



## Township of Douro-Dummer Agenda for a Regular Meeting of Council

Tuesday, November 2, 2021, 5:00 p.m.

Douro-Dummer YouTube Channel

[https://www.youtube.com/channel/UCPpzm-uRBZRDjB89o2X6R\\_A](https://www.youtube.com/channel/UCPpzm-uRBZRDjB89o2X6R_A)

Please note, that Council may, by general consensus, change the order of the agenda, without prior notification, in order to expedite the efficiency of conducting business

### Electronic Meetings

On August 4, 2020 Council amended the Township Procedure By-Law to permit meetings to be held electronically and to allow members participating electronically to be counted towards quorum.

Until further notice, regular meetings of Council are being held electronically. Meetings will be recorded and live-streamed on the Township YouTube channel.

Please contact the Clerk if you require an alternative method to virtually attend the meeting. [crystal@dourodummer.on.ca](mailto:crystal@dourodummer.on.ca) or 705-652-8392 x205

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Pages

1. Call to Order
2. Land Acknowledgement
3. Moment of Silent Reflection
4. Disclosure of Pecuniary Interest:
5. Adoption of Agenda: November 2, 2021
6. Adoption of Minutes:
  - 6.1. Regular - October 19, 2021
7. Business arising out of previous minutes:
8. Delegations, Petitions, Presentations or Public Meetings:

**8.1. Public Meeting - Proposed Zoning By-law Amendment Application – File: R-09-21, Wildfire Golf Course**

**7**

Con 6, PT Lot 30 PT Road Allowance; Con 7 PT Lots 30 and 31 PT; Road Allowance Registered Plan 45R12362 Parts 1; To 6 2215 Wildfire Drive, Dummer Ward

**9. Other Business and Staff Reports:**

**9.1. Birchview Road Update, C.A.O.-2021-41** 113

**9.2. Lawn Maintenance Contract Extension, C.A.O.-2021-43** 121

**9.3. Proposed Draft Election Sign and Advertisement By-law, ClerkPlanning-2021-37** 122

**9.4. Draft Proposed Procedural By-law, ClerkPlanning-2021-38** 129

**9.5. Modernization Funding Update, Treasurer-2021-13** 211

**10. Committee Minutes and Other Reports:**

**10.1. Deputy Mayor Moher – Update on County Council Matters**

**10.2. Departmental Reports – C.A.O., Clerk's/Planning, Building Services, Finance, Fire, Parks and Recreation and Public Works Departments**

**10.2.1. CAO Monthly Report - October 2021 , C.A.O.-2021-42** 214

**10.2.2. Clerk-Planning Department Monthly Report - October 2021, ClerkPlanning-2021-36** 215

**10.2.3. Finance Department - November 2021, Treasurer-2021-15** 217

**10.2.4. October Monthly Report, Fire Chief-2021-16** 220

**10.2.5. Monthly update - Sept-Oct 2021, Recreation Facilities-2021-20** 223

**10.2.6. Public Works Department Monthly Report - October 2021, Public Works-2021-33** 225

**10.3. Public Library Board Meeting Minutes - September 14, 2021** 228

**10.4. Historical Committee Meeting Minutes - October 14, 2021** 231

**11. By-laws:**

11.1.	By-law 2021-59 - A By-law to amend By-law Number 10-1996, as amended, otherwise known as "The Township of Douro-Dummer Comprehensive Zoning By-law" (R-09-21 – Roll No. 020-005-27800, Wildfire Golf Course)	233
11.2.	By-law 2021-66 - Being a By-law of the Corporation of the Township of Douro-Dummer to manage and regulate election signs and election campaign advertisements including third party advertising.	236
12.	Correspondence – Action Items: None	
13.	Correspondence/Information Items:	
13.1.	Good Roads Association Board of Directors - Call for Nominations for 2022-2023	244
13.2.	Rural Ontario Municipal Association Delegation Form	247
14.	Notices of Motion:	
15.	Announcements:	
16.	Closed Session: None	
17.	Confirming By-law: By-law 2021-67	248
	To confirm the proceedings of the regular meeting of Council, held on November 2, 2021.	
18.	Adjournment	

## **Minutes of the Regular Meeting of Council of the Township of Douro-Dummer**

**October 19, 2021, 5:00 PM**

**Douro-Dummer YouTube Channel**

**[https://www.youtube.com/channel/UCPpzm-uRBZRDjB89o2X6R\\_A](https://www.youtube.com/channel/UCPpzm-uRBZRDjB89o2X6R_A)**

**Present:**

- Mayor - J. Murray Jones**
- Deputy Mayor - Karl Moher**
- Councillor, Douro Ward - Heather Watson**
- Councillor, Dummer Ward - Shelagh Landsmann**
- Councillor at Large - Thomas Watt**

**Staff Present**

- CAO - Elana Arthurs**
- Acting Clerk - Martina Chait-Hartwig**
- Acting Treasurer - Paul Creamer**
- Chief Building Official - Brian Fawcett**

**Absent:**

- Fire Chief - Chuck Pedersen**
- Manager of Public Works - Jake Condon**
- Assistant to the Manager of Recreation Facilities – Mike Mood**

1. Call to Order

With a quorum of Council being present, the Mayor called the meeting to order at 5:00 p.m.

2. Land Acknowledgement

The Mayor recited the Land Acknowledgement.

3. Moment of Silent Reflection

Council observed a moment of silent reflection.

4. Disclosure of Pecuniary Interest:

The Mayor reminded members of Council of their obligation to declare any pecuniary interest they might have. None were declared.



5. Adoption of Agenda: October 19, 2021

**Resolution Number 487-2021**

Moved by: Councillor Watson

Seconded by: Deputy Mayor Moher

That the agenda for the Regular Council Meeting, dated October 19, 2021, be adopted, as amended. Item 12.1 – Letter from Marie Howran shall be heard prior to Item 9.4 – Covid-19 Vaccination Policy. Carried

6. Adoption of Minutes:

6.1 Special - September 28, 2021

6.2 Regular - October 5, 2021

6.3 Special - October 5, 2021

**Resolution Number 488-2022**

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That the Minutes from the Special Council Meeting, held on September 28, 2021 and both the Special and Regular Council Meeting held on October 5, 2021, be received and adopted, as circulated. Carried

7. Business arising out of previous minutes:

None.

8. Delegations, Petitions, Presentations or Public Meetings:

8.1 Delegation - Bruce Johnson and Jeffery Chalmers, Birchcliff Property Owners Association

**Resolution Number 489-2021**

Moved by: Councillor Landsmann

Seconded by: Councillor Watson

That the presentation be received with thanks and that the petition be received. Carried

9. Other Business and Staff Reports:

9.1 Chief Building Official Reciprocal Services Agreement, Building Department-2021-15

**Resolution Number 490-2021**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That the Building Department-2021-15 report, dated October 19, 2021 regarding Chief Building Official Reciprocal Services Agreement be received and that Council authorized the Township to enter into a Reciprocal Services Agreement with Havelock-Belmont-Methuen Township for Chief Building Official duties. Carried

9.2 Comprehensive Animal Control By-law Public Outreach Strategy, Building Department-2021-16

**Resolution Number 491-2021**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That the Building Department-2021-16 report, dated October 19, 2021, regarding Comprehensive Animal Control By-law be received and that Council authorize staff to proceed with the engagement of the public for receiving comments on the creation of a Comprehensive Animal Control By-law. Carried

9.3 Internet-Telephone Voting System Procurement, ClerkPlanning-2021-35

**Resolution Number 492-2021**

Moved by: Councillor Watson

Seconded by: Councillor Landsmann

That the Clerk/Planning 2021-35 report, dated October 19, 2021 regarding the procurement of an Internet-Telephone Voting System for the 2022 Municipal Election be received for information. Carried

12.1 Letter from Marie Howran

**Resolution Number 493-2021**

Moved by: Councillor Watt

Seconded by: Councillor Watson

That the letter from Marie Howran be received.

Defeated

9. Other Business and Staff Reports:

9.4 COVID-19 Vaccination Policy, C.A.O.-2021-40

**Resolution Number 494-2021**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That the CAO-2021-40 report, dated October 19, 2021 regarding the COVID-19 Vaccination Policy be received and adopted into the Township of Douro-Dummer HR Policies.

A recorded vote was requested by Mayor J. Murray Jones. The roll was called by the Acting Clerk and the vote was as follows:

Dummer Ward Councillor – Yes

Douro Ward Councillor – Yes

Councillor at Large – Yes

Deputy Mayor – Yes

Mayor- Yes

For the Motion – 5

Against the Motion – 0  
Carried

10. Committee Minutes and Other Reports:

10.1 Report and Capital Project Status - October 2021

**Resolution Number 495-2021**

Moved by: Councillor Landsmann

Seconded by: Councillor Watt

That the Report and Capital Project Status for October, 2021, be received.  
Carried

11. By-laws:

11.1 By-law 2021-64 - Chief Building Official Reciprocal Services Agreement with Township of Havelock-Belmont-Methuen

**Resolution Number 496-2021**

Moved by: Councillor Watson

Seconded by: Deputy Mayor Moher

That By-law 2021-64, being a By-law to authorize the execution of an Agreement between the Corporation of the Township of Douro-Dummer and the Corporation of the Township of Havelock-Belmont-Methuen. be passed, in open council this 19th day of October, 2021 and that the Mayor and the Acting Clerk be directed to sign same and affix the Corporate Seal thereto.

Carried

12. Correspondence – Action Items:

12.2 Municipality of Grey Highlands

**Resolution Number 497-2021**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That the Resolution regarding lottery licensing to assist small organizations from the Municipality of Grey Highlands be received.

Carried

13. Correspondence/Information Items:

**Resolution Number 498-2021**

Moved by: Councillor Landsmann

Seconded by: Councillor Watt

That correspondence information items 13.1 and 13.2 be received. Carried

13.1 Enbridge Gas - Quarterly Price Comparison Chart

13.2 Ministry of the Environment, Conservation and Parks - Regulations under the Conservation Authorities Act

14. Accounts: None

15. Notices of Motion: None

16. Announcements: None

- 17. Closed Session: None
- 18. Rise from Closed Session with or without a Report
- 19. Confirming By-law: By-law 2021-65

**Resolution Number 499-2021**

Moved by: Councillor Watt

Seconded by: Councillor Watson

That By-law Number 2021-65, being a By-law to confirm the proceedings of the Regular Meeting of Council, held on the 19th day of October, 2021, be passed in open Council and that the Mayor and the Acting Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

- 20. Adjournment

**Resolution Number 500-2021**

Moved by: Councillor Watson

Seconded by: Deputy Mayor Moher

That this meeting adjourn at 6:10 p.m.

Carried

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Mayor, J. Murray Jones

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Acting Clerk, Martina Chait-Hartwig

**Recommendation:**

That the Clerk/Planning-2021-33 report, dated October 5, 2021 regarding Zoning By-law Amendment R-09-21, Roll No. 1522-020-005-27800 be received and that the Zoning By-law Amendment for Wildfire Golf Course be approved as presented.

**Applicant:** Wildfire Golf Club (c/o Glenn Stonehouse)

**Agent:** Kevin Duguay, Kevin Duguay Community Planning and Consulting Inc.

**Legal Description:** Con 6, PT Lot 30 PT Road Allowance; Con 7 PT Lots 30 and 31 PT; Road Allowance Registered Plan 45R12362 Parts 1; To 6  
2215 Wildfire Drive, Dummer Ward  
Roll No.: 1522- 020-005-27800

**Overview:**

Wildfire Golf Course has applied for a Zoning By-law Amendment to amend the zoning of a parcel of land on Concession 6 and 7, Part Lots 30 and 31, in the former geographic Township of Dummer, (now the Dummer Ward of the Township of Douro-Dummer) in the County of Peterborough and further they have also applied to amend their Site Plan Agreement.

The purpose of the applications is to permit a new golf cart storage building to be constructed adjacent to the existing club house.

The subject lands are currently zoned Commercial Tourist – 1 (CTR-1) Zone, Open Space (OSR-1) Zone and Environmental Constraint (EC) Zone. The effect of this Zoning By-law Amendment is to amend the zoning of the subject lands to permit the construction of a second golf cart storage building.

Studies Submitted in Support of Application, which have undergone technical review:

- Engineering Letter, Engage Engineering, dated April 1, 2021
- Environmental Opinion Letter, Cambium, dated April 21, 2021
- Source Water Management Report, Engage Engineering, Dated April 2021
- Planning Justification Report, Kevin Duguay Community Planning and Consulting Inc., June 1, 2021

As stated above this property has a current Site Plan Agreement registered on title, it will need to be amended to allow for a building permit to be issued for the proposed golf cart storage facility. Currently staff and the applicant are working through that process and once the various reviews are complete a report and draft documents will be presented to Council for review.

Conformity to Provincial Policy Statement and Growth Plan:

The application is in conformity with the Provincial Policy Statement.

There is no evidence that the application conflicts with the Provincial Policy Statement and the Growth Plan for the Greater Golden Horseshoe.

Conformity to Official Plan: This project conforms to the Official Plan. The property is designated Rural and other "rural land uses" are permitted.

Comments:

Comments have been received from the following parties:

- Peer Review, DM Wills - July 7, 2021 and Aug 30, 2021 (Revised site plan, Civil Design and Stormwater Management)
- Curve Lake First Nation - July 27, 2021
- Enbridge Gas - July 7, 2021
- Otonabee Region Conservation Authority - August 16, 2021
- Kawartha Pine Ridge District School Board - July 6, 2021
- County of Peterborough - August 17, 2021

Comments from the Public:

At the time of writing this report no comments from the public have been received.

**Conclusion:**

The requested zoning by-law amendment meets the requirements of the Provincial Policy Statement and the Growth Plan. Further, a Site Plan Amendment has also been applied for to regulate the building of the structure.

**Financial Impact:**

All costs related to a Zoning By-law Amendment are the responsibility of the owner.

**Strategic Plan Applicability:**

To preserve and enhance the natural heritage features and resources of the Township.

**Sustainability Plan Applicability:**

N/A

## Report Approval Details

Document Title:	Zoning By-law Amendment Application R-05-21 - Wildfire Golf Course.docx
Attachments:	<ul style="list-style-type: none"> <li>- 20089-008 - Wildfire Golf Course - SPA Review - August 30, 2021.pdf</li> <li>- 20089-008 - Wildfire Golf Course - ZBA Review - July 7, 2021.pdf</li> <li>- Curve Lake Letter for No AA-2215 Wildfire Drive, Stony Lake 2021- Douro Dummer - July 27, 2021.pdf</li> <li>- Enbridge Gas - Wildfire - July 7 2021.pdf</li> <li>- KPRDSB - Wildfire.pdf</li> <li>- Site Plan and R-09-21; 2215 Wildfire Drive; PPLD-2196 and PPLD-2200.pdf</li> <li>- Wildfire Golf Course (Cart Storage) - County Comments.pdf</li> <li>- R-09-21 - Zoning Notice - Complete Application.docx.pdf</li> <li>- R-09-21 - Zoning Notice - Public Meeting.pdf</li> <li>- WILDFIRE CART STORAGE Site Plan A1.1.pdf</li> <li>- Site-Area Photographs Wildfire.pdf</li> <li>- R-09-21 - Application.pdf</li> <li>- FINAL Planning Justification Report.pdf</li> <li>- 2021-04-01 Enagage Engineering.pdf</li> <li>- 2021-04-16 21013 Source Water Management Report - Final.pdf</li> </ul>
Final Approval Date:	Sep 29, 2021

This report and all of its attachments were approved and signed as outlined below:

Elana Arthurs





Township of Douro-Dummer

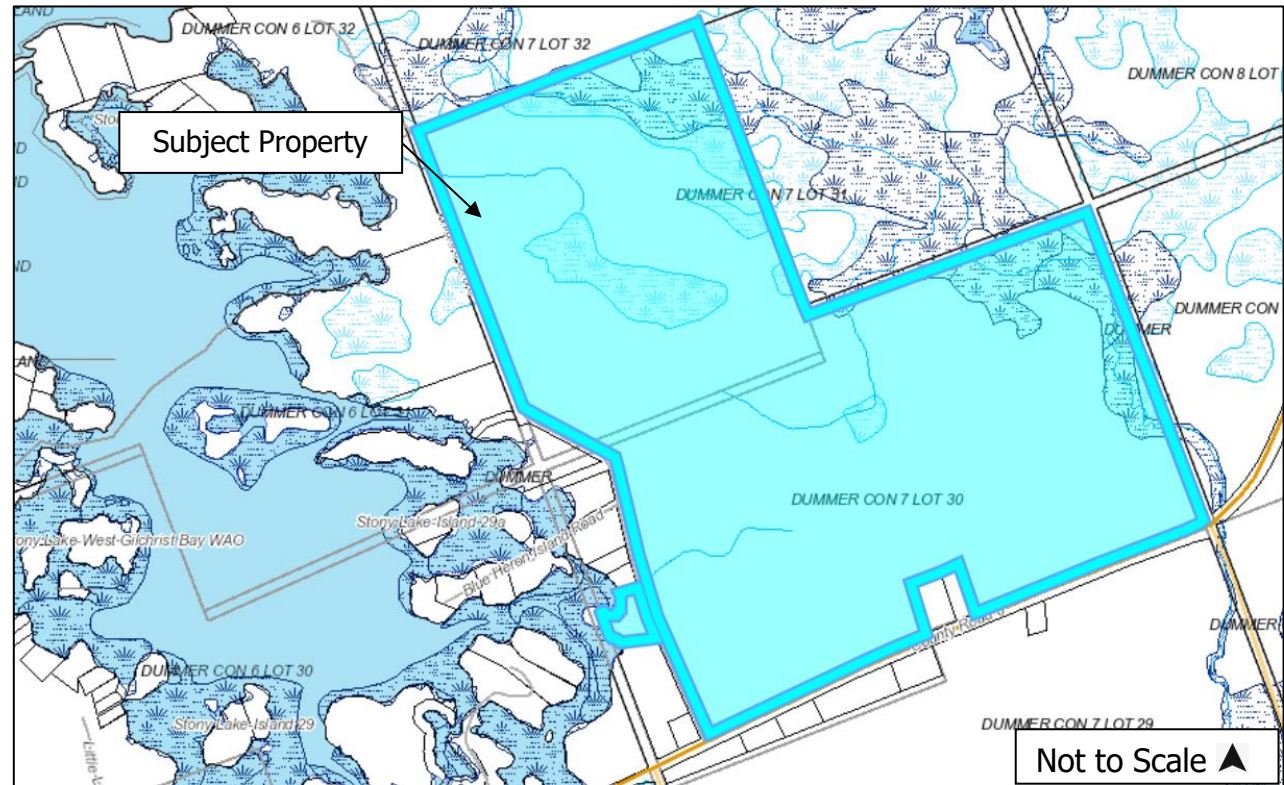
Notice of Complete Application Concerning a proposed Zoning By-law Amendment Application R-09-21

**Take Notice** that the Council of The Corporation of the Township of Douro-Dummer has received a complete application for Zoning By-law Amendment to consider the proposed amendment to the Township of Douro-Dummer Comprehensive Zoning By-law under Section 34 of the Planning Act, R.S.O., 1990.

A future public meeting will be scheduled on this application and notification of the public meeting will be provided in accordance with the requirements of the Planning Act.

<b>Legal Description/ Address:</b>	Con 6, PT Lot 30 PT Road Allowance; Con 7 PT Lots 30 and 31 PT; Road Allowance Registered Plan 45R12362 Parts 1; To 6 2215 Wildfire Drive, Dummer Ward  Roll No.: 1522- 020-005-27800
<b>Owner/Applicant:</b>	Wildfire Golf Club (c/o Glenn Stonehouse)
<b>Agent:</b>	Kevin Duguay
<b>File Name:</b>	R-09-21

Key Map:



**Purpose and Effect of Application:**  
To amend the zoning of parcels of land in Concession 6, Part Lot 30 Part Road Allowance; Concession 7 Part Lots 30 and 31 Part; Road Allowance in the former geographic Township of Dummer, (now Dummer Ward of the Township of Douro-Dummer) in the County of Peterborough.

The subject lands are currently zoned Commercial Tourist – 1 (CTR-1) Zone, Open Space (OSR-1) Zone and Environmental Constraint (EC) Zone. The effect of this by-law amendment is to rezone the subject lands to permit the construction of a second golf cart storage building.

Study Submitted in Support of Application, which is currently undergoing technical review:

- Environmental Opinion Letter, Cambium, dated April 21, 2021
- Engineering Letter, Engage Engineering, dated April 1, 2021

### **The Right to Appeal**

If a person or public body would otherwise have an ability to appeal the decision of the Township of Douro-Dummer to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Douro-Dummer before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Douro-Dummer before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Any person may attend the electronic/virtual public meeting once a date is set and make written and/or verbal submissions either in support of or in opposition to the proposed zoning by-law amendment. In order to make arrangements to attend the virtual meeting, please contact the Deputy Clerk by email at [martinac@dourodummer.on.ca](mailto:martinac@dourodummer.on.ca) no later than 4:00 p.m. on the day prior to the scheduled meeting. It is the responsibility of the interested member of the public to have technology in place to connect to the meeting. A notice of Public Meeting will be circulated in the future.

**Additional Information** relating to the proposed zoning by-law amendment is available by contacting the undersigned.

**Notification:** If you wish to be notified of the decision of the Council of the Township of Douro-Dummer on the proposed zoning by-law amendment, you must make a written request to the Deputy Clerk of the Township of Douro-Dummer using the contact information provided below.

**Accessibility:** If you have accessibility needs and require alternative formats or other accommodations, please contact the undersigned.

**Privacy Disclosure:** All written submissions, documents, correspondence, e-mails or other communications (including your name and address) are collected under the authority of the *Planning Act* and become part of the public record and may be made available for public viewing or distribution. Please note that by submitting any of this information, you are providing the Township with your consent to use and disclose this information as part of the planning process.

Dated this 29th day of June, 2021 at the Township of Douro-Dummer.

Martina Chait-Hartwig  
Deputy Clerk  
705-652-8392 Ext. 210  
[martinac@dourodummer.on.ca](mailto:martinac@dourodummer.on.ca)



Township of Douro-Dummer

Notice of Virtual Public Meeting Concerning a proposed Zoning By-law Amendment Application R-09-21

**Take Notice** that the Council of The Corporation of the Township of Douro-Dummer has received a complete application for Zoning By-law Amendment to consider the proposed amendment to the Township of Douro-Dummer Comprehensive Zoning By-law under Section 34 of the Planning Act, R.S.O., 1990.

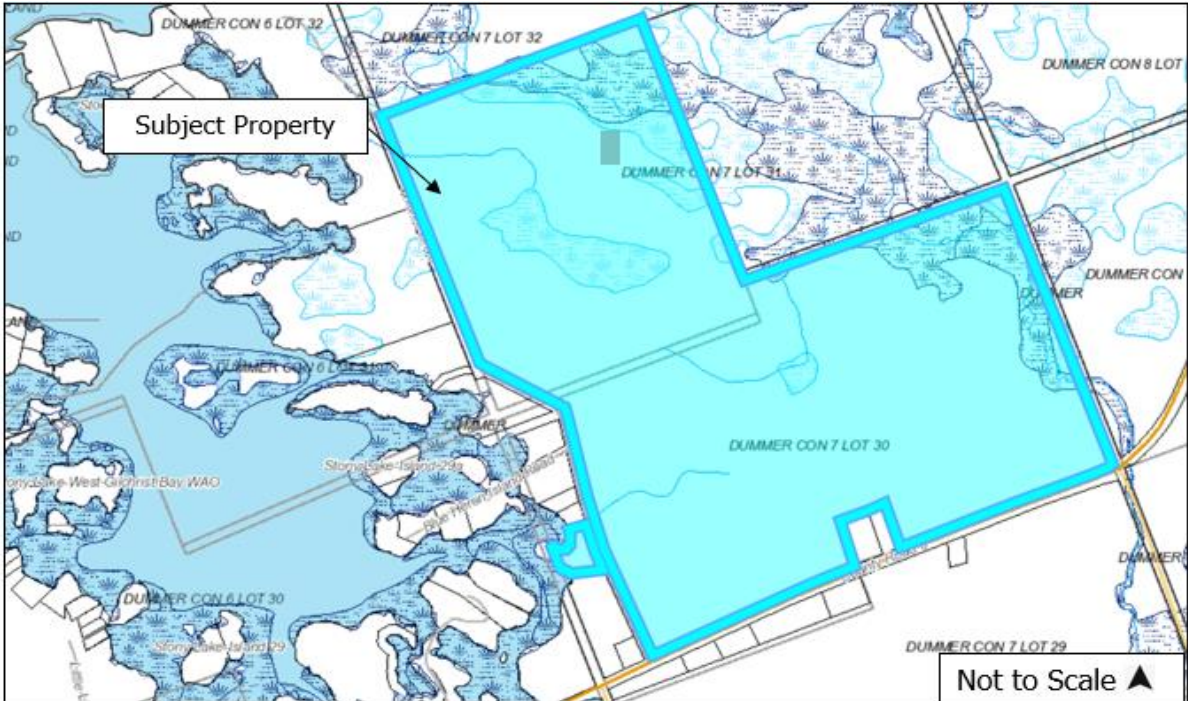
**Date and Time:** Tuesday, October 5, 2021 at 5:00 p.m.  
**Location:** Due to the physical distancing requirements imposed as a result of the ongoing COVID-19 pandemic, this meeting will be held electronically.

**Public Hearing:** To participate in this electronic meeting in real time, please contact the Deputy Clerk by email, no later than 4:00 p.m. on the day prior to the scheduled meeting and you will be provided with an invitation to join the meeting using your computer or telephone. Although it is possible for members of the public to “attend” a meeting electronically, and provide verbal submissions, we encourage you to communicate with Council by forwarding written comments in support or in opposition to [martinac@dourodummer.on.ca](mailto:martinac@dourodummer.on.ca).

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<b>File Name:</b>	R-09-21

Key Map:





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Dated this 10th day of September, 2021 at the Township of Douro-Dummer.

Martina Chait-Hartwig  
Deputy Clerk  
705-652-8392 Ext. 210  
[martinac@dourodummer.on.ca](mailto:martinac@dourodummer.on.ca)



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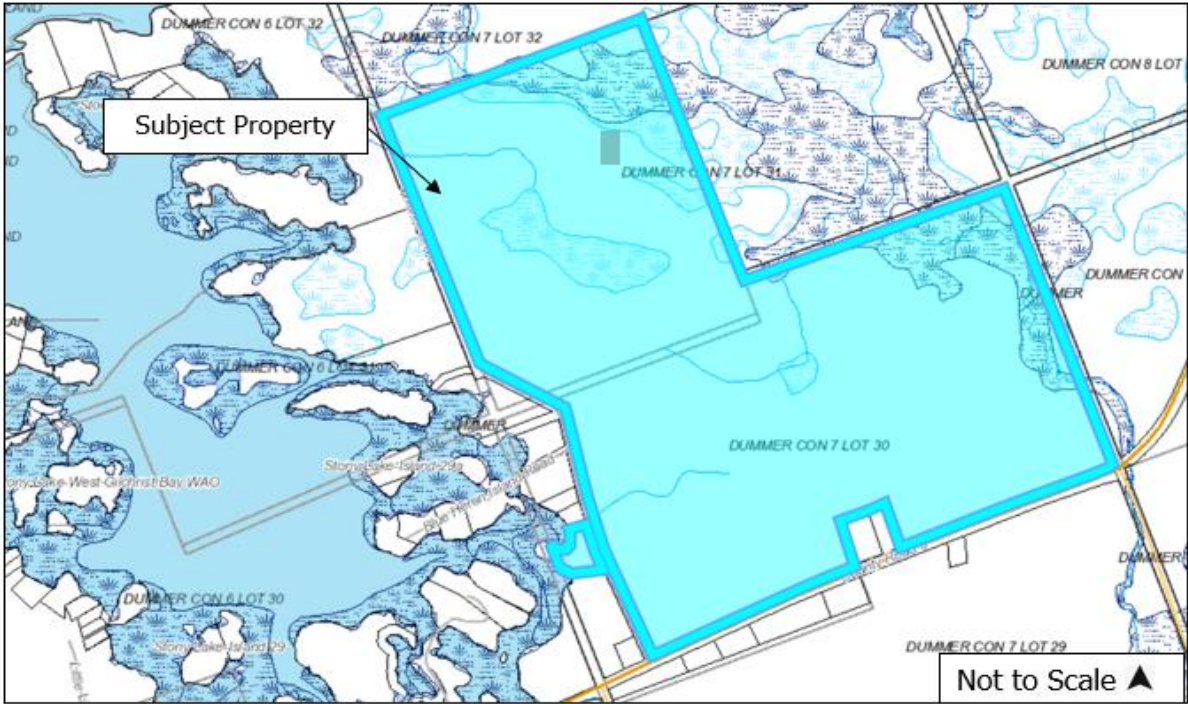
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Key Map:



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The following study were submitted in support of application and have undergone technical review:

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**Additional Information** relating to the proposed zoning by-law amendment is available by contacting the undersigned.

**Notification:** If you wish to be notified of the decision of the Council of the Township of Douro-Dummer on the proposed zoning by-law amendment, you must make a written request to the Acting Clerk of the Township of Douro-Dummer using the contact information provided below.

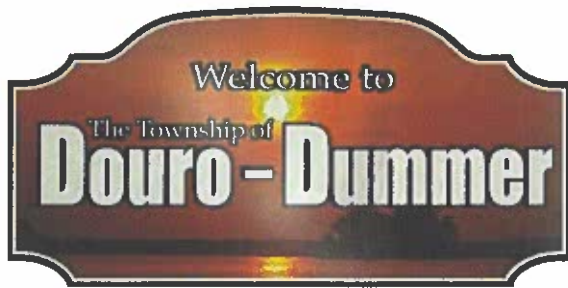
**Accessibility:** If you have accessibility needs and require alternative formats or other accommodations, please contact the undersigned.

**Privacy Disclosure:** All written submissions, documents, correspondence, e-mails or other communications (including your name and address) are collected under the authority of the *Planning Act* and become part of the public record and may be made available for public viewing or distribution. Please note that by submitting any of this information, you are providing the Township with your consent to use and disclose this information as part of the planning process.

Dated this 6th day of October, 2021 at the Township of Douro-Dummer.

Martina Chait-Hartwig  
Acting Clerk  
705-652-8392 Ext. 210  
[martinac@dourodummer.on.ca](mailto:martinac@dourodummer.on.ca)



**Office Use Only**

File No.	R-09-21
Date App. Submitted	June 15, 2021
Application Fee	\$1130-0004, 1470-201, \$250. Depos.
Date Fee Received	June 18, 2021
Date Application Deemed Complete	June 29, 2021
Roll No.	020-005-27800

**Township of Douro-Dummer Application for  
Amendment to Zoning By-law #10-1996, as amended**

(Section 34 of the Planning Act, R.S.O. 1990, c. P. 13, as amended)

**1.0 Applicant Information**

Registered Owner(s): Wildfire Golf Club (C/O Glen Storchhouse)  
(Please Indicate Name(s) Exactly as Shown on the Transfer/Deed of Land)

Address: 2215 Wildfire Drive  
Douro-Dummer, Ontario  
K0L 2H0

Phone: (home) N/A

Phone: (cell) \_\_\_\_\_

Email: storchhouse@storchhouse.ca

Phone: (work) 705 877 9453

Fax: N/A

**2.0 Agent Information**

Authorized Agent (if any): Kevin N. Avey MCIP, RPP

Address: 560 Romane Street  
Peterborough, Ont.  
K9J 2E3

Phone: (home) N/A

Phone: (cell) 705 931 0975

Email: Kevin@kndplanning.com

Phone: (work) 705 749 6710

Fax: N/A

**3.0 Other Information – Charges Against the Land**

If known, the name(s) and address(es) of holder(s) of any mortgages, charges or other encumbrance(s) in respect of the subject land: N/A

**4.0 Legal Description/Location/Property Characteristics/Access to Subject Land:**

County <u>Peterborough</u>	Township <u>Douro-Dummer</u>	Ward (Former Township) <u>Dummer</u>
Concession Number(s) <u>7</u>	Lot Number(s) <u>30-31</u>	Legal Description: <u>road between 6-7 (lots)</u>
Registered Plan No:	Lot(s)/ Block No.	Civic/911 Address: <u>225 W. Idre Drive</u>
Reference Plan No:	Part Number(s):	Are there any easements or restrictive covenants affecting the property? <u>N/A</u>
Date subject land was purchased by current		

**4.1 Dimensions of the Subject Land**

Frontage:	Depth:	Area:
<input type="checkbox"/> Water: <u>N/A</u>	<input type="checkbox"/> Min: <u>Varies</u>	<u>See Plan</u>
<input type="checkbox"/> Road: <u>Varies</u>	<input type="checkbox"/> Max: <u>See Plan</u>	<u>As per Site Plan Agreement</u>
<u>two road frontages</u>		

**4.2 Access to the Subject Land**

<b>Access to Subject Property –</b>		<input checked="" type="checkbox"/> <b>Existing</b> or <input type="checkbox"/> <b>Proposed</b>
<input checked="" type="checkbox"/> Municipal Road – maintained year round	<input type="checkbox"/> Private Road	
<input type="checkbox"/> County Road	<input type="checkbox"/> Right-of-way	
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Water	
<input type="checkbox"/> Other public road (Specify):		
Name of Road/Street:		
<b>If access to the land is by water only:</b>		
Where are parking and docking facilities:	<u>← N/A →</u>	
Approximate distance from subject land:		
Approximate distance from nearest public road:		



**5.0 Official Plan Designation and Zoning**Official Plan Designation: Rural

Please provide an explanation of how the application for rezoning will conform to the Official Plan

Please refer to the Planning Justification ReportZoning By-law Designation: CTR-1, EC and OBD-1Is the subject land in an area where zoning conditions apply? ☒ Yes ☐ No. If yes, please explain how the application conforms to the Official Plan policies relating to zoning with conditions: Please refer to the Planning Justification Report**5.1 Density and Height Requirements**Are there minimum and maximum density requirements on the property: ☐ Yes ☒ No  
If Yes, what are they and are they being met? N/AAre there minimum and maximum height requirements on the property: ☒ Yes ☐ No  
If Yes, what are they and are they being met? Zoning (Site Plan) 4.02 metre height, proposed new building**6.0 Purpose of the Application**

Please describe the nature and extent of the rezoning request:

To permit a 2nd golf cart storage building, having combined with existing building, a floor area of 1555 square metres

Please explain the reason for the requested rezoning:

By-law limits the area of golf cart storage buildings.**7.0 Settlement/Employment Areas**

Does the application propose to implement or alter a boundary of an area of settlement:

☐ Yes ☒ No If Yes, please explain the details of the Official Plan or Official Plan Amendment that deal with this matter? N/ADoes the application propose to remove land from an area of employment (Hamlet or Special Industrial properties): ☐ Yes ☒ No If Yes, please explain the details of the Official Plan or Official Plan Amendment that deal with this matter? N/A

**8.0 Property Characteristics, Access and Servicing Information****Water Supply:**

- ☒ Existing  
☐ Proposed

Please identify the type of water supply serving the subject property:

- ☒ Privately-owned/operated individual well  
☐ Privately-owned/operated communal well  
☐ Publicly-owned/operated piped water system  
☐ Lake or other water body  
☐ Other (specify): \_\_\_\_\_

**Storm Drainage:**

- ☒ Existing  
☐ Proposed

Please identify the type of storm drainage serving the subject property:

- ☐ Sewers ☒ Ditches ☒ Swales

☐ Other (specify): Gravel Infiltration

**Sewage Disposal:**

- ☒ Existing  
☐ Proposed

Please identify the type of sewage disposal serving the subject property:

- ☒ Privately-owned/operated individual septic system  
☐ Privately-owned/operated communal septic system  
☐ Publicly-owned/operated sanitary sewage system  
☐ Privy  
☐ Other (specify): \_\_\_\_\_

If the sewage disposal system is proposed, have you obtained a permit from the Peterborough Public Health? ☐ Yes or ☐ No

Permit Number: \_\_\_\_\_

*\* The building will not impact sewage disposal*  
 Does the application permit development on Privately-owned/operated individual or communal septic systems and more than 4500 Litres of effluent would be produced per day as a result of the development being completed?

(this is usually anything above or beyond a regular single family dwelling)

☐ Yes or ☐ No

If yes, the following are required:

a) A servicing options report

Date received: \_\_\_\_\_

b) A hydrogeological report

Date received: \_\_\_\_\_

*see the background letter reports*

**Source Water Protection Area:**

Is your property within a vulnerable area as defined by the Source Water Protection Plan? ☐ Yes or ☒ No

If yes, have you attached the required clearance notice from the Risk Management Official with your application? ☐ Yes or ☐ No *N/A*

**9.0 Existing and Proposed Uses and Structures:**What is the subject land currently used for? Golf CourseHow long have the existing uses of the subject land continued? Since 2003What are the proposed uses of the subject land? No change

In the tables below, please provide information regarding all existing and proposed structures (this information must also be included on the site plan provided with the application). **Please note** that an up-to-date location survey will be required.

**Existing Structures** (in metric)

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Length	Width	Height	Date Constructed
Club House	}	as per the existing Site Plan Agreement					2003
Storage Building 1							1

Please place an asterisk (\*) beside any existing structure that will be demolished.

**Proposed Structures** (in metric)

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Length	Width	Height
Clubhouse	}	as per the existing Site Plan Agreement				
Storage Building 1						
Storage Building 2						
432 m <sup>2</sup> / 432 m <sup>2</sup> , 4.02 m height						

**Will the proposal add any of the following?**

	Yes	No	If yes, please provide:	Existing	Proposed
Total Living Area	<input type="checkbox"/>	<input type="checkbox"/>	Size		
Bedrooms	<input type="checkbox"/>	<input type="checkbox"/>	Number	N/A	
Bathrooms	<input type="checkbox"/>	<input type="checkbox"/>	Number		
New Plumbing Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	Number of Fixtures		



**10.0 Existing and Proposed Structures: Setbacks**

In the tables below, please provide information regarding all existing and proposed structures (this information must also be included on the site plan provided with the application). **Please note** that an up-to-date location survey will be required.

**Existing Structures** (in metric)

Type of Structure	Front Lot Line	Rear Lot Line	Side Lot Line	Side Lot Line	Water yard	Other (specify)
Club House		See plan	(Site Plan)		No change	
Golf Cart Storage Building 1		See plan	(Site Plan)			

Please place an asterisk (\*) beside any existing structure that will be demolished.

**Proposed Structures** (in metric)

Type of Structure	Front Lot Line	Rear Lot Line	Side Lot Line	Side Lot Line	Water yard	Other (specify)
Golf Cart Storage Building 2	See plan	See plan	See plan	See plan	N/A	432 m <sup>2</sup> BPA 4.02 m height

**Note:** Information regarding the definitions of the requested dimensions and setbacks can be obtained from the Township's Zoning By-law 2010-55.

**Lot Coverage** (in metric and percentage)

	Existing	Proposed
Principle Use (i.e. Dwelling)		
Accessory Structures	Golf Cart Storage Building 1-2	1555 m <sup>2</sup> incl.
Total		

**11.0 Other Information:**

Please provide any additional information that you feel may be relevant in the review of this application on additional pages as necessary along with any required studies.

**12.0 Other Planning Applications**

Please indicate if the subject land is or has been the subject of an application under the Planning Act.

Type of Planning Application	Yes	No	File Number	Status
Approval of Plan of Subdivision (under Section 51)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Consent (Severance) (Section 53)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Minor Variance (Section 45)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

**13.0 Provincial Plans**

Is the application consistent with the Provincial Policy Statements? ☒ Yes or ☐ No

*2020 PPS*  
Is the subject property within an area of land designated under any provincial plan(s)? ☒ Yes or ☐ No  
(Growth Plan applies to the entire County of Peterborough)

If yes, does the application conform to or meet the intent of the provincial plan(s)? ☒ Yes or ☐ No

*2020 Growth Plan*

**14.0 Public Consultation Strategy:**

Please provide a description of the Public Consultation Strategy that will be used by the applicant during the zoning by-law amendment process to ensure that the public is consulted, please attached additional pages if needed:

*Rely upon public Statutory process, prescribed through the Planning Act*

**15.0 Authorization by Owner to Appoint an Agent:**

*} See attached Form*

I/We \_\_\_\_\_, being the owner(s) of the subject land, hereby, authorize \_\_\_\_\_ to be the applicant in the submission of this application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_


Date \_\_\_\_\_

**16.0 Freedom of Information:**

For the purposes of the Freedom of Information and Protection of Privacy Act, I/We authorize and consent to the use by or the disclosure to any person or public body or publishing on the Municipal website any information that is collected under the authority of the Planning Act for the purposes of processing this application.

  
\_\_\_\_\_  
Owner/Applicant/Agent SignatureJune 15, 2021  
\_\_\_\_\_  
Date\_\_\_\_\_  
Owner/Applicant/Agent Signature\_\_\_\_\_  
Date**17.0 Access to Property:**

I/We Kenn M. Dupuy MCP, RAP hereby, authorize the members of the Council of the Township of Douro-Dummer or their agent(s)/representative(s) to attend at the subject property located at [insert address] Wildfire Golf Course.

  
\_\_\_\_\_  
Owner/Applicant/Agent SignatureJune 15, 2021  
\_\_\_\_\_  
Date

### **18.0 Declaration of Applicant:**

I/We Kevin M. Dupont of the Peterborough in the  
(name of owner(s)/agent(s)) (city/town/township in which you reside)  
Peterborough in Ontario solemnly  
(County/Upper-tier municipality, if applicable) (Province/Territory)  
declare that:

All the statements contained in this application and provided by me are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath

Declared before me at the Township of  
Douro-Dummer in the County of Peterborough  
this 18 day of June, 2021.

Signature of Commissioner, etc.

**To be signed in the presence  
of a Commissioner for taking affidavits**

Owner/Applicant Agent Signature

Owner/Applicant Agent Signature

This application must be accompanied by the Township of Douro-Dummer Zoning By-law Amendment Fee (\$1470.00) plus the ORCA Fee in cash, by Interac or cheque made payable to the Treasurer of the Township of Douro-Dummer).

Personal information contained on this form, collected pursuant to the Planning Act, will be used for the purpose of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

File Name/No. \_\_\_\_\_  
Roll No. \_\_\_\_\_

## Affidavit

In the Matter of a **Zoning By-law** application to the Township of Douro-Dummer,

I/We, Kevin M. Dugan, make oath and say that:  
[Print Owner/Applicant/Agent name]

1. I am: [Place a clear mark within the square opposite one of the following paragraphs that describes capacity of deponents.]
  - ☒ the applicant or one of the applicants in the Application(s).
  - ☒ the authorized agent acting in this matter for the applicant or applicants.
  - ☐ an officer of the corporate applicant named in the Application(s).
2. On or before the [Insert date] To be determined by ZBLA process  
I will ensure that the notice or notices of the Application(s) provided to me (or the Applicant, as the case may be) by the Township of Douro-Dummer have been posted so as to be clearly visible and legible from a public highway, or other place to which the public has access, at every separately assessed property in the area that constitutes the subject land of the Application(s) or, where posting on the property was impractical, at a nearby location so as to adequately indicate to the public what property is the subject of the Application(s).  
**Should the notice(s) be removed, by any means from the posting area(s), I will immediately contact the Township of Douro-Dummer Planning Department for replacement copies of the notice(s).**

Declared before me at the Township of Douro-Dummer in the County of Peterborough this 15 day of June, 2021.

\_\_\_\_\_  
Signature of Commissioner, etc.

**To be signed in the presence of a Commissioner for taking affidavits**

\_\_\_\_\_  
Owner/Applicant Agent Signature

\_\_\_\_\_  
Owner/Applicant Agent Signature

**Note:** Failure to post the notices, as required by this Affidavit, may result in additional costs and/or delays with your application.





## Township of Douro-Dummer

### Planning Application Costs Acknowledgement Form

I/We, Karin M. Sugony  
[Print Owner/Applicant/Agent name]

**do** hereby acknowledge and agree that the payment of the fee that is submitted with this application for a Zoning By-law Amendment, as being an application fee only, will be used to defray the costs of processing this application, and;

**do** also hereby acknowledge and agree to assume all costs\*\* incurred by the Township of Douro-Dummer associated with the processing of this application that exceed the amount of the application fee, including, but not restricted to, Professional Planning Fees, Engineering Fees and Legal Fees, in addition to the municipal costs associated with this application, and;


**do** also hereby acknowledge and agree to assume all costs\*\* incurred by the Township of Douro-Dummer associated with any Appeal to the Local Planning Appeal Tribunal with respect to this application.

Dated this 15th day of June, 20    .

[Signature]  
Owner/Applicant/Agent Signature

**\*\* Written consent from the applicant will be obtained prior to any such additional costs being incurred.**

✓ File 2021-05  
RECEIVED  
Jan 19 2021

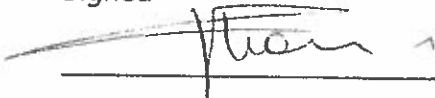
	<b>Project Authorization</b> <b>Zoning By-law Amendment Application</b> <b>Wildfire Golf Course</b> <b>Township of Douro-Dummer</b> <b>County of Peterborough</b> <b>(KMD File 2021-05)</b>
---	--

I/we THOMAS McCONNELL, being the owner(s)/representative(s) of the property known municipally as the Wildfire Golf Course, Township of Douro-Dummer, County of Peterborough, have reviewed and hereby accept the fee proposal dated December 18, 2020, as prepared by Kevin M. Duguay, MCIP, RPP, for the following purpose:

**Zoning By-law Amendment Application**  
**Wildfire Golf Course**  
**Township of Douro-Dummer**  
**County of Peterborough**  
**(KMD File 2021-05)**

Dated this 19 day of JANUARY, 2021

Signed



Name

THOMAS McCONNELL



## KMD Client Contact Form

Client Name : THOMAS MCCENNEY

Title :

Phone : C 416 930 3269 W 905.771.7447

Email : thomas@tonnellinterior.ca

Website :

### Mailing Address

Address: 70 EAST BEAVER CREEK ROAD, 204

City/Town RICHMOND HILL Postal Code L4B 3B2

**All information will remain confidential and will only be used for our administrative purposes.**

### Office Use Only

File No: \_\_\_\_\_

Project Description: \_\_\_\_\_



July 7, 2021

Township of Douro-Dummer  
894 South Street, P.O. Box 92  
Warsaw, Ontario  
K0L 3A0

**Attention: Martina Chait**

Dear Ms. Chait:

**Re: Peer Review Services  
Wildfire Golf Course  
2215 Wildfire Drive, Douro-Dummer  
D.M. Wills Project No. 20089-008**

PARTNERS IN  
ENGINEERING, PLANNING &  
ENVIRONMENTAL SERVICES

D.M. Wills Associates Limited (Wills) has been retained by the Township of Douro-Dummer to complete a Technical Peer Review of the Zoning Bylaw Amendment application for Wildfire Golf Course to support the proposed Cart Storage Building Addition.

The following information was received as part of this Peer Review:

- Functional Servicing Letter, Engage Engineering, dated April 1, 2021.

## Proposed Development Description

The proposed development expansion includes a new cart storage building addition. The engineering letter provides a brief discussion of the proposed stormwater management strategy and notes that fire protection will be provided by an existing standpipe. No figures, supporting calculations, servicing or grading information was provided.

### 1.0 Comments

- 1.1 The engineering letter does not provide sufficient information to demonstrate how adequate services for the proposed building addition will be provided, does not quantify the potential negative impacts to adjacent properties or demonstrate how these impacts will be appropriately mitigated. As such, we do not recommend approval of the Zoning By-law Amendment until additional technical studies are provided.





Martina Chait  
Page 2 of 2  
July 7, 2021

Based on the nature of the proposed development, we recommend that the Zoning Bylaw Application and the Site Plan Approval Application be submitted concurrently along with the supporting technical studies.

We trust that this information is suitable for your purposes at this time. Please contact our office if you have any questions or require clarification.

Respectfully submitted,

A handwritten signature in blue ink that reads "Chris Proctor-Bennett".

Chris Proctor-Bennett, P.Eng.  
Group Leader, Stormwater Management Engineer

CPB/jl



ASSOCIATION OF  
CONSULTING ENGINEERING  
COMPANIES - CANADA



## **Planning Justification Report (June 1,2021) - Zoning By-law Amendment Application Wildfire Golf Course Township of Douro-Dummer, County of Peterborough**

### **Introduction**

This Planning Justification Report has been prepared in support of a Zoning By-law Amendment Application (ZBLA) filed with the Township of Douro-Dummer regarding the Wildfire Golf Course.

The ZBLA Application is required to permit the construction of a second free-standing golf-cart storage building. The current zoning of the property limits the number of accessory buildings to one (1) building.

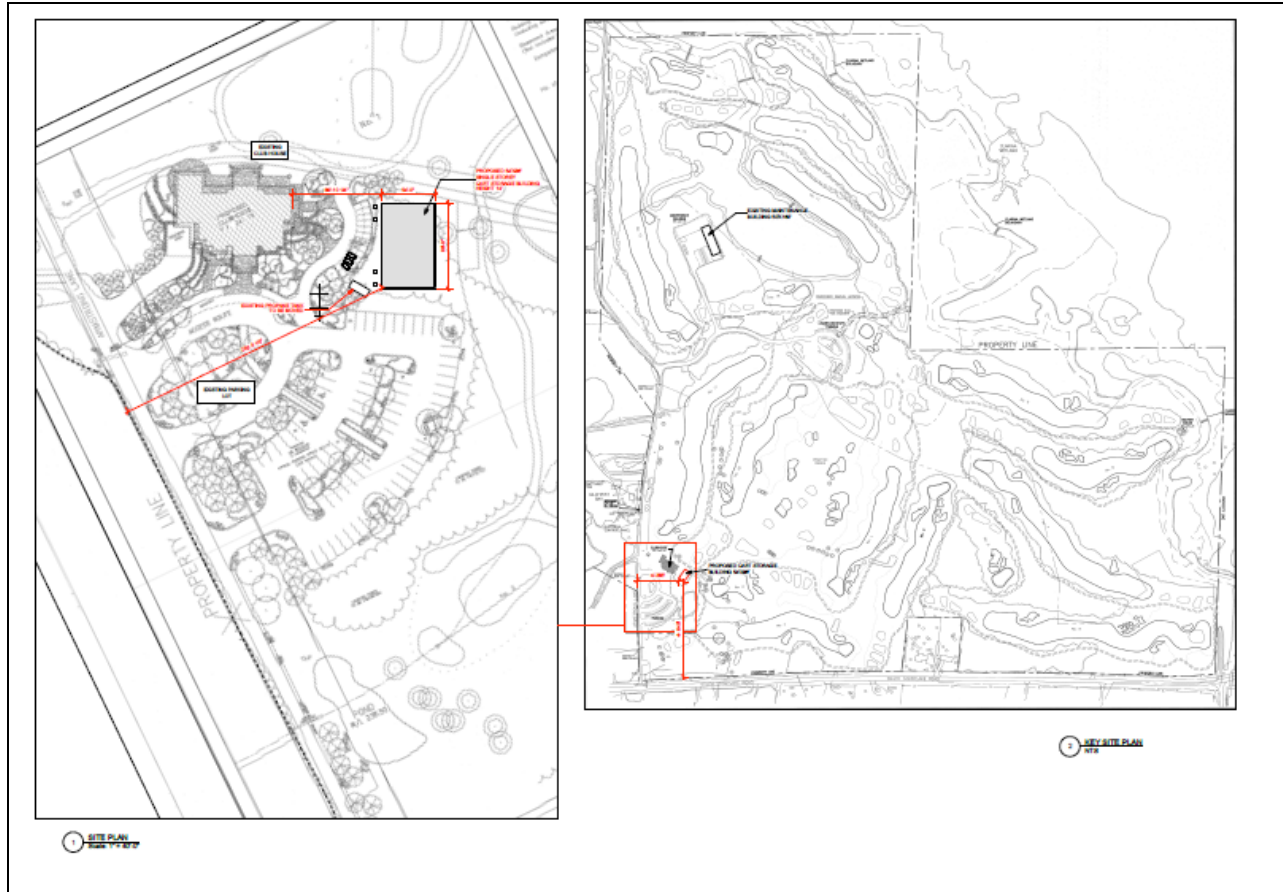
### **The Property**



Site

(Source: County of Peterborough Website, April 2021)

## The Concept Plan



(Source: FAD Architects, 2020/21)

The proposed second golf-cart storage building has a building area of 432 square metres and a building height of 4.02 metres.

The proposed building is not intended to provide assembly use. COVID-19 realities have created a new-found requirement for individual golf-cart use. The existing golf-cart storage building is not of adequate size to accommodate the additional golf-carts.



## Proposed Building Elevations (Preliminary)



(Source: FAD Architects 2020/21)

### Pre-Consultation

The property owner and their development team (myself) included attended a virtual pre-consultation meeting on with the Township, County and ORCA Staff.

This meeting established ZBLA Application process, requirements and related details. There has been subsequent dialogue between the development team members and ORCA and County Planners, serving to further “scope” Application requirements, specifically:

- i. Civil Engineering, the production of a letter report in support of the ZBLA Application; and
- ii. Environment, the production of a letter report in support of the ZBLA Application.

Copies of these letter reports are appended to this Report.



## Public Consultation

Given the limited nature of the ZBLA Application, no formal public consultation is proposed. Instead, the ZBLA Applications process would rely upon the Statutory requirements of the ZBLA approval process prescribed through the Planning Act and as administered by the Township.

## Analysis

### 2020 Provincial Policy Statement (2020 PPS)

The 2020 PPS which came into effect on May 1, 2020 and sets forth a general policy framework applied on a provincial-wide basis addressing such matters as land-use, development, environment, culture/heritage, patterns of development and related concerns. Relative to the ZBLA Application, the following policies are considered to have direct relevancy:

Section	Title - Comments
Part III	<p>How to Read the Provincial Policy Statement</p> <p>The provincial policy-led planning system recognizes and addresses the complex inter-relationships among environmental, economic and social factors in land use planning. The Provincial Policy Statement supports a comprehensive, integrated and long-term approach to planning, and recognizes linkages among policy areas.</p> <p>Read the Entire Provincial Policy Statement</p> <p>The Provincial Policy Statement is more than a set of individual policies. It is to be read in its entirety and the relevant policies are to be applied to each situation. When more than one policy is relevant, a decision-maker should consider all of the relevant policies to understand how they work together. The language of each policy, including the Implementation and Interpretation policies, will assist decision-makers in understanding how the policies are to be implemented.</p> <p>While specific policies sometimes refer to other policies for ease of use, these cross-references do not take away from the need to read the Provincial Policy Statement as a whole.</p> <p>There is no implied priority in the order in which the policies appear.</p> <p><b>Opinion: I have read the entire document for the purpose of preparing this Witness Statement.</b></p>
1.0	Building Strong Healthy Communities

	<p>Ontario is a vast province with urban, <b>rural</b>, and northern communities with diversity in population, economic activities, pace of growth, service levels and physical and natural conditions. Ontario's long-term prosperity, environmental health and social well-being depend on wisely managing change and promoting efficient land use and development patterns. Efficient land use and development patterns support sustainability by promoting strong, liveable, healthy and resilient communities, protecting the environment and public health and safety, and facilitating economic growth.</p>
1.1.1	<p>Healthy, liveable and safe communities are sustained by:</p> <p>a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;</p> <p>b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;</p> <p><b>c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;</b></p> <p>d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;</p> <p><b>Opinion: The ZBLA Application will serve to permit the introduction of a second accessory building (golf cart storage), which will not have negative impact upon environmental features. It is my professional opinion that the proposed a second accessory building will not create or cause any negative impact upon on-site or area environmental features.</b></p>
1.1.3	<p>Settlement Areas</p> <p>Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages and hamlets. Ontario's settlement areas vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of</p>

	<p>infrastructure available.</p> <p><b>Opinion: The subject property is not part of a Rural Settlement Area.</b></p>
1.1.4	<p>Rural Areas in Municipalities</p> <p>Rural areas are important to the economic success of the Province and our quality of life. Rural areas are a system of lands that may include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and other resource areas. Rural areas and urban areas are interdependent in terms of markets, resources and amenities. It is important to leverage rural assets and amenities and protect the environment as a foundation for a sustainable economy.</p> <p>Ontario's rural areas have diverse population levels, natural resources, geographies and physical characteristics, and economies. Across rural Ontario, local circumstances vary by region. For example, northern Ontario's natural environment and vast geography offer different opportunities than the predominately agricultural areas of southern regions of the Province.</p> <p><b>Opinion: The property is located within the rural area of the Township of Douro-Dummer and is developed as a Golf Course.</b></p>
1.1.5	<p>Rural Lands in Municipalities</p> <p>1.1.5.1 When directing development on rural lands, a planning authority shall apply the relevant policies of Section 1: Building Strong Healthy Communities, as well as the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety.</p> <p>1.1.5.2 On rural lands located in municipalities, permitted uses are:</p> <ul style="list-style-type: none"> <li>a) the management or use of resources;</li> <li>b) resource-based recreational uses (including recreational dwellings);</li> <li>c) limited residential development;</li> <li><b>f) other rural land uses.</b></li> </ul> <p><b>Opinion: The property is located within the rural area of the</b></p>

	<p><b>Township Douro-Dummer.</b></p> <p><b>The existing Golf Course would be considered as an “other rural land use.”</b></p>
2.0	<p>Wise Use and Management of Resources</p> <p>Ontario's long-term prosperity, environmental health, and social well-being depend on conserving biodiversity, protecting the health of the Great Lakes, and protecting natural heritage, water, agricultural, mineral and cultural heritage and archaeological resources for their economic, environmental and social benefits.</p> <p>Accordingly:</p>

**It is my professional opinion that the Zoning By-law Amendment Application is consistent with the policy directives of the 2020 PPS.**

### **2020 A Place to Grow- Growth Plan for the Greater Golden Horseshoe (2020 Growth Plan)**

The 2020 A Place to Grow Plan came into effect in August, 2020 replacing the May 16, 2019 Growth Plan (which replaced the 2017 Growth Plan). The new 2020 Plan sets forth a series of detailed policies addressing population and employment growth and other related development, planning and land use matters for the Greater Golden Horseshoe Area. The County of Peterborough is located within the eastern portion of the outer-ring part of the 2020 Plan.

Relative to the Zoning By-law Amendment Application, the following policies of the 2020 Growth Plan are considered to have direct relevancy:

<b>Policy</b>	<b>Title - Details</b>
1.2.1	<p>Guiding Principles</p> <p>The successful realization of this vision for the GGH centres on effective collaboration amongst the Province, other levels of government, First Nations and Métis communities, residents, private and non-profit sectors across all industries, and other stakeholders. The policies of this Plan regarding how land is developed, resources are managed and protected, and public dollars are invested are based on the following principles:</p>

	<ul style="list-style-type: none"> <li>• Support the achievement of complete communities that are designed to support healthy and active living and meet people’s needs for daily living throughout an entire lifetime.</li> <li>• Prioritize intensification and higher densities in strategic growth areas to make efficient use of land and infrastructure and support transit viability.</li> <li>• Provide flexibility to capitalize on new economic and employment opportunities as they emerge, while providing certainty for traditional industries, including resource-based sectors.</li> <li>• Support a range and mix of housing options, including second units and affordable housing, to serve all sizes, incomes, and ages of households.</li> <li>• Improve the integration of land use planning with planning and investment in infrastructure and public service facilities, including integrated service delivery through community hubs, by all levels of government.</li> <li>• Provide for different approaches to manage growth that recognize the diversity of communities in the GGH.</li> <li>• Protect and enhance natural heritage, hydrologic, and landform systems, features, and functions.</li> <li>• Support and enhance the long-term viability and productivity of agriculture by protecting prime agricultural areas and the agri-food network.</li> <li>• Conserve and promote cultural heritage resources to support the social, economic, and cultural well-being of all communities, including First Nations and Métis communities.</li> <li>• Integrate climate change considerations into planning and managing growth such as planning for more resilient communities and infrastructure – that are adaptive to the impacts of a changing climate – and moving towards environmentally sustainable communities by incorporating approaches to reduce greenhouse gas emissions.</li> </ul> <p><b>Opinion: The ZBLA Application conforms to the policies of Section 1.2.1 of the Plan.</b></p>
--	--

2.2	<p>Policies for Where and How to Grow</p> <p>2.2.1 Managing Growth</p> <p>1. Population and employment forecasts contained in Schedule 3 will be used for planning and managing growth in the GGH to the horizon of this Plan in accordance with the policies in subsection 5.2.4.</p> <p>2. Forecasted growth to the horizon of this Plan will be allocated based on the following:</p> <p>b) growth will be limited in settlement areas that:</p> <p>i. are rural settlements;</p>
	<p>c) within settlement areas, growth will be focused in:</p> <p>i. delineated built-up areas;</p> <p>ii. strategic growth areas;</p> <p>iii. locations with existing or planned transit, with a priority on higher order transit where it exists or is planned; and</p> <p>iv. areas with existing or planned public service facilities;</p> <p>d) development will be directed to settlement areas, except where the policies of this Plan permit otherwise;</p>
2.2.9	<p>Rural Areas</p> <p>1. Municipalities are encouraged to plan for a variety of cultural and economic opportunities within rural settlements to serve the needs of rural residents and area businesses.</p> <p>3. Subject to the policies in Section 4, development outside of settlement areas may be permitted on rural lands for:</p> <p>a) the management or use of resources;</p> <p><b>b) resource-based recreational uses; and</b></p> <p><b>c) other rural land uses that are not appropriate in settlement areas provided they:</b></p>

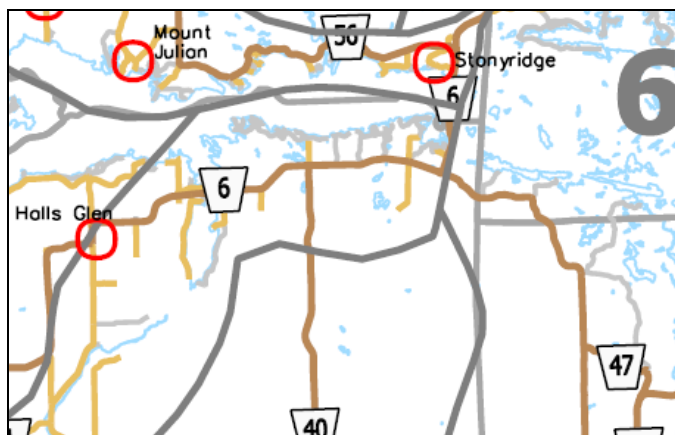
	<p>i. are compatible with the rural landscape and surrounding local land uses;</p> <p>ii. will be sustained by rural service levels; and</p> <p>iii. will not adversely affect the protection of agricultural uses and other resource-based uses such as mineral aggregate operations.</p> <p><b>Opinion: The subject property is developed as a Golf Course, and land use is in conformity with Policies 2.2.9.3 (b) and (c) respectively.</b></p>
--	---

**It is my professional planning opinion that the Zoning By-law Amendment Application is in Conformity with the policies of the 2020 Growth Plan.**

### Official Plan

The County Official Plan designates the property as forming part of the “Rural” area. It does not form part of any Rural Settlement Area.

### Map Detail

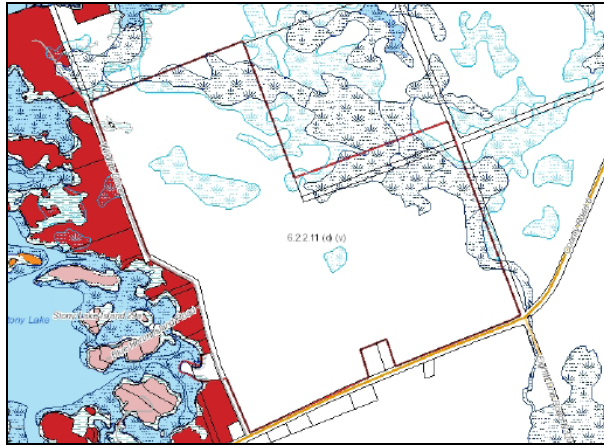


(Source: County of Peterborough Website, April 2021)

The focus of my analysis addresses the policies of the lower-tier (Township) component of the Official Plan.

The property is designated as “Rural, with a site specific policy Exception- 6.2.2.11 (d0 (v))” by the Township Official Plan.

## Township Official Plan Map - Detail



(Source: County of Peterborough Website, April 2021)

The following policies of the Official Plan are considered to having direct relevancy as it would pertain the Zoning By-law Amendment Application:

Policy/Section	Title - Details
6.0	Local Plan Policies - Land Use
6.1	<p>General</p> <p>The County Plan functions as the lower tier Official Plan for the following participating local municipalities:</p> <ul style="list-style-type: none"> <li>- Township of Douro-Dummer</li> </ul> <p>Local municipal official plans complement the Peterborough County Official Plan by providing detailed strategies, policies and land use designations for planning and development at the local municipal level. Section 6 and Section 7 of the County Plan contain the local municipal planning policies applicable to the above-named Townships and should be read in conjunction with other sections of the Plan.</p> <p><b>Opinion: Preference will be made to the Local Plan Policies (Douro-Dummer) for purposes of this ZBLA Application.</b></p>
6.2	Local Planning Policies Rural Component



	<ul style="list-style-type: none"> <li>• The Rural Component is devoted to economic activities associated with the natural resources in the participating Townships. The Rural Component policies are intended to protect the character of these areas while making provision for economic activities and employment opportunities which depend on the natural resources. The Rural Component comprises the following areas:</li> <li>• <b>recreational commercial areas;</b> and</li> <li>• <b>Open space areas.</b></li> </ul> <p><b>Opinion: The Wildfire Golf Course is a form of recreational commercial land use and functions as an open space area.</b></p>
6.2.2	Rural
6.2.2.1	<p>General Principles</p> <p>The Rural designation applies to areas where Class 4, 5, 6 and 7 and Organic soils under the Canada Land Inventory Soil Capability for Agriculture predominate and areas where previous non-farm development has effectively limited the future of intensive farm activity.</p>
6.2.2.2	<p>Permitted Uses</p> <p>The predominant use of land within the Rural designation may include all agricultural uses outlined in Section 6.2.1 of this Plan. Other permitted uses shall include forestry, passive outdoor recreation uses and activities connected with the conservation of soil and wildlife.</p> <p>Development by consent will be permitted within the Rural designation, although that development shall be limited and will be subject to the following policies. A very limited amount of small-scale commercial uses, or farm-related commercial/industrial uses will also be permitted. Commercial and industrial uses shall be subject to site plan control, and shall require a site specific amendment to the implementing Zoning By-law, as part of the approval process.</p>

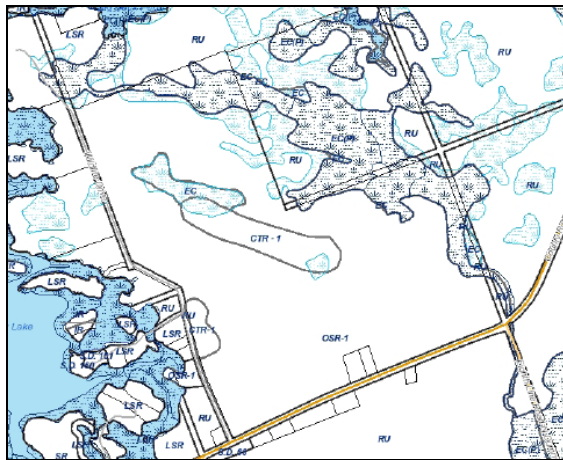
	<b>Opinion: The golf course exists and forms an established part of the rural area in this part of the Township.</b>
6.2.2.11 (d) (v)	<p><b>Policy exception – Rural Designation</b></p> <p>Notwithstanding any other provision of the "Rural" designation and associated policies as set forth under this Plan to the contrary, on lands designated as Rural in Part of Lots 30 and 31, Concessions 6 and 7 of the Dummer Ward, as identified on Schedule "A4-3" with the notation "Lands Subject to Subsection 6.2.2.11(d)(v)", and having an area of approximately 85 hectares, the uses permitted shall include a golf course, driving range, a golf club house, and a maintenance and golf cart storage facility; together with accessory uses. It shall further be the policy of this Plan that no development and/or redevelopment of the subject property shall be permitted except in accordance with the implementing Zoning By-law; and a Site Plan Agreement entered into by the Township of Douro-Dummer and the owner."</p> <p><b>Opinion: The ZBLA Application serves to permit a second golf cart storage building, which is an accessory use/function of the golf course (primary use). The proposed new building cannot be constructed as an addition to the existing building.</b></p>

**It is my professional planning opinion that the Zoning By-law Amendment Application is in keeping with the general purpose and intent of the policies of the Official Plan.**

### **Township Zoning By-law**

The subject property (Wildfire Golf Course) is currently zoned "OSR-1-Open Space Restricted 1 Zone, Commercial Tourism Restricted 1 Zone and EC- Environmental Conservation Zone" by the Township Zoning By-law. This zoning permits the Wildfire Golf Course. However, this zoning limits the floor area of accessory buildings to 750 square metres. The existing golf court storage building has a floor area of 743 square metres.

## Zoning Map - Detail



(Source: County of Peterborough Website, April 2021)

The ZBLA is limited to permitting a 2<sup>nd</sup> accessory building intended for golf-cart storage use. The Application, therefore, is limited to one (1) regulation of the current zoning of the property, specifically the CTR -1 – Zone.

### The Amendment - Summary

The ZBLA Application is summarized as follows:

**Notwithstanding the provisions of Section 12.5.2(b), the maximum floor area of maintenance and cart storage facility shall be 1555 square metres.**

There will be minor changes to the existing property to accommodate the proposed building, which do not require any regulatory amendment, beyond the above-captioned.

**It is my professional planning opinion that the Zoning By-law Amendment Application is appropriate and is in keeping with the general purpose and intent of the regulatory provisions of the Township Zoning By-law.**

### Site Plan Control

The Wildfire Golf Course is currently subject of a Site Plan Agreement. The proposed 2<sup>nd</sup> Golf-Cart Storage Building will trigger the requirement to “amend” this agreement. This amendment is minor in nature and will focus upon the introduction of this new accessory building and such matters as:

- Lot grading and drainage;

- Storm-water management;
- Landscaping/buffering;
- Water-source for fire-fighting purposes; and
- Building/architectural treatments.

The Property Owner and the development team are anticipating filing the require Site Plan "Amendment" Application with the Township Planning Department potentially during the processing of the ZBLA Application.

### **Summary**

The ZBLA Application is very limited in its implications. If approved, the ZBLA Application will permit a second accessory building (Golf-Cart Storage Building).

It is my professional planning opinion that the Zoning By-law Amendment Application is:

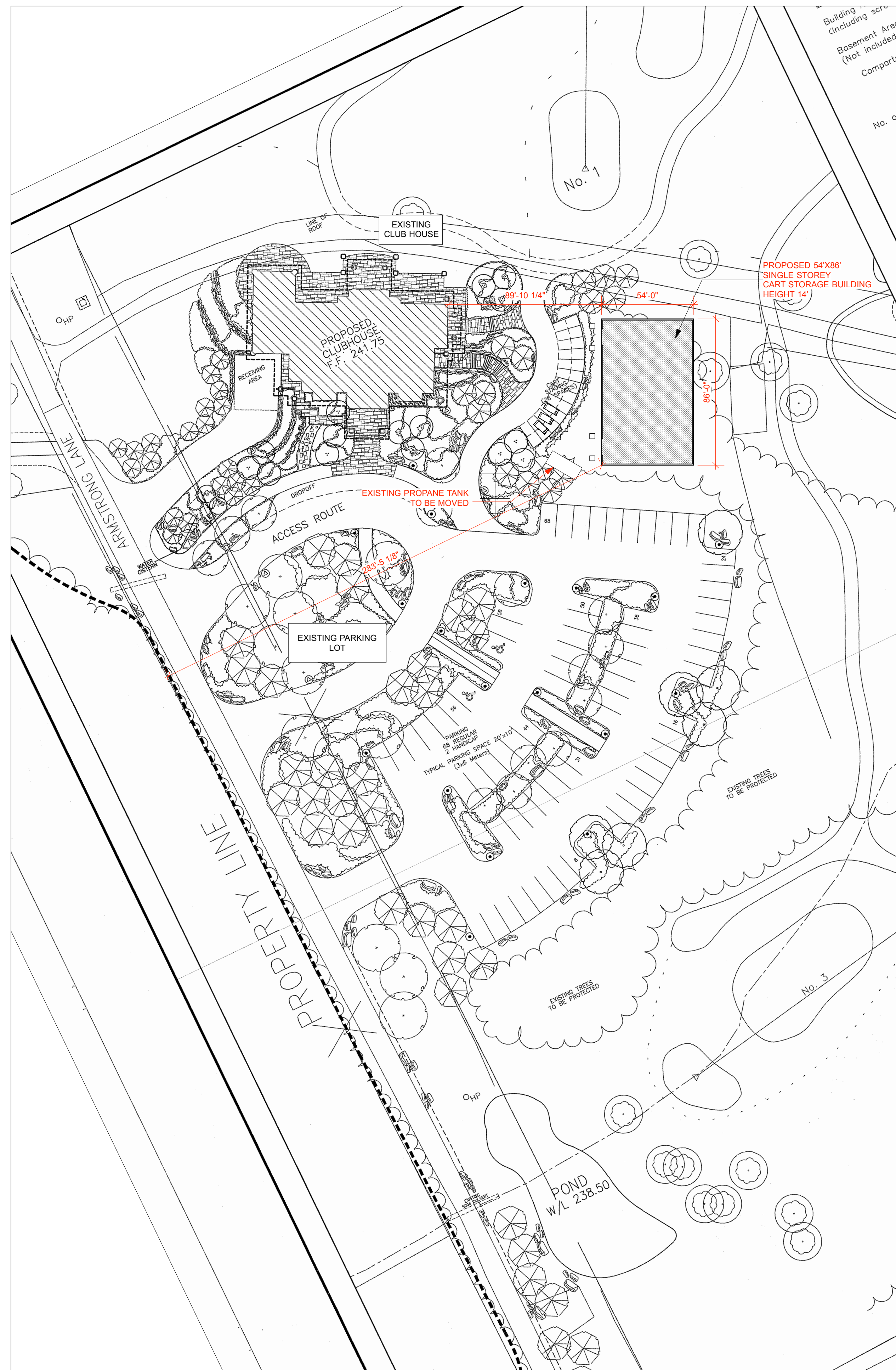
- Consistent with the policy directives of the 2020 PPS;
- In conformity with the policy directives of the 2020 Growth Plan;
- In Keeping with the general purpose and intent of the policies of the Official Plan both upper and lower tier components);
- In Keeping with the general purpose and intent of the regulatory provisions of the Townships Zoning By-law; and
- Is Representative of Good Planning.

Respectfully Submitted,



Kevin M. Duguay, MCIP, RPP





Contractors must check and verify all dimensions on the project and report any discrepancies to FAD before proceeding with the work.

All drawings are the property of the Architect and are instruments of service. They are for use only on the project for which they were prepared, and must be returned upon request. Reproduction of drawings in part or in whole is forbidden without the Architect's permission.

The Contractor is to be familiar with the Ontario Building Code and its latest revisions.

DRAWINGS SHOULD NOT BE SCALED

Project Title

**WILDFIRE GOLF CLUB  
CART STORAGE**

2215 WILDFIRE DR.  
DOURO-DRUMMER

Consultant

REV.	DATE	DESCRIPTION
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NO.	DATE	ISSUE NOTE
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Project Manager <b>T. MCCONNELL</b>	Drawn By <b>MR</b>
--	-----------------------

Date	NOV 2020	Reviewed By	MR
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Project ID	200X
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Sheet Title

## SITE PLAN

Sheet No.

## A1.1





Kevin M. Duguay  
Community  
Planning and  
Consulting Inc.



## Site-Area Photographs Wildfire Golf Course, February 2021



**Front of Clubhouse**



**Front of Clubhouse**

# Site-Area Photographs

## Wildfire Golf Course, February 2021



**Parking area – south east view  
from Clubhouse**



**Land - south east view from  
Clubhouse**



# Site-Area Photographs

## Wildfire Golf Course, February 2021



**North east view**



**Rear of Clubhouse**



# Site-Area Photographs

## Wildfire Golf Course, February 2021



**Golf course – north west view**



**Golf course – north view**

# Site-Area Photographs

## Wildfire Golf Course, February 2021



**Maintenance Building**



**Entrance from Wildfire Drive to  
Clubhouse**



# Site-Area Photographs

## Wildfire Golf Course, February 2021



**County Road 6 – north east view**



**Entrance to Wildfire Drive from  
County Road 6 – south west view**

Government Services Building  
22 Winookeedaa Road  
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045  
Fax: 705.657.8708  
[www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)

July 27<sup>th</sup>, 2021

Ms. Martine Chait-Hartwig  
Deputy Clerk  
Township of Douro-Dummer  
(705)652-8392 ext. 210  
[martinac@dourodummer.on.ca](mailto:martinac@dourodummer.on.ca)

Dear Ms. Chait-Hartwig:

**RE: Zoning By-Law Amendment #R-09-21, Wildfire Golf Club (c/o Glenn Stonehouse), Con 6, PT Lot 30 PT Road Allowance; Con 7 PT Lots 30 and 31 PT; Road Allowance Registered Plan 45R12362 Parts 1; To 6, Dummer Ward, Township of Douro-Dummer 2215 Wildfire Drive (Stony Lake)**

Curve Lake First Nation Lands & Resources Consultation Department has received the notice concerning a new build for the above noted property. Curve Lake First Nation Consultation staff has reviewed the available information in accordance with our Aboriginal and treaty rights and we offer the following comments:

The request was to permit an exemption from an Archaeological Assessment and to waive concerns of the proposed storage area. As this area was covered in a previous Stage 2 assessment, and will not be impacted an area that has not been previously assessed (confirmed with township and previous archaeologist) we are agreeable to waive the assessment.

As the property is within 300m of Stony Lake, there is a high potential for archaeological resources to be present- this triggers the need for an archaeological assessment. However, given the previous assessment and discussion with the township and original archaeologist, there is no immediate concern for an archaeological assessment(s). If any **ground disturbances** (i.e. significant modification to portions not previously assessed) our original suggestion of an archaeological assessment still stands.

As well **should any changes to the location** of the proposed storage facility, causing the footprint to now be on an area adjacent to the assessed lands or an entirely different area of the property, the property owner(s) must follow the Ministry of Heritage, Sport, Tourism, and Culture Industries (MHSTCI) Criteria for Evaluating Archaeological Potential. Screening Questions #4 and #5 speak to Aboriginal knowledge or historically documented evidence of past Aboriginal use and if it is present then “you need to hire a licensed consultant archaeologist to undertake an archaeological assessment of your property.” Stony Lake has been used by the Michi Saagiig for thousands of years and is a significant place for travel and for fishing.

**Indigenous people in the past tended to live close to water as well as bury their dead along shorelines and on islands.** Several years ago, a property owner along the Trent River, while



constructing an addition, dug into a burial mound with upwards of 25 bodies in it. This cost the property owner a substantial amount (6 figures) for the exhumation and the bodies have still not been reburied. We would like to avoid repeating that situation. Had the property owner completed a Stage 1-2 archaeological assessment, the burial mound would have been identified, avoided and protected – mitigating the impacts to Aboriginal rights and saving thousands of dollars. (A Stage 1-2 is typically under \$5000).

If the property that is the subject of this Zoning By-law Amendment (2215 Wildfire Drive, Dummer Ward) changes the current outlay of proposed development and still has not had a prior archaeological assessment, in light of the concerns raised above, Curve Lake First Nation's Consultation Department requests the following:

- 1) To have an archaeological assessment completed for the area that will be disturbed, which will be sent to the Township and forwarded to Curve Lake First Nation Consultation Department for comment.
- 2) To have a Curve Lake First Nation Liaison on-site for the archaeological assessment.

We strongly advise that an archaeological assessment be undertaken prior to any excavation – to protect both the property owner's interests and the rights of First Nations to protect cultural heritage.

Section 2.6.5 of the PPS 2020 indicates "Planning authorities shall engage with Indigenous communities and consider their interests when identifying, protecting and managing cultural heritage and archaeological resources." And furthermore, Section 4.3 states that the "Provincial Policy Statement shall be implemented in a manner that is consistent with the recognition and affirmation of existing Aboriginal and treaty rights in section 35 of the *Constitution Act*, 1982."

Furthermore, the *Growth Plan for the Greater Golden Horseshoe 2017*, Section 4.2.7.2 states: "Municipalities will work with stakeholders, as well as First Nations and Metis communities, in developing and implementing official plan policies and strategies for the identification, wise use and management of cultural heritage resources."

If you have any questions or concerns please do not hesitate to contact Curve Lake First Nation's Consultation Department.

Sincerely,

Dr. Julie Kapyrka  
Lands & Resources Consultation Officer  
Curve Lake First Nation

Jordon MacArthur  
Archaeological Program Administrator  
Curve Lake First Nation

April 1<sup>st</sup>, 2021

Kevin M. Duguay Community Planning and Consulting Inc.  
560 Romaine Street  
Peterborough, ON K9J 2E3

Attention: Mr. Kevin Duguay, MCIP, RPP

Dear Mr. Duguay:

**Re: Wildfire Golf Course  
ZBLA Submission  
Proposed Cart Storage Building Addition  
Township of Douro-Dummer  
Engage Engineering Project No. 21013**

Engage Engineering Ltd. (Engage) has been retained by Wildfire Golf Course to provide civil engineering services to support the site plan and rezoning application for the proposed cart storage building addition, located at 2215 Wildfire Drive, in the Township of Douro-Dummer. This letter has been prepared to present the preliminary stormwater management and fire protection design.

As part of the site plan development process, Engage will be preparing a detailed stormwater management (SWM) report, servicing brief and support servicing and grading drawings to support the SWM design and SPA application process.

The proposed cart storage building will increase the impervious area on the site by approximately 470m<sup>2</sup> and therefore will cause an increase in peak flows when compared to pre-development levels. In order to manage this minor increase in peak flows, the preliminary stormwater strategy is to collect rooftop runoff from the building via swales and direct it to an enhanced grassed swale facility southeast of the proposed building. Peak flows will be attenuated in this facility and released at the corresponding pre-development levels to the existing conveyance swale. The existing conveyance swale takes flows from the existing parking lot and conveys them south, through a small pond and eventually into the roadside ditch on County Road 6. This stormwater approach along with supporting calculations and design drawings will be provided in the forthcoming Site Plan application.

In order to provide fire flow protection for the proposed building an existing stand pipe will be utilized. The existing standpipe connects to the pond to the north of the existing clubhouse building and the pond has sufficient volume to provide fire flow protection

for both buildings. Supporting fire flow calculations based on the Fire Underwriters Survey will be provided in a servicing memo in forthcoming Site Plan application.

We trust this information meets with your concurrence. Please do not hesitate to contact our office if you have any questions or concerns.

Sincerely,



Brad Parsons, P. Eng.  
Water Resources Engineer



Thank you for your circulation.

Enbridge Gas Inc. does not object to the proposed application however, we reserve the right to amend our development conditions.

Please continue to forward all municipal circulations and clearance letter requests electronically to [MunicipalPlanning@Enbridge.com](mailto:MunicipalPlanning@Enbridge.com).

Regards,

**Casey O'Neil**

Sr Analyst Municipal Planning  
Long Range Distribution Planning

—  
**ENBRIDGE GAS INC.**

TEL: 416-495-5180  
500 Consumers Rd. North York, Ontario, M2J 1P8

enbridge.com  
**Safety. Integrity. Respect.**

**From:** Nicole Zenner <[NicoleZ@dourodummer.on.ca](mailto:NicoleZ@dourodummer.on.ca)>

**Sent:** Tuesday, June 29, 2021 2:37 PM

**To:**

**Subject:** [External] Zoning By-Law Amendment Application - R-09-21

Good afternoon,

Please find the Notice of Complete Application for Zoning By-law Amendment File R-09-21, the public meeting will be scheduled at a later date. Should you have any questions, please feel free to contact Martina.

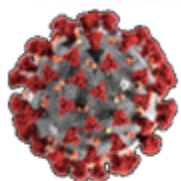
Kind regards,  
Nicole

..  
Nicole Zenner,  
Administrative Assistant

T: 705 652 8392 x 224 F: 705 652 5044

---

Township of  
**Douro-Dummer**  
[www.dourodummer.on.ca](http://www.dourodummer.on.ca)



Due to COVID-19 staff are working remotely and can be reached via email or by phone during regular business hours.

Updates including facility closures and meetings can be found on our website at [www.dourodummer.on.ca/news](http://www.dourodummer.on.ca/news)



# Stormwater Management Report

Wildfire Golf Club – Building Addition  
Township of Douro – Dummer  
Engage Project No. 21013

Engage Engineering Ltd.

September 2021



## REVISION SUMMARY

Revision No.	Revision Title	Date	Revision Summary
1	Issued for 1 <sup>st</sup> Submission	April 16 <sup>th</sup> , 2021	
2	Issued for 2 <sup>nd</sup> Submission	September 17 <sup>th</sup> , 2021	

This report was prepared by Engage Engineering Ltd. (Engage) for KMD Community Planning and Consulting Inc. and intended for their sole use only. This report is considered our professional work product and remains the property of Engage. Any unauthorized reuse, redistribution of, or reliance upon the report, shall be at the users risk, without liability to Engage.

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- Appendix A: Hydrologic Parameters
- Appendix B: Stage Storage Calculations
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- Appendix D: Sediment Loading Calculations
- Appendix E: Detailed Design Drawings



## 1.0 Introduction

### 1.1 Purpose

Engage Engineering Limited (Engage) has been retained by KMD Community Planning and Consulting Inc. on behalf of the landowner to prepare a Stormwater Management Report (SWM) in support of the proposed cart storage building addition at Wildfire Golf Club in the Township of Douro-Dummer (Town), in the County of Peterborough. The development will include the construction on one cart storage building, asphalt walkway and a variety of landscape features. The purpose of this report is to support the site plan application by quantifying the impact that the proposed development will have from a stormwater management perspective and recommend any stormwater management measures required to maintain post-development flows to pre-development levels, while providing the appropriate quantity controls.

Recommendations made in this report will be in accordance with the County of Peterborough and Otonabee Region Conservation Authority (ORCA) requirements, in addition to current stormwater management best practices and the Credit Valley Conservation Low Impact Development Stormwater Management Planning and Design Guide.

### 1.2 Site Description

The subject land is a portion of the Wildfire Golf Club in the Township of Douro-Dummer. The portion of site under investigation is a 0.650ha section of the subject site, bounded by the existing parking lot to the south, grassed areas to the north and east and an asphalt pathway to the west. The location of the subject building addition is identified on the **Location Plan** included as **Figure 1**.



**Figure 1 - Location Plan**



## 2.0 Hydrologic Analysis

### 2.1 Existing Conditions

The existing site is a 0.650ha parcel of land within the Wildfire Golf Club on Wildfire Road in the County of Peterborough. The site generally slopes from north to south with approximately 3.5 m of relief from the high point in the north to the low point in the south. The topography is shown on the **Topographic Survey** prepared by Elliot and Parr Ltd. which is included as **Figure 2**. The location of the proposed building is included on the **Site Plan** prepared by FAD Architects and is included as **Figure 3**. The site has a vegetated cover consisting mainly of grass and wooded areas. Based on a review of the topography, runoff from the proposed building addition will flow via sheet flow from north to south to an existing swale which will convey flows to the small existing pond to the south. Flows will outlet from the pond into the roadside ditch within the County Road 6 right-of-way (ROW) and will ultimately contribute to Gilchrist Bay. No Geotechnical Investigation has been completed for the site as it was confirmed as not necessary at the pre-consultation meeting due to the minor nature of the development.

Three existing catchment areas have been identified under the pre-development conditions as shown on the **Pre-Development Drainage Area Plan** included as **Figure 4**. The respective catchment areas can be identified based on the following properties.

- **EX1:** Existing catchment area EX1 is 0.199ha and consists of woodlot and grassed areas. Flows from this catchment area travel from north to south via overland flow into the existing drainage swale along the parking lot and ultimately contribute to the roadside ditch along County Road 6.
- **EX2:** Existing catchment area EX2 is 0.451ha and consists of grassed, woodlot and impervious areas. Flows from this catchment enter the existing drainage swale along the parking lot via overland flow and ultimately contribute to the roadside ditch along County Road 6.
- **EX3:** Existing catchment area EX3 is 0.814ha and consists of grassed and impervious areas. Flows from this catchment travel via overland flow and the existing on-site storm sewer network to the north and ultimately contribute to the existing pond north of the club house. This catchment area will only be used to determine sediment removal requirements for the existing pond to the north as requested by the Township peer review Engineer during the pre-consultation meeting.

The existing characteristics of the drainage areas are summarized in **Table 1** below.



**Table 1 - Existing Catchment Areas (ha)**

Catchment	Grass	Woodlot	Impervious	Total
EX1	0.040	0.159	0.000	0.199
EX2	0.022	0.275	0.154	0.451
EX3	0.509	0.000	0.305	0.814

## 2.2 Proposed Conditions

Under proposed conditions, the topography will change to accommodate the grading for the proposed cart storage building. The proposed catchment areas are identified on the **Post-Development Drainage Area Plan** included as **Figure 5**.

The respective catchment areas can be identified based on the following properties:

- **PR1:** Proposed catchment area PR1 is 0.199ha and consists of the proposed building addition, asphalt walkways, and a variety of landscape features. Flows from this catchment will enter the proposed conveyance swale system through overland flow and contribute to the proposed enhanced grass swale facility. Controlled flows will outlet to the existing drainage ditch south of the building addition. Ultimately flows will contribute to the roadside ditch within the County Road 6 ROW as in existing conditions.
- **PR2:** Proposed catchment are PR2 is 0.451ha consists of grassed, woodlot and impervious areas. This catchment area will remain unchanged from existing conditions. Flows from this catchment enter the existing drainage swale along the parking lot via overland flow and ultimately contribute to the roadside ditch along County Road 6.

The characteristics of the proposed catchment areas are summarized in **Table 2** below:

**Table 2 - Proposed Catchment Areas (ha)**

Catchment	Grass	Woodlot	Impervious	Total
PR1	0.040	0.100	0.059	0.199
PR2	0.022	0.275	0.154	0.451

## 2.3 Hydrologic Parameters

The hydrologic parameters for the site under existing and proposed conditions were developed based on the site conditions and topography. The parameters are summarized in **Table 3** below. Detailed spreadsheets are included in Appendix A.





**Table 3 - Existing and Proposed Hydrologic Parameters**

Catchment ID	Area (ha)	% Impervious (%)	Runoff Coefficient	Tc (Calc.)	Tc (Min.)
EX1	0.199	0.00	0.23	13.8	10.0
EX2	0.451	34.15	0.46	6.2	10.0
PR1	0.199	29.47	0.42	3.1	10.0
PR2	0.451	34.15	0.46	6.2	10.0

The peak runoff for the existing and proposed conditions were calculated for the 2-year through 100-year return periods using the Rational Method and the hydrologic parameters identified in the previous section. Spreadsheets with the Rational Method calculations are included in **Appendix A** and the calculations are summarized in **Table 4** below.

**Table 4 - Pre and Post Development Peak Flows**

Catchment ID	Peak Flows (m <sup>3</sup> /s)					
	2 Yr	5 Yr	10 Yr	25 Yr	50 Yr	100 Yr
EX1	0.008	0.010	0.012	0.015	0.018	0.021
EX2	0.040	0.053	0.061	0.079	0.095	0.108
PR1	0.016	0.021	0.025	0.031	0.038	0.043
PR2	0.040	0.053	0.061	0.079	0.095	0.108

The results indicate that in the absence of any quantity controls, the proposed peak flows from area PR2 will remain the same when compared to area EX2 and no quantity control is required. However, the proposed peak flows from PR1 will increase when compared to EX1, and some form of quantity control is required.

### 3.0 Stormwater Management

#### 3.1 Quantity Control

To address quantity control for the site, an enhanced grassed swale facility (SWM facility) has been proposed. The SWM facility is proposed to promote infiltration and reduce runoff from peak flows on the site. An onsite swale conveyance system will convey flows to the proposed SWM facility as shown on the **Site Servicing and Grading Plan** included in **Appendix E**.

Flows are proposed to be restricted through a raised culvert outlet which will connect the proposed SWM facility to the existing drainage swale south of the proposed building addition. Controlled flows will ultimately outlet to the roadside ditch within the County Road 6 ROW.



Runoff for minor and major storm events from catchment areas PR1 will be conveyed to the SWM facility via overland flow and the onsite conveyance swale system. The facility will be 0.55m deep and will provide **82.38m<sup>3</sup>** of storage below the top of basin elevation.

Discharge rates used to calculate the storage requirements were calculated as shown in **Table 4** above.

The Modified Rational Method was used to calculate the storage volume required to limit post-development flows to the pre-development level. Supporting calculations are included in **Appendix A** and summarized in **Table 5** below.

**Table 5 - Storage Requirements for PR1**

Design Storm (years)	Catchment Area (ha)	Runoff Coefficient	Discharge Rate (m <sup>3</sup> /sec)	Total Storage Required (m <sup>3</sup> )
2	0.199	0.42	0.007	5.5
5	0.199	0.42	0.009	7.7
10	0.199	0.42	0.009	10.7
25	0.199	0.46	0.010	15.6
50	0.199	0.51	0.012	19.9
100	0.199	0.53	0.012	25.1

A single-stage orifice has been designed to control the peak flows and consists of a 100mm outlet culvert connecting to the existing swale. An emergency overflow weir is also included within the design to convey any flows above the 100-year ponding elevation, or in the event the outlet becomes blocked, from the SWM facility towards the existing swale. The weir is set at an elevation of 239.95 and has a bottom width of 1.0m.

An abbreviated stage storage discharge (SSD) relationship for the proposed detention basin is shown in Table 6 below. The complete SSD table and calculations, along with the weir sizing calculations, are included in **Appendix B**.



**Table 6 - Stage Storage Discharge**

Description	Stage (m)	Discharge (m <sup>3</sup> /s)	Storage (m <sup>3</sup> )
Bottom of Storage	239.50	0.000	0.0
2 – Year Ponding	239.70	0.007	7.59
5 – Year Ponding	239.75	0.009	11.16
10 – Year Ponding	239.75	0.009	11.16
25 – Year Ponding	239.80	0.010	18.88
50 – Year Ponding	239.85	0.012	27.93
100 – Year Ponding	239.85	0.012	27.93
Emergency Weir	239.95	-	50.84
Top of Storage	240.05	-	82.38

The proposed outlet structure and storage configuration provides more storage volume for each storm event than is required to limit post-development flows to pre-development levels. The total controlled post-development release rates are at or below the pre-development release rate for each of the storm durations.

As illustrated in **Table 6** there is 0.20m of freeboard between the 100-year ponding elevation and the top of the facility. There is 0.10m of freeboard between the 100-year ponding elevation and the bottom of the weir. It is noted that the SWM facility is an open bottom system with a raised outlet that will allow for the potential for infiltration.

**Table 7** below demonstrates that proposed discharge rates for the SWM facility are at or below pre-development release rates.

**Table 7- Allowable vs. Proposed Release Rates**

Design Storm (years)	Allowable Discharge Rate (EX1+EX2) (m <sup>3</sup> /sec)	Proposed Discharge Rate (PR2+PR1 Routed) (m <sup>3</sup> /sec)
2	0.048	0.047
5	0.063	0.062
10	0.073	0.070
25	0.094	0.089
50	0.113	0.107
100	0.129	0.120



### 3.2 Quality Control

Quality control is not required for the site as the proposed building addition will only contribute clean rooftop water, and no significant increase in contaminants is expected from the proposed pathways. The enhanced grass swale facility proposed for quantity control will provide some quality control for the development. A treatment train approach consisting of a conveyance swale system and an enhanced grass swale facility is proposed and will be complete with a raised outlet and minimum grades to enhance removal rates.

In addition, as per the CVC LIDSWMPDG the velocity in the enhanced grassed swale should be 0.5m/s or less for the 4-hour 25mm Chicago Storm to maximize quality control and promote infiltration. The proposed swale has a longitudinal slope of 0.5% and will limit velocities to 0.15m/s which is below the requirement. This is identified in the Channel Design Sheet included in **Appendix C**.

### 3.3 Stormwater Conveyance

Runoff from the site will be conveyed through surface drainage systems including overland flow and a conveyance swale system. All storm events, up to and including the 100-year storm, will be conveyed in swales along the building footprint. Calculations demonstrating the sizing and capacity of the proposed swales are included in **Appendix C** and summarized in **Table 8** below.

Two cross sections of the existing downstream conveyance swale were analyzed with the 100-year controlled flow rate to confirm existing capacity. The cross-section locations are shown on the **Post-Development Drainage Area Plan** included as **Figure 5** and calculations demonstrating the sizing and capacity of the existing swales are included in **Appendix C** and summarized in **Table 8** below.

**Table 8 – Swale Capacity**

Swale ID	Characteristics	Cross Sectional Area (m <sup>2</sup> )	Maximum Flow Rate (m <sup>3</sup> /s)	Percent Capacity 100-Year Flow	Velocity (m/s)
Conveyance Swale	Triangular; 3:1 side slope, 0.5% long (lowest) slope; 0.20m deep (at shallowest)	0.20	0.043	36%	0.45
Existing Swale (XS-1)	Triangular; 3:1 side slope 1.5% long (lowest) slope; 0.30m deep	0.27	0.119	40%	0.88
Existing Swale (XS-2)	Triangular; 3:1 side slope 1.0% long (lowest) slope; 0.50m deep	0.75	0.119	12%	0.76
Enhanced Grassed Swale	Trapezoidal, 2m bottom width, 3:1 side slope, 0.5% long (lowest) slope, 0.5m deep	1.75	0.013	1%	0.15



### 3.4 Culvert Sizing

A culvert will convey stormwater runoff from the conveyance swale on the west side of the proposed building addition to the SWM facility. The 100-year uncontrolled flow rate for the respective drainage area, as identified on the **Post Development Drainage Area Plan** included as **Figure 5**, was used to size the proposed culvert. A 150mm diameter HDPE culvert has been specified, which can convey the 100-year uncontrolled flows.

Calculations demonstrating the sizing and capacity and are included in **Appendix E** and are summarized in **Table 9** below.

**Table 9 – Culvert Capacity**

Culvert ID	Design Storm	Flow Rate Through Culvert (m <sup>3</sup> /s)	High Water Elev. (m)	Outlet Velocity (m/s)
Conveyance Culvert	100-Year (uncontrolled)	0.004	239.86	0.307

## 4.0 Operation and Maintenance

### 4.1 Proposed Facilities

Proper operation and maintenance has an important impact on the long-term performance of all SWM features and facilities. The following list identifies the required inspection and maintenance activities that should be undertaken for the enhanced grassed swale, in order to ensure it is operating effectively:

1. Facility Inspection
2. Grass Cutting
3. Trash/Debris Removal
4. Removal of Accumulated Sediment

#### Facility Inspection

Inspections of the enhanced grassed swale are conducted to confirm the facility performance as well as to identify the type and frequency of additional maintenance activities. During the first two years of operation, inspections should be made after each significant rainfall event to ensure proper functioning of the system; this will average between 3 to 6 inspections per year. After this initial period, inspection frequency can be reduced to a single annual inspection.



Below is a checklist of items that should be inspected/reviewed during the facility inspection:

#### **Infiltration/Enhanced Grassed Swale Facility**

1. Observe water level in basin – standing water could indicate blockage of outlet. If standing water is observed, inspect the swale for built up sediment.
2. Observe and measure sediment levels in the bottom of the facility and around the rock check dams. If significant sediment is observed (greater than 0.15m depth) it should be removed.

#### **Grass Cutting**

It is preferable to maintain the facility in as natural a state as possible; longer grass and natural vegetation tend to enhance water quality and SWM performance. Grass cutting around the top perimeter of the basin can be completed on an as-required basis for aesthetic reasons but the vegetation within the swale/basin should be left in a natural state. If the grass in the basin needs to be cut due to aesthetic concerns, it should be cut as infrequently as possible to maintain an acceptable aesthetic standard.

#### **Trash/Debris Removal**

Trash/debris removal will be required for the swale/basin in the spring of each year, to remove debris that has accumulated over the winter season. Apart from “spring cleaning”, trash removal should be completed on a periodic basis throughout the year, in conjunction with other routine maintenance activities such as grass cutting.

#### **Sediment Removal**

Sediment will need to be removed periodically from the swale/facility in order to maintain SWM performance. The rate of accumulation of sediment is dependent on several factors including:

- Characteristics of upstream areas (level of imperviousness)
- Upstream land use and activities, especially during the construction phase of the development prior to sodding
- Winter control practices (e.g. level of sand used)

In general, sediment should be removed from the basin when the accumulated depth reaches 0.15m. Semi-annual inspections during the first two years and annual inspections thereafter should be used to confirm the rate of accumulation of sediment and when it will need to be removed. The most effective means of removing sediment is with a vacuum excavation truck.

#### **4.2 Existing Pond Sediment Removal**

It was requested by the Peer Review Engineer for the Township during the pre-consultation meeting that sediment loading calculations be performed for the existing pond southwest of the proposed building.



Sediment will need to be removed periodically from the pond to maintain SWM performance. As noted above, the rate of accumulation of sediment is dependent of several factors. In general, sediment should be removed from the facility when the accumulated sediment depth reaches 0.3m, which is a conservative value. The contributing area to the existing pond is shown on the Existing Pond Contributing Area Plan included as **Figure 6**. Sediment loading calculations were performed and are included in **Appendix D**. Based on the conservative calculations, it is estimated that the pond will require cleanout every 484 years. Sediment levels in the pond should be measured on an annual basis to confirm these calculations and ensure that the sediment levels do not exceed 0.3m in depth.

## 5.0 Erosion and Sediment Control

The development of the site, particularly the stripping of the site, will result in an area of exposed native soil, which in turn has the potential to erode and contribute sediment to downstream receivers. To mitigate these effects, an erosion and sediment control strategy was developed for the site. Elements of the strategy incorporate best practices as outlined in the *Erosion and Sediment Control Guidelines for Urban Construction, GGHCA*.

The erosion and sediment control plan has been established to best protect downstream receivers during the construction period. A silt fence barrier will first be erected downgrade of the construction area.

### Silt Fence

Silt fence will be utilized as a perimeter control and will be installed as shown on the **Erosion & Sediment Control Plan** included in **Appendix E**. Silt fence will be installed in accordance with OPSD 219.110 and may require periodic maintenance during the construction period.

### Straw Bale Check Dams

Straw bales have been included in the existing downstream swale as a means of reducing velocities and sediment build up in the swales from construction activity. They will be installed in accordance with OPSD 219.180 and the contractor shall maintain the check dams during construction.





## 6.0 Summary

The proposed cart storage building addition at the Wildfire Golf Club includes the addition of hardscape surfaces which will increase site imperviousness and increase post-development runoff rates. To mitigate these effects, a stormwater management strategy is proposed that incorporates an enhanced grassed swale to provide quality and quantity control. The facility will provide 82.38m<sup>3</sup> of storage for the 100-year storm even which exceeds the storage requirement. The facility will have a raised single-stage outlet consisting of a 100mm HDPE culvert. Quality control is not required for the site as the proposed building addition will contribute clean rooftop water, however some form of quality control will be provided in the enhanced grassed swale system. The raised outlet and minimum grades will provide an opportunity for any sediment to settle out prior to release.

The use of the above noted facilities will provide the required quality and quantity control. The proposed SWM strategy will ensure that the proposed building addition does not have a negative impact on downstream receivers.

Prepared by:

Reviewed by:

Brooke Sanders,  
EIT



Brad Parsons, P.Eng.  
Water Resources Engineer

## Figure 2 –Topographic Survey

ILLUSTRATION OF  
LOT 30  
CONCESSION 7  
GEOGRAPHIC TOWNSHIP OF DOURO  
TOWNSHIP OF DOURO-DUMMER  
COUNTY OF PETERBOROUGH

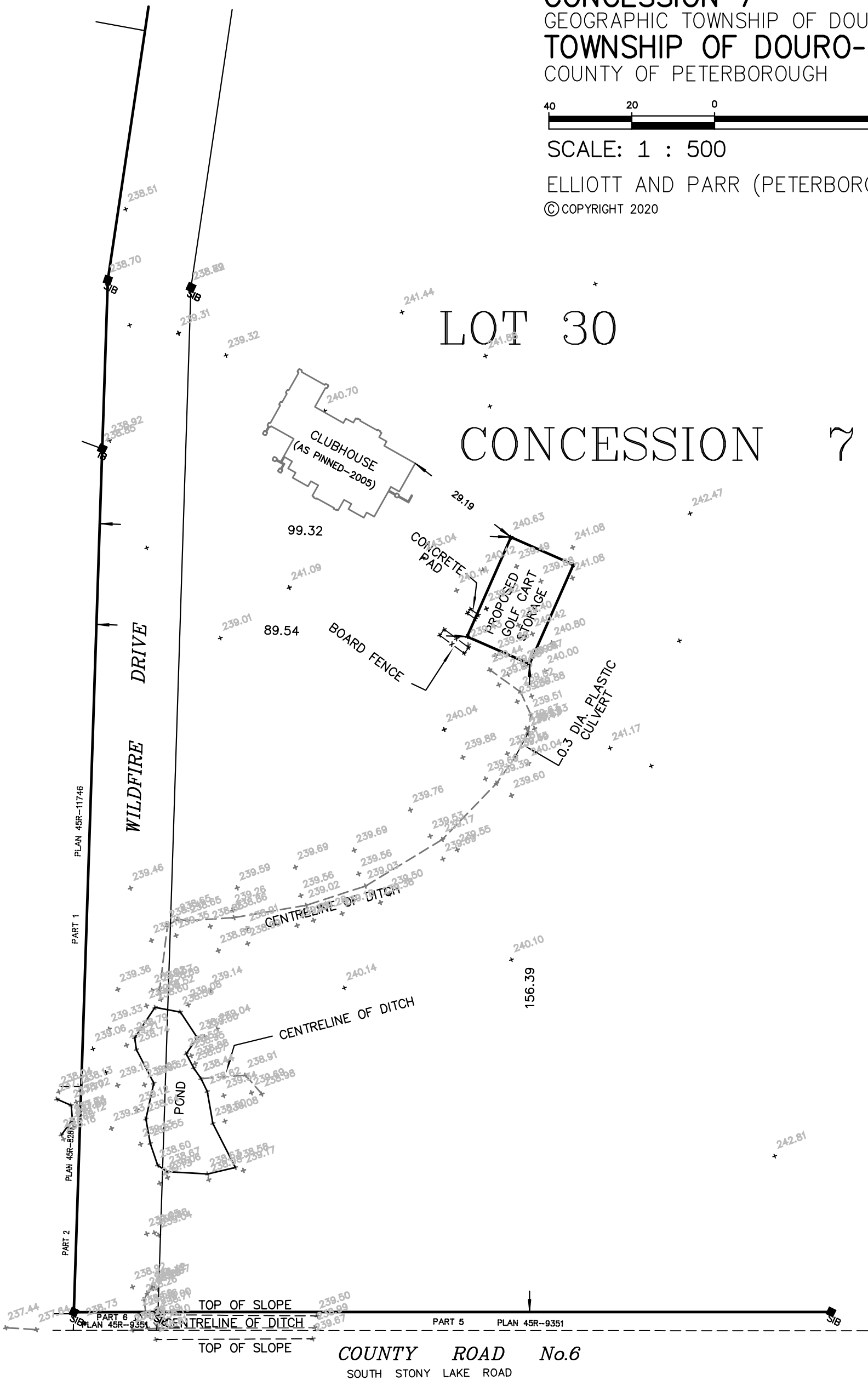


SCALE: 1 : 500

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LOT 30

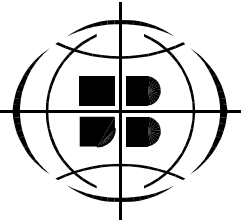
CONCESSION 7



**METRIC  
NOTES**

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010.0)

DISTANCES AND/OR COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.



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JK

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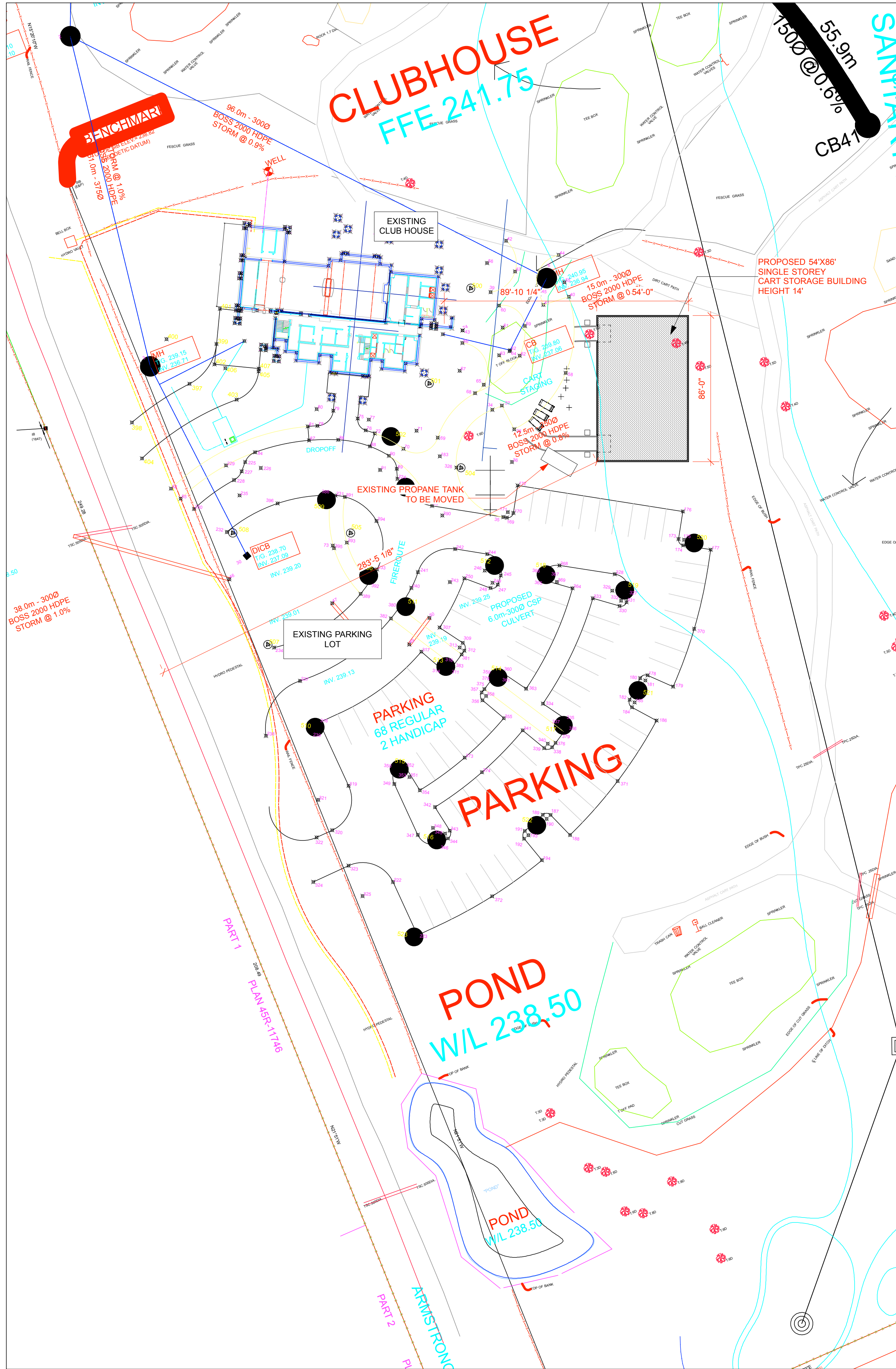
REFERENCE NO.:  
20-19-358-00

FILE: E&P DU'R 7-30

DATED: 02/18/2021

## Figure 3 - Site Plan





1 SITE PLAN  
Scale: 1:480



2 KEY SITE PLAN  
NTS



67 james st.  
parry sound ont  
P 2 A 1 T 6  
t. 705.746.5272  
info @ fad . ca

Contractors must check and verify  
all dimensions on the project and  
report any discrepancies to FAD  
before proceeding with the work.

All drawings are the property of  
the Architect and are instruments  
of service. They are for use only  
on the project for which they were  
prepared, and must be returned  
upon request. Reproduction of  
drawings in part or in whole is  
forbidden without the Architect's  
permission.

The Contractor is to be familiar  
with the Ontario Building Code  
and its latest revisions.

DRAWINGS SHOULD NOT BE SCALED

Project Title

**WILDFIRE GOLF CLUB  
CART STORAGE**  
2215 WILDFIRE DR.  
DOURO-DRUMMER

Consultant

REV. DATE DESCRIPTION

NO. DATE ISSUE NOTE

Project Manager  
T. MCCONNELL

Drawn By  
MR

Date  
NOV 2020

Reviewed By  
MR

Project ID  
200X

Sheet Title

**SITE PLAN**

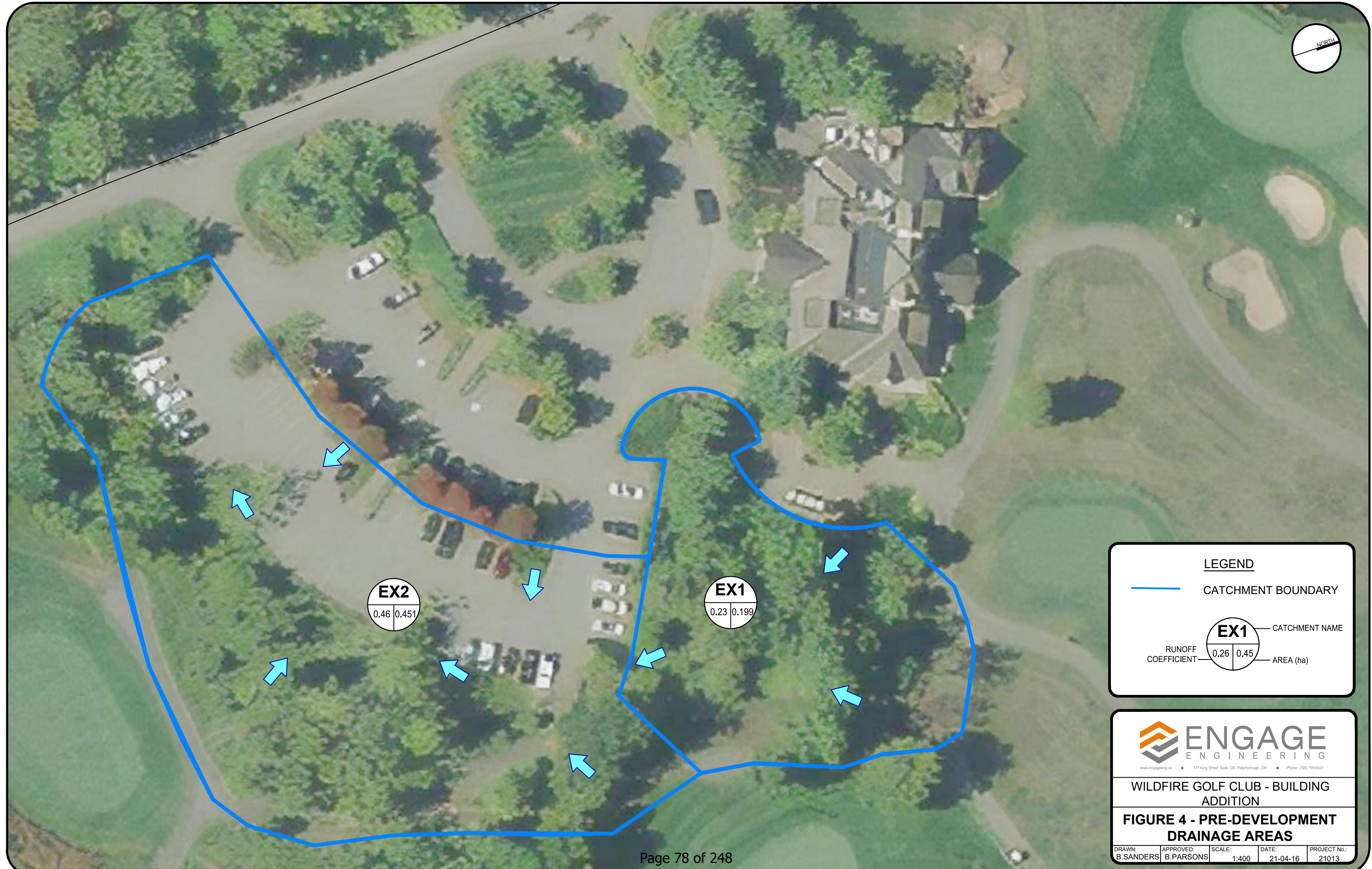
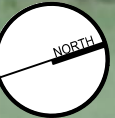
Sheet No.

**A1.1**




Figure 4 - Pre-Development Storm Area  
Drainage Plan





**LEGEND**

 CATCHMENT BOUNDARY

 CATCHMENT NAME  
RUNOFF COEFFICIENT — 0.26 | 0.45 — AREA (ha)



WILDFIRE GOLF CLUB - BUILDING ADDITION

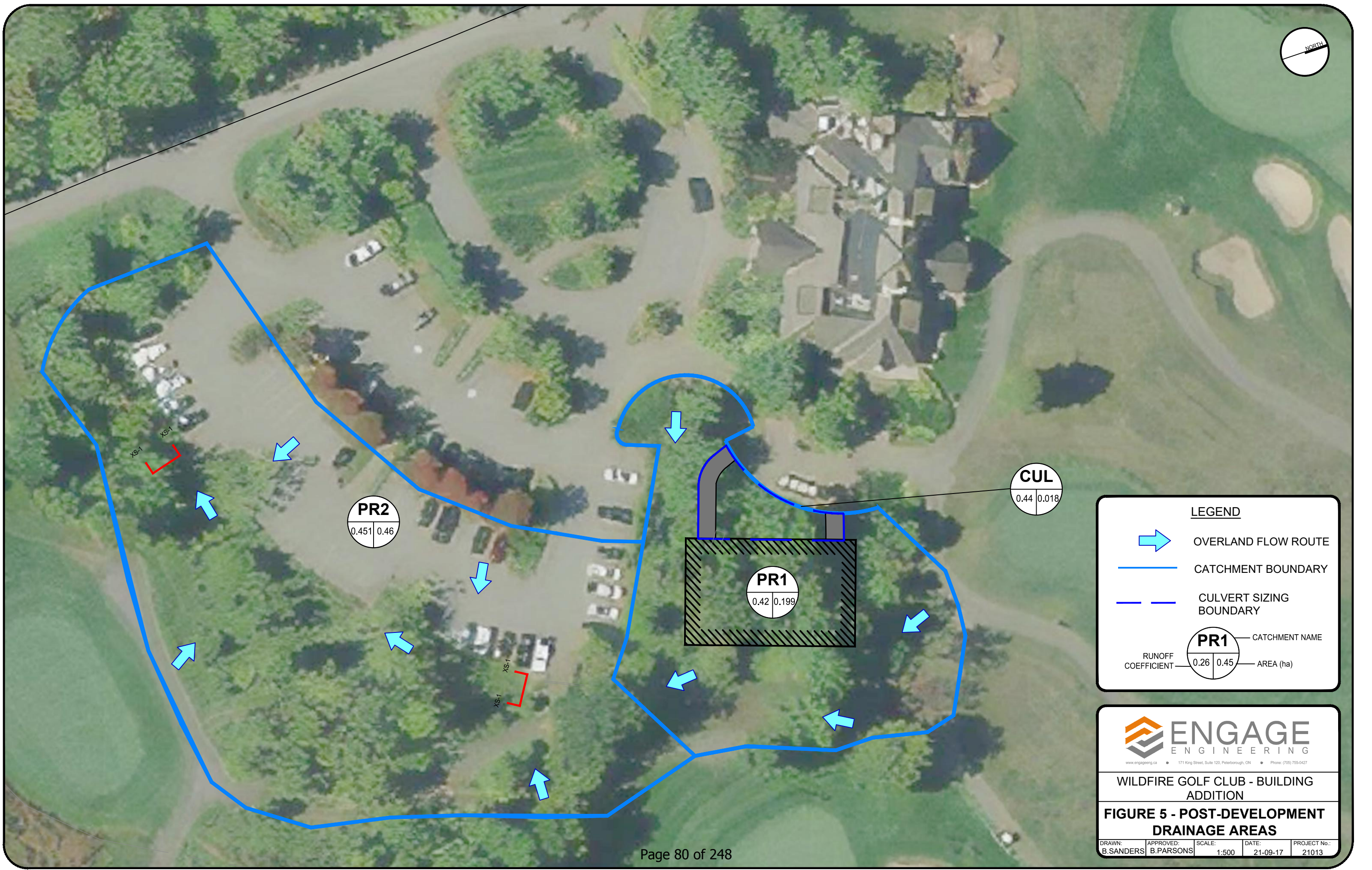
**FIGURE 4 - PRE-DEVELOPMENT DRAINAGE AREAS**

DRAWN: B.SANDERS	APPROVED: B.PARSONS	SCALE: 1:400	DATE: 21-04-16	PROJECT No.: 21013
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



Figure 5 - Post-Development Storm Area  
Drainage Plan







**LEGEND**


 OVERLAND FLOW ROUTE

 CATCHMENT BOUNDARY

 CULVERT SIZING BOUNDARY

 CATCHMENT NAME

RUNOFF COEFFICIENT — 0.26 | 0.45 — AREA (ha)

  
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WILDFIRE GOLF CLUB - BUILDING ADDITION

**FIGURE 5 - POST-DEVELOPMENT DRAINAGE AREAS**

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## Figure 6 – Sediment Loading Catchment Area






**LEGEND:**

— APPROXIMATE CATCHMENT BOUNDARY

<b>SL</b> — CATCHMENT NAME	
PERCENT IMPERVIOUS (%)	AREA (ha)
12	1.68

**NOTES:**

DRAINAGE AREA ESTIMATED BASED ON BACKGROUND STUDIES, HIGH LEVEL TOPOGRAPHY, SITE VISITS, AND SATELLITE IMAGERY. PERCENT IMPERVIOUS IS ACCURATE.

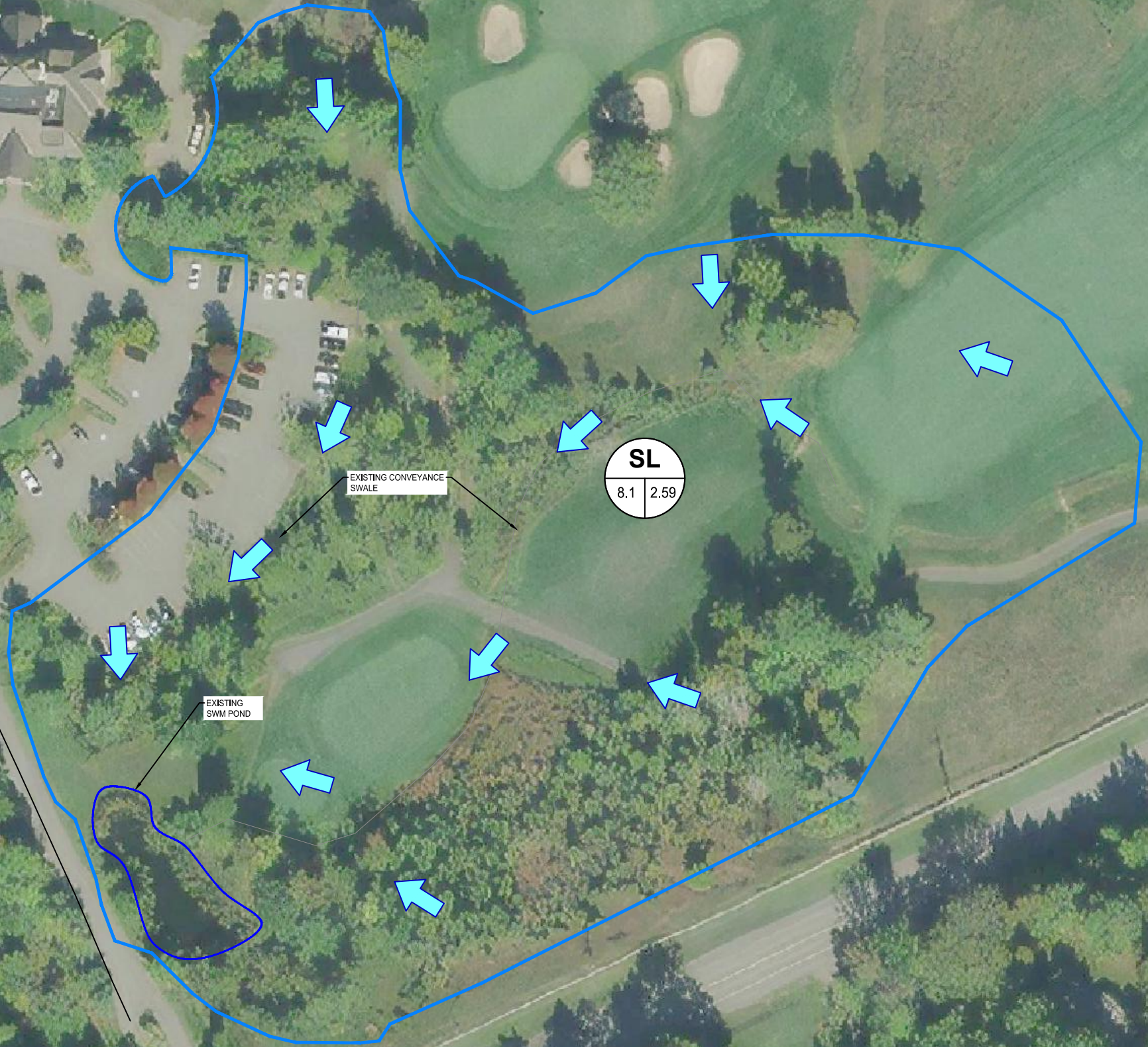


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WILDFIRE GOLF CLUB - BUILDING ADDITION

**FIGURE 6 - EXISTING POND CONTRIBUTING AREA**

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## Appendix A: Hydrologic Parameters

Rational Method Calculations



Project Name:Wildfire Building Addition

Project No:21013

Rain Gauge:Peterborough

Designed By:BS

Date:2021-09-17

Catchment Name and Description		Land Use and Areas (Ha)							Catchment Characteristics								Runoff Coefficient										Peak Flows (m³/s)																
Name	Description	CN = 50 Wetland	CN = 61 Grass	CN = 85 Gravel	CN = 74 Crop & other improved land	CN = 65 Pasture & other unimproved land	CN = 58 Woodlots and forests	CN = 98 Impervious	Total	CN Weighted	% Impervious	Soils Group	Length (m)	Average Slope (%)	Calculated Time of Concentration (min)	Minimum Time of Concentration (min)	Time to Peak (min)	Time to Peak (hr)	Wetland	Grass	Gravel	Crop & other improved land	Pasture & other unimproved land	Woodlots and forests	Impervious	Composite Runoff Coefficient	2 Year	5 Year	10 Year	25 Year	50 Year	100 Year	25mm	2 Year	5 Year	10 Year	25 Year	50 Year	100 Year				
EX1	North	0.040				0.159	0.000	0.199	58.61	0.00%	B	61.0	4.2	13.8	10.0	9.2	0.15	0.05	0.15	0.60	0.00	0.00	0.25	0.90	0.23	0.23	0.23	0.23	0.25	0.28	0.29	0.006	0.008	0.010	0.012	0.015	0.018	0.021					
EX2	South	0.022				0.275	0.154	0.451	71.80	34.15%	B	104.0	1.2	6.2	10.0	6.7	0.11	0.05	0.10	0.60	0.00	0.00	0.25	0.90	0.46	0.46	0.46	0.46	0.51	0.56	0.58	0.034	0.040	0.053	0.061	0.079	0.095	0.108					
EX1+EX2	Allowable Discharge																																										
PR1	North	0.040				0.100	0.059	0.199	70.39	29.47%	B	61.0	4.2	3.1	10.0	6.7	0.11	0.05	0.15	0.60	0.00	0.00	0.25	0.90	0.42	0.42	0.42	0.42	0.46	0.51	0.53	0.013	0.016	0.021	0.025	0.031	0.038	0.043					
PR2	South	0.022				0.275	0.154	0.451	71.82	34.15%	B	104.0	1.2	6.2	10.0	6.7	0.11	0.05	0.10	0.60	0.00	0.00	0.25	0.90	0.46	0.46	0.46	0.46	0.51	0.56	0.58	0.034	0.040	0.053	0.061	0.079	0.095	0.108					
	PR1(routed)																																										
	PR1(routed) + PR2																																										
SL	For Sediment Loading	2.380					0.210	2.590	64.00	8.11%																																	
CUL	Culvert Sizing	0.011				0.000	0.007	0.018	75.39	38.89%	B	10.0	5.0	0.6	10.0	6.7	0.11	0.05	0.15	0.60	0.35	0.30	0.00	0.90	0.44	0.44	0.44	0.44	0.49	0.53	0.55	0.001	0.002	0.002	0.002	0.003	0.004	0.004					
Notes:																																											
Runoff Coefficients																		Time of Concentration																									
1. Runoff coefficients for Land Uses taken from MTO Drainage Manual Design Chart 1.07.																		1.Tc calculated using Airport equation for C<0.4 and Bransby Willisams for C>0.4																									
2. Runoff coefficients have been adjusted for storms exceeding the 10-year return period as follows: 25 Year - 1.10; 50-Year: 1.20; 100-Year: 1.25																		2. Tp calculated as 0.67Tc.																									



# Modified Rational Method Storage



**Project Name:** Wildfire Building Addition  
**Project No:** 21013

**Designed By:** BS  
**Date:** 2021-09-17

Rainfall Data					
Design Storm:	2 Year	IDF Parameters:	A =	662	
Rain Station:	Peterborough		B =	7.5	
			C =	0.79	
Catchment Area Parameters					
Catchment ID:	PR1	Discharge Rate (m <sup>3</sup> /s):		0.007	
Drainage Area (ha):	0.199				
Runoff Coefficient:	0.42				
Modified Rational Method Calculations					
Time (minutes)	Intensity (mm/hr)	Peak Runoff (m <sup>3</sup> /s)	Volume (m <sup>3</sup> )		
			Inflow	Released	Storage
0	134.76	0.031	0.0	0.0	0.0
5	90.01	0.021	6.3	2.1	4.2
10	69.00	0.016	9.6	4.2	5.4
15	56.58	0.013	11.8	6.3	5.5
20	48.28	0.011	13.5	8.4	5.1
25	42.31	0.010	14.7	10.5	4.2
30	37.79	0.009	15.8	12.6	3.2
35	34.23	0.008	16.7	14.7	2.0
40	31.35	0.007	17.5	16.8	0.7
45	28.97	0.007	18.2	18.9	0.0
50	26.96	0.006	18.8	21.0	0.0
55	25.24	0.006	19.4	23.1	0.0
60	23.75	0.006	19.9	25.2	0.0
65	22.45	0.005	20.3	27.3	0.0
70	21.30	0.005	20.8	29.4	0.0
75	20.27	0.005	21.2	31.5	0.0
80	19.35	0.004	21.6	33.6	0.0
85	18.52	0.004	21.9	35.7	0.0
90	17.76	0.004	22.3	37.8	0.0
95	17.08	0.004	22.6	39.9	0.0
100	16.45	0.004	22.9	42.0	0.0
105	15.87	0.004	23.2	44.1	0.0
110	15.33	0.004	23.5	46.2	0.0

# Modified Rational Method Storage



**Project Name:** Wildfire Building Addition  
**Project No:** 21013

**Designed By:** BS  
**Date:** 2021-09-17

Rainfall Data					
Design Storm:	5 Year	IDF Parameters:	A =	1098	
Rain Station:	Peterborough		B =	10.1	
			C =	0.83	
Catchment Area Parameters					
Catchment ID:	PR1	Discharge Rate (m <sup>3</sup> /s):		0.009	
Drainage Area (ha):	0.199				
Runoff Coefficient:	0.42				
Modified Rational Method Calculations					
Time (minutes)	Intensity (mm/hr)	Peak Runoff (m <sup>3</sup> /s)	Volume (m <sup>3</sup> )		
			Inflow	Released	Storage
0	161.07	0.037	0.0	0.0	0.0
5	115.36	0.027	8.0	2.7	5.3
10	90.98	0.021	12.7	5.4	7.3
15	75.66	0.018	15.8	8.1	7.7
20	65.07	0.015	18.1	10.8	7.3
25	57.28	0.013	20.0	13.5	6.5
30	51.29	0.012	21.4	16.2	5.2
35	46.52	0.011	22.7	18.9	3.8
40	42.63	0.010	23.8	21.6	2.2
45	39.40	0.009	24.7	24.3	0.4
50	36.66	0.009	25.6	27.0	0.0
55	34.30	0.008	26.3	29.7	0.0
60	32.26	0.007	27.0	32.4	0.0
65	30.47	0.007	27.6	35.1	0.0
70	28.88	0.007	28.2	37.8	0.0
75	27.46	0.006	28.7	40.5	0.0
80	26.19	0.006	29.2	43.2	0.0
85	25.04	0.006	29.7	45.9	0.0
90	24.00	0.006	30.1	48.6	0.0
95	23.05	0.005	30.5	51.3	0.0
100	22.18	0.005	30.9	54.0	0.0
105	21.38	0.005	31.3	56.7	0.0
110	20.63	0.005	31.6	59.4	0.0

# Modified Rational Method Storage



**Project Name:** Wildfire Building Addition  
**Project No:** 21013

**Designed By:** BS  
**Date:** 2021-09-17

Rainfall Data					
Design Storm:	10 Year	IDF Parameters:	A =	1560	
Rain Station:	Peterborough		B =	13	
			C =	0.86	
Catchment Area Parameters					
Catchment ID:	PR1	Discharge Rate (m <sup>3</sup> /s):		0.009	
Drainage Area (ha):	0.199				
Runoff Coefficient:	0.42				
Modified Rational Method Calculations					
Time (minutes)	Intensity (mm/hr)	Peak Runoff (m <sup>3</sup> /s)	Volume (m <sup>3</sup> )		
			Inflow	Released	Storage
0	171.84	0.040	0.0	0.0	0.0
5	129.89	0.030	9.1	2.7	6.4
10	105.21	0.024	14.7	5.4	9.3
15	88.83	0.021	18.6	8.1	10.5
20	77.13	0.018	21.5	10.8	10.7
25	68.31	0.016	23.8	13.5	10.3
30	61.42	0.014	25.7	16.2	9.5
35	55.88	0.013	27.3	18.9	8.4
40	51.32	0.012	28.6	21.6	7.0
45	47.49	0.011	29.8	24.3	5.5
50	44.23	0.010	30.8	27.0	3.8
55	41.42	0.010	31.8	29.7	2.1
60	38.96	0.009	32.6	32.4	0.2
65	36.81	0.009	33.4	35.1	0.0
70	34.89	0.008	34.0	37.8	0.0
75	33.18	0.008	34.7	40.5	0.0
80	31.64	0.007	35.3	43.2	0.0
85	30.25	0.007	35.8	45.9	0.0
90	28.98	0.007	36.4	48.6	0.0
95	27.82	0.006	36.8	51.3	0.0
100	26.76	0.006	37.3	54.0	0.0
105	25.78	0.006	37.7	56.7	0.0
110	24.88	0.006	38.2	59.4	0.0

# Modified Rational Method Storage



**Project Name:** Wildfire Building Addition  
**Project No:** 21013

**Designed By:** BS  
**Date:** 2021-09-17

Rainfall Data					
Design Storm:	25 Year	IDF Parameters:	A =	2010	
Rain Station:	Peterborough		B =	14	
			C =	0.88	
Catchment Area Parameters					
Catchment ID:	PRWS1	Discharge Rate (m <sup>3</sup> /s):		0.01	
Drainage Area (ha):	0.199				
Runoff Coefficient:	0.46				
Modified Rational Method Calculations					
Time (minutes)	Intensity (mm/hr)	Peak Runoff (m <sup>3</sup> /s)	Volume (m <sup>3</sup> )		
			Inflow	Released	Storage
0	197.06	0.050	0.0	0.0	0.0
5	150.62	0.038	11.5	3.0	8.5
10	122.63	0.031	18.7	6.0	12.7
15	103.82	0.026	23.8	9.0	14.8
20	90.26	0.023	27.6	12.0	15.6
25	79.99	0.020	30.5	15.0	15.5
30	71.94	0.018	33.0	18.0	15.0
35	65.44	0.017	35.0	21.0	14.0
40	60.07	0.015	36.7	24.0	12.7
45	55.57	0.014	38.2	27.0	11.2
50	51.73	0.013	39.5	30.0	9.5
55	48.42	0.012	40.7	33.0	7.7
60	45.53	0.012	41.7	36.0	5.7
65	42.98	0.011	42.7	39.0	3.7
70	40.72	0.010	43.5	42.0	1.5
75	38.70	0.010	44.3	45.0	0.0
80	36.88	0.009	45.1	48.0	0.0
85	35.24	0.009	45.7	51.0	0.0
90	33.74	0.009	46.4	54.0	0.0
95	32.38	0.008	47.0	57.0	0.0
100	31.13	0.008	47.5	60.0	0.0
105	29.97	0.008	48.1	63.0	0.0
110	28.91	0.007	48.5	66.0	0.0

# Modified Rational Method Storage



**Project Name:** Wildfire Building Addition  
**Project No:** 21013

**Designed By:** BS  
**Date:** 2021-09-17

Rainfall Data					
Design Storm:	50 Year	IDF Parameters:	A =	2200	
Rain Station:	Peterborough		B =	14.6	
			C =	0.87	
Catchment Area Parameters					
Catchment ID:	PR1	Discharge Rate (m <sup>3</sup> /s):		0.012	
Drainage Area (ha):	0.199				
Runoff Coefficient:	0.51				
Modified Rational Method Calculations					
Time (minutes)	Intensity (mm/hr)	Peak Runoff (m <sup>3</sup> /s)	Volume (m <sup>3</sup> )		
			Inflow	Released	Storage
0	213.52	0.060	0.0	0.0	0.0
5	165.26	0.047	14.0	3.6	10.4
10	135.62	0.038	23.0	7.2	15.8
15	115.45	0.033	29.3	10.8	18.5
20	100.79	0.028	34.1	14.4	19.7
25	89.62	0.025	37.9	18.0	19.9
30	80.82	0.023	41.0	21.6	19.4
35	73.68	0.021	43.7	25.2	18.5
40	67.77	0.019	45.9	28.8	17.1
45	62.80	0.018	47.8	32.4	15.4
50	58.55	0.017	49.6	36.0	13.6
55	54.87	0.015	51.1	39.6	11.5
60	51.66	0.015	52.5	43.2	9.3
65	48.82	0.014	53.7	46.8	6.9
70	46.30	0.013	54.9	50.4	4.5
75	44.05	0.012	55.9	54.0	1.9
80	42.01	0.012	56.9	57.6	0.0
85	40.17	0.011	57.8	61.2	0.0
90	38.50	0.011	58.7	64.8	0.0
95	36.96	0.010	59.4	68.4	0.0
100	35.56	0.010	60.2	72.0	0.0
105	34.26	0.010	60.9	75.6	0.0
110	33.06	0.009	61.6	79.2	0.0

# Modified Rational Method Storage



**Project Name:** Wildfire Building Addition  
**Project No:** 21013

**Designed By:** BS  
**Date:** 2021-09-17

Rainfall Data					
Design Storm:	100 Year	IDF Parameters:	A =	2507	
Rain Station:	Peterborough		B =	14.8	
			C =	0.88	
Catchment Area Parameters					
Catchment ID:	PR1	Discharge Rate (m <sup>3</sup> /s):		0.012	
Drainage Area (ha):	0.199				
Runoff Coefficient:	0.53				
Modified Rational Method Calculations					
Time (minutes)	Intensity (mm/hr)	Peak Runoff (m <sup>3</sup> /s)	Volume (m <sup>3</sup> )		
			Inflow	Released	Storage
0	234.06	0.069	0.0	0.0	0.0
5	181.17	0.053	15.9	3.6	12.3
10	148.61	0.044	26.1	7.2	18.9
15	126.43	0.037	33.4	10.8	22.6
20	110.30	0.032	38.8	14.4	24.4
25	98.01	0.029	43.1	18.0	25.1
30	88.31	0.026	46.6	21.6	25.0
35	80.46	0.024	49.5	25.2	24.3
40	73.97	0.022	52.0	28.8	23.2
45	68.49	0.020	54.2	32.4	21.8
50	63.82	0.019	56.1	36.0	20.1
55	59.78	0.018	57.8	39.6	18.2
60	56.25	0.016	59.4	43.2	16.2
65	53.14	0.016	60.8	46.8	14.0
70	50.37	0.015	62.0	50.4	11.6
75	47.89	0.014	63.2	54.0	9.2
80	45.66	0.013	64.3	57.6	6.7
85	43.64	0.013	65.3	61.2	4.1
90	41.81	0.012	66.2	64.8	1.4
95	40.13	0.012	67.1	68.4	0.0
100	38.58	0.011	67.9	72.0	0.0
105	37.16	0.011	68.6	75.6	0.0
110	35.85	0.011	69.4	79.2	

## Appendix B: Stage Storage Calculations



# Stormwater Management Facility Outlet Sizing



**Project Name:** Wildfire Buidling Addition

**Designed By:** DR

**Project No:** 21013

**Date:** 2021-09-09

Pond Outlet Configuration					
Description		Stage 1		Stage 2	
Control Type		Orifice Tube			
Orifice Diameter/Weir Height		0.10			
Invert Elevations		239.55			
Stage Storage Discharge					
Description	Elevation <sup>4</sup> (m)	Storage (m <sup>3</sup> )	Controlled Discharge Rate (m <sup>3</sup> /s)		
			Orifice <sup>1</sup>	Weir <sup>2</sup>	Total
Bottom of Storage	239.50	0.00	0.000	0.000	0.000
	239.55	0.43	0.000	0.000	0.000
	239.60	1.93	0.001	0.000	0.001
	239.65	5.33	0.004	0.000	0.004
2 Year Ponding	239.70	7.59	0.007	0.000	0.007
5 & 10 Year Ponding	239.75	11.16	0.009	0.000	0.009
25 Year Ponding	239.80	18.88	0.010	0.000	0.010
50 & 100 Year Ponding	239.85	27.93	0.012	0.000	0.012
	239.90	38.55	0.013	0.000	0.013
Emergency Weir	239.95	50.84	0.014	0.000	0.014
	240.00	65.82	0.015	0.000	0.015
	240.05	82.38	0.016	0.000	0.016

1. Orifice calculations completed using Hydraflow Culvert Extension in AutoCAD Civil 3D
2. Weir discharge calculated according to  $Q=1.705LH^{1.5}$

## Appendix C: Stormwater Conveyance

:

# Weir Sizing



**Project Name:** Wildfire Building Addition

**Project No:** 21013

**Designed By:** BS

**Date:** 2021-09-17

Weir Parameters				
Type: <sup>1</sup>	Broad Crested Rectangular		Weir Invert:	239.95 m
Peak Flow:	0.043	m³/s	Weir Height:	0.1 m
			Width:	1 m
Stage Discharge				
Elevation (m)		Weir Flow (m³/s)		
239.95		0.000		
239.98		0.007		
240.00		0.019		
240.03		0.035		
240.05		0.054		
Weir Overflow Results				
Pond Elevation at Peak Flow:		240.036	m	
Freeboard:		0.014	m	
Velocity:		0.500	m/s	

## Notes:

1. Flows over rectangular broad crested weir calculated based on weir equations in MTO Drainage Manual Chapter 8, Section Flow Over Weirs and Notches.

Rational Method Calculations



Project Name:

Wildfire Building Addition - Culvert Sizing

Project No:

21013

Rain Gauge:

Peterborough

Designed By:

BS

Date:

2021-04-16

Catchment Name and Description		Land Use and Areas (Ha)							Catchment Characteristics							Runoff Coefficient										Peak Flows (m³/s)													
Name	Description	CN = 50 Wetland	CN = 61 Grass	CN = 85 Gravel	CN = 74 Crop & other improved land	CN = 65 Pasture & other unimproved land	CN = 58 Woodlots and forests	CN = 98 Impervious	Total	CN Weighted	% Impervious	Soils Group	Length (m)	Average Slope (%)	Calculated Time of Concentration (min)	Minimum Time of Concentration (min)	Time to Peak (min)	Time to Peak (hr)	Wetland	Grass	Gravel	Crop & other improved land	Pasture & other unimproved land	Woodlots and forests	Impervious	Composite Runoff Coefficient	2 Year	5 Year	10 Year	25 Year	50 Year	100 Year	2 Year	5 Year	10 Year	25 Year	50 Year	100 Year	
PR1-A	North of path	0.011						0.007	0.018	75.39	38.89%	B	20.0	4.0	1.3	10.0	6.7	0.11	0.05	0.15	0.60	0.35	0.28	0.25	0.90	0.44	0.44	0.44	0.44	0.49	0.53	0.55	0.002	0.002	0.002	0.003	0.004	0.004	
Notes:																																							
Runoff Coefficients															Time of Concentration																								
1. Runoff coefficients for Land Uses taken from MTO Drainage Manual Design Chart 1.07.															1.Tc calculated using Airport equation for C<0.4 and Bransby Willisams for C>0.4																								
2. Runoff coefficients have been adjusted for storms exceeding the 10-year return period as follows: 25 Year - 1.10; 50-Year: 1.20; 100-Year: 1.25															2. Tp calculated as 0.67Tc.																								

# Culvert Report

Hydraflow Express Extension for Autodesk® AutoCAD® Civil 3D® by Autodesk, Inc.

Thursday, Apr 15 2021

## 21013 Culvert Sizing

Invert Elev Dn (m) = 239.7400  
Pipe Length (m) = 6.6600  
Slope (%) = 0.6003  
Invert Elev Up (m) = 239.7800  
Rise (mm) = 150.0  
Shape = Circular  
Span (mm) = 150.0  
No. Barrels = 1  
n-Value = 0.013  
Culvert Type = HDPE  
Culvert Entrance = Projecting  
Coeff. K,M,c,Y,k = 0.034, 1.5, 0.0553, 0.54, 0.9

### Embankment

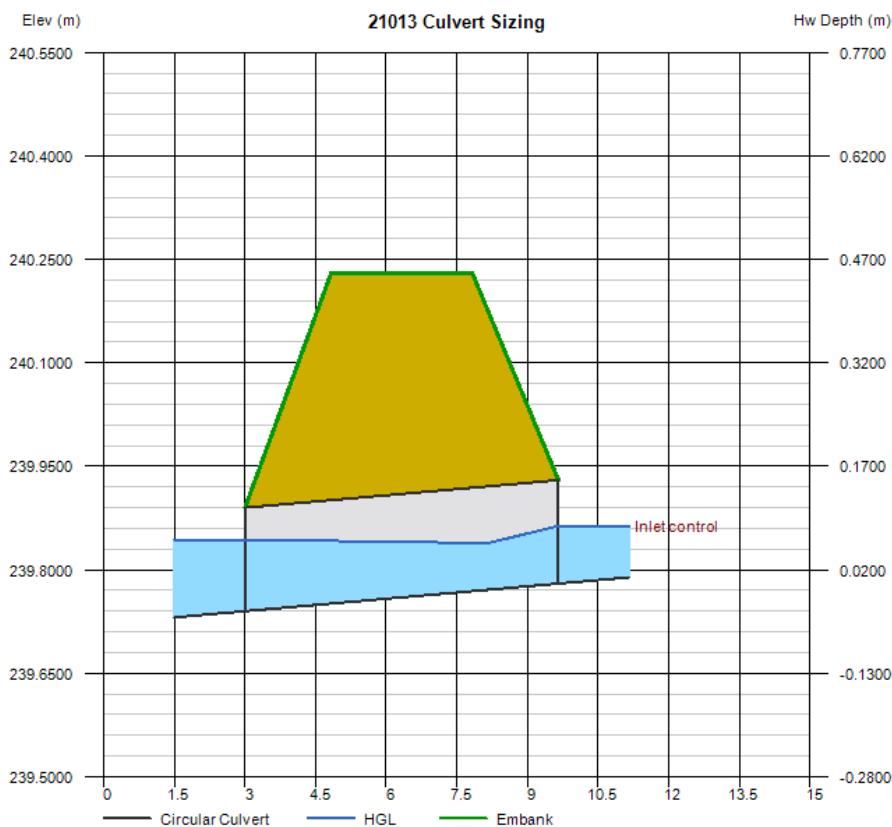
Top Elevation (m) = 240.2300  
Top Width (m) = 3.0000  
Crest Width (m) = 10.0000

### Calculations

Qmin (cms) = 0.0040  
Qmax (cms) = 0.0040  
Tailwater Elev (m) = (dc+D)/2

### Highlighted

Qtotal (cms) = 0.0040  
Qpipe (cms) = 0.0040  
Qovertop (cms) = 0.0000  
Veloc Dn (m/s) = 0.3073  
Veloc Up (m/s) = 0.6463  
HGL Dn (m) = 239.8436  
HGL Up (m) = 239.8372  
Hw Elev (m) = 239.8636  
Hw/D (m) = 0.5575  
Flow Regime = Inlet Control



# Channel Design Sheet



**Project Name:** Wildfire Building Addition  
**Project No:** 21013

**Designed By:** BS  
**Date:** 4/16/2021

Location	Contributing Area and Flow		Channel Properties							Hydraulics					
Channel Description	Description	Flow (m³/s)	Bed Slope	Side Slope (X:1)	Bottom Width (m)	Depth (m)	Lining Material	Manning's n	Channel Capacity (m³)	% Capacity	Cross Sectional Area (m²)	Wetted Perimter (m)	Flow Depth (m)	Velocity (m/s)	
Conveyance Swale	Convey flow from bldg to SWM facility	0.043	0.0050	3.000	0.0	0.20	Grass	0.03	0.06	73%	0.120	1.26	0.18	0.45	
Existing Swale XS-1	Controlled 100-year flow rate	0.119	0.0150	3.000	0.0	0.30	Grass	0.03	0.30	40%	0.270	1.90	0.21	0.88	
Existing Swale XS-2	Controlled 100-year flow rate	0.119	0.0100	3.000	0.0	0.50	Grass	0.03	0.96	12%	0.750	3.16	0.23	0.76	
Enhanced Grassed Swale	25mm Storm Event	0.013	0.0050	3.000	2.0	0.50	Grass	0.03	2.01	1%	1.750	5.16	0.23	0.08	



## Appendix D: Sediment Loading Calculations

# Sediment Removal Calculations



**Project Name:** Wildfire Cart Storgae Addition  
**Project No:** 21013

**Designed By:** BS  
**Date:** 2021-09-17

Site Data				
	Area	=	2.59	ha
	% Impervious	=	8.10	%
	Impervious Area	=	0.21	ha
Annual Sediment Loading				
		=	0.1	m <sup>3</sup> /ha
	Annual Load	=	0.3	m <sup>3</sup>
Final Volumes				
	Area of Facility	=	543.0	m <sup>2</sup>
	Critical Depth of Sediment	=	0.3	m
	Sediment Removal Volume	=	163	m <sup>3</sup>
	Sediment Removal Period	=	484	Years

## Notes:

Table 6.3: Annual Sediment Loadings (MOE SWMPD Manual)

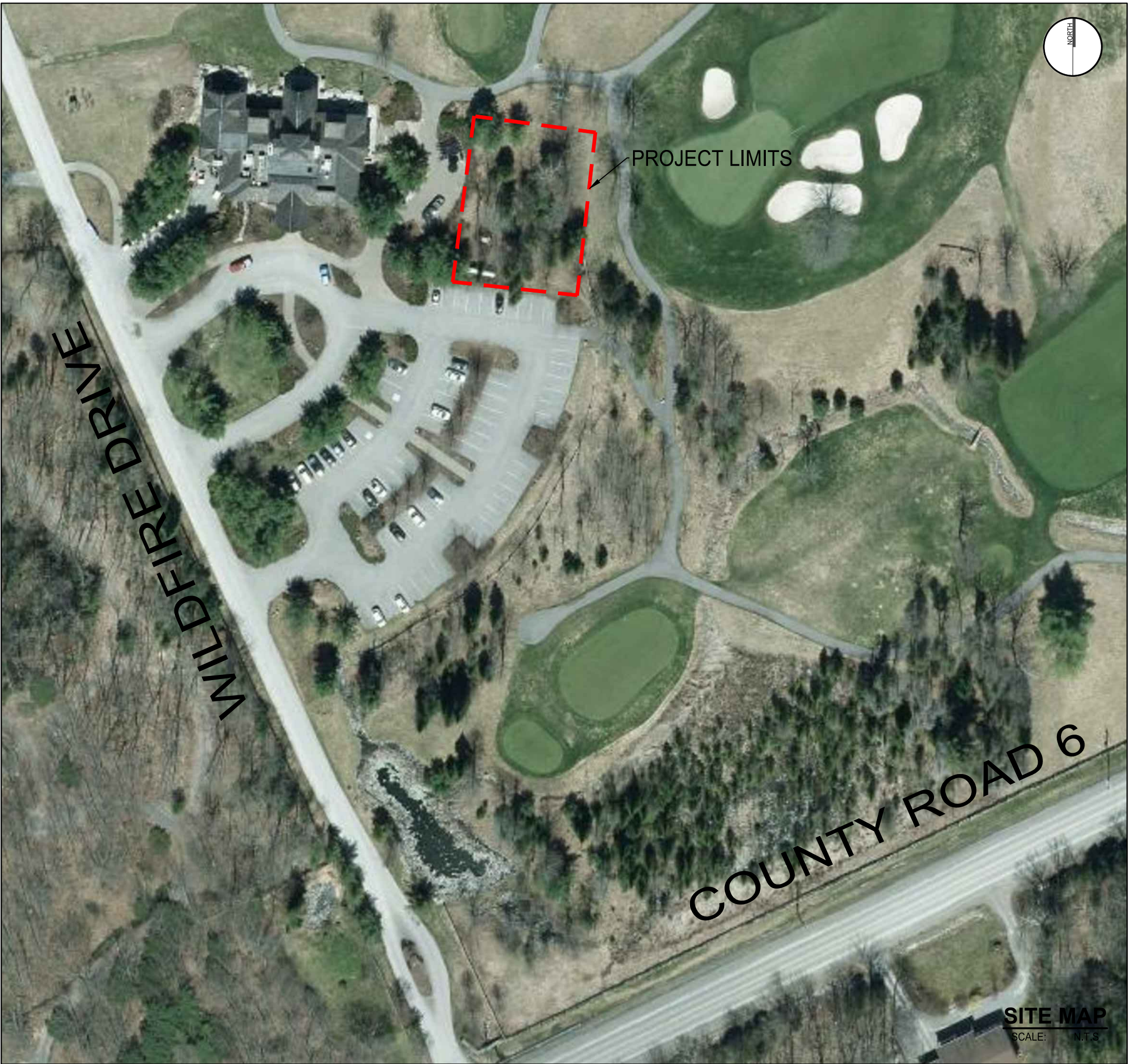
		Annual Loading (m <sup>3</sup> /ha) for Impervious Level				
		0%	35%	55%	70%	85%
	Annual Sediment Loading (m <sup>3</sup> /ha)	0	0.6	1.9	2.8	3.8

## Appendix E: Detailed Design Drawings



# WILDFIRE GOLF CLUB - BUILDING ADDITION

COUNTY OF PETERBOROUGH  
ENGAGE PROJECT No: 21013  
ISSUED FOR 2nd SUBMISSION



DRAWING INDEX	
DRAWING	SHEET
REMOVALS AND EROSION & SEDIMENT CONTROL PLAN	01
SITE SERVICING AND GRADING	02
STANDARD NOTES & DETAILS	03







**NOTES:**

1. ALL CONSTRUCTION AND MATERIALS TO BE IN ACCORDANCE WITH THE HIERARCHY BELOW:  
-ONTARIO PROVINCIAL STANDARD DRAWINGS & SPECIFICATIONS  
-APPLICABLE CONTRACT DOCUMENTS AND ALL SPECIFICATIONS REFERENCED HEREIN.
2. THE CONTRACTOR SHALL CONSTRUCT ALL WORK IN ACCORDANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT, HEALTH AND SAFETY REGULATIONS FOR CONSTRUCTION PROJECTS.
3. THE CONTRACTOR SHALL RESTORE OR REPLACE DAMAGED SERVICES TO EXISTING OR BETTER CONDITION.
4. THE CONTRACTOR SHALL RESTORE ALL DISTURBED AREAS TO EXISTING OR BETTER CONDITION, OR PER THE ENGINEERING AND LANDSCAPE SPECIFICATIONS REFERENCED HEREIN.
5. THE CONTRACTOR SHALL DISPOSE OF ALL WASTE MATERIALS IN ACCORDANCE WITH THE MINISTRY OF THE ENVIRONMENT GUIDELINES AND LOCAL MUNICIPAL BYLAWS.
6. WHERE UTILITIES ARE SHOWN ON THE CONTRACT DRAWINGS, THEIR LOCATION IS APPROXIMATE. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.
7. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS TO COMPLETE THE WORK INCLUDING ROAD CUT PERMITS, OCCUPANCY PERMITS, ENCROACHMENT AGREEMENTS.
8. ANY UTILITY POLES THAT MAY BE UNDERMINED BY THE CONSTRUCTION ACTIVITY ARE TO BE BRACED. THE CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS TO HAVE THE POLES BRACED IN ACCORDANCE WITH THE APPROPRIATE UTILITY REQUIREMENTS.
9. ALL EROSION AND SEDIMENT CONTROL MEASURES IDENTIFIED ON THE CONTRACT DRAWINGS ARE TO BE IN PLACE PRIOR TO THE START OF CONSTRUCTION.
10. ALL PROPERTY BARS DISTURBED OR DAMAGED DURING CONSTRUCTION SHALL BE REPLACED BY THE CONTRACTOR AT THE CONCLUSION OF THE CONTRACT, AT THEIR EXPENSE.
11. ALL DIMENSIONS SHALL BE CHECKED AND VERIFIED IN THE FIELD BY THE CONTRACTOR PRIOR TO CONSTRUCTION. ANY DISCREPANCIES SHALL BE REPORTED IMMEDIATELY TO THE ENGINEER.

1.	ISSUED FOR 2ND SUBMISSION	JL	2021-09-17
1.	ISSUED FOR 1ST SUBMISSION	JL	2021-04-16
No.	REVISION	BY	DATE



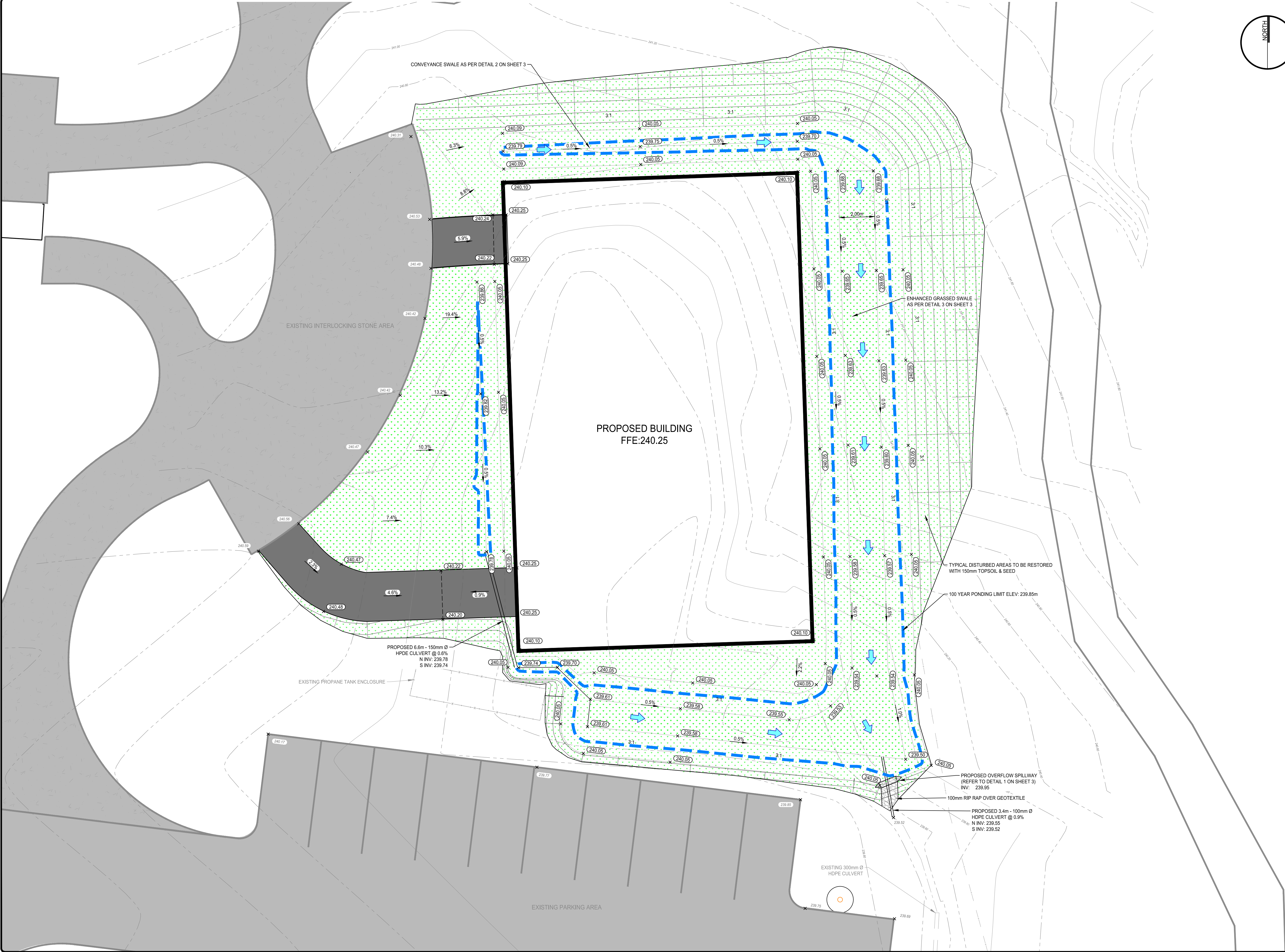
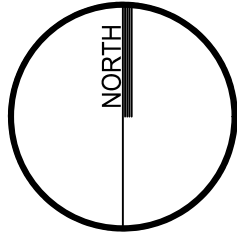
**WILDFIRE BUILDING ADDITION**

TOWNSHIP OF DOURO-DUMMER

**SITE SERVICING & GRADING PLAN**

DRAWN BY: J. LATTA	
DESIGNED BY: B. PARSONS	
APPROVED BY: B. PARSONS	
DATE: 2021-04-16	

SCALE: 1:100	PROJECT NUMBER: <b>21013</b>	SHEET NAME: <b>GP</b>	SHEET: <b>2 of 3</b>
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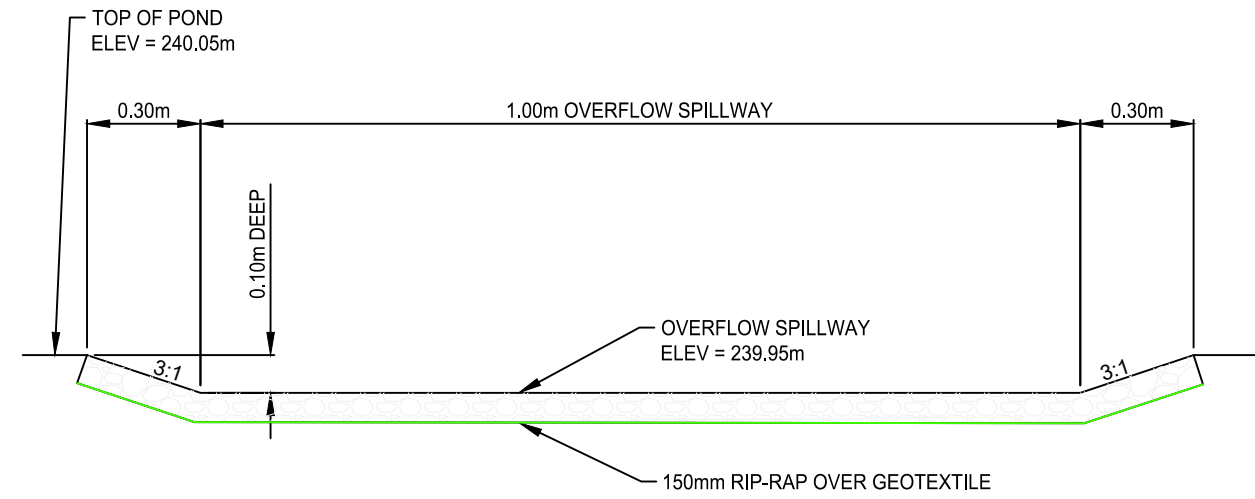


GENERAL:

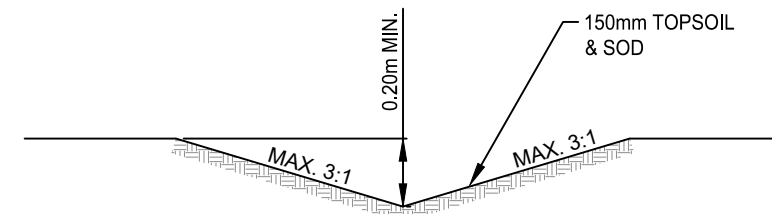
- ALL CONSTRUCTION AND MATERIALS TO BE IN ACCORDANCE WITH:
  - TOWNSHIP OF DOURO-DUMMER & COUNTY OF PETERBOROUGH DESIGN STANDARDS
  - ONTARIO PROVINCIAL STANDARD DRAWINGS & SPECIFICATIONS
  - APPLICABLE CONTRACT DOCUMENTS AND ALL SPECIFICATIONS REFERENCED HEREIN.
- THE CONTRACTOR SHALL CONSTRUCT ALL WORK IN ACCORDANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT, HEALTH AND SAFETY REGULATIONS FOR CONSTRUCTION PROJECTS.
- THE CONTRACTOR SHALL RESTORE OR REPLACE DAMAGED SERVICES TO EXISTING OR BETTER CONDITION.
- THE CONTRACTOR SHALL RESTORE ALL DISTURBED AREAS TO EXISTING OR BETTER CONDITION, OR PER THE ENGINEERING AND LANDSCAPE SPECIFICATIONS REFERENCED HEREIN.
- THE CONTRACTOR SHALL COORDINATE AND PAY FOR ALL TRAFFIC CONTROL AND SAFETY MEASURES IN ACCORDANCE WITH THE ONTARIO TRAFFIC MANUAL, BOOK 7, TEMPORARY CONDITIONS.
- THE CONTRACTOR SHALL DISPOSE OF ALL WASTE MATERIALS IN ACCORDANCE WITH THE MINISTRY OF THE ENVIRONMENT GUIDELINES AND LOCAL MUNICIPAL BYLAWS.
- WHERE UTILITIES ARE SHOWN ON THE CONTRACT DRAWINGS, THEIR LOCATION IS APPROXIMATE. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.
- THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS TO COMPLETE THE WORK INCLUDING ROAD CUT PERMITS, OCCUPANCY PERMITS, ENCROACHMENT AGREEMENTS.
- ANY UTILITY POLES THAT MAY BE UNDERMINED BY THE CONSTRUCTION ACTIVITY ARE TO BE BRACED. THE CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS TO HAVE THE POLES BRACED IN ACCORDANCE WITH THE APPROPRIATE UTILITY REQUIREMENTS. THE COST FOR THIS WORK IS INCLUDED IN THE UNIT PRICES FOR THE WORK ITEMS AFFECTED.
- ALL EROSION AND SEDIMENT CONTROL MEASURES IDENTIFIED ON THE CONTRACT DRAWINGS ARE TO BE IN PLACE PRIOR TO THE START OF CONSTRUCTION.
- ACCESS TO ALL PRIVATE PROPERTIES FRONTING THE CONSTRUCTION SHALL BE MAINTAINED AT ALL TIMES. TEMPORARY ACCESS RESTRICTIONS WILL ONLY BE PERMITTED WHERE REQUIRED TO FACILITATE UNDERGROUND SERVICING, ASPHALT AND CONCRETE PLACEMENT. THE CONTRACTOR SHALL PROVIDE 48 HOURS NOTICE TO THE COUNTY AND THE AFFECTED PROPERTY OWNERS PRIOR TO ACCESS INTERRUPTION.
- ALL PROPERTY BARS DISTURBED OR DAMAGED DURING CONSTRUCTION SHALL BE REPLACED BY THE CONTRACTOR AT THE CONCLUSION OF THE CONTRACT, AT THEIR EXPENSE.
- ALL DIMENSIONS SHALL BE CHECKED AND VERIFIED IN THE FIELD BY THE CONTRACTOR PRIOR TO CONSTRUCTION. ANY DISCREPANCIES SHALL BE REPORTED IMMEDIATELY TO THE ENGINEER.

SURVEY:

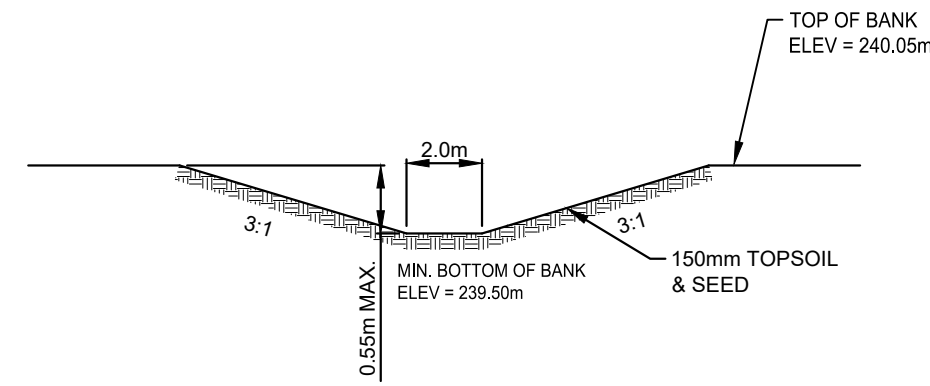
- EXISTING UNDERGROUND SERVICES, UTILITIES, AND TOPOGRAPHIC INFORMATION IS BASED UPON:
  - TOPOGRAPHIC & LEGAL SURVEY PROVIDED BY ELLIOT & PARR SURVEYING DONE ON FEBRUARY 18TH, 2021.
- THE CONTRACTOR SHALL PROVIDE DETAILED LAYOUT FOR THE WORK INCLUDING CALCULATIONS OF LAYOUT DIMENSIONS AND ELEVATIONS.
- THE CONTRACTOR SHALL PROVIDE AN AUTOCAD AND ACCOMPANYING HARDCOPY OF THE AS CONSTRUCTED WORKS. THE DRAWINGS SHALL CONVEY ALL UNDERGROUND SERVICING AND INFRASTRUCTURE BASED ON TOPOGRAPHIC SURVEY OF THE WORKS.



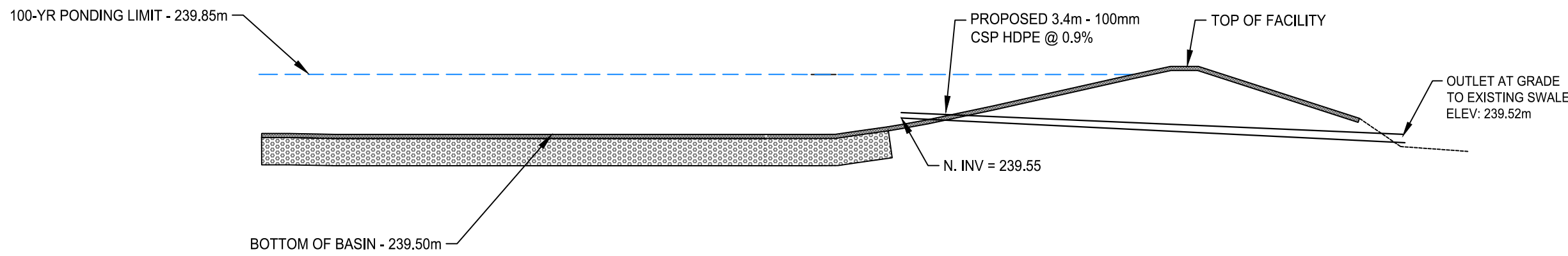
1 TYPICAL OVERFLOW SPILLWAY SCALE: N.T.S.



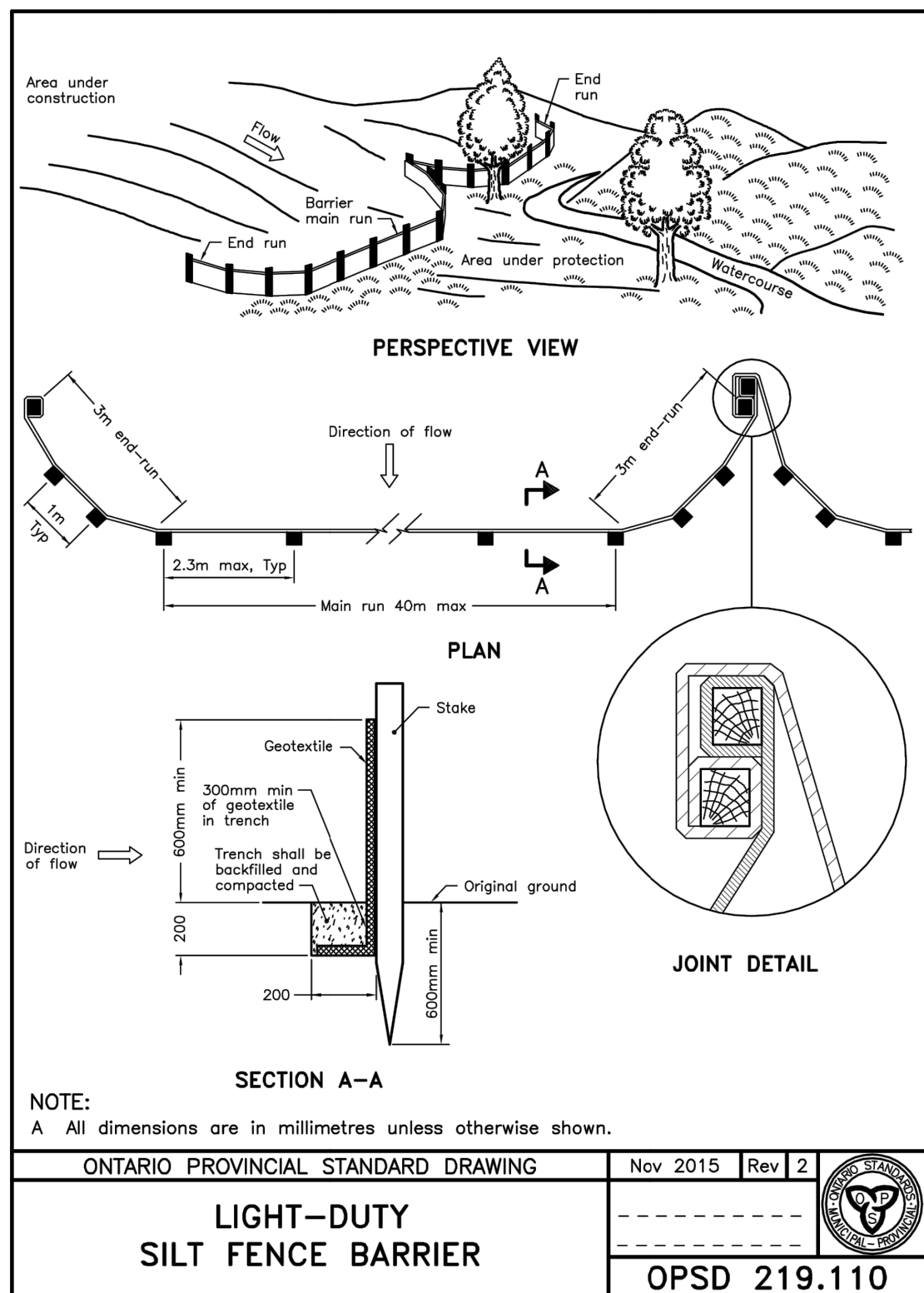
2 CONVEYANCE SWALE SCALE: N.T.S.



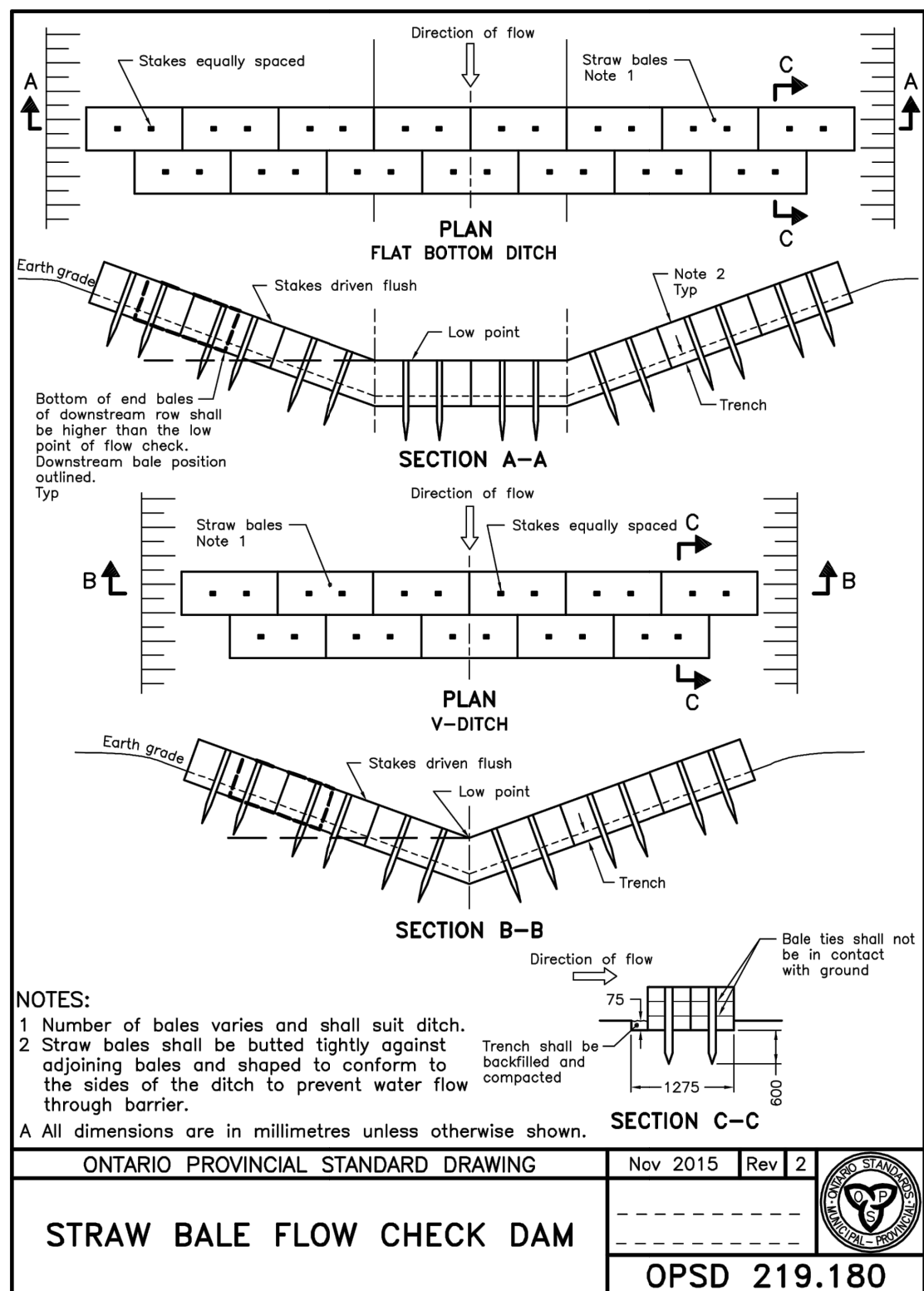
3 ENHANCED GRASSED SWALE SCALE: N.T.S.



4 ENHANCED GRASSED SWALE OUTLET CROSS-SECTION DETAIL SCALE: N.T.S.



ONTARIO PROVINCIAL STANDARD DRAWING	Nov 2015	Rev 2	
LIGHT-DUTY SILT FENCE BARRIER			OPSD 219.110



ONTARIO PROVINCIAL STANDARD DRAWING	Nov 2015	Rev 2	
STRAW BALE FLOW CHECK DAM			OPSD 219.180

SURVEY  
TOPOGRAPHIC SURVEY PROVIDED  
BY ELLIOT & PARR DATED FEBRUARY 18TH, 2021

BENCHMARK

NOTES:

2.	ISSUED FOR 2ND SUBMISSION	JL	2021-09-17
1.	ISSUED FOR 1ST SUBMISSION	JL	2021-04-16
No.	REVISION	BY	DATE



WILDFIRE BUILDING ADDITION

TOWNSHIP OF DOURO-DUMMER

STANDARD NOTES AND DETAILS

DRAWN BY: B.SANDERS	STAMP: B.T.PARSONS 100213434 2021-09-17 PROVINCE OF ONTARIO
DESIGNED BY: B.PARSONS	
APPROVED BY: B.PARSONS	
DATE: 2021-04-16	

SCALE: 1:300	PROJECT NUMBER: 21013	SHEET NAME: DET1	SHEET: 3 of 3
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**From:** Jeannette Thompson <jeannette\_thompson@kprdsb.ca>  
**Sent:** Tuesday, July 6, 2021 1:33 PM  
**To:** Nicole Zenner <NicoleZ@dourodummer.on.ca>  
**Subject:** RE: Zoning By-Law Amendment Application - R-09-21

Good Afternoon Nicole ~

Thank you for circulating the zoning by-law amendment application R-09-21 for review. Please accept this as a formal response from Kawartha Pine Ridge District School Board (KPR). KPR has reviewed the application and has not identified any concerns or issues related to our mandate with the proposed amendment.

Thank you for the opportunity to comment.

Kind Regards,

*Jeannette Thompson*

**Jeannette Thompson, BSc, MCIP, RPP**

Manager, Planning Services

**Kawartha Pine Ridge District School Board**

1994 Fisher Drive Peterborough, ON K9J 6X6

705.742.9773 x 2169 | 1.877.741.4577 x 2169

[www.kprschools.ca](http://www.kprschools.ca)

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August 16, 2021

Martina Chait-Hartwig,  
Deputy Clerk  
Secretary/Treasurer, Committee of Adjustment  
Township of Douro Dummer  
Warsaw, ON, K0L 3A0

Dear Ms. Chait-Hartwig,

**Re: Site Plan Application and R-09-21, 2215 Wildfire Drive; Township of Douro Dummer;  
Roll #1522.020.005.27800, ORCA file: PPLD-2196 and PPLD-2200**

The Otonabee Region Conservation Authority (Otonabee Conservation) has received the circulated *Planning Act* applications noted above. Otonabee Conservation staff have received the following reports in support of the Zoning By-Law Amendment (ZBA) and Site Plan applications for the subject lands described above in order to permit the development of a second golf cart storage building near the existing clubhouse.

- 'Environmental Opinion Letter (EIS/Letter)' prepared by Cambium, April 21, 2021.
- 'Stormwater Management Report (SWM Report)' prepared by Engage Engineering Ltd., April 2021.
- 'Site Plan, A1.1' prepared by FAD Architects, November 2020.

Otonabee Conservation staff have reviewed the available information in accordance with our mandate and policies and now offer the following comments.

Otonabee Conservation's Interest in this application is four-fold:

---

250 Milroy Drive, Peterborough ON K9H 7M9  
P: 705-745-5791 F: 705-745-7488  
otonabee@otonabeeconservation.com  
**otonabeeconservation.com**

1. *Otonabee Conservation has reviewed this application through our delegated authority from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS).*

Otonabee Conservation mapping and submitted survey indicates that the subject property will not be located within the flooding hazard for Clear Lake or a known erosion hazard. A review of the submitted SWM Report was found to be satisfactory. **As such, it is the opinion of Otonabee Conservation that the application is consistent with PPS Section 3.1 (related to natural hazards).**

2. *The Authority has reviewed the application as a service provider to the Township of Douro Dummer, in that we provide technical advice on natural heritage matters through a Memorandum of Understanding.*

A review of the submitted material and provincial mapping technical staff concur with Cambium's findings including the recommendation to adhere to the 'Summary of Recommended Mitigation Measures and Best Practices' in the EIS/Letter.

**As such, it is the opinion of Otonabee Conservation that the application is consistent with PPS Sections 2.1 and 2.2 and conforms with Sections 4.2.3 and 4.2.4 of the Growth Plan for the Greater Golden Horseshoe.**

3. *Otonabee Conservation has reviewed the application through a regulatory lens. Under Ontario Regulation 167/06, this Authority's 'Development, Interference with Wetlands and Alterations to Shorelines and Watercourses' regulation under Section 28 of the Conservation Authorities Act, any development, interference with or alteration within a flooding hazard, erosion hazard, watercourse, wetland and their adjacent lands/areas of interference requires a permit from the Authority. When an application is circulated under the Planning Act will also require an Otonabee Conservation permit, it is the practice of the Authority to establish the policy requirements of both processes during the planning stage.*

The area proposed for the new storage building is **not** within the area subject to Ontario Regulation 167/06 Otonabee Conservation's "development, interference with wetlands and alterations to shorelines and watercourses" regulation. **Permits for development will not be required from this agency for this development.**

4. *Otonabee Conservation has reviewed the application in terms of the Revised Trent Source Water Protection Plan (SPP), prepared under the Clean Water Act. The SPP, intended to*

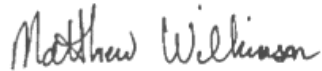


*protect Ontario's drinking water at its source, came into effect on January 1, 2015 and contains policies to protect sources of municipal drinking water supplies from existing and future land use activities.*

**It was determined that the subject property is not located within an area that is subject to the policies contained in the SPP.**

Please contact me if you have any further questions or concerns.

Best regards,

A handwritten signature in dark ink that reads "Matthew Wilkinson". The script is cursive and fluid.

Matthew Wilkinson  
Planner

Cc: Karl Moher, Otonabee Conservation Board Member



August 30, 2021

Township of Douro-Dummer  
894 South Street, P.O. Box 92  
Warsaw, Ontario  
K0L 3A0

**Attention: Martina Chait, Deputy Clerk**

Dear Ms. Chait,

**Re: Wildfire Golf Club Building Addition  
Township of Douro-Dummer  
Technical Peer Review – 1<sup>st</sup> Site Plan Approval Submission  
D.M. Wills Project No. 18-20089-006**

D.M. Wills Associates Limited (Wills) has been retained by the Township of Douro-Dummer to complete a Technical Peer Review of the site plan application for the proposed building addition of the Wildfire Golf Club.

The following information was received as part of this Peer Review:

- Revised Site Plan Drawing, FAD Architects, dated November 2020.
- Civil Design Drawings, Engage Engineering, dated April 16, 2021
- Stormwater Management Report, Engage Engineering, dated April 2021

### **Proposed Development Description**

The previous site plan for the Wildfire Golf Club was completed by Philips Engineering in 2005, which included the construction of the main clubhouse building and associated parking area. Drainage is split between two outlet locations. The clubhouse and northern portion of the parking area are directed north to a fairway pond, while the southern parking area is directed south to another pond, which discharges to the County Road 6 roadside ditch. Outflow from both ponds is ultimately conveyed to Stoney Lake. Water and sanitary servicing is provided by a private well and septic system and fire protection is provided by a dry hydrant within the fairway pond.

The proposed development expansion includes a new golf cart storage building east of the existing clubhouse. The proposed grading plan will direct all runoff from the expansion area to the south stormwater management pond. Quantity controls are proposed to be provided by a grassed detention basin adjacent to the proposed building and quality



D.M. Wills Associates Limited

150 Jameson Drive, Peterborough, Ontario, Canada K9J 0B9

P. 705.742.2297 F. 705.742.2297 E. [wills@dmwills.com](mailto:wills@dmwills.com)

controls are not proposed as the building will not increase off-site sediment loading.

## **Comments**

Based on the information provided, we have the following comments regarding the proposed design.

### **1.0 Site Plan and Civil Drawings**

- 1.1 No water or sanitary servicing information has been provided. Please confirm that the proposed building does not include any washrooms or cart washing areas. If these services are proposed, please ensure that the design information is included within the civil design drawings.
- 1.2 Fire flow calculations have not been provided. The Township's Chief Building Official should confirm that the existing dry hydrant provides sufficient fire protection for the proposed building.
- 1.3 Please confirm the depth of topsoil as it is labelled differently on the Site Servicing and Grading Plan and the Details Plan.
- 1.4 Please confirm the outlet culvert material as it is labelled differently on the Site Servicing and Grading Plan and the Details Plan. Also, ensure that the modelling calculations used in the SWM report are consistent with the material selected.

### **2.0 Stormwater Management Report**

- 2.1 The existing and proposed drainage figures should include north arrows.
- 2.2 The stage-discharge curve for the 100 mm outlet pipe appears to use the discharge coefficient for an orifice plate rather than an orifice tube. Regardless, we recommend modelling the outlet as a culvert rather than an orifice, based on the slope and length of the pipe,
- 2.3 The proposed overflow weir design should be revised to ensure that the 100-year storage volume is provided prior to spilling between the rip-rap.
- 2.4 Sediment loading calculations should be provided for the south stormwater pond and should be based on the entire drainage area contributing runoff. Sediment loading calculations for the north pond are not required.



Wildfire Golf Club Building Addition  
Page 3 of 3  
August 30, 2021

We trust that this information is suitable for your purposes at this time.  
Please contact our office if you have any questions or require clarification.

Respectfully submitted,

A handwritten signature in black ink that reads "Chris Proctor-Bennett".

Chris Proctor-Bennett, P.Eng.  
Project Engineer

CPB





**To: Nicole Zenner**  
**From: Daniel Ilkiewicz**  
**CC: Doug Saccoccia, Amanda Warren, Martina Chait**  
**Date: August 17<sup>th</sup>, 2021**  
**Re: Peer Review – 2349 County Road 6**  
**Township of Douro-Dummer**

County Engineering and Design staff have received information in support of an application for site plan approval to facilitate the construction of a Cart Storage Building. Documents provided for review to this office include the following:

- Site Plan Drawing prepared by FAD architects., dated November 2020.
- Stormwater Management Report prepared by Engage Engineering Ltd., dated April 2021.
- Clubhouse Area Site Grading Plan prepared by Philips Engineering, dated November 2004

Upon review of the above noted documents, County engineering staff has the following comments related to this proposal:

1. The County of Peterborough's Engineering and Design Division has reviewed the Storm Water Management Report prepared by Engage Engineering Ltd., dated April 2021, and do not have any additional comments.

The above comments are based on the latest information received by this office, should additional information become apparent or changes to the plans occur in the future, County engineering staff will review said changes and may provide additional comments. If you have any questions related to this correspondence, please contact our office.

Sincerely,

**Daniel Ilkiewicz**

Engineering Technician,  
Peterborough County,  
705 743-0380 Ext 3205  
[dilkiewicz@ptbocounty.ca](mailto:dilkiewicz@ptbocounty.ca)

**Recommendation:**

That the C.A.O.-2021-41 report, dated November 2, 2021 regarding Birchview Road Update be received for information; and  
That Staff be directed to provide a report on the findings of the Road Risk Assessment for Birchview Road once complete.

**Overview:**

Residents of Birchview Road and members of the Birchview Property Owners Association (BPOA) have made several delegations to Council regarding their concerns regarding pedestrian safety on Birchview Road.

In late 2019, Council received a proposal from Engage Engineering Ltd. to conduct a Safety Feasibility Study. The Report that was provided to Council at the February 4, 2020 Council meeting is attached for reference. At that meeting the following resolution was adopted:

**Resolution Number 63-2020**

Moved by: Councillor Landsmann

Seconded by: Councillor Watt

That the report to Council, dated January 27, 2020, regarding a Birchview Road Safety feasibility study be received and that the Birchcliff Property Owners Association (BPOA) be advised that Council will not be funding the feasibility study.

A recorded vote was requested by Mayor Jones. The roll was called by the Deputy Clerk and the vote was as follows:

Dummer Ward Councillor – yes

Douro Ward Councillor - no

Councillor at Large – yes

Deputy Mayor – yes

Mayor - yes

For the Motion – 4, Against the Motion – 1

Carried

On July 28, 2021, the CAO and Manager of Public Works met virtually with members of the BPOA where we heard concerns about pedestrian safety. A number of pictures were provided that outlined these concerns which included parking, signage, speed and shoulder maintenance.

The BPOA AGM was held on August 7, 2021 and was attended by the CAO and members of Council where similar information was shared about the safety concerns along with the cost estimates for mitigation of some of the larger items.

At the September 7, 2021, Dr. Besty McGregor appeared before Council as a delegation and made specific requests for Council to direct staff to investigate a speed reduction, no parking signs, more regular brushing, increasing police presence and enforcement, installation of a speed sign and speed bumps and report back to Council.

At the October 19, 2021 Council meeting, Bruce Johnson and Jeff Chalmers made a delegation to Council once again requesting that Council address the pedestrian safety concerns of the BPOA and others who had signed a petition.

This report is to provide Council with an update on the work staff have completed and in response to the direction provided on September 7<sup>th</sup> which also addresses some of the questions posed on October 19<sup>th</sup>.

At the October 5, 2021 Council meeting, Jake Condon, Manager of Public Works provided a report to Council and Council approve \$6,500.00 in order for D.M. Wills to conduct a Road Risk Assessment on Birchview Road in conjunction with the Road Needs Study. This was an opportunity to have Birchview Road reviewed for safety concerns and save costs as D. M. Wills would already be on site. The estimate to complete this study was much less than the original Safety Feasibility Study proposed in 2019.

### **Signage:**

Stops signs have been installed at intersections of 6 private roads along Birchview Road.

A review of existing signage has been completed, additional brushing and repositioning where necessary was conducted to ensure visibility.

- The Risk Assessment will provide recommendations for any additional regulatory and warning signage.

### **Speed Reduction:**

Council could reduce the speed from 60km/hr to 40km/hr by way of By-law.

There are currently 41 - 60km speed signs along the entire roadway. The approximate cost to replace the signage would be \$3,000 - \$4,000.

Staff would recommend waiting for recommendations from the Risk Assessment prior to proceeding. If Council wishes to move forward sooner, staff would bring back a draft by-law to reduce the speed and order the appropriate signage to make the change.

### **No Parking Signs:**

The Township has no mechanism for enforcing no parking on Birchview Road. A By-law could be drafted and tickets could be created although the collection of fines is not something that can be managed effectively internally and by existing staff. Staff have been in discussions with the County of Peterborough and will be reporting back to Council on the potential of an agreement with the County and the City of Peterborough

to enable a process to collect fines and help address the parking issues. It is expected that something will be presented early in 2022.

If there are parking concerns, residents are encouraged to contact the OPP, they do have the ability to enforce parking if it is causing a safety hazard.

### **Speeding Enforcement:**

The OPP have been made aware of the concerns and additional enforcement has been requested.

### **Brushing:**

Additional manual brushing around signage has taken place. The 2022 budget includes brushing along entire length of road. This is completed with equipment and residents should be aware this will be unsightly until the foliage grows back.

### **Speed Bumps:**

Speed bumps are not being recommended as they create a hazard for snow plowing efforts.

### **Speed Sign:**

A speed sign as identified in the delegation to Council could be purchased at the direction of Council. Staff have conducted some research on different options through Trans Canada Traffic and Traffic Logix and have requested costing on a sign, which was not available at the time of this report but it is expected the purchase would be approximately \$5,000.

### **Conclusion:**

Staff continue to address the issues that can be rectified during the normal daily operations of the Public Works Department. It is recommended that Council await the completion of the Road Risk Assessment and the Roads Needs Study prior to making any further financial commitments.

### **Financial Impact:**

There is no financial impact at this time.

### **Strategic Plan Applicability:**

To ensure that the public works department operates efficiently and effectively.

### **Sustainability Plan Applicability:**

N/A



**Overview:**

At the Council meeting held on November 19, 2019, Council passed the following Resolution:

**Resolution Number 472-2019**

Moved by: Councillor Watson

Seconded by: Councillor Landsmann

That the report to Council, dated November 11, 2019, regarding Birchview Road Safety feasibility study be received and deferred to allow time for the Birchcliff Property Owner Associations to review the submission. Carried

As per the above Resolution, staff forwarded a copy of the Proposal to the Birchcliff Property Owners Association for their review. In response the Association provided comments dated November 2019 and a meeting was held between Township staff and the Association on December 10, 2019. From that meeting, it was determined that the comments would be forwarded to Engage Engineering to see if the study could be scoped to address the Associations concerns as outlined in the memo dated November 2019.

A second meeting was held with an Association representative, Township staff and Paul Hurley from Engage Engineering on January 9, 2020. At that meeting, it was ironed out that the Association's focus is on pedestrian safety, that they would like to reduced the public consultation piece of the study to reduce costs and the timeline of the study and that the Association would want to Township to bear the total cost of the study. Mr. Hurley was requested to provided written comments regarding the comments received from the Association and their viability. Mr. Hurley's comments were received January 24, 2020 and are attached to this report.

**Conclusion:**

Engage Engineering is prepared to initiate this study immediately with completion in April of 2020 and Mr. Hurley's comments are attached for Council's consideration.

**Recommendation:**

That the report to Council, dated January 27, 2020, regarding Birchview Road Safety feasibility study be received and that council provide direction to staff on this matter.

**Financial Impact:** The proposal- that being from Engage Engineering Ltd. - in the amount of \$24,545.86 (HST included).

**Strategic Plan Applicability:** Not applicable.

**Sustainability Plan Applicability:** Not applicable.

Original Signed \_\_\_\_\_

Martina Chait-Hartwig,  
Temporary C.A.O.

**From:** Paul Hurley <paul@engageeng.ca>

**Sent:** Friday, January 24, 2020 1:28 PM

**To:** Crystal McMillan <crystal@dourodummer.on.ca>; Martina Chait <MartinaC@dourodummer.on.ca>

**Cc:** Public Works <PublicWorks@dourodummer.on.ca>

**Subject:** 19081 Birchview Road Follow Up

Hi Martina and Crystal. Further to our meeting on January 10, below are some of my responses to the points raised by the BPOA:

Item 2a

We acknowledge that pedestrian safety is the priority of the BPOA however if the Township is commissioning (i.e. paying for) this study, it needs to consider all road users including vehicles, pedestrians and cyclists. If the Township is in agreement that the emphasis should be on pedestrian improvements then that is where we will focus our efforts but we cannot ignore the impacts to other road users. We agree that the study should focus on providing a cohesive solution over the entire length of the study area and not just at "problem areas". The "problem areas" could be used as a prioritization tool for budgeting the improvements.

Item 2b

We understand the concern however based on our experience with similar projects, we believe that two public meetings would provide the best outcome. The first meeting would focus on obtaining input from stakeholders on the issues and the second meeting would present the recommended solutions for comment. You could reduce the scope to 1 public meeting but I believe it would negatively effect the outcome of the study.

Item 2d

We agree and our approach would be to provide high-level estimates to the Township at this stage only. The intent of the cost estimates is to provide order of magnitude costs to allow the Township to budget for the works. The intent is not to use the estimates as a tool to screen out projects.

I believe this captures the items that we discussed. If I've missed anything or you need anything further please let me know.

Have a great weekend.



**Paul Hurley**, P.Eng.  
Principal

**Engage Engineering Ltd.**  
171 King Street · Suite 120 · Peterborough, ON · K9J 2R8  
P: 705.755.0427 x200 C: 705.875.1688

**BIRCHCLIFF PROPERTY OWNERS ASSOCIATION**

(BPOA)

**DATE:** November, 2019

**Subject:** 'Proposal for Engineering Services for Birchview Road Safety Study' (T-2019-06)

**Engage Engineering Ltd, November 2019- RFP Response**

**Liaison Steering Committee**

**Comments:**

1. Familiarity with the road demonstrated, the aspect of biking, the constitution of the Study Team and the Time Task Matrix delivery timeframe in the RFP Response are all exemplary.
2. The request of the RFP is for a 'transportation engineering and planning' assessment. The RFP Terms of Reference are not appended; however the following comments apply:
  - a. **S.2.1 Project Objectives:** While generally descriptive of the RFP content, the RFP response proposal to focus on identifying measures to enhance pedestrian safety "to the most important aspects" (S.2.2) leads the proposal to the identification of a limited number of physical constraints of a mission 'critical' or 'public safety' focus, their classification on a scale of importance and recommendations on the timing of rectification measures.

**This is not in the best interests of the Township or the Association in respect of its goal to enhance the immediate safety of pedestrian movement and to pedestrians on the Birchview Road, all seasons.**

A physical constraints analysis can lead to the identification of self-evident grades and curve turning radii sites warranting possible engineering design solutions with the consequent effect of enhancing vehicular sight-lines and speeds. Design solutions for these aspects, including potential land acquisition and engineering design alternatives were specifically reserved in the RFP as non-priority aspects, for cost, reverse effectiveness and prioritization reasons.

Namely, it is pedestrian safety, achievable over the greatest length of the road allowance, that is the BPOA priority: not necessarily at specific conflict points where modest lit signage and more benign measures can identify, for vehicular traffic, the need to maintain lower speed and exercise caution. By observation, vehicles entering existing constraint areas slow down to accommodate the road design; they increase speeds on the

less challenging stretches thereby increasing the risk to public health and safety over the majority of the road alignment.

- b. **S. 2.2 Public Consultation:** Society expects public consultation on matters that can effect individual interests. However, the RFP called for an 'engineering and planning assessment' by the road authority of an existing conditions network link serving a somewhat unique, often single loaded road, with a discrete policy purpose that is being lost by a conversion to a full municipal standards local road.

The Birchview Road is a neighbourhood residential road deserving of design solutions to augment safety but maintain its multiple use functions as a local vehicular and pedestrian access to all- residential properties, and Children's Day Camp. It is not a through route, local arterial or County thoroughfare.

**The concern is that the limited budget of the RFP Response focus on professional assessment advice, based upon input received, but through the process of the consultant's applied assessment of best practices. If too much of the limited RFP Response budget is devoted to public participation, on matters of general notoriety over many years, the investigative techniques, technology and observation efforts and considerations are compromised.**

**There will be time enough for public commentary before Council should the matter of a Preliminary Assessment Report, or Final Report, be deemed necessary for public exposure. As well, public commentary is likely in subsequent phases of implementation. The consultant's budget should not be as unduly burdened by this element.**

- c. **S. 2.2 Development of Alternative Solutions:** This is an excellent summary of the objectives provided it is based on own investigation and assessment, rather than disparate interviews with passionate but unqualified stakeholders realistically concerned with own issues rather than general and ongoing issues of public health and safety.
- d. **S.2.2 Cost Estimates and Funding:** Cost estimates by order of magnitude may assist in project identification and prioritization; however, cost estimates of engineering works requires design, quantity survey, acquisition and other assumptions. These elements are not provided for in this RFP. Although the RFP and the RFP Response seeks to address costing, such should be a minor element of the time budget and the details deferred to Council instructed projects following the overall assessment of pedestrian road safety measures available to be considered.

**Broad cost bands are instructive to public consideration and can assist in evaluating 'immediate and longer term solutions'. The safety of pedestrians is a real and present concern and a requested focus of the evaluation, in the interests**

of residents who reside on and whose invitees, contractors, visitors and relatives are the primary users of this uniquely residential street.

The production of cost estimates can lead, at this stage, to too much of the limited RFP Response budget being devoted to specific 'critical' conflict areas. As above noted, this is or would be in conflict with and a mis-direction of the primary purpose of assessing ways and means to enhance pedestrian safety in the face of vehicular movement.

The Birchview Road, to repeat, is not considered a through highway but a service delivery local neighbourhood street. The desire is have this function maintained by suitable traffic calming measures. It is an anomaly that lower speeds are posted on the Campline Road and McCrackin's Landing Road, where residential densities, road design conflicts and pedestrian movements are lower and less pervasive.

## RECOMMENDATIONS

1. The BPOA support the retention of *Engage Engineering Ltd.*
2. The *Proposal* be modified as follows:
  - a. Enhance the component of own investigations with broadened research on: pedestrian safety; vehicle usage characteristics; vehicle types; vehicle speeds; user characteristics and safety zone needs; right-of-way constraints; seasonal road authority requirements; traffic calming devices, measures and best practices.
  - b. Add as a priority for assessment, comment and recommendation, the accommodation of a walkway or other suitable pedestrian route, including design options, in part of whole, and identified priority areas. In this regard, it is appropriate to consider bicycles as vehicles;
  - c. Avoid all but broad categories of risk identification, leaving to the road authority the need to balance objectives and project prioritization;
  - d. Focus on pedestrian safety issues;
  - e. Defer detailed or subjective costing estimates dependant on design, quantity surveys and site condition assessments to a subsequent project assessment phase;
  - f. It is appropriate to differentiate between project types, potential short and longer term solution categories provided the enhancement of pedestrian safety measures in the short term over the majority of the road allowance is the immediate priority.

*Respectfully Submitted to BPOA Directors, Township*

*Considered by Directors:*



**Recommendation:**

That the C.A.O.-2021-43 report, dated November 2, 2021 regarding Lawn Maintenance Contract Extension be received; and  
That Council approve a one-year extension of the grass cutting contract for municipal properties with Cutting Edge Landscape Services.

**Overview:**

Cutting Edge Landscaping Services has continued to provide quality grass cutting services for our municipal properties since 2013. As the proponent is our existing contractor, under our procurement policy we can negotiate and extension of the contract providing there is documented evidence that the extension or reinstatement of an existing contract would provide most cost effective or beneficial. The increase from 2021 to 2022 would amount to approximately 0.5% for a total contract price of \$8,259.45 plus applicable taxes.

**Conclusion:**

Approval of the contract extension is being requested at this time to allow sufficient time to investigate the potential of having the grass cutting completed by a member of our Parks Department in future. Additional time is required to determine what resources would be required and the cost of those resources which, if it was found to be beneficial, would be presented during the 2023 budget discussions. If staff determine this contract should remain external, a request for proposals would be completed to award the contract in future years.

**Financial Impact:**

The total cost of the 2022 grass cutting contract would be \$8,259.45 and would be provided for in the 2022 operating budget.

**Strategic Plan Applicability:**

To preserve and enhance the natural heritage features and resources of the Township.

**Sustainability Plan Applicability:**

N/A

**Recommendation:**

That the Clerk/Planning-2021-37 report, dated November 2, 2021 regarding a proposed draft election sign and advertisement By-law be received, that Policy C4 – Election Campaign Material (Federal and Provincial Elections) be repealed, that staff bring back a new policies regarding use of corporate resources for election purposes and the rental of facilities for election purposes and finally that the draft By-law be approved at the appropriate time during the meeting.

**Overview:**

In preparation for the 2022 municipal election staff have been reviewing By-laws and Policies that are currently in place to ensure that they will meet the needs of the Township and are in compliance with the Municipal Elections Act, as amended, the Municipal Act, as amended, the Education Act, as amended and other pieces of legislation and regulations.

For the 2018 municipal election, a Policy was put in place to regulate signage and the rental of municipal facilities during a municipal election, please see a copy attached. Prior to that Policy C4- Election Campaign Materials (Federal and Provincial Elections) came into effect in 2017.

Through the training that staff have been attending in preparation for the 2022 municipal election, the current best practice regarding election signage is to have a By-law in place instead of multiple policies regarding election signage. In light of best practices, changes to the Municipal Elections Act, as amended and the need to provided clear direction to candidates, third-party advertisers, staff and the public, a draft proposed By-law is attached.

Further to this draft proposed By-law, staff will be bringing forward new policies regarding the use of corporate resources for election purposes and the rental of facilities for election purposes at future meetings.

**Conclusion:**

To ensure a fair and transparent election processes, staff have prepared a proposed draft By-law to regulate election signage and advertisements in the Township of Douro-Dummer developed on current regulations and best practices.

**Financial Impact:** None

**Strategic Plan Applicability:** To ensure and enable an effective and efficient municipal administration.

**Sustainability Plan Applicability:** None

### Report Approval Details

Document Title:	New By-law regarding the Regulation of Election Signs .docx
Attachments:	- C4 - Election Campaign Materials - Fed and Prov.pdf - Election Campaign Materials - Municipal.pdf
Final Approval Date:	Oct 26, 2021

This report and all of its attachments were approved and signed as outlined below:

Elana Arthurs

## **Election Campaign Materials (Federal and Provincial Elections)**

Approved By: Council  
Approval Date: May 16, 2017  
Effective Date: May 16, 2017  
Revision Date:

### **Policy Statement**

To provide documentation on when and where Federal and Provincial Election Signage and Campaign Materials may be permitted with the Township.

**Purpose:** This policy will provide guidance to staff and information to the public and candidates for Federal and Provincial elections on the placement of elections signage within the Township.

**Application:** This policy extends to all facilities and property owned by the Municipality.

### **Definitions:**

Appropriate Election Date – The date of the Federal or Provincial Election to which the signage or campaign material is concerning.

### **Exclusions:**

- Municipal Election Signage; a policy regarding Municipal Election Signage will be in accordance to the Municipal Elections Act.

**References & Related Policies:** None

### **Consequences of Non-Compliance:**

- Improperly posted Federal and/or Provincial Election Signage or Campaign Materials will be removed by the Municipality at the discretion of the Manager of Public Works or Clerk or designates.
- Signage/Campaign Material that has been removed may be collected up until 30 days following the appropriate election date.
- Signage/Campaign Material not picked up within 30 days of the appropriate election date will be disposed of by the Municipality.

**Review Cycle:** This policy will be reviewed on an as needed basis.

## Procedures

The following steps shall be adhered to in order to implement this policy:

1. No Federal or Provincial Election Signage and/or Campaign materials may be displayed on property owned by the Township of Douro-Dummer, save and except for:
  - Federal or Provincial Election Signage and/or Campaign Materials may be displayed in the room within a facility that has been rented by/for a candidate/election party. No Signage or Campaign material will be permitted outside of the room that has been rented.
  - If a room at one of the community centres has been rented by/for a candidate/election party, the large outdoor community centre sign may display information regarding the rental, as per other events held at the community centres.
  - Placement of Election Signage within municipal road allowances is permitted provided visibility at intersections and for the ingress and egress of private driveways is not obscured in any manner.
2. Signs should not exceed 0.56 metres square (6 square feet) and are to be erected as close to the fence line as practicable. They are not to be erected between the edge of the pavement and the centre-line of the ditch and not within 46 metres (150 feet) of any intersection.
3. Any Election Signage and/or Campaign materials that are found to be placed in contravention of this policy will be removed at the discretion of the Clerk and/or Manager of Public Works or designates. Municipal Staff will try to contact the owner of the signage and/or material to notify them that it was displayed incorrectly.
4. Signage/Campaign Material that has been removed may be collected up until 30 days following the Appropriate Election Date by contacting the Municipal Office (705-652-8392) to make arrangements for pick up.
5. Signage/Campaign Material not picked up within 30 days of the Appropriate Election Date will be disposed of by the Municipality.



## **Township of Douro-Dummer**

### **Election Campaign Materials and Facility Rental Policy (Municipal Elections)**

Approved By: Clerk, Crystal McMillan

Approval Date: April 23, 2018

Effective Date: April 23, 2018

Revision Date:

#### **Policy Statement**

To provide documentation on facility rentals for municipal election purposes and when and where Municipal Election Signage and Campaign Materials may be permitted within the Township.

**Purpose:** This policy will provide guidance to staff and information to the public and candidates for municipal elections on the placement of elections signage within the Township.

**Application:** This policy extends to all facilities and properties owned by the Municipality.

#### **Definitions:**

Appropriate Election Date – The date of the Municipal Election to which the signage or campaign material is concerning.

#### **Exclusions:**

- Federal and Provincial Election Signage; signage and campaign materials for Federal and Provincial elections will be in accordance to the Township's approved policy.

#### **References & Related Policies:**

Municipal Elections Act

#### **Consequences of Non-Compliance:**

- Improperly posted Municipal Election Signage or Campaign Materials will be removed by the Municipality at the discretion of the Manager of Public Works or Clerk or designates.
- Signage/Campaign Material that has been removed may be collected up until 30 days following the appropriate election date.
- Signage/Campaign Material not picked up within 30 days of the appropriate election date will be disposed of by the Municipality.

**Review Cycle:** This policy will be reviewed on an as needed basis.

## Procedures

The following steps shall be adhered to in order to implement this policy:

1. Rental of municipal facilities by a candidate or a candidate's representative is not permitted for a municipal election, save and except for:
  - Training offered to all candidates;
  - An all candidates meeting that is organized/hosted by someone/a group other than a candidate or a candidate's representative and all candidates are invited to attend.
2. No Municipal Election Signage and/or Campaign materials may be displayed on property or within facilities owned by the Township of Douro-Dummer, save and except for:
  - Placement of Election Signage within municipal road allowances is permitted provided visibility at intersections and for the ingress and egress of private driveways is not obscured in any manner.
3. No election sign shall exceed 0.56 metres square (6 square feet) and are to be erected as close to the fence line as practicable. They are not to be erected between the edge of the pavement and the centre-line of the ditch and not within 46 metres (150 feet) of any intersection;
4. No election sign shall be located as to interfere with the safe operation of vehicular and pedestrian traffic and any sign improperly located may be removed by the Manager of Public Works or his/her designate;
5. No election sign shall be erected in any sight triangle;
6. No election sign shall be erected at, adjacent to, or within 18 metres of Municipal Office property. The Clerk and/or Manager of Public Works or his/her designate has the authority to remove these election signs immediately without notice;
7. Election signs must be removed within forty-eight (48) hours after election day;
8. Any Election Signage and/or Campaign materials that are found to be placed in contravention of the Municipal Elections Act and/or this policy will be removed at the discretion of the Clerk and/or Manager of Public Works or designates. Municipal Staff will try to contact the owner of

the signage and/or material to notify them that it was displayed incorrectly.

9. Signage/Campaign Material that has been removed may be collected up until 30 days following the Appropriate Election Date by contacting the Municipal Office (705-652-8392) to make arrangements for pick up.
10. Signage/Campaign Material not picked up within 30 days of the Election Date will be disposed of by the Municipality.

**Recommendation:**

That the Clerk/Planning-2021-38 report, dated November 2, 2021, regarding the proposed draft Procedural By-law be received, that Council review the documents and provide comments to staff no later than November 19, 2021 and an updated draft By-law return on December 7, 2021.

**Overview:**

In the Service Deliver Review, completed in August 2020, by WSCS Consulting, a number of recommendations were made regarding the Procedural By-law, Committee of the Whole and Council functions. Drawing on those recommendations staff began a formal review of the Procedural By-law.

A number of reports have been presented to Council regarding this project beginning in April 2021 and all of them are attached to this report as supporting information. Along with the reports to Council, a Committee was formed at the direction of Council to act as an advisory and review panel. The Committee met over the late summer and fall to review and discuss the draft By-law. Further to that, reports came to Council regarding the possibility of introducing a new Committee of the Whole. Council directed that Committee of the Whole be restarted in 2022 and would take place every two months with the first meeting taking place each year in February.

The highlights of the draft that is before you are provided in a summary below:

- A strong focus on a fair and transparent method of conducting meetings such the updated "Open Meetings" and "Roles and Duties" sections.
- The "Conduct During Meetings" section has been updated with the recommendations from the Service Delivery Review.
- The "Rules of Debate" have gone through a housekeeping process to make them more efficient and to provide greater clarity.
- "Voting" has been rewritten to incorporate recommendations and best practices.
- The removal of the Reconsideration section of the By-law that caused confusion and uncertainty at Council meetings on multiple occasions. This is replaced with clear direction on the matter in "Motion to Reconsider".
- A quicker process for Notices of Motions to allow them to move through the process in two meetings instead of three or four meetings.
- Additional opportunities for the public to engage with Council by providing three opportunities a month to be a delegation, along with clear rules for the submission of delegations, petitions and correspondence to Council.
- The current "Enquiries" section has been replaced with a "Consent Agenda" to allow for the more efficient review and approval of items that are routine or for information.
- The removal of "Department Liaisons" and the re-introduction of a new Committee of the Whole.
- The "Advisory and Special Committees" section have been reworked to provide more clarity to Council, staff, volunteers and the public on appointment of

Committee members, the roles of Committees both advisory and specials and further direction to Committees regarding their adherence to the Procedural By-law.

**Conclusion:**

The Procedural By-law is a foundational document for Council and the administration of the Township. The draft that is attached provides a clear and transparent guidance document for current and future Councils.

The draft By-law that is being proposed was built on the bones of the current Procedural By-law. It has been re-written to incorporate many of the recommendations from the Service Delivery Review, reflections on issues that have arisen with the current By-law, best practices from industry leaders and to bring into compliance with current legislation and regulations.

In the draft By-law, readers will note that multiple colours are used throughout the text. Items that appear in red are being deleted, items in blue are new items that were recommended via the Service Delivery Review or a best practice. Items in purple are items that are being introduced or edited due to a legislative or regulatory change and finally items in green are housekeeping changes that provide clarity or a more modern approach.

Staff would like to have the new Procedural By-law in place for the start of 2022 to guide Council through the last year of their term and to facilitate in the re-introduction of the Committee of the Whole to begin in February 2022.

**Financial Impact:**

None at this time.

**Strategic Plan Applicability:**

To ensure and enable an effective and efficient municipal administration.

**Sustainability Plan Applicability:**

N/A

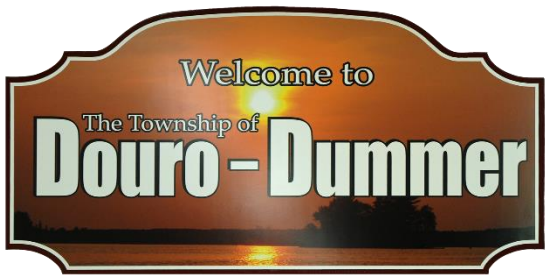


### Report Approval Details

Document Title:	Draft Procedural By-law.docx
Attachments:	- 2018-09 - Procedural By-law.pdf
Final Approval Date:	Oct 27, 2021

This report and all of its attachments were approved and signed as outlined below:

Elana Arthurs



**Corporation of the Township of Douro-Dummer**

**A By-law to Govern the Proceedings of the Council of the Corporation of the Township of Douro-Dummer**

By-law No. 2021-XX

**Colour Legend:**

Blue denotes sections that are new due to recommendations from subject experts and best practices, purple denotes changes that have been made due to legislative or regulatory changes, green denotes changes that are housekeeping (clarity, accessibility, conciseness ect..) and red denotes sections to be deleted.

**Note:**

The Index will be finalized once discussions regarding the document are complete and the deleted sections are removed.

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**The Corporation of the Township of Douro-Dummer**

**By-law Number 2021-XX  
(Repeals By-law 2018-09, as amended)**

**(Procedural By-law)**

**Whereas** The *Ontario Municipal Act, 2001*, authorizes the Council of every municipality to pass By-laws for governing the proceedings of its Council, the conduct of its Members and the calling of meetings; and

**And Whereas** Section 238 further indicates that every municipality and local board shall pass a Procedure By-law for governing the calling, place and proceedings of meetings; now therefore be it

**Resolved**, that the Council of the Corporation of the Township of Douro-Dummer hereby enacts as follows:

**Short Title  
Council Procedural By-law**

**Part 1  
Definitions**

**1.1 Definitions**

In this By-law:

**Abstention**

"Abstention" means a refusal to vote either for or against a proposal.

**Address**

"Address" shall mean primary domicile.

**Advisory committee**

"Advisory Committee" shall mean a committee appointed by Council to provide recommendations, advice and information to Council through one of its committees.

**Amend**

"Amend" shall mean to alter or vary the terms of a main motion without materially changing its purpose, an amendment shall have a corresponding meaning.

**Chair**

"Chair" means the Mayor or Deputy Mayor or Chairman is the person in a meeting who is actually presiding at the time that the meeting is being held.

**Chief Administrative Officer**

"Chief Administrative Officer, means the Chief Administrative Officer (CAO) of the Township of Douro-Dummer designated by By-law.

**Clerk**

"Clerk" shall mean the Clerk of The Corporation of the Township of Douro-Dummer or **their** designate.

**Closed session**

"Closed Session" shall mean a closed session of Council, the Committee of the Whole or committee meeting not open to the public, held in accordance with the Municipal Act, as amended.

### **Committee of the Whole**

"Committee of the Whole" means a meeting of Elected Members of Council, the device to enable the Members to give detailed consideration to a matter under consideration and greater means to discuss the matter.

### **Corporation**

"Corporation" means The Corporation of the Township of Douro-Dummer.

### **Council**

"Council" means Elected Members of Council of the Township of Douro-Dummer whom were elected by registered voters or who have been appointed by virtue of a vacancy.

### **Debate**

"Debate" means a discussion to put forth reasons for or against, in which a difference of opinion may be expressed.

### **Defer**

"Defer" shall mean to delay consideration of a matter by Council, the Committee of the Whole or a committee.

### **Department Liaison**

"Department Liaison" shall mean a member of Council appointed to a municipal department and who shall report to Council on matters relative to that department.

### **Deputy Mayor**

"Deputy Mayor" means the Members of Council appointed, under the By-law to act from time to time in the place and stead of Mayor.

### **Electronic Participation**

"Electronic Participation" includes telephone, video, audio or audio-visual conferencing, or any other interactive method whereby Members, staff and the public are able to hear the Member(s) participating by electronic means and the Member(s) participating by electronic means are able to hear other Members, staff and the public.

### **Improper conduct**

"Improper Conduct" shall mean the open disregard of the rulings of the Chair and rules and conduct outlined in this Procedural By-Law and Robert's Rules of Order.

### **Local Board**

"Local Board" means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.

### **Majority**

"Majority" shall mean more than fifty percent (50%) of the members present at the meeting.

### **Mayor**

"Mayor" shall mean Head of Council as defined in the Ontario Municipal Act, 2001, as amended.

### **Meeting**

"Meeting" means any regular, special, committee, or other meeting of a Council, of a local board or of a committee of either of them where a quorum of Members is present and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.

### **Member**

"Member" shall mean an elected member of the Council and includes the Head of Council. It shall also refer to persons who have been appointed to a Township Board or Committee.

### **Motion**

"Motion" shall mean a proposal by a member for the consideration of Council, the Committee of the Whole, advisory or special committee that is moved by a member and seconded by another member.

### **Notice of Motion**

"Notice of Motion" shall mean a notice of motion provided to the Clerk, in writing, by a member, requesting the inclusion of a motion on a future Agenda of a meeting of Council, Committee of the Whole or a standing committee with the provisions of this By-law.

### **Point of Information**

"Point of Information" means a request through the Chair, for information relevant to the business at hand, but not related to parliamentary procedure.

### **Point of Order**

"Point of Order" means a matter that a Member considers to be a departure from or contravention of the rules, procedures or generally accepted practices of Council.

### **Question of Privilege**

"Question of Privilege" means a question of rights and privileges of the assembly or any of its Members to be brought up for possible immediate consideration because of its urgency.

### **Postpone**

"Postpone" shall mean to delay action on a pending question until a different day, meeting, hour or until after a certain event. Then, when that time comes, the consideration of the question is picked up where it was left off when it was postponed.

### **Published**

"Published" shall mean the provision of documents in print and/or electronic formats.

### **Recorded Vote**

"Recorded Vote," means the making of a written record of the names and the vote of each Member who votes on a formal question.

### **Recording Devices**

"Recording Devices" shall mean any type of video recorders or audio recorders, which includes but is not limited to digital cameras, Digital Video Recorders (DVRs), Personal Video Recorders (PVRs), cellphones, smartphones, Personal Digital Assistant (PDAs), Portable Media Players (PMPs), laptops and similar computing devices.

### **Refer**

"Refer" shall mean to request that the matter under consideration be directed to another entity for some specific reason such as - clarification of the matter or for additional information prior to the matter returning for the Council's consideration.

### **Signed Document**

"Signed Document" shall include any written submission to Council which shall be signed in pen or via electronic signature by at least one (1) person and submitted in its original form or electronically in Portable Document Format (PDF) or by fax.

### **Special committee**

"Special Committee" means a committee appointed by Council, who acts independently from and for the Council and who has been delegated specific responsibilities and who go out of existence as soon as they have completed the specified task.

### **Quorum**

"Quorum" shall mean a majority (50% + 1) of the members of Council, committee or board.



## **Time**

"Time" means the time as defined under the Time Act.

## **Year**

"year" shall mean the calendar year commencing January 1st of any one year to and including December 31st of the same year.

## **Part 2 General**

### **2.1 Rules - regulations - observed - at all times**

The rules and regulations contained in this By-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business of all Council meetings and in Committees, provided that the rules and regulations contained herein may be suspended by a two-thirds (2/3) vote of Members of the Council present and voting, in any case for which provision is not made herein and shall not be debatable or amendable.

### **2.2 Parliamentary procedure - proceedings**

Those proceedings of the Council, Committee of the Whole, advisory and special committees thereof not specifically governed by the provisions of this By-law shall be regulated in accordance with Robert's Rules of Order, [latest edition](#). [Where a conflict arises between the Procedural By-law and Robert's Rules of Order, latest edition, this By-law shall take precedence.](#)

### **2.3 Rules - regulations - suspended - majority - Council**

Suspension of the procedural By-law requires a 2/3rd majority of the Council/Committee which equates to 4 affirmative votes.

#### **Absence - Mayor – authority**

In the absence of the Mayor, or if they refuses to act or if the office is vacant, the Deputy Mayor shall serve as Acting Mayor and shall act in the place and stead of the Mayor and shall have all the rights, powers and authority of the head of Council, while so acting.

#### **Absence - Deputy Mayor - member appointed**

In the event that the Deputy Mayor is unable, for any reason, to act in the place and stead of the Mayor, the Clerk shall call the meeting to order and a member shall be appointed to act in the place and stead of the Mayor and shall have all the rights, powers and authority of the head of Council, while so acting.

### **2.4 Meeting Location**

The agenda posted on the Township's website will give notice to the location of meetings. Meetings of the Council and the Committee of the Whole shall be held either electronically or in Council Chambers located at 894 South Street, Warsaw, Ontario. Council may from time to time direct the Clerk by way of a majority vote to hold a meeting at another venue that is in the municipality subject to the venue being accessible to the public and to provide the appropriate public notice of the meeting and venue.

If, for other reasons, Council should wish to hold a meeting at another location the change shall require consent by a majority vote of Council and shall be subject to the provision of public notice of the change in venue, and subject to the availability of a venue which is accessible to the public and satisfactory to the Clerk.

### **2.5 Recording and Livestreaming of Meetings**

Meetings of Council and certain Committees [as set out in their Terms of Reference](#) may be audio/video recorded and/or broadcast through livestreaming in accordance with "Schedule B" attached hereto and forming part of this By-law.

Members of the public or media may record proceedings of meetings in accordance with "Schedule B" attached hereto and forming part of this By-law. Should the recording differ from "Schedule B", [a request to do so](#) such may be considered by Council.

## **2.6 Electronic Participation during an Emergency**

Members of Councils, local boards and committees who participate electronically in open and closed meetings are be counted for purposes of quorum.

## **Part 3 Schedule of Meetings**

### **3.1 Inaugural Meeting**

Following the 2018 regular municipal election, the inaugural meeting shall be held on the first Tuesday in December commencing at 5:00 p.m.

Following the 2022 regular municipal election and all other subsequent regular municipal elections, the inaugural meeting shall be held on the third Tuesday in November commencing at 5:00 p.m., if the results of the election are contested the Inaugural Meeting shall be held the first Tuesday in December commencing at 5:00 p.m.

#### **3.1.1 Inaugural Agenda**

The Mayor-Elect and the Clerk shall be responsible for the content of the Agenda of the Inaugural Meeting and the arrangements for the Inaugural Proceedings.

### **3.2 Annual Schedule of Meetings - prepared by Clerk**

The Clerk shall, by November 30th of each calendar year, submit a schedule of the upcoming meetings for each Council year for consideration and adoption by the Council.

When setting the annual schedule of meetings the following shall apply:

- (a) Unless otherwise decided by Council, regular meetings of Council shall be held:  
  
On the first and third Tuesdays of each month, other than July where there shall be no meeting and August where only one meeting shall occur, commencing at 5:00 p.m., unless otherwise approved in the annual schedule of meetings noted in Section 3.2 above;
- (b) Provision shall be made for meetings to consider and adopt the annual Operating and Capital Budgets and other matters as deemed necessary by Council.

### **3.3 Special meetings**

The Mayor (or alternate) may, at any time, call a special or emergency meeting.

The Chief Administrative Officer (or alternate), in consultation with the Mayor (or alternate) may, at any time, call a special or emergency meeting if:

- a) a matter is considered to be of an urgent or time sensitive nature; or
- b) a matter could affect the health or well-being of the residents of the Township of Douro-Dummer; or
- c) a state of emergency is declared; or
- d) so advised by a Provincial Ministry

The Clerk shall make their best efforts to provide as much prior notice as is reasonable under the circumstances or will provide notice of the action as soon as possible following the action and will present a report to council for ratification.

#### **3.3.1 Special meetings – Mayor**

In addition to Public meetings, the Mayor may at any time summon a Special meeting of Council by giving direction to the Clerk stating the date, time and purpose of the Special meeting.

### **3.3.2 Special meeting – Members of Council**

Upon receipt of the petition of the majority of the Members, the Clerk shall summon a Special meeting for the purpose and at the date and time mentioned in the petition.

### **3.3.3 Notice – by Clerk**

The Clerk shall give all Members notice of a Special meeting of Council at least forty-eight (48) hours before the time appointed for such meeting.

### **3.3.4 Delivery Notice**

Notice may be given via the electronic agenda system, by electronic mail or by other appreciate means.

### **3.3.5 Nature of Business – Notice**

The written notice shall indicate the nature of the business to be considered, date, time and place of the Special meeting and no other business shall be discussed.

### **3.3.6 No other business**

No business other than that indicated in the written notice shall be considered at the Special meeting.

### **3.3.7 Special meeting – place**

All Special meetings of Council shall be held at the location of the last regular meeting of Council, unless an alternative location is specified in the notice of meeting.

## **Part 4 Notice of Meetings**

### **4.1 Agenda is deemed notice**

The Agenda shall be considered as adequate notice of regular, special or emergency meetings.

### **4.2 Agenda – Regular meetings - to be delivered to Council – Thursday prior to meeting by 4:30 p.m.**

The Agenda and materials for regular meetings shall be sent electronically (unless otherwise requested for accessibility reasons) to each member of council, so as to be received no later than 4:30 p.m. on the Thursday prior to the meeting.

Access to Agenda materials for a regular Council meeting will be posted to the Township website on the Friday prior to the meeting by 4:30 p.m.

### **4.3 Agenda - Special meetings – to be delivered - 48 hours in advance**

Notice of special meetings called in accordance with section 3.3 of this By-law shall be sent electronically (unless otherwise requested) to each member, so as to be received at least 48 hours before the hour appointed for the special meeting.

Agenda Materials for a special Council meeting will be posted to the Township's website, whenever possible, a minimum of 48 hours prior to the scheduled Special meeting.

### **4.4 Emergency Agenda - notice not required**

Notwithstanding any other provision of this By-law, an emergency meeting may be held, without written notice, to deal with an emergency situation, provided that an attempt has been made by the Clerk to notify the members about the meeting as soon as possible and in the most expedient manner available. Examples of the need for an emergency meeting are:

- (i) considered to be of an urgent or time sensitive nature, or
- (ii) which could affect the health or well-being of the residents of the municipality, or

Agenda Materials for an Emergency Council meeting will be posted to the Township's website, as soon as is feasible.

#### **4.5 Agenda – if notice not received – meeting still valid**

Lack of receipt of a notice or of the Agenda by the members or the public shall not affect the validity of the meeting or any action taken thereat.

#### **4.6 Postponement of meeting – due to emergency**

The Mayor may, when emergency situations arise, postpone a meeting, for not more than seven (7) days, to such date determined by the Mayor in consultation with the Clerk.

#### **4.7 Postponement - notice by Clerk**

In the event of an unforeseen circumstances or an emergency, a Council meeting may be postponed at the direction of the Mayor. In such event, the Clerk shall notify the members of Council of the postponement and will post the details of the postponement on the Township Website. If the new date and time for the meeting has been established, the notice shall contain such information and provided both to the Council and the public at least twenty-four (24) hours in advance..

#### **4.8 Cancellation of Meeting**

The Clerk, with the approval of the Mayor, may cancel a meeting of Council when, in their opinion, there is sufficient cause to do so.

#### **4.9 Notice Irregularity**

Notice which has been substantively provided but may not be in strict compliance with this By-law will not invalidate the holding of a meeting or any proceeding taken at a meeting.

### **Part 5 Open Meetings**

#### **5.1 Meetings - open to public**

Except as otherwise provided by Section 239 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, all meetings shall be open to the public.

#### **5.2 Meetings – closed session**

A meeting or part of a meeting of the Council or a Committees may be closed to the public if held in accordance with the Municipal Act, S.O. 2001, c. 25, as amended and any successor legislation thereto as amended.

- (a) The security of the property of the municipality or local board;
- (b) Personal matters about an identifiable individual, including municipal or local board employees;
- (c) A proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) Labour relations or employee negotiations;
- (e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

- (i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

#### **Other criteria**

- (l) A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- (m) An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22.

#### **Educational or training sessions**

- (n) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
  1. The meeting is held for the purpose of educating or training the Members.
  2. At the meeting, no Members discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1).

### **5.3 Closed session - resolution required**

Prior to holding a meeting, which is closed to the public, Council or the Committee shall pass a resolution stating the purpose of the holding of the closed meeting and including the general nature of the matter to be considered at the closed meeting.

At the start of Closed Session each member shall make a statement to verify the appropriateness of their location for a Closed Session meeting.

### **5.4 Meetings – shall not be closed during vote**

Except as provided in section 5.1 of this By-law, a Council, Committee of the Whole, advisory or special committee meeting shall not be closed to the public during the taking of a vote.

### **5.5 Meetings – may be closed during vote - exception**

A Council, Committee of the Whole, advisory or special committee meeting may be closed to the public during a vote if:

- (a) section 5.2 permit or require the meeting to be closed to the public; and
- (b) the vote is for a procedural matter or for giving direction or instruction to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.



## **5.6 Confidential Matters**

Members are to ensure that confidential matters disclosed to them during meetings closed to the public, are kept confidential. Any Member, who contravenes the confidentiality clause, may be subject, by majority vote of the Council, to penalties in accordance to Section 8.XX of the Procedural By-law and of the adopted **Code of Conduct** By-law.

## **Part 6 Council Agenda**

### **6.1 Order of Agenda**

The Clerk shall prepare the Council Agenda for all Council meetings consisting of the following and further the Clerk has the ability to adjust the agenda as needed:

1. Call Meeting to Order
2. Land Acknowledgement
3. Moment of Silent Reflection
4. Disclosure of Pecuniary Interest
5. Adoption of Agenda
6. Adoption of Minutes and Business Arising from the Minutes
7. Business arising out of previous minutes
8. Consent Agenda (reports voted upon by ONE motion) – No debate on these items
9. Delegations, Petitions, Presentations or Public Meetings
10. Staff Reports
11. Committee Minutes and Other Reports
12. By-laws
13. Correspondence – Action Items
14. Reports derived from previous Notice of Motions
15. Notices of Motion (No Debate)
16. Announcements
17. Closed Session
18. Rise from Closed Session
19. Matters Arising from Closed Session
20. Confirming By-law
21. Next Meeting
22. Adjournment

### **6.2 Deadline for material to be included**

The deadline for receipt of material by the Clerk to be included in the regular Council Agenda shall be 12:00 noon on the Tuesday prior to the meeting.

All written submissions shall be signed or contain a digital signature by at least one (1) person and may be submitted in its original form, electronically in Portable Document Format (PDF), through the Township website, via fax or hard copy.

### **6.3 Order of business - as specified - exception**

The business of each meeting shall be taken up in the order in which it stands in the Council Agenda, unless otherwise decided by a general consensus of the members present.

## **Part 7 Commencement of Meetings**

### **7.1 Quorum present**

As soon after the hour fixed for a meeting as a quorum is present, the meeting shall be called to order by the Chair. A majority of the Members elected (50% +1) shall constitute a quorum.

## **7.2 Quorum – not present – time limit**

If there should be no quorum present within fifteen (15) minutes after the time fixed for holding the meeting of the Council, the Mayor shall call the roll and the Clerk shall take down the names of the Members present.

### **7.2.1 Permitted motion – no quorum**

Should there be no quorum at a duly called meeting, one of the following three motions can be legally called:

- a) **Motion to Adjourn**  
By calling this motion, all matters listed on the Agenda shall be brought forward at the next regularly scheduled meeting.
- b) **Motion to Recess**  
The Chair may call for a recess and request that the Members missing be called to inquire as to their attendance.
- c) **Motion to Set the time to which to re-adjourn the meeting**  
The Chair may request to re-set the meeting to another date and time set before the next regular meeting to deal with matters listed on the Agenda.
- d) There can be no other motion that would advance the business of the Municipality or Committee legally permitted.

## **7.3 Mayor – Absence from Meeting**

In the case of the Mayor not attending within fifteen (15) minutes after the hour fixed for holding the meeting of the Council, and provided that a quorum is present, the Deputy Mayor shall take the Chair and call the Members to Order; and they shall preside until the arrival of the Mayor.

## **7.4 Mayor – Deputy – absent**

In the absence of the Mayor and Deputy Mayor, and if a quorum is present, the Clerk shall call the Members to order. A Chairperson shall be chosen from the Members present who shall preside over the meeting until the arrival of the Mayor or Deputy Mayor.

## **7.6 Quorum – Municipal Conflict of Interest – remedy for lack**

Where the number of Members who, by reason of the provisions of the Municipal Conflict of Interest Act, are disabled from participating in a meeting is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, then despite any other general or Special Act, the remaining number of Members shall be deemed to constitute a quorum, provided that such a number is not less than two (2).

# **Part 8 Roles and Duties**

## **8.1 Council**

It is the role of Council to:

- a) Represent the public and to consider the well-being and interest of the municipality;
- b) Develop and evaluate the policies and programs of the municipality;
- c) Determine which services the municipality provides;
- d) Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council
- e) Ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- f) Maintain the financial integrity of the municipality; and
- g) Carry out the duties of council under the *Ontario Municipal Act* or any other act.

## **8.2 Individual Authority – not provided**

No individual Council Member may direct any Member of staff to perform such duties that have not been authorized by resolution of the Council.

### **8.3 Established Policies – Members – respect**

Members of Council shall respect and adhere to the Policies set by the Council and under no circumstances take it upon themselves individually to circumvent established policies.

### **8.4 Council – liaison with Chief Administrative Officer**

Council Members will liaise with the Chief Administrative Officer on any given matter concerning the municipality.

### **8.5 Information – by Staff – Members of Council**

Council Members may request information from Members of staff who have been assigned the responsibility of providing standard operating procedures.

### **8.6 Questions – operational concerns – complaints**

Questions or issues surrounding operational concerns or complaints, excluding basic issues covered in Section 8.5 shall be directed to the Chief Administrative Officer, who will then direct the questions or issues to the appropriate Manager.

### **8.7 Head of Council**

It is the role of the Head of Council to:

- a) Act as Chief Executive Officer (CEO) of the municipality;
- b) Preside over Council Meetings so that its business can be carried out efficiently and effectively;
- c) Provide leadership to the Council
- d) Provide information and recommendations to the Council with respect to the role of council as described in section 8.1 (d) and (e) above; (without limiting section (8.7(c))
- e) Represent the municipality at official functions;
- f) Carry out the duties of the head of council under this or any other Act.
- g) Uphold and promote the purposes of the municipality
- h) Promote public involvement in the municipality's activities
- i) Act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
- j) Participate in and foster activities that enhance the economic social and environmental wellbeing of the municipality and its residents.

### **8.8 Chief Administrative Officer**

It is the role of the Chief Administrative Officer to:

- a) Exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality and the staff placed under their supervision; and
- b) Perform such other duties as assigned by the municipality.

### **8.9 Clerk**

It is the role of the Clerk to:

- a) Record, without note or comment, all resolutions, decisions and other proceedings of the Council;
- b) Record the name and vote of every Member voting on any matter or question, if required by any Member present at a vote;
- c) Keep the originals or copies of all By-laws and of all minutes of the proceedings of Council
- d) Perform the other duties required under the *Ontario Municipal Act*, the *Municipal Elections Act*, and any other Act and
- e) Perform such duties as are assigned by the municipality

### **8.10 Delegation – by Clerk**

The Clerk may delegate in writing to any person, other than a Member of Council, any of the Clerk's powers and duties under this and any other Act.

- a) Despite the delegation, the Clerk may continue to exercise the delegated powers and duties.

## **8.11 Municipal Administration – Officers – Employees**

It is the role of municipal administration to:

- a) Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- b) Undertake research and provide advice to Council on the policies and programs of the municipality; and
- c) Carry out other duties required under this or any Act and other duties assigned by the municipality.

## **8.12 Council**

### **8.12.1 Preparation of Members to Council Meetings**

Members of Council shall come prepared to every meeting where their participation is required, by having read all the material supplied, including agendas and staff reports, to facilitate discussion and the determination of action at the meeting. Whenever possible, the Members(s) shall make inquiries to Management regarding materials supplied in advance of the meeting.

### **8.12.2 Reports - Requests**

All requests for substantive reports shall be by Council resolution, which shall identify the appropriate Department or Manager and objectives of the report.

### **8.12.3 Interference – directed to administration**

No Members(s) shall have the authority to direct or interfere with the performance of any work by Administration of the municipality. All inquiries shall be directed through the office of the Chief Administrative Officer.

## **8.13 Mayor and Committee Chair(s)**

### **8.13.1 Open Meeting – call to order**

The Mayor or Committee Chair shall preside over the conduct of meetings, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Council or Committee, as the case may be.

#### **8.13.2.1 Speakers – recognized**

The Mayor or Committee Chair shall recognize any Member of Council or Committee (as the case may be) who wishes to speak and determines the order of the speakers.

#### **8.13.3 Motions – received – submitted – results announced**

The Mayor or Committee Chair shall receive and submit in the proper manner, all motions presented by the Members and to put to vote all questions, which are duly moved, and to announce the result.

#### **8.13.4 Mayor/Chair – Participating - Introduction of a motion and debate**

The Mayor or Committee Chair may speak and/or vote on any question, but if they wish to make a motion, they shall first leave the Chair by designating the Deputy Mayor to Chair the meeting. Should the Deputy Mayor be absent, by designating another Members to act in their stead until such time as the motion(s) and any amending motion to the main question have been decided upon and after which the Mayor shall resume the Chair.

#### **8.13.5 Debate – enforcing the rules – restrains Members**

It shall be the duty of the Mayor or Committee Chair to restrain the Members, within the rules and procedures when engaged in debate.

#### **8.13.6 Decorum – order – enforced**

It shall be the duty of the Mayor or Committee Chair to enforce on all occasions the observance of order and decorum among the Members.

### **8.13.7 By-laws – resolutions – minutes - authentication**

It shall be the duty of the Mayor or Committee Chair to authenticate, by her/his signature when necessary, all By-laws, resolutions and minutes approved by the Council.

### **8.13.8 Authentication – refusal by Chair**

In the event that the Chair refuses or is unable to authenticate any document as identified in section 6.2.7, the Deputy Chair shall have the authority to sign on her/his behalf.

## **Part 9 Conduct During Meeting**

### **Mayor's responsibilities**

The Mayor shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Council.

### **Mayor's ability to comment**

The Mayor may answer questions and comment in a general way without leaving the Chair, but if they wishes to make a motion or to speak on a motion taking a definite position and endeavouring to persuade the Council to support that position, then they shall first leave the Chair.

### **Mayor must leave Chair to debate**

If the Mayor desires to leave the Chair for the purpose of taking part in the debate or for any other reason, they shall designate another member to fill their place until they resumes the Chair.

### **Member Speaking – requires recognition by Chair**

Before a member may speak to any matter, they shall first be recognized by the Chair.

### **9.1 Chair determines speaking order**

When two or more members indicate simultaneously that they wish to speak, the Chair shall name the member who is to speak first.

### **9.2 Speaking - limitation per subject - maximum 5 minutes**

When a member is speaking to a motion, they shall confine their remarks to the motion and in speaking shall be limited to a maximum of two (2) five (5) minute responses, unless otherwise decided by a majority vote of the members present.

### **9.3 Motions under debate – questions allowed**

When a motion is under debate, a member may ask a concisely worded question of the Chair, another member or appropriate staff, through the Chair, prior to the motion being put to a vote by the Chair in accordance with section 12.7 of this By-law.

### **9.4 Motion under debate – request to be read at any time**

A member may require the motion under debate to be read by the Clerk at any time during the debate, but shall not interrupt a member who is speaking.

### **9.5 Disruption or offensive language - by member - prohibited**

A member shall not disturb the Council by any disorderly deportment or improper conduct and shall not use profane or offensive words or insulting expressions.

### **9.6 Disobedience of rules and points of order - prohibited**

A member shall not disobey the rules of the Council or a decision of the Chair or of the Council on points of order or on the interpretation of the rules of procedure of the Council.

### **9.7 Interruption of speakers - exception**

A member shall not interrupt a member who is speaking, except to raise a point of order or a question of privilege.



**9.8 Member shall inform Chair if leaving meeting - not returning**

A member shall not leave the meeting when they do not intend to return thereto without first advising the Chair.

**9.9 Disorderly conduct - member to be removed**

In the event that a member persists in a breach of the rules prescribed in sections 9.5 to 9.8 inclusive of this By-law, after having been called to order by the Chair, the Chair shall put the question "Shall the member be ordered to leave their seat for the duration of the meeting?" and such question is not debatable.

**9.10 Disorderly conduct - member to leave seat**

If the Council decides the question set out in section 8.13 of this By-law in the affirmative by a majority vote of the members present, the Chair shall order the member to leave their seat for the duration of the meeting.

**9.11 Disorderly conduct – member apologizes**

If the member apologizes, the Chair, with the approval of the Council, may permit them to resume their seat.

**9.12 Disorderly conduct - failure to leave seat - removal by Ontario Provincial Police**

If a member does not leave their seat after being ordered to do so by the Chair in accordance with section 9.9 of this By-law and if the member does not apologize in accordance with section 9.11 of this By-law, then the Chair shall **adjourn the meeting**.

**9.13 Dress Code – Council Meetings – Public Meetings**

All Members of Council shall wear proper business attire (ties optional) during regularly scheduled, special and In-Camera meetings.

**Dress Code – Saturday – Budget meetings**

During any Saturday or Budget meeting, Members of the Council may, if they so choose, wear a "Business casual" attire, which shall mean clothing that is less formal than the regular Business Attire.

**9.14 Head Dressing**

During the conduct of any meeting of the Council, wearing of any hats, other than for religious purposes, is strictly forbidden by any Members of the Council and Administration.

**9.15 Code of Ethic – Confidentiality**

**9.15.1 Executive (In-Camera) subjects – public interest**

Upon completion of any "In-Camera" council meetings, the decisions of the Council with respect to any of the enumerated items listed in Section 5.2; and direction to municipal Administration in accordance therewith, shall then be reported publicly by Council, to the extent that the public interest permits.

**9.15.2 Council Response – In-Camera enquiries**

The response of Council Members to enquiries about any matter dealt with during an "In-Camera" closed meeting, prior to it being reported publicly, shall be "This matter is still under advisement" "no comment", or words to that effect.

**a) Violation of regulation**

Any violation of process to this regulation will result in exclusion of the offending Council Members, requiring a two-thirds vote, from future closed meetings of Council and that Members shall no longer be provided with correspondence, materials or information proposed to be dealt with by Members of Council at a closed meeting.

**b) Exclusion – closed meetings**

The determination of whether or not a violation of process to the closed meeting provisions of this By-law and **Page 151 of 248** exclusion from closed meetings, if

so determined, shall be made by Council at a closed meeting and the issues shall be considered by Council prior to the affected Members being excluded from any closed meeting by a two-thirds vote. The results of Council's deliberation shall be reported out publicly.

**c) Separate Resolution – per Member**

If the purported violation of the process to the closed meeting provisions of this By-law by more than one Member is to be considered, a separate resolution of Council with respect to each affected Members is to be considered.

**d) Member not permitted to vote**

Notwithstanding Section 9.16.1 sub-section (c), the Member affected shall not be permitted to vote on a motion respecting his purported violation of the closed meeting provision of the Procedural By-law, his exclusion from closed meetings, or the length of any such exclusion.

**e) Release of Information**

The release of any information about matters dealt with by Council at a closed meeting shall be by the Mayor or her/his delegate only upon direction of the majority of Council.

**e) Members – expressing personal position**

Notwithstanding Section 9.16.2 (b), unless council by vote determines otherwise, upon the public disclosure of any report discussed at an "In-Camera" meeting, (closed to the public), any individual Member may express their own personal position on the item, but shall not refer to or discuss the specific positions or opinions (written or verbal) of other Members or of municipal administration.

**f) No public release – documents**

Agendas or any items thereon for consideration by Council at a meeting closed to the public shall not be released to the public.

**g) Obligation – confidentiality**

It is the obligation of each Member of Council to keep information confidential and this obligation continues even after the Member ceases to be an elected Member of Council.

## **Part 10 Rules of Debate**

### **10.1 Chair – preserve order**

The Mayor/Chair shall preserve order and decorum and decide questions of order subject to an appeal to the Council/Committee by any Member.

### **10.2 Addressing the Chair**

Any Member, previous to speaking on any motion, shall indicate their desire to speak by the raised hand and shall not rise to speak until recognized by the Chair.

### **10.3 Order – of speaking – determination**

The Chair shall recognize the Members in the order that they indicate their desire to speak; be acknowledged by the Chair; and shall address all questions "Through the Chair".

### **10.4 Voting – Members – seated – disturbance – prohibited**

When the Chair calls for the vote on a motion, each Member shall occupy their seat and shall remain there until the Chair has declared the result of the vote, and during such time, no Members shall walk across the room to speak to any other Members or make any noise or disturbance.

### **10.5 Speaking – Interruption**

When a Member is speaking, no Member shall pass between the speaker and the Chair or interrupt the speaker except to raise a question of privilege, appeal from the decision of the Chair or raise a point of order.

### **10.6 Point of Order – Inform Members**

It shall be the duty of the Chair to inform the Members on any point of order.

### **10.7 Speaking – subject of debate**

No Member shall speak on any subject other than the subject that is currently being debated.

### **10.8 Speaking – motion read – upon request**

Any Member may require a motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

### **10.9 Speaking – duration – time limit**

No Member of Council shall speak more than once to the main question and no longer than three (3) minutes on any question, except in explanation of a material part of her/his debate, which may have been misunderstood, but they may not introduce new matter. A right of reply may be allowed to a Member who has made a substantive motion to Council, and no Member shall speak to the same question or in reply, without permission of Council.

#### **10.9.1 Speaking – duration – Council Committee - representative**

Members of Council who wish to provide brief remarks on matters relating to a Special or Standing Committee to which they have been appointed, shall at the appropriate time within the Agenda and upon recognition by the Chair speak no more than three (3) minutes on the matter. There shall be no debate on the information provided.

### **10.10 Question – motion under discussion –through the Chair**

A Member may concisely ask a question through the Chair only for the purpose of obtaining information relating to the motion under discussion.

### **10.11 Question – Integrity of Employees**

A Member, while asking questions through the Chair, shall at no time, put into question the municipal employee's personal or professional integrity.

### **10.12 Motion – seconded – before debate**

All motions shall be seconded before it is debated and voted on.

## **Part 11**

## **Questions of Privilege - Points of Order**

### **11.1 Rights - privileges - integrity - of members - affected**

If a member believes that their rights, privileges or integrity or those of the members collectively have been prejudicially affected, the member shall ask leave of the Chair to raise a question of privilege which shall take precedence over all other matters, but they shall not be permitted to enter into any argument or introduce any motion related to the question of privilege.

### **11.2 Administration - integrity questioned – procedure**

When a member considers that the integrity of a member of the administration has been impugned or questioned, the Chair shall, if they choose to do so, permit the C.A.O., Clerk or their designate to make a statement to the Council.

**11.3 Rule of procedure - violation - raised by member**

When a member desires to call attention to a violation of the rules or practices of procedure, they shall ask leave of the Chair to raise a point of order and after leave is granted, they shall state the point of order to the Chair succinctly and the Chair shall then decide upon the point of order and advise the members of their decision.

**11.4 Appeal - Chair's decision - immediately - required**

Unless a member immediately appeals the Chair's decision to the Council, the decision of the Chair shall be final.

**11.5 Appeal - decision - question put - to Council**

If the decision of the Chair is appealed to the Council, then the question "Shall the ruling of the Chair be sustained?" shall be put immediately without debate and its result shall be final.

**11.6 Call to order - member to sit - speaking - permission**

When the Chair calls a member to order, that member shall not speak again to the matter under discussion without the permission of the Chair, unless to appeal the ruling of the Chair.

**Part 12**  
**Motions - Order – Putting Motions**

**12.1 Notice of motion**

Notices of motion filed in writing with the Clerk shall be directed by the Clerk to the next regular meeting of Council.

- 12.1.1 Notice in writing of all Motions for introducing new matters shall be filed with the Clerk, a copy of the motion type written shall be directed by the Clerk to within 48 hours.
- 12.1.2 The Clerk shall circulate a copy of Notice of Motion to all other Members of Council for their information on the next Agenda, where said Notice shall be identified and automatically put over without discussion or debate to the next meeting.
- 12.1.3 When a Member's Notice of Motion has been called from the Chair on two successive meetings and has not received Council disposition, it shall be dropped from the Agenda unless Council decides otherwise.
- 12.1.4 If at a third meeting such Notice of Motion is called from the Chair and not received disposition, it shall be deemed to be withdrawn.
- 12.1.5 Debate shall not be allowed on any Motion or amendment until it has been properly seconded and appropriate notice having been given.
- 12.1.6 After a Motion is read or has been stated by the Presiding Member, it shall be deemed to be in the possession of Council and can only be withdrawn with leave of Council and upon the consent of both the mover and seconder before decision or minor amendment.
- 12.1.7 No verbal notice of intent shall be given or received prior to the disposition of the Motion or minor amendment under discussion.
- 12.1.8 A Motion in respect of a matter which is beyond the jurisdiction of the Council shall not be in order.

- 12.1.9 Subject to the provisions of the Municipal Act, every Member present in the Council Chamber when a question is put shall vote thereon unless otherwise legally prevented from voting thereon and any Member who persists in not voting shall be deemed to have voted in the negative.
- 12.1.10 Subject to the provisions of any general or special Act and the provisions of this By-law, all matters before Council shall be determined by a majority vote of the Members present and in the event of a tie vote, the vote shall be deemed to be lost.

## **12.2 Question - urgent - included in Agenda**

Notwithstanding the provisions of section 12.1 of this By-law, when a member, submitting a notice of motion to the Clerk within the deadline prescribed in section 6.2 of this By-law indicates in writing to the Clerk that the notice of motion is a question of urgency, the Clerk shall introduce the notice of motion in the Agenda during Notice of Motion as identified in section 6.1 of this By-law.

## **12.3 Notice - Agenda - consideration - conditions**

Notices of motions included in the Agenda at Item 5. (Business arising out of previous minutes), as identified in section 6.1 of this bylaw, shall only be considered by the Council when a majority of the members present have given leave for the introduction of such a motion.

## **12.4 Motions for giving leave - non-amendable - debatable**

Motions for giving leave shall be put immediately without amendment or debate.

## **12.5 Motion - seconded before debate - exception**

Motions shall be seconded before being debated or put to a vote, except motions to adopt a recommendation from the Committee of the Whole, advisory or special committee.

## **12.6 Withdrawal - before put - requirement**

Every motion shall be deemed to be in the possession of the Council for debate after it is accepted by the Chair, but may, with the permission of the Council, be withdrawn at the joint request of the mover and seconder at any time before the motion is disposed of.

## **12.7 Motion under debate – other motions permitted**

When a motion is under debate, no other motion shall be in order except a motion:

- (a) to adjourn;
- (b) to proceed beyond the hour of 7:30 p.m.;
- (c) to table;
- (d) to put the question (to close the debate);
- (e) to postpone;
- (f) to refer; or
- (g) to amend.

## **12.8 Motion to adjourn - qualifications**

A motion to adjourn shall:

- (a) not be amended;
- (b) not be debated;
- (c) not include qualifications or additional statements; and
- (d) always be in order, except when a member is speaking or the members are voting or when made in closed session.

## **12.9 Motion to adjourn - rejected - procedure**

When a motion to adjourn has been decided in the negative, no further motion to adjourn shall be made until after some subsequent proceeding has taken place.



**12.10 Adjournment - extension - maximum - permissible**

The Council shall always adjourn at 7:30 p.m. if in session at that hour, unless otherwise decided before that hour to extend the meeting for one (1) thirty (30) minute extension by a majority vote of the members present at the meeting. If the meeting is still in session at 8:00 p.m. local time, it shall adjourn.

**12.11 Motion to proceed beyond 7:30 p.m. - qualifications**

A motion to proceed beyond the hour of 7:30 p.m. shall:

- (a) not be amended;
- (b) not be debated; and
- (c) always be in order, except when a member is speaking or the members are voting.

**12.12 Motion to table - qualifications**

A motion to table shall:

- (a) not be amended;
- (b) not be debated;
- (c) apply to the main motion and any amendments thereto under debate at the time when the motion to table was made; and
- (d) not include qualifications or additional statements.

**12.13 Motion to table - accepted – procedure**

Notwithstanding the provisions of section 12.2 of this By-law, if a motion to table is decided in the affirmative by a majority vote of the members present, then the main motion and any amendments thereto shall be removed from the Council's consideration until such time as a notice of motion to lift the matter from the table is filed with the Clerk within the deadline prescribed in section 6.2 of this By-law and is included in the Agenda at Item 5. (Business arising out of previous minutes), as identified in section 6.1 of this By-law.

**12.14 Motion to call the question - qualifications**

A motion to put the question (to close the debate) shall:

- (a) not be amended;
- (b) not be debated;
- (c) not be introduced by a Council Member who has already spoken to the motion or amendment under debate, except a motion to proceed beyond the hour of 7:30 p.m.;
- (d) apply to the motion or amendment under debate at the time when the motion to put the question is made;
- (e) not be received in any committee;
- (f) be moved using the words "please call the question" and the mover and the seconder shall not be permitted to speak to the motion to put the question; and
- (g) not be permitted either when a motion or an amendment on the floor involves the approval of an expenditure by the Council that is \$5,000,000.00 or greater.

**12.15 Motion to put the question - accepted - procedure**

If a motion to put the question is decided in the affirmative by a majority vote of the members present, then the preceding motion or amendment shall be voted on immediately without further debate or comment.

**12.16 Motion to Defer**

A motion to postpone a matter to a certain time shall:

- (a) be open to debate as to the merit of the deferral only;
- (b) be amendable as to the time; and
- (c) can be reconsidered

**12.17 Motion to Refer**

A motion to refer a matter under consideration to another Committee, or to the Administration or elsewhere for a specific reason, (to obtain additional information or to investigate a matter and report back with a recommendation, shall be:

- (a) be open to debate;
- (b) be amendable; and
- (c) preclude amendment or debate of the preceding motion, unless the motion to refer is resolved in the negative, in which case the preceding motion shall be open to debate and amendment.

**12.18 Motion to amend**

Only one motion to amend the main motion shall be permitted consideration at any one time. An amendment to the amendment of the main motion shall be allowed, however the amendment to the amendment shall be voted on first before any other motions are permitted to amend the amendment.

**12.19 Motion to Reconsider**

12.19.1 After any matter has been decided, any Member who voted on the question with the majority may either move for a reconsideration at the same meeting or may give notice of a Motion for reconsideration of the matter at the next meeting immediately after, but no discussion of the question that has been decided shall be allowed until the Motion for re-consideration has carried by a two-thirds vote.

12.9.2 Despite the above, reconsideration on the same matter may not be introduced more than once at the same meeting.

A motion to amend shall:

- (a) be open to debate;
- (b) not propose a direct negative to the main motion; and
- (c) be relevant to the main motion.

**Motion to amend - main motion - one at a time**

Only one motion to amend the main motion shall be allowed at one time.

**Motion to amend the amendment - one at a time**

Only one amendment to the amendment to the main motion shall be allowed at one time.

**Part 13  
Voting**

**13.1 Amendment - to amendment - voted on first**

A motion to amend an amendment to a motion shall be voted on first.

**13.2 Voting - order**

Voting on the main motion and amending motions shall be conducted in the following order:

- (a) an amendment to the amendment to the main motion;
- (b) an amendment (as amended or not) to the main motion; and
- (c) the main motion (as amended or not).

**13.3 Dividing the Motion for Voting Purposes**

When the motion under consideration contains distinct propositions, upon the request of any member and provided a recorded vote has not been called for, the vote on each proposition shall be taken separately.

**13.4 Voting on a Motion**

A motion shall be put to a vote by the Chair immediately after all members desiring to speak on the motion have spoken in accordance with Section 10.8 of this By-law.

**Speaking - after motion - before vote announced**

After a motion is put to a vote by the Chair, no member shall speak on that motion nor shall any other motion be made until after the result of the vote is announced by the Chair.

**13.5 Mandatory vote - all members**

Every member present shall vote on every motion unless the member indicated a conflict of interest, in which case the member shall recuse themselves from the vote.

**13.6 Abstaining from Vote**

Every member, who is not recused from voting by reason of a declared conflict of interest, shall be deemed to be voting against the motion if the member declines or abstains from the vote.

**13.7 Voting on Motion – No Secret Ballot**

When putting a question to the vote, the Chair will first ask those in favour of the adoption of the motion to indicate so by raising their hands, then ask for those opposed to its adoption to indicate so by raising their hands. At no time is it permissible for a motion to be determined by secret ballot.

**Putting the question to vote - qualifications**

When putting the question to vote, the Chair shall first ask for those in favour of its adoption to raise their hands and then ask for those opposed to its adoption to raise their hands.

**13.8 Leaving seat - disturbance during vote - prohibited**

A member shall not leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared.

**13.9 Announcing the Results of the Vote**

The Chair shall announce the result of every vote. Where a Member disagrees with the result announced by the Chair, they may object immediately to the Chair's declaration and, with the consent of Council, the vote shall be retaken.

**Result - disagreement - objection immediate - retaken**

If a member disagrees with the number of votes for and against a motion as announced by the Chair, they may object immediately to the Chair's declaration and, with the consent of the Council, the vote shall be retaken.

**13.10 Tie vote – motion defeated**

When there is a tie vote on any motion, it shall be deemed to have been decided in the negative.

**13.11 Request for Recorded Vote**

A member may call for a recorded vote immediately prior to the taking of the vote or immediately followed by the vote prior to any other matters being discussed or debated.

**13.12 Recorded vote**

When a recorded vote is requested, such request must be made, prior to the Chair calling for the vote on the question or immediately following the vote prior to any other matters being discussed or debated. When such a request has been made, the Clerk shall ask each member to indicate by voice their vote in the affirmative or negative to the motion. The Clerk shall record the name and vote of every member in the following order: Dummer Ward Councillor, Douro Ward Councillor, Councillor at Large, Deputy Mayor and then the Mayor, unless said member has excluded themselves by reason of the Municipal Conflict of Interest Act, R.S.O 1990, c. M. 50 and shall report the result of the vote to the Chair.

**Voting - number of members - calculation**

In any vote required of the whole Council, the number of members constituting the Council shall be determined by excluding:

- (a) the number of members who are present at the meeting but who are excluded from voting by reason of the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50 and
- (b) the number of seats that are vacant on the Council by reason of section 259(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended.

### **Voting - recorded vote**

When a recorded vote is requested, such request must be made, prior to the Chair calling for the vote on the question or immediately following the vote prior to any other matters being discussed or debated. When such a request has been made, the Clerk shall ask each member to indicate by voice their vote in the affirmative or negative to the motion. The Clerk shall record the name and vote of every member in the following order: Dummer Ward Councillor, Douro Ward Councillor, Councillor at Large, Deputy Mayor and then the Mayor, and shall report the result of the vote to the Chair.

## **Part Reconsideration**

### **14.1 Reconsideration – Direction to Staff**

Council or committees may, by resolution or enacting a By-law, give direction to staff to pursue a course of action. A motion to reconsider a decided matter shall not be in order when the motion has been implemented by staff due to direction given by council or a committee at a previous meeting.

### **14.2 Reconsideration - decided matter of Council - same meeting**

A motion to reconsider a decided matter of Council at the same meeting at which the original motion was decided shall be introduced at Item 13. (New Business) of the Council Agenda, unless the Chair determines there was a clear misunderstanding of the question that was put, in which case a motion for reconsideration shall be introduced immediately after the original vote was taken.

### **14.3 Reconsideration - decided matter of Council - subsequent meeting**

A motion to reconsider a decided matter of Council at a meeting subsequent to the meeting at which the original motion was decided shall require a notice of motion submitted in accordance with section 6.2 of this By-law, and shall be introduced at Item 7. (Other Business and Staff Reports) of the Council Agenda.

### **14.4 Reconsideration - decided matter of Council – after one year**

A motion to reconsider a decided matter of Council after one year to the meeting at which the original motion was decided shall be brought forward as though it were a new question and shall require a notice of motion submitted in accordance with section 6.2 of this By-law, and shall be introduced at Item 7. (Other Business and Staff Reports) of the Council Agenda.

### **14.5 Reconsideration - decided matter of Council - introduction**

A motion to reconsider a decided matter of Council must be made by a member who voted with the majority on the original motion.

### **14.6 Reconsideration - decided matter of Council - only once**

No motion to reconsider a decided matter of Council shall be made more than once in the twelve-month period from the date the matter was decided, unless a regular election has occurred following the decision.

### **14.7 Reconsideration - decided matter of Council - majority - whole Council**

A motion to reconsider a decided matter of Council shall require the approval of a majority of Council.

### **14.8 Affirmative vote - original matter - next business**

If a motion to reconsider is decided in the affirmative at a meeting, then consideration of the original matter shall become the next order of business.

**14.9 Debate - prohibited - statement of reason - permitted**

No debate on a motion to reconsider a decided matter shall be permitted; however, the mover of a motion to reconsider may provide a brief and concise statement outlining the reasons for proposing such reconsideration.

**Part 14  
Delegations**

**14.1 Written request - to Clerk - for Council and Committee of the Whole**

Any person desiring to be heard by the Council or the Committee of the Whole shall submit a signed written request on the Delegation Request Form, attached to this By-law as Schedule 'A' and available on the Township website, to the Clerk in accordance with the established submission deadline as set out in Section 6.2 of this By-law. Persons that fill out a Delegation Request Form shall have their names shown on the meeting Agenda. Any supporting materials must be provided at the time of the request in one of the following formats: PDF, PowerPoint, JPEG or in hard copy. Late supporting documents will not be accepted.

**14.2 Presenters – limited to 2 speakers**

Persons appearing before Council or the Committee of the Whole shall have no more than two (2) persons to speak on behalf of the delegation and shall make their presentation from the speaker's podium if the meeting is taking place in the Council Chambers.

**14.3 Business - stated - matters - related to**

Persons appearing before Council or the Committee of the Whole shall confine their remarks to the business stated in their request.

**14.4 Speaking - limited - 10 minutes**

No delegation shall speak on a matter longer than a ten (10) minute period, without leave of a majority of the members present at a Council or Committee of the Whole, except as otherwise prescribed by applicable legislation.

**14.5 Restrictions and permission**

Presentations and/or Delegations shall not be permitted to appear before Council for the sole purpose of generating publicity for an event, or to promote their business.

**a) Number of Presentations and/or Delegations – meetings**

On any given scheduled Council meeting, there shall be a maximum of three (3) combined presentation(s) and/or delegation(s) permitted to speak for a maximum time allotment of 30 minutes – divided amongst the presenters. This shall not include Public Meetings which fall under the Planning Act, as Amended.

**14.6 Questions – to delegation**

Members shall be permitted to ask questions of delegates but shall not make statements nor enter into debate with such persons.

**14.7 Delegations – requests for action – referred**

Delegations, which request action to be taken by the Council, shall be referred to Administration, by majority vote, for a report that shall be presented to Council at an ensuing Council Meeting.

**14.8 Delegations – no immediate decision**

Under very limited circumstances, a decision Council may be made on a request by a Delegation at the same meeting the Delegation has been heard.



**14.9 Repetition - prevented - hearing declined - exception**

In order to avoid repetition and to ensure an opportunity for the expression of different points of view but except as required by law, Council or the Committee of the Whole or any committee **via a decision by the Clerk**, may decline to hear any person who has an identifiable common interest or concern with any other person who has already appeared and spoken before Council or a committee.

**14.6 Appearance - previous - limitation - new information**

Except as required by law, any person appearing before Council, the Committee of the Whole or a committee who has previously appeared before the same Council, Committee of the Whole, advisory or special committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearance within a 12-month period.

**14.7 Delegation – deemed – inappropriate for Council**

When it is deemed inappropriate that a delegation address Council, the Clerk shall so notify the delegation and Council with a supporting explanation. Such written explanation shall be delivered with the Agenda and the Council, if it so wishes to hear the delegation, shall, by two-thirds vote of the Council Members present and voting, introduce a motion to suspend the rules (see Section 2.1) to allow the delegation to be heard at the next meeting.

**14.8 Delegation – statements – unsubstantiated**

Whenever a delegation in its deputation, offers comments or statements that are deemed to be erroneous and unsubstantiated, any Member of Council, or City Official, may be recognized by the Chair on a "Point of Order" whereby the Members of Council or City Official so recognized by the Chair may bring necessary corrections or clarifications to the comments or statement said by the delegation.

**14.7 Placards, signs and other paraphernalia – prohibited**

Placards, signs and other paraphernalia of any type shall not be permitted in the Council Chambers without **prior approval of Council via a two-thirds vote of the Council Members present and voting** (see Section 2.1).

**Part  
Communications – Petitions**

**14.1 Presentation - information - legibly written - signed**

Every communication or petition intended for presentation to the Council, Committee of the Whole, advisory or special committee shall be legibly written or printed and shall be signed by at least one person giving their address.

**14.2 Matters - not pertinent - directed to appropriate area**

Every communication or petition which does not pertain to matters in the Agenda shall be directed by the Clerk to the appropriate department or committee.

**14.3 Language - obscene - defamatory - prohibited**

Communications or petitions containing obscene or defamatory language shall not be listed in the Agenda or be directed to the Committee of the Whole or a committee, unless in the opinion of the Clerk and the Mayor that it should be forwarded to Council.

**Part 15  
Public at Council and Committee Meetings**

**15.1 Public - Proper Decorum to Be Maintained At All Times**

Members of the public and delegations in attendance at Council, Committee of the Whole or committee meetings shall conduct themselves with proper decorum at all times, in order to ensure a safe and respectful meeting environment.

### **15.2 Public - Disorderly Conduct**

Any person who is not conducting themselves in a manner as set out in section 15.1 of this By-law shall be asked by the Chair to do so. If that person continues to conduct themselves in a manner contrary to section 15.1 of this By-law, then the person shall be removed from the meeting.

### **15.3 Public - Immediate Removal**

Notwithstanding section 15.2 of this By-law, in the event a member of the public is conducting themselves in a manner which poses a threat to the personal safety of themselves or others in attendance at the meeting, the member of the public shall be removed from the meeting, without warning.

### **15.4 Suspension of meeting - order restored**

The Chair may unilaterally suspend the meeting until order is restored in the meeting.

## **Part 16 Consent Agenda**

### **16.01 Items – considered for inclusion**

All items to be considered for the Consent portion of the Agenda shall be determined by the Mayor, Chief Administrative Officer and the Clerk.

### **16.02 Consent items – explanatory note – one motion**

All Items listed under the Consent Agenda, shall be preceded by an explanatory note indicating as follows: "all matters listed on the Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion on these matters."

### **16.03 Items for discussion – routine**

All items listed under the Consent Agenda shall contain routine matters which are not controversial in nature and which do not need further discussion.

### **16.04 Request to separate – consent item to communication**

Should a Member of Council wish to discuss any matter listed under the Consent Agenda, the Member shall ask immediately upon the Mayor (Chair) calling "Any Amendments, Deletions or Corrections to the Agenda", at which time the Member shall request that the item be separated and dealt with under Communication.

### **16.06 Consent Agenda – Inclusions**

Inclusions into the Consent Agenda may be, but not limited to, petitions, proclamations, flag raising, procurement updates and other similar items.

## **Part 16 Enquires**

### **16.1 Corporation - business - procedure**

Enquiries relating to any new subject matter that is not listed as an item on an agenda, connected with the business of The Corporation of the Township of Douro-Dummer may be made by members to the Chair or, through they, to another member or to the Chief Administrative Officer or to the Clerk or their designate or to a department manager.

### **16.2 Argument - opinions - debate - prohibited**

When an enquiry is made in accordance with section 16.1 of this By-law, no argument, opinion or facts shall be stated, except so far as may be necessary to explain the enquiry, and no debate shall be permitted with respect to the enquiry.

### **16.3 Answer - response - debate - prohibited**

When a member answers a question in response to an enquiry, they shall not debate the matter to which the enquiry refers.

#### **16.4 Information – forwarded to department**

When an enquiry is made in accordance with section 16.1 of this By-law, unless it is of an urgent or critical matter, the Council member shall refer the said enquiry to the Chief Administrative Officer, prior to the issue being made at a Council meeting, to ensure adequate information is available by staff at the meeting.

### **Part 17 Enactment of By-laws**

#### **17.1 Published - distributed - with Agenda**

All By-laws, together with a brief description and the notation of the number of readings required, shall be listed on the agenda for the meeting at which they are to be read.

#### **17.2 Distributed - with Added Communications - motion to introduce – majority vote**

Notwithstanding the provisions of section 17.1 of this By-law, a motion to introduce those By-laws arising from New Business shall be decided by a majority vote of the members present prior to such By-laws being read.

#### **17.3 Passing of By-laws – without first, second, third readings**

All By-laws shall be passed without receiving first, second and third readings, unless otherwise directed by legislation or Council.

#### **17.4 Signed – numbered - seal affixed - dates shown**

Every By-law passed by the Council shall be numbered and dated, and shall be sealed with the Seal of the Municipal Corporation and signed by the Mayor and Clerk and shall be kept by the Clerk in the Clerk's office or any other place appointed for that purpose.

#### **17.5 Proceedings - all matters**

At the conclusion of all regular meetings of the Council and prior to adjournment, a By-law shall be brought forward to confirm the actions of the Council at the meeting in respect of each motion, resolution and other action taken that consolidates and includes the provisions of any By-law previously passed by the Council. This By-law authorizes the execution of agreements and other documents and the proceedings of Council.

#### **17.6 Non-amendable - non-debatable**

A Confirmatory By-law when introduced shall be taken as read and finally adopted without debate.

### **Part 18 Disclosures of Pecuniary Interest**

#### **18.1 Pecuniary interest - disclosure - requirements**

If a member has any pecuniary interest, direct or indirect, in any matter in which the Council is concerned and if the member is present at a meeting at which the said matter is the subject of consideration, then they shall:

- a) Disclose their interest and the general nature thereof at the appropriate juncture of the Council meeting or prior to any consideration of the matter at the meeting.
- b) Leave the council chambers or any other meeting location.
- c) Refrain from taking part in any consideration or discussion of the said matter.
- d) Refrain from voting on any motion in regard to the said matter.
- e) Not attempt in any way to influence the vote on the matter before, during or after the meeting on such questions.
- f) If a member is absent from the meeting where the matter is dealt with by Council, the member shall disclose the interest and the

general nature thereof at the next regular meeting is attended by the member.

- g) The member that discloses a pecuniary interest shall provide a written statement of the interest and its general nature with the Clerk.

**18.1 a) The Clerk shall keep a registry of the written statements on file which shall be available for public inspection.**

**18.2 Pecuniary interest - disclosure – requirements – closed session**  
Where the declaration of interest is made on a matter that is not open to the public, the Members shall provide in a written statement to the Clerk or the Secretary of Committee or local board (as the case may be), declare the interest, but not the general nature of that interest and shall be recorded in the minutes of the next meeting that is open to the public.

**18.3 Pecuniary interest - minutes**  
The declaration of interest shall be provided in a written statement to the Clerk or the Secretary of Committee or local board (as the case may be) and shall be recorded in the minutes or report of the meeting and where the meeting was opened to the public, the general nature of such declaration.

**18.6 Non-compliance - by member - validity not affected**  
The failure of one or more members to comply with section 18.1 of this By-law shall not affect the validity of the meeting in regard to the said matter. In the event that a member inadvertently fails to disclose an interest at the meeting of the subject matter, the member shall disclose at the next available meeting, offer an apology and same shall be recorded in the minutes.

**18.7 Disclosure - by majority - quorum - requirement**  
Notwithstanding the provisions of section 7.1 of this By-law, when a majority of the members has disclosed an interest in accordance with section 18.1 of this By-law and the Municipal Conflict of Interest Act, as may be amended from time to time, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

**Part  
Confirming By-law**

**19.1 Proceedings - all matters**  
The proceedings at every regular, special and emergency meeting may be confirmed by one or more By-laws so that every decision of the Council at that meeting and every resolution passed thereat shall have the same force and effect as if each and every one of them had been the subject matter of a separate By-law duly enacted.

**19.2 Non-amendable - non-debatable**  
Confirming By-laws shall not be amendable or debatable.

**Part 20  
Committee of the Whole**

**20.1 Committee of the Whole Agendas - composition - prepared by Clerk**

The Clerk shall prepare Agendas for the Committee of the Whole consisting of the following parts:

- 1. Call to Order
- 2. Disclosure of Pecuniary Interest
- 3. Adoption of Agenda
- 4. Delegations, Petitions or Presentations
- 5. Reports - Managers’ Updates – Reports
- 7. New Business to be requested for next Meeting
- 8. Closed Session

9. Rise from Closed Session
10. Matters Arising from Closed Session
11. Adjournment

## **20.2 Meeting Location**

The agenda posted on the Township's website will give notice to the location of the Committee of the Whole meeting. Meetings of the Committee of the Whole shall be held either electronically or in Council Chambers located at 894 South Street, Warsaw, Ontario. Council may from time to time direct the Clerk by way of a majority vote to hold a meeting at another venue that is in the municipality subject to the venue being accessible to the public and to provide the appropriate public notice of the meeting and venue.

## **20.3 Recording and Livestreaming of Meetings**

Meetings of the Committee of the Whole shall be audio/video recorded and/or broadcast through livestreaming in accordance with "Schedule B" attached hereto and forming part of this By-law.

Members of the public or media may record proceedings of meetings in accordance with "Schedule B" attached hereto and forming part of this By-law. Should the recording differ from "Schedule B", a request to do such may be considered by Council.

## **20.4 Schedule of Meetings**

Unless otherwise decided by Council, regular meetings of the Committee of the Whole shall be held every two months, on the second Tuesday of the month at 10:00 a.m. The first meeting of the Committee of the Whole each year shall be held in February.

## **20.5 Confidential Items - general description by Clerk**

The Clerk shall include in the Agenda for the Committee of the Whole a description of the general nature of matters to be considered in a closed meeting under Item 8 (Closed Session) of the Committee of the Whole Agenda.

## **20.6 Chair - designated**

The Mayor shall be the Chair of the Committee of the Whole and shall maintain order during the meeting.

## **20.7 Chair – if Mayor or Deputy Mayor absent**

The Mayor shall be the Chair of the Committee of the Whole and shall maintain order during the meeting. In the absence of the Mayor, or if the Mayor refuses to act or if the office is vacant, the Deputy Mayor shall serve as the Chair.

In the event that the Deputy Mayor is unable, for any reason, to act in the place and stead of the Mayor and a quorum is present, the Clerk shall call the meeting to order and a member shall be appointed to act as the Chair for the duration of the meeting.

## **20.8 Report to Council**

The Committee of the Whole shall consider and report to the Council on any other matter which has been referred to the Committee by resolution of the Council.

## **21.5 Meetings - apart from regular - permitted**

The Committee of the Whole may meet apart from regular meetings when deemed necessary by Council.

## **21.6 Meeting - in closed session - decided by majority vote**

Any Committee of the Whole meeting, or any part thereof, may be held in closed session if the Committee so decides by a majority vote of the members present to consider matters in accordance with sections 5.1 to 5.5 of this By-law.

## **20.9 Rules of Procedure**

The rules governing the procedure of the Council and the conduct of its members as presented in the Procedural By-law, Page 165 of 248, shall be used in the Committee of the Whole.



**21.8 Vote - by Chair - permitted - exception**

The Chair of the Committee of the Whole may vote on any motion after the other members have voted, except when the Chair is disqualified from voting by reason of a declared conflict of interest.

**20.10 Report – to Council**

The report and recommendations of the Committee of Whole shall be considered under reports from Committees and may be adopted and confirmed by the Council in a single motion or the recommendations may be dealt with and voted on separately if a member of Council requests a separate vote on each recommendation.

**21.10 Report - recommendations - adopted – confirmed by Council**

The report and recommendations of the Committee of the may be adopted and confirmed by the Council in a single motion and the passage of such a motion shall be taken to confirm and adopt all of the recommendations contained in the report, except for those recommendations dealt with or voted on separately.

**21.11 Request - to vote separately – requirements**

A member of Council may request, prior to the adoption of a Committee of the Whole report, that a Committee of the Whole recommendation be voted on separately.

**Part 22  
Department Liaisons**

**22.1 Department Liaisons – composition**

The following departments shall have one member of Council appointed to be the Department Liaison, save and except for the Mayor who shall be appointed to all Liaison positions:

- (a) Public Works;
- (b) Finance and Staff;
- (c) Recreation, Development and Promotion;
- (d) Emergency Services.

**22.2 Department Liaisons – Term**

The term of a Department Liaison shall be limited to two (2) concurrent years, after which there must be a break of a minimum of one full year.

**22.3 Department Liaisons – Report - to Council**

Department Liaisons shall report to the Council at the second regular meeting in the month on matters relative to their department in order to keep Council aware of municipal operations, as required.

**Part 21  
Advisory and Special Committees**

**21.1 Advisory and Special Committees**

An advisory or special committee may be appointed by the Council by resolution or By-law to consider and report on a specific subject, project or undertaking. Council shall designate one of its members to each Advisory or Special Committee.

At the start of every new term of Council, the Mayor, in consultation with elected Members of Council, shall determine and appoint individual Councillors to sit on various Special Committees as a representative of Council. The appointments shall be endorsed by By-law.

The Committee shall report its progress in writing respecting the matters directed to it by Council at least annually.

### **21.1.2 Public Library Board**

As per the Public Libraries Act, R.S.O. 1990, c. P.44, Council shall appoint a minimum of 5 persons to sit on the Board with a term that runs concurrent to the term of Council.

Further, the Board reports to Council via their meeting minutes but Council does not have the power to direct the Board other than to set a yearly budget allocation.

### **Advisory and Special Committees – Member – Term**

The term of a member serving on an advisory or special committee shall be two (2) years, after which time Council shall review the composition and determine the composition for the next two (2) year term.

### **21.2 Advisory and Special Committees - Rules of Procedure**

All Committees, recognized as an Advisory or Special Committee of Council through By-law and where a Member of Council sits on the Committee, shall conduct their meetings in accordance to the adopted "Procedures" By-law governing Members of Council.

### **Advisory and Special Committees - Report - to Council**

Advisory and special committees shall consider and report to the Council in writing on any other matter which has been referred to the Committee by resolution of the Council and on all matters connected with the duties imposed on them respectively.

### **21.3 Mayor - Ex Officio**

The Mayor, shall be, an ex officio member of all committees of the Council.

### **21.4 Appointment of Chair**

Each Advisory and Special Committee shall appoint a chair at its initial meeting in each year.

### **21.5 Appointment of Vice Chair**

Each advisory and special committee shall appoint a Vice Chair at its initial meeting in each year.

### **21.6 Motions - seconded**

Each advisory and special committee shall require motions made at its meetings to be seconded.

### **21.7 Minutes - report to Council**

Minutes of the proceedings of Advisory and Special Committee meetings shall be kept and shall be forwarded to the Council.

### **21.8 Reports - adopted**

The reports and/or minutes of advisory and special committee meetings may be adopted and confirmed by the Council in a single motion and the passage of such a motion shall be taken to confirm and adopt all of the recommendations contained in the report, with the exception when a member requests, prior to the adoption of an advisory and special committee report and/or minutes, that a specific recommendation be voted on separately due to a declared conflict of interest, and such a request shall not require the introduction of a motion.

### **Recommendation - separate vote - upon request**

A member may request, prior to the adoption of an advisory and special committee report and/or minutes, that a specific recommendation be voted on separately due to a declared conflict of interest, and such a request shall not require the introduction of a motion.

### **21.9 Agenda - publication - notice**

Upon the publication and distribution of the meeting Agenda notice shall be served on the members of the advisory or special committee prior to the meeting. The failure to receive

the agenda by a member shall not affect the validity of the committee meeting or any action taken therein.

**Agenda - not received - validity - not affected**

Lack of receipt of the Agenda by members of the advisory or special committee shall not affect the validity of the committee meeting or any action taken thereat.

**Part 22**

**Repeal - Enactment - Amendment**

**22.1 By-laws - previous**

By-law 2018-09, as passed on January 16, 2018 and all of its amendments are hereby repealed.

**22.2 Effective date**

This By-law shall come into force and take effect on December XX, 2021.

Passed in open council this XX day of December, 2021.

\_\_\_\_\_  
Mayor, J. Murray Jones

\_\_\_\_\_  
Acting Clerk, Martina Chait-Hartwig



Schedule 'A' to By-law 2021-xx  
**Delegations**

**Request to Address Council**

If you would like to attend as a delegation before Council for the Township of Douro-Dummer **or the Committee of the Whole**, you must complete this form and submit it to the Municipal Office. Please note that the deadline for delegation requests is 12-noon, on the Tuesday prior to the meeting date.

A copy of any presentation or supporting materials is also required to be submitted at 12-noon, on the Tuesday prior to the meeting date. The only formats accepted are as follows: PFD, PowerPoint, Word, Excel or Jpeg.

Please note that as per Procedural By-law 2021-XX, only three Delegations shall be scheduled for each meeting. The time limit of 10 minutes shall be strictly enforced.

Name of Individual(s): \_\_\_\_\_

\*Note: Delegation(s) shall have no more than two (2) persons to speak on behalf of the delegation and 10 minutes to present. Council asks that delegations adhere to the 10-minute time limit.

Name of Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Nature of delegation request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Please attach a separate sheet if more room is required.

For the purposes of the *Freedom of Information and Protection of Privacy Act*, by submitting this form, I/we authorize and consent to the use by, or the disclosure, to any person or public body or publishing on the Municipal website any information that is contained in this submission and recognize that my/our name may become part of the public record.

Signature(s):

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

Please submit the completed application to: **To be adjusted as needed**

**Crystal McMillan, Clerk**  
[crystal@dourodummer.on.ca](mailto:crystal@dourodummer.on.ca)

Fax: 705-652-5044

Phone: 705-652-8392 Ext. 205

or

**Martina Chait-Hartwig, Deputy Clerk**  
[martinac@dourodummer.on.ca](mailto:martinac@dourodummer.on.ca)

Fax: 705-652-5044

Phone: 705-652-8392 Ext. 210

*To be completed by Municipal staff:*

Meeting Date: \_\_\_\_\_ Page 169 of 248 Time: \_\_\_\_\_

## **Schedule 'B'**

### **Recording and Livestreaming of Meetings**

1. Regular, Special and Emergency meetings of Council **and other Committees** held in Council Chambers at 894 South Street, Warsaw, Ontario or in another location will be recorded and broadcasted on the internet if the equipment is available.
2. Regular, Special and Emergency meetings of Council and other committees held virtually will be recorded and/or broadcasted on the internet **if the equipment is available**.
3. Committee and **Advisory Meetings of Council** may or may not be audio/video recorded and broadcasted on the internet depending on the location of the meeting and equipment available.
4. Closed Session meetings in **any format** shall not be recorded.
5. In accordance with the Municipal Act, 2001, as amended, minutes of meetings are to be recorded without note or comment by the Clerk or designate. The approved minutes that are authored by the Clerk or designate shall be the official record of all Council meetings.

The Township (Clerk) will not provide transcripts of the meetings.

6. The electronic file of any **audio/video** recording will become a corporate record and may be saved on the Township's server and/or uploaded to the Township's **website YouTube Channel** as soon as practical following the meeting.
7. Files on the internet are part of the public realm and may be subject to alteration by a member(s) of the public with no municipal control over such alterations. The Township assumes no liability associated with any alterations that are made by a member(s) of the public on the internet.
8. Signage shall be posted in the Council Chambers to advise members of the public that meetings may be recorded and will be made available on the internet.

A notation will be added to **applicable** meeting agendas to make presenters and members of the public aware that proceedings may be recorded and may be made available on the internet.

The Presiding Officer shall make a statement at the commencement of applicable meetings that "This meeting is being recorded and the recording will be made available on the Township **website YouTube Channel**". Access to recorded proceedings shall be in compliance with the Municipal Freedom of Information and Privacy Act.



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**The Corporation of the Township of Douro-Dummer**

**By-law Number 2018-09  
(Repeals By-law 2014-58, as amended)**

**(Procedural By-law)**

**Whereas** the Municipal Act requires the Council of every Municipality to pass By-laws for governing the proceedings of its council, and the calling and place of meetings.

**And Whereas** the Municipal Act, provides that every council may pass such by-laws and make such regulations for the health, safety and morality and welfare of the inhabitants of the municipality in matters not specifically provided by this Act and for governing the conduct of its members as may be deemed expedient and are not contrary to law;

**Now Therefore** the Council of the Corporation of the Township of Douro-Dummer hereby enacts as follows:

**Short Title  
Council Procedural By-law**

**Part 1  
Definitions**

**1.1 Definitions**

In this by-law:

**Address**

"Address" shall mean primary domicile.

**Advisory committee**

"advisory committee" shall mean a committee appointed by Council to provide recommendations, advice and information to Council through one of its committees.

**Amend**

"amend" shall mean to alter or vary the terms of a main motion without materially changing its purpose, an amendment shall have a corresponding meaning.

**Chair**

"Chair" shall mean the Mayor or in the absence of the Mayor the Deputy Mayor or other Chairperson as chosen by Council.

**Clerk**

"Clerk" shall mean the Clerk of The Corporation of the Township of Douro-Dummer or his/her designate.

**Closed session**

"closed session" shall mean a closed session of Council, the Committee of the Whole or committee meeting not open to the public, held in accordance with the Municipal Act, as amended.

**Committee of the Whole**

"Committee of the Whole" shall mean a committee composed of all of the members of the Council.

**Corporation**

"Corporation" means The Corporation of the Township of Douro-Dummer.

**Council**

"Council" shall mean the Council of The Corporation of the Township of Douro-Dummer.

**Defer**

"defer" shall mean to delay consideration of a matter by Council, the Committee of the Whole or a committee.

**Department Liaison**

"department liaison" shall mean a member of Council appointed to a municipal department and who shall report to Council on matters relative to that department.

**Improper conduct**

"improper conduct" shall mean the open disregard of the rulings of the Chair and rules and conduct outlined in this procedural by-law and Robert's Rules of Order.

**Majority**

"majority" shall mean more than fifty percent (50%) of the members present at the meeting.

**Meeting**

"meeting" shall mean any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,

- (a) a quorum of members is present, and
- (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

**Member**

"member" shall mean a member of the Council and includes the Head of Council.

**Motion**

"motion" shall mean a proposal by a member for the consideration of Council, the Committee of the Whole, advisory or special committee that is moved by a member and seconded by another member.

**Notice of Motion**

"notice of motion" shall mean a notice of motion provided to the Clerk, in writing, by a member, requesting the inclusion of a motion on a future Agenda of a meeting of Council, Committee of the Whole or a standing committee in accordance with sections 11.1 and 11.2 of this by-law.

**Point of Order**

"point of order" shall mean a question by a member with respect to any rules or practices.

**Postpone**

"postpone" shall mean to delay consideration of a matter by Council, the Committee of the Whole or a committee.

**Published**

"published" shall mean the provision of documents in print and/or electronic formats.

**Recorded Vote**

"recorded vote" shall mean the recording of the name and vote of every member on a motion during a meeting.

**Recording Devices**

"recording devices" shall mean any type of video recorders or audio recorders, which includes but is not limited to digital cameras, Digital Video Recorders (DVRs), Personal Video Recorders (PVRs), cellphones, smartphones, Personal Digital Assistant (PDAs), Portable Media Players (PMPs), NetBooks, laptops and similar computing devices.

**Signed Document**

“signed document” shall include any written submission to council which shall be signed by at least one (1) person and submitted in its original form, electronically in Portable Document Format (PDF) or by fax.

**Special committee**

“special committee” shall mean a committee of limited duration appointed by Council to provide recommendations, advice and information to Council on a specific matter which is dissolved automatically upon completion of the project, unless otherwise directed by Council.

**Quorum**

“quorum” shall mean a majority of the members of Council, committee or board.

**Year**

"year" shall mean the calendar year commencing January 1st of any one year to and including December 31st of the same year.

**Part 2  
General**

**2.1 Rules - regulations - observed - at all times**

The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and committees and shall be the rules and regulations for the order and dispatch of business by the Council, Committee of the Whole, advisory and special committees.

**2.2 Parliamentary procedure - proceedings**

Those proceedings of the Council, Committee of the Whole, advisory and special committees thereof not specifically governed by the provisions of this by-law shall be regulated in accordance with Robert’s Rules of Order.

**2.3 Rules - regulations - suspended - majority - Council**

Any rules or regulations contained in this by-law may be suspended, except for those rules or regulations that are set out by legislation, with the consent of a majority vote of Council.

**2.4 Absence - Mayor - authority**

In the absence of the Mayor, or if he/she refuses to act or if the office is vacant, the Deputy Mayor shall serve as Acting Mayor and shall act in the place and stead of the Mayor and shall have all the rights, powers and authority of the head of Council, while so acting.

**2.5 Absence - Deputy Mayor - member appointed**

In the event that the Deputy Mayor is unable, for any reason, to act in the place and stead of the Mayor, the Clerk shall call the meeting to order and a member shall be appointed to act in the place and stead of the Mayor and shall have all the rights, powers and authority of the head of Council, while so acting.

**2.6 Meeting Location**

All meetings of the Council and the Committee of the Whole shall be held in Council Chambers located at 894 South Street, Warsaw, Ontario unless there are concerns with respect to health and safety and/or an emergency has been declared in accordance with the Emergency Management and Civil Protection Act, 1990.

If, for other reasons, Council should wish to hold a meeting at another location the change shall require consent by a majority vote of Council and shall be subject to the provision of public notice of the change in venue, and subject to the availability of a venue which is accessible to the public and satisfactory to the Clerk.

**2.7            Recording Devices – Not Permitted**

All Cell Phones and other electronic Recording Devices must be turned off or removed from the Council Chambers prior to the commencement of a meeting. A request to use any such device may be considered by Council.

**Part 3**  
**Schedule of Meetings**

**3.1            Inaugural Meeting**

Following the 2018 regular municipal election, the inaugural meeting shall be held on the first Tuesday in December commencing at 5:00 p.m.

Following the 2022 regular municipal election and all other subsequent regular municipal elections, the inaugural meeting shall be held on the third Tuesday in November commencing at 5:00 p.m.

**3.2            Annual Schedule of Meetings - prepared by Clerk**

The Clerk shall, by November 30th of each calendar year, submit a schedule of the upcoming meetings for each Council year for consideration and adoption by the Council.

When setting the annual schedule of meetings the following shall apply:

- (a)    Unless otherwise decided by Council, regular meetings of Council shall be held:  
  
         On the first and third Tuesdays of each month, commencing at 5:00 p.m., unless otherwise approved in the annual schedule of meetings noted in Section 3.2 above;
- (b)    Provision shall be made for meetings to consider and adopt the annual Operating and Capital Budgets and other matters as deemed necessary by Council.

**3.3            Special meeting - emergency - called by Mayor or CAO**

The Mayor (or alternate) may, at any time, call a special or emergency meeting.

The Chief Administrative Officer (or alternate), in consultation with the Mayor (or alternate) may, at any time, call a special or emergency meeting if:

- a) a matter is considered to be of an urgent or time sensitive nature; or
- b) a matter could affect the health or well-being of the residents of the Township of Douro-Dummer; or
- c) a state of emergency is declared; or
- d) so advised by a Provincial Ministry

The Clerk shall make his/her best efforts to provide as much prior notice as is reasonable under the circumstances or will provide notice of the action as soon as possible following the action and will present a report to council for ratification.

**Part 4**  
**Notice of Meetings**

**4.1            Agenda is deemed notice**

The Agenda shall be considered as adequate notice of regular, special or emergency meetings.

**4.2            Agenda – Regular meetings - to be delivered to Council –  
Thursday prior to meeting by 4:30 p.m.**

The Agenda for regular meetings shall be sent electronically (unless otherwise requested) to each member of council, so as to be received no later than 4:30 p.m. on the Thursday prior to the meeting.

Agenda Materials for a regular Council meeting will be posted to the Township website on the Friday prior to the meeting.

**4.3            Agenda - Special meetings – to be delivered - 24 hours in advance**

Notice of special meetings called in accordance with section 3.3 of this by-law shall be sent electronically (unless otherwise requested) to each member, so as to be received at least 24 hours before the hour appointed for the special meeting.

Agenda Materials for a special Council meeting will be posted to the Township's website, whenever possible, a minimum of 24 hours prior to the scheduled Special meeting.

**4.4            Emergency Agenda - notice not required**

Notwithstanding any other provision of this by-law, an emergency meeting may be held, without written notice, to deal with an emergency situation, provided that an attempt has been made by the Clerk to notify the members about the meeting as soon as possible and in the most expedient manner available.

Agenda Materials for an Emergency Council meeting will be posted to the Township's website, as soon as possible.

**4.5            Agenda – if notice not received – meeting still valid**

Lack of receipt of a notice or of the Agenda by the members or the public shall not affect the validity of the meeting or any action taken thereat.

**4.6            Postponement of meeting – due to emergency**

The Mayor may, when emergency situations arise, postpone a meeting, for not more than seven (7) days, to such date determined by the Mayor in consultation with the Clerk.

**4.7            Postponement - notice by Clerk**

Upon the postponement of a meeting by the Mayor, the Clerk shall notify the members of Council of the postponement as soon as possible and give notice, of the date and time set for the meeting, at least twenty-four (24) hours in advance.

**Part 5  
Open Meetings**

**5.1            Meetings - open to public**

Except as otherwise provided by Section 239 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, all meetings shall be open to the public.

**5.2            Meetings – closed session**

A Council, Committee of the Whole, advisory or special committee meeting or part of a meeting may be closed to the public in accordance with the Municipal Act, 2001, S.O. 2001, c.25, as amended.

A Council, Committee of the Whole, advisory or special committee meeting or part of a meeting shall be closed to the public in accordance with the Municipal Act, 2001, S.O. 2001, c.25, as amended.

**5.3            Closed session - resolution required**

Before holding a meeting or part of a meeting that is to be closed to the public, the Council that is holding the meeting shall state by resolution:

- (a) the fact of the holding of a closed meeting;
- (b) the general nature of the matter to be considered at the closed meeting;

#### **5.4 Meetings – shall not be closed during vote**

Except as provided in section 5.2 of this by-law, a Council, Committee of the Whole, advisory or special committee meeting shall not be closed to the public during the taking of a vote.

#### **5.5 Meetings – may be closed during vote - exception**

A Council, Committee of the Whole, advisory or special committee meeting may be closed to the public during a vote if:

- (a) section 5.2 permit or require the meeting to be closed to the public; and
- (b) the vote is for a procedural matter or for giving direction or instruction to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.

### **Part 6 Council Agenda**

#### **6.1 Order of Agenda**

The Clerk shall prepare the Council Agenda for all regular meetings consisting of the following:

1. Moment of Silent Reflection
2. Disclosure of Pecuniary Interest
3. Adoption of Agenda
4. Adoption of Minutes
5. Business arising out of previous minutes
6. Delegations, Petitions or Presentations
7. Other Business and Staff Reports
8. Committee Minutes and Other Reports
9. By-laws
10. Correspondence – Action Items
11. Correspondence/Information Items
12. Accounts
13. Notices of Motion
14. New Business
15. Closed Session
16. Rise from Closed Session with or without a Report
17. Confirming By-law
18. Adjournment

#### **6.2 Deadline for material to be included**

The deadline for receipt of material by the Clerk to be included in the regular Council Agenda shall be 12:00 noon on the Tuesday prior to the meeting.

All written submissions shall be signed by at least one (1) person and may be submitted in its original form, electronically in Portable Document Format (PDF) or by fax.

#### **6.3 Order of business - as specified - exception**

The business of each meeting shall be taken up in the order in which it stands in the Council Agenda, unless otherwise decided by a general consensus of the members present.

### **Part 7 Commencement of Meetings**

#### **7.1 Quorum present**

As soon after the hour fixed for a meeting as a quorum is present, the meeting shall be called to order by the Chair.



## **7.2 Mayor and Deputy Mayor - Absent – with quorum present**

In case the Mayor does not attend within fifteen (15) minutes after the time appointed, the Deputy Mayor shall call the members to order and if a Quorum is present, shall preside during the meeting or until the arrival of the Mayor.

In the absence of the Mayor and Deputy Mayor, the Clerk shall be present and if a Quorum is present, shall call the members to order. The Chairperson shall be chosen from the members who shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.

The fifteen (15) minute waiting period shall not be required if the Clerk has been previously informed of such absence.

## **7.3 Quorum not present**

If there is no quorum present within fifteen (15) minutes after the time appointed for the meeting, the Council shall stand adjourned until the date and time of the next regular or until a special meeting is called. The Clerk shall record the names of the members present upon such adjournment.

# **Part 8 Rules of Debate and Conduct**

## **8.1 Mayor's responsibilities**

The Mayor shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Council.

## **8.2 Mayor's ability to comment**

The Mayor may answer questions and comment in a general way without leaving the Chair, but if he/she wishes to make a motion or to speak on a motion taking a definite position and endeavouring to persuade the Council to support that position, then he/she shall first leave the Chair.

## **8.3 Mayor must leave Chair to debate**

If the Mayor desires to leave the Chair for the purpose of taking part in the debate or for any other reason, he/she shall designate another member to fill his/her place until he/she resumes the Chair.

## **8.4 Member Speaking – requires recognition by Chair**

Before a member may speak to any matter, he/she shall first be recognized by the Chair.

## **8.5 Chair determines speaking order**

When two or more members indicate simultaneously that they wish to speak, the Chair shall name the member who is to speak first.

## **8.6 Speaking - limitation per subject - maximum 5 minutes**

When a member is speaking to a motion, he/she shall confine his/her remarks to the motion and in speaking shall be limited to a maximum of two (2) five (5) minute responses, unless otherwise decided by a majority vote of the members present.

## **8.7 Motions under debate – questions allowed**

When a motion is under debate, a member may ask a concisely worded question of the Chair, another member or appropriate staff, through the Chair, prior to the motion being put to a vote by the Chair in accordance with section 11.4 of this by-law.

## **8.8 Motion under debate – request to be read at any time**

A member may require the motion under debate to be read by the Clerk at any time during the debate, but shall not interrupt a member who is speaking.

**8.9 Disruption or offensive language - by member - prohibited**

A member shall not disturb the Council by any disorderly deportment or improper conduct and shall not use profane or offensive words or insulting expressions.

**8.10 Disobedience of rules and points of order - prohibited**

A member shall not disobey the rules of the Council or a decision of the Chair or of the Council on points of order or on the interpretation of the rules of procedure of the Council.

**8.11 Interruption of speakers - exception**

A member shall not interrupt a member who is speaking, except to raise a point of order or a question of privilege.

**8.12 Member shall inform Chair if leaving meeting - not returning**

A member shall not leave the meeting when he/she does not intend to return thereto without first advising the Chair.

**8.13 Disorderly conduct - member to be removed**

In the event that a member persists in a breach of the rules prescribed in sections 8.9 to 8.12 inclusive of this by-law, after having been called to order by the Chair, the Chair shall put the question "Shall the member be ordered to leave his/her seat for the duration of the meeting?" and such question is not debatable.

**8.14 Disorderly conduct - member to leave seat**

If the Council decides the question set out in section 8.13 of this by-law in the affirmative by a majority vote of the members present, the Chair shall order the member to leave his/her seat for the duration of the meeting.

**8.15 Disorderly conduct – member apologizes**

If the member apologizes, the Chair, with the approval of the Council, may permit him/her to resume his/her seat.

**8.16 Disorderly conduct - failure to leave seat - removal by Ontario Provincial Police**

If a member does not leave his/her seat after being ordered to do so by the Chair in accordance with section 8.13 of this by-law and if the member does not apologize in accordance with section 8.15 of this by-law, then the Chair shall seek the appropriate assistance from the Ontario Provincial Police.

**Part 9  
Questions of Privilege - Points of Order**

**9.1 Rights - privileges - integrity - of members - affected**

If a member believes that his/her rights, privileges or integrity or those of the members collectively have been prejudicially affected, he/she shall ask leave of the Chair to raise a question of privilege which shall take precedence over all other matters, but he/she shall not be permitted to enter into any argument or introduce any motion related to the question of privilege.

**9.2 Administration - integrity questioned - procedure**

When a member considers that the integrity of a member of the administration has been impugned or questioned, the Chair shall, if they choose to do so, permit the C.A.O., Clerk or his/her designate to make a statement to the Council.

**9.3 Rule of procedure - violation - raised by member**

When a member desires to call attention to a violation of the rules or practices of procedure, he/she shall ask leave of the Chair to raise a point of order and after leave is granted, he/she shall state the point of order to the Chair succinctly and the Chair shall then decide upon the point of order and advise the members of his/her decision.

**9.4 Appeal - Chair's decision - immediately - required**

Unless a member immediately appeals the Chair's decision to the Council, the decision of the Chair shall be final.

**9.5 Appeal - decision - question put - to Council**

If the decision of the Chair is appealed to the Council, then the question "Shall the ruling of the Chair be sustained?" shall be put immediately without debate and its result shall be final.

**9.6 Call to order - member to sit - speaking - permission**

When the Chair calls a member to order, that member shall not speak again to the matter under discussion without the permission of the Chair, unless to appeal the ruling of the Chair.

**Part 10**  
**Motions - Order – Putting Motions**

**10.1 Notice of motion - filed with Clerk**

Notices of motion filed in writing with the Clerk shall be directed by the Clerk to the next regular meeting of Council.

**10.2 Question - urgent - included in Agenda**

Notwithstanding the provisions of section 10.1 of this by-law, when a member, submitting a notice of motion to the Clerk within the deadline prescribed in section 6.2 of this by-law indicates in writing to the Clerk that the notice of motion is a question of urgency, the Clerk shall introduce the notice of motion in the Agenda at Item 13. (New Business) as identified in section 6.1 of this by-law.

**10.3 Notice - Agenda - consideration - conditions**

Notices of motions included in the Agenda at Item 5. (Business arising out of previous minutes), as identified in section 6.1 of this bylaw, shall only be considered by the Council when a majority of the members present have given leave for the introduction of such a motion.

**10.4 Motions for giving leave - non-amendable - debatable**

Motions for giving leave shall be put immediately without amendment or debate.

**10.5 Motion - seconded before debate - exception**

Motions shall be seconded before being debated or put to a vote, except motions to adopt a recommendation from the Committee of the Whole, advisory or special committee.

**10.6 Withdrawal - before put - requirement**

Every motion shall be deemed to be in the possession of the Council for debate after it is accepted by the Chair, but may, with the permission of the Council, be withdrawn at the joint request of the mover and seconder at any time before the motion is disposed of.

**10.7 Motion under debate – other motions permitted**

When a motion is under debate, no other motion shall be in order except a motion:

- (a) to adjourn;
- (b) to proceed beyond the hour of 7:30 p.m.;
- (c) to table;
- (d) to put the question (to close the debate);
- (e) to postpone;
- (f) to refer; or
- (g) to amend.

**10.8 Motion to adjourn - qualifications**

A motion to adjourn shall:

- (a) not be amended;
- (b) not be debated;
- (c) not include qualifications or additional statements; and
- (d) always be in order, except when a member is speaking or the members are voting or when made in closed session.

**10.9 Motion to adjourn - rejected - procedure**

When a motion to adjourn has been decided in the negative, no further motion to adjourn shall be made until after some subsequent proceeding has taken place.

**10.10 Adjournment - extension - maximum - permissible**

The Council shall always adjourn at 7:30 p.m. if in session at that hour, unless otherwise decided before that hour to extend the meeting for one (1) thirty (30) minute extension by a majority vote of the members present at the meeting. If the meeting is still in session at 8:00 p.m. local time, it shall adjourn.

**10.11 Motion to proceed beyond 7:30 p.m. - qualifications**

A motion to proceed beyond the hour of 7:30 p.m. shall:

- (a) not be amended;
- (b) not be debated; and
- (c) always be in order, except when a member is speaking or the members are voting.

**10.12 Motion to table - qualifications**

A motion to table shall:

- (a) not be amended;
- (b) not be debated;
- (c) apply to the main motion and any amendments thereto under debate at the time when the motion to table was made; and
- (d) not include qualifications or additional statements.

**10.13 Motion to table - accepted – procedure**

Notwithstanding the provisions of section 10.12 of this by-law, if a motion to table is decided in the affirmative by a majority vote of the members present, then the main motion and any amendments thereto shall be removed from the Council's consideration until such time as a notice of motion to lift the matter from the table is filed with the Clerk within the deadline prescribed in section 6.2 of this by-law and is included in the Agenda at Item 5. (Business arising out of previous minutes), as identified in section 6.1 of this by-law.

**10.14 Motion to put the question - qualifications**

A motion to put the question (to close the debate) shall:

- (a) not be amended;
- (b) not be debated;
- (c) not be introduced by a Council Member who has already spoken to the motion or amendment under debate, except a motion to proceed beyond the hour of 7:30 p.m.;
- (d) apply to the motion or amendment under debate at the time when the motion to put the question is made;
- (e) not be received in any committee;
- (f) be moved using the words "that the question now be put" and the mover and the seconder shall not be permitted to speak to the motion to put the question; and
- (g) not be permitted either when a motion or an amendment on the floor involves the approval of an expenditure by the Council that is \$1,000,000 or more.

**10.15 Motion to put the question - accepted - procedure**

If a motion to put the question is decided in the affirmative by a majority vote of the members present, then the preceding motion or amendment shall be voted on immediately without further debate or comment.

**10.16 Motion to postpone - to certain time - qualifications**

A motion to postpone a matter to a certain time shall:

- (a) be open to debate;
- (b) be amendable; and
- (c) preclude amendment and debate of the preceding motion, unless the motion to postpone to a certain time is resolved in the negative, in which case the preceding motion shall be open to debate and amendment.

**10.17 Motion to refer - qualifications**

A motion to refer a matter under consideration to the Committee of the Whole or a committee, to the Administration or elsewhere shall:

- (a) be open to debate;
- (b) be amendable; and
- (c) preclude amendment or debate of the preceding motion, unless the motion to refer is resolved in the negative, in which case the preceding motion shall be open to debate and amendment.

**10.18 Motion to amend - qualifications**

A motion to amend shall:

- (a) be open to debate;
- (b) not propose a direct negative to the main motion; and
- (c) be relevant to the main motion.

**10.19 Motion to amend - main motion - one at a time**

Only one motion to amend the main motion shall be allowed at one time.

**10.20 Motion to amend the amendment - one at a time**

Only one amendment to the amendment to the main motion shall be allowed at one time.

## **Part 11 Voting**

**11.1 Amendment - to amendment - voted on first**

A motion to amend an amendment to a motion shall be voted on first.

**11.2 Voting - order**

Voting on the main motion and amending motions shall be conducted in the following order:

- (a) an amendment to the amendment to the main motion;
- (b) an amendment (as amended or not) to the main motion; and
- (c) the main motion (as amended or not).

**11.3 Propositions - voted on separately – division of motion**

When the motion under consideration contains distinct propositions, upon the request of any member and provided a recorded vote has not been called for, the vote on each proposition shall be taken separately.

**11.4 Motion to vote - immediately - after all have spoken**

A motion shall be put to a vote by the Chair immediately after all members desiring to speak on the motion have spoken in accordance with section 8.7 of this by-law.

### **11.5 Speaking - after motion - before vote announced**

After a motion is put to a vote by the Chair, no member shall speak on that motion nor shall any other motion be made until after the result of the vote is announced by the Chair.

### **11.6 Mandatory vote - all members**

Every member present shall vote on every motion unless the member indicates a conflict of interest, in which case the member shall recuse themselves from the vote. The Chair shall vote only in the event of a tie or a recorded vote.

### **11.7 No vote - deemed negative**

Notwithstanding the provisions of section 11.6 of this by-law, every member, except the Mayor, who is not recused from voting by reason of a declared conflict of interest, shall be deemed to be voting against the motion if he/she declines or abstains from voting.

### **11.8 Secret voting - on motion - prohibited**

The manner of determining the decision of the Council on a motion shall not be by secret ballot or by any other method of secret voting.

### **11.9 Putting the question to vote - qualifications**

When putting the question to vote, the Chair shall first ask for those in favour of its adoption to raise their hands and then ask for those opposed to its adoption to raise their hands.

### **11.10 Leaving seat - disturbance during vote - prohibited**

A member shall not leave his/her seat or make any noise or disturbance while a vote is being taken or until the result is declared.

### **11.11 Result - announced - by Chair**

The Chair shall announce the result of every vote.

### **11.12 Result - disagreement - objection immediate - retaken**

If a member disagrees with the number of votes for and against a motion as announced by the Chair, he/she may object immediately to the Chair's declaration and, with the consent of the Council, the vote shall be retaken.

### **11.13 Tie vote - deemed negative**

When there is a tie vote on any motion, it shall be deemed to have been decided in the negative. The Chair shall vote only in the event of a tie.

### **11.14 Recorded vote - called for - before vote or immediately after**

A member may call for a recorded vote immediately prior to the taking of the vote or immediately followed by the vote prior to any other matters being discussed or debated.

### **11.15 Recorded vote - names - entered in minutes**

When a recorded vote is taken, the names of those who voted for and those who voted against the motion shall be entered in the minutes.

### **11.16 Voting - number of members - calculation**

In any vote required of the whole Council, the number of members constituting the Council shall be determined by excluding:

- (a) the number of members who are present at the meeting but who are excluded from voting by reason of the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50 and
- (b) the number of seats that are vacant on the Council by reason of section 259(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended.

### **11.17 Voting - recorded vote**

When a recorded vote is requested, such request must be made, prior to the Chair calling for the vote on the question or immediately following the vote prior to any other



matters being discussed or debated. When such a request has been made, the Clerk shall ask each member to indicate by voice their vote in the affirmative or negative to the motion. The Clerk shall record the name and vote of every member in the following order: Dummer Ward Councillor, Douro Ward Councillor, Councillor at Large, Deputy Mayor and then the Mayor, and shall report the result of the vote to the Chair.

## **Part 12 Reconsideration**

### **12.1 Reconsideration – Direction to Staff**

Council or committees may, by resolution or enacting a by-law, give direction to staff to pursue a course of action. A motion to reconsider a decided matter shall not be in order when the motion has been implemented by staff due to direction given by council or a committee at a previous meeting.

### **12.2 Reconsideration - decided matter of Council - same meeting**

A motion to reconsider a decided matter of Council at the same meeting at which the original motion was decided shall be introduced at Item 13. (New Business) of the Council Agenda, unless the Chair determines there was a clear misunderstanding of the question that was put, in which case a motion for reconsideration shall be introduced immediately after the original vote was taken.

### **12.3 Reconsideration - decided matter of Council - subsequent meeting**

A motion to reconsider a decided matter of Council at a meeting subsequent to the meeting at which the original motion was decided shall require a notice of motion submitted in accordance with section 6.2 of this by-law, and shall be introduced at Item 7. (Other Business and Staff Reports) of the Council Agenda.

### **12.4 Reconsideration - decided matter of Council – after one year**

A motion to reconsider a decided matter of Council after one year to the meeting at which the original motion was decided shall be brought forward as though it were a new question and shall require a notice of motion submitted in accordance with section 6.2 of this by-law, and shall be introduced at Item 7. (Other Business and Staff Reports) of the Council Agenda.

### **12.5 Reconsideration - decided matter of Council - introduction**

A motion to reconsider a decided matter of Council must be made by a member who voted with the majority on the original motion.

### **12.6 Reconsideration - decided matter of Council - only once**

No motion to reconsider a decided matter of Council shall be made more than once in the twelve month period from the date the matter was decided, unless a regular election has occurred following the decision.

### **12.7 Reconsideration - decided matter of Council - majority - whole Council**

A motion to reconsider a decided matter of Council shall require the approval of a majority of Council.

### **12.8 Affirmative vote - original matter - next business**

If a motion to reconsider is decided in the affirmative at a meeting, then consideration of the original matter shall become the next order of business.

### **12.9 Debate - prohibited - statement of reason - permitted**

No debate on a motion to reconsider a decided matter shall be permitted; however the mover of a motion to reconsider may provide a brief and concise statement outlining the reasons for proposing such reconsideration.

## **Part 13 Delegations**

### **13.1 Written request - to Clerk - for Council and Committee of the Whole**

Any person desiring to be heard by the Council or the Committee of the Whole shall submit a signed written request on the Delegation Request Form, attached to this By-law as Schedule 'A', to the Clerk in accordance with the established submission deadline as set out in Section 6.2 of this by-law. Persons that fill out a Delegation Request Form shall have their names shown on the meeting Agenda.

### **13.2 Presenters – limited to 2 speakers**

Persons appearing before Council or the Committee of the Whole shall have no more than two (2) persons to speak on behalf of the delegation and shall make their presentation from the speaker's podium.

### **13.3 Business - stated - matters - related to**

Persons appearing before Council or the Committee of the Whole shall confine their remarks to the business stated in their request.

### **13.4 Speaking - limited - 10 minutes**

No delegation shall speak on a matter longer than a ten (10) minute period, without leave of a majority of the members present at a Council or Committee of the Whole, except as otherwise prescribed by applicable legislation.

### **13.5 Repetition - prevented - hearing declined - exception**

In order to avoid repetition and to ensure an opportunity for the expression of different points of view but except as required by law, Council or the Committee of the Whole or any committee may decline to hear any person who has an identifiable common interest or concern with any other person who has already appeared and spoken at the meeting of Council or a committee.

### **13.6 Appearance - previous - limitation - new information**

Except as required by law, any person appearing before Council, the Committee of the Whole or a committee who has previously appeared before the same Council, Committee of the Whole, advisory or special committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances.

### **13.7 Placards, signs and other paraphernalia – prohibited**

Placards, signs and other paraphernalia of any type shall not be permitted in the Council Chambers without prior approval of Council.

## **Part 14 Communications – Petitions**

### **14.1 Presentation - information - legibly written - signed**

Every communication or petition intended for presentation to the Council, Committee of the Whole, advisory or special committee shall be legibly written or printed and shall be signed by at least one person giving his/her address.

### **14.2 Matters - not pertinent - directed to appropriate area**

Every communication or petition which does not pertain to matters in the Agenda shall be directed by the Clerk to the appropriate department or committee.

### **14.3 Language - obscene - defamatory - prohibited**

Communications or petitions containing obscene or defamatory language shall not be listed in the Agenda or be directed to the Committee of the Whole or a committee, unless in the opinion of the Clerk and the Mayor that it should be forwarded to Council.

## **Part 15**

### **Public at Council and Committee Meetings**

#### **15.1 Public - Proper Decorum to Be Maintained At All Times**

Members of the public and delegations in attendance at Council, Committee of the Whole or committee meetings shall conduct themselves with proper decorum at all times, in order to ensure a safe and respectful meeting environment.

#### **15.2 Public - Disorderly Conduct**

Any person who is not conducting themselves in a manner as set out in section 15.1 of this by-law shall be asked by the Chair to do so. If that person continues to conduct themselves in a manner contrary to section 15.1 of this by-law, then the person shall be removed from the meeting.

#### **15.3 Public - Immediate Removal**

Notwithstanding section 15.2 of this by-law, in the event a member of the public is conducting themselves in a manner which poses a threat to the personal safety of themselves or others in attendance at the meeting, they shall be removed from the meeting, without warning.

#### **15.4 Suspension of meeting - order restored**

The Chair may unilaterally suspend the meeting until order is restored in the meeting.

## **Part 16**

### **Enquires**

#### **16.1 Corporation - business - procedure**

Enquiries relating to any new subject matter that is not listed as an item on an agenda, connected with the business of The Corporation of the Township of Douro-Dummer may be made by members to the Chair or, through him/her, to another member or to the Chief Administrative Officer or to the Clerk or his/her designate or to a department manager.

#### **16.2 Argument - opinions - debate - prohibited**

When an enquiry is made in accordance with section 16.1 of this by-law, no argument, opinion or facts shall be stated, except so far as may be necessary to explain the enquiry, and no debate shall be permitted with respect to the enquiry.

#### **16.3 Answer - response - debate - prohibited**

When a member answers a question in response to an enquiry, he/she shall not debate the matter to which the enquiry refers.

#### **16.4 Information – forwarded to department**

When an enquiry is made in accordance with section 16.1 of this by-law, unless it is of an urgent or critical matter, the Council member shall refer the said enquiry to the Chief Administrative Officer, prior to the issue being made at a Council meeting, to ensure adequate information is available by staff at the meeting.

## **Part 17**

### **Enactment of By-laws**

#### **17.1 Published - distributed - with Agenda**

By-laws shall be distributed with the Agenda for the meeting at which they are to be read.

**17.2 Distributed - with Added Communications - motion to introduce – majority vote**

Notwithstanding the provisions of section 17.1 of this by-law, a motion to introduce those by-laws arising from New Business shall be decided by a majority vote of the members present prior to such by-laws being read.

**17.3 Passing of By-laws – without first, second, third readings**

All By-laws shall be passed without receiving first, second and third readings, unless otherwise directed by legislation or Council.

**17.4 Signed – numbered - seal affixed - dates shown**

Every by-law enacted by the Council shall be numbered and signed by the Mayor, Deputy or Acting Mayor or Presiding Officer and the Clerk or Deputy Clerk, sealed with the seal of the Corporation and shall show the date of passing by the Council.

**Part 18  
Disclosures of Pecuniary Interest**

**18.1 Pecuniary interest - disclosure - requirements**

If a member has any pecuniary interest, direct or indirect, in any matter in which the Council is concerned and if he/she is present at a meeting at which the said matter is the subject of consideration, then he/she shall:

- a) Disclose his/her interest and the general nature thereof at Item 2. (Disclosure of pecuniary interest), as identified in section 6.1 of this by-law, or prior to any consideration of the matter at the meeting
- b) Leave the council chambers
- c) Not take part in the consideration or discussion of the said matter
- d) Not vote on any motion in regard to the said matter
- e) Not attempt in any way whether before, during or after the meeting to influence the voting on any such questions.

**18.2 Pecuniary interest - disclosure – requirements – closed session**

Where a meeting is not open to the public, in addition to complying with the requirements of Section 18.1, the member shall also disclose the interest, but not the general nature of that interest at the next meeting that is open to the public.

**18.3 Pecuniary interest - disclosure – requirements – absent**

Where a pecuniary interest of a member has not been disclosed by reason of absence, the member shall disclose the interest and general nature thereof at the next regular meeting attended by the member.

**18.4 Pecuniary interest - minutes**

The Clerk shall record the particulars of any disclosure of a pecuniary interest made by a member in the minutes of the meeting where the pecuniary interest is disclosed.

**18.5 Pecuniary interest – written statement**

At the meeting or as soon as possible afterward, the member that discloses of a pecuniary interest shall provide a written statement of the interest and its general nature with the Clerk.

The Clerk shall keep a registry of the written statements on file which shall be available for public inspection.

**18.6 Non-compliance - by member - validity not affected**

The failure of one or more members to comply with section 18.1 of this by-law shall not affect the validity of the meeting in regard to the said matter. In the event that a member inadvertently fails to disclose an interest at the meeting of the subject matter, the member shall disclose at the next available meeting, offer an apology and same shall be recorded in the minutes.

**18.7 Disclosure - by majority - quorum - requirement**

Notwithstanding the provisions of section 7.1 of this by-law, when a majority of the members has disclosed an interest in accordance with section 18.1 of this by-law and the Municipal Conflict of Interest Act, as may be amended from time to time, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

**Part 19  
Confirming By-law**

**19.1 Proceedings - all matters**

The proceedings at every regular, special and emergency meeting may be confirmed by one or more by-laws so that every decision of the Council at that meeting and every resolution passed thereat shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

**19.2 Non-amendable - non-debatable**

Confirming by-laws shall not be amendable or debatable.

**Part 20  
Committee of the Whole Agendas**

**20.1 Committee of the Whole Agendas - composition - prepared by Clerk**

The Clerk shall prepare Agendas for the Committee of the Whole consisting of the following parts:

1. Call to Order
2. Disclosure of Pecuniary Interest
3. Adoption of Agenda
4. Delegations, Petitions or Presentations
5. Managers' Updates – Quarterly Reports
6. Other Business
7. New Business
8. Closed Session
9. Adjournment

**20.2 Confidential Items - general description by Clerk**

The Clerk shall include in the Agendas for the Committee of the Whole a description of the general nature of matters to be considered in a closed meeting under Item 10. (Closed Session) of the Committee of the Whole Agendas.

**Part 21  
Committee of the Whole**

**21.1 Chair - designated - report to Council**

The Mayor shall be the Chair of the Committee of the Whole and shall maintain order during the meeting.

**21.2 Chair – if Mayor or Deputy Mayor absent**

In the absence of the Mayor, or if he/she refuses to act or if the office is vacant, the Deputy Mayor shall serve as Acting Mayor and shall act in the place and stead of the Mayor and shall have all the rights, powers and authority of the head of Council, while so acting.

In the event that the Deputy Mayor is unable, for any reason, to act in the place and stead of the Mayor and a quorum is present, the Clerk shall call the meeting to order and a member shall be appointed to act in the place and stead of the Mayor and shall have all the rights, powers and authority of the head of Council, while so acting.

**21.3 Report - to Council - all matters referred**

The Committee of the Whole shall consider and report to the Council on any other matter which has been referred to the Committee by resolution of the Council.

**21.4 Meetings – regular - schedule**

The Committee of the Whole will meet quarterly, when possible, throughout the year.

**21.5 Meetings - apart from regular - permitted**

The Committee of the Whole may meet apart from regular meetings when deemed necessary by Council.

**21.6 Meeting - in closed session - decided by majority vote**

Any Committee of the Whole meeting, or any part thereof, may be held in closed session if the Committee so decides by a majority vote of the members present to consider matters in accordance with sections 5.1 to 5.5 of this by-law.

**21.7 Rules of Procedure**

The rules governing the procedure of the Council and the conduct of its members shall be observed in the Committee of the Whole.

**21.8 Vote - by Chair - permitted - exception**

The Chair of the Committee of the Whole may vote on any motion after the other members have voted, except when the Chair is disqualified from voting by reason of a declared conflict of interest.

**21.9 Report - meeting - consideration by Council**

The report and recommendations of the Committee of the Whole shall be treated in the same manner as committee reports when considered by Council.

**21.10 Report - recommendations - adopted – confirmed by Council**

The report and recommendations of the Committee of the may be adopted and confirmed by the Council in a single motion and the passage of such a motion shall be taken to confirm and adopt all of the recommendations contained in the report, except for those recommendations dealt with or voted on separately.

**21.11 Request - to vote separately - requirements**

A member of Council may request, prior to the adoption of a Committee of the Whole report, that a Committee of the Whole recommendation be voted on separately.

## **Part 22 Department Liaisons**

**22.1 Department Liaisons – composition**

The following departments shall have one member of Council appointed to be the Department Liaison, save and except for the Mayor who shall be appointed to all Liaison positions:

- (a) Public Works;
- (b) Finance and Staff;
- (c) Recreation, Development and Promotion;
- (d) Emergency Services.

**22.2 Department Liaisons – Term**

The term of a Department Liaison shall be limited to two (2) concurrent years, after which there must be a break of a minimum of one full year.

**22.3 Department Liaisons – Report - to Council**

Department Liaisons shall report to the Council at the second regular meeting in the month on matters relative to their department in order to keep Council aware of municipal operations, as required. Page 193 of 248



## **Part 23**

### **Advisory and Special Committees**

#### **23.1        Advisory and Special Committees – Appointment - by Council**

An advisory or special committee may be appointed by the Council by resolution or by-law to consider and report on a specific subject, project or undertaking. Council shall designate one of its members to each advisory or special committee.

#### **23.2        Advisory and Special Committees – Member – Term**

The term of a member serving on an advisory or special committee shall be two (2) years, after which time Council shall review the composition and determine the composition for the next two (2) year term.

#### **23.3        Advisory and Special Committees - Rules of Procedure**

The rules governing the procedure of the Council and the conduct of its members shall be observed in all Advisory and Special Committees.

#### **23.4        Advisory and Special Committees - Report - to Council**

Advisory and special committees shall consider and report to the Council in writing on any other matter which has been referred to the Committee by resolution of the Council and on all matters connected with the duties imposed on them respectively.

#### **23.5        Mayor - member - ex officio - all committees**

The Mayor, shall be, an ex officio member of all committees of the Council.

#### **23.6        Chairs - appointment - nomination - procedure**

Each advisory and special committee shall appoint a chair at its initial meeting in each year.

#### **23.7        Vice Chairs - appointed - first meeting**

Each advisory and special committee shall appoint a Vice Chair at its initial meeting in each year.

#### **23.8        Motions - seconded**

Each advisory and special committee shall require motions made at its meetings to be seconded.

#### **23.9        Minutes - report to Council**

Minutes of the proceedings of advisory and special committee meetings shall be kept and shall be forwarded to the Council.

#### **23.10       Reports - adopted - confirmed - by motion**

The reports and/or minutes of advisory and special committee meetings may be adopted and confirmed by the Council in a single motion and the passage of such a motion shall be taken to confirm and adopt all of the recommendations contained in the report, except for those recommendations dealt with or voted on separately.

#### **23.11       Recommendation - separate vote - upon request**

A member may request, prior to the adoption of an advisory and special committee report and/or minutes, that a specific recommendation be voted on separately due to a declared conflict of interest, and such a request shall not require the introduction of a motion.

#### **23.12       Agenda - distribution - deemed notice**

The publishing and distribution of the Agenda for the meeting shall constitute notice thereof.

#### **23.13       Agenda - not received - validity - not affected**

Lack of receipt of the Agenda by members of the advisory or special committee shall not affect the validity of the committee meeting or any action taken thereat.

**Part 24**  
**Repeal - Enactment - Amendment**

**24.1 By-laws - previous**

By-law 2014-58, as passed on September 16, 2014 and all of its amendments are hereby repealed.

**24.2 Effective date**

This by-law shall come into force and take effect on January 17, 2018.

Passed in open council this 16th day of January, 2018.

\_\_\_\_\_  
Mayor, J. Murray Jones

\_\_\_\_\_  
Clerk, Crystal McMillan



Schedule 'A' to By-law 2018-09  
**Delegations**

**Request to Address Council**

If you would like to attend as a delegation before Council for the Township of Douro-Dummer, you must complete this form and submit it to the Municipal Office.  
Please note that the deadline for delegation requests is  
at noon seven (7) days prior to the meeting.

A copy of any presentation being used (i.e. Power Point) is also required to be  
submitted at noon seven (7) days prior to the meeting.

Name of Individual(s): \_\_\_\_\_

\*Note: Delegation(s) shall have no more than two (2) persons to speak on behalf of the delegation and 10 minutes to present. Council asks that delegations adhere to the 10 minute time limit.

Name of Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Nature of delegation request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Please attach a separate sheet if more room is required.

For the purposes of the *Freedom of Information and Protection of Privacy Act*, by submitting this form, I/we authorize and consent to the use by, or the disclosure, to any person or public body or publishing on the Municipal website any information that is contained in this submission and recognize that my/our name may become part of the public record.

Signatures:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

Please submit the completed application to:

Crystal McMillan, Clerk  
[crystal@dourodummer.on.ca](mailto:crystal@dourodummer.on.ca)

Fax: 705-652-5044

Phone: 705-652-8392 Ext. 205

or

Martina Chait-Hartwig, Deputy Clerk  
[martinac@dourodummer.on.ca](mailto:martinac@dourodummer.on.ca)

Fax: 705-652-5044

Phone: 705-652-8392 Ext. 210

*To be completed by Municipal staff:*

*Meeting Date:* \_\_\_\_\_

*Time:* \_\_\_\_\_

**Recommendation:**

That the Clerk/Planning-2021-31 report, dated September 28, 2021, regarding a review of the Committee of the Whole Format be received and that Council provide direction to staff regarding this topic.

**Overview:**

At the September 7, 2021 Council meeting, a report was presented regarding the overhaul of the Procedural By-law and it requested that Council provide questions and comments regarding a Committee of the Whole format and whether that may be something Council would like to see. A copy of the report from September 7, 2021 is attached to this report for reference.

**Conclusion:**

Staff have complied all of Council's comments and questions regarding implementing a Committee of the Whole structure and have included them below. For ease of reading and discussion the comments have been organized together based on general topic.

Interest in Having COW

Comments Received	Staff Notes
In Support	
No	
I do not support adding this COW at this late stage of the current Council. I would suggest leaving the addition of COW to the next council to decide as we are getting near the end of the current council mandate.	COW could be added to the Procedural By-law with an implementation date of January 2023 for the new term of Council.
In support	
In support	

Potential Timing of Meetings

Comments Received	Staff Notes
I wonder if we have to set a schedule as to when we hold them, or could they just be called when there is something worthy of more discussion time than a Council meeting provides	Council already has ability to request that a Special Council meeting be called to discuss a specific topic.
I do not think they need to be held more than once a month, maybe every three months. Could they not be called when there is a topic ... i.e. AirBnBs	If COW was only called to discuss one off topics, a Special Council meeting would be the better avenue to have those discussions
Updating the Procedural By-law regarding the frequency of meetings would be good	

- I would support monthly or more frequently if deemed necessary.	
The Committee should meet once per month	
	Council would need to consider if COW would replace one Council meeting a month or would it be in addition to the current two Regular Council meetings per month.

#### Agenda/Purpose of Meetings

Comments Received	Staff Notes
With COWs traditionally being less formal, they are the right place for a discussion-oriented meeting with all members of Council. This is where Council can have a thorough discussion on a topic with no decision made in that meeting. Decisions can be ratified in a subsequent Council meeting.	While COW is traditionally seen as less formal, all regulations regarding transparency and accountability would still apply. Meetings would be recorded and livestreamed.
Item 5 – New business (Business added to the Agenda): Am I to understand that this would be something that could come up during a COW meeting and result in an item being added to the agenda right then? Was that done in the past? Isn't that taking away from the transparency of the meeting by putting something on the agenda during a meeting?	New Business would be for Committee Members to request a topic be placed on the next agenda for discussion. The discussion would not take place at the meeting where it was requested.
If needing more 'fulsome' conversation is the driving force, please keep in mind that our meetings are generally 1-2 hours in length. Still plenty of potential time to be 'fulsome'.	
Currently if an item comes to council, we generally can delay the recommendation to the next meeting or a near future meeting to get more information on the issue. I believe the current council can continue to use this method for	With a Committee of the Whole format, the Committee receives, discusses items on the agenda and then prepares recommendations to be voted on by Council.

appropriate overview of the subject presented with no difficulty.	
I am in support of the updated Agenda Outline (removing delegations)	
In support of new agenda format as presented	
I would like to see the managers reports removed from Council Meetings and presented at this meeting. It gives more time to discuss or question anything. They would still be open and transparent to the general public as the meetings are recorded and available on our website.	Meetings would be recorded and livestreamed.

#### Staff and Council Time

Comments Received	Staff Notes
I cannot in any way support doubling the workload for staff who are already stretched to the limit.	
Continue as is for now to save valuable staff time in these extraordinary covid times and the absence of D-D Clerk and Treasurer. When we debate this issue, I would interested in the estimated number of all staff hours extra per COW meeting could be expected?	Estimated Staff time: <ul style="list-style-type: none"> <li>- Staff time to prepare reports: Unknown</li> <li>- Senior Staff time to attend meeting (CAO &amp; Clerk): 3h approx.</li> <li>- Other Staff time to attend meeting : Unknown</li> <li>- Time for Clerk's Department to Prepare Agenda Package: 2h approx.</li> <li>- CAO and Clerk's time to prepare prior to meeting: 1.5h approx.</li> <li>- Post Meeting Routine Tasks (Minutes, Circulation of Additional Information): 2.5h approx.</li> <li>- Total Time per meeting: 9h approx.</li> </ul>
I would also suggest that we look at the TOR as it relates to committee composition. More specifically, allow the Mayor to appoint a Chair as they would typically assign committee appointments (annually?) so as to provide flexibility to the Mayor in their duties	If Council wished to implement COW a new Terms of Reference could be created as a Schedule to the new Procedural By-law.



	If COW was to be implemented, staff workflows would need to be reviewed and tasks may need to be reassigned and/or removed.
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#### Additional Comments

Comments Received	Staff Notes
If the rationale includes..."being able to speak your mind" or "a chance to dig deep", then please remember that the meeting rules are the same, open and transparent. Those days are long gone.	While COW is traditionally seen as less formal, all regulations regarding transparency and accountability would still apply. Meetings would be recorded and livestreamed.
Should the next council wish to operate this way, that will be their decision. Changing the procedural by-law during the last year of our term, is totally inappropriate.	The impetus to review the Procedural By-law was twofold, the first is that there have been legislative changes that have an effect on the Procedural By-law and best practices for an open, transparent and accountable municipal government. The second reason for the review of the Procedural By-law is that the Service Delivery Review very strongly recommended this review as an activity to happen shortly after the SDR and further the consultants included a schedule in the SDR documents outlining all of the recommended changes.
Meetings could be held at any time of the day.	Currently Council holds two evening meetings a month. Council will want to consider if they wish to add another evening meeting to their schedules or is a meeting during the business day would be better.

#### Financial Impact:

The impact is unknown at this time but it may include extra staff time and additional resources assigned to assist the legislative process and ensure that all regulations are being met. The impact can be further investigated with direction from Council.

#### Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.

#### Sustainability Plan Applicability:

None.



### Report Approval Details

Document Title:	Review of Committee of the Whole Format.docx
Attachments:	<ul style="list-style-type: none"><li>- HW - COW Comments.docx</li><li>- JMJ - COW Comments.docx</li><li>- SL - COW Comments.docx</li><li>- TW - COW comments.docx</li><li>- KM - COW comments.docx</li></ul>
Final Approval Date:	Sep 24, 2021

This report and all of its attachments were approved and signed as outlined below:

Elana Arthurs

**Recommendation:**

That the Clerk/Planning-2021-27 report, dated September 7, 2021 regarding the use of the Committee of the Whole model be received, that Council provide comments and questions to staff no later than September 17<sup>th</sup>, 2021 and further that a Special Council meeting be held on September 28<sup>th</sup>, 2021 to discuss the Committee of the Whole model and provide direction to staff.

**Overview:**

In the Spring, a committee comprised of Councillor Watson, CAO Elana Arthurs and Deputy Clerk Martina Chait-Hartwig, was formed to create a new Procedural By-law for the Township. The current Procedural By-law was approved in 2018 and much has changed since then including new legislation, the move to digital meetings and adjusting to the new Covid-19 reality. Further to this, the drafting of a new Procedural By-law was a recommendation in the Service Delivery Review.

As the Committee has been working through edits to the new document, discussion arose regarding Committee of the Whole. The current By-law contains provisions to have a Committee of the Whole (COW) but COW meetings have not been held since the start of 2016. The Committee has heard in the Service Delivery Review that Council would like a less formal forum to discuss Township business and COW may provide a venue for those discussions.

**Conclusion:**

The Committee is interested to hear Council's thoughts on the introduction of a COW that would meet on a regular basis.

Some of the issues that we would like Council to discuss and provide direction on are as follows:

**Agenda Outline:**

Currently the COW agenda is listed as:

- 1) Call to Order
- 2) Disclosure of Pecuniary Interest
- 3) Adoption of Agenda
- 4) Delegations, Petitions or Presentations
- 5) Managers' Updates – Quarterly Reports
- 6) Other Business
- 7) New Business
- 8) Closed Session
- 9) Adjournment

A potential change to the set Agenda could be as follows:

1. Call to Order
2. Disclosure of Pecuniary Interest

3. Adoption of Agenda
4. Reports – Departmental Updates
5. New Business (Business added to the Agenda)
6. Closed Session
7. Rise from Closed Session
8. Matters Arising from Closed Session
9. Adjournment

#### Timing of Meetings

The current Procedural By-law states that the COW will meet quarterly or more frequently if deemed necessary by Council. The Committee would like to know if Council would like to meet quarterly, monthly, or on alternating weeks from Council meetings (second and fourth weeks of the month). In discussing the timing of COW meetings Council will need to consider the time the meeting should take place such as Tuesday morning or at another time during the day, the increase number of meetings Councillors would be attending and increased or changed workload and workflow for staff.

#### Good Governance

The Committee would like to hear the thoughts of Council on whether the introduction of a regular COW would enhance good governance and transparency for the public in regards to Township business or if the current Council meeting structure is more appropriate for a municipality of our complexity.

The Committee would like to request that Council ponder these questions regarding COW and provide written feed back to staff prior to September 17, 2021 to allow staff sufficient time to craft responses and conduct research in advance of a Special Council meeting to be held on September 28<sup>th</sup>, 2021 to discuss the COW structure and whether the introduction of Committee of the Whole would be a beneficial addition to the Council meeting schedule.

#### **Financial Impact:**

None at this time.

#### **Strategic Plan Applicability:**

To ensure and enable an effective and efficient municipal administration.

#### **Sustainability Plan Applicability:**

N/A

### Report Approval Details

Document Title:	New Procedural By-law - Committee of the Whole.docx
Attachments:	
Final Approval Date:	Sep 1, 2021

This report and all of its attachments were approved and signed as outlined below:

Elana Arthurs



**Overview:**

The Township of Douro-Dummer Procedural By-law is an integral document which regulates the Council meeting process including the setting of the agenda, notice to the public and voting procedures during a Council meeting. This document was last reviewed in 2018. Since that time there have been various amendments made to address new legislative requirements and the current move to virtual Council meetings.

**Conclusion:**

As highlighted in the 2020 Service Delivery Review, the Procedural By-law needs a thorough review and many suggestions were made regarding improvements that could be put into place including Committee management. A review of the By-law has also been a topic of discussion with individual staff members over the years.

Staff feel that they now have the capacity to undertake the review and rewriting process. To assist with that process, staff would like a member of Council to be assigned to the project to act as a resource for the review and editing process.

**Recommendation:**

That the Clerk/Planning-2021-03 report, dated March 30, 2021, regarding review of the Procedural By-law be received and that a member of Council be assigned to act as a resource for the project.

**Financial Impact:**

At this time the only financial impact would be staff time. If other financial resources are needed a report will be brought to Council.

**Strategic Plan Applicability:**

To ensure and enable an effective and efficient municipal administration.

**Sustainability Plan Applicability:**

N/A

### Report Approval Details

Document Title:	Review of Procedural By-law.docx
Attachments:	
Final Approval Date:	Mar 31, 2021

This report and all of its attachments were approved and signed as outlined below:

Elana Arthurs

**Overview:**

On March 19, 2020 the Municipal Act, 2001, as amended, was amended by the *Municipal Emergency Act, 2020*, to provide that, any period where an emergency has been declared to exist under section 4 or 7.0.1 of *the Emergency Management and Civil Protection Act*, members of councils, local boards and committees who participate electronically in open and closed meetings may be counted for purposes of quorum.

In order to allow electronic participation and to include the members present in the electronic meeting to count towards quorum, it is necessary for Council to amend the Procedural By-law.

**Conclusion:**

Attached is a draft by-law to amend the Procedural By-law. The changes are as follows:

- Add a definition of electronic meeting;
- Delete the existing subsection 2.7 Recording Devices – Not Permitted in its entirety and replace it with a new subsection 2.7 to note about recording and livestreaming of meetings. As well as add a Schedule 'B' to the original By-law to outline policies regarding recording and broadcasting of meetings
- Add a new subsection 2.8 to allow members participating electronically during an emergency to be counted towards quorum;
- Add a subsection to Section 4 – Notice of Meetings to allow for the cancellation of Meetings. This subsection would have been helpful during this emergency situation because the postponement of meetings provision was not sufficient.

Staff are currently working on a strategy to be able to implement measures for virtual council meetings so that during this emergency situation Council can continue to conduct regular meetings.

**Recommendation:**

That the Clerk/Planning 2020-18 report, dated March 25, 2020, regarding Amending the Procedural By-law – Electronic Participation during Emergencies be received, that the By-law to amend the Procedural By-law be passed at the appropriate time during this meeting, that Council resume regularly scheduled Council meetings starting April 21, 2020 electronically until the emergency situation has ended and that the public be notified of the method of the meeting on the agenda which will be posted on the Township's website.

**Financial Impact:** There may be a cost to combine virtual meetings with eScribe, but the cost is unknown at this time.

**Strategic Plan Applicability:** N/A

**Sustainability Plan Applicability:** N/A

### Report Approval Details

Document Title:	Amend Procedural By-law - Electronic Participation during Emergencies.docx
Attachments:	- 2018-09 - Procedural By-law.pdf - 2020-18 - Amend Procedural By-law - electronic participation during emergency.pdf
Final Approval Date:	Apr 1, 2020

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

### Report Approval Details

Document Title:	Amend Procedural By-law - Electronic Participation during Emergencies.docx
Attachments:	- 2018-09 - Procedural By-law.pdf - 2020-18 - Amend Procedural By-law - electronic participation during emergency.pdf
Final Approval Date:	Apr 1, 2020

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

**Recommendation:**

That the Treasurer-2021-13 report, dated November 2, 2021, regarding the Modernization Funding Update be received for information.

**Overview:**

In 2019, the Township received \$591,826 from the Province of Ontario to be spent on projects that will modernize services offered from the Township. The following table shows that \$229,752.12 has been spent to date with another \$59,643.74 that has been budgeted for but not yet spent. It should be noted that these numbers have not been audited and are subject to change.

<b>Project</b>	<b>Status</b>	<b>Amount Spent</b>	<b>Budget Remaining</b>
New website	Complete	34,251.66	-
New agenda software	Complete	14,042.88	-
Live stream of Council - (AV System for Chambers)	Complete	14,790.82	-
New Electronic BP system	Complete	12,713.48	-
GPS System - PW	Complete	10,000.00	-
Ductwork	Carryforward	0.00	7,000.00
Communication Upgrades (Fire and PW)	Complete	82,760.28	-
Asset Management Plan	Partially Complete	61,193.00	-
HR Evaluation and Pay Equity Review	Ongoing		14,645.92
Building Condition Assessment	Ongoing		8,988.96
Roads Needs Study	Ongoing		29,008.86
<b>Total</b>		<b>229,752.12</b>	<b>59,643.74</b>

**Conclusion:**

Of the \$591,826 that the Township was given from the Province there remains \$302,430.14 unallocated.

Received	591,826.00
Spent to date	-229,752.12
Budget Remaining on Incomplete Projects	-59,643.74
Unallocated Funds	302,430.14



It is important to note that a second round of funding opened in September 2021 but due to the fact that the Township had not spent the first round of funds we were not able to apply.

The 2022 Budget will be presented in a few weeks and staff will include recommendations for some of the remaining funds. There may also be some opportunities to allocate some funds to projects that were completed in 2020 and 2021 to ensure the funds are used.

**Financial Impact:**

N/A

**Strategic Plan Applicability:**

To ensure and enable an effective and efficient municipal administration.

**Report Approval Details**

Document Title:	Modernization Funding Status Update - October 2021.docx
Attachments:	
Final Approval Date:	Oct 27, 2021

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Elana Arthurs

- Ongoing Covid-19 pandemic related actions – review of policies and procedures, health and safety concerns.
- All staff are back to working in the office most days, the office remains open with the doors locked and access provided through the intercom system, this continues to work well.
- Community Centres and parks are open with continued safety measures and consistent review of procedures due to changing legislation.
- Continue to sit in on Peterborough Public Health meetings regarding recreation facilities and re-opening procedures.
- Continue to participate in the Bi-weekly COVID-19 Media Briefings.
- Participated in calls with CAOs from across the County to discuss common issues and share best practices.
- Met with County Staff on site to discuss the management of the Township IT Services.
- Participated in the AMCTO Clerks Forum and a number of Zone meetings across the Province.
- Attended various staff/committee meetings re: Procedural By-law, Edwards Pit, Sewage Invoicing, Animal Control By-law and Election Sign By-law.
- Met with Managers and Treasurer to begin the 2022 budget process.
- Facilitate weekly management meetings including all staff once per month
- Recruited for Equipment Operator, Cleaner for the Municipal Office and seasonal labourers.
- Complaints resolution with residents, some involving extensive time and research as well as meeting with staff and a lawyer.
- Participated in Community Safety and Well Being Plan Advisory Committee with County wide representation
- Reviewed HR policies provided from SHRP and provided them to the HR Committee in anticipation of a future meeting.
- Attended SHRP Webinar regarding Vaccination Policies
- Met with residents on site to discuss concerns with property and building permits.
- Attended the Ontario Municipal Managers Association Fall Symposium via Zoom.

Clerk's Department:

- Responding to inquiries and requests from the public and various stakeholders.
- Prepared agendas for following meetings: two regular Council meetings.
- Prepared various reports to Council and all associated minutes.
- Working through the steps for a request to stop-up and close a road allowance including a sale of the land, currently waiting on the results of the survey.
- Drafted a new Procedural By-law and completed a review with the Committee in preparation for sending it to Council.
- RFP for Voting Methods closed and a provider was chosen. Currently reviewing the agreement for service.
- Cleansing of batches of files as per the Township retention By-law.
- Ongoing updates and new items being added to the Township Website.
- Attending Municipal Elections training program offered through AMCTO
- Attended virtual Clerk's Forum and AMCTO Zone 5 meeting.

Planning Department:

- Responded to various inquiries, correspondence and applications under the Planning Act. Pre-consultation meetings continue to be popular with the appointments booking weeks ahead.
- Planning Act applications continue to be received at higher volumes than last year.
- Continue to work with Planning Act applicants and partner agencies to reduce red tape in the processing of applications.
- Participating in TAC meetings for County Official Plan Project and viewing of mapping Schedules and reports. Sitting on Committee that is creating the public outreach and information strategy.
- Working through peer review process for the following applications: Clancy Subdivision, Ontario Turtle Conservation Centre, Wildfire Golf Course.
- Hosted pre-consultation meetings in October for 6 applicants.

Miscellaneous:

- Work has finished for the year at the Lime Kiln property for 2022.
- Continue to sit on the AMCTO Legislation and Policy Advisory Committee
- Worked with CAO and Treasurer to create budgets for the Clerk's Department, Planning Department, 2022 Election and Committee of Adjustment and Planning Committee.

**Report Approval Details**

Document Title:	Clerk-Planning Department Monthly Report - October 2021.docx
Attachments:	
Final Approval Date:	Oct 26, 2021

This report and all of its attachments were approved and signed as outlined below:

Elana Arthurs

The following provides an update on recent work completed by the Finance Department:

- Grants
  - o Canada Summer Jobs - completed the necessary year-end reporting.
  - o Reviewing other grant opportunities and requirements
- Budget
  - o Similar to September, a large portion of the month has been spent working on the budget. This work included meeting with each manager and then compiling all of the information together into one master document. Also, preliminary work has started on the budget report.
  - o For some 2022 Finance Department projects I reached out to various vendors for estimates and quotes.
- Other
  - o Job description – I have been creating a job description for the Accounting and Payroll Analyst position which will be posted in the near future.
  - o Investigating expanding online payment options
  - o Investigating efficiencies within the Finance Department and software utilization
  - o Attend weekly management meetings



**Report Approval Details**

Document Title:	Finance Department - October 2021.docx
Attachments:	
Final Approval Date:	Sep 29, 2021

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Elana Arthurs

**Report Approval Details**

Document Title:	Finance Department - November 2021.docx
Attachments:	
Final Approval Date:	Oct 27, 2021

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Elana Arthurs

This report is regarding finalized September fire statistics as well as partial October statistics. This also includes October monthly update from Douro-Dummer Fire Services

**Overview:**

- Training for October includes Electrical Safety, Firefighter Obstacle Skills Course, Medical BLS recertification, vehicle and station maintenance.
- Station 2 renovation continues, block work complete and heaters on fire department side complete, PW side install soon
- Pump 4 related repairs completed from incident
- Disposal of low value surplus items posted through GovDeals and internal postings. Rescue 5, oil furnace and extrication tools
- Participate with managers and budget meetings
- Support EOETA with training and final evaluations
- Fire Prevention Week was another challenge to do virtually, but videos done by our own public educators specific for schools and this year's theme. Contests shared with donated prizes and each student received items related to fire prevention
- Attend Emergency Management Sector Meeting
- September ended up with 40 calls for help resulting in 55 station deployments, and 91 apparatus responses plus mutual aid assistance received. Medical related responses accounted for 58% of calls for the month
- October as of 25<sup>th</sup>, there have been 35 calls for help

**Report Approval Details**

Document Title:	September Monthly Report.docx
Attachments:	
Final Approval Date:	Sep 29, 2021

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

**No Signature - Task assigned to Elana Arthurs was completed by workflow administrator Martina Chait-Hartwig**

Elana Arthurs

**Report Approval Details**

Document Title:	October Monthly Report.docx
Attachments:	
Final Approval Date:	Oct 26, 2021

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Elana Arthurs

**September/October 2021**

## **ADMINISTRATIVE**

- HR, facility staff work plans, staff schedules
- Weekly management team meetings
- Networking/Meetings with Arena Managers, Public Health, Douro Minor Hockey
- Invoices, payroll, inquiries, correspondence
- Covid Safety plan – updates
- Contractor site meetings re: South Park, DCC, and WCC
- Ice rentals for 2021-22 season
- Community Center Labourers positions advertised and interviews
- Staff training
- Over came the difficulties of short staffing
- Tree Planting program with ORCA at Clintonia and South Park
- Operating and Capital Budget

## **OPERATIONAL**

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance, ongoing
- Daily sanitizing of portable toilets
- Grass cutting ongoing
- Warsaw & Douro CC prep work/cleaning for re-opening
- Made ice at Warsaw & Douro CC
- Installed Trees at Clintonia Park and South Park with ORCA
- Regular ice rentals at both Community Centres

## **CAPITAL PROJECTS**

- Warsaw CC exterior/interior doors complete
- Douro CC exterior/interior doors ongoing
- Douro infloor heating complete

## **Events**

- Thursday Night Mixed League – North Diamond
- Youth Baseball – North/Legion Diamonds
- Farmer Workshops – Douro CC
- Craft Sale – Douro CC
- Ice rentals at both Community Centre



**Report Approval Details**

Document Title:	Monthly update - Sept-Oct 2021.docx
Attachments:	
Final Approval Date:	Oct 27, 2021

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

**No Signature - Task assigned to Elana Arthurs was completed by workflow administrator Martina Chait-Hartwig**

Elana Arthurs

**Departmental Update (October):**

**1. Public Works:**

**Administrative:**

- Participate with manager and site meetings
- Responding to concerns and inquiries from the public, some involving extensive time and research
- Preparing various reports, budget
- Recruitment of equipment operator

**b. Operational:**

- Contractor has completed gravel crushing at 6<sup>th</sup> line pit
- Installed new entrances/culverts at various locations
- Contractor completed 2021 Surface treatment projects
- Public works shop, yard and equipment clean up
- Contractor has completed the 2021 gravel resurfacing on various gravel roads
- Staff completing seasonal changeovers on equipment
- Replaced damaged culverts on Douro 7<sup>th</sup> line and Carlow line
- Patching continues on various roads as weather permits
- Ditching, culvert replacements and gravel application completed on WLRE and Ivandale Road
- Staff continue reorganizing at Douro public works building as time permits for renovations to fire hall and public works building
- Various site meetings regarding entrance permits and general concerns
- Staff complete maintenance and repairs on equipment as time permits
- Grading, spot grading ongoing as weather permits
- Ditching and culvert replacements on Douro 1<sup>st</sup> Line Road have commenced
- Hand brushing at various locations – fallen trees, sightlines, sign visibility
- Ditching and culvert replacements on Douro Fifth Line completed
- Regulatory signs, street and 911 signs repaired or replaced as needed
- Staff completing routine patrols as required

**c. Health & Safety:**

- (Continuous) COVID-19 in the workplace: Ensuring that all necessary Health & Safety precautions are being consistently done such as: all staff equipped with the proper Personal Protective Equipment (PPE), masks, hand sanitizer and wipes for vehicles and sanitizing products are located in the depots

**2. Waste Management Division:**

- Halls Glen Transfer Station continues to operate partially re-opened (not accepting mattresses or re-use items at this time) with restrictions in place for staff and residents relative to COVID-19 and is functioning well



**Report Approval Details**

Document Title:	Public Works October Update.docx
Attachments:	
Final Approval Date:	Oct 26, 2021

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Elana Arthurs

Mission Statement: The Douro-Dummer Library is committed to providing access to resources and opportunities for reading, life-long learning, personal development and enrichment for the community.

**(APPROVED)**

**Minutes of a Meeting of the Township of Douro-Dummer Public Library Board held on September 14<sup>th</sup>, 2021 at 3:00 p.m. at the Douro-Dummer Public Library.**

**Present:** Vice Chair: Darla Milne  
Board Member: Marian Leahy  
Board Member: Sharon McKeiver  
Board Member: Councillor Heather Watson

**Regrets:** Board Member: Clara Leahy  
Board Chair: Georgia Gale-Kidd

**Recording Secretary:** Douro-Dummer Public Library – CEO, Anne Landry

**1. Call meeting to order:** The Vice Chair called the meeting to order at 3:07 pm.

**2. Disclosure of Pecuniary Interest:** The Chair reminded the Board of their obligation to declare any pecuniary interest. None were declared.

Carried

**3. Adoption of the August minutes 2021 Minutes:**

**Resolution Number 42-2021**

Moved by: Councillor Watson

Seconded by: Marian Leahy

That the board accepts the August 2021 library board minutes.

Carried

**4. Business arising from Minutes:**

a) Committee Reports

- i. Art Gallery – No report from Sharon McKeiver.
- ii. Schools – No report from Anne Landry.
- iii. Friends of the Library – Marian Leahy gave a verbal report. The friends will be meeting again soon. They are working on a potential book sale for the fall. They are waiting on directions from the township regarding Covid Protocol

b) Capital Budget: After an organisational review, the Board agreed to request an additional 37 hours/week in staff hours— including the hiring of a new Library Clerk—for a total of 78 hours/week.

c) New Community Room Name: We will defer the naming of the new community room to a later date.

Mission Statement: The Douro-Dummer Library is committed to providing access to resources and opportunities for reading, life-long learning, personal development and enrichment for the community.

**Resolution Number 43-2021**

Moved by: Councillor Watson

Seconded by: Marian Leahy

That we bring to council the purchased of new bookshelves for the children section, that we raise the new computer budget from \$1000 to \$1500 and that we defer the purchase of a new DVD shelves and material for the future outdoor community backyard until at least next year.

**Resolution Number 44-2021**

Moved by: Darla Milne

Seconded by: Marian Leahy

That the CEO write a report requesting a new part-time employee for 26 hours a week and – as per our organizational review— the increase of hours of the CEO and the Library Assistant up to 26 hours/week.

**Resolution Number 45-2021**

Moved by: Darla Milne

Seconded by: Clara Leahy

To receive the Committee Reports.

Carried

**6. Review of Financial Reports dated August 31<sup>st</sup>, 2021.**

**Resolution Number 37-2021**

Moved by: Councillor Watson

Seconded: Marian Leahy

To receive the Financial Report dated August 31<sup>st</sup>, 2021.

Carried

**7. Librarian's Report – Report dated August 3<sup>rd</sup>, 2021.**

The CEO gave a verbal report about the Librarian's Report.

**Resolution Number 38-2021**

Moved by: Councillor Watson

Seconded by: Sharon McKeiver

That the Library Board receives the Librarian's Report dated September 7<sup>th</sup>, 2021.

Carried

**8. New Business –**

**a) Reciprocal Borrowing Agreement with other Libraries within Peterborough County** – Anne gave a verbal report about the ideas of having a borrowing agreement with other public libraries in the county.

**b) Vaccine Policy Awareness** – Councillor Watson raised the issue of the impending vaccine mandate that the Library will have to make a decision

**Resolution Number 39-2021**

Moved by: Councillor Watson

Seconded by: Sharon McKeiver

For the board to receive the new business reports.

Mission Statement: The Douro-Dummer Library is committed to providing access to resources and opportunities for reading, life-long learning, personal development and enrichment for the community.

Carried

**9. Correspondence** – None

**10. Adjournment:**

**Resolution Number 34-2020**

Moved by: Councillor Watson

Seconded by: Sharon McKeiver

That the Board Meeting be adjourned at 4:55 pm.

Carried

**Next Meeting:** October 12<sup>th</sup>, 2021 at 3:00 at the Douro-Dummer Public Library.

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Georgia Gale-Kidd,  
Board Chair

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Anne Landry,  
Recording Secretary



## Meeting of the Township of Douro-Dummer Historical Committee

Douro Library Building, Douro Ontario Oct. 14, 2021 Thursday 7:00 PM

Present – Judy Bryan                      Margie Morrissey                      Roberta Thompson  
                 Mike Towns                      Shelagh Landsman                      Ruth Benson  
                 Annette Dunford

Regrets – Amie Brock

### Meeting Minutes

Meeting was opened by chair Margie Morrissey who welcomed everyone, minutes from previous meeting January 16, 2021 were adopted as read.

Moved: Judy Bryan,    Seconded: Ruth Benson.

Carried.

### Minutes

Log Books are updated on the website to say \$30 now, it was \$25 on website, now verified to be corrected.

Limestone Kiln – Weity Hamersma is done working on it for this year. To this point there has been approximately \$58,000 spent on this project. The council is asking how much longer this project will be taking place. And the approximate cost to complete. There is also a tremendous assumed cost to complete landscaping once this project is completed. It is suggested that our township staff could do the landscaping as needed, rather than to hire it out.

Historical Committee does not seem to be on the Township website. Margie to ask Martina about this, however after navigating on this site for some time, Shelagh found it under Council heading, cleverly tucked away.

### Budget for 2021

Kiln - \$10,000

Advertising - \$100

Log Books - \$250

Materials - \$150

Log Buildings – Amie Brock was to speak to someone regarding the logs, however Amie was absent for this meeting, Margie will talk to her and see if she had anything to add.

Pennant from McCracken's Landing was given to Shelagh by Jeanine Skead (former owner of Choate's Store) It will be added to archives.

Judy Bryan was given several antique calendars, from local stores Douro, Warsaw, Norwood etc. They will be put in the display case with some explanations.

It is noted that there should be some type of indexing or cataloguing of the items and articles in the vault at this library. So it is suggested that Martina has a student who is studying Archival Studies that the township will hire to assume this role. Minutes prior to 1975 are in this vault here, the remainder is at Warsaw Town Hall.

Some materials had gotten wet in the basement, and were thrown out, sadly no one seems to know what exactly was tossed. Sadly these historical articles may have been valuable.

Douro Arena opened in December 1981.

Shelagh let us know someone has requested that items in the display case need more explanations and facts about what is being displayed.

Shelagh had been asked by Heather Watson about council minute books over the years.

Council photos over the years were discussed, there are still some in Douro, I believe the remaining are in Warsaw in Council chambers on shelves. It was suggested they be put into a photo album, rather than on the wall as they are all different sizes, and there are a great number of them.

Mike Towns offered some of the Douro Township Treasure papers that were in Towns' Store vault when his Grandpa P.G. Towns was the treasurer in the 1870's. Some have been indexed but not all of them.

Mini Dwyer ran that Telephone Office which is beside Mike Towns' present house.

Motion to close the meeting at 8:10 p.m.

Moved: Shelagh Landsman      Seconded: Judy Bryan.

Next meeting will take place November 18<sup>th</sup>, 2021 Thursday at Douro Library 7:00 PM

**The Corporation of the Township of Douro-Dummer**

**By-law Number 2021-59**

**Being a By-law to amend By-law Number 10-1996, as amended,  
otherwise known as "The Township of Douro-Dummer  
Comprehensive Zoning By-law"**

**Whereas** By-law Number 10-1996, as amended, regulates the use of land and the use and erection of buildings and structures within the Township of Douro-Dummer;

**And Whereas** Section 34 of The Planning Act, RSO 1990, as amended, permits the Council to pass an amending Zoning By-law;

**And Whereas** the Council of the Township of Douro-Dummer deems it advisable to amend By-law No. 10-1996 as amended;

**Now Therefore** the Council of the Township of Douro-Dummer hereby enacts as follows:

1. The areas affected by this By-law consists of a parcel of land in Part Lot 30, Concession 7, in the former Township of Dummer, (now the Dummer Ward of the Township of Douro-Dummer) in the County of Peterborough, more particularly described as:

**Con 6, PT Lot 30 PT Road Allowance; Con 7 PT Lots 30 and 31 PT;  
Road Allowance, Registered Plan 45R12362 Parts 1; To 6  
2215 Wildfire Drive, Dummer Ward**

as indicated on Schedule "A" attached hereto, and forming part of this by-law.

2. That Section 12.5 – Restricted Tourist Commercial Zone is amended by deleting subsection "12.5.2.b)" in its entirety and replacing it with the following:

- a) 12.5.2.b) Maximum Floor Area of Maintenance and Cart Storage Facilities: 1285m<sup>2</sup>

3. That Section 12.4 – Restricted Tourist Commercial Zone is amended by the addition of the following after 12.5.2.h) :

- a) 12.5.2.1) Maximum number of Maintenance and Cart Storage Facilities: 2

- 4. Schedule 'B-8' of By-law No. 10-1996, as amended, is hereby further amended in accordance with the provisions of this By-law.
- 5. All other relevant provisions of By-law 10-1996, as amended, shall apply.

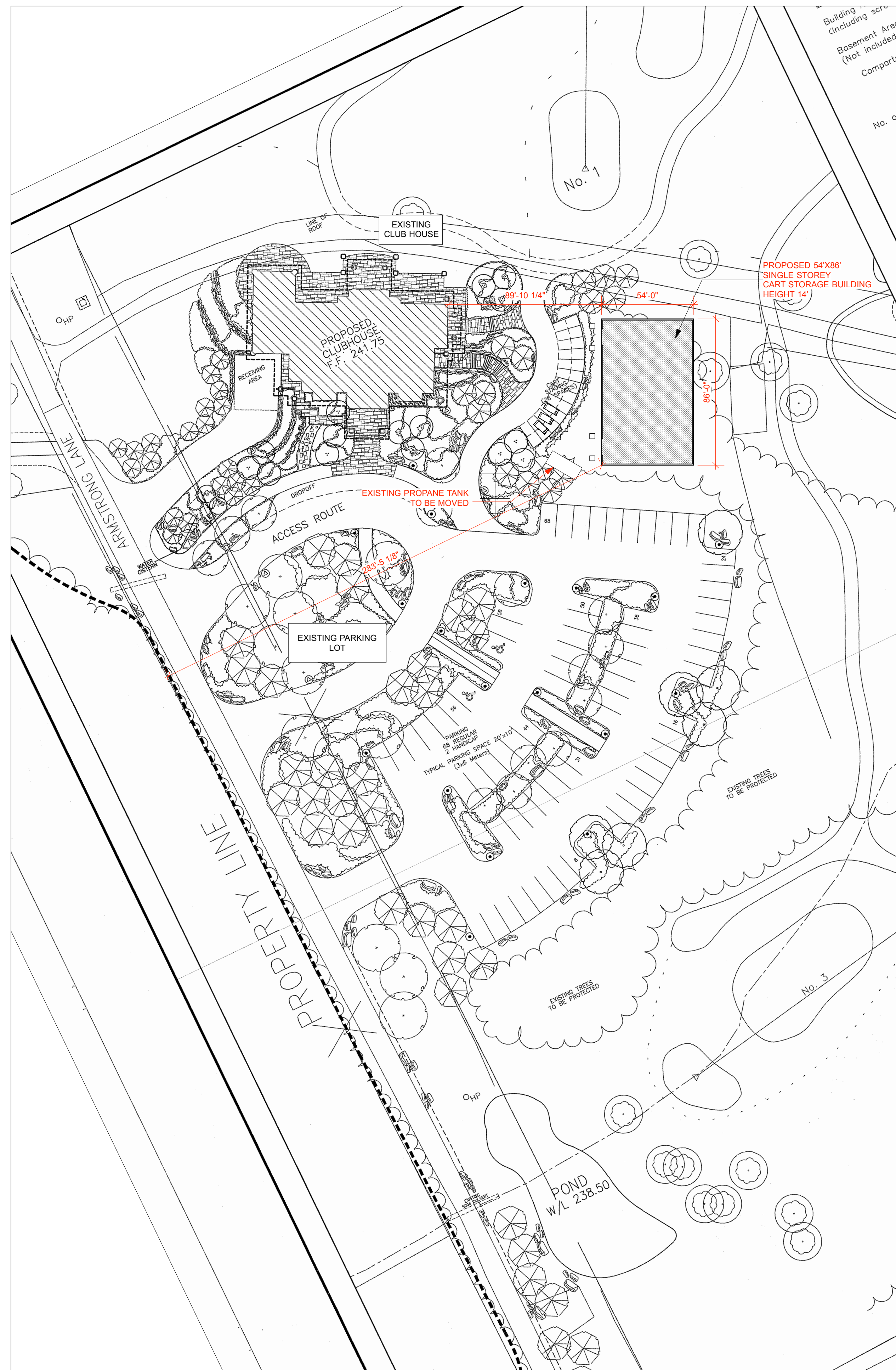
If no notice of objection is filed with the Clerk within the time provided, this By-law shall become effective on the date of passing hereof, subject to the provisions of The Planning Act, RSO 1990, as amended.

Passed in open council this 5th day of October, 2021.

\_\_\_\_\_  
Mayor, J. Murray Jones

\_\_\_\_\_  
Acting Clerk, Martina Chait-Hartwig





Contractors must check and verify all dimensions on the project and report any discrepancies to FAD before proceeding with the work.

All drawings are the property of the Architect and are instruments of service. They are for use only on the project for which they were prepared, and must be returned upon request. Reproduction of drawings in part or in whole is forbidden without the Architect's permission.

The Contractor is to be familiar with the Ontario Building Code and its latest revisions.

DRAWINGS SHOULD NOT BE SCALED

Project Title

**WILDFIRE GOLF CLUB  
CART STORAGE**

2215 WILDFIRE DR.  
DOURO-DRUMMER

Consultant

REV.	DATE	DESCRIPTION
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NO.	DATE	ISSUE NOTE
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Project Manager <b>T. MCCONNELL</b>	Drawn By <b>MR</b>
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Date	NOV 2020	Reviewed By	MR
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Project ID	200X
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Sheet Title

## SITE PLAN

Sheet No.

## A1.1



## **The Corporation of the Township of Douro-Dummer**

### **By-law Number 2021-66**

#### **Being a By-law of the Corporation of the Township of Douro-Dummer to manage and regulate election signs and election campaign advertisements including third party advertising.**

**Whereas** subsection 11(3), paragraph 1 of the Municipal Act, 2001, S.O.2001. c. 25, as amended authorizes The Corporation of the Township of Douro-Dummer to pass by-laws respecting to highways over which it has jurisdiction;

**And Whereas** subsection 11(3), paragraph 7 of the Municipal Act, 2001, S.O.2001. c. 25, as amended authorizes The Corporation of the Township of Douro-Dummer to pass by-laws respecting signs;

**And Whereas** subsection 63(1) of the Municipal Act, 2001, S.O.2001. c. 25, as amended authorizes The Corporation of the Township of Douro-Dummer, if it passes a by-law for prohibiting or regulating the placing of an object on a highway, to provide for the removal of any object placed on a highway in contravention of that by-law;

**And Whereas** section 425 of the Municipal Act, 2001, S.O.2001. c. 25, as amended establishes that any person who contravenes any by-law of The Corporation of the Township of Douro-Dummer is guilty of an offence;

**And Whereas** section 88.3 of the Municipal Elections Act, 1996, as amended sets out requirements for Candidates' election campaign advertisements;

**And Whereas** the Corporation of the Township of Douro-Dummer recognizes the importance of free speech and political campaigning as supported by the Municipal Elections Act, 1996, as amended;

**And Further Whereas** the Corporation of the Township of Douro-Dummer deems it necessary to enact regulations to:

- i. Achieve clarity of the position and consistency of approach for displace of election signs and election campaign advertisements within the jurisdiction of the Corporation of the Township of Douro-Dummer;
- ii. Enable the issue to be applied consistently and equitably to all candidates and third-party advertisers;
- iii. Minimize any threat to public safety from the placement of election signs;

**Now Therefore** the Council of The Corporation of the Township of Douro-Dummer enacts as follows:

**1. Responsibility**

- 1.1. Candidates, Council Members (including an acclaimed member or a member not seeking re-election), and Third-Party Advertisers are responsible to comply with this By-law.

**2. Definitions**

- 2.1. "Banner Flag Sign" shall mean a sign made from non-rigid, lightweight material, which is attached to and projects out horizontally in a predominantly perpendicular manner and used primarily for attracting attention.
- 2.2. "Banner Sign" means a sign made from non-rigid, lightweight material, which is secured or mounted to a building or other structure or airplane by its ends or corners.
- 2.3. "Candidate" shall have the same meaning as in the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996, S.O. 1996, c.32, as applicable, and shall be deemed to include a person seeking to influence other persons to vote for or against any question or by-law submitted to the electors under section 8 of the Municipal Elections Act, 1996 S.O. 1996, c.32, as amended.
- 2.4. "Clerk" means the Clerk of the municipality.
- 2.5. "Election Campaign Advertisement" means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate.
- 2.6. "Election sign" means any sign as defined in this By-law that:
- 2.6.1. Advertises or promotes a candidate in a federal, provincial or municipal election or by-election and shall include school board trustees; or
- 2.6.2. That uses words, pictures or graphics or any combination thereof intended to influence persons to vote for or against any questions or by-law submitted to the electors under section 8 of the Municipal Elections Act, 1996, S.O. 1996, c.32.
- 2.7. "Electronic Sign" means an electronically and/or computer-controlled sign, or that part thereof, which displays illuminated copy and graphic information in a pre-arranged sequence for continuous scrolling or flashing display or other form of animation.
- 2.8. "Inflatable Sign" shall mean a sign or advertising device designed to be inflated with air or gas and may designed to be airborne and tethered to ground, water, a building, or other structure.
- 2.9. "Motorized Sign" shall mean a sign designed with motorized movement.



- 2.10. "Public Property" means property owned, leased, or maintained by The Corporation of the Township of Douro-Dummer
- 2.11. "Third Party Advertiser" An individual, corporation or trade union who has filed with the clerk of the local municipality responsible for conducting an election a notice of registration to be a registered third party for the election as in Section 8.6 (1) of the Municipal Elections Act, 1996, as amended.
- 2.12. "Third Party Advertisement" means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting, or opposing,
- 2.12.1. A candidate, or
- 2.12.2. A "yes" or "no" answer to a question referred to in subsection 8(1), (2) or (3) of the Municipal Elections Act but does not include an advertisement by or under the direction of a candidate or an advertisement described in Section 1, subsection (2) or (2.1) of the Municipal Elections Act, 1996, S.O. 1996, c.32.
- 2.13. "Township" means The Corporation of the Township of Douro-Dummer.
- 2.14. "Township Logo or Wordmark" means the current logo, wordmark, symbol or insignia adopted by or created by the Township of Douro-Dummer which is displayed on the Township website, social media platforms, letterhead, signage or equipment and vehicles owned by the Corporation of the Township of Douro-Dummer.
- 2.15. "Water Billboard" shall include inflatable and amphibious floating signs on water and signs mounted to motorized and non-motorized boats.

### **3. Implementation**

- 3.1. No permit is required for the erection of Elections Signs under this By-law.
- 3.2. Election signs shall not:
- 3.2.1. Be illuminated or have flashing lights;
- 3.2.2. Have rotating parts;
- 3.2.3. Be inflatable;
- 3.2.4. Be motorized;
- 3.2.5. Simulate any traffic control device;
- 3.2.6. Have a sign area greater than 3 sq. m (32 sq. ft);
- 3.2.7. Have a sign height greater than 2m (6.6 ft).

- 3.3. No person shall at any time display on any sign or on any election campaign advertisement:
  - 3.3.1. The Township of Douro-Dummer logo or watermark, in whole or in part;
  - 3.3.2. An image of Douro-Dummer signage in whole or in part.
- 3.4. No person shall at any time place an election sign, or cause an election sign to be placed, that:
  - 3.4.1. Obstructs the visibility of intersections, private entrances, pedestrians, vehicles or traffic control devices or regulatory signage, as determined by the Manager of Public Works or their designate;
  - 3.4.2. Impedes the necessary sightlines of motorists, municipal snowplow operations, or access to a private drive;
  - 3.4.3. Is nailed or otherwise attached to or upon any utility pole, light pole, utility box, tree, planter, bench, waste receptacle, newspaper box or mail box;
  - 3.4.4. Is affixed to an airplane, a boat, dock or buoyed in the water such as an amphibious water sign or inflatable sign;
  - 3.4.5. Is on any premises used as a Voting Place/Help Centre for elections;
  - 3.4.6. Is in or on a vehicle that is parked or located on any municipal property if it is visible from the outside of the vehicle;
  - 3.4.7. Is located on a sidewalk;
  - 3.4.8. Is affixed to a permanent or official highway sign, signal or support, guardrail or other roadway structure; or
  - 3.4.9. Creates a safety hazard.
- 3.5. Election signs may be erected or displayed on private property with the consent of the owner or occupant of the property.
- 3.6. No person shall place an election sign, or cause an election sign to be placed on any property that is owned, leased or maintained by the Township of Douro-Dummer, including, but not limited to:
  - 3.6.1. Municipal Office;
  - 3.6.2. Fire Halls;
  - 3.6.3. Public Works Yards;
  - 3.6.4. Community Centres;
  - 3.6.5. Public Libraries;

- 3.6.6. Municipal Parks;
- 3.6.7. Transfer Stations;
- 3.6.8. Vacant parcel/lot of land owned by the Municipality.
- 3.7. Election signs shall not be placed/affixed to any building owned, leased or operated by the Township of Douro-Dummer.
- 3.8. Election signs shall not be permitted on a municipal road allowance immediately adjacent to the properties noted in subsection 3.6.
- 3.9. If a Candidate or Third-Party Advertiser has rented a space from the Township for a campaign event, they shall be allowed to place a sign at the entrance of the building provided it does not block access or create a hazard, a sign in the municipal road allowance immediately adjacent to the building. Signs may be place one hour prior to the event and must be removed one hour after the event has completed.
- 3.10. Election signs may be placed on a municipal road allowance provided that the regulations in subsections 3.2 and 3.3 of this By-law are obeyed.
- 3.11. No person shall place or permit to be placed an Election Sign for a federal or provincial election or by-election earlier than the day the Writ of Election or by-election is issued.
- 3.12. No person shall place or permit to be placed an Election Sign for a federal or provincial election or by-election earlier than the day following the close of Nomination Day in the year of that election.
- 3.13. Section 88.3(2) of the Municipal Elections Act, 1996, as amended sets out that an election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate. A candidate election campaign sign that states: the name of the candidate or the name of the candidate in combination with the words " Elect (candidate name); Re-elect (candidate name), Vote (candidate name) or (candidate name) for the office of (ie. Mayor, Deputy Mayor, Councillor) will be deemed to meet the requirements of the Act.
- 3.14. Section 88.3(2) of the Municipal Elections Act, 1996, as amended sets out that a candidate shall not cause an election campaign advertisement to appear unless he or she provides the following information to the broadcaster or publisher in writing:
  - 3.14.1. The name of the candidate.
  - 3.14.2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate.

#### **4. Removal of Election Signs**

- 4.1. No person shall deface, relocate, remove, willfully cause damage or permit damage to be caused to a lawfully erected Election Sign, except for the owner or their agent.
- 4.2. The Township shall not be liable for any damage or loss to an Election Sign that was displayed in accordance with this By-law or that was removed by the Township pursuant to the provisions of this By-law.
- 4.3. If the Manager of Public Works, or their designate, determines that the location of an Election Sign is in contravention of this by-law, they may remove the sign.
- 4.4. Election Signs removed by the Township shall be stored by the Township for a period of not less than one (1) week and made available for return to the owner or their agent.
- 4.5. Election Signs, not reclaimed may be disposed of by the Township without compensation to the owner of the sign.
- 4.6. The Township reserves the right to remove any offending Election Sign, any Election Sign which is deemed to be a hazard or otherwise that is in non-compliance with this By-law without notice to any person, including the owner or their agent and without compensation to the owner of the sign. A courtesy call may be given to the owner or their agent that the sign has been removed.
- 4.7. Where Election Signs placed on private property are causing a safety issue, the Manager of Public Works or their designate, shall remove the sign upon it being brought back to their attention and the cost of such removal may be charged back to the owner of the sign.
- 4.8. Election Signs shall be removed at the expense of the owner within one (1) week after the completion of voting on voting day.
- 4.9. Any sign that has not been reclaimed may be disposed of by the Township upon providing notice to the owner or their agent.

#### **5. Enforcement**

- 5.1. Manager of Public Works or their designate, Township By-law Enforcement Officers, Police or the Clerk or their designate may enforce this By-law.

## 6. Other Approval Authorities

- 6.1. Election signs or similar campaign material that will be installed or affixed to **Ministry of Transportation** road system or **The County of Peterborough** road system will require the permission of these respective approving authorities.
- 6.2. Election Signs or similar campaign material that will be installed or affixed to Poles belonging to **Hydro One Network, Bell Canada** or other public utilities will require the permission of these respective approving authorities.
- 6.3. Notwithstanding the above, should any approval authority delegate its powers and duties to the Township of Douro-Dummer for election signage and campaign advertising, this By-law will be applicable.

## 7. Third-Party Advertisers

- 7.1. Section 88.4 of the Municipal Elections Act, 1996, as amended, sets out provisions for third-party advertising and introduces a framework to regulate third-party advertising, which include contribution and spending limits.
  - 7.1.1. The Act defines a third-party advertisement as an advertisement in any broadcast, print, electronic or other medium that has the purpose of supporting or opposing a candidate, or a "yes" or "no" answer to a question under clause 8(1)(a)(b) or (c).
  - 7.1.2. In addition to the above, third-party advertisers are required to provide on their signs the following information:
    - 7.1.2.1. The name of the registered third party;
    - 7.1.2.2. The municipality where the registered third party is registered.
    - 7.1.2.3. A telephone number, mailing address or email address at which the registered third-party may be contracted regarding the advertisement.

## 8. Vandalism

- 8.1. The investigation or prosecution for any acts of vandalism to election signs or campaign material of the candidates should be referred to the Ontario Provincial Police by the complainant. The Municipality or any of its municipal employees or agents will not be responsible.
9. In the event that section or sections of this by-law thereof are found by a Court of competent jurisdiction to be invalid or ultra vires, such section, sections or parts thereof shall be deemed to be severable, with all other sections or parts of this By-law remaining in full force and effect.
10. That this By-law shall come into full force and effect immediately upon the passing thereof.

Passed in open council this 2nd day of November, 2021.

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Mayor, J. Murray Jones

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Acting Clerk, Martina Chait-Hartwig



## Call for Nominations to the 2022-2023 Good Roads Board of Directors

To: Head and Members of Council  
Chief and Council

From: Scott Butler, Executive Director

Date: October 14, 2021

Pursuant to Good Roads Policy B-008, the Nominating Committee of the 2021-2022 Good Roads Board of Directors will present a slate of 11 directors to attendees at the Annual Good Roads Conference taking place February 27 – March 02, 2022, at the Fairmont Royal York in Toronto, Ontario.

The Good Roads Board of Directors understands the strength that diversity provides and is committed to achieving equity and inclusion on its leadership team. Women and individuals from equity seeking groups are encouraged to apply.

The following directors will automatically serve on the 2022-2023 Board of Directors:

- **President:** Paul Schoppmann – Mayor, Municipality of St.-Charles;
- **First Vice-President:** John Parsons – Division Manager, Roads Operations, City of London;
- **Second Vice-President:** Bryan Lewis – Councillor, Town of Halton Hills; and
- **Immediate Past President:** Dave Burton – Mayor, Municipality of Highlands East.

The Nominating Committee will put forward a slate comprised from Good Roads' municipal and First Nations membership. The slate will satisfy the geographic requirements prescribed in Section 12 of the Constitution as well as the criteria in Policy B-008.

The Constitution can be viewed in its entirety on the Good Roads website.

The following vacancies need to be filled:

.../2

## City of Toronto

**1 Vacancy**

The City of Toronto Zone consists of the City of Toronto.

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## Northern Zone

**2 Vacancies**

The Northern Zone consists of the municipalities within and First Nations adjacent to the Districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay and Timiskaming; municipalities in and including the District of Muskoka and the City of Greater Sudbury.

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## South Central Zone

**0 Vacancies**

The South Central Zone consists of the municipalities within and First Nations adjacent to the Counties of Dufferin, Grey, Simcoe, and Wellington, and municipalities in and including the Regional Municipalities of Durham, Halton, Niagara, Peel and York, and the City of Hamilton.

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## Southeast Zone

**2 Vacancies**

The Southeast Zone consists of the municipalities within and First Nations adjacent to the Counties of Frontenac, Haliburton, Hastings, Lanark, Leeds and Grenville, Lennox and Addington, Northumberland, Peterborough, Prescott and Russell, Prince Edward, Renfrew, and Stormont, Dundas and Glengarry, and the Cities of Kawartha Lakes and Ottawa.

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## Southwest Zone

**1 Vacancies**

The Southwest Zone consists of the municipalities within and First Nations adjacent to the Counties of Brant, Bruce, Elgin, Essex, Haldimand, Huron, Lambton, Middlesex, Norfolk, Oxford, and Perth, the municipality of Chatham-Kent, and municipalities in and including the Regional Municipality of Waterloo.

**Those elected shall serve for a two-year term ending on Wednesday, February 28, 2024.**

Any member of Council or a permanent full-time staff from a Good Roads member municipality or First Nation who is interested in being considered as a candidate for a position on the Board of Directors must complete the attached Nomination Consent form found below and submit it along with a résumé to the attention of Rick Harms, Chair of the Nominating Committee no later than 1700 h Eastern Time on November 19, 2021. Nominations can be emailed to [info@ogra.org](mailto:info@ogra.org) or mailed to Good Roads, 1525 Cornwall Road, Unit 22, Oakville, Ontario L6J 0B2.

The Nominating Committee will meet on November 24, 2021, to recommend a slate of directors to the membership. The Nominating Committee is comprised of the following directors:

Chair:	Rick Harms, Immediate Past President
Vice Chair:	Rick Kester, Past President
Members:	John Parsons, OGRA Second Vice-President
	Paul Ainslie, OGRA Director
	Cheryl Fort, OGRA Director

Questions regarding the nomination process or serving on the Board of Directors can be directed to Scott Butler at [scott@ogra.org](mailto:scott@ogra.org) or 416-564-4319.

Sincerely,



Scott Butler  
Executive Director

c: Rick Harms, Chair, Nominating Committee

## Nomination/Consent Form for the 2022-2023 Good Roads Board of Directors

**Nominee Name:**

**Title:**

**Municipality:**

**Nominated by:**

**Title:**

**Municipality:**

**Seconded by:**

**Title:**

**Municipality:**

**Nominee  
Signature**

**Date**

This form must be received e-mail ([info@ogra.org](mailto:info@ogra.org)) to the attention of Rick Harms, Chair of the Nominating Committee, by 1700 h Eastern Time on Friday, November 19, 2021.

**From:** Delegations (MMAH) <Delegations@ontario.ca>  
**Sent:** Wednesday, October 20, 2021 1:27 PM  
**To:** Delegations (MMAH) <Delegations@ontario.ca>  
**Subject:** 2022 Rural Ontario Municipal Association (ROMA) Delegation Form

Hello/ Bonjour,

Please be advised that the Municipal Delegation Request Form for the 2022 Rural Ontario Municipal Association (ROMA) Annual Conference is available online. Information about delegations and a link to the form are available here: [English](#). The deadline to submit requests is **Monday November 15, 2021**.

Le formulaire pour demander une rencontre avec le ministères pour le Congrès annuel de la ROMA (Rural Ontario Municipal Association) 2022 est disponible en ligne. Pour plus d'information sur les délégations et le formulaire, veuillez suivre le lien suivant : [français](#). Date limite pour présenter une demande: **lundi 15 novembre 2021**.

Thank you/ Merci

## **The Corporation of the Township of Douro-Dummer**

### **By-law Number 2021 – 67**

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Being a By-law of The Corporation of the Township of  
Douro-Dummer to confirm the proceedings of the  
Regular Electronic meeting of Council held on the 2nd day of November, 2021.

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#### **The Municipal Council of the Corporation of the Township of Douro-Dummer Enacts as follows:**

1. **That** the action of the Council at its regular electronic meeting held on November 2, 2021 in respect to each motion, resolution, and other action passed and taken by the Council at its said meeting is, except where prior approval of the Ontario Land Tribunal is required, hereby approved, ratified, and confirmed.
2. **That** the Mayor and the proper officers of the Township are hereby authorized to do all things necessary to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Acting Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

Passed in Open Council this 2nd day of November, 2021.

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Mayor, J. Murray Jones

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Acting Clerk, Martina Chait-Hartwig