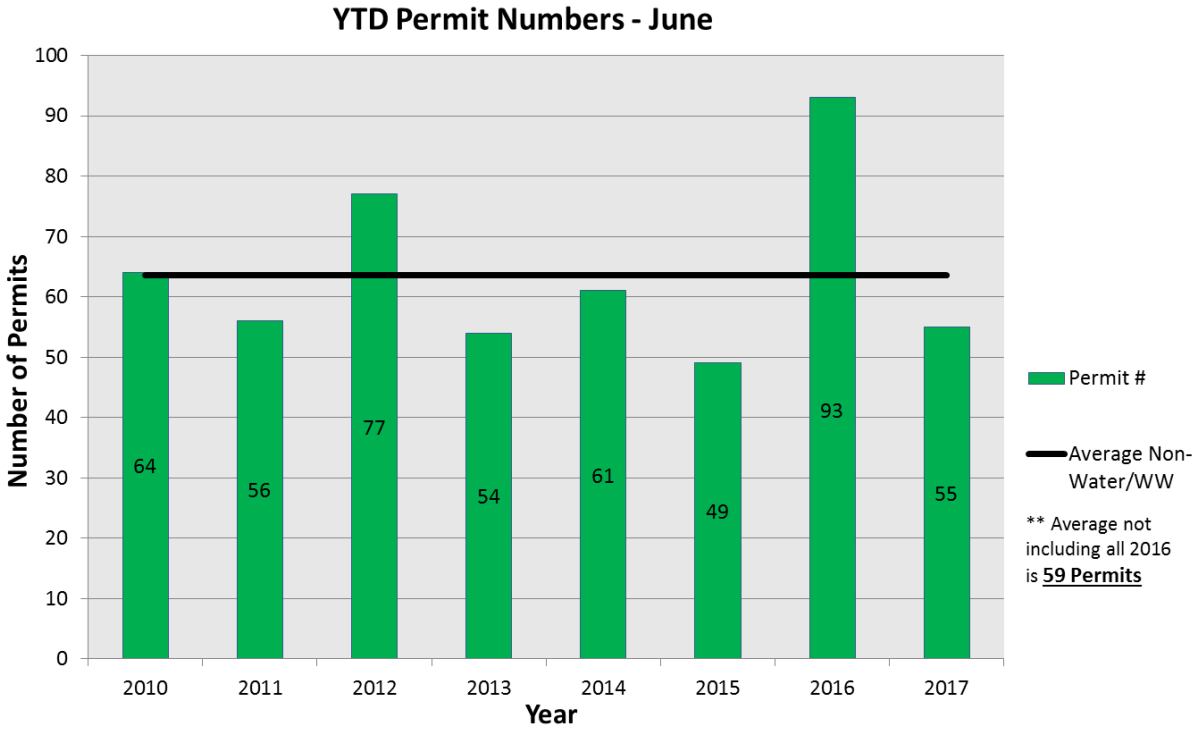
**Legislative Updates:**

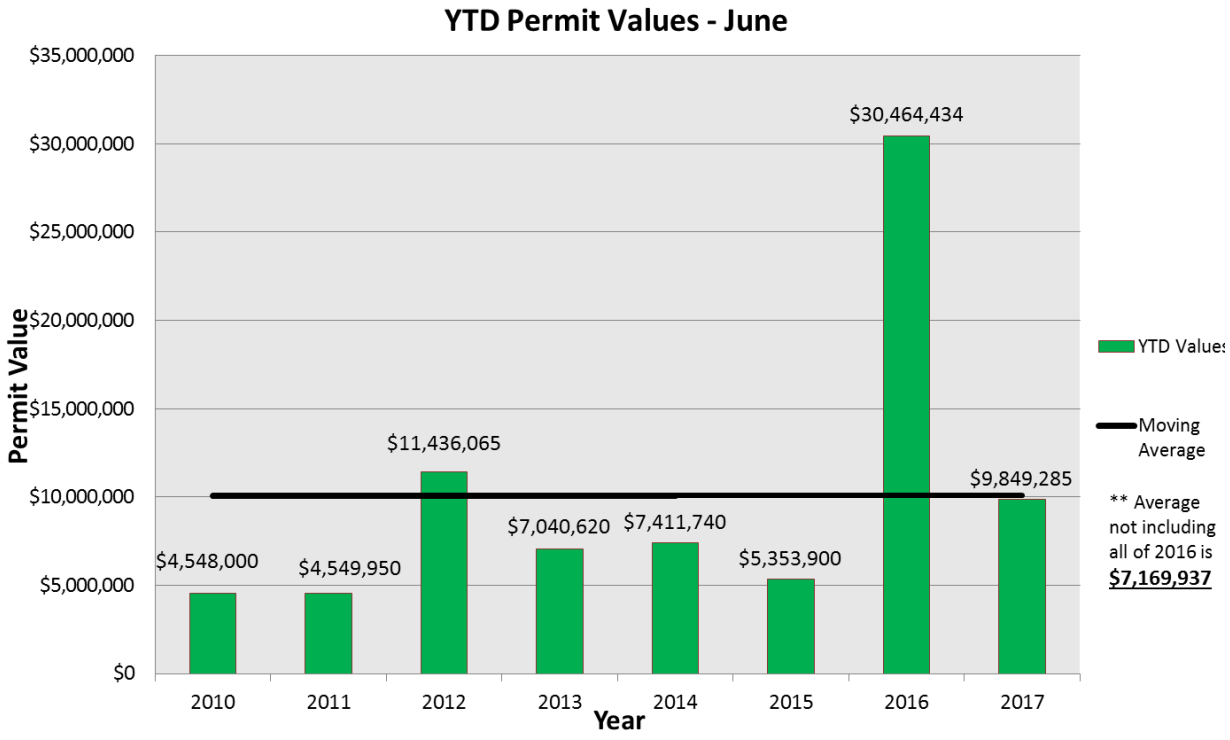
1. None

## Monthly Permit Activity

| | No. of Permits | Construction Value | Permit Fees |
|---|---|---|---|
| June 2017 | 19 | $2,265,245.00 | $29,374.20 |
| Year to Date - June 30 | 55 | $9,849,285.00 | $99,544.82 |

| Building Description | Permit Value | Permit Fee |
|---|---|---|
| construction of new garage | $15,000.00 | $333.00 |
| Addition to existing home | $420,000.00 | $3,843.75 |
| SFD | $350,000.00 | $4,513.75 |
| increasing size of garage | $32,000.00 | $645.00 |
| alterations/improvements to existing barn | $30,000.00 | $150.00 |
| finish basement | $6,000.00 | $275.00 |
| above ground pool | $0.00 | $150.00 |
| inground swimming pool | $48,900.00 | $150.00 |
| concrete pad to hold water storage tank | $7,345.00 | $176.20 |
| SFD | $350,000.00 | $4,501.25 |
| SFD | $350,000.00 | $4,513.75 |
| Addition to existing building | $452,000.00 | $2,771.25 |
| Constructing an insulated building | $195,000.00 | $7,351.25 |
| **Total** | **$2,256,245.00** | **$29,374.20** |






Respectfully submitted by:

John Scherer
Manager Building Services/CBO

THE CORPORATION OF THE

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2028-2017**

**Kamview Drain**

Being a By-law to amend the assessment schedules based on actual costs incurred for constructing the Kamview Drain.

**WHEREAS** By-law Number 2009-2017 enacted the 3rd day of May, 2017, provided for the construction of the Kamview Drain, based on the estimates contained in a drainage report dated February 13, 2017, as submitted by Kenn Smart from the firm K. Smart Associates Limited; and,

**WHEREAS** the Drainage Works were completed as per the Engineer's Report, and the total actual costs to construct the Drainage Works was $14,915.62. The Engineer's Estimated Costs to construct the Drainage Works was $15,363.00. The Actual pro-rata cost to construct the Drainage Works was under the Estimated Cost by a sum of $447.38 or 97.31% of the Engineer's Estimate; and,

**WHEREAS** the Drainage Act, R.S.O. 2010, Section 62 and amendments thereto, empowers Council to amend assessment schedules to provide proper contributions towards the drainage works based on actual costs on a pro-rata basis according to the assessments in the original estimate.

**THEREFORE** the Council of The Corporation of the Township of Blandford-Blenheim pursuant to the Drainage Act, R.S.O. 1990, and amendments thereto, enacts as follows the actual costs:

1.

| | Con | Lot | Roll No. (32-38-010) | Owner | Estimated Total | Estimated Net | Actual Total | 1/3 Grant | Allow-ances | Net |
|---|---|---|---|---|---|---|---|---|---|---|
| | Twp. Of Blandford-Blenheim | | | Lands | | | | | | |
| | | | *(32-45-010-) Former Blandford Twp.* | | | | | | | |
| F | 2 | S½ 1 | 020-02700 | R. & T. Haverkamp | 241 | 161 | 234.51 | 78.17 | | 156.34 |
| F | 1 | Pt 1 | 020-00300 | Kamview Poultry Ltd. | 16,642 | 11,095 | 16,194.18 | 5,398.06 | | 10,796.12 |
| F | 1 | Pts 1 & 2 | 020-00400 | B.E. Vink | 650 | 433 | 632.51 | 210.84 | | 421.67 |
| F | 1 | Pts 1 & 2 | 020-00401 | B.P. Vink | 177 | 118 | 172.24 | 57.41 | | 114.83 |
| | | | *(32-45-020-) Former Blenheim Twp.* | | | | | | | |
| F | 1 | Pt 24 | 010-29000 | H. & A. Van Rooyen | 145 | (53) | 141.10 | 47.03 | 150.00 | (55.93) |
| | 1 | Pt 24 | 010-29200 | I. Bull | 578 | (47) | 562.44 | | 625.00 | (62.56) |
| | 1 | Pt 24 | 010-34700 | G. & S. Clark | 449 | (51) | 436.92 | | 500.00 | (63.08) |
| | | | | Sub-total (Lands): | 18,882 | 11,655 | 18,373.90 | 5,791.51 | 1,275.00 | 11,307.39 |
| | | | | Roads | | | | | | |
| | | Township Road 2 | | Twp of Blandford-Blenheim | 64 | 64 | 62.28 | | | 62.28 |
| | | Oxford Road 22 | | Oxford County | 3,644 | 3,644 | 3,545.95 | | | 3,545.95 |
| | | | | Sub-total (Roads): | 3,708 | 3,708 | 3,608.23 | 0.00 | 0.00 | 3,608.23 |
| | | | | **TOTAL ON KAMVIEW DRAIN:** | 22,590 | 15,363 | 21,982.13 | 5,791.51 | 1,275.00 | 14,915.62 |

2. The appropriate grants and allowances shall be deducted from the actual costs before sending the NET ASSESSMENT to the individual property owners.

By-law **READ** a **FIRST** and **SECOND** time this 2nd day of August, 2017.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 2nd day of August, 2017.

_____
Marion Wearn, Mayor

_____
Rodger Mordue CAO/Clerk

THE CORPORATION OF THE

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2029-2017**

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 August 2, 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 2nd day of August, 2017.

By-law read a third time and finally passed this 2nd day of August, 2017.

MAYOR
MARION WEARN

CAO / CLERK
RODGER MORDUE