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

Tuesday, November 16, 2021, 5:00 p.m.
Douro-Dummer YouTube Channel
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 Acting Clerk if you require an alternative method to virtually attend the meeting. martinac@dourodummer.on.ca or 705-652-8392 x210

Pages

1. Call to Order

2. Land Acknowledgement

3. Moment of Silent Reflection

4. Disclosure of Pecuniary Interest:

5. Adoption of Agenda: November 16, 2021

6. Adoption of Minutes:

   6.1. Regular - November 2, 2021 1

7. Business arising out of previous minutes:

8. Delegations, Petitions, Presentations or Public Meetings:

14. Notices of Motion:

15. Announcements:

16. Closed Session: None

17. Confirming By-law: By-law 2021-69 152

To confirm the proceedings of the regular and special meeting of Council, held on November 16, 2021.

18. Adjournment

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

November 2, 2021, 5:00 PM
Douro-Dummer YouTube Channel
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	**C.A.O – Elana Arthurs** **Acting Clerk - Martina Chait-Hartwig** **Interim Treasurer - Paul Creamer**
Absent:	**Chief Building Official - Brian Fawcett** **Fire Chief - Chuck Pedersen** **Manager of Public Works - Jake Condon** **Assistant to the Manger 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: November 2, 2021

Resolution Number 501-2021

Moved by: Councillor Landsmann
Seconded by: Councillor Watson

That the agenda for the Regular Council Meeting, dated November 2, 2021, be adopted, as circulated. Carried

6. Adoption of Minutes:

6.1 Regular - October 19, 2021

Resolution Number 502-2021

Moved by: Deputy Mayor Moher
Seconded by: Councillor Watt

That the Minutes from the Regular Council Meeting, held on October 19, 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 Public Meeting - Proposed Zoning By-law Amendment Application – File: R-09-21, Wildfire Golf Course

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

Resolution Number 503-2021

Moved by: Councillor Watt
Seconded by: Councillor Landsmann

That the Public Meeting regarding the proposed Zoning By-law Amendment R-09-21 (Wildfire) be declared open (5:04 p.m.) Carried

Martina Chait-Hartwig, Acting Clerk, explains the purpose of the proposed Zoning By-law Amendment R-09-21 and stated that the Notice of Public Meeting was circulated in accordance with the Ontario Planning Act.

In attendance:

Kevin Duguay, Agent, in support.

Comments:

- 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: No comments from the public were received.

Resolution Number 504-2021

Moved by: Deputy Mayor Moher
Seconded by: Councillor Landsmann

That the Public Meeting regarding the proposed Zoning By-law Amendment R-09-21 (Wildfire) be declared closed (5:11 p.m.).

Carried

9. Other Business and Staff Reports:

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

Resolution Number 505-2021

Moved by: Deputy Mayor Moher
Seconded by: Councillor Landsmann

That the 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.

Carried

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

Resolution Number 506-2021

Moved by: Councillor Landsmann
Seconded by: Councillor Watson

That the 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.

Carried

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

Resolution Number 507-2021

Moved by: Deputy Mayor Moher
Seconded by: Councillor Watson

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 policy 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.

Carried

9.4 Draft Proposed Procedural By-law, ClerkPlanning-2021-38

Resolution Number 508-2021

Moved by: Councillor Watson
Seconded by: Councillor Watt

That the 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.

Carried

9.5 Modernization Funding Update, Treasurer-2021-13

Resolution Number 509-2021

Moved by: Councillor Watson
Seconded by: Councillor Watt

That the report, dated November 2, 2021, regarding the Modernization Funding Update be received.

Carried

10. Committee Minutes and Other Reports:

10.1 Deputy Mayor Moher – Update on County Council Matters

Resolution Number 510-2021

Moved by: Councillor Landsmann
Seconded by: Councillor Watson

That the verbal report from Deputy Mayor Moher regarding an update on County Council matters be received. Carried

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

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

10.2.3 Finance Department - November 2021, Treasurer-2021-15

10.2.4 October Monthly Report, Fire Chief-2021-16

10.2.5 Monthly update - Sept-Oct 2021, Recreation Facilities-2021-20

10.2.6 Public Works Department Monthly Report - October 2021, Public Works-2021-33

Resolution Number 511-2021

Moved by: Councillor Watson
Seconded by: Deputy Mayor Moher

That the departmental reports from October be received for information with thanks. Carried

10.3 Public Library Board Meeting Minutes - September 14, 2021

Resolution Number 512-2021

Moved by: Councillor Watt
Seconded by: Councillor Watson

That the Public Library Board minutes from September 14, 2021 be received as circulated. Carried

10.4 Historical Committee Meeting Minutes - October 14, 2021

Resolution Number 513-2021

Moved by: Councillor Landsmann
Seconded by: Deputy Mayor Moher

That the Historical Committee minutes from October 14, 2021 be received as circulated. Carried

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)

Resolution Number 514-2021

Moved by: Councillor Watt
Seconded by: Deputy Mayor Moher

That By-law 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" (File R-09-21, Roll No. 1522-020-005-27800), be passed, in open council this 2nd day of November, 2021 and that the Mayor and the Acting Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

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

Resolution Number 515-2021

Moved by: Councillor Landsmann
Seconded by: Councillor Watson

That By-law 2021-66, being a By-law to manage and regulate election signs and election campaign advertisements including third party advertising, be passed, in open council this 2nd day of November, 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: None

None.

13. Correspondence/Information Items:

13.1 Good Roads Association Board of Directors - Call for Nominations for 2022-2023

13.2 Rural Ontario Municipal Association Delegation Form

Resolution Number 516-2021

Moved by: Councillor Watt
Seconded by: Councillor Landsmann

That correspondence/information items 13.1 to 13.2 be received for information. Carried

14. Notices of Motion:

None.

15. Announcements:

Deputy Mayor Moher thanked to Council, Staff and the Community for their condolences.

Mayor Jones spoke about the upcoming virtual Remembrance Day Ceremony on November 11, 2021, which can be viewed on the Township's YouTube channel at 10:45 a.m. on Remembrance Day.

16. Closed Session: None

17. Confirming By-law: By-law 2021-67

Resolution Number Confirming By-law 2021-67

Moved by: Deputy Mayor Moher
Seconded by: Councillor Watson

That By-law Number 2021-67, being a By-law to confirm the proceedings of the Regular Meeting of Council, held on the 2nd day of November, 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

18. Adjournment

Resolution Number 517-2021

Moved by: Councillor Landsmann
Seconded by: Councillor Watson

That this meeting adjourn at 5:47 p.m.

Carried

_____

Mayor, J. Murray Jones

_____

Acting Clerk, Martina Chait-Hartwig

Township of Douro-Dummer

Report to Council
Re: Clerk/Planning-2021-40
From: Martina Chait-Hartwig
Date: November 16, 2021
Re: Application to Rezone – File: R-13-21 - Jordan

Applicant: Eric James Jordan
Agent: Adam Baker
Legal Description: Concession 3, Part Lot 29 Parts 1-5 and Part 8 on 4R5-17167
350 Carveth's Marina Road, Dummer Ward, Township of Douro-Dummer
Roll No. 1522-020-004-12200

Overview:
Mr. Jordan via his agent Adam Baker, has applied for a zoning by-law amendment in order to rezone the parcel of land that is being merged together via **Lot Addition Application B- 31-20** with the County of Peterborough. This Zoning By-law Application is a condition of the consent file.

The subject land (severed parcel to be merged with 350 Carveth's Marina Road) is currently zoned Rural (RU) Zone and the benefiting land (350 Carveth's Marina Road) is currently zoned Limited Service Residential (LSR) Zone. The effect of this By-Law Amendment is to rezone the newly merged parcel to a Special District 150 (S.D. 150) Zone to recognize the existing setbacks of the buildings on site and bring the newly merged lot under a unified Zoning designation. Further to that the new zoning will ensure that all future projects adhere to the setback found in the Limited Service Residential (LSR) Zone.

Conformity to Provincial Policy Statement and Growth Plan for the Greater Golden Horseshoe:
The application is in conformity with the Provincial Policy Statement.

There is no evidence that the application conflicts with the Growth Plan.

Conformity to Official Plan: The Official Plan designates the property as Shoreline Residential. Residential and re-development is permitted used in this designation.

Comments:
At the time of writing this report no comments have been received.

Conclusion:
The requested zoning by-law amendment is required in order to bring the lands into conformity with the Township's Zoning By-law and to fulfill a condition of Consent Application B-30-21.

Recommendation:
That the Clerk/Planning-2021-40 report, dated November 16, 2021 regarding Zoning By-law Amendment R-13-21, Roll No. 1522-020-004-12200 be received and that the Amendment be approved.

Financial Impact:
All costs related to a rezoning are the responsibility of the owner.

Strategic Plan Applicability: N/A

Sustainability Plan Applicability: N/A

Report Approval Details

Document Title:	Staff Report - ZBA R-13-21 - Jordan.docx
Attachments:	
Final Approval Date:	Nov 10, 2021

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

No Signature - Task assigned to Elana Arthurs was completed by workflow administrator Martina Chait-Hartwig

Elana Arthurs

Township of Douro-Dummer

Notice of Complete Application and Virtual Public Meeting Concerning a proposed Zoning By-law Amendment Application R-13-21

The meeting will be held through <u>electronic</u> means

Take Notice that the Council of The Corporation of the Township of Douro-Dummer has received a complete application for Zoning By-law Amendment and will hold a public meeting 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.

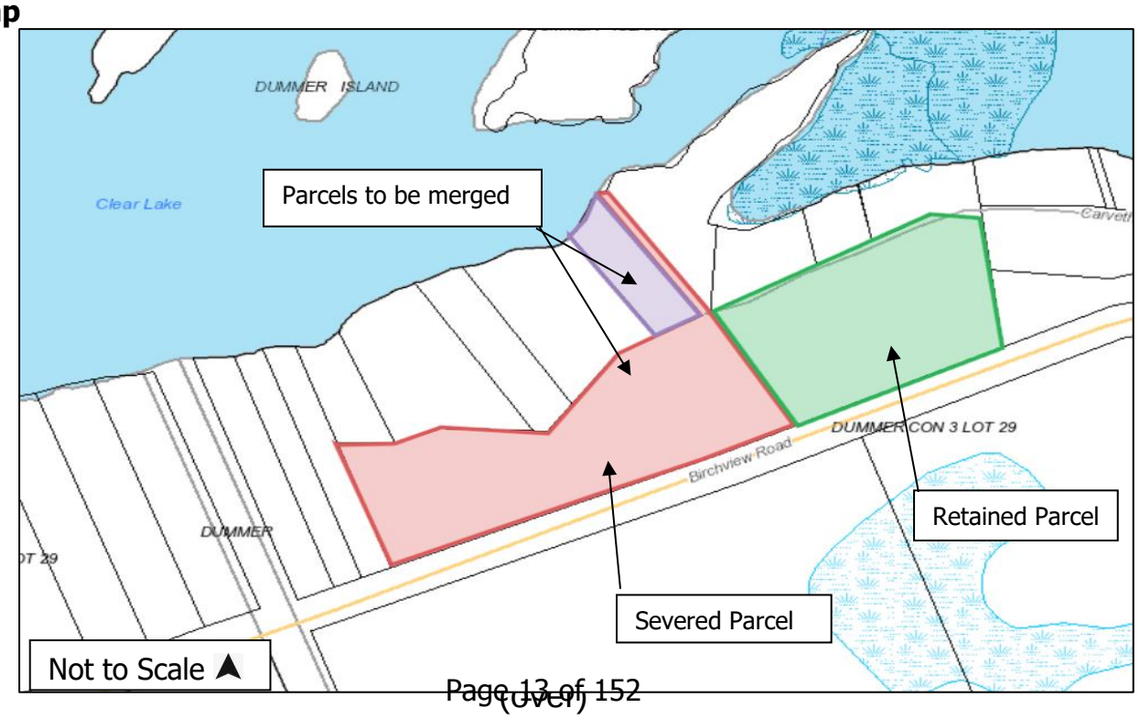
Date and Time: **Tuesday, November 16, 2021 at 5:00 p.m.**
Location: Due to the physical distancing requirements imposed as a result of the ongoing COVID-19 pandemic, this meeting will be held electronically.

<u>Public Hearing</u>: To participate in this electronic meeting in real time, please contact the Acting 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.

If you wish to view the public meeting in real time, but do not wish to speak to the application, the meeting will be hosted on the Township's YouTube Channel. The meeting will also be recorded and available after the meeting for public viewing on the same platform.

Legal Description/ Address:	Concession 3, Part Lot 29, Parts 1-3 Registered Plan 45R1560, Dummer Ward 1550 Birchview Road Roll No.: 1522-020-004-12220
Owner/Applicant: **Agent:**	James Jordan Adam Baker, Baker and Cole
File Name:	R-13-21

Key Map



(over)

Purpose and Effect of Application:
To amend the zoning of parcels of land in Concession 3, Part Lot 29, Parts 1-3 in the former geographic Township of Dummer, (now Dummer Ward of the Township of Douro-Dummer) in the County of Peterborough.

The subject land (severed parcel) is currently zoned Rural (RU) Zone and the benefiting land is currently zoned Limited Service Residential (LSR) Zone. The effect of this By-Law Amendment is to rezone the newly merged parcel to a Special District (S.D) Zone to recognize the existing setbacks of the buildings on site and bring the newly merged lot under a unified Zoning designation.

This rezoning is required as a condition of **Application for Consent (File B-31-20),** that was conditionally approved by Peterborough County on January 19, 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 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 Acting Clerk by email at 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.

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 25th day of October, 2021 at the Township of Douro-Dummer.

Martina Chait-Hartwig
Acting Clerk
705-652-8392 Ext. 210
martinac@dourodummer.on.ca

Office Use Only	
File No.	R-13-21
Date App. Submitted	October 1, 2021
Application Fee	$ 1,470
Date Fee Received	October 1, 2021
Date Application Deemed Complete	October 25, 2021
Roll No.	020-004-12220

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): Eric James Jordan

(Please Indicate Name(s) *Exactly* as Shown on the Transfer/Deed of Land)

Address: PO Box 958
Peterborough, ON
K9J 7A5

Email: jimjordan@bellnet.ca

Phone: (home) 705-652-1701

Phone: (work) 705-743-4221

Phone: (cell) _____

Fax: _____

2.0 Agent Information

Authorized Agent (if any): Adam Baker

Address: PO Box 658
8 Bridge St., Lakefield, ON
K0L 2H0

Email: adam.baker@nexicom.net

Phone: (home) _____

Phone: (work) 705-652-8161

Phone: (cell) _____

Fax: 705-652-7088

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	Township	Ward (Former Township)
Peterborough	Douro-Dummer	Dummer

Concession Number(s)	Lot Number(s)	Legal Description:
3	29	Pt Lt 29 Con 3 Dummer Pt 1-3, 45R1560 Except Pt 1-3 45R5041; S/T R659046 Douro-Dummer
Registered Plan No: 45R1560	Lot(s)/ Block No. 1-3	Civic/911 Address: 1550 Birchview Rd., Lakefield, ON K0L 2H0
Reference Plan No: 45R5041	Part Number(s): 1-4	Are there any easements or restrictive covenants affecting the property?
Date subject land was purchased by current		November 26, 2014

4.1 Dimensions of the Subject Land

Frontage:	Depth:	Area:
☐Water:_____ ■Road: 202 metres	☐Min:_____ ■Max: 90 metres	4.4+- acres

4.2 Access to the Subject Land

Access to Subject Property –	■ Existing or ☐ Proposed
■ Municipal Road – maintained year round	☐ Private Road
☐ County Road	☐ Right-of-way
☐ Provincial Highway	☐ Water
☐ Other public road (Specify):	
Name of Road/Street:	Birchview Road
If access to the land is by water only: N/A	
Where are parking and docking facilities:	
Approximate distance from subject land:	
Approximate distance from nearest public road:	

5.0 Official Plan Designation and Zoning

Official Plan Designation: Lakeshore Residential

Please provide an explanation of how the application for rezoning will conform to the Official Plan
This Application conforms to the Offical Plan as Residential uses and Limited Development are allowed wiht the Lakeshore Residential designation.

Zoning By-law Designation: rural

Is 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: Complete a Special District (SD) based on LSR Zone since we are putting together a rural zone and limited service residential, bringing property into compliance and recognizing the increased lot frontage.

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?

Are there minimum and maximum height requirements on the property: ☐ Yes ■No
If Yes, what are they and are they being met?

6.0 Purpose of the Application

Please describe the nature and extent of the rezoning request: This application is to recognize a lot addition. The lot is being severed from the Residental property and being added to the Cottage property.

Please explain the reason for the requested rezoning: The request for re-zoning is for the lot being added to the cottage property and being severed from the residential property. The re-zoning has been request as part of the provisional consent from the County of Peterborough

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?

Does 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?

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): natural drainage patterns

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: _____

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: _____

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

9.0 Existing and Proposed Uses and Structures:

What is the subject land currently used for? Residential

How long have the existing uses of the subject land continued? 16 years

What are the proposed uses of the subject land? Residential

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
Dwelling- severed lot	1,464 sq ft	136 sq m	1	64 ft	24ft	22ft	2004
Cottage- Lot being added to	1188 sq ft	202 sq m	2	32 ft	26 ft	32 ft	1990

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
N/A						

Will the proposal add any of the following?

	Yes	No	If yes, please provide:	Existing	Proposed
Total Living Area	☐	☐	**Size**		
Bedrooms	☐	☐	**Number**		
Bathrooms	☐	☐	**Number**		
New Plumbing Fixtures	☐	☐	**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)
Dwelling- lot being severed	22m	43m	22m	74m		N/A
Cottage- Lot being added to	25m	31m	13m	7.5m		N/A

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)

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)	2%	N/A
Accessory Structures	1%	N/A
Total	3%	N/A

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)	☐	☐	B31-20	
Consent (Severance) (Section 53)	☐	☐		
Minor Variance (Section 45)	☐	☐		
Other:	☐	☐		

13.0 Provincial Plans

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

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

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:

We will be relying on regulated notices.

15.0 Authorization by Owner to Appoint an Agent:

I/We Eric James Jordan, being the owner(s) of the subject land, hereby, authorize Adam Baker (Baker & Cole) to be the applicant in the submission of this application.

Signature _____ Date 16 SEPT 2021

Signature _____ Date 16 Sept 2021.

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 Signature — Date: 16 SEPT. 2021

Owner/Applicant/Agent Signature — Date: 16 Sept 2021

17.0 Access to Property:

I/We Eric James Jordan, 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*] 1550 Birchview Road, Lakefield, ON K0L 2H0.

Owner/Applicant/Agent Signature — Date: 16 SEPT. 2021

18.0 Declaration of Applicant:

I/We Eric James Jordan (name of owner(s)/agent(s)) of the Township of Douro-Dummer (city/town/township in which you reside) in the County of Peterborough (County/Upper-tier municipality, if applicable) in Province of Ontario (Province/Territory) solemnly 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 16 day of SEPT., 20 21.

Signature of Commissioner, etc.

Katrina May Coell, a Commissioner, etc., Province of Ontario, for Baker & Cole, Barristers and Solicitors. Expires May 2, 2023.

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, Eric James Jordan, 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]*_____,
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 16 day of SEPT., 2021.

_____
Signature of Commissioner, etc.

Kristina May Geen, a Commissioner, etc.,
Province of Ontario, for Baker & Cole,
Barristers and Solicitors.
Expires May 2, 2023.

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, Eric James Jordan
[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 16 day of SEPT, 2021.

Owner/Applicant/Agent Signature

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

From: Ian Dyck <ian_dyck@kprdsb.ca>
Sent: 26-Oct-21 9:57 AM
To: Nicole Zenner <NicoleZ@dourodummer.on.ca>
Subject: RE: Zoning By-law Amendment R-13-21

Good Morning Nicole,

Thank you for circulating the Application for the Zoning By-law Amendment R-13-21 for 1550 Birchview Rd.

Kawartha Pine Ridge District School Board (KPR) has reviewed the application; and has not identified any concerns or issues related to our mandate with the proposed severances.

Please accept this as a formal response from Kawartha Pine Ridge District School Board.

Thank you for the opportunity to comment.

Have a good day,
Ian Dyck

Ian Dyck - Planning GIS Technician
Planning Services
Kawartha Pine Ridge District School Board
Cell: 705-740-5473
Office: 705-742-9773 ext. 2034
Email: ian_dyck@kprdsb.ca

From: Sandra McDermid <[redacted]
Sent: Thursday, November 11, 2021 12:55 PM
To: Martina Chait <MartinaC@dourodummer.on.ca>
Cc: Sandra McDermid [redacted]
Subject: Zoning Application R-13-12

Dear Ms Chait-Hartwig

I am writing in opposition of the proposed zoning bylaw R-13-12.

I am the owner of the property at 1484 Birchview Road which has a right of way across one of the properties in this zoning request.

I understand that this zoning request is one of the requirements in the severance request that was granted earlier last year. At the time of the severance request I was not overly concerned about the separation of the lands, however after the severance request was granted things changed.

In the interest of clarity, my issues with the zoning application is with respect to the current use of the private laneway which exits Birchview Road as a right of way across the land the applicants's own (the severed part of 1550). This laneway was established as a right of way to give access to my property 1484 Birchview Road, and our neighbour's property at 1492 Birchview Road. Before last summer this private laneway ended at the entrance to 1492 Birchview road and there was a clear barrier at the end of the laneway. The road is marked private, and no trespassing, however it has historically been ignored by pedestrians, cyclists and other users (some on horseback!).

As far as I am aware, shortly after the applicants purchased 1550 Birchview Road, in addition to their property at 350 Carveth's Marina Road, would drive down the maintained right of way and park at the end of the right of way right above the entrance to 1492 Birchview (but still on the 1550 part of the property). It was a restricted access right of way which did not go further towards Carveth's Marina Road.

The issue has arisen since the applicants were granted provisional severance of 1550 Birchview Road. After the severance was granted, the applicants removed the barrier restriction from the end of the laneway to open up access to their property at 350 Carveth's Marina Road. In other words, they drive off Birchview Road along two rights of way, and continue to drive past 1492 as if the right of way continues towards Carveth's Marina Road and park at their property (350 Carveth's Marina Road).

Since the opening of the restriction, this quasi-right of way/road has started to be used by vehicular traffic, including trucks, from other properties on Carveth's Marina Road, or by vehicular and pedestrian traffic who are looking to avoid the hill on Birchview Road. It is my understanding that the right of way was granted to 1484 and 1492, but is not a right of way for general use and potentially is already being used in violation of the terms of the right of way. While I understand there is no right of way for these cars and trucks to do this, they are doing it anyway, even with signs that say no trespassing, and private road. With this increase in vehicular traffic, we have a problem. I am concerned on many fronts including, noise, damage, liability and safety. We are a family with 3 children and 2 dogs. The private lane is not designed for cars to pass and has resulted at times in cars having to back up down a tight lane way. The laneway is being used outside of its remit.

We therefore do not support this zoning with the way it is currently being used by the applicants and are in opposition to it going ahead until this matter is properly resolved and a physical barrier to restrict access is re-erected, and the applicants honour the original intention of the right of way to create a private, limited use, laneway.

Thank you for your attention to this.

Kind regards
Sandra McDermid
[redacted]

Sandra McDermid
Mindset and Life Coach | Sandra McDermid Coaching
website: www.sandramcdermid.com
email: [redacted]

From: Scott McDermid [redacted]
Sent: Friday, November 12, 2021 5:13 AM
To: Martina Chait <MartinaC@dourodummer.on.ca>
Cc: scott mcdermid [redacted]
Subject: Fwd: Zoning Application R-13-12

Dear Ms Chait-Hartwig

I am writing in opposition of the proposed zoning bylaw R-13-12.

I am the owner of two parcels of land adjacent to 1484 Birchview Road (which is owned by my wife). 1484 Birchview, where I am a seasonal resident along with my wife, has a right of way across one of the properties in this zoning request.

I understand that this zoning request is one of the requirements in the severance request that was granted earlier last year. At the time of the severance request I was not overly concerned about the separation of the lands, however after the severance request was granted, things have changed.

In the interest of clarity, my issues with the zoning application are with respect to the current use of the private laneway which exits Birchview Road as a right of way across the land the applicant's own (the severed part of 1550). This laneway was established as a right of way to give access to my wife's property 1484 Birchview Road (and the adjacent parcels of land which I own), and our neighbour's property at 1492 Birchview Road. Before last summer this private laneway ended at the entrance to 1492 Birchview road and there was a clear barrier at the end of the laneway. The road is marked private, and no trespassing, however it has historically been ignored by pedestrians, cyclists and other users on foot (with some on horseback!).

As far as I am aware, shortly after the applicants purchased 1550 Birchview Road (in addition to their property at 350 Carveth's Marina Road), they would drive down the maintained right of way and park at the end of the right of way, right above the entrance to 1492 Birchview (but still on the 1550 part of the property). It was a restricted access right of way which did not go further towards Carveth's Marina Road.

An issue has arisen since the applicants were granted provisional severance of 1550 Birchview Road. After the severance was granted, the applicants removed the barrier restriction from the end of

the laneway to open up access to their property at 350 Carveth's Marina Road. In other words, they drive off Birchview Road along two rights of way, and continue to drive past 1492 as if the right of way continues towards Carveth's Marina Road and park at their property (350 Carveth's Marina Road).

Since the opening of the restriction (by removal of the barrier), this quasi-right of way/road has started to be used by vehicular traffic, including trucks, from other properties on Carveth's Marina Road, or by vehicular and pedestrian traffic who are looking to avoid the hill on Birchview Road. It is my understanding that the right of way was granted to 1484 and 1492, but is not a right of way for general use and potentially is already being used in violation of the terms of the right of way. While I understand there is no right of way for these cars and trucks to do this, they are doing it anyway, even with signs that say no trespassing, and private road. With this increase in vehicular traffic, we have a problem. I am concerned on many fronts including, noise, damage, liability and safety. We are a family with 3 children and 2 dogs. The private lane is not designed for cars to pass and has resulted at times in cars having to back up and down a tight lane way. The laneway is being used outside of its remit.

We therefore do not support this zoning with the way it is currently being used by the applicants and are in opposition to it going ahead until this matter is properly resolved and a physical barrier to restrict access is re-erected, and the applicants honour the original intention of the right of way to create a private, limited use, laneway.

Thank you for your attention to this.

Kind regards,

Scott McDermid

[redacted]

File No.: R-13-21
Roll No.: 1522-020-004-12220

The Corporation of the Township of Douro-Dummer

By-law Number 2021-68

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 area affected by this By-law consists of a parcel of land in Concession 3, Part Lot 29 in former Township of Dummer, (now the Dummer Ward of the Township of Douro-Dummer) in the County of Peterborough, more particularly described as:

Merged Lot:
Concession 3, Part Lot 29
Parts 1-5 and Part 8 on 4R5-17167
350 Carveth's Marina Road
Roll No.: 1522-020-004-12200
as indicated on Schedule "B" attached hereto, and forming part of this by-law.

2. Section 21 - Special Districts is amended by the addition of a new subsection "21.250, Special District 250 (S.D. 250) Zone" immediately following Section 21.249, "Special District 249 (S.D. 249) Zone" respectively as follows:

a) 21.250 Special District 250 (S.D. 250) Zone
Roll No.: 1522-020-004-12200
No person shall within any Special District 250 (S.D. 250) Zone use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

21.250.1 Permitted Uses

21.250.1.1 all uses permitted in the Limited Service Residential (LSR) Zone of By-law 10-1996, as amended, shall apply.

21.250.2 Special Provisions

All provisions and regulations of the Limited Service Residential (LSR) Zone of By-law 10-1996, as amended, shall apply with the following exceptions:

(i) Minimum Water Yard Setback for Dwelling 21.6 m

(ii) Minimum Water Yard Setback for Deck 23.5 m

(iii) No further expansion of existing structures within the water yard setback, including decks.

All minimum setbacks for all buildings and structures, existing at the time of passing of this by-law shall be shown on the Plan of Survey completed by Elliot and Parr (Peterborough) Ltd., dated June 28, 2021 and attached to this by-law as Schedule 'C'.

3. The area shown on Schedule "A" of this By-law, identified as X and Y shall henceforth be zoned "Special District 250 (S.D. 250) Zone" and shall cease to be zoned "Limited Service Residential (LSR) Zone" and "Rural (RU) Zone.

4. Schedule 'B6' 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.

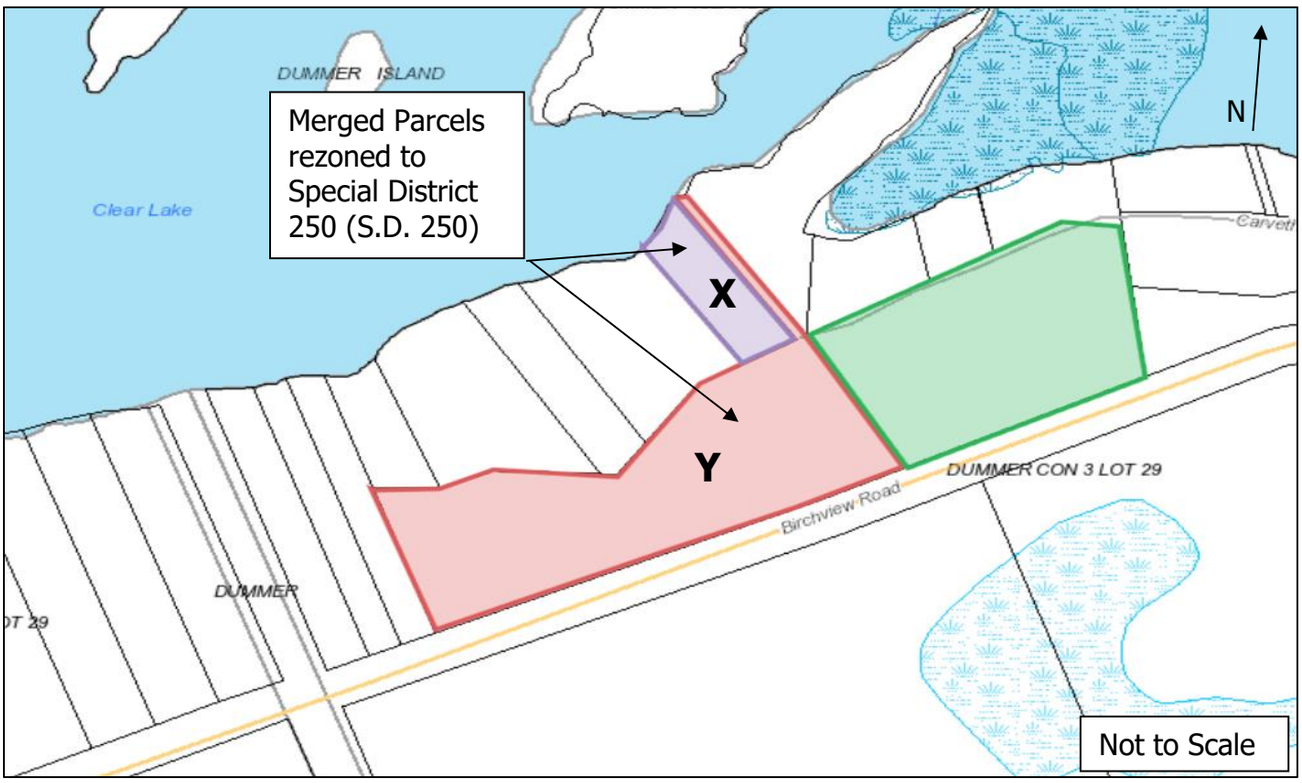
Passed in open council this 16th day of November, 2021.

_____
Mayor, J. Murray Jones

_____
Acting Clerk, Martina Chait-Hartwig

File No.: R-13-21
Roll No.: 1522-020-004-12200

Schedule "A" to By-law 2021-68



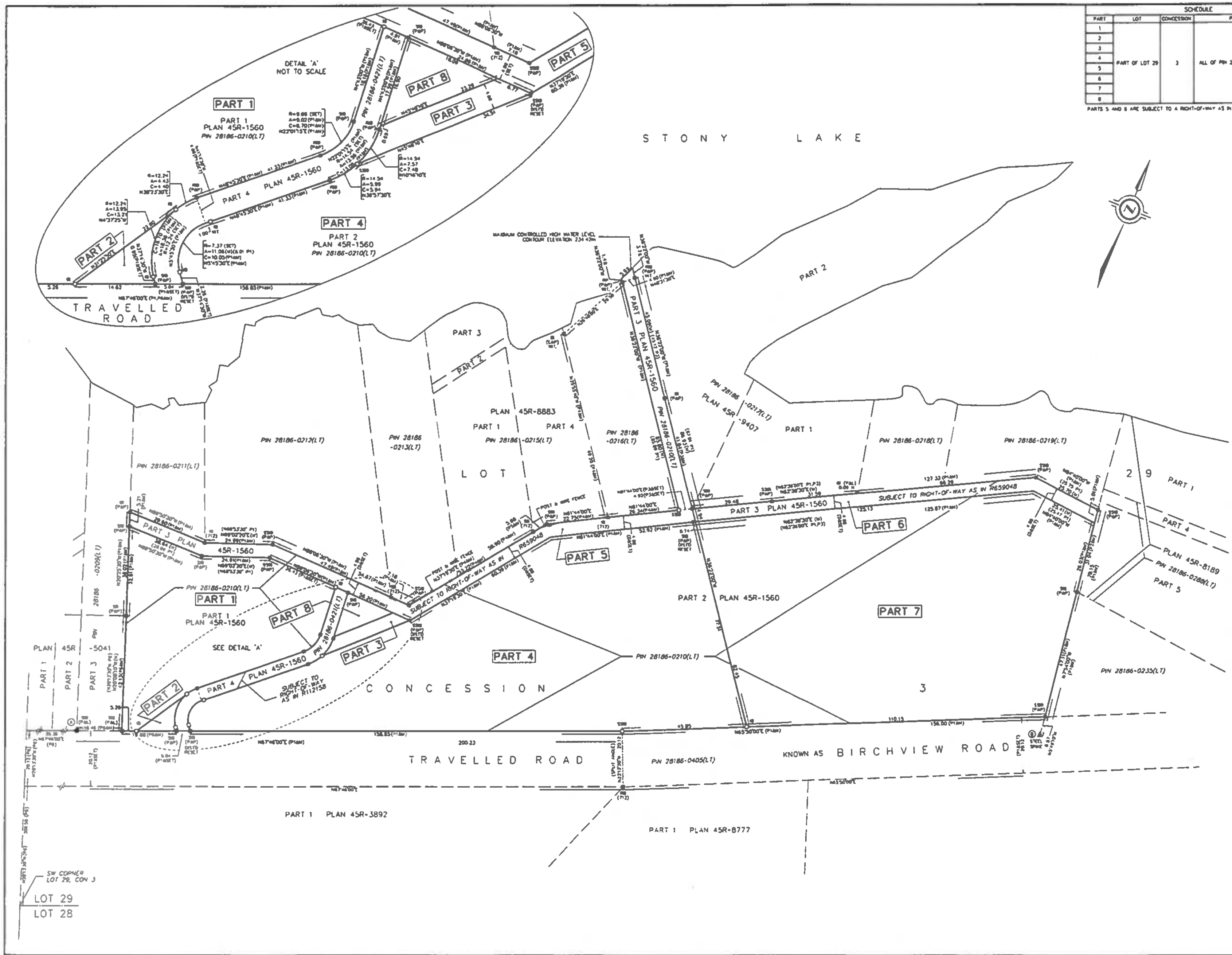
Parcel X to be rezoned to Special District 250 (S.D. 250) Zone.

Parcel Y to be rezoned to Special District 250 (S.D. 250) Zone.

This is Schedule 'A' to By-law No. 2021-68 passed this 16th day of November, 2021.

_____
Mayor, J. Murray Jones

_____
Acting Clerk, Martina Chait-Hartwig



SCHEDULE				
PART	LOT	CONCESSION	PIN	AREA
1	PART OF LOT 29	3	ALL OF PIN 28186-0210(LT)	3434.1 sq m.
2				78.0 sq m.
3				137.9 sq m.
4				9512.4 sq m.
5				1507.7 sq m.
6				740.6 sq m.
7				10250.2 sq m.
8				151.8 sq m.

PARTS 5 AND 6 ARE SUBJECT TO A RIGHT-OF-WAY AS IN R659048

PLAN 45R-17167

Received and deposited

July 13th, 2021

John Leporte

Representative for the Land Registrar for the Land Titles Division of Peterborough (No.45)

PLAN OF SURVEY OF

PART OF LOT 29 CONCESSION 3

GEOGRAPHIC TOWNSHIP OF DUMMER

NOW IN THE

TOWNSHIP OF DOURO-DUMMER

COUNTY OF PETERBOROUGH

J.D. BARNES LIMITED

SCALE 1 : 600

10 0 10 20 40 metres

THE INTENDED PLOT SIZE OF THIS PLAN IS 815mm IN WIDTH BY 608mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:600

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

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 ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 1.000193.

FOR BEARING COMPARISONS, A ROTATION OF 1°58'30" COUNTER-CLOCKWISE WAS APPLIED TO BEARINGS ON P1, P2, P3, P4, P5, AND P6.

STONY LAKE IS ARTIFICIALLY CONTROLLED BY PARKS CANADA, TRENT-SEVERN WATERWAYS BY A DAM AT THE OUTLET OF CLEAR LAKE IN LOT 37, CONCESSION 12, GEOGRAPHIC TOWNSHIP OF SMITH.

MAXIMUM CONTROLLED WATER LEVEL ELEVATION IS 234.42m.

ELEVATIONS ARE GEODETIC, DERIVED FROM A TRENT CANAL BENCHMARK CONSISTING OF A BRASS ONTARIO HYDRO SURVEY MONUMENT SET ON TOP OF A CONCRETE RETAINING WALL ON NORTH END OF DAM. ELEVATION 233.96m.

INTEGRATION DATA		
OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17, NAD83 (CSRS) (2010.0).		
COORDINATES TO URBAN ACCURACY PER SECTION 14 (2) OF O.REG 216/10.		
POINT ID	EASTING	NORTHING
ORP (A)	725 776.88	4 934 586.43
ORP (B)	726 105.33	4 934 719.18
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN		

THE RESULTANT TIE BETWEEN ORP (A) AND ORP (B) IS 354.25 N 67°58'30" E

LEGEND

■	DENOTES	SURVEY MONUMENT FOUND
□	DENOTES	SURVEY MONUMENT SET
SIB	DENOTES	STANDARD IRON BAR
SSIB	DENOTES	SHORT STANDARD IRON BAR
SB	DENOTES	SUBDIVISION BAR
IB	DENOTES	IRON BAR
RB	DENOTES	ROCK BAR
RIB	DENOTES	ROUND IRON BAR
RP	DENOTES	ROCK PLUG
WIT.	DENOTES	WITNESS
M	DENOTES	MEASURED
712	DENOTES	G.W. ELLIOTT O.L.S.
P&P	DENOTES	PIERCE AND PIERCE INC. O.L.S.
P&L	DENOTES	PIERCE AND LYONS INC. O.L.S.
E&P	DENOTES	ELLIOTT AND PARR (PETERBOROUGH) LTD. O.L.S.
P1	DENOTES	PLAN 45R-1560
P2	DENOTES	PLAN 45R-8189
P3	DENOTES	PLAN 45R-9407
P4	DENOTES	PLAN 45R-8883
P5	DENOTES	PLAN OF SURVEY BY G.W. ELLIOTT DATED 18 JULY 1960
P6	DENOTES	PLAN 45R-5041
D	DENOTES	INSTRUMENT No. R264841

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON APRIL 7, 2021

JUNE 28, 2021
DATE

BEN RESTIVO
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 2157408

Elliott and Parr (PETERBOROUGH) LTD.

DRAWN BY: MF	CHECKED BY: BR	REFERENCE NO.: 21-19-061-00
FILE: E&P DUR 3-29		DATED: 06/13/2021

PLOTTED: 7/6/2021

SCHEDULE				
PART	LOT	CONCESSION	PIN	AREA
1	PART OF LOT 29	3	ALL OF PIN 28186-0210(LT)	3434.1 sq m.
2				78.0 sq m.
3				137.9 sq m.
4				9512.4 sq m.
5				1507.7 sq m.
6				740.6 sq m.
7				10250.2 sq m.
8				151.8 sq m.

PARTS 5 AND 6 ARE SUBJECT TO A RIGHT-OF-WAY AS IN R659048

DETAIL 'A'
NOT TO SCALE

STONY LAKE

TRAVELLED ROAD

PART 1 PLAN 45R-1560 PIN 28186-0210(LT)

PART 2 PLAN 45R-1560 PIN 28186-0210(LT)

PART 3 PLAN 45R-1560

PART 4 PLAN 45R-1560

PART 5

PART 6

PART 7

PART 8

PIN 28186-0421(LT)

PIN 28186-0209(LT)

PIN 28186-0211(LT)

PIN 28186-0212(LT)

PIN 28186-0213(LT)

PIN 28186-0215(LT)

PIN 28186-0216(LT)

PIN 28186-0217(LT)

PIN 28186-0218(LT)

PIN 28186-0219(LT)

PIN 28186-0235(LT)

PIN 28186-0288(LT)

PIN 28186-0405(LT)

PLAN 45R-5041

PLAN 45R-8883

PLAN 45R-9407

PLAN 45R-8189

PLAN 45R-3892

PLAN 45R-8777

CONCESSION 3

LOT 29

LOT 28

MAXIMUM CONTROLLED HIGH WATER LEVEL CONTOUR ELEVATION 234.42m

2 STOREY FRAME DWELLING

2 STOREY FRAME DWELLING #1550

SHED

GRAVEL ROAD

GRAVEL DRIVE

SEE DETAIL 'A'

SUBJECT TO RIGHT-OF-WAY AS IN R659048

SUBJECT TO RIGHT-OF-WAY AS IN R112158

KNOWN AS BIRCHVIEW ROAD

OVERHEAD UTILITY CABLE

POST AND WIRE FENCE

POST AND ANCHOR

SW CORNER LOT 29, CON 3

PLAN OF SURVEY OF
PART OF LOT 29
CONCESSION 3
GEOGRAPHIC TOWNSHIP OF DUMMER
NOW IN THE
TOWNSHIP OF DOURO-DUMMER
COUNTY OF PETERBOROUGH

J.D. BARNES LIMITED

SCALE 1 : 600

10 0 10 20 40 metres

THE INTENDED PLOT SIZE OF THIS PLAN IS 915mm IN WIDTH BY 609mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:600

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

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 ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 1.000193.

FOR BEARING COMPARISONS, A ROTATION OF 1°58'30" COUNTER-CLOCKWISE WAS APPLIED TO BEARINGS ON P1, P2, P3, P4, P5, AND P6.

STONY LAKE IS ATIFICIALLY CONTROLLED BY PARKS CANADA, TRENT-SEVERN WATERWAYS BY A DAM AT THE OUTLET OF CLEAR LAKE IN LOT 37, CONCESSION 12, GEOGRAPHIC TOWNSHIP OF SMITH.

MAXIMUM CONTROLLED WATER LEVEL ELEVATION IS 234.42m.

ELEVATIONS ARE GEODETIC, DERIVED FROM A TRENT CANAL BENCHMARK CONSISTING OF A BRASS ONTARIO HYDRO SURVEY MONUMENT SET ON TOP OF A CONCRETE RETAINING WALL ON NORTH END OF DAM, ELEVATION 235.96m.

INTEGRATION DATA

OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17, NAD83 (CSRS) (2010.0).

COORDINATES TO URBAN ACCURACY PER SECTION 14 (2) OF O.REG 216/10.

POINT ID	EASTING	NORTHING
ORP (A)	725 776.89	4 934 586.43
ORP (B)	726 105.33	4 934 719.18

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

THE RESULTANT TIE BETWEEN ORP (A) AND ORP (B) IS 354.25 N 67°59'30" E

LEGEND

■	DENOTES	SURVEY MONUMENT FOUND
□	DENOTES	SURVEY MONUMENT SET
SIB	DENOTES	STANDARD IRON BAR
SSIB	DENOTES	SHORT STANDARD IRON BAR
SB	DENOTES	SUBDIVISION BAR
IB	DENOTES	IRON BAR
RB	DENOTES	ROCK BAR
RIB	DENOTES	ROUND IRON BAR
RP	DENOTES	ROCK PLUG
WIT.	DENOTES	WITNESS
M	DENOTES	MEASURED
712	DENOTES	G.W. ELLIOTT O.L.S.
P&P	DENOTES	PIERCE AND PIERCE INC. O.L.S.
P&L	DENOTES	PIERCE AND LYONES INC. O.L.S.
E&P	DENOTES	ELLIOTT AND PARR (PETERBOROUGH) LTD. O.L.S.
P1	DENOTES	PLAN 45R-1560
P2	DENOTES	PLAN 45R-8189
P3	DENOTES	PLAN 45R-9407
P4	DENOTES	PLAN 45R-8883
P5	DENOTES	PLAN OF SURVEY BY G.W. ELLIOTT DATED 19 JULY 1960
P6	DENOTES	PLAN 45R-5041
D	DENOTES	INSTRUMENT No. R264841

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON APRIL 7, 2021.

JUNE 28, 2021
DATE

BEN RESTIVO
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 2157406

Elliott and Parr (PETERBOROUGH) LTD. SURVEYING MAPPING GIS
A wholly owned subsidiary of J.D. Barnes Ltd.
211 SHERBROOKE ST PETERBOROUGH, ON K9J 2N2
T: (705) 745-8444 F: (705) 745-5314 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
MF	BR	21-19-061-00
FILE: E&P DU'R 3-29		DATED: 04/13/2021

PLOTTED: 10/22/2021

Township of Douro-Dummer

Report to Council
Re: C.A.O.-2021-44
From: Elana Arthurs
Date: November 16, 2021
Re: Drainage Issues at Coral Drive and Television Road

Recommendation:
That the C.A.O.-2021-44 report, dated November 16, 2021 regarding Drainage Issues at Coral Drive and Television Road be received for information.

Overview:
At the June 15, 2021, Council meeting, staff provided Council with an information report on the status of the drainage issues and beaver dams in the Coral Drive and Television Road area. That report indicated that staff would report back following further investigation and is attached for additional background information.

Conclusion:
Throughout the summer, Public Works staff attempted to remove portions of the beaver dam to determine if it enhanced the water flow in the area. Initially staff could see some success and water flowing although due to the rapid pace in which the beavers repair their structure it was difficult to notice any tangible results.

Staff did receive comments and significant information regarding the flow of water from the Otonabee Region Conservation Authority (ORCA), which are attached, essentially identifying that the culvert at Television Road is undersized for the 10-year storm.

Township staff met with Engineering staff from the County of Peterborough who reviewed the information and agreed with the comments provided by ORCA. Further discussion around the impact of the beavers and how to mitigate the issue with the dam(s) was also explored. Township staff identified that although the culvert at Television Road may be undersized for the 10-year flood event, throughout the summer months there was little water even reaching the culvert due to the beaver dams.

Staff had further discussions with Dr. Sue Carstairs, Executive & Medical Director of the Ontario Turtle Conservation Centre who indicated they were aware of the challenges with the beavers and had contacted an independent company to complete an assessment, review and ultimately provide a report including any recommendations for a solution to the lack of water flow and the neighbouring flooding in the area. The site visit is planned to occur in November, followed by a report that Dr. Carstairs has agreed to share with the Township.

Financial Impact:
There is no financial impact at this time.

Strategic Plan Applicability:
To effectively respond to the challenges of addressing the Township's municipal infrastructure needs as well as effectively managing the assets of the corporation.

Sustainability Plan Applicability:
N/A

Plan Review and Permitting Services Memo

To: **Dan Marinigh**
From: **Neil MacFarlane**
CC: **File**
Date: **September 1, 2021**
Subject: **ORCA Engineering Review – Floodplain Information for Coral Drive and Television Road, Township of Douro-Dummer**

The Otonabee Region Conservation Authority (Otonabee Conservation) technical staff has been given the following items to review with respect to the proposed development project:

- Otonabee Conservation – Planning & Regulations Base Mapping (OC, August 2021)
  - Floodplain and Cross-Section Layers (OC, August 2010)
- Otonabee Conservation – Draft Curtis Creek Floodplain Mapping (OC, July 4, 2019)
  - Floodplain and Cross-Section Layers (OC, July 4, 2019)

ORCA technical staff has reviewed the above noted documents and has the following comments.

1. The watercourse that traverses north of Coral Drive is a tributary and main branch of Curtis Creek.

   Figure 1 delineates the hydrology components within the vicinity of Coral Drive.

   - Black arrows delineate flow direction,
   - Blue lines delineate watercourse,
   - Blue polygons delineate wetlands
   - The Curtis Creek watershed area upstream of television Road is 720.5 Ha.

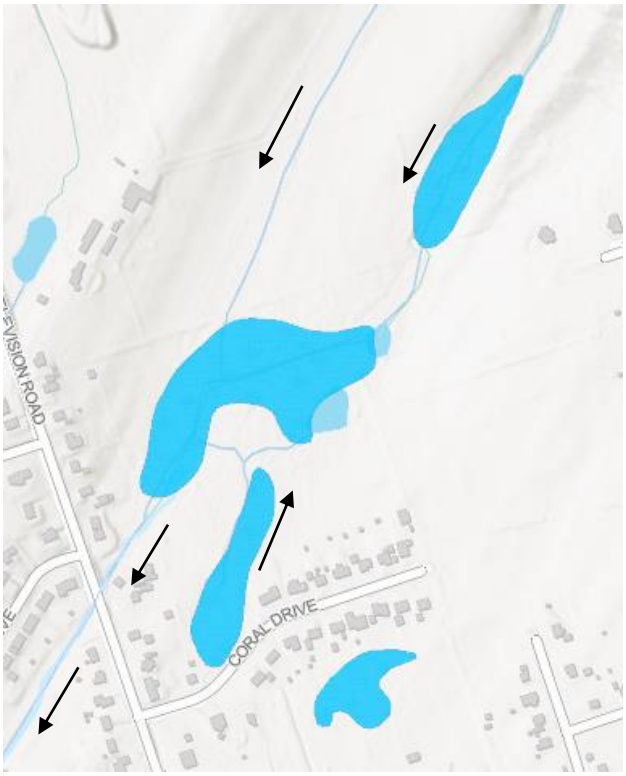


Figure 1 – Delineates Curtis Creek and Wetlands

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

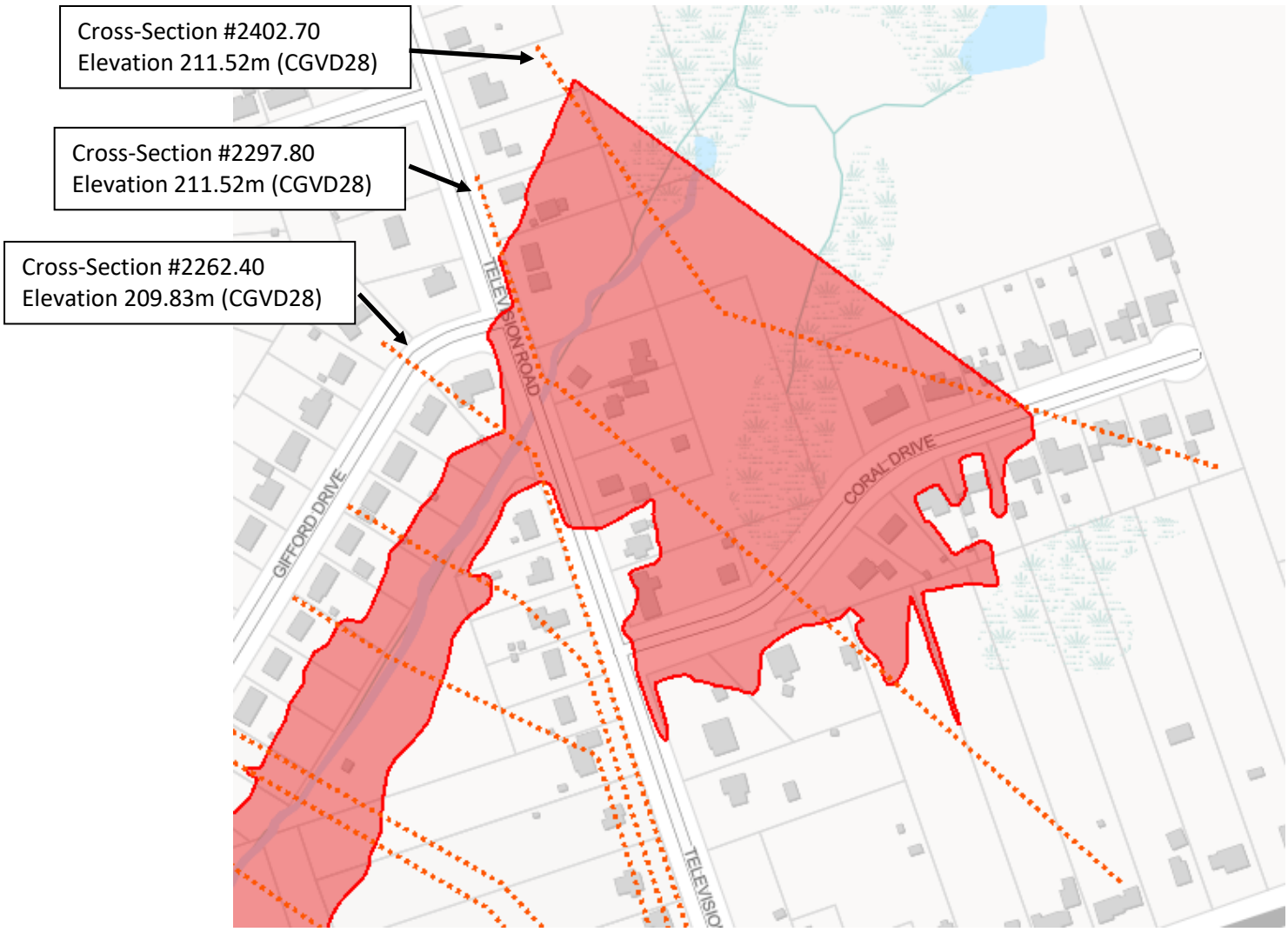


Figure 2 – ORCA Planning & Regulation Mapping 2010 Floodplain Information

2. For comparison purposes, I have included the Cutis Creek floodplain information from 2010. Figure 2 delineates the extent of the Curtis Creek Regulatory floodplain (red shading) and the location of the cross-sections (dashed lines) used in the hydraulic model. The floodplain elevations presented in the note boxes are in vertical datum CGVD28.

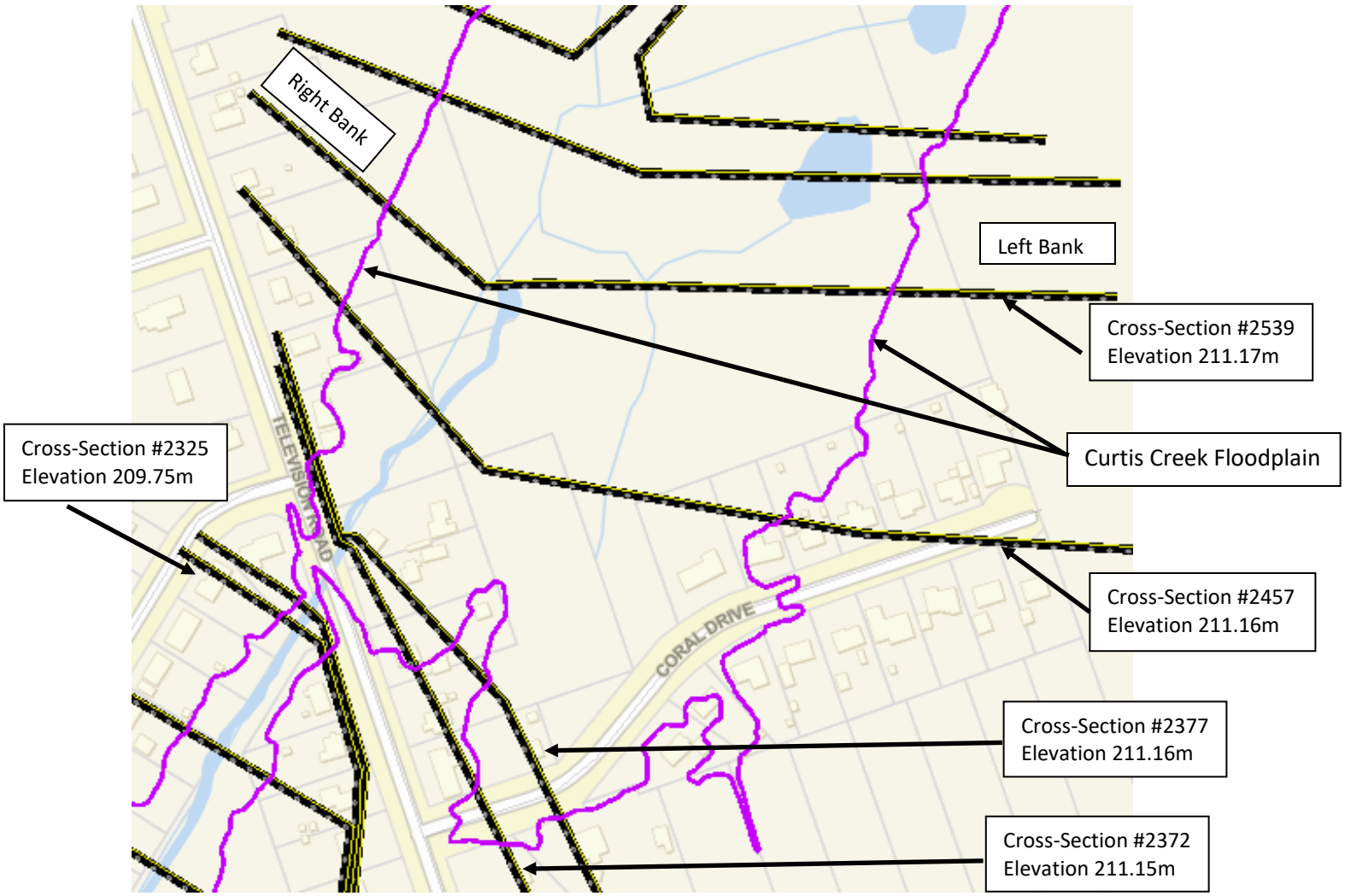


Figure 3 – Draft Curtis Creek Floodplain Mapping prepared by Otonabee Conservation (July 2019)

3. Figure 3 represents the Draft Curtis Creek Floodplain Mapping prepared by Otonabee Conservation (July 2019). The updated mapping provides a visual representation of revised hydrology and hydraulic models that incorporates updated terrain data (LiDAR), surveyed structure data and existing land use planning outlined in OP and ZBA documents.
    - Light blue lines represent the watercourse,
    - Dark lines represent the hydraulic model cross sections,
    - Thick blue line represents the Curtis Creek Regulatory Floodplain
    - Text blocks provide cross-section numbers and associated Regulatory Storm elevations. All elevations are in vertical datum CGVD28.
    - Delineate left and right banks

4. Review of Hydraulic Model and Results:

   - Based on the configuration of the floodline at Television Road, the road berm and culvert are creating backwater effects on the upstream side of the road. As shown in Table 1, the culvert and berm does convey the 10-year storm flows without overtopping. The 10-year through 100-year and Timmins Storms all generate backwater effects upstream of Television Road. The 25-year through 100-year and Timmins Storms all overtop Television Road.

Table 1 Television Rd Culvert & Berm Hydraulic Model Output

Reach	River Sta	Profile	W.S. US. (m)	Min El Weir Flow (m)	Q Total (m3/s)	Q Culv Group (m3/s)	Q Weir (m3/s)
8	2354 Television Rd Culvert #1	2YR 6Hr SCS	209.54	210.72	2.60	2.60	
8	2354 Television Rd Culvert #1	5YR 6Hr SCS	210.14	210.72	4.61	4.61	
8	2354 Television Rd Culvert #1	10YR 6Hr SCS	210.73	210.72	6.19	6.19	0.00
8	2354 Television Rd Culvert #1	25YR 6Hr SCS	210.90	210.72	8.39	6.59	1.75
8	2354 Television Rd Culvert #1	50YR 6Hr SCS	210.96	210.72	10.26	6.72	3.54
8	2354 Television Rd Culvert #1	100YR 6Hr SCS	211.00	210.72	12.13	6.79	5.29
8	2354 Television Rd Culvert #1	Timmins	211.15	210.72	22.20	6.84	15.36

   - The shape of the floodplain changes between cross-sections 2539 & 2457 and 2377. As outlined in Table 2, the floodplain width in sections 2539 & 2457 is 250 to 260m wide whereas the floodplain width in section 2377 is only 117m wide. The floodplain narrows as it is forced between two high (elevated terrain) points.

   - Table 2 does show the effect and extent of the backwater upstream of Television Road. The water surface elevation (W.S. Elev) for approximately 300m of television Road is the same for each storm event.

   - Actual difference in floodplain elevations between the 10-Year and Timmins Storms is 0.43m.

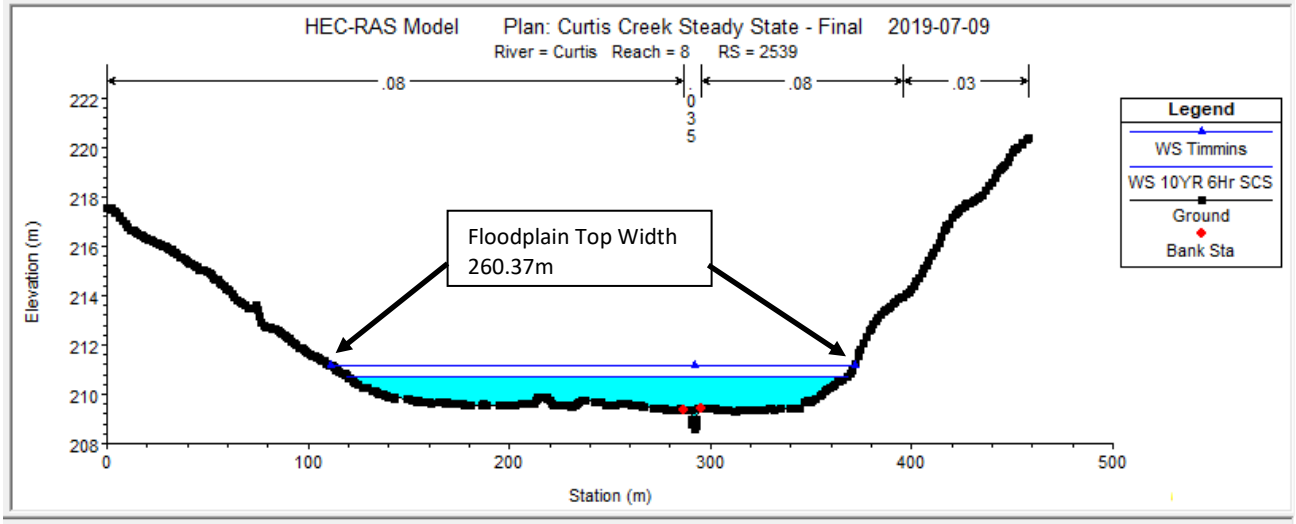


Figure 4 – Cross-Section 2539

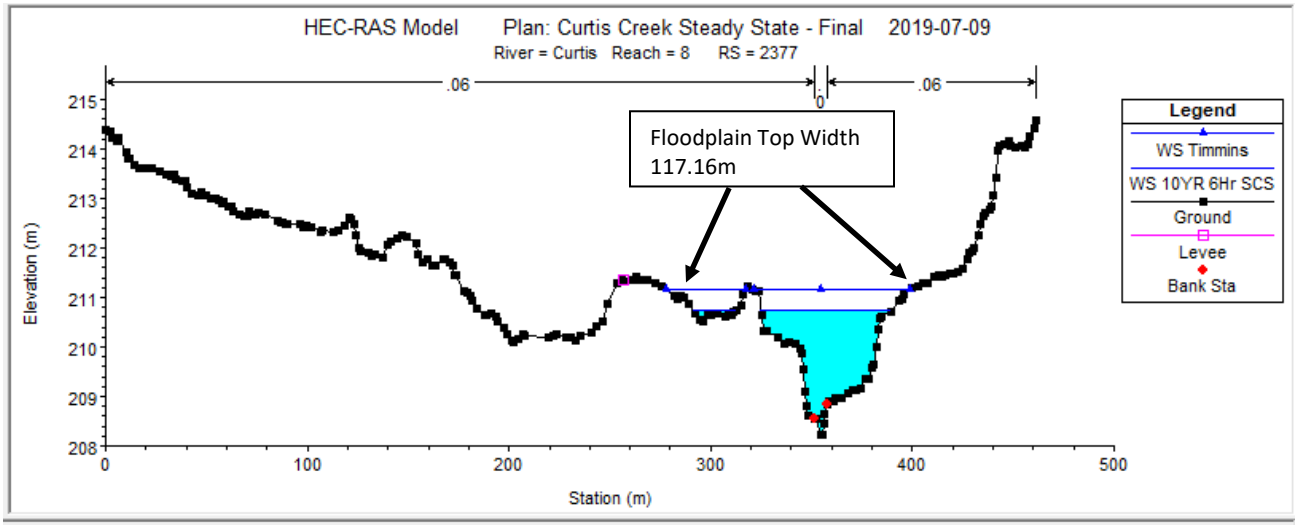


Figure 5 – Cross-Section 2477

Table 2 Hydraulic Model Cross Section Output Summary

Reach	River Sta	Profile	Q Total	W.S. Elev	Flow Area	Top Width
			(m3/s)	(m)	(m2)	(m)
8	2617	2YR 6Hr SCS	2.60	209.63	14.23	114.23
8	2617	5YR 6Hr SCS	4.61	210.14	110.13	210.92
8	2617	10YR 6Hr SCS	6.19	210.73	238.76	233.29
8	2617	25YR 6Hr SCS	8.39	210.90	279.57	240.51
8	2617	50YR 6Hr SCS	10.26	210.96	293.56	241.19
8	2617	100YR 6Hr SCS	12.13	211.00	303.99	241.68
8	2617	Timmins	22.20	211.17	343.80	244.02
8	2539	2YR 6Hr SCS	2.60	209.56	16.28	113.39
8	2539	5YR 6Hr SCS	4.61	210.14	130.92	225.17
8	2539	10YR 6Hr SCS	6.19	210.73	270.52	248.97
8	2539	25YR 6Hr SCS	8.39	210.90	313.68	254.73
8	2539	50YR 6Hr SCS	10.26	210.96	328.50	255.71
8	2539	100YR 6Hr SCS	12.13	211.00	339.55	256.88
8	2539	Timmins	22.20	211.17	381.79	260.37
8	2457	2YR 6Hr SCS	2.60	209.55	25.95	49.30
8	2457	5YR 6Hr SCS	4.61	210.14	74.14	130.03
8	2457	10YR 6Hr SCS	6.19	210.73	185.31	238.18
8	2457	25YR 6Hr SCS	8.39	210.90	226.61	245.04
8	2457	50YR 6Hr SCS	10.26	210.96	241.02	250.77
8	2457	100YR 6Hr SCS	12.13	211.00	251.81	251.48
8	2457	Timmins	22.20	211.16	292.87	253.84
8	2377	2YR 6Hr SCS	2.60	209.55	21.09	33.64
8	2377	5YR 6Hr SCS	4.61	210.14	43.15	47.81
8	2377	10YR 6Hr SCS	6.19	210.73	78.48	86.01
8	2377	25YR 6Hr SCS	8.39	210.90	94.04	94.94
8	2377	50YR 6Hr SCS	10.26	210.96	99.57	98.19
8	2377	100YR 6Hr SCS	12.13	211.00	103.78	101.30
8	2377	Timmins	22.20	211.16	121.06	117.16

- Figure 6 provides point elevation data along Coral Drive. The information in Figure 6 is taken from the County of Peterborough GIS System. The layers presented are the 2018 air photo and the LiDAR/DEM elevations. The LiDAR/DEM elevations have been converted back to vertical datum CGVD28 (from CGVD2013 by minus 0.35m) to correspond with the floodplain elevation data.

- Comparing the floodplain elevations (W.S. Elev) from Table 2 Hydraulic Model Cross Section Output Summary with the road elevations in Figure 6, flood waters from Curtis Creek will spill over Coral Drive during a 10-year storm event.

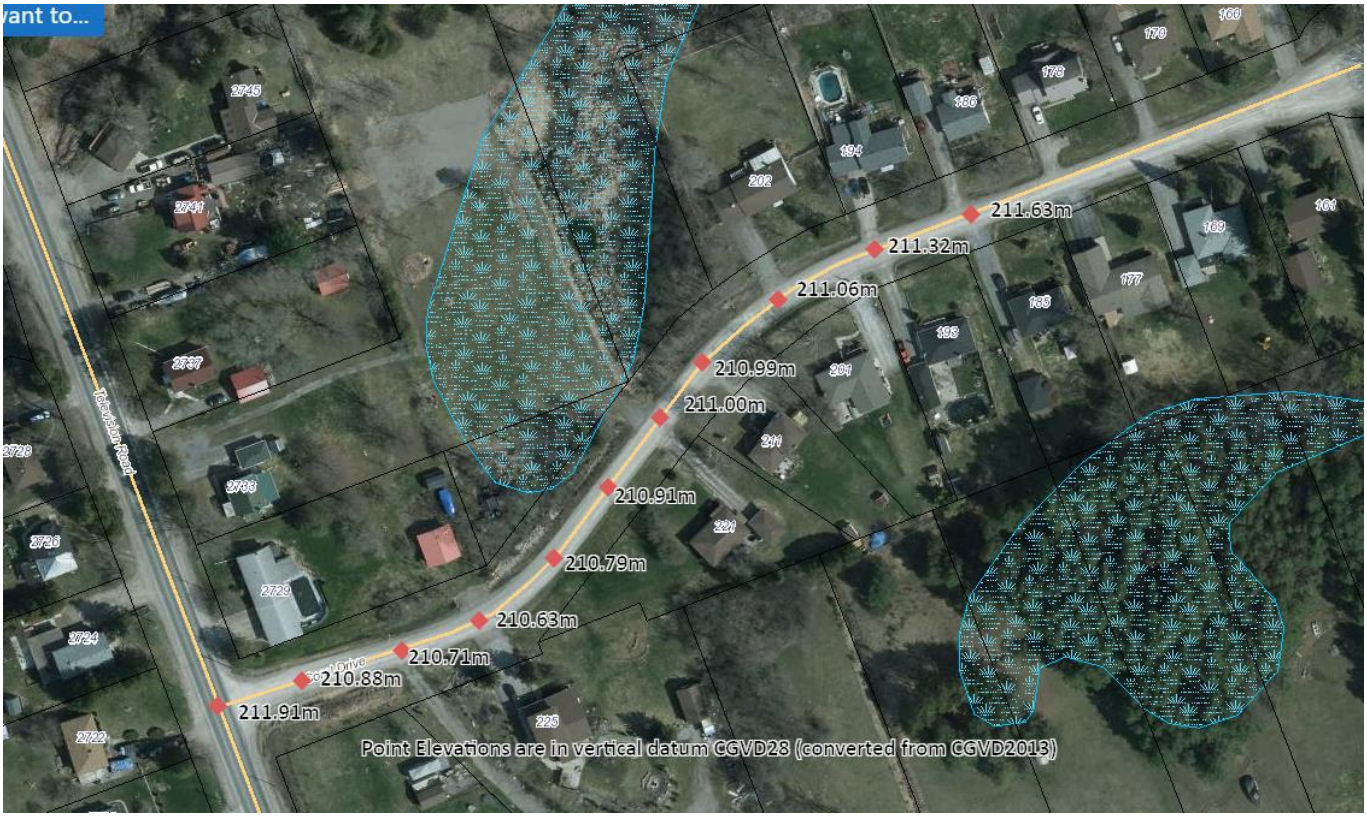


Figure 6 - County of Peterborough GIS System – LiDAR/DEM Elevations

- Figure 7 is a plot of Cross-Section # 2377 from the hydraulic model and represents the terrain (elevation) across the cross-section. Please reference Figure 3 for cross-section location.
- Figure 8 is the same plot of Cross-Section # 2377 but has been zoomed in to the extent of the floodplain. Figure 8 also shows the location of Coral Drive, Curtis Creek and the flood elevations for both the Regulatory (Timmins) storm and the 10-Year storm.
- The floodplain is drawn between cross-sections by following the storm floodplain elevation along the ground elevation using the digital elevation model (DEM) created from the LiDAR point data.

- The DEM data shows that the 10-year storm flood elevation crosses Coral Drive.

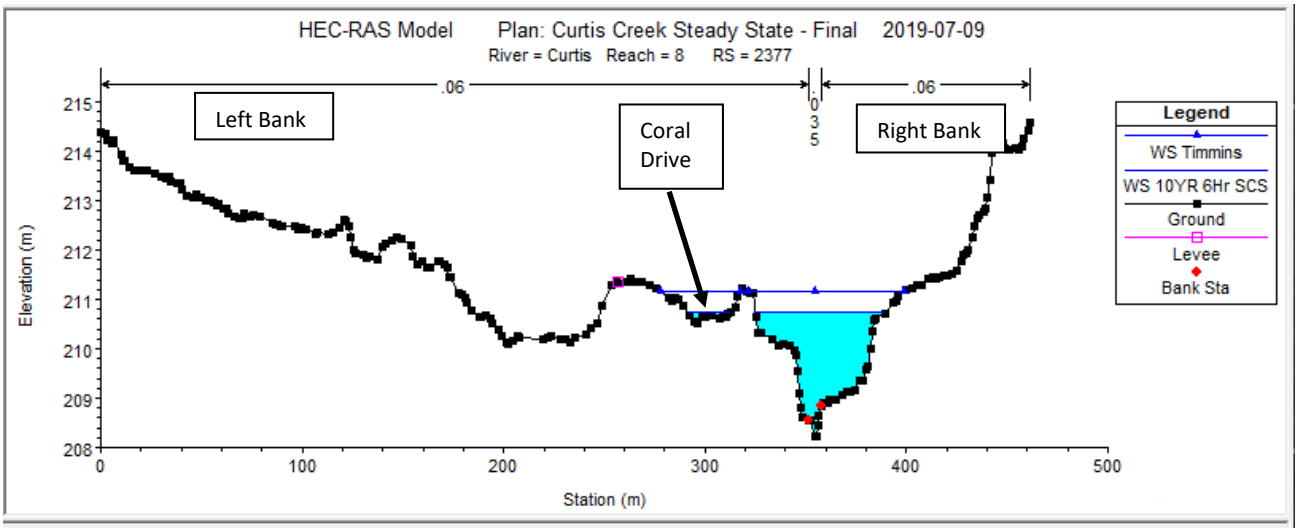


Figure 5 – A Plot of Cross-Section #2377

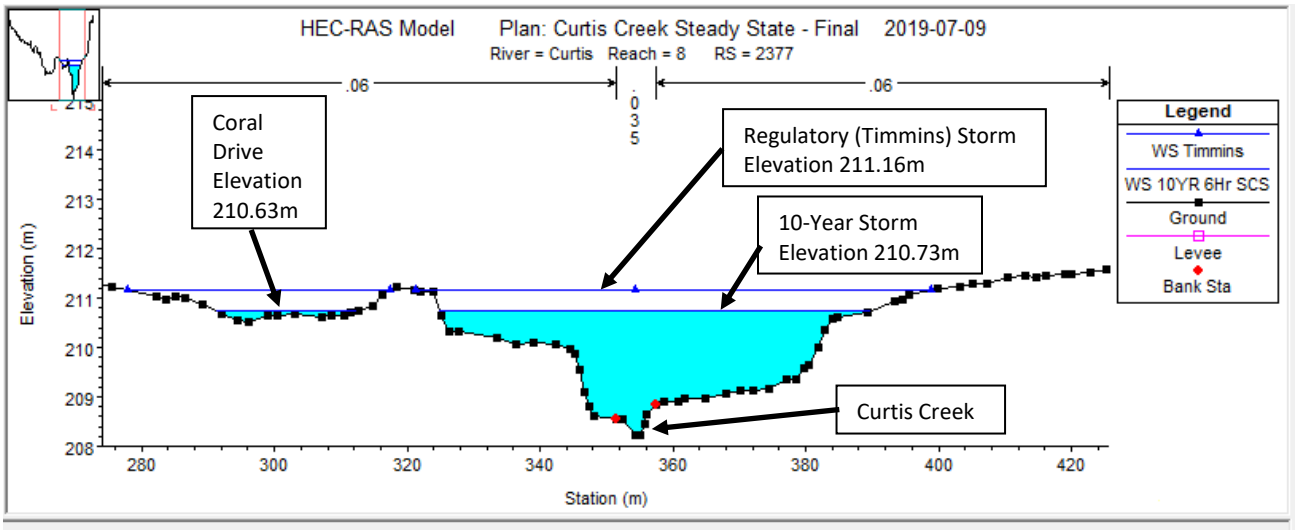


Figure 8 – Cross-Section #2377 Zoomed to Floodplain Extent

If you have any questions related to this correspondence, please contact our office.

Sincerely,

Neil MacFarlane
Engineering Technologist

Township of Douro-Dummer

Report to Council
Re: C.A.O.-2021-45
From: Elana Arthurs
Date: November 16, 2021
Re: Indacom Drive Geotechnical Investigation & Slope Stability Study – Lot 3

Recommendation:
That the C.A.O.-2021-45 report, dated November 16, 2021, regarding Indacom Drive Geotechnical Investigation & Slope Stability Study be received; and
That staff be directed to provide the report to the Otonabee Region Conservation Authority (ORCA) to provide additional direction on addressing the slope stability and report back to Council.

Overview:
A report was provided to Council on August 3, 2021 following enquiries received about the available lots on Indacom Drive. At that time Council passed the following motion:

> **That the C.A.O.-2021-45 report, dated August 3, 2021, regarding Indacom Drive Lot Interest be received; and**
> **That Council approve an upset limit of $15,000 to conduct a soil compaction study for Lot 3 on Indacom Drive.**

Cambium has completed the Geotechnical Investigation & Slope Stability Study has and it is attached to this report for information. It does provide an extensive amount of information about the type of remediation that would be required on the site prior to development. The requirements would be based on the development type, size, location and any structure planned for the site.

While the study was being conducted, staff were advised that amount of fill that the Township had placed on the site exceeded the permitted amount as authorized by an ORCA permit in 2017. The Township will be required to obtain an additional permit to approve the additional fill and address the current slope. ORCA has suggested they review the Study provided by Cambium and provide the Township with mitigation steps to become compliant.

Conclusion:
Following the review completed by ORCA, staff will report back on the requirements and next steps to market the lots for development.

Financial Impact:
The actual cost to the bring the Township into compliance is to be determined although $55,000.00 has been allocated in the 2022 budget.

Strategic Plan Applicability:
To set out a direction of focus for economic development while utilizing resources to facilitate the promotion of the community.

Sustainability Plan Applicability:
N/A

Geotechnical Investigation & Slope Stability Study - Lot 3 Indacom Drive, Douro-Dummer

2021-10-22

Prepared for:
The Township of Douro-Dummer

CAMBIUM INC.
866.217.7900
cambium-inc.com

Peterborough | Barrie | Oshawa | Kingston

Table of Contents

List of Embedded Tables

List of Appended Figures

List of Appendices

1.0 Introduction

Cambium Inc. (Cambium) was retained by The Township of Douro-Dummer (Client) to complete a geotechnical investigation and slope stability study in support of the proposed severance, and future development, of Lot 3, located immediately southeast of the intersection of Indacom Drive and County Road 4, in the township of Douro-Dummer. It is understood that considerable amounts of fill, sourced from municipal ditching programs, have been placed at the site without any form of compaction or inspection for organics or other deleterious material.

No current development plan is formed, and the purpose of the investigation is to provide foundation design recommendations and erosion hazard setbacks.

This report presents the methodology and findings of the geotechnical investigation at the Site and addresses requirements and constraints for the design and construction of the subdivision.

2.0 Methodology

2.1 Field Investigation

A borehole investigation was conducted on September 24th, 2021, to assess subsurface conditions at the Site. Eight (8) boreholes, designated as BH101-21 through BH108-21 were advanced at the Site. All boreholes were advanced to a minimum of 6 m below existing grade (mbeg), extending a minimum of 1.5 m into compact to dense native soils underlying loose fill material above. All boreholes were advanced adjacent for the purposes of the geotechnical investigation and slope stability study.

The location of the boreholes was measured in the field and the UTM coordinates of each borehole were obtained using an RTK unit. The elevation of the boreholes was surveyed relative to site specific benchmark. The borehole and benchmark locations are shown on Figure 1.

Drilling and sampling was completed using a track-mounted drill rig, under the supervision of a Cambium technician. The boreholes were advanced to the pre-determined depths by means of continuous flight solid stem augers with 50 mm O.D. split spoon samplers. Standard Penetration Test (SPT) N values were recorded for the sampled intervals as the number of blows required to drive a split spoon (SS) sampler 305 mm into the soil using a 63.5 kg drop hammer falling 750 mm, as per ASTM D1586 procedures. The SPT N values are used in this report to assess consistency of cohesive soils and relative density of non-cohesive materials. Soil samples were collected at 0.75 m intervals from 0 mbeg to 3 mbeg and 1.5 m intervals at depths greater than 3.0 mbeg. The encountered soil units were logged in the field using visual and tactile methods, and samples were placed in labelled plastic bags for transport, future reference, possible laboratory testing, and storage. Open boreholes were checked for groundwater and general stability prior to backfilling. All boreholes were backfilled and sealed in accordance with Ontario Regulation (O.Reg.) 903.

Borehole logs are provided in Appendix A. Site soil and groundwater conditions are described, and geotechnical recommendations are discussed in the following sections of this report.

2.2 Physical Laboratory Testing

Physical laboratory testing, including six (6) particle size distribution analyses (LS-702,705), was completed on selected soil samples to confirm textural classification and to assess geotechnical parameters. Moisture content testing (LS-701) was completed on all retrieved soil samples. Results are presented in Appendix B and are discussed in subsequent sections of this report.

3.0 Subsurface Conditions

Subsurface conditions are such that variable fill material is consistently overlying native material throughout the site. The fill material ranges from silt to gravel, varies lithologically both vertically and laterally, and contains organic matter at variable depths in each borehole. The fill material was moist at the time of completion and found to have a very loose to loose relative density. Native gravelly sand and “sand and silt” was encountered at depths ranging from 3 mbeg to 5.5 mbeg in all boreholes. The native material was found to be moist at the time of the investigation and exhibits a dense to very dense relative density. No groundwater or bedrock was encountered within the limits of the investigation.

The individual soil units are described in detail below and shown on the test pit logs provided in Appendix A.

3.1 Fill

Light brown to brown fill ranging in composition from silt to sandy gravel was encountered at surface in all boreholes. Organics in the form of roots, rootlets, and wood chips and chunks were commonly found in the upper 0.7 m in each borehole but were also found at depths of 2.1 mbeg in boreholes BH101-21, BH104-21, and BH105-21, and at depths of 5 mbeg and 3 mbeg in boreholes BH 105-21 and BH106-21 respectively. Unless organics were separated from inorganic soils during the ditching programs, it is likely that some organics are present throughout the fill, but it is difficult to determine the overall amount.

Fill thickness ranged from 3 m in borehole BH107-21 and 4 m in borehole BH106-21 to 5.5m in all other boreholes. All fill encountered was found to be moist, to slightly wet, at the time of the investigation. Based on SPT N values of 3 to 7, the fill was found to have a very loose to loose relative density.

Laboratory particle size distribution analyses were completed on three (3) samples of the fill material taken from the boreholes and depths described in Table 1. The soil samples and analysis results are based on the Unified Soil Classification System (USCS) scale, with full results provided in Appendix B.

Table 1 Particle Size Distribution Analysis

BH	Depth (mbeg)	Material	Description	% Gravel	% Sand	% Silt	% Clay	% Moisture Content
BH101-21 SS4	2.3 – 2.7	Fill	Silty Sand some Gravel some Clay	15	43	30	12	13.9
BH 101-21 SS7	6.1 – 6.6	Native	Sand and Silt some Gravel	14	43	43		6.1
BH 102-21 SS2	0.8 – 1.2	Fill	Gravelly Silty Sand	27	41	25	7	7.1
BH 103-21 GS7	6.1 – 6.6	Native	Gravelly Silty Sand	29	44	27		5.3
BH 104-21 GS3	1.5 - 2	Fill	Sandy Silty Gravel	35	31	26	8	9.2
BH 105-21 GS7	6.1 – 6.6	Native	Sand and Silt	4	44	52		10

3.2 Native Material

Native light brown to brown gravelly sand, and “sand and silt” soil was encountered immediately below the fill, extending to termination depth in each borehole. Sand and silt with trace to some gravel was encountered in boreholes BH101-21, BH102-21, and BH105-21, whereas gravelly silty sand to gravelly sand with some silt was encountered in all other boreholes. The native material encountered within the extents of this investigation was found to be moist at the time of investigation. SPT N values ranging from 24 to much greater than 50, provide evidence of soil with a generally dense to very dense relative density.

Laboratory particle size distribution analyses were completed on three (4) samples of the native material taken from the boreholes and depths described in Table 1. The soil samples and analysis results are based on the Unified Soil Classification System (USCS) scale, with full results provided in Appendix B.

3.3 Bedrock

Bedrock was not encountered within the depths of this investigation.

3.4 Groundwater

Groundwater was not encountered within the depths and limits of this investigation.

It should be noted that groundwater levels at the site may fluctuate seasonally and in response to climatic events.

4.0 Geotechnical Considerations

The following recommendations are based on the test pit information and are intended to assist designers. Recommendations should not be construed as providing instructions to contractors, who should form their own opinions about site conditions. It is possible that subsurface conditions beyond the test pit locations may vary from those observed. If significant variations are found before or during construction, Cambium should be contacted so that we can reassess our findings, if necessary.

4.1 Site Preparation

Any and all surficial vegetation and organic soils, including topsoil, should be removed from beneath the proposed structures, roadways, and utilities. The exposed subgrade should be proof-rolled and inspected by qualified geotechnical engineering personnel prior to the placement of any fill or bedding material. Any loose/soft soils identified at the time of proof-rolling that are unable to be uniformly compacted should be sub-excavated and removed. The excavations created through the removal of these materials should be backfilled with approved engineered fill consistent with the recommendations provided below.

4.2 Frost Penetration

Based on climate data and design charts, the frost penetration depth below the pavement at the site is estimated at 1.2 m.

It is assumed that the pavement structure thickness will be less than 1.2 m, so grading and drainage are important for good pavement performance and life expectancy. Any services/utilities should be located below this depth or be appropriately insulated.

4.3 Excavations and Shoring

All excavations must be carried out in accordance with the latest edition of the Occupational Health and Safety Act (OHSA). The generally very loose to loose fill material found in the upper 3 m to 5.5 m of the site may be classified as Type 4 soils in accordance with OHSA and may be excavated with unsupported side slopes no steeper than 3H:1V. Dense native soils

may be considered Type 2 soils and may be excavated with vertical slopes to a depth of 1.2 m, below which unsupported side slopes should be no steeper than 1H:1V. Test excavations should be carried out at the time of construction to assess the soil integrity and water levels to determine any shoring requirements.

Excavation side slopes should be protected from exposure to precipitation and associated ground surface runoff and should be inspected regularly for signs of instability. If localized instability is noted during excavation or if wet conditions are encountered, the side slopes should be flattened as required to maintain safe working conditions or the excavation sidewalls must be fully supported (shored).

4.4 Dewatering

Based on the absence of groundwater through the investigation, significant groundwater seepage is not anticipated within the excavation depths. Any seepage within the excavation depths should be controllable with filtered sumps and pumps and a Permit to Take Water (PTTW) or registry in the Environmental Activity and Sector Registry for the Ministry of the Environment, Conservation, and Parks (MOECP) will not be required.

It should be noted that the groundwater table is influenced by seasonal fluctuations and major precipitation events

4.5 Backfill and Compaction

Excavated topsoil from the Site is not appropriate for use as fill below grading, roadways and parking areas. Excavated fill, and imported fill, not containing organics or any other deleterious material, may be appropriate for use as engineered fill, provided that the actual or adjusted moisture content at the time of construction is within a range that permits compaction to required densities. Some moisture content adjustments may be required depending upon seasonal conditions. Geotechnical inspections and testing of engineered fill are required to confirm acceptable quality.

Any engineered fill below foundations should be placed in lifts appropriate to the type of compaction equipment used on site and be compacted to a minimum of 100% of standard

Proctor maximum dry density (SPMDD), as confirmed by nuclear densometer testing. If native soils from the site are not used as engineered fill, imported material for engineered fill should consist of clean, non-organic soils, free of chemical contamination or deleterious material. The moisture content of the engineered fill will need to be close enough to optimum at the time of placement to allow for adequate compaction.

Foundation wall and any buried utility backfill material should consist of free-draining imported granular material. Most of the native site soils are too fine-grained to provide proper drainage, and as such this should be accomplished using well graded Granular B Type 1 material complying with OPSS 1010. The fill should be placed in maximum 300 mm thick lifts and compacted to a minimum of 95 SPMDD, taking care not to damage any utility pipes during compaction.

The backfill material, if any, in the upper 300 mm below the pavement subgrade elevation should be compacted to 100 percent of SPMDD in all areas.

4.6 Foundation Design

It is understood that there are no current plans for the property and that general recommendations are required for a potential purchaser of the land. As such, Cambium recommends several options for foundation design, none of which are conventional by nature; this is simply because fill was not properly compacted when placed on site and organics are commonly found throughout the fill. Except for the helical pile option, design of the other foundation systems would require additional test pits to be completed at the site to determine the overall percentage of the fill that is organic.

4.6.1 Helical Piles

Founding structures on grade beams, supported by helical piles extending to dense native soils at depth is an effective foundation option. Helical piles can be used to achieve both uplift and compressive resistance. If helical piles are to be considered, the helix portion of the helical pile should be installed within competent native soil. This would require the installation of large capacity helical piles to depth of up to 5 mbeg to 10 mbeg, depending on location within the

property in order to encounter soils competent enough to provide adequate torque during installation. In areas closer to the road where competent native soils are founded at shallower depths, if any, it is suggested that the helix of the piles should be embedded at a minimum depth of 1.5 m, in order to provide sufficient resistance against potential freezing stresses. Grade beams should be placed a minimum of 1.5 mbeg or be properly insulated. Floor slabs may be placed as identified in Section 4.7.

The helical pile systems are typically proprietary, designed and installed by the specialized contractor / supplier. The piles are installed to a specified torque, measured with equipment at the ground surface. In order to verify that the piles are installed in accordance with design assumptions, monitoring of the pile installations by an experienced inspector is recommended. The monitoring should include measuring and recording of the torque used in the pile installation.

4.6.2 Legalett Geo-Slab Frost Protected Shallow Foundation

Another foundation option is the Geo-Slab design by Legalett (or equivalent). This method and design incorporate a shallow engineered structural concrete slab with reinforcing steel and a thick system of high-density rigid polystyrene to provide support and insulation for the structure. The Geo-Slab design distributes the loadings to the extent that the overall building loads on the soils can often be brought down to 35 kPa or less. At these loadings, existing site soils, including fill, below the surficial topsoil would be sufficient to support the building loads.

In this scenario a specialty design firm such as Legalett should be contacted to design the structural slab.

4.6.3 Ground Improvement

Conventional footings may be employed only if the ground is substantially improved at the Site. There are several methods by which the ground may be improved, including but not limited to:

- Removal of existing fill and replacement in compacted lifts, as outlined in Section 4.5
- Rapid Impact Compaction

- Rammed Aggregate Pier Systems
- Rigid Inclusion Systems

For any of these options, care should be taken to ensure the slope is adequately stabilized or equipment is not utilized near the unstabilized slope, as vibrations resulting from several of the ground improvement methods, may trigger failures in the unstabilized slope.

Cambium would be pleased to meet with the Client to further discuss a planned course of action. Design-build companies such as Geosolv would be pleased to provide quotes for use of their proprietary technologies.

4.7 Floor Slabs

Inorganic native soils at the site are considered competent to support floor slab loads, provided local organic contend is negligible. To create a stable working surface and to distribute loadings, shallow floor slabs should be constructed on a minimum of 300 mm of OPSS Granular A, compacted as outlined in section 4.5. Basement floor slabs should be constructed on a 300 mm thick base of OPSS Granular A, compacted as outlined in section 4.5.

4.8 Lateral Earth Pressures

Lateral earth pressure coefficients (K) for foundation and retaining wall design are provided below. It is assumed that potential lateral loads will result from cohesionless, frictional materials, such as well-drained granular backfill.

Ko (at rest)	0.42
Ka (active)	0.27
Kp (passive)	3.7

The following formula may be used to calculate active lateral thrust (Pa) on yielding retaining structures;

$$Pa = (H/2)(Ka)(\gamma H + 2q)$$

where,

H = Height of retaining structure (m)

γ= unit weight of retained soil (kN/m^3)

q = surcharge (kPa)

A unit weight of 22 kN/m^3 should be assumed for compacted granular backfill loadings.

Soil parameters for existing soils are presented in Section 5.5.

4.9 Buried Utilities

All utilities should be places at a minimum depth of 1.5mbeg in order to prevent damage due to frost or be adequately insulated. Where required, trench excavations should generally consider Type 4 soil conditions which allow for excavation side slopes no steeper than 3H:1V.

Bedding and cover material for any services should consist of OPSS 1010-3 Granular A or B Type II, placed in accordance with pertinent Ontario Provincial Standard Drawings (OPSD 802.013). The bedding and cover material shall be placed in maximum 200 mm thick lifts and should be compacted to at least 98 percent of SPMDD. The cover material shall be a minimum of 300 mm over the top of the pipe and compacted to 98 percent SPMDD, taking care not to damage the utility pipes during compaction.

4.10 Design Review and Inspections

Test excavations should be advanced at the site of each home or building, prior to construction, in order to compare findings to those observed in this report. Should soil or groundwater conditions change drastically from this report, a qualified geotechnical engineer should be consulted.

Testing and inspections should be carried out during construction operations to examine and approve subgrade conditions, placement and compaction of fill materials, and dewatering requirements. Concrete used during construction should also be tested for slump, air entrainment and compressive strength.

We should be contacted to review and approve design drawings, prior to tendering or commencing construction, to ensure that all pertinent geotechnical-related factors have been addressed. It is important that onsite geotechnical supervision be provided at this site for

excavation and backfill procedures, deleterious soil removal, subgrade inspections and compaction and concrete testing.

5.0 Slope Stability

As requested, a Cambium representative was on site on September 14th, 2021, to conduct a slope stability assessment. It is understood the work was required to determine the erosion hazard limit for the slopes on the southwest side of the lot, and on the northeast side of Indacom Drive located near borehole BH101-21, based on the Ontario Ministry of Natural Resources and Forestry (MNRF) "Geotechnical Principles For Stable Slopes" (June 1998). It is understood that the Client proposes to sever this portion of the land with the intention to sell for development.

To complete the analysis, a visual assessment of the slope was conducted, along with boreholes, surveying of the slope, and a preliminary engineering study.

5.1 Field Investigation

The field investigation that was completed on September 14th, 2021, included a visual assessment of the site and a survey of the slope in question. The borehole investigation was completed on September 24th, 2021 and is summarized in Section 2, with results presented in Section 3 and Appendix A and Appendix B.

5.2 Slope Inspection Record

The characteristics of the slope were assessed following Table 4.1: Slope Inspection Record, of the Technical Guide, which is provided in Appendix C. The Site is currently vacant and with a locked gate at the entrance to the property from Indacom Drive, near County Road 4. Most of the lot is relatively level, table flat land, with an approximate 2% grade to the top of the slope. The surface of the site ranged from sandy silt to gravel and cobbles in areas. Weeds are common over much of the lot and other organic debris in the form of pieces of roots and branches introduced to the site frequent the surface of the lot as well as the surface of the slope. The lot and slope are void of trees and shrubs, whereas mature trees are situated at the base of the slope.

The slope adjacent to borehole BH101-21, at the bend in Indacom Drive, is characterized by a 6 m to 7 m high slope with inclination steeper than one horizontal to one vertical (1H:1V) in places. The slope along the east side of the lot is approximately 10 m to 11 m in height with an average inclination of 1.5H:1V, with some areas slightly steeper than this. There was no apparent watercourse within 15 m of the base of the slope. A large recent full slope failure exists on the northeast end of the slope and many rills and small cullies are evident within the mainly bare slope face. Many of these features are evident in the cross sections presented in Appendix D and site photographs in Appendix E.

Based on the borehole investigation, Ontario Well Records, physiographic mapping and visual assessments of the Site, the soil stratigraphy consists of a relatively thick, 3m to 6 m, stratum of variable loose fill material overlying native gravelly sands ice-contact stratified deposits and sand and silt glacial till deposits; the site inspection confirmed this. Additionally, frequent organic debris was present throughout the entire column of fill material.

5.3 Slope Stability Rating Chart

The slope at the Site is defined as the inclination that extends from the table land flat above to the base of the fill extending into the mature trees below. The stability of the slope was assessed on-site following Table 4.2: Slope Stability Rating Chart, of the Technical Guide. As per the appended Slope Stability Rating Chart provided in Appendix C, the total ratings value sums to 56 for the slope. This deems that the slope has a moderate potential for instability. Specific items of interest that contribute to this rating are outlined below:

1. Slope Inclination – The surface of the slope was determined to have an inclination greater than 2H:1V, giving a rating of 16.
2. Soil Stratigraphy –The slope consists almost entirely of fill material, giving a rating of 16.
3. Seepage from Slope Face – At the time of the investigation, there was no seepage, or sign of seepage, from the slope face, giving a rating of 0.
4. Slope Height – The slope height for the site was greater than 10 m, resulting in a rating of 8.

5. Vegetation Cover on Slope Face – The slope was relatively bare in general, giving a rating of 8.
6. Table Land Drainage – The table land was relatively flat, with very minor drainage over the slope to the east, giving a rating of 2.
7. Proximity of Watercourse to Slope Toe – No apparent watercourse was present within 15 m of the base of the slope, and therefore the site carries a rating of 0.
8. Previous Landslide Activity – A recent, large, full-slope failure was present on the NE end of the slope, giving a rating of 6.

Many of these properties are easily visible in the site photographs found in Appendix E.

A slope with moderate potential for instability requires an investigation that includes boreholes, a monitoring well, surveying, and engineering analysis to determine the Factor of Safety (FOS) for the Site. Due to the absence of water present within the extent of the boreholes, monitoring wells were not installed. All other report parameters for a slope with moderate potential have been completed, including a slope inspection record, surveying of the slope, boreholes, engineering analysis, site photographs documenting the existing condition, and a discussion of the site investigation in a detailed report.

5.4 Toe Erosion Allowance

Based on the lack of a watercourse near the base of the slope, there is not anticipated to be any toe erosion at this site.

5.5 Stable slope allowance

The stable slope allowance is defined by the Technical Guide as a slope no steeper than 3H:1V or as determined by a study using accepted geotechnical principles.

For the purpose of this study, due to the moderate potential for instability assessed through the slope rating chart, stability analyses were carried out to assess the Factor of Safety (FOS) against slope failure. The slope was assessed in its current state and found to have an insufficient FOS, and therefore an unstable slope. Subsequent stability analyses were

carried out, in order to determine the minimum stable slope allowance and associated FOS for a spread load of 150 kPa placed at a depth of 1.5 m below ground surface and 6 m landward of the top of designed stable slope, to account for the erosion access allowance.

Slope stability analyses were performed using Slope/W, an industry standard two-dimensional limit equilibrium slope modelling program. Inputs required for the Slope/W program include soil stratigraphy and geotechnical design parameters are discussed in the subsequent section.

Based on the results of a desktop review and findings of the geotechnical investigations, the geotechnical parameters used to evaluate the stability of the slope are presented in Table 2. Effective stress strength parameters were based on published laboratory test results and in situ testing correlations.

Table 2 Parameters for Stability Analyses

Lithological Unit	Unit Weight (kN/m^2)	Peak Effective Strength Parameters	
		C' (kPa)	(ϕ')
Loose Sandy Silt Fill	17.5	0	27°
Loose Gravelly Sand Fill	19	0	29
Loose Silty Sand Fill	18	0	28
Dense Native Sand and Silt	21	0	32
Dense Native Gravelly Sand	22	0	34

The modelling cases used in the stability evaluation are presented in Table 3 and illustrations from each case are provided in Appendix D.

In general, where subsurface information was limited, engineering judgement was used to infer subsurface conditions.

Table 3 Stability Loading Cases and Results

Case	FOS
Existing conditions slope A-A'	<1
Existing conditions slope B-B'	<1
Slope A-A' with reshaped 2.7H:1V gradient, 150 kPa loads keyed in to 1.2mbeg, 6m back of slope	1.49
Slope B-B' with reshaped 2.7H:1V gradient, 150 kPa loads keyed in to 1.2mbeg, 6m back of slope	1.51

It should be note that Section C-C' had similar results to Sections A-A' and B-B', and as such only results from A-A' and B-B' are shown.

Based on engineering analysis it was clear that the existing slopes are unstable in their current state, however reshaped 2.7H:1V slopes provide a FOS of 1.5 and are considered stable, even under loads of the proposed structures, provided they are keyed in to at least 1.2 mbeg or founded at greater depths.

As such the designed slopes are considered stable at an inclination of 2.7H:1V. With slope heights of 6.8 m and 11.2 m in Sections A-A' and B-B', this translates to a stable slope allowance of 18.4 m and 30.3 m, respectively, based on results of the engineering study. Cambium recommends that a stable slope allowance equivalent to 2.7 time the height of the slope be applied to the entire slope.

Resultingly, the top of stable slope can be defined as the 2.7 times the height of the slope, measured horizontally from the base of the. This value ranges from approximately 19 m near borehole BH101-21, to 30 m near BH103-21, reducing back to 20 m near BH105-21 and is illustrated in Figure 1.

5.6 Erosion Access Allowance

The erosion access allowance is the last component used to determine the landward limit of the erosion hazards. This allowance is used to provide emergency access to erosion prone areas, construction access, and protection against unforeseen conditions, which could have an adverse effect on the natural condition of the slope. The Technical Guide suggests an erosion access allowance of 6 m. Due to the significant height of the slope and the current instability

of the slope, Cambium agrees with this value and recommends that an erosion access allowance of 6 m be applied to both slopes on this Site.

5.7 Erosion Hazard Limit

The erosion hazard limit is the sum of the horizontal components of each of:

- Toe Erosion Allowance (TEA)
- Stable Slope Allowance (SSA)
- Erosion Access Allowance (ESA)

The erosion hazard limit is often used in conservation policy to establish setbacks from slopes, at which development may occur without being negatively affected by the slope.

The erosion hazard limit is illustrated in Figure 1 as a 6 m setback from the top of stable slope, which ranges from 25 m to 36 m horizontally from the base of the slope.

5.8 Geotechnical Discussion

Based on the compact to dense sandy soils on Site, low ground water, and results of engineering analysis, it is apparent that structures landward of the erosion hazard limit will have no impact on the integrity of the slope and similarly, that the slope will pose no threat to the stability of the structure constructed landward of the erosion hazard limit. Notwithstanding, no major structures should be constructed within the erosion hazard limit.

5.8.1 Slope Stabilization

In order to reduce the setback distance of the erosion hazard, slope stabilization methods may be employed. A simple, yet rather large retaining wall may be constructed to retain and stabilize the fill material. Alternately several proprietary stabilization options are also available including:

- Geosolv's Geopier SRT system, whereby vertical plates are installed throughout the slope

- A geogrid reinforced slope using TerraSlope 45, a Terrafix product that can stabilize slopes at up to 1H:1V.

Cambium would be pleased to meet with the Client to further discuss a planned course of action. Design-build companies such as Geosolv would be pleased to provide quotes for use of their proprietary technologies.

It should be noted that despite employment of stabilization methods, ORCA may not allow encroachment into the originally defined erosion hazard limit. This matter should be addressed with ORCA prior to proceeding with any stabilization efforts.

5.9 Erosion Control

During construction, care should be taken to retain as much of the vegetation on the slope as possible and erosion control measures should be put in place to maintain the stable slope, including revegetation of the slope if any bushes and trees are removed, or in areas where vegetation is presently sparse. Care should also be taken to ensure that there is no concentration of runoff down the slope from downspouts or regrading of the site.

6.0 Closing

We trust the information in this report is sufficient for your current needs. If you have questions or comments regarding this document, please do not hesitate to contact Mr. Baird or Mr. Peterkin at (705) 742-7900 ext. 332 or 301.

Respectfully submitted,

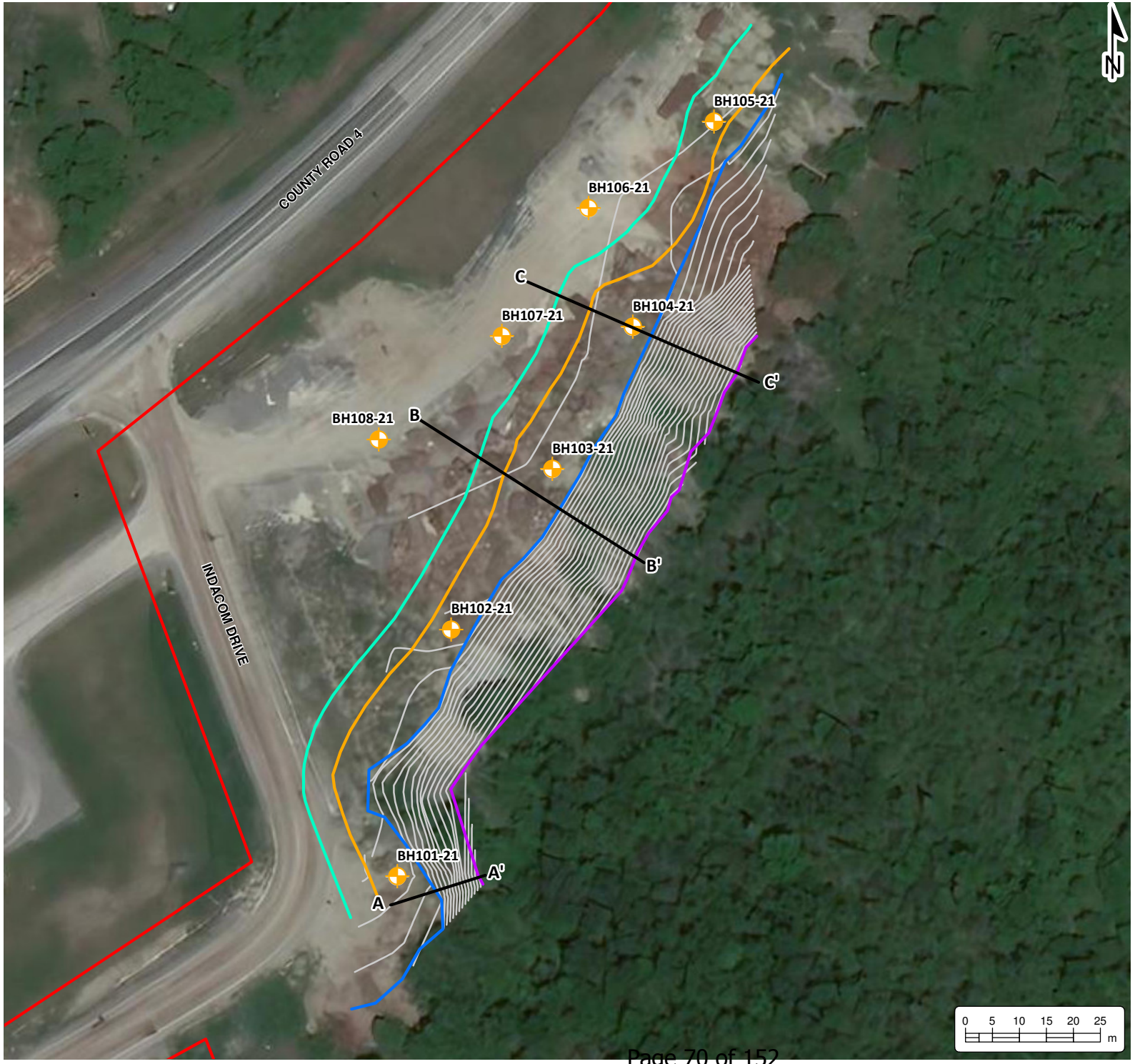
Cambium Inc.

Stuart Baird, M.Eng., P.Eng.
Director – Geotechnical & Construction Monitoring

Brian Peterkin, M.Eng., P.Geo.
Senior Project Manager

SEB/BP
P:\13400 to 13499\13455-001 TWP of Douro-Dummer - GEO - Hwy 28 & CR 4 Severances\Deliverables\2021-10-22 RPT Geotech - Lot 3 Indacom Drive Douro-Dummer .docx

Appended Figures



SLOPE STABILITY STUDY

MUNICIPALITY OF DOURO-DUMMER

Indacom Drive

Douro-Dummer, Ontario

LEGEND

- Borehole
- Topographic Contour
- Erosion Hazard Limit
- Top of Stable Slope
- Top of Existing Slope
- Bottom of Slope
- Cross-Section Location
- Site (approximate)

Notes:

- Base mapping features are © Queen's Printer of Ontario, 2019 (this does not constitute an endorsement by the Ministry of Natural Resources or the Ontario Government).
- Distances on this plan are in metres and can be converted to feet by dividing by 0.3048.
- Cambium Inc. makes every effort to ensure this map is free from errors but cannot be held responsible for any damages due to error or omissions. This map should not be used for navigation or legal purposes. It is intended for general reference use only.

CAMBIUM

194 Sophia Street
Peterborough, Ontario, K9H 1E5
Tel: (705) 742.7900 Fax: (705) 742.7907
www.cambium-inc.com

SITE PLAN

Project No.: 13455-001		Date: September 2021	Rev.:
Scale: 1:1,000		Projection: NAD 1983 UTM Zone 17N	
Created by: TLC	Checked by: BP	Figure: 1	

O:\GIS\MXDs\13400-13499\13455-001 TWP of Douro-Dummer - GEO - Hwy 28 & CR 4 Severances\2021-09-24 FIG 1 - Site Plan.mxd

Appendix A
Borehole Logs

Peterborough
Barrie
Oshawa
Kingston
T: 866-217-7900
www.cambium-inc.com

Log of Borehole: BH101-21

Client: TWP of Douro-Dummer
Project Name: Hwy 28 & CR 4 Severances
Project No.: 13455-001
Contractor: Canadian Environmental
Method: Solid Stem Auger
Date Completed: September 24, 2021
Location: Highway 28 and County Road 4, Douro-Dummer, ON
UTM: 17T 721326.047 m E, 4916893.12 m N
Elevation: 105.242 masl

Elevation (m)	Depth	Lithology	Description	Number	Type	% Recovery	SPT (N) / DCPT	% Moisture (25 50 75)	SPT (N) / DCPT (10 20 30 40)	Well Installation	Remarks
105	0		SILT: Brown, silt, some sand, some gravel, wet, loose	1A 1B	SS SS	40	9				
			SILTY SAND: Brown, silty sand, some gravel, moist, loose								
104	1		GRAVELLY SAND: Brown, gravelly silty sand, trace clay, trace rootlets, moist to wet, very loose	2	SS	60	3				Borehole open and dry upon completion
			SILTY SAND: Brown, silty sand, some gravel, some clay, trace rootlets, moist to wet, very loose	3	SS	60	3				
103	2										
			-no organics	4	SS	70	4				SS4 GSA: 15% gravel 43% sand 30% silt 12% clay
102	3		-becomes loose	5	SS	40	5				
	4		SANDY SILT: Brown, sandy silt, some gravel, moist to wet, loose								
101				6	SS	30	7				Cobble present from this point and on
100	5		SAND AND SILT: Light brown, sand and silt, some gravel, moist, dense								
	6			7	SS	70	36				SS7 GSA: 14% gravel 43% sand 43% silt & clay
99											
98	7										
	8		-becomes very dense	8	SS	50	50/ 400				
97			Borehole terminated at 8.08 mbgs in sand and silt								

Logged By: J. Riseling
Input By: J. Riseling

Peterborough
Barrie
Oshawa
Kingston
T: 866-217-7900
www.cambium-inc.com

Log of Borehole: BH102-21

Client: TWP of Douro-Dummer
Project Name: Hwy 28 & CR 4 Severances
Project No.: 13455-001
Contractor: Canadian Environmental
Method: Solid Stem Auger
Date Completed: September 24, 2021
Location: Highway 28 and County Road 4, Douro-Dummer, ON
UTM: 17T 721335.991 m E, 4916938.873 m N
Elevation: 106.918 masl

Elevation (m) / Depth	Lithology	Description	Number	Type	% Recovery	SPT (N) / DCPT	% Moisture (25 50 75)	SPT (N) / DCPT (10 20 30 40)	Well Installation	Remarks
107 / 0		SILTY SAND: Brown, silty sand, some gravel, some organics, moist, loose	1A	SS	60	7				
			1B	SS						
		SANDY SILT: Light brown, sandy silt, trace gravel, moist, loose								
106 / 1		GRAVELLY SAND: Brown, gravelly silty sand, trace clay, moist, compact	2	SS	60	29				SS2 GSA: 27% gravel 41% sand 25% silt 7% clay
		SANDY SILT: Brown, sandy silt, trace gravel, trace clay, moist, very loose	3	SS	30	3				
105 / 2		SAND AND GRAVEL: Brown/grey, sand and gravel, trace silt, moist, loose	4	SS	10	8				
104 / 3		SILTY SAND: Brown, silty sand, some gravel, saturated, very loose	5	SS	10	3				Ground water first encountered at 3.35 mbgs
103 / 4		SAND AND SILT: Light brown, sand and silt, some gravel, wet, very loose	6	SS	50	3				Borehole open and no noticeable water level on completion
102 / 5										
101 / 6		SAND AND SILT: Brown/grey, sand and silt, some gravel, moist to wet, dense	7	SS	50	39				
100 / 7		-becomes very dense	8	SS	50	50/375				
		Borehole terminated at 7.01 mbgs in sand and silt								
99 / 8										

Logged By: J. Riseling
Input By: J. Riseling

Peterborough
Barrie
Oshawa
Kingston
T: 866-217-7900
www.cambium-inc.com

Log of Borehole: BH103-21

Client: TWP of Douro-Dummer
Project Name: Hwy 28 & CR 4 Severances
Project No.: 13455-001
Contractor: Canadian Environmental
Method: Solid Stem Auger
Date Completed: September 24, 2021
Location: Highway 28 and County Road 4, Douro-Dummer, ON
UTM: 17T 721354.736 m E, 4916968.566 m N
Elevation: 107.426 masl

Elevation (m) / Depth	Lithology	Description	Number	Type	% Recovery	SPT (N) / DCPT	% Moisture (25 50 75)	SPT (N) / DCPT (10 20 30 40)	Well Installation	Remarks
107 / 0		SILT: Dark brown, silt, trace gravel, trace organics (wood chips and rootlets), moist, loose	1	SS	60	7				
106 / 1		GRAVELLY SAND: Brown, gravelly silty sand, trace clay, moist, compact	2	SS	70	22				
		-becomes loose	3	SS	30	7				
105 / 2		SANDY SILT: Light brown, sandy silt, trace gravel, moist, loose	4	SS	50	5				Borehole open and dry upon completion
104 / 3		-some gravel, loose	5	SS	30	5				
103 / 4			6	SS	30	8				
102 / 5		GRAVELLY SAND: Brown/grey, gravelly silty sand, moist, very dense	7	SS	50	60				SS7 GSA: 29% gravel 44% sand 27% silt & clay
101 / 6			8	SS	50	50/400				
100 / 7		Borehole terminated at 7.01 mbgs in gravelly silty sand								
99 / 8										

Logged By: J. Riseling
Input By: J. Riseling

Peterborough
Barrie
Oshawa
Kingston
T: 866-217-7900
www.cambium-inc.com

Log of Borehole: BH104-21

Client: TWP of Douro-Dummer
Project Name: Hwy 28 & CR 4 Severances
Project No.: 13455-001
Contractor: Canadian Environmental
Method: Solid Stem Auger
Date Completed: September 24, 2021
Location: Highway 28 and County Road 4, Douro-Dummer, ON
UTM: 17T 721369.619 m E, 4916994.876 m N
Elevation: 107.359 masl

Elevation (m) / Depth	Lithology	Description	Number	Type	% Recovery	SPT (N) / DCPT	% Moisture (25 50 75)	SPT (N) / DCPT (10 20 30 40)	Well Installation	Remarks
107 / 0		SILT: Brown, silt, some gravel, trace sand, trace organics (roots and leaves), moist, compact	1	SS	25	24				
106 / 1		GRAVELLY SAND: Light brown, gravelly silty sand, trace clay, moist, loose	2	SS	75	5				
105 / 2		SANDY GRAVEL: Dark brown, sandy silty gravel, trace clay, some organics (pieces of rotted tree), moist, loose	3	SS	50	4				SS3 GSA: 35% gravel 31% sand 26% silt 8% clay
104 / 3		SANDY SILT: Brown, sandy silt, some gravel, moist, loose	4	SS	20	6				
103 / 4		SILT: Light brown, silt, some sand, some gravel, moist to wet, loose	5	SS	50	4				
102 / 5		SANDY SILT: Brown, sandy silt, some gravel, moist to wet, compact	6	SS	40	10				Borehole open and dry upon completion
101 / 6		GRAVELLY SAND: Brown, gravelly silty sand, moist, very dense	7	SS	60	51				
100 / 7		Borehole terminated at 7.01 mbgs in gravelly silty sand	8	SS	50	50/375				
99 / 8										

Logged By: J. Riseling
Input By: J. Riseling

Peterborough
Barrie
Oshawa
Kingston
T: 866-217-7900
www.cambium-inc.com

Log of Borehole: BH105-21

Client: TWP of Douro-Dummer | **Project Name:** Hwy 28 & CR 4 Severances | **Project No.:** 13455-001

Contractor: Canadian Environmental | **Method:** Solid Stem Auger | **Date Completed:** September 24, 2021

Location: Highway 28 and County Road 4, Douro-Dummer, ON | **UTM:** 17T 721384.603 m E, 4917032.866 m N | **Elevation:** 107.603 masl

Elevation (m) / Depth	Lithology	Description	Number	Type	% Recovery	SPT (N) / DCPT	% Moisture (25 50 75)	SPT (N) / DCPT (10 20 30 40)	Well Installation	Remarks
107 / 0		SILT: Dark brown, silt, some sand, trace organics (rootlets and leaves), moist to wet, very dense	1	SS	45	54				
107 / 1		SILTY SAND: Light brown, silty sand, some gravel, trace clay, moist, loose	2	SS	25	7				
106 / 2		SILT AND SAND: Light brown, silt and sand, some gravel, trace clay, moist, loose	3	SS	45	6				
105 / 3		SILT: Dark brown, silt, some sand, trace gravel, moist, loose	4	SS	20	4				Borehole open and dry upon completion
104 / 4			5	SS	25	4				
103 / 5		-becomes compact	6A / 6B	SS / SS	40	11				
102 / 6		SILT: Dark brown, silt, trace sand, trace gravel, trace organics (wood chips), moist, compact								
101 / 7		SILT AND SAND: Brown, silt and sand, trace gravel, moist, compact	7	SS	40	24				SS7 GSA: 4% gravel 44% sand 52% silt & clay
100 / 8		-becomes dense	8	SS	45	45				
99		Borehole terminated at 7.01 mbgs in silt and sand								

Logged By: J. Riseling **Input By:** J. Riseling

Peterborough
Barrie
Oshawa
Kingston
T: 866-217-7900
www.cambium-inc.com

Log of Borehole: BH106-21

Client:	TWP of Douro-Dummer	**Project Name:**	Hwy 28 & CR 4 Severances	**Project No.:**	13455-001
Contractor:	Canadian Environmental	**Method:**	Solid Stem Auger	**Date Completed:**	September 24, 2021
Location:	Highway 28 and County Road 4, Douro-Dummer, ON	**UTM:**	17T 721361.414 m E, 4917016.868 m N	**Elevation:**	107.66 masl

SUBSURFACE PROFILE			SAMPLE								
Elevation (m) / Depth	Lithology	Description	Number	Type	% Recovery	SPT (N) / DCPT	% Moisture (25 50 75)	SPT (N) / DCPT (10 20 30 40)	Well Installation	Remarks
107 / 0		SAND AND GRAVEL: Grey/light brown, sand and gravel, trace silt, dry to moist, very dense	1	SS	80	50				
107 / 1		-becomes loose	2	SS	20	7				
106 / 2		SANDY SILT: Grey, sandy silt, some gravel, trace clay, moist, loose	3	SS	50	7				
105 / 3		SANDY SILT: Brown, sandy silt, some gravel, trace clay, trace organic (pieces of tree branch), loose	4	SS	30	5				
104 / 4		GRAVELLY SAND: Grey/brown, gravelly silty sand, moist, compact	5	SS	40	19				Cobble present from this point on
103 / 5		GRAVELLY SAND: Light brown, gravelly silty sand, moist, dense	6	SS	50	34				Borehole open and dry upon completion
102 / 6		-becomes very dense	7	SS	55	57				
101 / 7		Borehole terminated at 6.55 mbgs in gravelly silty sand								
100 / 8										
99										

Logged By: J. Riseling **Input By:** J. Riseling

Peterborough
Barrie
Oshawa
Kingston
T: 866-217-7900
www.cambium-inc.com

Log of Borehole: BH107-21

Client: TWP of Douro-Dummer
Project Name: Hwy 28 & CR 4 Severances
Project No.: 13455-001
Contractor: Canadian Environmental
Method: Solid Stem Auger
Date Completed: September 24, 2021
Location: Highway 28 and County Road 4, Douro-Dummer, ON
UTM: 17T 721345.423 m E, 4916993.177 m N
Elevation: 107.765 masl

Elevation (m)	Depth	Lithology	Description	Number	Type	% Recovery	SPT (N) / DCPT	% Moisture (25 50 75)	SPT (N) / DCPT (10 20 30 40)	Well Installation	Remarks
108	0		TOPSOIL: 50 mm Topsoil								
			SILT: Light brown, silt, some sand, some gravel, trace clay, dry to moist, dense	1	SS	90	43				
107	1		SILTY SAND: Light brown, silty sand, some gravel, trace clay, moist, compact	2	SS	30	12				
106	2		-becomes loose	3	SS	20	6				
			SILT: Light brown, silt, some sand, trace gravel, trace clay, moist, compact	4	SS	20	13				Borehole open and dry upon completion
105	3		GRAVELLY SAND: Brown, gravelly silty sand, moist, dense	5	SS	80	37				
104	4										
103	5		-becomes very dense	6	SS	40	52				
102	6										
				7	SS	40	50/ 375				
101	7		Borehole terminated at 6.55 mbgs in gravelly silty sand								
100	8										
99											

Logged By: J. Riseling
Input By: J. Riseling

Peterborough
Barrie
Oshawa
Kingston
T: 866-217-7900
www.cambium-inc.com

Log of Borehole: BH108-21

Client: TWP of Douro-Dummer
Project Name: Hwy 28 & CR 4 Severances
Project No.: 13455-001
Contractor: Canadian Environmental
Method: Solid Stem Auger
Date Completed: September 24, 2021
Location: Highway 28 and County Road 4, Douro-Dummer, ON
UTM: 17T 721322.63 m E, 4916974.067 m N
Elevation: 107.911 masl

Elevation (m)	Depth	Lithology	Description	Number	Type	% Recovery	SPT (N) / DCPT	% Moisture (25 50 75)	SPT (N) / DCPT (10 20 30 40)	Well Installation	Remarks
108	0		SANDY GRAVEL: Grey/brown, sandy gravel, trace silt, dry to moist,	1	SS	30	50/ 375				
107	1		SAND AND SILT: Light brown, sand and silt, some gravel, trace clay, moist, compact	2	SS	85	22				
			SILTY SAND: Brown, silty sand, some gravel, moist, loose	3	SS	20	8				
106	2			4	SS	30	6				Borehole open and dry upon completion
105	3			5	SS	40	6				
104	4										
103	5			6	SS	25	8				
102	6		GRAVELLY SAND: Brown, gravelly silty sand, moist, compact	7	SS	40	16				
101	7			8	SS	40	25				
100	8		Borehole terminated at 7.01 mbgs in gravelly silty sand								

Logged By: J. Riseling
Input By: J. Riseling

Appendix B

Physical Laboratory Data

Grain Size Distribution Chart

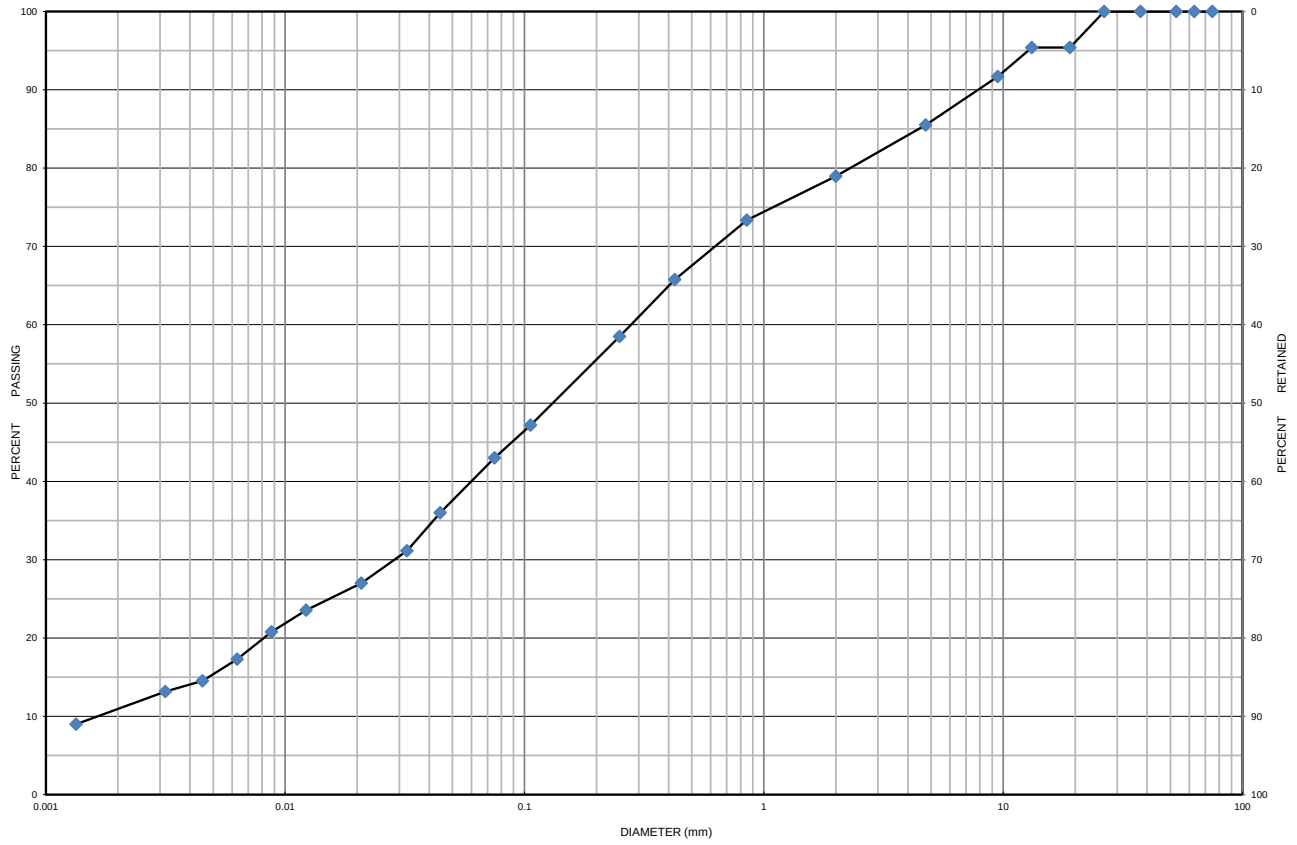
Project Number: *13455-001* **Client:** *Township of Douro-Dummer*

Project Name: *Geotechnical Investigation - HWY 28 & CR 4 Severances*

Sample Date: *September 24, 2021* **Sampled By:** *Josh Riseling - Cambium Inc.*

Location: *BH 101-21 SS 4* **Depth:** *2.3 m to 2.7 m* **Lab Sample No:** *S-21-1246*

UNIFIED SOIL CLASSIFICATION SYSTEM					
CLAY & SILT (<0.075 mm)	SAND (<4.75 mm to 0.075 mm)			GRAVEL (>4.75 mm)	
	FINE	MEDIUM	COARSE	FINE	COARSE



MIT SOIL CLASSIFICATION SYSTEM								
CLAY	SILT	FINE	MEDIUM	COARSE	FINE	MEDIUM	COARSE	BOULDERS
		SAND			GRAVEL			

Borehole No.	Sample No.	Depth	Gravel	Sand	Silt	Clay	Moisture
BH 101-21	SS 4	2.3 m to 2.7 m	15	43	30	12	13.9

Description	Classification	D_{60}	D_{30}	D_{10}	C_u	C_c
Silty Sand some Gravel some Clay	SM	0.2800	0.0290	0.0017	164.71	1.77

Additional information available upon request

Issued By: _____ *Date Issued:* *October 12, 2021*

(Senior Project Manager)

Grain Size Distribution Chart

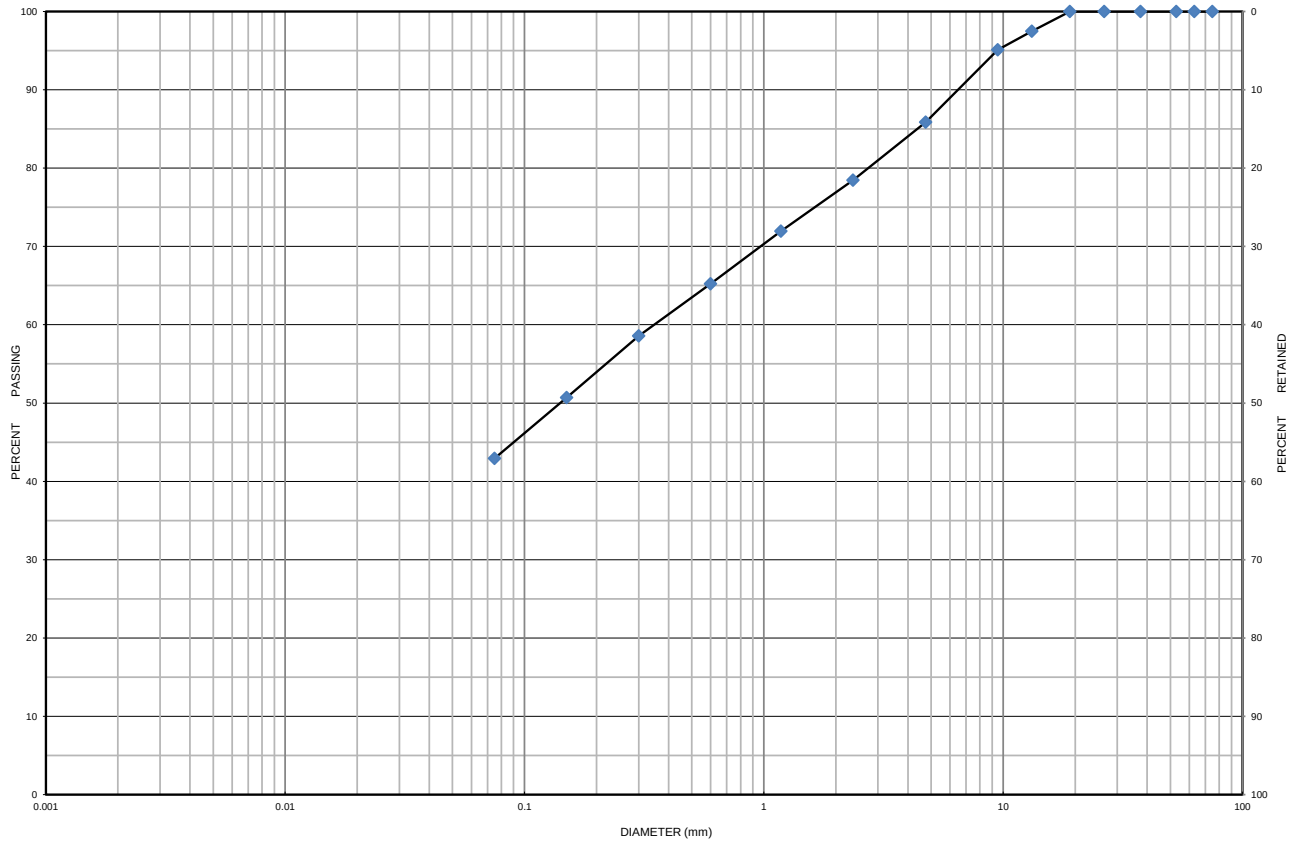
Project Number: *13455-001* **Client:** *Township of Douro-Dummer*

Project Name: *Geotechnical Investigation - HWY 28 & CR 4 Severances*

Sample Date: *September 24, 2021* **Sampled By:** *Josh Riseling - Cambium Inc.*

Location: *BH 101-21 SS 7* **Depth:** *6.1 m to 6.6 m* **Lab Sample No:** *S-21-1241*

UNIFIED SOIL CLASSIFICATION SYSTEM					
CLAY & SILT (<0.075 mm)	SAND (<4.75 mm to 0.075 mm)			GRAVEL (>4.75 mm)	
	FINE	MEDIUM	COARSE	FINE	COARSE



MIT SOIL CLASSIFICATION SYSTEM								
CLAY	SILT	FINE	MEDIUM	COARSE	FINE	MEDIUM	COARSE	BOULDERS
		SAND			GRAVEL			

Borehole No.	Sample No.	Depth	Gravel	Sand	Silt	Clay	Moisture
BH 101-21	SS 7	6.1 m to 6.6 m	14	43	43		6.1

Description	Classification	D_{60}	D_{30}	D_{10}	C_u	C_c
Sand and Silt some Gravel	SM	0.350	-	-	-	-

Additional information available upon request

Issued By: _____ *Date Issued:* *October 12, 2021*

(Senior Project Manager)

Grain Size Distribution Chart

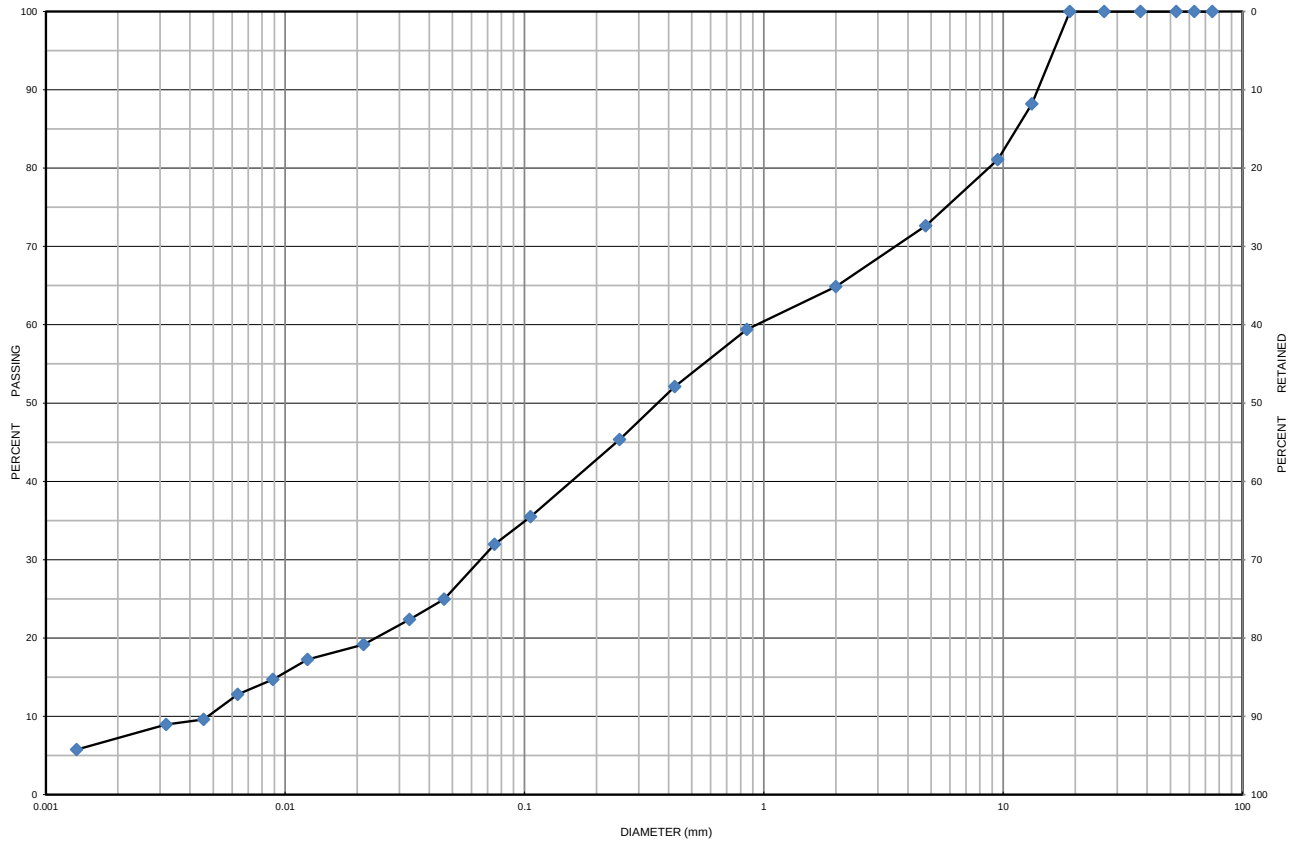
Project Number: *13455-001* **Client:** *Township of Douro-Dummer*

Project Name: *Geotechnical Investigation - HWY 28 & CR 4 Severances*

Sample Date: *September 24, 2021* **Sampled By:** *Josh Riseling - Cambium Inc.*

Location: *BH 102-21 SS 2* **Depth:** *0.8 m to 1.2 m* **Lab Sample No:** *S-21-1245*

UNIFIED SOIL CLASSIFICATION SYSTEM					
CLAY & SILT (<0.075 mm)	SAND (<4.75 mm to 0.075 mm)			GRAVEL (>4.75 mm)	
	FINE	MEDIUM	COARSE	FINE	COARSE



MIT SOIL CLASSIFICATION SYSTEM								
CLAY	SILT	FINE	MEDIUM	COARSE	FINE	MEDIUM	COARSE	BOULDERS
		SAND			GRAVEL			

Borehole No.	Sample No.	Depth	Gravel	Sand	Silt	Clay	Moisture
BH 102-21	SS 2	0.8 m to 1.2 m	27	41	25	7	7.1

Description	Classification	D_{60}	D_{30}	D_{10}	C_u	C_c
Gravelly Silty Sand trace Clay	SM	0.9100	0.0650	0.0048	189.58	0.97

Additional information available upon request

Issued By: _____ *Date Issued:* *October 12, 2021*

(Senior Project Manager)

Grain Size Distribution Chart

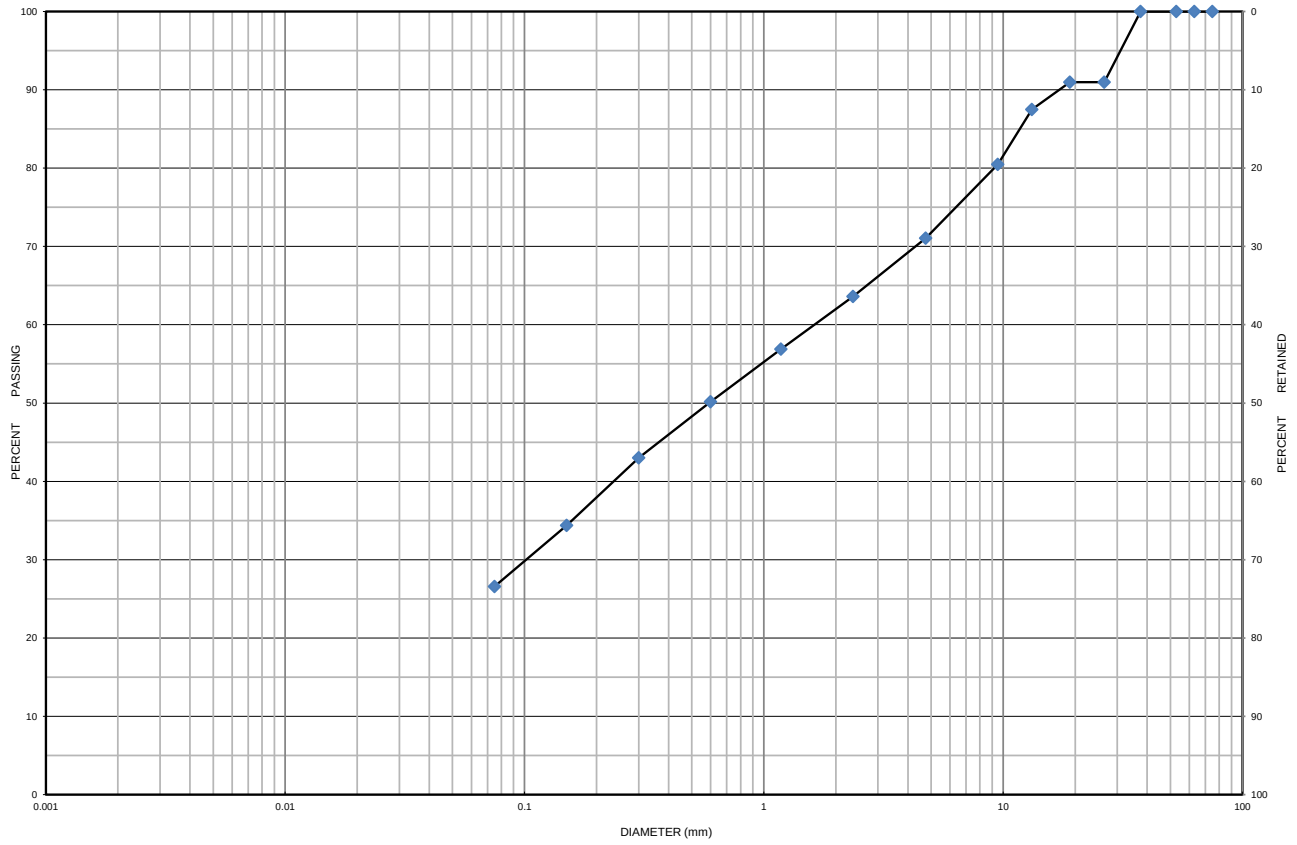
Project Number: *13455-001* **Client:** *Township of Douro-Dummer*

Project Name: *Geotechnical Investigation - HWY 28 & CR 4 Severances*

Sample Date: *September 24, 2021* **Sampled By:** *Josh Riseling - Cambium Inc.*

Location: *BH 103-21 SS 7* **Depth:** *6.1 m to 6.6 m* **Lab Sample No:** *S-21-1242*

UNIFIED SOIL CLASSIFICATION SYSTEM					
CLAY & SILT (<0.075 mm)	SAND (<4.75 mm to 0.075 mm)			GRAVEL (>4.75 mm)	
	FINE	MEDIUM	COARSE	FINE	COARSE



MIT SOIL CLASSIFICATION SYSTEM								
CLAY	SILT	FINE	MEDIUM	COARSE	FINE	MEDIUM	COARSE	BOULDERS
		SAND			GRAVEL			

Borehole No.	Sample No.	Depth	Gravel	Sand	Silt	Clay	Moisture
BH 103-21	SS 7	6.1 m to 6.6 m	29	44	27		5.3

Description	Classification	D_{60}	D_{30}	D_{10}	C_u	C_c
Gravelly Silty Sand	SM	1.650	0.100	-	-	-

Additional information available upon request

Issued By: _____ *Date Issued:* *October 12, 2021*

(Senior Project Manager)

Cambium Inc. (Laboratory)
866.217.7900 | cambium-inc.com
194 Sophia St. | Peterborough | ON | K9H 1E5

Form: L6V.2 - Grad.Hydo

Grain Size Distribution Chart

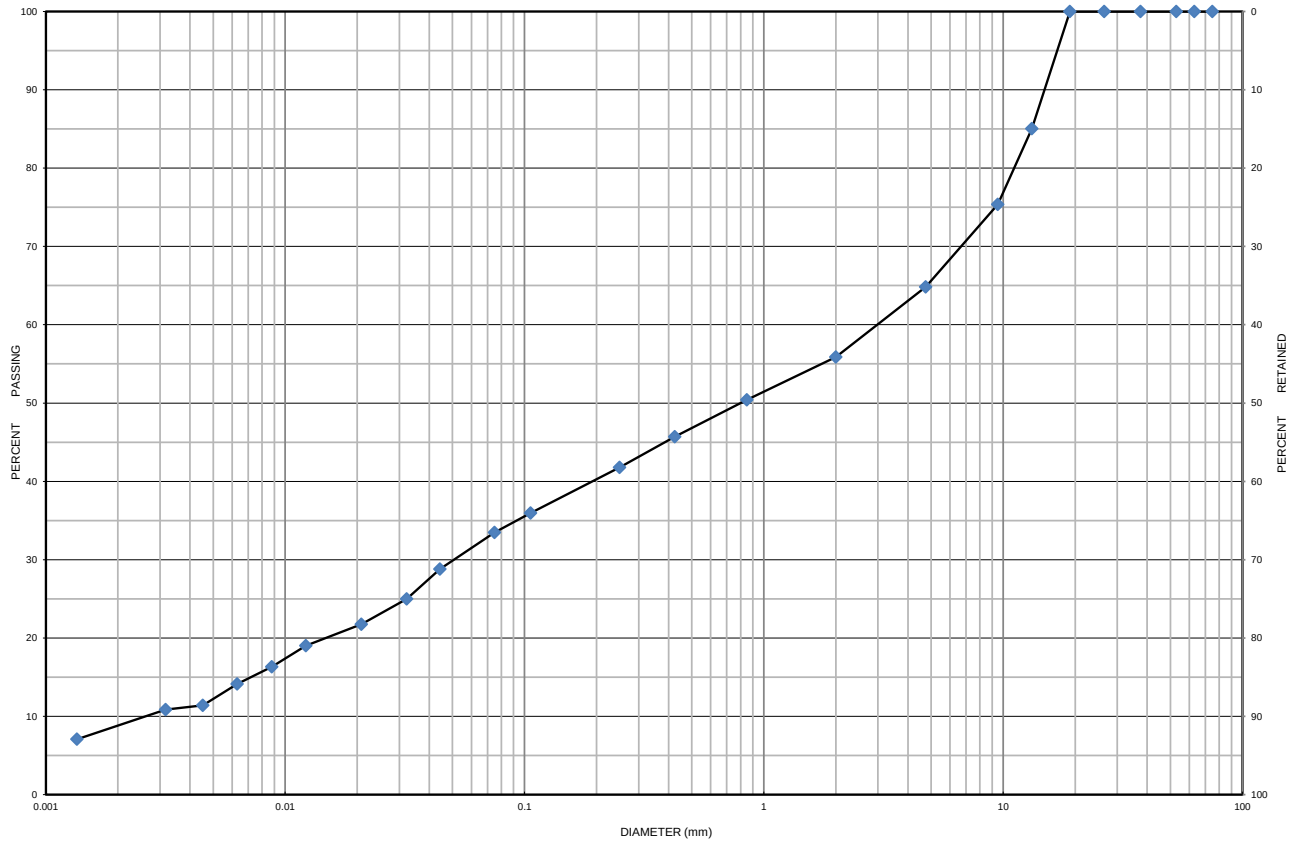
Project Number: *13455-001* **Client:** *Township of Douro-Dummer*

Project Name: *Geotechnical Investigation - HWY 28 & CR 4 Severances*

Sample Date: *September 24, 2021* **Sampled By:** *Josh Riseling - Cambium Inc.*

Location: *BH 104-21 SS 3* **Depth:** *1.5 m to 2 m* **Lab Sample No:** *S-21-1244*

UNIFIED SOIL CLASSIFICATION SYSTEM					
CLAY & SILT (<0.075 mm)	SAND (<4.75 mm to 0.075 mm)			GRAVEL (>4.75 mm)	
	FINE	MEDIUM	COARSE	FINE	COARSE



MIT SOIL CLASSIFICATION SYSTEM								
CLAY	SILT	FINE	MEDIUM	COARSE	FINE	MEDIUM	COARSE	BOULDERS
		SAND			GRAVEL			

Borehole No.	Sample No.	Depth	Gravel	Sand	Silt	Clay	Moisture
BH 104-21	SS 3	1.5 m to 2 m	35	31	26	8	9.2

Description	Classification	D_{60}	D_{30}	D_{10}	C_u	C_c
Sandy Silty Gravel trace Clay	SM	3.0000	0.0500	0.0026	1153.85	0.32

Additional information available upon request

Issued By: _____ *Date Issued:* *October 12, 2021*

(Senior Project Manager)

Cambium Inc. (Laboratory)
866.217.7900 | cambium-inc.com
194 Sophia St. | Peterborough | ON | K9H 1E5

Form: L6V.2 - Grad.Hydo

Grain Size Distribution Chart

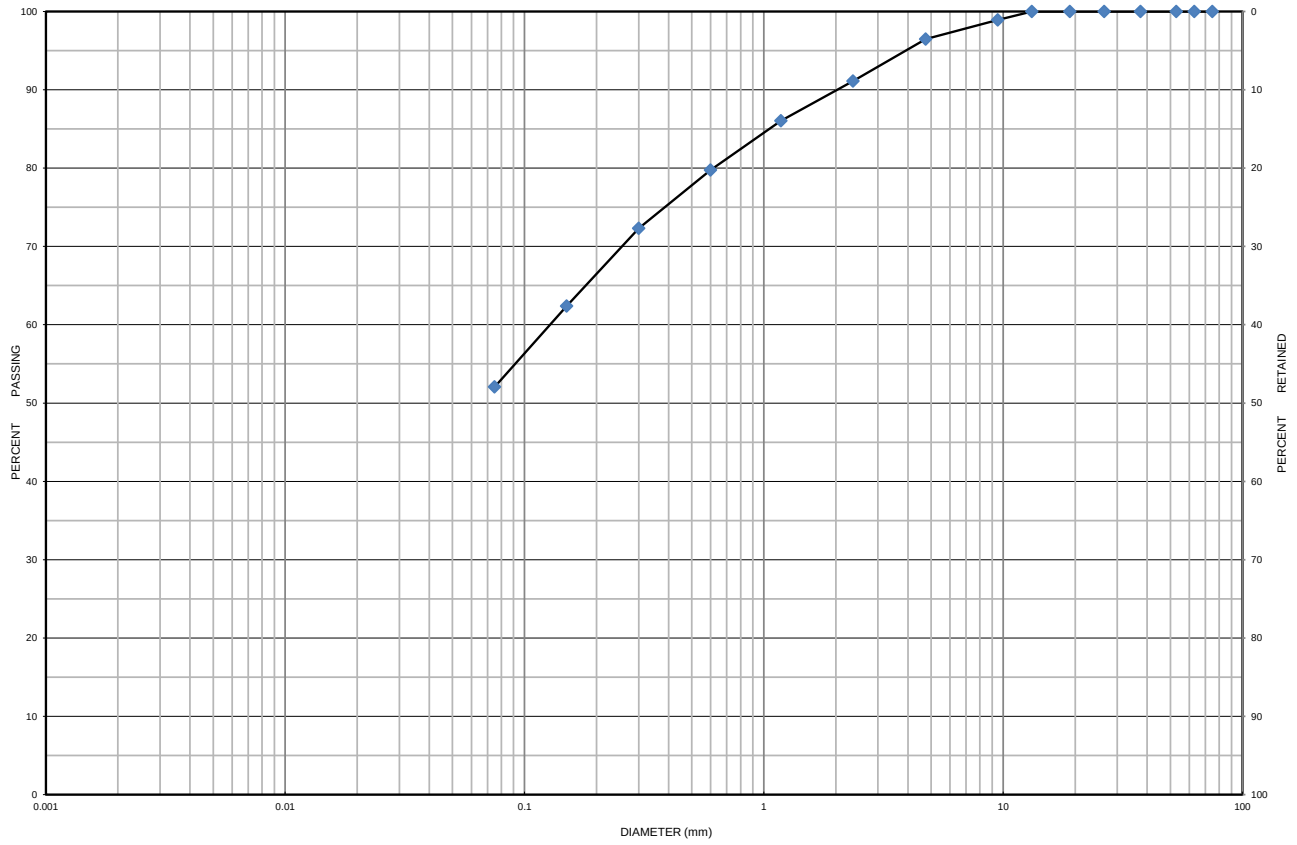
Project Number: *13455-001* **Client:** *Township of Douro-Dummer*

Project Name: *Geotechnical Investigation - HWY 28 & CR 4 Severances*

Sample Date: *September 24, 2021* **Sampled By:** *Josh Riseling - Cambium Inc.*

Location: *BH 105-21 SS 7* **Depth:** *6.1 m to 6.6 m* **Lab Sample No:** *S-21-1243*

UNIFIED SOIL CLASSIFICATION SYSTEM					
CLAY & SILT (<0.075 mm)	SAND (<4.75 mm to 0.075 mm)			GRAVEL (>4.75 mm)	
	FINE	MEDIUM	COARSE	FINE	COARSE



MIT SOIL CLASSIFICATION SYSTEM								
CLAY	SILT	FINE	MEDIUM	COARSE	FINE	MEDIUM	COARSE	BOULDERS
		SAND			GRAVEL			

Borehole No.	Sample No.	Depth	Gravel	Sand	Silt	Clay	Moisture
BH 105-21	SS 7	6.1 m to 6.6 m	4	44	52		10.0

Description	Classification	D_{60}	D_{30}	D_{10}	C_u	C_c
Silt and Sand trace Gravel	ML	0.135	-	-	-	-

Additional information available upon request

Issued By: _____ *Date Issued:* *October 12, 2021*

(Senior Project Manager)

Cambium Inc. (Laboratory)
866.217.7900 | cambium-inc.com
194 Sophia St. | Peterborough | ON | K9H 1E5

Form: L6V.2 - Grad.Hydo

Appendix C

Slope Stability Record & Rating Chart

SLOPE INSPECTION RECORD

1. FILE NAME/NO. 13455-001

INSPECTION DATE:September 14, 2021

WEATHER (circle):	sunny	partly cloudy		cloudy
	calm	breeze		windy
	clear	fog	rain	snow
	cold	cool	warm	hot
		estimated air temperature:	13°C	

INSPECTED BY: Juan Monroy

2. SITE LOCATION (describe, main roads, features)

Lot 3, County Road 4, Twp of Douro-Dummer, just east of Wood By Design

3. WATERSHED

4. PROPERTY OWNERSHIP (name, address, phone):

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

LEGAL DESCRIPTION

Lot	3	off Indacom Drive
Concession		
Township	Douro Dummer	
County	Peterborough	

CURRENT LAND USE (circle and describe)

- vacant: field, bush, woods, forest, wilderness, tundra

Fill has been placed over the field generating an unatural slope at Site

- passive: recreational parks, golf courses, non-habitable structures, buried utilities, swimming pools

- active: habitable structures, residential, commercial, industrial, warehousing and storage

- infrastructure or public use: stadiums, hospitals, schools, bridges, high voltage power lines, waste management sites

5. SLOPE DATA:

HEIGHT

	- 3-6 m	- 6-10 m	- 10-15 m	- 15-20 m
	- 20-25 m	- 25-30 m	- >30 m	

estimated height (m): 10.8__

INCLINATION AND SHAPE

	4:1 or flatter	up to 3:1	up to 2:1
	25% 14°	33% 18°	50% 26°
	up to 1:1	up to :1	steeper than :1
	100% 45°	200% 63°	>63°

6. SLOPE DRAINAGE (describe):

TOP north table land flat, with south table land sloping towards forest
no observed drainage throughout the site

FACE

BOTTOM

7. SLOPE SOIL STRATIGRAPHY (describe, positions, thicknesses, types)

TOP Fill placed on top, face and bottom of slope, consisting of loose sand and gravel,
some cobbles, some boulders, some organics including roots, branches, tree trunks,

FACE wood chunks, and construction debris

BOTTOM

8. WATER COURSE FEATURES (circle and describe)

SWALE, CHANNEL

GULLY

STREAM, CREEK, RIVER

N/A

POND, BAY, LAKE:

SPRINGS

MARSHY GROUND

9. VEGETATION COVER (grasses, weeds, shrubs, saplings, trees)

TOP Occasional grasses and weeds, rest is bare with fill

FACE Occasional grasses and weeds, rest is bare with fill

BOTTOM Bare in some areas at bottom, other areas the base of slope is heavily forested with mature
trees, shrubs and saplings

10. STRUCTURES (buildings, walls, fences, sewers, roads, stairs, decks, towers)

TOP N/A

FACE N/A

BOTTOM N/A

11. EROSION FEATURES (scour, undercutting, bare areas, piping, rills, gully)

TOP Bare areas

FACE Rills and gully, bare areas

BOTTOM Bare areas

SLOPE INSPECTION RECORD

12. SLOPE SLIDE FEATURES (tension cracks, scarps, bulges, grabens, ridges, bent trees)

TOP N/A

FACE Large, exising recent full slope failure on the NE end of the lot

BOTTOM N/A

13. PLAN SKETCH OF SLOPE

See additional report appendices

13. PROFILE SKETCH OF SLOPE

See additional report appendices

SLOPE STABILITY RATING CHART

Site Location:	Lot 3, County Road 4, Twp of Douro-Dummer	File No.	13455-001
Property Owner:	Twp of Douro-Dummer	Inspection Date:	2021-09-14
Inspected By:	Juan Monroy	Weather:	13 °C

Inspection Task		Rating Value
1. SLOPE INCLINATION		
Degrees	**Horizontal:Vertical**	
a) 18 or less	3:1 or flatter	0
b) 18 to 26	2:1 to more than 3:1	6
c) more than 26	Steeper than 2:1	16
2. SOIL STRATIGRAPHY		
a) Shale, Limestone, Granite (Bedrock)		0
b) Sand, Gravel		6
c) Glacial Till		9
d) Clay, Silt		12
e) Fill		16
f) Leda Clay		24
3. SEEPAGE FROM SLOPE FACE		
a) None or near bottom only		0
b) Near mid-slope only		6
c) Near crest only or from several levels		12
4. SLOPE HEIGHT		
a) 2 m or less		0
b) 2.1 to 5 m		2
c) 5.1 to 10 m		4
d) more than 10 m		8
5. VEGETATION COVER ON SLOPE FACE		
a) Well vegetated, heavy shrubs or forested with mature trees		0
b) Light Vegetation; Mostly grass, weeds, occasional trees, shrubs		4
c) No vegetation, bare		8
6. TABLE LAND DRAINAGE		
a) Table land flat, no apparent drainage over slope		0
b) Minor drainage over slope, no active erosion		2
c) Drainage over slope, active erosion, gullies		4
7. PROXIMITY OF WATERCOURSE TO SLOPE TOE		
a) 15 m or more from slope toe		0
b) Less than 15 m from slope toe		6
8. PREVIOUS LANDSLIDE ACTIVITY		
a) No		0
b) Yes		6
	RATING VALUES TOTAL	**56**

SLOPE INSTABILITY RATING		INVESTIGATION REQUIREMENTS
1. Low Potential	<24	Site inspection only, confirmation, report letter
2. Slight Potential	25 - 35	Site inspection and surveying, preliminary study, detailed report
3. Moderate Potential	>35	Boreholes, piezometers, lab tests, surveying detailed report

Notes:

a) Choose only one rating value from each category; compare total rating value with above requirements

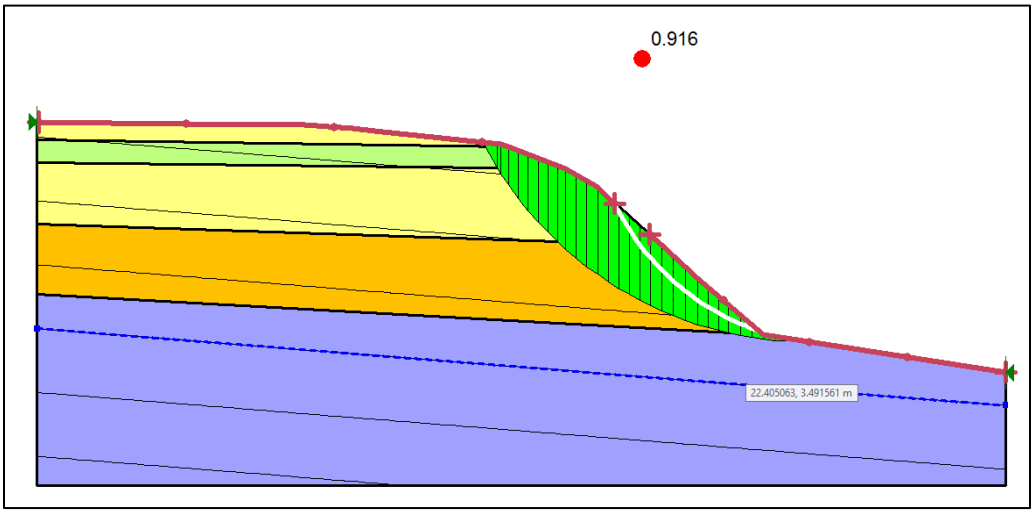
b) If there is a waterbody (stream, creek, river, pond, bay, lake) at the slope toe, the potential for toe ersoion and undercutting should be evaluated in detail and protection provided if required.

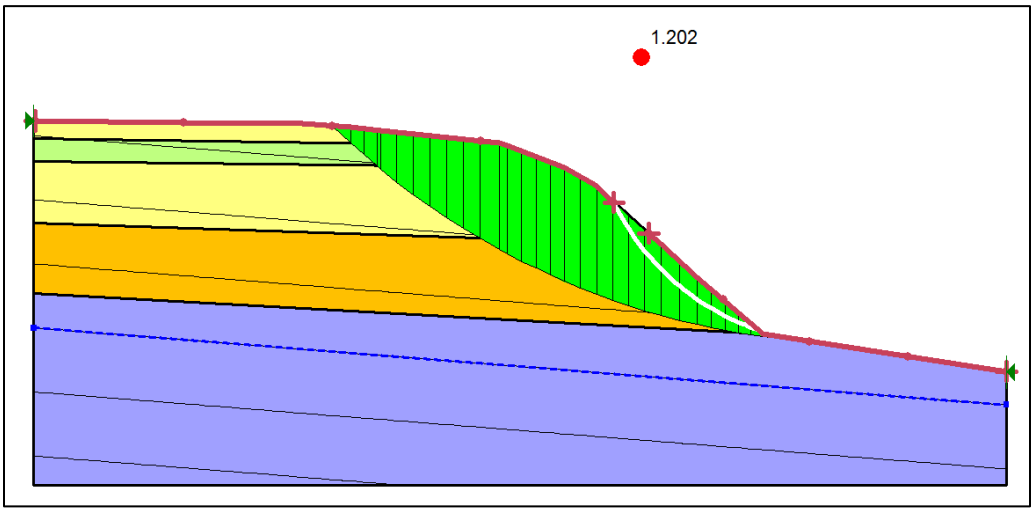
c) For leda clay and rock slopes, additional evaluation must be carried out

Source: Table 8.1 Geotechnical Principles for Stable Slopes (June 1998), Ontario Ministry of Natural Resources

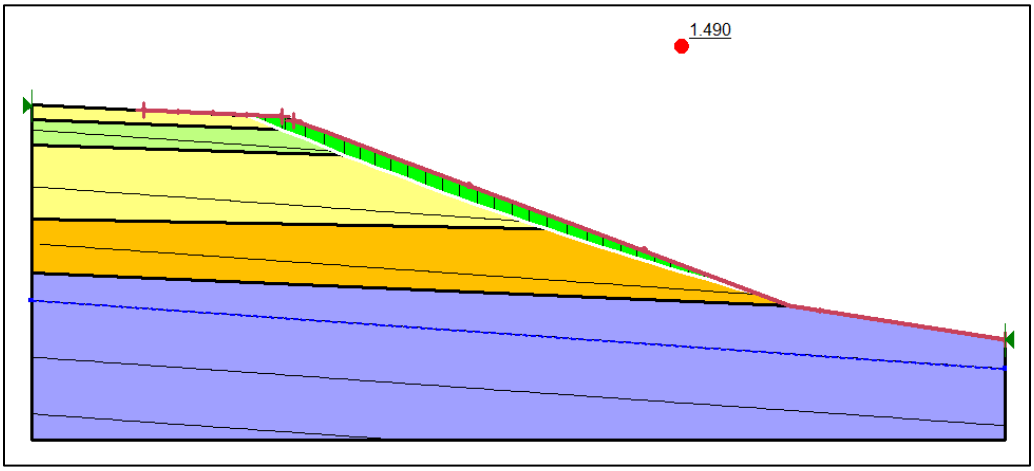
Appendix D
Engineering Analysis

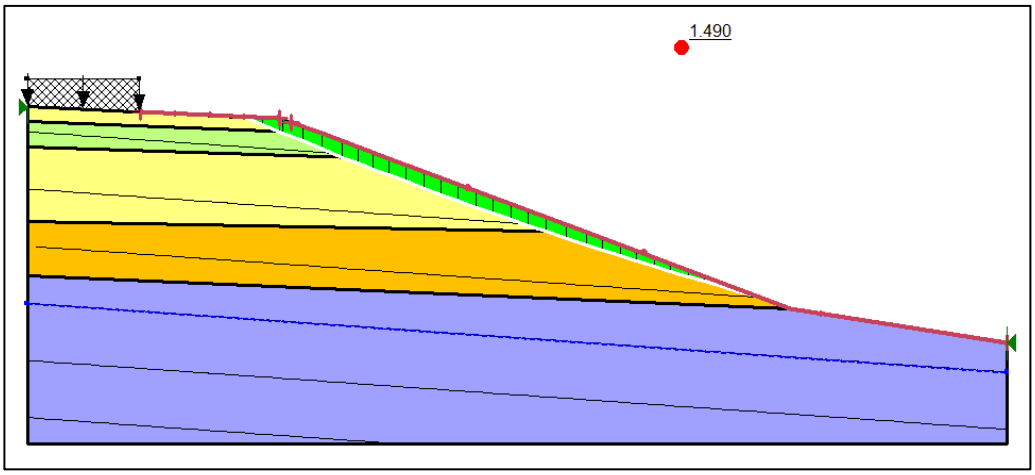
Section A-A’ Existing Conditions (1H:1V)



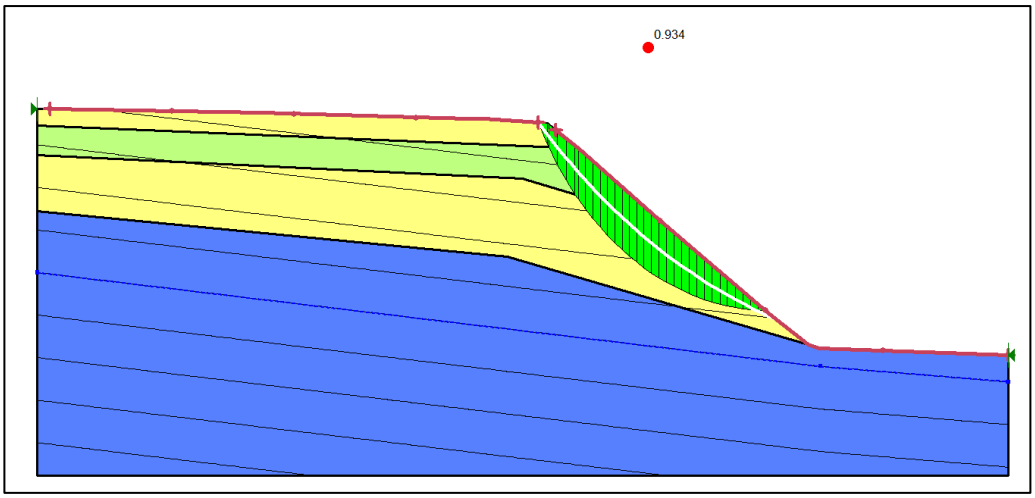


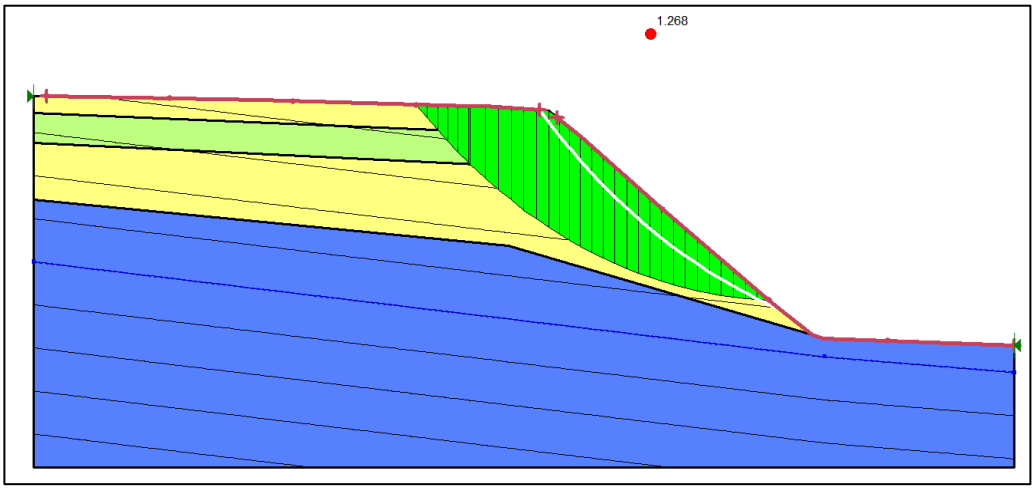
Section A-A’ Reduced Slope (2.5H:1V)



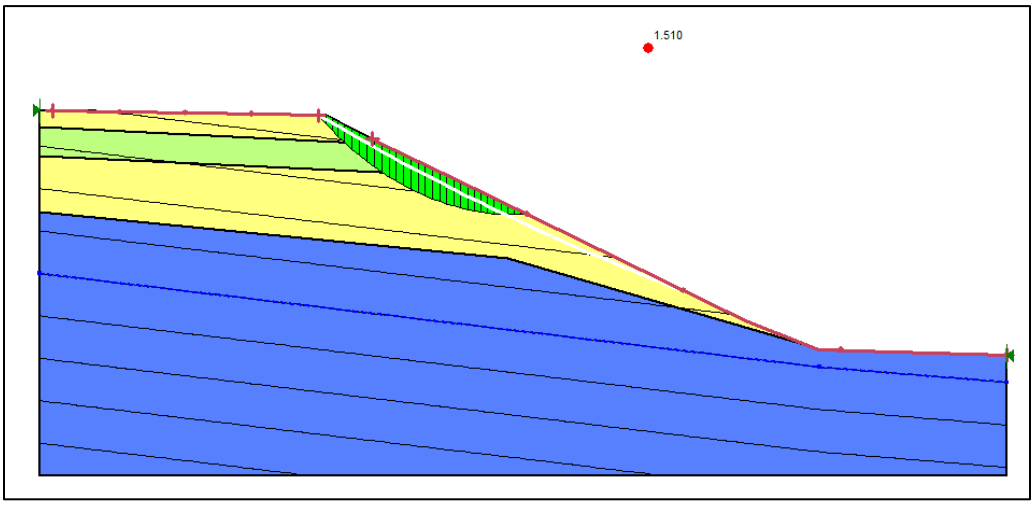


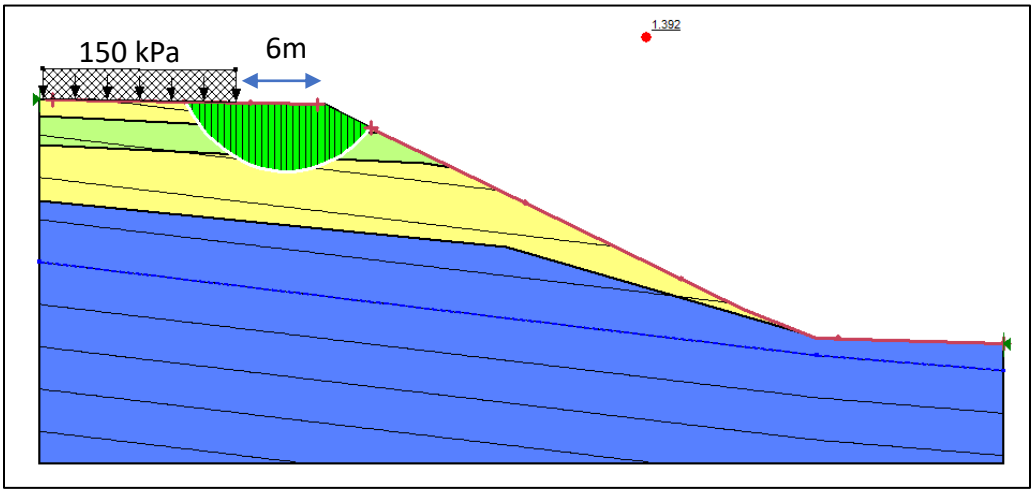
Section B-B’ Existing Conditions (1.5H:1V)

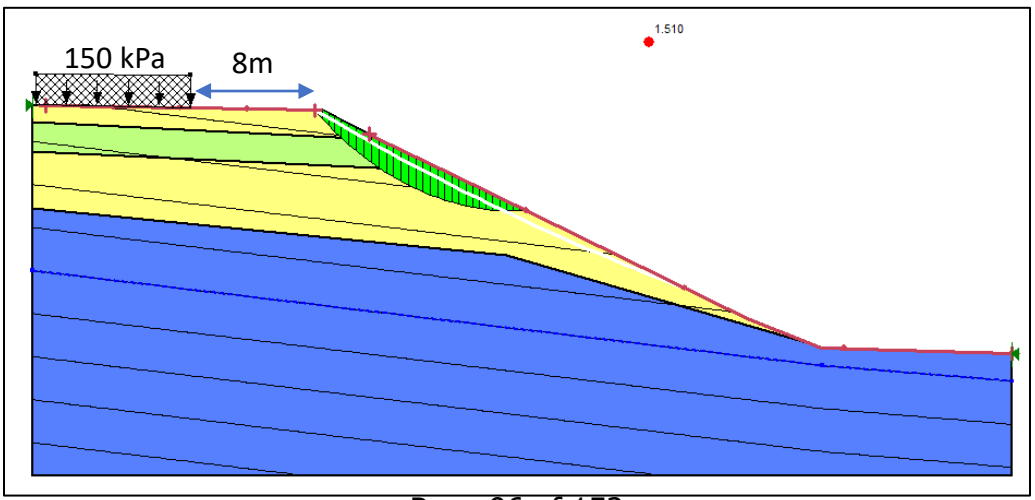




Section B-B’ Reduced Slope (2.8H:1V)







Appendix E
Site Photographs

Site Photographs

Photo 1: View of slope looking northeast from the location of BH101-21 at corner of Indacom Drive.

Photo 2: Location of BH101-21 on flat ground above slope.

Photo 3: View of slope looking northeast from the location of BH101-21 at corner of Indacom Drive.

Photo 4: View down very steep slope adjacent to BH101-21. Large rocks and organics in and on slope.

Photo 5: View of table flat land that makes up the lot atop the slope, looking east from near the entrance from Indacom Drive. Slope is to the right.

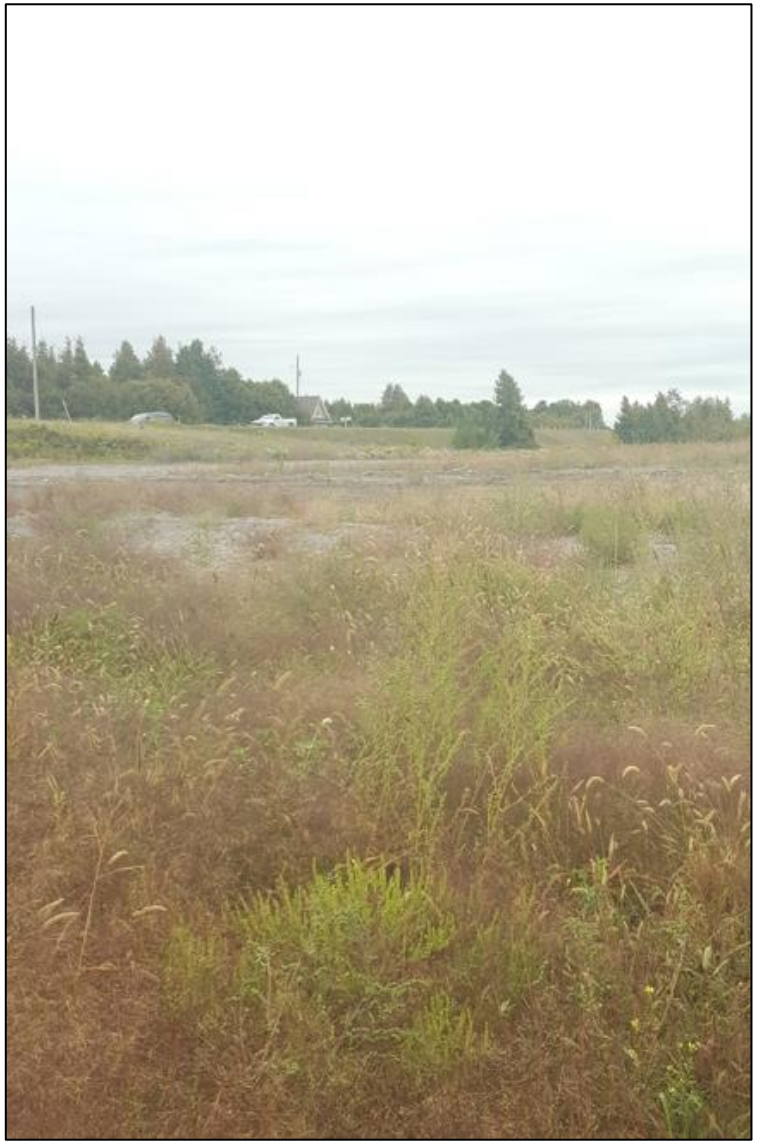


Photo 6: View looking northeast from BH102-21 across table flat land.

Photo 7: BH105-21 overlooking slope to SE. Long grasses at top of slope.

Photo 8: View looking down slope on SE side of lot. Some weeds on slope, some bare areas, large boulders at the base. Densely treed at base of slope.

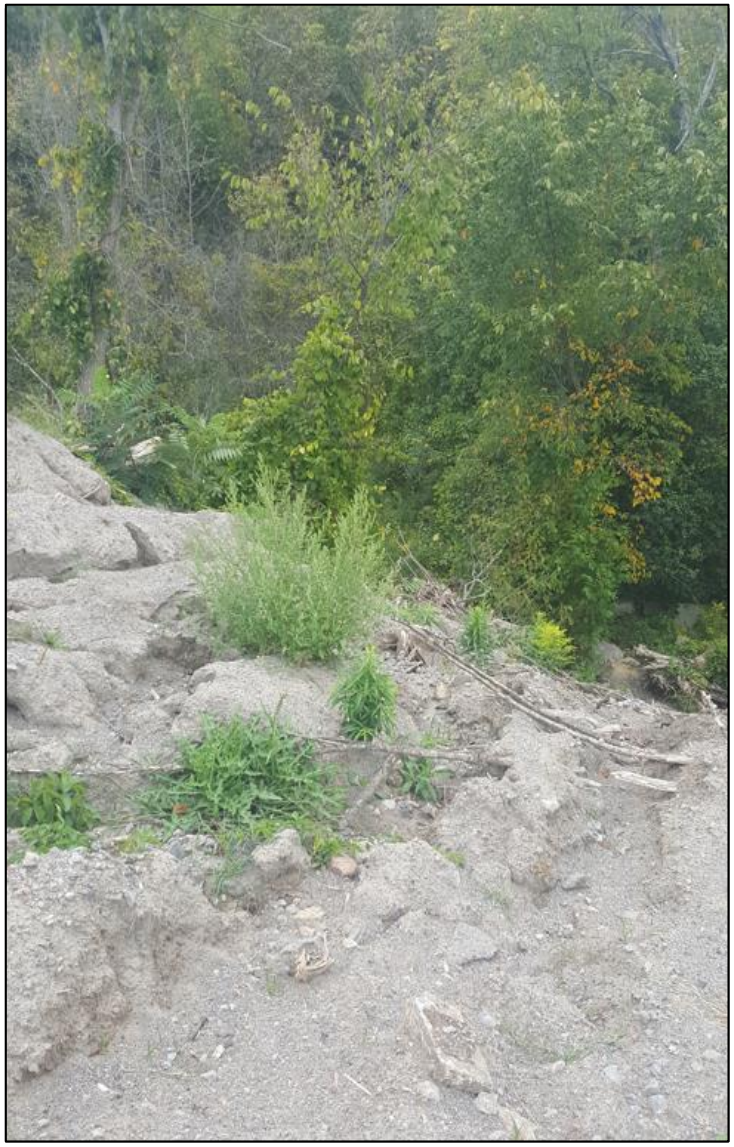


Photo 9: View of slope on SE side of lot from base of slope. Many bare areas, large boulders and large wood debris over slope.

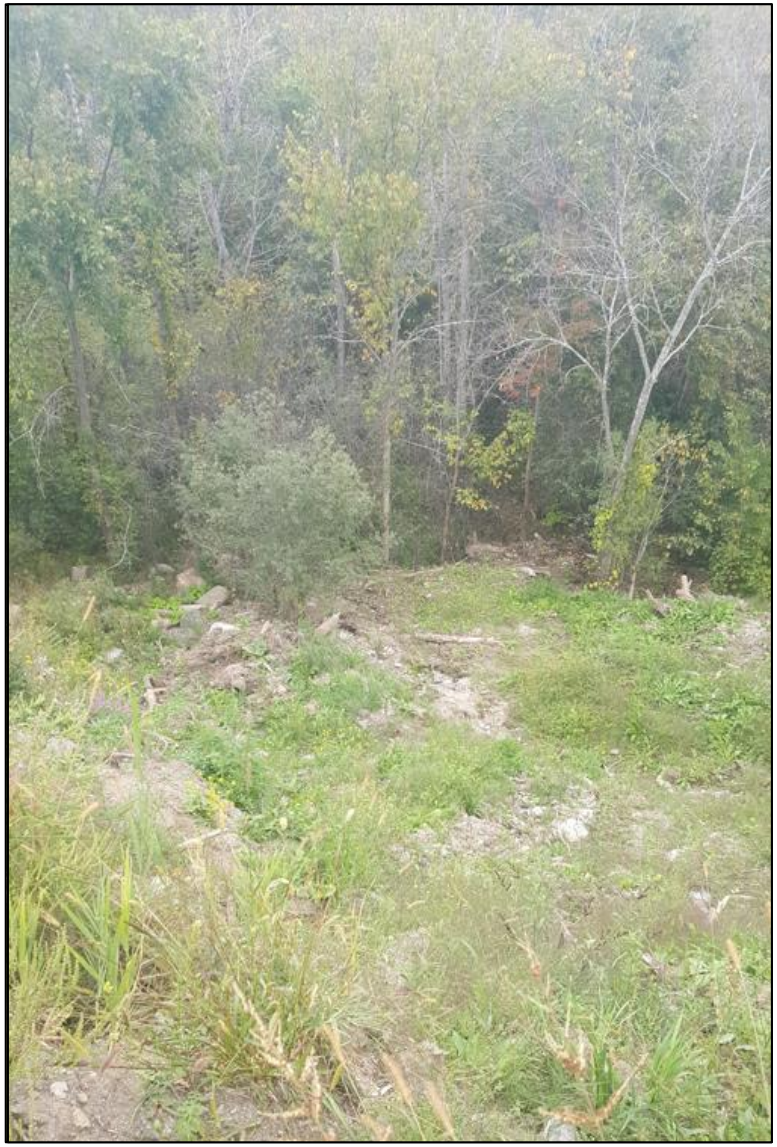


Photo 10: View looking down slope on SE side of lot. Some weeds on slope, some bare areas, large wood debris in slope. Densely treed at base of slope.

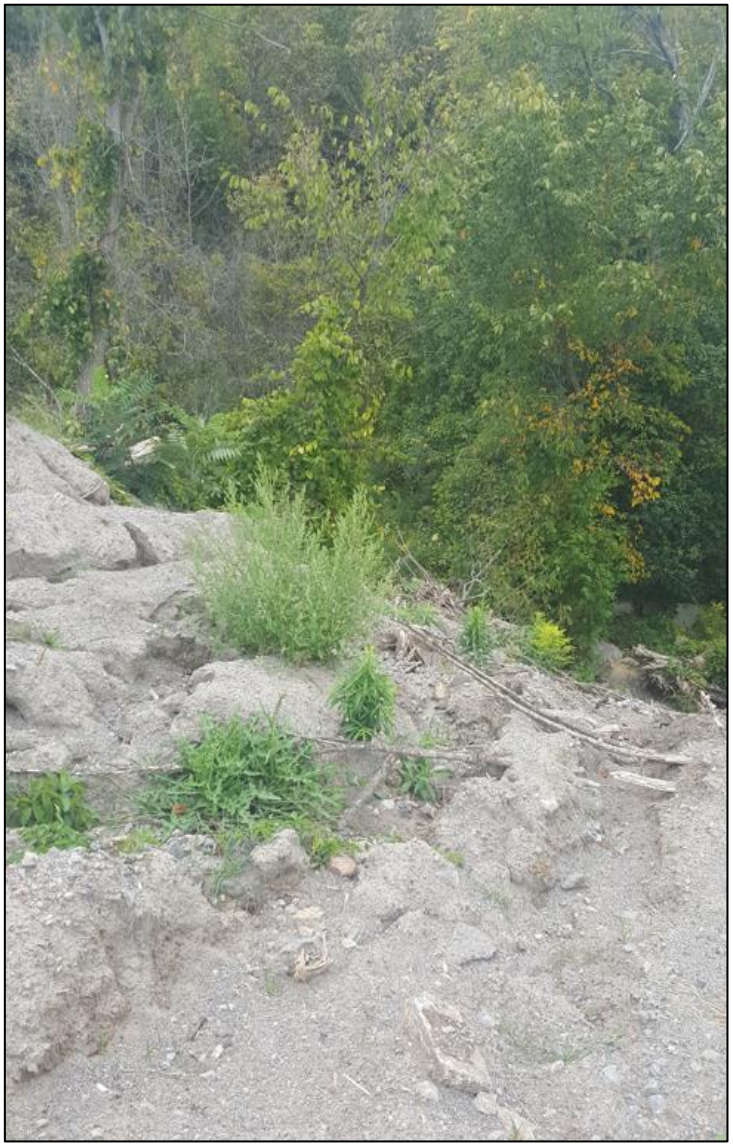


Photo 11: View of bare soil at the top of the slope where rills have formed in the soil as water drains over the slope to the SW, near BH102-21.

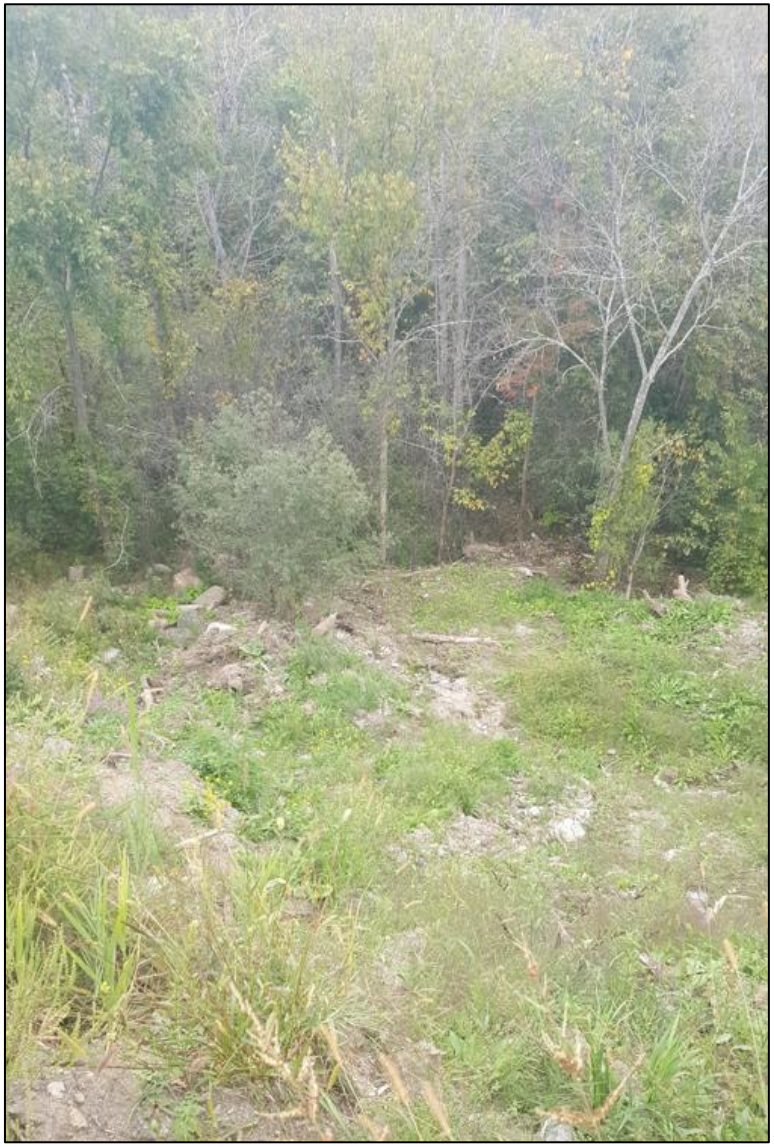


Photo 12: View looking down slope between BH104-21 and BH105-21, where a landslide occurred within the slope. This portion of the slope is now less steep, after failure.

Photo 13: Relatively Flat land at the base of the slope.

Minutes of a meeting of the Douro-Dummer Police Services Board, held on November 1st, 2021 at 1:00 pm in the Council Chambers

Present: J. Murray Jones (Chair)
Ken Jackman
Caroline Goodenough
Chris Galeazza, OPP
Carol Anne Nelson, Secretary

1. Opening of the meeting – The meeting was opened at 1:00 pm by Mayor Jones.

2. Disclosure of Pecuniary Interest – none

3. Adoption of the Minutes
   Resolution
   Moved by: Ken Jackman Seconded by: Caroline Goodenough
   That the minutes of the August 12, 2021 meeting be received.
   Carried

4. Delegations
   Chris spoke on behalf Chief Superintendent Dwight Peer and updated the board on OPP issues.

5. Business Arising from the Minutes

a) Update on animal control by-law – OPP
   Resolution
   Moved by: Caroline Goodenough Seconded by: Ken Jackman
   Carol Anne updated the Board that the animal control by-law is presently going through the public consultation process and further updates will be provided to the board after it is approved by Council.
   Carried

6. Correspondence
   a) OPP Report – 3rd quarter – July 1-September 30, 2021
   b) Black Cat Reports - Birchview, Division and Strickland Roads

   Chris reviewed the OPP reports and highlighted specific items of interest followed by review of the Black Cat reports with focus on areas where excessive speeding was a concern.

   Resolution
   Moved by: Ken Jackman Seconded by: Caroline Goodenough
   That the OPP report and the Black Cat reports be received.
   Carried

7. Accounts – none

8. By-laws – none

9. Other/New Business

a) Annual Billing Statement - 2022
Chris reviewed the 2022 annual billing statement with the Board and stated that it is lower than the previous year.

b) Community Safety Zones and Automated Speed Enforcement
Chris briefed the board on an automated speed enforcement system and how it could be beneficial in specific areas to reduce speeding in school and community safety zones. More information will follow on this as it becomes available through the County.

c) Speeding concern on Douro 4th Line between County Rd 6 and Highway 28
Resolution
Moved by: Ken Jackman Seconded by: Caroline Goodenough
That the ratepayers concern pertaining to speeding and truck traffic on the Douro 4th Line between County Rd 6 and Highway 28 be received and that the truck traffic concern be forwarded to Council and that the OPP set up the Black Cat at this location.

Carried

10. In Camera – none

11. Confirming By-Law No. 2021-4
Resolution
Moved by: Caroline Goodenough Seconded by: Ken Jackman
That Confirming By-law 2021-4 be enacted and passed this 1st day of November, 2021.

Carried

12. Next meeting date – to be determined

13. Adjournment
Resolution
Moved by: Ken Jackman Seconded by: Caroline Goodenough
That this meeting be adjourned at 2:18 pm

Carried

_____ _____

Chair Secretary

Service Delivery Review Implementation Committee
Meeting Minutes
June 8, 2021
9:00 am
Virtual Meeting via Zoom

Present: Deputy Mayor Karl Moher - Chair

C.A.O. - Elana Arthurs

Chief Building Official/B.L.E.O. - Brian Fawcett

Fire Chief, Manager of Emergency Services - Chuck Pedersen

Deputy Treasurer/Tax Clerk - Carol-Anne Nelson

Deputy Clerk – Martina Chait-Hartwig

Interim Treasurer – Paul Creamer

Absent: Lead Hand - Chris Moffatt

1. Deputy Mayor Moher called the meeting to order at 9:02 a.m.

2. The minutes from May 11, 2021 were amended and approved by consensus.

3. Report Back on Action Items from last meeting and required follow up
   - Martina reviewed updated tracker Excel document
   - Carol-Anne and Paul are looking into various new modules for Diamond and Virtual City Hall
   - Martina reported on the tracking of time spent on Planning matters, it is taking up a large amount of staff time and the complexity continue to increase to the limited availability of land, changes in Provincial legislation and regulations and increased participation from stakeholders.

4. New Business – A continued discussion from Action Items took place.

5. Action Items:
   - More information to be brought back to a future meeting regarding possible digital tools through Diamond System
   - Staff to continue to update Tracking Spreadsheet

6. Next Meeting Date: T.B.A

7. Adjournment
   The meeting adjourned at 9:28 a.m.

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
1.1.1 Undertake an update to the Township Strategic Plan	Develop a Township Strategic Plan. Prepare prior to next term of Council by undertaking Community Engagement New CAO to lead process. In conjunction with the next Strategic Planning exercise, develop key performance indicators with accountabilities, business plans and accountabilities. Ensure Plans are supported with SMART objectives and accountabilities.	**HIGH EFFORT,HIGH IMPACT**	2021	CAO and Corporate Project Officer to undertake. Estimated 30 days work.

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
1.2.1 Develop a Policy Review Process.	Develop a practice of governance oversight through the routine review of "key" policies (at a minimum once per council term) in order to instill Council's oversight role. Remove procedures from corporate policies.Develop a Policy Review Process. Transition existing policies to set guiding principles, accountabilities and direction as opposed to procedures.	**HIGH EFFORT,HIGH IMPACT**	2021	Assign to each manager. Policy framework to be developed by CAO and Clerk. Approximately 40 days work over 3 years.

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
1.3.1 Undertake a review of the Procedural By-law including all advisory committees.	Undertake a review of the Procedural By-law to prioritize and allocate time for critical discussion in areas of policy development - potentially consider a "Committee of the Whole" option within the framework of the Council meeting. As part of this review, all advisory committees, boards and agencies should be reviewed with a view to ensure they are aligned with the (future) Strategic Plan. Establish clear mandates with full terms of reference and ensuring appropriate resources are allocated to support the work. See Appendix for recommended changes.	**LOW EFFORT,HIGH IMPACT**	2020	Clerk to develop (21 hours) and present to Council.

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
1.4.1 Develop a comprehensive Council Training Program.	Municipal issues are demanding a greater amount of Council attention and understanding of evolving issues. Council should allocate both time and financial resources to ensure ongoing Council training. This could be a joint project with other municipalities.	**LOW EFFORT,HIGH IMPACT**	2022	Annual cost of $10,000

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
1.5.1 Develop an annual agenda management plan.	Clerk should support the CAO through E-Scribe's workflow tracking with enhanced agenda management process- This shift will require a team effort by the senior management team. Look to joint project with County to post all agendas on one platform.	**LOW EFFORT,HIGH IMPACT**	2020	Clerk to develop (35 hours) requires consultation with management and present to Council.

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
1.6.1 Provide Access to Resolution Database in Escribe.	Provide Access to Resolution Database in Escribe. Move to "business case" approach to Council meetings and provide expanded information through dashboards.Escribe software has additional modules that may assist the Township with expanding community engagement and delegation management. Following the implementation of a new budget process and customer service requests, provide real time dashboard data to Council.	**HIGH EFFORT,HIGH IMPACT**	2021	Included in IT training and strategy.

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
1.7.1 Develop a Shared Service Task Force	As part of a long term strategy, undertake a joint service review with the County and neighbouring municipalities for shared services. Look at Recreation, Waste Management, Winter Control, Corporate Services and Fire.	**HIGH EFFORT,HIGH IMPACT**	2021	Managers and Council- Estimated 420 hours. Savings will offset costs in 3 years.
1.7.2 Undertake a joint Recreation Master Plan with neighbouring municipalities	Undertake a joint Recreation Master Plan with HBM, Asphodel Norwood and North Kawartha to share services, and improve utilization of all facilities, determine right mix of programs for delivery. Joint implementation of BookKing where all facilities can be booked online. Many municipalities have undertaken similar joint projects and are seeing mutual benefits.	**HIGH EFFORT,HIGH IMPACT**	2020	External Consultant and Recreation Manager time - 30 hours. Long term Savings and increased utilization will cover costs.
1.7.3 Explore upload of Waste Management to County.	Peterborough County provides waste reduction services to all residents. Each Township provides garbage colllection and manages transfer stations. Each Township provides varying levels of waste management services to its residents and is responsible for its own transfer stations and/or landfill sites and any bag tag/limits/user pay system or policy enforcement. Economies of scale, reduced overhead and administration can be realized through one provider as well as improved customer service.	**HIGH EFFORT,HIGH IMPACT**	2020	PW Manager time -30 hours. Long term Savings and increased utilization will cover costs
1.7.4 Undertake a joint Winter Control plan.	Undertake a joint Winter Control plan and update intermunicipal agreements to eliminate duplication and overlap between the County, neighbouring municipalities and DD services.	**HIGH EFFORT,HIGH IMPACT**	2020	PW Manager time -120 hours. Long term Savings and increased utilization will cover costs
1.7.5 Explore Shared Corporate Services and County wide 311.	Work with County, neighbouring municipalities to find joint services to access professional support, eliminate duplication of effort in IT, HR, Clerk services and Finance. In particular, explore shared services for long term financial planning/budget software and development, payroll, financial processing, HR advice, IT strategy, software and application support, marriage licenses/ceremonies, agenda/records management software, asset management professional services. This will increase overall services and decrease costs for DD residents.	**HIGH EFFORT,HIGH IMPACT**	2020	External Consultant and Various Manager time - 120 hours. Long term Savings and increased utilization will cover costs
1.7.6 Review Fire Services County-wide	Undertake a fire services review across the County - many municipalities are doing this under modernization projects (Northumberland, UCLG).	**HIGH EFFORT,HIGH IMPACT**	2020	External Consultant and Fire Chief time - 40 hours. Long term Savings and increased utilization will cover costs

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
1.7.7 Review possible Planning and Building/Bylaw Services	Undertake a shared service review for building/planning and bylaw services with view to develop synergies between Townships and possible sharing of software and resources.	**HIGH EFFORT,HIGH IMPACT**	2020	External Consultant and CBO time - 40 hours. Long term Savings and increased utilization will cover costs

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
2.1.1 Create HR Committee of Council	Creation of HR Standing Committee of Council to address: organizational issues, compensation and benefits, code of conduct, Health and Safety considerations, recruitment and retention issues etc. This Committee will allow for the development of the HR plan, address ongoing issues including H&S and allow for confidential items to be fully discussed. Concurrent with Procedural Bylaw Review.	**LOW EFFORT,HIGH IMPACT**	2020	1 meeting per month - 5 Councillors, CAO to attend

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
2.2.2 Formalize HR partnerships with County and other professionals to support HR committee.	Access to HR professional services is current a "one off" scenario for specific projects such as recruitment. The County has provided services on a pay as you go basis. A formal service level agreement with the County or other professional that provides ongoing support may be warranted given the number of issues and the recommendations in this report. Advantage to County is that they utilize GP and may have HRIS.	**HIGH EFFORT,HIGH IMPACT**	**2021**	Assumes $100 per hour, 30 working days per year.
2.2.3 Consider outsourcing payroll to County or other professional service to provide advice, training and undertake system review.	Municipal payroll and pension administration is complex and represents regulatory risk as well as potential for long term impacts to employees. The Township should consider accessing advice of professional payroll services either through a partnership at the County or a consultant.	**HIGH EFFORT,HIGH IMPACT**	2021	Assumes $40 per hour, 30 working days per year - savings of 0.25 fte annually
2.2.4 Consider outsourcing Planning Expertise.	Consider outsourcing Planning processes through partner with other municipality or vendor of record on a fee for service basis.Professional planners will provide efficient,effective advice to developers. Many municipalities share these services or hire consultants who also present to Planning Committtees and Council. Allow Clerk on providing process advice and allow for concentration on other priorities. Assigned administrative support to track planning applications, time spent and cost to determine appropriate fees.	**HIGH EFFORT,HIGH IMPACT**	2020	Cost recovery model - No cost to Township - Savings in Clerk's time 50% capacity
2.2.5 Consider Corporate Project Manager.	Hire Corporate Project Manager - could be an internal reallocated position or contract (2-3 years). Outsource Technical Services for AM, IT and the Edwards Pit.A Corporate Project Manager is needed to assist the new CAO with oversight of all the corporate projects and consultants including AM, IT (MESH/GP), Edwards Pit, Facilities.	**HIGH EFFORT,HIGH IMPACT**	2021	Could be an internal reallocatd position. Costs assumes external candidate for 3 years.

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
2.3.1 Implement New Organizational Structure and Performance Management.	Organizational structure recommendations include new reporting relationships and focus. Managers should be involved in the recruitment and performance management of their staff. Consider additional support in Finance for analytical capacity.	**HIGH EFFORT,HIGH IMPACT**	2020	Internal time for all staff and managers. Additional cost unknown.
2.3.2 Refocus Clerk and Deputy Clerk roles	Refocus Clerk and Deputy Clerk roles to statutory duties, customer service and community engagement. Front Counter, Customer Service representative should report to Deputy Clerk. As outlined in this report, significant work is required in records management, agenda management/planning, website development, community outreach and engagement as well as complaint/service request management.	**HIGH EFFORT,HIGH IMPACT**	2020	Offset time against Planning - Increased Service potential
2.3.3 Revamp Administrative Roles with specific responsibilities reporting to individual managers.	As per the new organizational structure, revamp administrative and finance roles to support managers and improve accountabilities.	**HIGH EFFORT,HIGH IMPACT**	2020	

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
2.3.4 Revamp the Recreation and PW Management roles.	Revamp the Recreation Manager role with programming oversight with the view to increase the use of the facilities year round. Transition the Assistant to a Recreation Supervisor. Convert 2 part time staff to full time, one lead hand role. Similarly, PW Manager role and Supervisor should be revamped .As per the new organizational structure, revamp recreation and public works roles and transform two part time staff to full time. FT will allow for better training, reduced recruitment costs and more attractive positions.	**HIGH EFFORT,HIGH IMPACT**	2021	Convert 2 PT positions (current hours = 900 hours per year). Savings in training, recruitment and risk estimated to offset cost by 50%.
2.4.1 Modernize all job specifications and undertake a Pay Equity review to ensure compliance.	As per the new organizational structure, revamp administrative roles to support managers and improve accountabilities.	**HIGH EFFORT,HIGH IMPACT**	2020	Internal time or Consultant. 24 Job specs at 2 hours each. Pay equity review - external

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
2.5.1 Undertake a Skills Inventory and Training Needs Assessment	Survey administered based upon skills acquired, types of training required (for staff and volunteers) supplemented by assessment.	**HIGH EFFORT,HIGH IMPACT**	2020	Clerk/Deputy Clerk to lead project - 40 hours each
2.5.1 Document building and planning processes.	Document building and planning processes. Develop training programs for customer service staff. Building applications are not currently supported by detailed public information and staff lack detailed training.	**HIGH EFFORT,HIGH IMPACT**	2020	Internal of Student - 40 hours
2.5.2 Ensure adequate technical training for part time/volunteers.	Explore training & development opportunities to expand staff skills for fire prevention and inspection related activities and or build. Appropriate performance measures with incentives to meet and exceedEnsure adequate training for Parks and Recreation part-time staff, including health and safety training (e.g. basic refrigeration), and how to carry out playground inspections. Technical training for part time staff is needed.Technical training for staff and volunteers.	**LOW EFFORT,HIGH IMPACT**	2021	External training for part time staff - Mostly External

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
2.6.1 Develop Change Management Strategy for SDR Implementation	Developing a change management strategy provides direction and purpose for all other change management activities. By outlining the unique characteristics of the change and its risks and potential resistance, change practitioners set themselves and their project team partners up for success. Having staff involved a shared vision/strategic plan will assist in developing the change strategy and achieving buy-in. Training in change management would be beneficial given the extent of the changes required followig a long period of stability.	**HIGH EFFORT,HIGH IMPACT**	2020	Corporate Project Officer to undertake. Estimated 10 days work annually.

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
3.1.1 Develop IT Strategy for integration of Township systems and expand utilization.	IT Strategy should be developed to fully integrate and enable all systems at the Township to provide Web- and Mobile-enabled services to the citizens.Review and rationalize system utilization and eliminate non integrated systems where possible (eg.Building Permits System) Long term strategy would guide all IT investments, purchases and projects. County wide approach to implementations of MESH, BookKing, PSD, and building permits online. Look at IT Service provider contract as part of this project including moving to County wide services.	**HIGH EFFORT,HIGH IMPACT**	2020	Staff time savings from reduced duplication of effort and reconciliations. Modernization funding?
3.1.2 Expand IT service and help desk	Add Help desk Services to current IT contract to allow staff to launch their own requests and "free up" staff time. Request long term plan for hardware replacement.	**HIGH EFFORT,HIGH IMPACT**	2020	Annual cost of $4000 but savings of .25 FTE in administration
3.1.3 Implement Virtual City Hall to provide real time online access for customers to apply, review and pay for services.	Virtual City Hall (VCH) is a customer self-serve application that integrates with DD's financial software. Customers online Animal Licensing, Locate the owner of a lost animal.· Business Directory · Bylaw Violations – Contact Information eSend Integration – message inbox, view bills online. General Receivable Accounts - Customers can view and pay for their general receivables.· Paperless Notification Sign-up. Permits - Customers can apply, view, update and pay for their permits.· Pre-Authorized Payments Sign-up· Property Search – Search for property roll information.· Property Tax Accounts - Customers can view and pay for their property tax accounts.· Property Tax Certificates – Purchase and view tax certificates.Vendors can review purchase orders, submit invoices, update information such as EFT and view the status of their payments.	**HIGH EFFORT,HIGH IMPACT**	**2021**	Module Cost = $27,000. 30 minutes per setup + issuance x 3000 households x 50% uptake - assumes 5 transactions per year @ $5 per transaction

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
3.2.1 Create a LEAN Six Sigma Process Improvement Team.	Move to LEAN Six Sigma process improvement team. Provide training and support to develop new ways of doing business on a continual basis.LEAN Six Sigma will enhance staff skills. Management should become champions of change and LEAN Six Sigma. Undertake a 5S project at the Operations building with an office and "stores" area.	**LOW EFFORT,HIGH IMPACT**	**2020**	External consultant trainer
3.2.2 Procure a new Customer Service Request (Complaint) system to track all complaints and allow for online submission.	New Customer Service Request (Complaint) system to track all complaints and allow for online submission. Utilize BookKing more fully by activating the Public Site and using it to book all appointments, regardless of departmentProcure an online Service Requests and Utilize "Bookking" Online facility scheduling to implement for other services to improve customer experience (eg. meetings with CBO, staff, commissioning documents, planning applications). Given the COVID situation, reducing time waiting at the counter is desirable.	**HIGH EFFORT,HIGH IMPACT**	**2021**	Service Requests module - integrate with MESH and create a work order and GP for customer database through middleware.
3.2.3 Develop detailed tax policies and procedures. Implement E-Send - Tax E-notices and AR E-notices.	Document processes and move to eSend is a GP module that is used to deliver bills and notices to customers via email. 2. When a customer browses their accounts they can open th PDF bills for each transaction that was sent by eSend. Customer can choose to enlist it to paperless notifications. E- notices will save significant time and money for the Township, eliminate costly printing, folding, postage and handling costs.	**HIGH EFFORT,HIGH IMPACT**	**2020**	Module Cost = $6700. 30 minutes per setup + issuance x 4,500 properties x 50% uptake. Savings calculated at $10 x (4,500 tax bills x 2 annual billings + 300 (arrears letters) x 50% uptake - $17700 per year x 3 years
3.2.4 Implement Self Service time entry, Epaystubs and an integrated work order management system including FirePro. Create a full set of payroll policies and procedures.	Implement Self Service time entry and an integrated work order management system (MESH). Create a full set of payroll policies and procedures. This should be incorporated with the capital planning process as well. Integrated FirePro with Dynamics and implement GP E-paystubs will eliminate paper and effort.	**HIGH EFFORT,HIGH IMPACT**	**2020**	Mesh = $9500 annually + 300 device fees + $4400 activation fees. Additional Mobile devices and plans $50/month for 27 staff. A Savings calculated at 3 days per pay period - Finance + 1 day per pay period for public works ($25000 x 3)
3.2.5 Develop Inventory Policy and system	Inventory Policy and processes be developed. The Township can look at possible integration with key vendors in order to reduce data entry.	**HIGH EFFORT,HIGH IMPACT**	**2020**	Inventory policy to be developed and implemented internally - 10 days work for Treasurer and Public Works Assistant. Savings in time and inventory losses will offset
3.2.6 Centralize Purchasing Functions in Finance. Develop New Procurement Policy. Implement Purchase Orders and workflow as well as online bidding system .	Purchasing policies and processes centralized. Policies updated to meet CFTA requirements. Implement GP purchase orders modules, procurement, 3 way matching and training. Paperless workflow processes. Include encumbrances and commitments Implement an Electronic Vendor Bid Submission that would allow vendors to submit their bids electronically. For tenders and quotations the pricing would be input directly into the system.	**HIGH EFFORT,HIGH IMPACT**	**2022**	Module Cost = $6000. Savings to be realized in procurement processes - Estimated time saved = 7 hours per procurement.

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
3.2.7 Corporate AM Consultant to lead detailed process review to integrate AM practices and lifecycle costing in daily activities.	Fully implement Work orders management and scheduling in order to capture maintenance, repair and replacement for all assets. This should be incorporated with the capital planning process as well. Regulation O.Reg 588/17 requires AMP for all core assets by 2021 including current levels of service. Data collection and processes need to be in place for all assets by 2023. Levels of service require public consultation. Implement Self Service for Employees - Time and attendance and work order management, CVOR reporting (mobile)	**HIGH EFFORT,HIGH IMPACT**	**2020**	Internal costs - 1 hour per week for each manager
3.2.8 Review the next steps for the Building Permit Online.	Reconsider in house development. Reimplement Permitting module. Explore other online software options that are already established.Eplan systems allow for permit applications and blueprint markups. Some products have moved into planning applications (eg. PSD, Avolve, Eplan) Any product still must integrate, to some extent, with the financial system. Integration with MPAC already in place.	**LOW EFFORT,HIGH IMPACT**	2021	Module = $7500. Re-implement GP Permitting Module SDR funding for $6500. Savings in processing time will offset costs. Implementation time and cost estimated at 30 hours per staff.
3.2.9 Undertake Records Management training and consider File Hold or other document management system.	Undertake Records Management training and ensure adherence to by-laws. Immediate attention and Corporate-wide leadership role should be formalized and support provided. Consider File Hold or other document management system.	**HIGH EFFORT,HIGH IMPACT**	2020	Estimated at $15 per user per month. Training estimated at 30 hours. Consider digitizing old records over three years.
3.2.10 Shift Fire Burn Permits to 24/7 on-line system	Shift Fire Burn Permits to 24/7 on-line system with consideration of appropriate revenue recovery – self serve option with mobile app alerts.Burnpermits.ca - This implementation is underway.	**LOW EFFORT,HIGH IMPACT**	2020	Internal time to set up - 2 days staff time. Recoveries to offset cost of software and time spent.
3.2.11 In concert with the MESH implementation, develop and document processes, training and integration.	In concert with the MESH implementation, develop and document processes, training and integration. Undertake financial reporting changes to properly track costs. Some changes to the current project accounting, fixed assets and equipment is required for the MESH implementation.	**HIGH EFFORT,HIGH IMPACT**	2020	Significant time in manual work orders eliminated and better regulatory compliance, capacity savings at 5 hours per week per manager/lead hand.

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
3.2.12 Digitize Level of Service and MMS	Digitize Level of Service and MMS with MESH Form developer and integrate into daily work order management.Minimum Maintenance Standards and CVOR must be tracked. The paper processes would be eliminated and better reporting available for compliance.	**LOW EFFORT,HIGH IMPACT**	2021	Potential for improved staff relations - cost will depend upon result. Difference between two rates.
3.2.13 Re-implement Bookking and integrate with Diamond. Launch the public online facility bookings	BookKing will allow for better management and improve utilization of the community centres. The launch of the public site will not only provide better service, staff workload can be better managed through the use of the services module. This module provides "set up" requirements for any particular event. BookKing could be used for other appointments at the front counter. Consider "packages" to simplify bookings. Possible events with catering and weddings?	**HIGH EFFORT,HIGH IMPACT**	2021	Internal costs estimated at 40 hours but reduciton over 3 years will offset time.
3.2.14 Update contracts, outsourcing with improved AR policy.	Contracts and AR policies should require "pay before you play". For large groups, update the contract and policy to require monthly payments in advance. If the public site is launched, reminders can be set up. Allow for credit card payments which may require fee bylaw adjustment. Integrate BookKing with GP and move all AR management to Finance and run out of GP.	**LOW EFFORT,HIGH IMPACT**	2020	Internal costs estimated at 24 hours but recoveries and elimination of manual work will offset.
3.2.15 Move AR to finance.	Move AR to Finance. Recreation to continue to collect funds at the outset but any outstanding AR to be managed by Finance in GP.	**LOW EFFORT,HIGH IMPACT**	2020	Internal costs estimated at 30 hours but recoveries and elimination of manual work will offset.

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
3.3.1 Develop processes and undertake training prior to implementation. Ensure Mobile Technology is available for use in the field.	Basic technology training will be required before full MESH implementation for many of the staff. Similarly for building/bylaw services - enhanced abilities for inspections and production in the field.	**HIGH EFFORT,HIGH IMPACT**	2021	Estimate of Mobile purchases and training. 20 hours per staff. But significant savings and improved MMS.
3.3.2 Expand Utilization of Diamond, Bookking with training and re-implementation of permitting.	Diamond and Bookking are underutilized. In particular, integrations, document management, workflows and e-services. Permitting, bank reconciliation and smartlists should be reimplemented and documented. Additional training for all staff should be provided.	**LOW EFFORT,HIGH IMPACT**	2020	Investment in Training 20 hours for 5 staff offset by savings in time.
4.1.1 Modernize Budget Process and move to multi year/long term financial planning.	As part of 2021 Planning Cycle, develop business plans across departments in line with Term of Council Stategic Plan. Implement Multi- Year Budgeting. Department heads should develop and present their own budgets starting with past achievements, upcoming business plans, performance metrics and funding required.	**HIGH EFFORT,HIGH IMPACT**	2020	Staff time to develop new approaches. Cost unknown.

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
4.2.1 Procure Budget Software to improve budget process and reporting. Look at joint project with County.	Budgeting software allows for development and enhancement of the transparency of the budget process. The current process is highly labour intensive and requires working with excel spreadsheets, powerpoint documents which are not quickly changed. The financial results and reports are not accessible to the department heads. Budget software allow for real time access to detailed data without access to the financial system.	**HIGH EFFORT,HIGH IMPACT**	2021	Module cost $25k. Savings are currently unknown as it is unclear how much time is spent on reporting. Training and set up time 30 hours for Treasurer, 10 hours per SM
4.2.2 Update Recreation Master plan (joint) and develop performance indicators in interim.	Recreation master plan has not been actioned due to foundational issues. No targets in place.	**LOW EFFORT,HIGH IMPACT**	2021	Internal resources

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
4.3.1 Develop a full set of financial policies commencing with a financial control policy.	Policies should include the full range of financial services. Review list suggested in Appendix.	**HIGH EFFORT,HIGH IMPACT**	**2021**	Internal resources - likely 2 months of work.
4.3.2 Implement the E-Bank reconciliation module	Implement the E-Bank reconciliation module and change processes for weekly reconciliaitons by downloading from the bank. Bank reconcilation module is "automatic". Most large organizations can reconcile in as little as two hours.	**HIGH EFFORT,HIGH IMPACT**	**2020**	Internal resources - 2 months of work.
4.3.3 Move Insurance and procurement responsibilities to Finance.	Insurance should be part of the risk management framework and updated based upon the TCA listing each year. Procurement currently rests at the CAO level. Segregation and recognition of liabilites is required by the Treasurer.	**LOW EFFORT,HIGH IMPACT**	**2020**	
4.3.4 Develop a Corporate Accounts Receivable policy and centralize AR in Finance.	Monthly reconciliations and collections activities should be done for all services by Finance to ensure that all assets are recognized and managed.	**LOW EFFORT,HIGH IMPACT**	2020	

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
4.4.1 Undertake time tracking against planning applications - fee study.	Undertake time tracking against planning applications – eliminate subsidizing by taxpayers.Planning applications are not cost recovery. With the outsourcing of planning specialist, staff and consultants should track time against each application.	**LOW EFFORT,HIGH IMPACT**	2020	Time estimated at 2 hours per week. Cover by fees
4.4.2 Undertake fee study and policies on subsidies.	Fees are not recoverable - need to know the "right fee" based upon cost and determine the subsidies that may be applicable. Need to build reserves for years where permits and planning approval processes are not covered.	**HIGH EFFORT,HIGH IMPACT**	2022	Could be done in house or by a consultant. However, staff need to track time against activities. Increased revenue offset cost.
4.4.3 Develop advertising and donation programs.	May need to delay for two years due to COVID. Advertising boards, facilities can be very lucrative.	**LOW EFFORT,HIGH IMPACT**	2022	Assumes $10k per year
4.4.4 Change fee structure to include deposits and increased securities.	Following the clean up of the backlog, there is an opportunity to increase revenues on a fee for service basis. Similar to the Septic inspection program initiative.	**HIGH EFFORT,HIGH IMPACT**	2022	Liability of outstanding hours of 700*3 hours per permit needs to be eliminated before pursuing.
4.4.5 Revenue recovery through third party programs –insurance	There are third party services that can assist in managing these claims.	**HIGH EFFORT,HIGH IMPACT**	2020	Staff time to be allocated - Need to assess how many hours. Required depending upon the players involved.

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
5.1.1 Procure and implement a comprehensive Service Request Software with online submissions linked to work orders.	Service requests and complaints online (eg. Access E11)	**HIGH EFFORT,HIGH IMPACT**	**2021**	Included above
5.2.1 Enhance public engagement and communication through the Township website,social media, software additions along with e-services applications.	Communications with public and staff strategy for ongoing and projects should be developed including social media, newspaper, other modes.	**HIGH EFFORT,HIGH IMPACT**	2021	Part of Website project. Contemplate Consultant to assist

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
5.3.1 Allocate financial resources (summer student – communications) to creation of on-line resources for public education purposes.	Should be done in concert with other initiatives.	**HIGH EFFORT,HIGH IMPACT**	2021	Student for 4 months.
5.3.2 Update Website & Information	Website being revamped. Look to implement from the VOICE OF THE CUSTOMER.	**HIGH EFFORT,HIGH IMPACT**	2020	Part of Website project.

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
6.1.1 Redesign office space for better utilization, location of staff with operational requirements. Assign Facilities Management to the CBO or Manager of Public Works	Administrative staff to be located near manager. Recreation manager to be located at the CC. Hotelling opportunities in the Township Hall following COVID.	**HIGH EFFORT,HIGH IMPACT**	**2020**	Some reconfiguration required.

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
6.2.1 Conduct a building condition assessment of the Community Centres to determine cost and "fitness" for alternative solutions.	Prior condition assessments did not include arenas. Before determining the next step, it is imperative to understand the state of these buildings.	**HIGH EFFORT,HIGH IMPACT**	2022	External Consultants

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
6.3.1 Undertake a facilitiy strategy including Recreation in concert with shared service review.	Fire and PW both have facility challenges. A fullsome approach including recreation should be undertaken before any decisions made. However, it is clear that the Township cannot continue to utilize these facilities for the long term.	**HIGH EFFORT,HIGH IMPACT**	2021	Review already underway.
6.3.2 Update the Fire Master Plan (perhaps joint) to assist with challenging decisions pertaining to fire halls and equipment needs.	Fire Master Plan is outdated. Should be updated based upon the new requirements. It is a decade old and new organization exists.	**HIGH EFFORT,HIGH IMPACT**	2021	Consultant fees or could be done in house.

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
6.4.1 Increase utilization rates and reduce Recreation costs.	See above Track utilization and costs. Review fee schedule and utilization gaps.Review Recreational Program Options. Undertake a study to determine uptake and re-purpose, expand use of the Warsaw Arena.	**HIGH EFFORT,HIGH IMPACT**	2020	Internal - 1 hour per week

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
7.1.1 Recruit a Project Manager with oversight for AM/IT and the Edwards Pit. This cannot rest in Finance.	As discussed, Township requires corporate view of major projects.	**HIGH EFFORT,HIGH IMPACT**	2020	Included above

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
7.2.1 As required by 588/17, the Asset Management Plan is required by 2021.	PSD has been engaged for $124k. It is important to note that this does not include condition assessments.	**HIGH EFFORT,HIGH IMPACT**	2020	Consulting fees o f $124k -FCM Funding provided - Internal costs of 120 hours per department.

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
7.3.1 Form a Corporate AM team to develop process maps and procedures to ensure costs are capture and AM practices are embedded into daily practices.	As required by 588/17, lifecycle management strategy is required by 2021. Form a Corporate team to develop process maps and procedures to ensure costs are capture and AM practices are embedded into daily practices.Processes are needed to ensure that AM practices are part of daily practices and are integrated into the lifecycle management of assets as opposed to a year end exercise.	**HIGH EFFORT,HIGH IMPACT**	2020	Approximately 1 hour per manager per week

Recommendation	Opportunity Detailed Description	Quadrant	Year Start	Comments/ Assumptions from Consultant/Cost
7.4.1 Develop long term plan for gravel roads including possible conversion.	Service Levels challenged, particularly for gravel roads. Develop long term plan surrounding gravel roads. Monitor complaints and service requests including time, materials and equipment – develop dashboards for LOS purposes.As provided in this report, we have estimated that gravel coversion will be approximately $11-22 million. This should be taken into account when setting levels of service.	**HIGH EFFORT,HIGH IMPACT**	2021	Estimated conversion costs $11-22 million.
7.4.2 Update RNS prior to 2021 AMP requirements	An update is needed for 2021	**HIGH EFFORT,HIGH IMPACT**	2021	Consulting fees to update condition.
7.4.3 Evaluate the Edwards Pit extensively including costs/savings over long term and internal capacity.	Review is needed to ensure that the Township will reap the rewards of this Pit. It may wish to outsource the management. We understand that the Township has engaged two consultants to assist.	**HIGH EFFORT,HIGH IMPACT**	2021	Consulting fees for assessment offset by savings.

File No.: R-13-21
Roll No.: 1522-020-004-12220

The Corporation of the Township of Douro-Dummer

By-law Number 2021-68

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 area affected by this By-law consists of a parcel of land in Concession 3, Part Lot 29 in former Township of Dummer, (now the Dummer Ward of the Township of Douro-Dummer) in the County of Peterborough, more particularly described as:

Merged Lot:
Concession 3, Part Lot 29
Parts 1-5 and Part 8 on 4R5-17167
350 Carveth's Marina Road
Roll No.: 1522-020-004-12200
as indicated on Schedule "B" attached hereto, and forming part of this by-law.

2. Section 21 - Special Districts is amended by the addition of a new subsection "21.250, Special District 250 (S.D. 250) Zone" immediately following Section 21.249, "Special District 249 (S.D. 249) Zone" respectively as follows:

a) 21.250 Special District 250 (S.D. 250) Zone
Roll No.: 1522-020-004-12200
No person shall within any Special District 250 (S.D. 250) Zone use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

21.250.1 Permitted Uses

21.250.1.1 all uses permitted in the Limited Service Residential (LSR) Zone of By-law 10-1996, as amended, shall apply.

21.250.2 Special Provisions

All provisions and regulations of the Limited Service Residential (LSR) Zone of By-law 10-1996, as amended, shall apply with the following exceptions:

(i) Minimum Water Yard Setback for Dwelling 21.6 m

(ii) Minimum Water Yard Setback for Deck 23.5 m

(iii) No further expansion of existing structures within the water yard setback, including decks.

All minimum setbacks for all buildings and structures, existing at the time of passing of this by-law shall be shown on the Plan of Survey completed by Elliot and Parr (Peterborough) Ltd., dated June 28, 2021 and attached to this by-law as Schedule 'C'.

3. The area shown on Schedule "A" of this By-law, identified as X and Y shall henceforth be zoned "Special District 250 (S.D. 250) Zone" and shall cease to be zoned "Limited Service Residential (LSR) Zone" and "Rural (RU) Zone.

4. Schedule 'B6' 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.

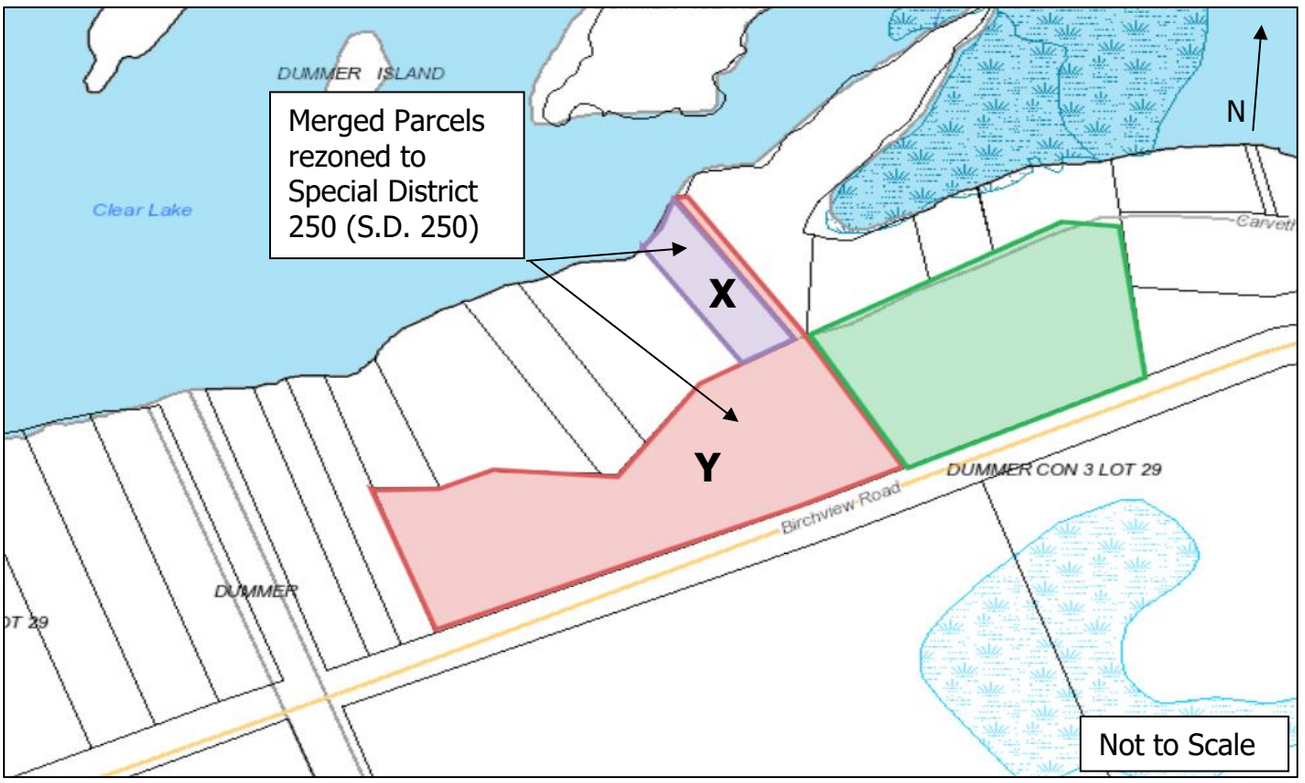
Passed in open council this 16th day of November, 2021.

_____
Mayor, J. Murray Jones

_____
Acting Clerk, Martina Chait-Hartwig

File No.: R-13-21
Roll No.: 1522-020-004-12200

Schedule "A" to By-law 2021-68



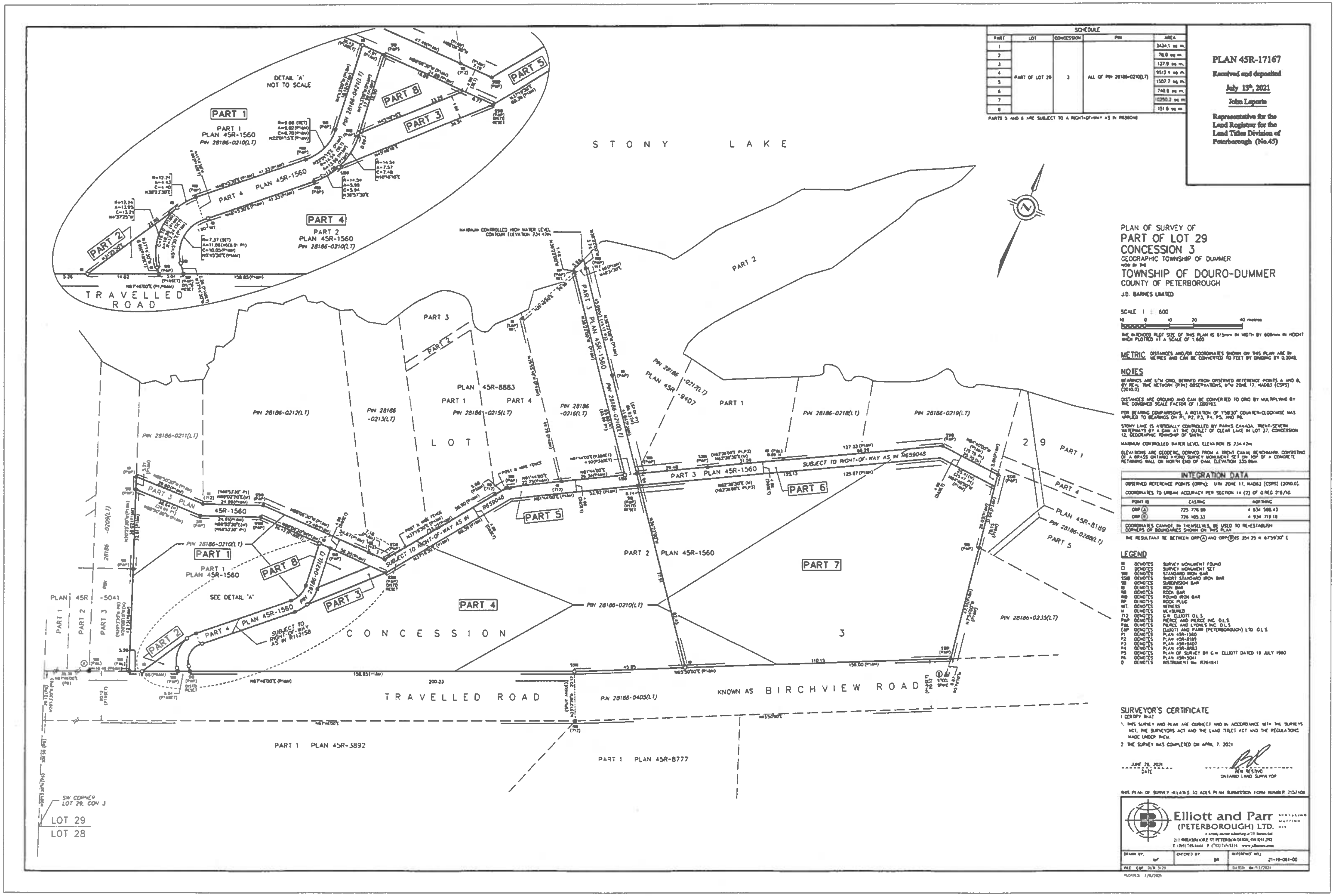
Parcel X to be rezoned to Special District 250 (S.D. 250) Zone.

Parcel Y to be rezoned to Special District 250 (S.D. 250) Zone.

This is Schedule 'A' to By-law No. 2021-68 passed this 16th day of November, 2021.

_____
Mayor, J. Murray Jones

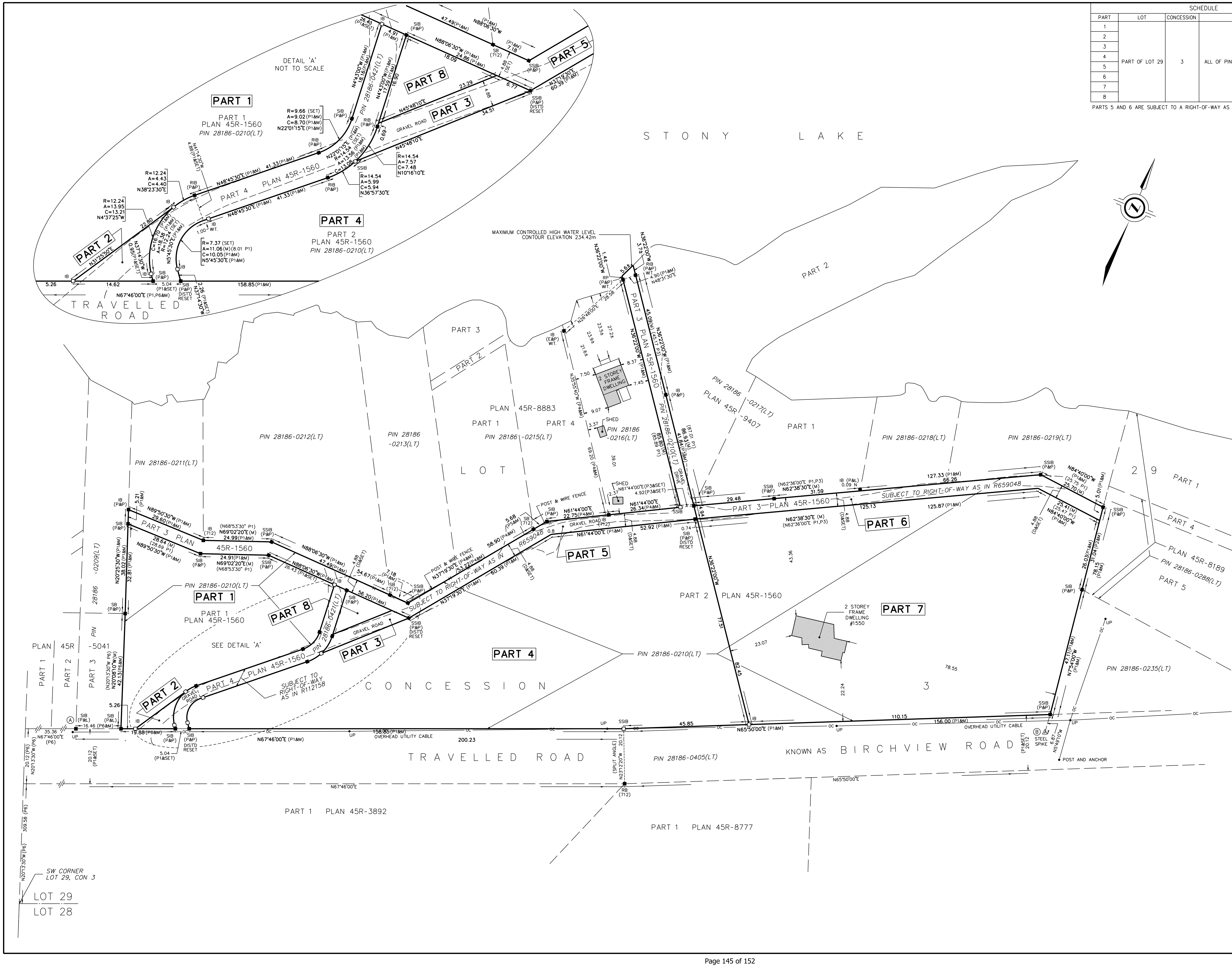
_____
Acting Clerk, Martina Chait-Hartwig



PLAN 45R-17167
Received and deposited
July 13th, 2021
John Leparte
Representative for the Land Registrar for the Land Titles Division of Peterborough (No.45)
PLAN OF SURVEY OF
PART OF LOT 29
CONCESSION 3
GEOGRAPHIC TOWNSHIP OF DUMMER
NOW IN THE
TOWNSHIP OF DOURO-DUMMER
COUNTY OF PETERBOROUGH
J.D. BARNES LIMITED
SCALE 1 : 600
METRIC
NOTES
INTEGRATION DATA
LEGEND
SURVEYOR'S CERTIFICATE
STONY LAKE
DETAIL 'A' NOT TO SCALE
TRAVELLED ROAD
KNOWN AS BIRCHVIEW ROAD
CONCESSION
LOT
PART 1
PART 2
PART 3
PART 4
PART 5
PART 6
PART 7
PART 8
PLAN 45R-1560
PLAN 45R-8883
PLAN 45R-9407
PLAN 45R-8189
PART 1 PLAN 45R-3892
PART 1 PLAN 45R-8777
SEE DETAIL 'A'
SUBJECT TO RIGHT-OF-WAY AS IN R659048
LOT 29
LOT 28
Elliott and Parr (PETERBOROUGH) LTD.

SCHEDULE				
PART	LOT	CONCESSION	PIN	AREA
1	PART OF LOT 29	3	ALL OF PIN 28186-0210(LT)	3434.1 sq m.
2				78.0 sq m.
3				137.9 sq m.
4				9512.4 sq m.
5				1507.7 sq m.
6				740.6 sq m.
7				10250.2 sq m.
8				151.8 sq m.

PARTS 5 AND 6 ARE SUBJECT TO A RIGHT-OF-WAY AS IN R659048



PLAN OF SURVEY OF
PART OF LOT 29
CONCESSION 3
GEOGRAPHIC TOWNSHIP OF DUMMER
NOW IN THE
TOWNSHIP OF DOURO-DUMMER
COUNTY OF PETERBOROUGH

J.D. BARNES LIMITED

SCALE 1 : 600

10 0 10 20 40 metres

THE INTENDED PLOT SIZE OF THIS PLAN IS 915mm IN WIDTH BY 609mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:600

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

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 ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 1.000193.

FOR BEARING COMPARISONS, A ROTATION OF 1°58'30" COUNTER-CLOCKWISE WAS APPLIED TO BEARINGS ON P1, P2, P3, P4, P5, AND P6.

STONY LAKE IS ATIFICIALLY CONTROLLED BY PARKS CANADA, TRENT-SEVERN WATERWAYS BY A DAM AT THE OUTLET OF CLEAR LAKE IN LOT 37, CONCESSION 12, GEOGRAPHIC TOWNSHIP OF SMITH.

MAXIMUM CONTROLLED WATER LEVEL ELEVATION IS 234.42m.

ELEVATIONS ARE GEODETIC, DERIVED FROM A TRENT CANAL BENCHMARK CONSISTING OF A BRASS ONTARIO HYDRO SURVEY MONUMENT SET ON TOP OF A CONCRETE RETAINING WALL ON NORTH END OF DAM, ELEVATION 235.96m.

INTEGRATION DATA		
OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17, NAD83 (CSRS) (2010.0).		
COORDINATES TO URBAN ACCURACY PER SECTION 14 (2) OF O.REG 216/10.		
POINT ID	EASTING	NORTHING
ORP (A)	725 776.89	4 934 586.43
ORP (B)	726 105.33	4 934 719.18
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

THE RESULTANT TIE BETWEEN ORP (A) AND ORP (B) IS 354.25 N 67°59'30" E

LEGEND

■	DENOTES	SURVEY MONUMENT FOUND
□	DENOTES	SURVEY MONUMENT SET
SIB	DENOTES	STANDARD IRON BAR
SSIB	DENOTES	SHORT STANDARD IRON BAR
SB	DENOTES	SUBDIVISION BAR
IB	DENOTES	IRON BAR
RB	DENOTES	ROCK BAR
RIB	DENOTES	ROUND IRON BAR
RP	DENOTES	ROCK PLUG
WIT.	DENOTES	WITNESS
M	DENOTES	MEASURED
712	DENOTES	G.W. ELLIOTT O.L.S.
P&P	DENOTES	PIERCE AND PIERCE INC. O.L.S.
P&L	DENOTES	PIERCE AND LYONES INC. O.L.S.
E&P	DENOTES	ELLIOTT AND PARR (PETERBOROUGH) LTD. O.L.S.
P1	DENOTES	PLAN 45R-1560
P2	DENOTES	PLAN 45R-8189
P3	DENOTES	PLAN 45R-9407
P4	DENOTES	PLAN 45R-8883
P5	DENOTES	PLAN OF SURVEY BY G.W. ELLIOTT DATED 19 JULY 1960
P6	DENOTES	PLAN 45R-5041
D	DENOTES	INSTRUMENT No. R264841

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON APRIL 7, 2021.

JUNE 28, 2021
DATE

BEN RESTIVO
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 2157406

Elliott and Parr (PETERBOROUGH) LTD. SURVEYING MAPPING GIS
A wholly owned subsidiary of J.D. Barnes Ltd.
211 SHERBROOKE ST PETERBOROUGH, ON K9J 2N2
T: (705) 745-8444 F: (705) 745-5314 www.jdbarnes.com

DRAWN BY: MF	CHECKED BY: BR	REFERENCE NO.: 21-19-061-00
FILE: E&P DU'R 3-29		DATED: 04/13/2021

PLOTTED: 10/22/2021

From: noreply@dourodummer.on.ca <noreply@dourodummer.on.ca> On Behalf Of Dana Heard
Sent: Tuesday, November 9, 2021 8:40 AM
To: Martina Chait <MartinaC@dourodummer.on.ca>
Subject: Speed limit on Birchview Rd

I would like it noted that our company has 4 buses that travel Birchview Road twice daily 10 months of the year and would be negatively impacted by the speed limit being reduced to 40km/hr. This would change all student's pickup and drop off times making their ride times to school even longer. The current 60km/hour is a very acceptable speed for this road most of the year. Perhaps the summer months are busier on this road with pedestrians but what about the other 10 months when the speed limit affects full time residents and school buses. Please let me know where I can voice my concern if this isn't the proper format/platform to do so.

Dana Heard
Operations Manager
Hamilton Bus Lines
705-652-6090

Peterborough Public Health
Serving the residents of **Curve Lake** and **Hiawatha First Nations**, and the **County** and **City of Peterborough**

Communications Office
705-743-1000, ext. 391
Jackson Square, 185 King St., Peterborough, ON
@Ptbohealth: Twitter | Facebook | Instagram
www.peterboroughpublichealth.ca

MEDIA RELEASE

FOR IMMEDIATE RELEASE
Wednesday, November 3, 2021, Peterborough

COVID-19 Vaccine Booster Dose Eligibility Expands

Residents are required to book an appointment for their booster dose

Today the provincial government announced that booster doses of the mRNA COVID-19 vaccine will be available to more residents who meet the following criteria:

- Residents 70 years of age or older (born in 1951 or before)
- First Nations, Inuit, and Métis Adults
- Individuals who received two doses of the AstraZeneca COVID-19 vaccine
- Individuals who received one dose of the Janssen COVID-19 vaccine
- Healthcare workers

These residents are eligible to receive their booster dose at an interval of at least 6 months after they received their second dose.

"The National Advisory Committee on Immunization (NACI) recommends booster doses for older residents or those with certain health conditions who may be at greater risk of waning immunity following two doses of COVID-19 vaccines," said Dr. Ian Gemmill, Acting Medical Officer of Health. "Out of an abundance of caution, booster doses of the COVID-19 vaccine will now be offered to these groups. A booster dose will provide additional protection for those at risk of severe illness related to COVID-19 or for those residents who work closely with these individuals."

Dr. Gemmill reinforced that evidence continues to show that two doses of the mRNA COVID-19 vaccines are highly effective. "At this time, there is no evidence to suggest that two doses of an mRNA COVID-19 vaccine will not provide sufficient protection to most of the population. However, the residents recommended by NACI may be better protected if they choose to receive a booster dose."

Peterborough Public Health will be reactivating the provincial COVID-19 vaccine booking system for booster dose appointments. Dr. Gemmill remarked, "To serve our residents better, booking a booster dose appointment will reduce lines at the clinic and ensure that residents can receive their vaccine when they want it."

Effective Monday, November 8, the provincial booking system will be available for eligible residents to book a booster dose appointment. Eligible residents can book a COVID-19 vaccine appointment:

- Online at covid-19.ontario.ca/book-vaccine/ OR
- Over the phone by calling the provincial vaccine booking call centre at 1-833-943-3900

Residents turning 12 years of age in 2021 or older who require a first or second dose can book an appointment or walk in to any Peterborough Public Health COVID-19 vaccine clinic to receive a COVID-19 vaccine on a first come, first serve basis.

For more information about COVID-19 vaccine eligibility, please visit www.peterboroughpublichealth.ca/clinic.

-30-

For further information, please contact:
Brittany Cadence
Communications Manager
705-743-1000, ext. 391

Peterborough Public Health
Serving the residents of **Curve Lake** and **Hiawatha First Nations**, and the **County** and **City of Peterborough**

Communications Office
705-743-1000, ext. 391
Jackson Square, 185 King St., Peterborough, ON
@Ptbohealth: Twitter | Facebook | Instagram
www.peterboroughpublichealth.ca

MEDIA RELEASE

FOR IMMEDIATE RELEASE
Tuesday, November 2, 2021, Peterborough

Influenza Vaccination Rates Jumped Last Year Among Local Healthcare Workers

More Healthcare Workers Received the Flu Shot Than Previous Year at PRHC and Local Long-Term Care Homes

Peterborough Public Health is hoping last year's strong flu shot uptake among local healthcare workers portends similar vaccination rates this year for even better community protection.

"Last year's impressive influenza vaccination rates show that local healthcare workers understand that the vaccine is essential to protecting their patients and the community," said Patti Fitzgerald, Manager of Infectious Disease Programs. "We appreciate their leadership as the flu vaccine starts rolling out across our region, and hope to see strong vaccination rates again this year for everyone's benefit."

Each year Peterborough Public Health produces a report on healthcare worker flu immunization rates focusing on those who work in long-term care facilities (LTCF), retirement residences, and at Peterborough Regional Health Centre (PRHC). For the 2020-2021 influenza season, the median vaccination rate of all LTCFs was 87.2%, up 5.1% from the previous year. Influenza vaccination rates among PRHC staff also increased from last year, up 3.4% to 84.5%.

A total of zero lab-confirmed influenza cases were reported for the 2020-2021 surveillance season. Zero influenza outbreaks were reported in LTCFs, retirement residences, and the local hospital for the same period, compared to three outbreaks in these settings the previous influenza season.

This year's flu vaccine has already been made available to healthcare workers and is currently publicly available through pharmacies and health care providers. The National Advisory Committee on Immunization (NACI) considers the provision of influenza vaccination to be an essential component of the standard of care for all healthcare workers for the protection of their patients.

Please see the chart below for a comparison of influenza immunization rates among local LTCFs and retirement residences. LTCFs and hospitals are required by the Ministry of Health to report these rates annually to local public health agencies; this is optional for retirement residences.

/continued…

Influenza Immunization Rates for Peterborough Healthcare Facility Staff, 2020-2021 Season

Table 1: Peterborough Public Health Healthcare Worker Influenza Feedback Report (reporting mandatory)

Peterborough Health Unit	Median		% Change
	2019/2020	2020/2021	
Peterborough Regional Health Centre	81.1%	**84.5%**	3.4%
Long-Term Care Homes	82.1%	**87.2%**	5.1%
Long-Term Care Homes	**Staff Immunization Rate**		**% Change**
	2019/2020	2020/2021	
Centennial Place Long-Term Care Home	96.5%	**91.3%**	-5.20%
Extendicare Lakefield	81%	**92.2%**	11.20%
Extendicare Peterborough	83.9%	**92.4%**	8.50%
Fairhaven	85.1%	**73.6%**	-11.50%
Pleasant Meadow Manor	81.1%	**87.6%**	6.50%
Riverview Manor Nursing Home	64.9%	**90.5%**	25.60%
Springdale Country Manor	73.1%	**66.7%**	-6.40%
St. Joseph's at Fleming	83%	**85.8%**	2.80%

Table 2: Percentage of staff who received Influenza Immunization in Retirement Residences in Peterborough City and County (reporting optional)

Retirement Home	2019/2020	2020/2021	% Change
Applewood Retirement Residence	-	-	-
Canterbury Gardens	91.6%	91.6%	0
Congregation of the Sisters of St. Joseph's	43%	62.9%	19.9%
Empress Gardens	90.6%	-	-
Jackson Creek	-	-	-
Kawartha Heights Retirement Residence	40%	54.3%	14.3%
Maple View	63.9%	55.8%	-8.1%
Peterborough Retirement Residence	-	-	-
Princess Gardens	-	-	-
The Regency of Lakefield	64.3%	-	-
Royal Gardens	87.2%	-	-
Rubidge Retirement Residence	100%	79.0%	-21%
Sherbrooke Heights	-	-	-

For more information, please review the October 13, 2021 Board of Health Healthcare Worker 2020-2021 Influenza Immunization report here (pages 42-47).

-30-

For further information, please contact:
Brittany Cadence, Communications Manager
705-743-1000, ext. 391

NEWS RELEASE and MEDIA INVITATION

October 29th, 2021

Every Child and Youth Deserves Permanency and Lifelong Connections

Adoption Awareness Month takes place in November and is an opportunity for Children's Aid Societies to work towards increasing public awareness about the role they can play in helping young people achieve permanency through adoption. We believe every child deserves to experience permanency and lifelong connections.

Adoption is one of a number of permanency options that Children's Aid Societies consider when looking for life-long connections for children in care. Kinship service, kinship care, customary care, legal custody, and adoption are all options that are considered when making decisions about what is the best placement for a child or youth.

Every child deserves to be with their family of origin. Keeping children with their families, in their culture and in their communities is our priority. However, we also realize that that's not always possible. When it is not, the child deserves a family that is a good fit for them.

Finding the right adoption match for children and youth who have come through a Children's Aid Society requires finding adoptive parents who share the diverse cultural and religious backgrounds of our children and youth and finding families that also have the strengths and skills to deal with children who may have complex needs, siblings and open adoption relationships with their family of origin. It continues to be challenging to find families who are ready, willing and able to meet the needs of older children, large sibling groups or those with complex medical, developmental and behavioral needs. Sometimes the search for the right match for a child can take time.

Last year, the Ministry of Children, Community and Social Services (MCCSS) announced the government's strategy to redesign the child welfare system by focusing directly on the needs of children and youth and by creating solid foundations to support strong families. The redesigned system will support the development of lifelong connections and supports for children and youth through stable, permanent homes wherever possible in family-based placements such as customary care, kinship service, kinship care and adoption. "Strengthening the public adoption system means connecting more families and children together and providing equitable supports to those families when they need it", says Karen Kartusch, Manager of the Regional Adoption Program for Highland Shores Children's Aid, Kawartha-Haliburton Children's Aid Society and Durham CAS.

"All children have the right to be part of a permanent, loving family. The benefits of maintaining lasting family connections are numerous and all young people, including those in care, need to benefit from them. A strong public adoption system is essential to ensure that our children and youth have the opportunity to find a forever family. These changes will offer a more consistent and responsive adoption experience for children, youth and families", says Kartusch.

"Much of the child welfare redesign of adoption work is well underway. This work will bring new standards of practice to adoption work across the province and will aim to provide more clarity about available children and clarity about the adoption process for families considering adoption. In the end, the goal is to find the right families for children and connect them as quickly as possible", says Kartusch.

The number of children and youth in extended society care and available to be adopted has decreased over the last five years because the primary goal of children's aid societies is focused on supporting children to live safely in their own homes. "This is a good news story for our children and youth" says Kartusch. "This means that fewer children are coming into our care in the first place and for those that cannot return home to their family of origin, we are able to find permanent lifetime connections out of foster care for these children and youth to flourish".

If you are interested in learning if adoption is right for you, contact Highland Shores Children's Aid, www.highlandshorescas.com, Kawartha-Haliburton Children's Aid Society, www.khcas.on.ca or Durham Children's Aid Society, www.durhamcas.ca. Families can also learn more about adoption on the Adoption Council of Ontario website, www.adoption.on.ca.

-30-

Media: For additional information, contact Colleen Thompson, Executive Assistant - Highland Shores CAS
T (613) 962-9291 or (800) 267-0570 ext. 2336, Colleen.Thompson@HighlandShoresCAS.com , or

Jai Sahak, Director of Communications - Durham CAS
T (905) 433-1551 ext. 2264, jai.sahak@durhamcas.ca, or

Amy O'Connell, Executive Assistant – Kawartha-Haliburton Children's Aid Society
T (705) 743-9751 or (800) 661-2843 ext. 1341, amy.oconnell@khcas.on.ca

The Corporation of the Township of Douro-Dummer

By-law Number 2021 – 69

Being a By-law of The Corporation of the Township of Douro-Dummer to confirm the proceedings of the Regular and Special Electronic meeting of Council held on the 16th day of November, 2021.

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 and special electronic meeting held on November 16, 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 16th day of November, 2021.

_____
Mayor, J. Murray Jones

_____
Acting Clerk, Martina Chait-Hartwig