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

Tuesday, December 7, 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: December 7, 2021

6. Adoption of Minutes:

6.1. Regular- November 16, 2021 1

6.2. Special - November 16, 2021 9

6.3. Special - November 18, 2021 11

7. Business arising out of previous minutes:

8. Delegations, Petitions, Presentations or Public Meetings:

8.1. Employee Recognition

- Brandon Dunsby - 5 years - left in May
- Chris Moffat - 5 years
- Martina Chait-Hartwig - 10 years
- Crystal McMillan - 15 years

8.2. Public Meeting - Proposed Zoning By-law Amendment Application – File: R-14-21, Oates, Clerk/Planning-2021-42 14

Concession 1, Part Lot 27, Registered Plan 33, Part Lot 4,
Douro Ward
912 Birchview Road

Roll No.: 1522-010-001-05900

8.3. Public Meeting - Proposed Zoning By-law Amendment Application – File: R-16-21, Payne, Clerk/Planning-2021-43 139

Concession 7, Part Lot 6 and 7, Part 1 Registered Plan 45R17190,
Dummer Ward
459 Seventh Line Road Mid-Dummer

Roll No.: 1522-020-002-01000

8.4. Douro-Dummer Firefighter's Association - Concerns regarding Township Vaccination Policy 239

9. Other Business and Staff Reports:

9.1. Surplus Items, Fire Chief-2021-17 240

9.2. Procedural By-law Review Project – Update 4, ClerkPlanning-2021-44 243

9.3. Request to Stop-up, Close and Sell Road Allowance - 2640 Dummer Asphodel Road, ClerkPlanning-2021-46 286

10. Committee Minutes and Other Reports:

10.1. Deputy Mayor Moher – Update on County Council Matters

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

10.2.1. CAO Monthly Report - November 2021, C.A.O.-2021-50 290

10.2.2. Clerk-Planning Department Monthly Report - November 2021, ClerkPlanning-2021-41 291

10.2.3. Building Department Monthly Report - November 2021, Building Department-2021-17 293

10.2.4. Emergency Management Monthly Report - November 2021, Fire Chief-2021-18 295

10.2.5. Finance Department Monthly Report - November 2021, Treasurer-2021-16 297

10.2.6. Public Works Monthly Report - November 2021, Public Works-2021-34 299

10.2.7. Recreation Facilities Monthly Report - November 2021, Recreation Facilities-2021-21 301

10.3. Township of Douro-Dummer Public Library Board Minutes - October 12, 2021 303

10.4. Township of Douro-Dummer Historical Committee Minutes - November 18, 2021 306

11. By-laws:

11.1. By-law 2021-71 - 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-16-21 – Roll No. 020-002-01000, Payne) 307

12. Correspondence – Action Items:

12.1. Kawartha Lake Stewards Association - Donation Request 311

13. Correspondence/Information Items:

13.1. Peterborough Hospice - Thank You Letter 313

13.2. Peterborough County Official Plan Amendment and Township of Selwyn Zoning By-law Amendment - Notice of Complete Application (26 Edward St) 314

14. Notices of Motion:

15. Announcements:

16. Closed Session:

16.1. Adoption of Closed Session Minutes

16.1.1. Closed - January 5, 2021

16.1.2. Special Closed - January 28, 2021

16.1.3. Special Closed - February 4, 2021

16.1.4. Closed - February 16, 2021

16.1.5. Closed - March 2, 2021

16.1.6. Special Closed - October 5, 2021

17. Rise from Closed Session with or without a Report

18. Confirming By-law: 2021-72

19. Adjournment

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

November 16, 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	**CAO - Elana Arthurs** **Acting Clerk - Martina Chait-Hartwig** **Manager of Public Works - Jake Condon**
Absent:	**Acting Treasurer - Paul Creamer** **Chief Building Official - Brian Fawcett** **Fire Chief - Chuck Pedersen** **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 16, 2021

Resolution Number 520-2021

Moved by: Deputy Mayor Moher
Seconded by: Councillor Landsmann

That the agenda for the Regular Council Meeting, dated November 16, 2021, be adopted, as circulated. Carried

6. Adoption of Minutes:

6.1 Regular - November 2, 2021

Resolution Number 521-2021

Moved by: Councillor Watson
Seconded by: Councillor Landsmann

That the Minutes from the Regular Council Meeting, held on November 2, 2021, be received and adopted, as circulated. Carried

7. Business arising out of previous minutes:

Deputy Mayor Moher inquired as to the timing of the report to address concerns regarding the modified septic reinspection program previously discussed on September 7, 2021.

8. Delegations, Petitions, Presentations or Public Meetings:

8.1 Public Meeting - Proposed Zoning By-law Amendment Application – File: R-13-21, James Jordan, Clerk/Planning-2021-40

Concession 3, Part Lot 29, Concession 3, Part Lot 29 Parts 1-5 and Part 8 on 4R5-17167
350 Carveth's Marina Road and part of 1550 Birchview Road, Dummer Ward, Township of Douro-Dummer
Roll No. 1522-020-004-12220

Resolution Number 520-2021

Moved by: Councillor Watt
Seconded by: Deputy Mayor Moher

That the Public Meeting regarding the proposed Zoning By-law Amendment R-13-21 (Jordan), Roll No. 1522-020-004-12220 be declared open (5:07 p.m.) Carried

Martina Chait-Hartwig, Acting Clerk, explains the purpose of the proposed Zoning By-law Amendment R-13-21 and stated that the Notice of Public Meeting was circulated in accordance with the Ontario Planning Act.

In attendance:

Adam Baker, Agent, in support.

James Jordan, Applicant, in support.

Lisa and Martin Roche, neighbours, in opposition

Sandra McDermid, neighbour, in opposition

Barbara Bogle and Virginia Van Kerrebroech, neighbours, in opposition

Comments Received:

- KPRDSB dated October 26, 2021 – No concerns
- Otonabee Region Conservation Authority dated November 12, 2021
- No concerns
- Sandra McDermid, neighbor, dated November 11, 2021, in opposition
- Scott McDermid, neighbor, dated November 12, 2021, in opposition
- Barbara Bogle and Virginia Van Kerrebroech, neighbours, dated November 16, 2021, in opposition
- Enbridge dated November 16, 2021 – No concerns
- Lisa and Martin Roche, neighbours, dated November 16, 2021, in opposition

Comments at the Public Meeting:

- Lisa and Martin Roche, neighbours, in opposition
- Sandra McDermid, neighbour, in opposition
- Barbara Bogle and Virginia Van Kerrebroech, neighbours, in opposition
- Adam Baker, Agent, spoke in favour of the application and answered questions.
- James Jordan, Owner, spoke in favour of the application and answered questions.

Resolution Number 521-2021

Moved by: Deputy Mayor Moher
Seconded by: Councillor Landsmann

That the Public Meeting regarding the proposed Zoning By-law Amendment R-13-21 (Jordan) be declared closed (5:54 p.m.).

Carried

8.2 Angela Bullock – Concerns regarding the flow of water at the intersection of Coral Drive and Television Road

Resolution Number 522-2021

Moved by: Councillor Watson
Seconded by: Deputy Mayor Moher

That the presentation from Angela Bullock and concerns regarding the flow of water at the intersection of Coral Drive and Television Road be received.

Carried

9. Other Business and Staff Reports:

9.1 Drainage Issues at Coral Drive and Television Road, C.A.O.-2021-44

Resolution Number 523-2021

Moved by: Councillor Landsmann
Seconded by: Councillor Watt

That the CAO-2021-44 report, dated November 16, 2021 regarding Drainage Issues at Coral Drive and Television Road be received for information. Carried

9.2 Indacom Drive Geotechnical Investigation & Slope Stability Study – Lot 3, C.A.O.-2021-45

Resolution Number 524-2021

Moved by: Deputy Mayor Moher
Seconded by: Councillor Watson

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. Carried

10. Committee Minutes and Other Reports:

10.1 Police Services Board Minutes - November 1, 2021

Resolution Number 525-2021

Moved by: Councillor Watt
Seconded by: Councillor Landsmann

That the Police Services Board minutes from November 1, 2021 be received as circulated. Carried

10.2 Service Delivery Review Implementation Committee Minutes - June 8, 2021

Resolution Number 526-2021

Moved by: Deputy Mayor Moher
Seconded by: Councillor Watt

That the minutes from the Service Delivery Review Implementation Committee meeting, dated June 8, 2021 be received and approved as circulated. Carried

11. By-laws:

11.1 By-law 2021-68 - By-law to amend By-law Number 10-1996, as amended, otherwise known as "The Township of Douro-Dummer Comprehensive Zoning By-law" (R-13-21, Roll 020-004-12220)

Resolution Number 527-2021

Moved by: Councillor Landsmann
Seconded by: Deputy Mayor Moher

That By-law 2021-68, being a By-law to amend By-law Number 10-1996, as amended, otherwise known as "Township of Douro-Dummer Comprehensive Zoning By-law" (R-13-21, Roll 020-004-12220) be passed, in open council this 16th 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:

12.1 Hamilton Bus Lines

Resolution Number 528-2021

Moved by: Deputy Mayor Moher
Seconded by: Councillor Watson

That the correspondence from Hamilton Bus Lines dated November 9, 2021 regarding Birchview Road and opposition to a reduction in the speed on the road be received and added to the Birchview Road file.

Carried

13. Correspondence/Information Items:

13.1 Peterborough Public Health - Expansion of COVID-19 Booster Dose Eligibility

13.2 Peterborough Public Health - Influenza Vaccination Rates Jumped Last Year Among Local Healthcare Workers

13.3 Adoption Awareness Month

Resolution Number 529-2021

Moved by: Councillor Landsmann
Seconded by: Councillor Watson

That that correspondence/information items 13.1 to 13.3 be received.

Carried

14. Notices of Motion: None.

15. Announcements: None.

16. Closed Session: None.

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

Resolution Number 530-2021

Moved by: Deputy Mayor Moher
Seconded by: Councillor Watt

That By-law Number 2021-69, being a By-law to confirm the proceedings of the Regular Meeting of Council, held on the 16th 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 531-2021

Moved by: Councillor Landsmann
Seconded by: Councillor Watson

That this meeting adjourn at 6:27 p.m. Carried

_____

Mayor, J. Murray Jones

_____

Acting Clerk, Martina Chait-Hartwig

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

November 16, 2021, 3:00 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	**CAO - Elana Arthurs**
	Acting Clerk - Martina Chait-Hartwig
	Acting Treasurer - Paul Creamer
	Chief Building Official - Brian Fawcett
	Fire Chief - Chuck Pedersen
	Manager of Public Works - Jake Condon
	Assistant Manager of Parks and Recreation - Mike Mood
	Library CEO – Anne Landry
Absent:	**Clerk/Planning Coordinator - Crystal McMillan**
	Treasurer - Darlene Heffernan

1. Reason(s) for Special Meeting:

   The Mayor called the meeting to order at 3:03 p.m. and stated the reasons for the Special Meeting.

2. Disclosure of Pecuniary Interest:

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

3. Delegations, Petitions or Presentation: 2022 Draft Operating Budget Presentation - Paul Creamer, Interim Treasurer

Resolution Number 518-2021

Moved By: Councillor Watson
Seconded By: Councillor Landsmann

That the presentation of the draft operating budget be received.

Carried

4. Adjournment

Resolution Number 519-2021

Moved By: Deputy Mayor Moher
Seconded By: Councillor Watt

That this meeting adjourn at 4.26p.m. Carried

_____

Mayor, J. Murray Jones

_____

Acting Clerk, Martina Chait-Hartwig

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

November 18, 2021, 1:00 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:	**CAO - Elana Arthurs**
	Acting Clerk - Martina Chait-Hartwig
Absent:	**Clerk/Planning Coordinator - Crystal McMillan**
	Acting Treasurer - Paul Creamer
	Treasurer - Darlene Heffernan
	Chief Building Official - Brian Fawcett
	Fire Chief - Chuck Pedersen
	Manager of Public Works - Jake Condon
Other:	**Solicitor – Jim Baird, LLF Lawyers**

1. Reason(s) for Special Meeting:

   The Mayor called the meeting to order at 1:02 p.m. and stated the reasons for the Special Meeting. To discuss Section 239 (2) of the Municipal Act, 2001, S.O. 2001, c. 25 (c) a proposed or pending acquisition or disposition of land by the municipality or local board; (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

2. Disclosure of Pecuniary Interest:

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

3. Adoption of Agenda: November 18, 2021

Resolution Number 532-2021

Moved By: Councillor Landsmann
Seconded By: Deputy Mayor Moher

That the agenda for the Special Council Meeting, dated November 18, 2021, be adopted, as circulated. Carried

4. Closed Session

Resolution Number 533-2021

Moved By: Councillor Watt
Seconded By: Deputy Mayor Moher

That Council go into Closed Session for the following reasons: (c) a proposed or pending acquisition or disposition of land by the municipality or local board; (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose. (1:03 p.m.). Carried

5. Rise from Closed Session with or without a Report

Resolution Number 534-2021

Moved By: Deputy Mayor Moher
Seconded By: Councillor Watson

That Council rise from Closed Session without a report. (1:50 p.m.) Carried

6. Adjournment

Resolution Number 535-2021

Moved By: Councillor Watt
Seconded By: Deputy Mayor Moher

That this meeting adjourn 1:51 p.m. Carried

_____

Mayor, J. Murray Jones

_____

Acting Clerk, Martina Chait-Hartwig

Applicant: Carol and Brad Oates
Agent: Laura Stone, KMD Planning
Legal Description: Concession 1, Part Lot 27, Registered Plan 33, Part Lot 4, Douro Ward, 912 Birchview Road
Roll No.: 1522-010-001-05900

Overview:
Mr. and Ms. Oates have applied for a Zoning By-law Amendment via their agent Laura Stone, in order to rezone the parcel of land. The subject land is currently zoned Shoreline Residential (SR) Zone and the application will have the effect of rezoning the land to a Special District (S.D) Zone to allow for an addition to be built on the existing cottage, redevelopment to the boathouse and to construct a garage with a loft.

The following documents were submitted as part of the application:
- Planning Justification Report dated October 19, 2021
- Scoped Environmental Impact Study dated September 2, 2021
- Slope Stability Assessment dated June 3, 2021
- Stage 1 and 2 Archaeological Assessment dated July 28, 2021

Conformity to Provincial Policy Statement and Growth Plan for the Greater Golden Horseshoe:
At the time of deeming this application as complete under the Planning Act, Township staff felt the application was in conformity to the Provincial Policy Statement and Growth Plan for the Greater Golden Horseshoe. As part of the Zoning By-law Amendment process the Otonabee Region Conservation Authority was requested to review the supporting technical documents and the application. As part of their review it had been determined that the application does not conform to the Provincial Policy Statement or the Growth Plan for the Greater Golden Horseshoe. ORCA staff have provided guidance via the letter to the applicants and their agent how they can rectify the situation.

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

Comments:
At the time of writing this report the only comment received is the letter from Matt Wilkinson of Otonabee Region Conservation Authority dated November 29, 2021.

Conclusion:
The requested Zoning By-law Amendment is required to allow the applicants to move forward with their plan to redevelop the site at 912 Birchview Road. As the application is not in conformity with the Provincial Policy Statement or the Growth Plan, staff have not crafted a draft by-law for Council's review. Once the various issues have been addressed to ORCA's satisfaction a draft by-law will be brought forward for debate.

Recommendation:
That the Clerk/Planning-2021-42 report, dated December 7, 2021 regarding Zoning By-law Amendment R-14-21, Roll No. 1522-010-001-05900 be received and that a draft By-law be brought forward once all of the concerns from the Otonabee Region Conservation Authority are addressed and the application conforms with the Provincial Policy Statement and the Growth Plan for the Greater Golden Horseshoe.

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-14-21.docx
Attachments:	- R-14-21 - Zoning Notice - Virtual Meeting.pdf - R-14-21 - Planning Justification.pdf - Site-Area Photographs 912 Birchview Rd.pptx - 20-29 Oates Boat House Concept.pdf - 20-29 Oates Cottage Concept.pdf - 20-29 Oates Garage Concept.pdf - R-14-21 - Application - Redacted.pdf - 2021-06-03 LTR RPT - Slope Stabillity 912 Birchview Rd. Clear Lake.pdf - P321-0282-2021_11Aug2021_RE.pdf - EIS - Oates.pdf
Final Approval Date:	Dec 1, 2021

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

Elana Arthurs

Township of Douro-Dummer

Notice of Complete Application and Virtual Public Meeting Concerning a proposed Zoning By-law Amendment Application R-14-21

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.

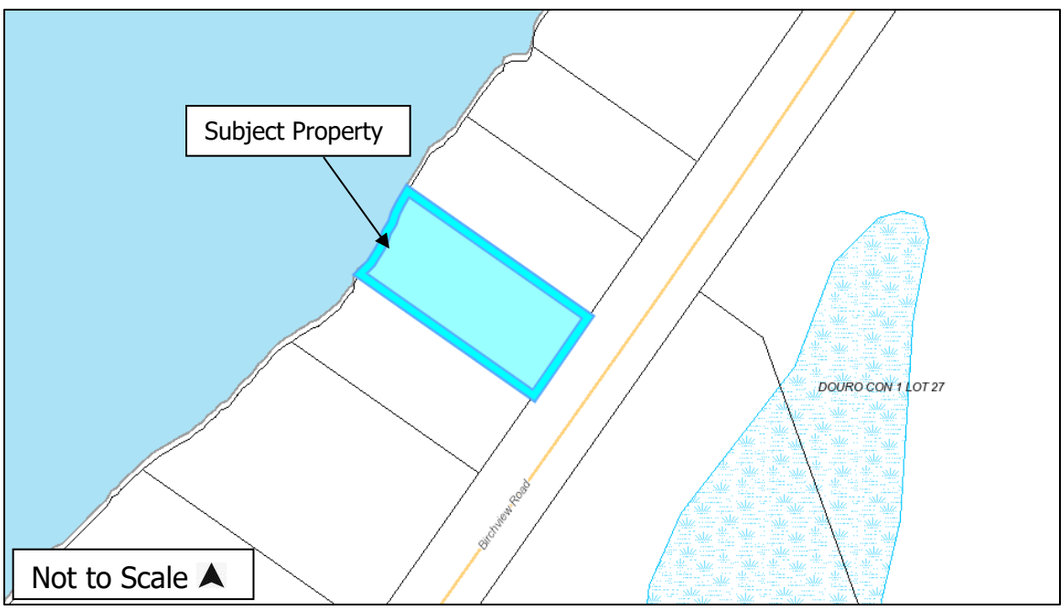
Date and Time: **Tuesday, December 7, 2021 at 5:00 p.m.**
Location: Due to the physical distancing requirements imposed as a result of the ongoing COVID-19 pandemic, this meeting will be held electronically.

<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 1, Part Lot 27, Registered Plan 33, Part Lot 4, Douro Ward 912 Birchview Road Roll No.: 1522-010-001-05900
Owner/Applicant: **Agent:**	Carol and Brad Oates Laura Stone, Kevin M Duguay Community Planning and Consulting Inc.
File Name:	R-14-21

Key Map



(over)

Purpose and Effect of Application:
To amend the zoning of parcels of land in Concession 1, Part Lot 27 in the former geographic Township of Douro, (now Douro Ward of the Township of Douro-Dummer) in the County of Peterborough.

The subject land is currently zoned Shoreline Residential (SR) Zone. The effect of this By-Law Amendment is to rezone the parcel to a Special District (S.D) Zone to allow for an addition to be built on the existing cottage, redevelopment to the boathouse and to construct a garage with a loft.

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 12th day of November, 2021 at the Township of Douro-Dummer.

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

November 29, 2021

Martina Chait-Hartwig,
Deputy Clerk
Township of Douro Dummer
Warsaw, ON, K0L 3A0

Re: File: R-14-21, Oates, 912 Birchview Road, Douro Ward;
Roll# 1522 010 001 05900; ORCA File: PPLD-2210

Dear Martina Chait-Hartwig,

The Otonabee Region Conservation Authority (Otonabee Conservation) has received the circulated *Planning Act* application noted above.

The subject land is currently zoned Shoreline Residential (SR) Zone. The effect of this By-Law Amendment is to rezone the parcel to a Special District (S.D) Zone to allow for an addition to be built on the existing cottage, the redevelopment of the boathouse and to construct a garage with a loft.

Otonabee Conservation technical staff have reviewed the submitted Slope Stability Assessment, prepared by Cambium Inc. (dated June 3, 2021) and a scoped Environmental Impact Study (sEIS) prepared by Cambium Inc. (dated September 2, 2021). Otonabee Conservation staff have reviewed the available information in accordance with our mandate and policies and now offers the following comments.

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

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

   <u>Flooding Hazard</u>
   Otonabee Conservation technical staff has reviewed the submitted documents. The following comments are to be addressed to demonstrate consistency with PPS 3.1.

   Available information indicates that the flooding hazard of Clear Lake (235.58 metres CVGD28) is present on the property. However, the submitted OLS survey (Elliott and Parr (dated 10/10/2021)

has plotted an incorrect floodplain contour elevation (235.65 metres CVGD28). It is recommended that the correct flooding hazard be plotted and zoned appropriately to restrict future development.

The proposed residential addition and garage are outside the floodplain. However, the proposed redevelopment of the boathouse appears to be within flooding hazard of Clear Lake. The nature of the boathouse has been shown to be needed to be located at the water edge. The structure should not be permitted to be used for habitable use in the future, and any electrical development is 0.3 metres outside the flooding hazard. The site plan should include notes to drawing 'Elevations – Oates Boat House' regarding the placement and location (minimum elevation) of all electrical works and demonstrate the structure is securely anchored to the concrete pad or footings.

Erosion Hazard

Otonabee Conservation technical staff has reviewed the submitted documents. The following comments are to be addressed to demonstrate consistency with PPS 3.1.

1. The Sketch for Building Permit Application will be converted to a Site Plan by including the following information:

a) Delineate all surveyed point elevations (in metres) for the entire property as performed for the survey of slope completed by Elliott and Parr (PTBO) Ltd (February 1, 2021),

b) Delineate all existing and proposed contour and/or elevation data (in metres),

c) Delineate the Slope Stability Assessment components including toe of slope, stable slope allowance and the erosion access allowance,

d) Does the extent of proposed addition on the sketch represent the full extent of the proposed construction (upper deck and basement walkout as shown in the Oates Cottage Elevation drawings). If not, please delineate furthest extent,

e) Site and overland drainage,

f) The proposed boathouse overlaps the existing wooden stairs. Please delineate the location of the new stairs,

g) Delineate all erosion and sediment control measures to be implemented during construction.

2. Will excavation of rock at the toe of slope be required for the construction of the proposed boathouse?

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

A review of available mapping indicates subject property is within 120 metres of Clear Lake, a key hydrological feature (KHF). Section 4.2.4 of the Growth Plan for the Greater Golden Horseshoe (GPGGH) requires that a natural heritage evaluation (or similar) be completed. While technical

staff generally agree with the recommendations outlined in the sEIS, ORCA would request the following comments regarding Recommendations #6 and #16 be addressed prior to approvals.

Recommendation #6 regarding In-Water Development Timing Windows.

- The sEIS states the in-water restrictions are March 15-May 31. However, Provincial in-water work timing window guidelines state that work would be restricted from March 15 to July 15, based on the species presence of Muskellunge, Walleye and Large/Smallmouth Bass. In-water work within this window would require consultation with the Ministry of Northern Development, Mines, Natural Resources and Forestry.
    - Please amend this recommendation.

Recommendation #16 regarding a Planting Plan:

- Recommendation #16 speaks to enhancing the shoreline through limitations of mowing and additional plantings. A detailed planting plan is required to be submitted to ORCA technical staff for review to address GPGGH section 4.2.4.5c). Details should include plant species, installation locations, and caliper(s) sizing.
- Section 4.2.4.5b and c)*i.-iii*. of the GPGGH states development is permitted in developed shoreline properties if the development will:

    b) restore, to the maximum extent possible, the ecological features and functions in developed shoreline areas; and,

    c) will in the case of redevelopment and resort development:

    i. establish, or increase the extent and width of, a vegetation protection zone along the shoreline to a minimum of 30 metres;

    ii. increase the extent of fish habitat in the littoral zone;

    iii. be planned, designed, and constructed to protect hydrologic functions, minimize erosion, and avoid or mitigate sedimentation and the introduction of nutrient or other pollutants into the lake.

    - Please submit a detailed planting plan.

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

The above property is subject to Ontario Regulation 167/06, Otonabee Conservation 'Development, interference with wetlands and alterations to shorelines and watercourses' regulation. **Permits from this agency will be required prior to any site alteration, construction,**

or demolition. The technical comments regarding flooding and erosion mentioned above will need to be addressed for permitting.

4. *Otonabee Conservation has reviewed the application in terms of the Revised Trent Source Water Protection Plan (SPP), prepared under the Clean Water Act. The SPP, intended to protect Ontario's drinking water at its source, came into effect on January 1, 2015 and contains policies to protect sources of municipal drinking water supplies from existing and future land use activities.*

   The application was also reviewed in consideration of the SPP. It was determined that the subject property is not located within an area that is subject to the policies contained in the SPP.

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

Best regards,

Matthew Wilkinson

Matthew Wilkinson
Planner, Otonabee Conservation

Office Use Only	
File No.	R-14-21
Date App. Submitted	October 19, 2021
Application Fee	$1970 + 425
Date Fee Received	October 19, 21
Date Application Deemed Complete	November 9, 2021
Roll No.	010-001-06900

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): Carol and Brad Oates

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

Add [redacted]

Email: [redacted]

Phone: (home) [redacted]

Phone: (work) _____

Phone: (cell) _____

Fax: _____

2.0 Agent Information

Authorized Agent (if any): Laura Stone, KMD Planning

Address: 560 Romaine St.

Peterborough, ON K9J 2E3

Email: laura.kmdplanning@gmail.com

Phone: (home) 705 313 5012

Phone: (work) _____

Phone: (cell) _____

Fax: _____

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: _____

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

County	Township	Ward (Former Township)
Peterborough	Douro-Dummer	

Concession Number(s)	Lot Number(s)	Legal Description:
1	Pt lot 27	
Registered Plan No: 33	Lot(s)/ Block No.	Civic/911 Address: 912 Birchview Rd
Reference Plan No: 45R17102	Part Number(s):	Are there any easements or restrictive covenants affecting the property? N/A
Date subject land was purchased by current		Unknown exact ~20 yrs

4.1 Dimensions of the Subject Land

Frontage:	Depth:	Area:
☑ Water: 30.5 m	☐ Min: 75.1 m	2300 sq m ±
☐ Road: _____	☐ Max: 76.2 m	

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 Rd

If access to the land is by water only:	
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
Please see Planning Justification Report

Zoning By-law Designation: Shoreline Residential

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:

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? They are being exceeded by 1.13%

Are there minimum and maximum height requirements on the property: ☑ Yes ☐ No
If Yes, what are they and are they being met? Max height req. for height of 4.5m

6.0 Purpose of the Application

Please describe the nature and extent of the rezoning request: addition to cottage, redevelopment of boathouse and construction of garage w/ upper loft area. Lot coverage is being exceeded.

Please explain the reason for the requested rezoning: Please see Planning Justification Report

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 run off
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? Recreation

How long have the existing uses of the subject land continued? Unknown

What are the proposed uses of the subject land? Permanent 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	85.5 sq m	105.5	1 Storey	11m	7.3m	1 storey	7.53 m
Boathouse *	~12 sq m	same	1				
Shed *	10 sq m	same	1				

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

Proposed Structures (in metric)

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Length	Width	Height
Dwelling	217.3	217.3	1	11m	19m	7.53m
Boathouse	31.2	31.2	1	6.7m	5.5	3.1m
Garage	122.6	167.2 m²	1.5	13.4m	11.6m max	4.52m
Septic						

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**		

See floor plan

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)
Cottage	21.5 Sunroom 24.3 cottage	~37m	4.55		21.5 Sunroom 24.3 cottage	
Boathouse *	~3.5m	~71m	~7m		~3.5m	

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)
Dwelling	25.7m	~36m	6.1m		25.7m	
Boathouse	0.7m	~68m	3.05		0.7m	
Garage	+30m	6.1m	1.52m	17.37	+30m	

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)	4.5%	9.44%
Accessory Structures	~0.8%	6.7%
Total	~5.4%	16.13%

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

→ Septic located 3.05 m from side lot line
20 m from rear lot line

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:

Will provide Public Consultation in accordance w/ the Planning Act

15.0 Authorization by Owner to Appoint an Agent: See attachment 'B'

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

Signature _____ Date_____

Signature _____ Date_____

16.0 Freedom of Information:

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

[redacted] Oct 19 '21

Owner/Applicant/Agent Signature Date

Owner/Applicant/Agent Signature Date

17.0 Access to Property:

I/We Laura Stone, 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*] _____.

[redacted] Oct 19 '21

Owner/Applicant/Agent Signature Date

18.0 Declaration of Applicant:

I/We Laura Stone (name of owner(s)/agent(s)) of the Township of Madoc (city/town/township in which you reside)

Madoc Hastings (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 19 day of Oct, 2021.

[redacted]

Signature of Commissioner, etc.

Martina Chait-Hartwig
Deputy Clerk
Commissioner of Oath
Township of Douro-Dummer

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

[redacted]

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, Laura Stone, 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]* TBA,
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 11 day of Oct, 2021.

[redacted]
Signature of Commissioner, etc.

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

[redacted]
Owner/Applicant Agent Signature

Martina Chait-Hartwig
Deputy Clerk
Commissioner of Oath
Township of Douro-Dummer

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, Laura Stone
[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 19th day of October, 2021.

[redacted]
Owner/Applicant/Agent Signature

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

Project Authorization
Zoning By-law Amendment Application
912 Birchview Road
Lot 4, R-Plan No. 33 (Douro)
Township of Douro-Dummer
(KMD File 2021-17)

I/we [redacted], being the owner(s)/representative(s) of the property known municipally as 912 Birchview Road, Township of Douro-Dummer, have reviewed and hereby accept the fee proposal dated, January 12, 2021 as prepared by Kevin M. Duguay, MCIP, RPP, for the following purpose:

Zoning By-law Amendment Application
912 Birchview Road
Lot 4, R-Plan No. 33 (Douro)
Township of Douro-Dummer
(KMD File 2021-17)

Dated this 11 day of January, 2021.

Signed

[redacted]

Name

[redacted]

Stage 1 & 2
Archaeological Assessment

912 Birchview Road
Part of Lot 4, Registered Plan 33
Part of Lot 27, Concession 1
Geographic Township of Douro
Douro-Dummer Township
Peterborough County

Prepared for:
Brad & Carol Oates
975 Brawley Road West
Whitby, Ontario
L1M 1M7

Licensee: Shane McCartney
PIF: P321-0282-2021
Original Report

Earthworks Archaeological Services Inc.
2365 Watts Road,
Haliburton, Ontario
K0M 1SO

July 28, 2021

Executive Summary

Earthworks Archaeological Services Inc. was retained to conduct a Stage 1 & 2 archaeological assessment of a 0.21 hectare area located at 912 Birchview Road, legally described as part of Lot 4, Registered Plan 33, Township of Douro-Dummer, historically part of Lot 27, Concession 1, Geographic Township of Douro, Peterborough County, Ontario. The assessment was undertaken in support of Minor Variance Application for a new house addition, garage, and boathouse and was conducted as part of the requirements defined in Section 5.2.3.3 of *The County of Peterborough Official Plan*, which states that development and site alteration shall only be permitted on lands containing archaeological resources or areas of archaeological potential if the significant archaeological resources have been conserved by removal and documentation, or by preservation on site

The study area contains evidence of archaeological potential. The location of the study area at the edge of Clear Lake suggests there is potential for locating Pre-Contact Indigenous archaeological material. In summary, a Stage 2 archaeological assessment was determined to be required in order to identify and document any archaeological material that may be present. The residential nature and lack of recent cultivation of the study area precluded the possibility of ploughing for a pedestrian survey, and as a result, a test pitting survey was determined to be required.

The Stage 2 archaeological assessment of the study area was conducted on May 13th, 2021 under PIF #: P321-0282-2021, issued to Shane McCartney, M.A. (P321). The weather during the survey was sunny and mild. At no time were weather or lighting conditions detrimental to the observation or recovery of archaeological material.

Approximately 7% of the study area consisted of steep slope in excess of 20° and was not assessed, as per Section 2.1, Standard 2 (iii) of the *Standards and Guidelines for Consultant Archaeologists.* Approximately 68% of the study area was assessed through a test pit survey, with the remaining area not assessed due to the presence of a house and associated gravel driveway and shed, which represent evidence deep subsurface alteration that would remove any extant archaeological potential. Test pits were spaced at maximum intervals of 5 metres apart over the property, and to within one metre of standing structures. Each test pit was excavated by hand to 30 cm in diameter and were excavated into the first 5 centimetres of subsoil. Depth varied between 20 and 25 centimetres. Each test pit was examined for stratigraphy, cultural features, or evidence of fill, and all soil was screened through wire mesh of 6 millimetre width. All test pits were backfilled. The soil consisted of medium brown sandy loam topsoil horizon overlaying a medium orange sandy loam subsoil. No archaeological material was identified during the course of the survey.

The Ministry of Heritage, Sport, Tourism and Culture Industries is requested to review this report and provide a letter indicating their satisfaction that the fieldwork and reporting for this archaeological assessment are consistent with the Ministry's 2011 *Standards and Guidelines for Consultant Archaeologists* and the terms and conditions for archaeological licences, and to enter this report into the Ontario Public Register of Archaeological Reports.

Table of Contents

1.0 Project Context 1
1.1 Development Context 1
1.2 Historic Context 2
1.2.1 Pre-Contact Indigenous History 2
1.2.2 Oral History 3
1.2.3 European Settlement History 5
1.2.4 Land Use History of Study Area 6
1.2.5 Historic Plaques 6
1.3 Archaeological Context 6
1.3.1 Current Conditions 6
1.3.2 Natural Environment 6
1.3.3 Known Archaeological Sites 7
1.3.4 Adjacent Archaeological Assessments 7
1.4 Summary 8
2.0 Field Methods 9
3.0 Record of Finds 10
4.0 Analysis and Conclusions 11
5.0 Recommendations 12
6.0 Advice on Compliance with Legislation 13
7.0 References 14
8.0 Images 17
9.0 Maps 22

Project Personnel

Managing Director:	**Anthony Butler, M.Sc. (P310)**
Licensed Archaeologist:	**Shane McCartney, M.A. (P321)**
Licensed Field Director:	**Michael Golloher M.Sc. (P1037)**
Field Technician:	**Brian Ellis (A1220)**
Curve Lake Liaison:	**Jordon MacArthur, B.A. (R1214)**
Report Production:	**Shane McCartney, M.A. (P321)**
Graphics:	**Kelsea Dawn, GIS (PG)**

Acknowledgements

Julie Kapyrka – Curve Lake First Nation

Jordon MacArthur – Curve Lake First Nation

1.0 Project Context

1.1 Development Context

Earthworks Archaeological Services Inc. (Earthworks) was retained by Brad & Carol Oates to conduct a Stage 1 & 2 archaeological assessment of a 0.21 hectare area located at 912 Birchview Road, legally described as part of Lot 4, Registered Plan 33, Township of Douro-Dummer, historically part of Lot 27, Concession 1, Geographic Township of Douro, Peterborough County, Ontario (Map 1). The assessment was undertaken in support of Minor Variance Application for a new house addition, garage, and boathouse (Map 2) and was conducted as part of the requirements defined in Section 5.2.3.3 of *The County of Peterborough Official Plan*, which states that development and site alteration shall only be permitted on lands containing archaeological resources or areas of archaeological potential if the significant archaeological resources have been conserved by removal and documentation, or by preservation on site (County of Peterborough 2019).

The objective of the Stage 1 & 2 archaeological assessment, as outlined by the Ministry of Heritage, Sport, Tourism and Culture Industries' (MHSTCI) *Standards and Guidelines for Consultant Archaeologists* (Government of Ontario 2011), are as follows:

- To provide information about the property's geography, history, previous archaeological fieldwork and current land condition
- To evaluate the property's archaeological potential.
- To document archaeological resources located on the property
- To determine whether any identified archaeological resources require further assessment
- To recommend Stage 3 assessment strategies for any archaeological sites determined to require additional assessment.

As part of this assessment, background research was conducted in Earthworks corporate library, the Peterborough County Land Registry Office (LRO #45), and the Federal Canadian Census located online at Library and Archives Canada.

Permission to access the property was provided by Brad & Carol Oates.

1.2 Historic Context

1.2.1 Pre-Contact Indigenous History

Table 1 provides a breakdown of the general culture history of southern Ontario, as based on Ellis and Ferris (1990)

Table 1: Pre-Contact Indigenous Culture History of Southern Ontario

Culture Period	Diagnostic Artifacts	Time Span (Years B.P.)	Detail
Early Paleo-Indian	Fluted Projectile Points	11,000-10,400	Nomadic caribou hunters
Late Paleo-Indian	Hi-Lo, Holcombe, Plano Projectile Points	10,400-10,000	Gradual population increase
Early Archaic	Nettling and Bifurcate Points	10,000-8,000	More localized tool sources
Middle Archaic	Brewerton and Stanly-Neville Projectile Points	8,000-4,500	Re-purposed projectile points and greater amount of endscrapers
Narrow Point Late Archaic	Lamoka and Normanskill Projectile Points	4,000-3,800	Larger site size
Broad Point Late Archaic	Genessee, Adder Orchard Projectile Points	3,800-3,500	Large bifacial tools. First evidence of houses
Small Point Late Archaic	Crawford Knoll, Innes Projectile Points	3,500-3,100	Bow and Arrow Introduction
Terminal Archaic	Hind Projectile Points	3,100-2,950	First evidence of cemeteries
Early Woodland	Meadowood Points, Cache Blades, and pop-eyed birdstones	2,950-2,400	First evidence of Vinette I Pottery
Middle Woodland	Pseudo-scallop shell	2,450-1550	Burial Mounds
	Princess Point pottery	1550-1100	First evidence of corn horticulture
Late Woodland	Levanna Point	1,100-700	Early longhouses
	Saugeen Projectile Points	700-600	Agricultural villages
	Nanticoke Notched Points	600-450	Migrating villages, tribal warfare

1.2.2 Oral History

The following is an excerpt from a collated oral history of the region, as recounted by Gitiga Migizi, a respected Elder and Knowledge Keeper of the Michi Saagiig Nation and provided to Earthworks by Dr. Julie Kapyrka of Curve Lake First Nation:

> *The traditional homelands of the Michi Saagiig (Mississauga Anishinaabeg) encompass a vast area of what is now known as southern Ontario. The Michi Saagiig are known as "the people of the big river mouths" and were also known as the "Salmon People" who occupied and fished the north shore of Lake Ontario where the various tributaries emptied into the lake. Their territories extended north into and beyond the Kawarthas as winter hunting grounds on which they would break off into smaller social groups for the season, hunting and trapping on these lands, then returning to the lakeshore in spring for the summer months.*
>
> *The Michi Saagiig were a highly mobile people, travelling vast distances to procure subsistence for their people. They were also known as the "Peacekeepers" among Indigenous nations. The Michi Saagiig homelands were located directly between two very powerful Confederacies: The Three Fires Confederacy to the north and the Haudenosaunee Confederacy to the south. The Michi Saagiig were the negotiators, the messengers, the diplomats, and they successfully mediated peace throughout this area of Ontario for countless generations.*
>
> *Michi Saagiig oral histories speak to their people being in this area of Ontario for thousands of years. These stories recount the "Old Ones" who spoke an ancient Algonquian dialect. The histories explain that the current Ojibwa phonology is the 5th transformation of this language, demonstrating a linguistic connection that spans back into deep time. The Michi Saagiig of today are the descendants of the ancient peoples who lived in Ontario during the Archaic and Paleo-Indian periods. They are the original inhabitants of southern Ontario, and they are still here today.*
>
> *The traditional territories of the Michi Saagiig span from Gananoque in the east, all along the north shore of Lake Ontario, west to the north shore of Lake Erie at Long Point. The territory spreads as far north as the tributaries that flow into these lakes, from Bancroft and north of the Haliburton highlands. This also includes all the tributaries that flow from the height of land north of Toronto like the Oak Ridges Moraine, and all of the rivers that flow into Lake Ontario (the Rideau, the Salmon, the Ganaraska, the Moira, the Trent, the Don, the Rouge, the Etobicoke, the Humber, and the Credit, as well as Wilmot and 16 Mile Creeks) through Burlington Bay and the Niagara region including the Welland and Niagara Rivers, and beyond.*
>
> *Michi Saagiig oral histories also speak to the occurrence of people coming into their territories sometime between 500-1000 A.D. seeking to establish villagesand a corn growing economy – these newcomers included peoples that would later be known as the Huron-Wendat, Neutral, Petun/Tobacco Nations. The Michi Saagiig made Treaties with*

these newcomers and granted them permission to stay with the understanding that they were visitors in these lands. Wampum was made to record these contracts, ceremonies would have bound each nation to their respective responsibilities within the political relationship, and these contracts would have been renewed annually (see Gitiga Migizi and Kapyrka 2015). These visitors were extremely successful as their corn economy grew as well as their populations. However, it was understood by all nations involved that this area of Ontario were the homeland territories of the Michi Saagiig.

Problems arose for the Michi Saagiig in the 1600s when the European way of life was introduced into southern Ontario. Also, around the same time, the Haudenosaunee were given firearms by the colonial governments in New York and Albany which ultimately made an expansion possible for them into Michi Saagiig territories. There began skirmishes with the various nations living in Ontario at the time. The Haudenosaunee engaged in fighting with the Huron-Wendat and between that and the onslaught of European diseases, the Iroquoian speaking peoples in Ontario were decimated.

The onset of colonial settlement and missionary involvement severely disrupted the original relationships between these Indigenous nations. Disease and warfare had a devastating impact upon the Indigenous peoples of Ontario, especially the large sedentary villages, which mostly included Iroquoian speaking peoples. The Michi Saagiig were largely able to avoid the devastation caused by these processes by retreating to their wintering grounds to the north, essentially waiting for the smoke to clear.

Michi Saagiig Elder Gitiga Migizi (2017) recounts:

"We weren't affected as much as the larger villages because we learned to paddle away for several years until everything settled down. And we came back and tried to bury the bones of the Huron but it was overwhelming, it was all over, there were bones all over – that is our story.

There is a misnomer here, that this area of Ontario is not our traditional territory and that we came in here after the Huron-Wendat left or were defeated, but that is not true. That is a big misconception of our history that needs to be corrected. We are the traditional people, we are the ones that signed treaties with the Crown. We are recognized as the ones who signed these treaties and we are the ones to be dealt with officially in any matters concerning territory in southern Ontario.

We had peacemakers go to the Haudenosaunee and live amongst them in order to change their ways. We had also diplomatically dealt with some of the strong chiefs to the north and tried to make peace as much as possible. So we are very important in terms of keeping the balance of relationships in harmony.

1.2.3 European Settlement History

The study area enters the historic record in 1615, where Samuel de Champlain travelled through the area with soldiers on the way to attack the Ononondaga tribe of the Five Nations Iroquois on the southern shore of Lake Ontario (Brunger 1985:95). Early accounts by European explorers suggest the study area was considered part of a loosely defined hunting territory associated with the Huron Confederacy (Trigger 1994). Contemporary oral histories indicate region was shared with the Huron by Anishinaabeg people who oversaw the territory through the Odawa-led Three Fires Confederacy (Williams 2018:36-37). European influence in the region was generally restricted to the beaver pelt trade, and Indigenous groups practiced a way of life that did not differ significantly from the Pre-Contact period. By the 1640's, the increasing scarcity of beaver pelts prompted the invasion of Huronia by the League of Five Nations Iroquois, and by 1649 five Huron villages were destroyed and the remainder abandoned, resulting in the complete disintegration of the Huron Confederacy and the migration of their members into the Petun, Neutral and other groups (Stone and Chaput 1978). The Michi Saagiig retreated to the upper Great Lakes region during this period until the outbreaks of disease and violence subsided (Williams 2018:41). The study area became part of a virtually unpopulated hunting territory for the succeeding fifty years, while the Iroquois established a series of villages along the north shore of Lake Ontario to take advantage of trade with Europeans (Robinson 1933). The Michi Saagiig returned to the region at then end of the seventeenth century, forcing the Iroquois to retreat to New York State following a short period of warfare (Williams 2018:42-44).

Following their defeat of the French at the Battle of the Plains of Abraham in 1759, the British began purchasing large tracts of land in Ontario through treaties with the Indigenous communities in the region. The Royal Proclamation of 1763 asserted British sovereignty over the region while declaring the land to be in possession of the Indigenous people who occupied it while establishing the policies for Crown purchase of these lands (Surtees 1994:93). These purchasing efforts were intensified following the conclusion of the American Revolutionary War in 1783 and the War of 1812 in 1814, which saw successive waves of migration of United Empire Loyalists and British settlers into Upper Canada. The current study area forms part of Treaty 20, also known as the Rice Lake Purchase, which ceded possession of nearly one million hectares of land from the Rice Lake Mississauga at Smith's Creek to the British Government in 1818 (Surtees 1994:113).

The current study area is located within the historic Geographic Township of Douro which was surveyed in 1823. European settlement in the area began with two farming settlements established by Robert Reid and Thomas A. Stewart in 1822, although the first patent holder was Zaccheus Burnham in 1830 (Middleton 1927). Settlement in Douro occurred after Peter Robinson, a Canadian politician who championed settlement in the area of Peterborough, arrived with a group four hundred and fifteen of Irish families in 1825. Many in this group were bound for different areas in the region but chose to stay in the area upon realizing the potential of the community (Mulvany and Ryan. 1884:251-252). The population of Douro in 1832 was 571 (W. H. Robertson & Co. 1876:88). The township remained as a low density cottage destination township, and the townships of Douro and Dummer were amalgamated into Douro-Dummer Township in 1998.

1.2.4 Land Use History of Study Area

The study area is located in the historic Lot 27, Concession 1 in the Geographic Township of Douro, which was granted to Zaccheus Burnham in 1850. Mr. Burnham was a prominent figure in early nineteenth century Upper Canada, serving in the War of 1812 as a captain and becoming a large landowner and Member of Parliament for Northumberland County (Ennals 1985). After his death in 1857, his children the Reverend Mark Burnham and Achsa Burnham sold Lot 27 the following year to Elan Stinson. It appears the property was uninhabited, as Mr. Stinson and Lot 27 do not appear in any mid-nineteenth century census documents, and no owners are listed in contemporary mapping (Map 3). The property was eventually seized due to tax arrears and granted to Roland Strickland in 1874, who sold it to George Singleton in 1877. Mr. Singleton is listed as an Irish Farmer in the 1881 census, and the increase in value of the land from $100 to $400 when it was sold to George Garbutt indicates at least a portion of the lot was improved through construction of a homestead and land clearing (Government of Canada 1881:32). The property was sold to Arthur Carreth in 1922, who registered Plan 33 in 1949. Lot 4 was sold to Edward Barry in 1950, and analysis of historic topographic maps indicates the study area remained as an undeveloped, wooded lot up to the late twentieth century before the construction of the current house (Map 4).

1.2.5 Historic Plaques

As per Section 1, Standard 1.1 of the *Standards and Guidelines for Consultant Archaeologists, Earthworks* consulted local historical plaques in order to inform archaeological potential and assessment strategies. No local plaques were found which related to the history of the current study area.

1.3 Archaeological Context

1.3.1 Current Conditions

The study area consists of a cottage lot and associated driveway and shed situated on a plateau overlooking Clear Lake to the northwest (Images 1 thru 8).

1.3.2 Natural Environment

The study area is situated within a till moraine (Map 5) of the Dummer Moraines physiographic region of Ontario. It is described as:

> *"…an area of rough stony land bordering the Canadian Shield from the Kawartha Lakes eastward…The moraines of this area are characterized by angular fragments and blocks of limestone with may Precambrian rocks also present. The surface is*

> *extremely rough even though the morainic ridges are quite low. Bordering the escarpment, and here and there among the moraines area areas of shallow drift and even bare limestone."*
>
> (Chapman and Putnam 1984:185).

Surficial geology mapping indicates the study area soils consists of silty sand till (Map 6), and the soil of the study area is mapped as Farmington Loam (Map 7), an Orthic Melanic Brunisol consisting of approximately 12 inches of loam underlain by limestone rock (Gillespie and Acton 1981:18).

The study area is located on the south shore of Clear Lake. Clear Lake is part of the Trent River system, an area that comprises 7,710 square kilometres that drains into the Bay of Quinte approximately 80 kilometres to the southeast (Chapman and Putnam 1984: 104).

The study area is located within the Havelock District of the Lake Simcoe – Rideau Ecoregion, which itself is situated within the Mixedwood Plains Eco-zone. This region encompasses 6,311,957 hectares, and contains a diverse array of flora and fauna. It is characterized by diverse hardwood forests dominated by sugar maple, American beech, white ash, eastern hemlock, and numerous other species are found where substrates are well developed on upland sites. Lowlands, including rich floodplain forests, contain green ash, silver maple, red maple, eastern white cedar, yellow birch, balsam fir, and black ash. Peatlands (some quite large) occur along the northern edge and in the eastern portion of the ecoregion, and these contain fens, and rarely bogs, with black spruce and tamarack

> *Characteristic mammals include white-tailed deer, Northern raccoon, striped skunk, and woodchuck. Wetland habitats are used by many species of water birds and shorebirds, including wood duck, great blue heron, and Wilson's snipe. Open upland habitats are used by species such as field sparrow, grasshopper sparrow, and eastern meadowlark. Upland forests support populations of species such as hairy woodpecker, wood thrush, scarlet tanager, and rose-breasted grosbeak. Reptiles and amphibians found in this ecosystem include American bullfrog, northern leopard frog, spring peeper, red-spotted newt, snapping turtle, eastern gartersnake, and common watersnake. Characteristic fish species in the ecoregion include the white sucker, smallmouth bass, walleye, northern pike, yellow perch, rainbow darter, emerald shiner, and pearl dace.*
>
> *(Crins et al. 2009:48-49).*

1.3.3 Known Archaeological Sites

A search of registered archaeological sites within the MHSTC Archaeological Sites Database was conducted. No archaeological sites were located within one kilometre of the study area.

1.3.4 Adjacent Archaeological Assessments

No archaeological assessments conducted within 50 metres of the study area were identified.

1.4 Summary

As documented in Section 1.0 the study area contains evidence of archaeological potential. The location of the study area at the edge of Clear Lake suggests there is potential for locating Pre-Contact Indigenous archaeological material. In summary, a Stage 2 archaeological assessment was determined to be required in order to identify and document any archaeological material that may be present. The residential nature and lack of recent cultivation of the study area precluded the possibility of ploughing for a pedestrian survey, and as a result, a test pitting survey was determined to be required.

2.0 Field Methods

The Stage 2 archaeological assessment of the study area was conducted on May 13th, 2021 under PIF #: P321-0282-2021, issued to Shane McCartney, M.A. (P321). The weather during the survey was sunny and mild. At no time were weather or lighting conditions detrimental to the observation or recovery of archaeological material.

Approximately 7% of the study area consisted of steep slope in excess of 20° and was not assessed, as per Section 2.1, Standard 2 (iii) of the *Standards and Guidelines for Consultant Archaeologists.*

Approximately 68% of the study area was assessed through a test pit survey (Image 9), with the remaining area not assessed due to the presence of a house and associated gravel driveway and shed, which represent evidence deep subsurface alteration that would remove any extant archaeological potential.

Test pits were spaced at maximum intervals of 5 metres apart over the property, and to within one metre of standing structures. Each test pit was excavated by hand to 30 cm in diameter and were excavated into the first 5 centimetres of subsoil. Depth varied between 20 and 25 centimetres. Each test pit was examined for stratigraphy, cultural features, or evidence of fill, and all soil was screened through wire mesh of 6 millimetre width. All test pits were backfilled. The soil consisted of medium brown sandy loam topsoil horizon overlaying a medium orange sandy loam subsoil (Image 10). No archaeological material was identified during the course of the survey.

The results of the Stage 2 archaeological survey are presented in Map 8.

3.0 Record of Finds

Table 2 provides an inventory of the documentary record generated in the field

Table 2: Information Inventory of Documentation Record

Document	Location	Description
Field Notes	Earthworks Office Project File	1 page of notes
Photographs	Earthworks Office Project File	13 digital photographs,
Field Map	Earthworks Office Project File	1 page

4.0 Analysis and Conclusions

A Stage 1 & 2 Archaeological Assessment was conducted on a 0.21 hectare area located at 912 Birchview Road, legally described as part of Lot 4, Registered Plan 33, Township of Douro-Dummer, historically part of Lot 27, Concession 1, Geographic Township of Douro, Peterborough County, Ontario.

A Stage 2 test pit survey was conducted on May 13, 2021. The Stage 2 archaeological survey did not yield any evidence of archaeological material. As a result, no additional archaeological assessments are required

5.0 Recommendations

Based on the results of the Stage 1 background investigation and the subsequent Stage 2 test pit survey the study area is considered to be free of archaeological material, and no additional archaeological assessments are recommended.

The MHSTCI is requested to review this report and provide a letter indicating their satisfaction that the fieldwork and reporting for this archaeological assessment are consistent with the Ministry's 2011 *Standards and Guidelines for Consultant Archaeologists* and the terms and conditions for archaeological licences, and to enter this report into the Ontario Public Register of Archaeological Reports

6.0 Advice on Compliance with Legislation

This report is submitted to the Ministry of Heritage Sport Tourism and Culture Industries as a condition of licensing in accordance with Part VI of the *Ontario Heritage Act,* R.S.O. 1990, c 0.18. The report is reviewed to ensure that it complies with the standards and guidelines that are issued by the Minister, and that the archaeological fieldwork and report recommendations ensure the conservation, protection and preservation of the cultural heritage of Ontario. When all matters relating to archaeological sites within the project area of a development proposal have been addressed to the satisfaction of the Ministry of Heritage Sport Tourism and Culture Industries, a letter will be issued by the ministry stating that there are no further concerns with regard to alterations to archaeological sites by the proposed development.

It is an offence under Sections 48 and 69 of the *Ontario Heritage Act* for any party other than a licensed archaeologist to make any alteration to a known archaeological site or to remove any artifact or other physical evidence of past human use or activity from the site, until such time as a licensed archaeologist has completed fieldwork on the site, submitted a report to the Minister stating that the site has no further cultural heritage value or interest, and the report has been filed in the Ontario Public Register of Archaeology Reports referred to in Section 65.1 of the *Ontario Heritage Act.*

Should previously undocumented archaeological resources be discovered, they may be a new archaeological site and therefore subject to Section 48(1) of the *Ontario Heritage Act.* The proponent or person discovering the archaeological resources must cease alteration of the site immediately and engage a licensed consultant archaeologist to carry out archaeological fieldwork, in compliance with Section 48(1) of the *Ontario Heritage Act.*

The *Funeral, Burial and Cremation Services Act,* 2002, S.O. 2002, c.33 (when proclaimed in force) require that any person discovering human remains must notify the police or coroner and the Registrar of Cemeteries at the Ministry of Consumer Services.

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8.0 Images

Image 1: Study Area Conditions. Facing Southwest.

Image 2: Study Area Conditions. Facing Southeast.

Image 3: Study Area Conditions. Facing Northeast.

Image 4: Study Area Conditions. Facing Southwest.

Image 5: Study Area Conditions. Facing Northeast.

Image 6: Study Area Conditions. Facing Northwest.

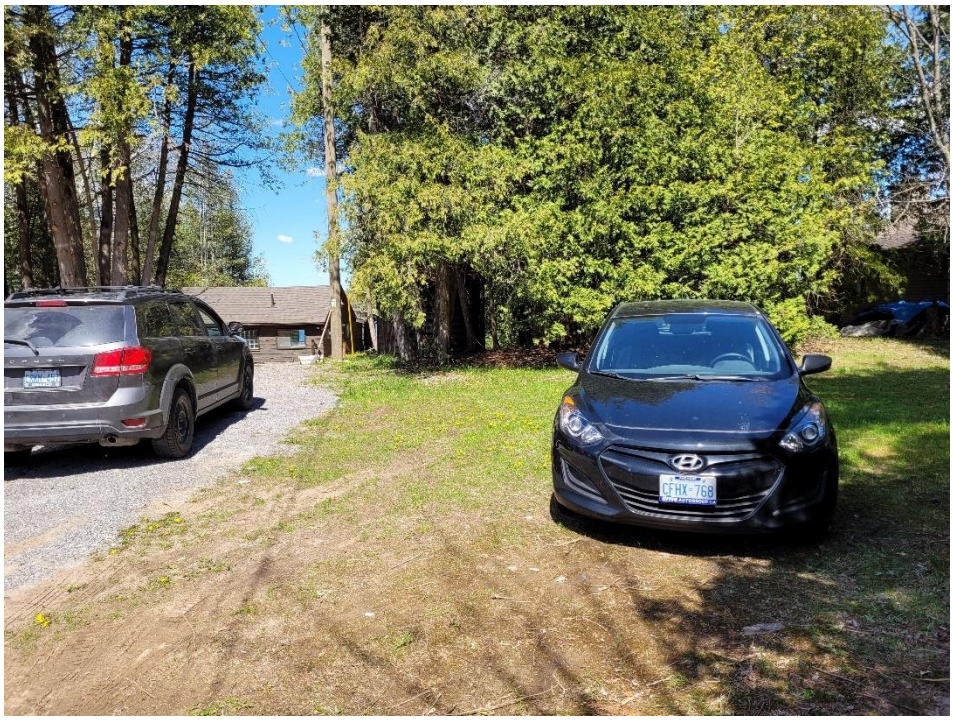


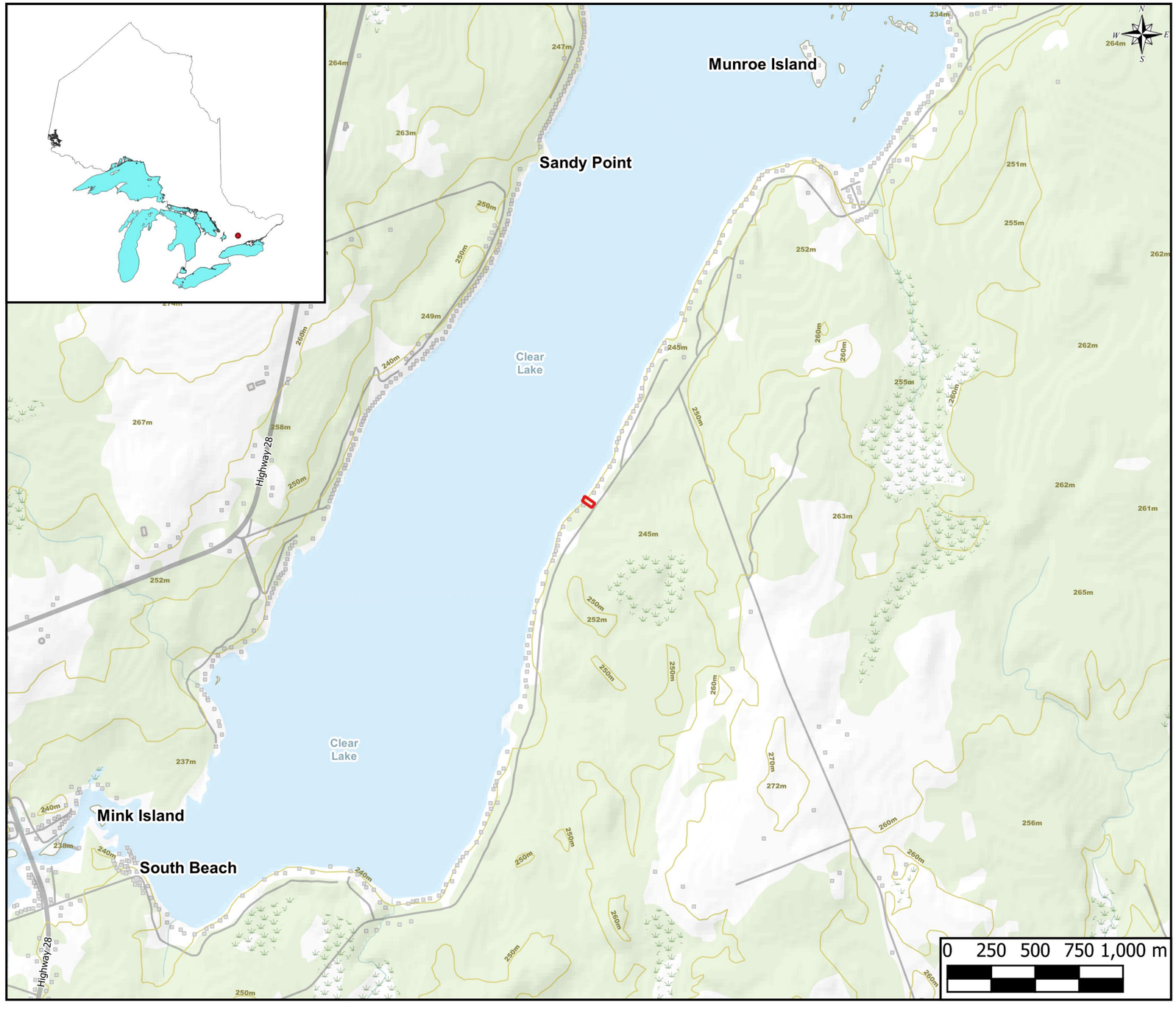
Image 7: Study Area Conditions. Facing Northwest.

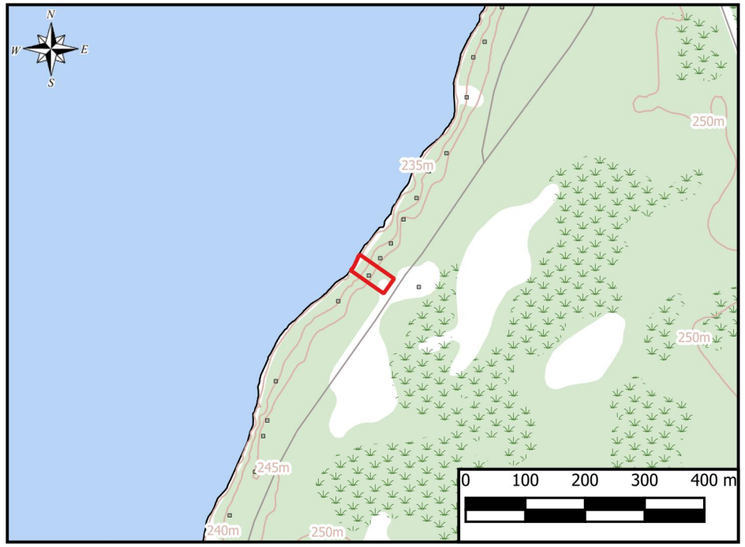
Image 8: Study Area Conditions. Facing Southwest.

Image 9: Test Pit Survey in Progress. Facing West.

Image 10: Open Test Pit showing Subsurface Stratigraphy.

9.0 Maps





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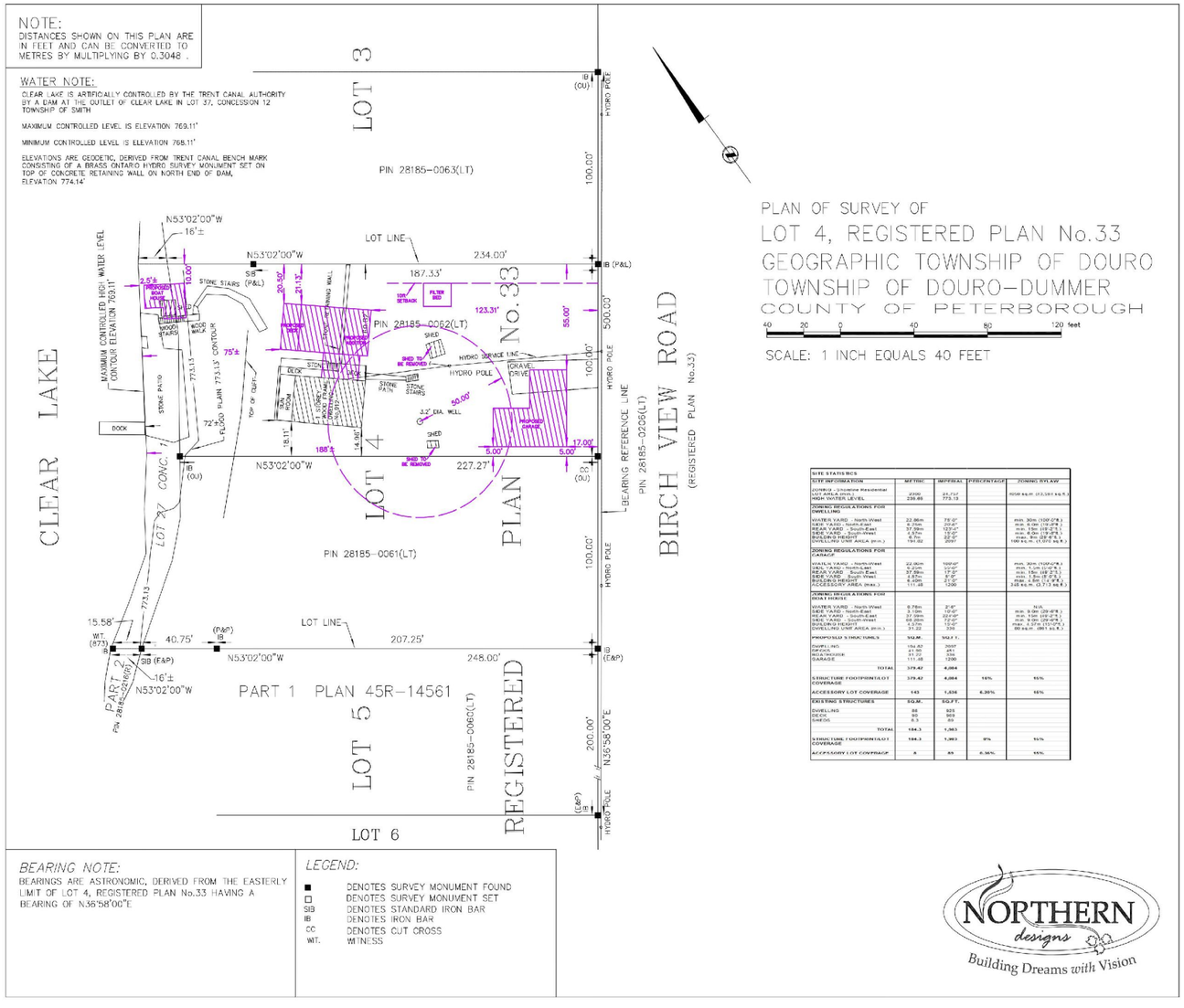
Study Area

Reference:
Canvec Data. Scale 1:50000
Ontario Basic Mapping. Scale 1:10000
Peterborough County 2018 Aerial Imagery

Map 1: Regional Map



PLAN OF SURVEY OF
LOT 4, REGISTERED PLAN No.33
GEOGRAPHIC TOWNSHIP OF DOURO
TOWNSHIP OF DOURO-DUMMER
COUNTY OF PETERBOROUGH

40 20 0 40 80 120 feet

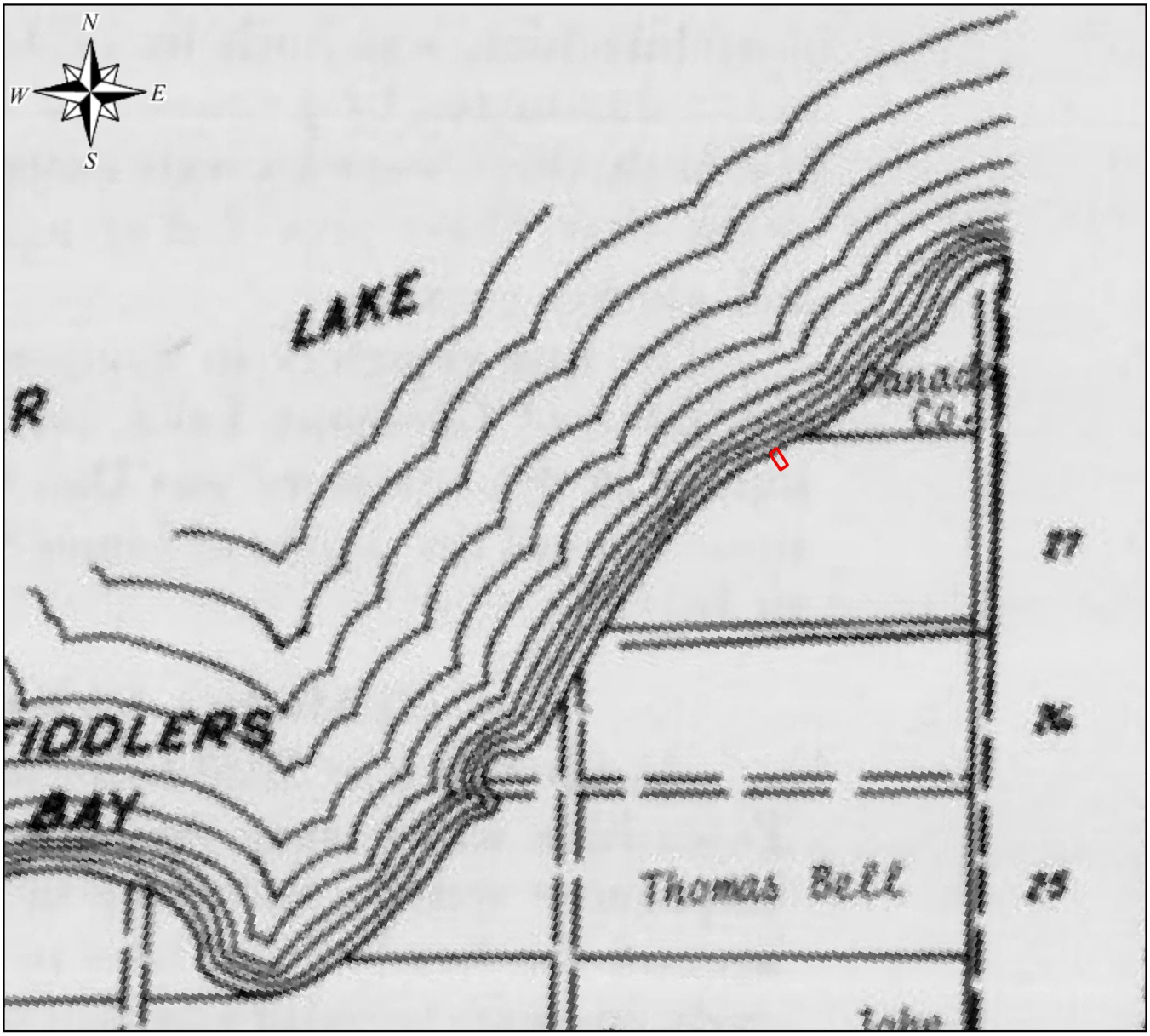
SCALE: 1 INCH EQUALS 40 FEET

SITE STATISTICS

SITE INFORMATION	METRIC	IMPERIAL	PERCENTAGE	ZONING BYLAW
ZONING - SHORE Residential				
LOT AREA (min.)	9300	23,214		3058 sq.m. (32,910 sq.ft.)
HIGH WATER LEVEL	238.88	773.13		
ZONING REGULATIONS FOR DWELLING				
WATER YARD - North-West	22.86m	75'-0"		min. 30m (100'-0")
SIDE YARD - North-East	6.25m	20'-6"		min. 6.0m (19'-8")
REAR YARD - South-East	37.59m	123'-4"		min. 15m (49'-3")
SIDE YARD - South-West	4.57m	15'-0"		min. 6.0m (19'-8")
BUILDING HEIGHT	6.70m	21'-0"		max. 8m (26'-3")
DWELLING UNIT AREA (min.)	194.82	2097		100 sq.m. (1,076 sq.ft.)
ZONING REGULATIONS FOR GARAGE				
WATER YARD - North-West	22.86m	1000'-0"		min. 30m (100'-0")
SIDE YARD - North-East	6.25m	12'-0"		min. 1.2m (3'-11")
REAR YARD - South-East	37.59m	17'-0"		min. 15m (49'-3")
SIDE YARD - South-West	4.57m	15'-0"		min. 1.2m (3'-11")
BUILDING HEIGHT	6.00m	21'-0"		max. 4.57m (15'-0")
ACCESSORY AREA (max.)	111.48	1200		93 sq.m. (1,000 sq.ft.)
ZONING REGULATIONS FOR BOAT HOUSE				
WATER YARD - North-West	8.78m	2'-8"		N/A
SIDE YARD - North-East	3.10m	10'-0"		min. 9.0m (29'-6")
REAR YARD - South-East	38.28m	22'-0"		min. 15m (49'-3")
SIDE YARD - South-West	4.57m	15'-0"		min. 9.0m (29'-6")
BUILDING HEIGHT	4.57m	15'-0"		max. 4.57m (15'-0")
DWELLING UNIT AREA (min.)	31.22	336		80 sq.m. (861 sq.ft.)
PROPOSED STRUCTURES	SQ.M.	SQ.FT.		
DWELL. NO.	192.82	2097		
ADDITION	81.80	881		
BOATHOUSE	31.22	336		
GARAGE	111.48	1200		
TOTAL	379.42	4,084		
STRUCTURE FOOTPRINT/LOT COVERAGE	379.42	4,084	16%	35%
ACCESSORY LOT COVERAGE	143	1,536	6.36%	10%
EXISTING STRUCTURES	SQ.M.	SQ.FT.		
DWELLING	86	925		
SHED	9.3	100		
SHEDS	8.5	89		
TOTAL	184.3	1,983		
STRUCTURE FOOTPRINT/LOT COVERAGE	184.3	1,983	8%	35%
ACCESSORY LOT COVERAGE	8	89	6.36%	10%

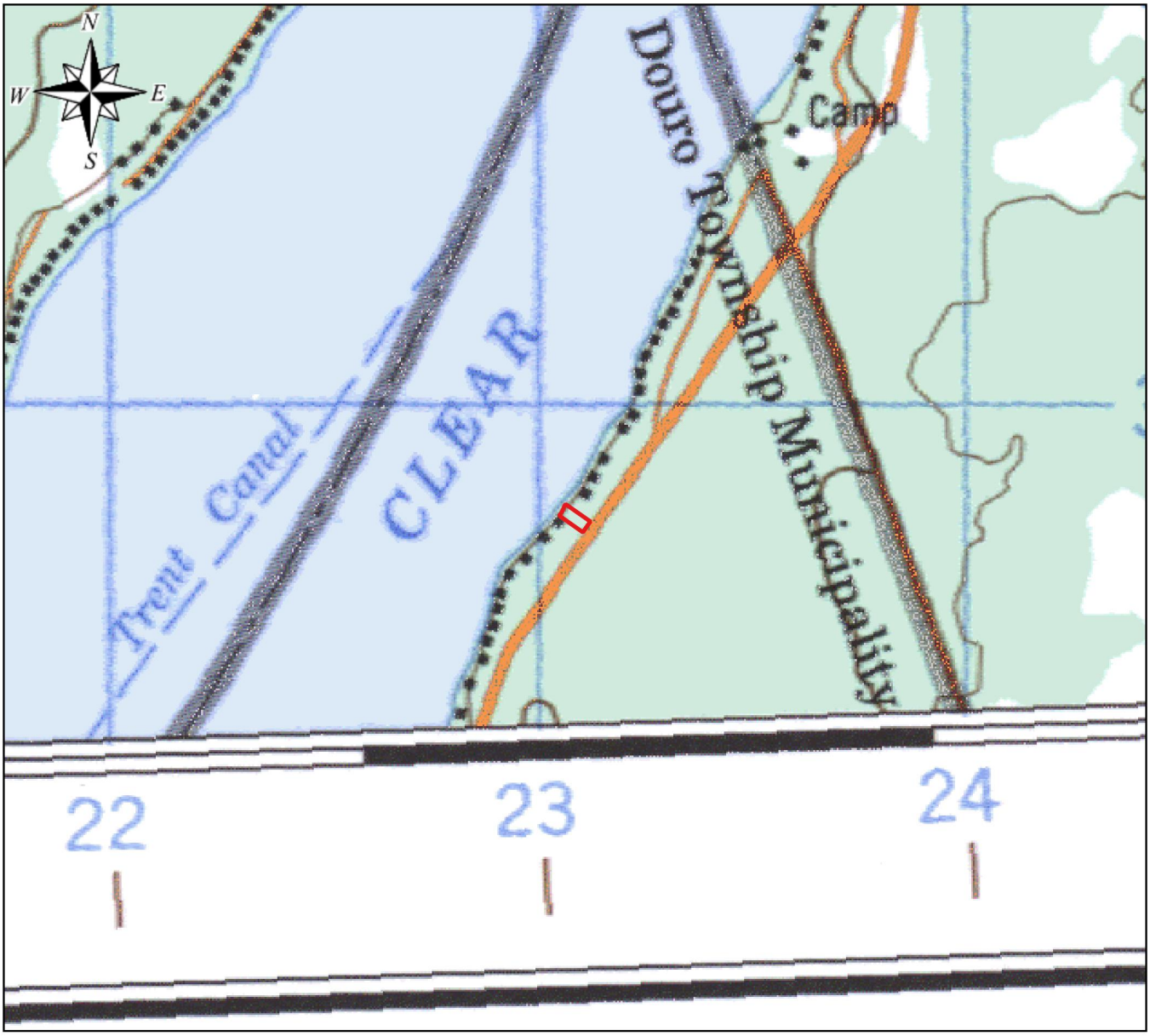
NORTHERN designs
Building Dreams with Vision

Map 2: Site Plan



Legend		
Study Area	*Peterborough Town and Ashburnham Village. Douro, Lakefield, Ontario. Robert Ramoine, 1875.*	Not to Scale

Map 3: 1875 Map of Douro Township



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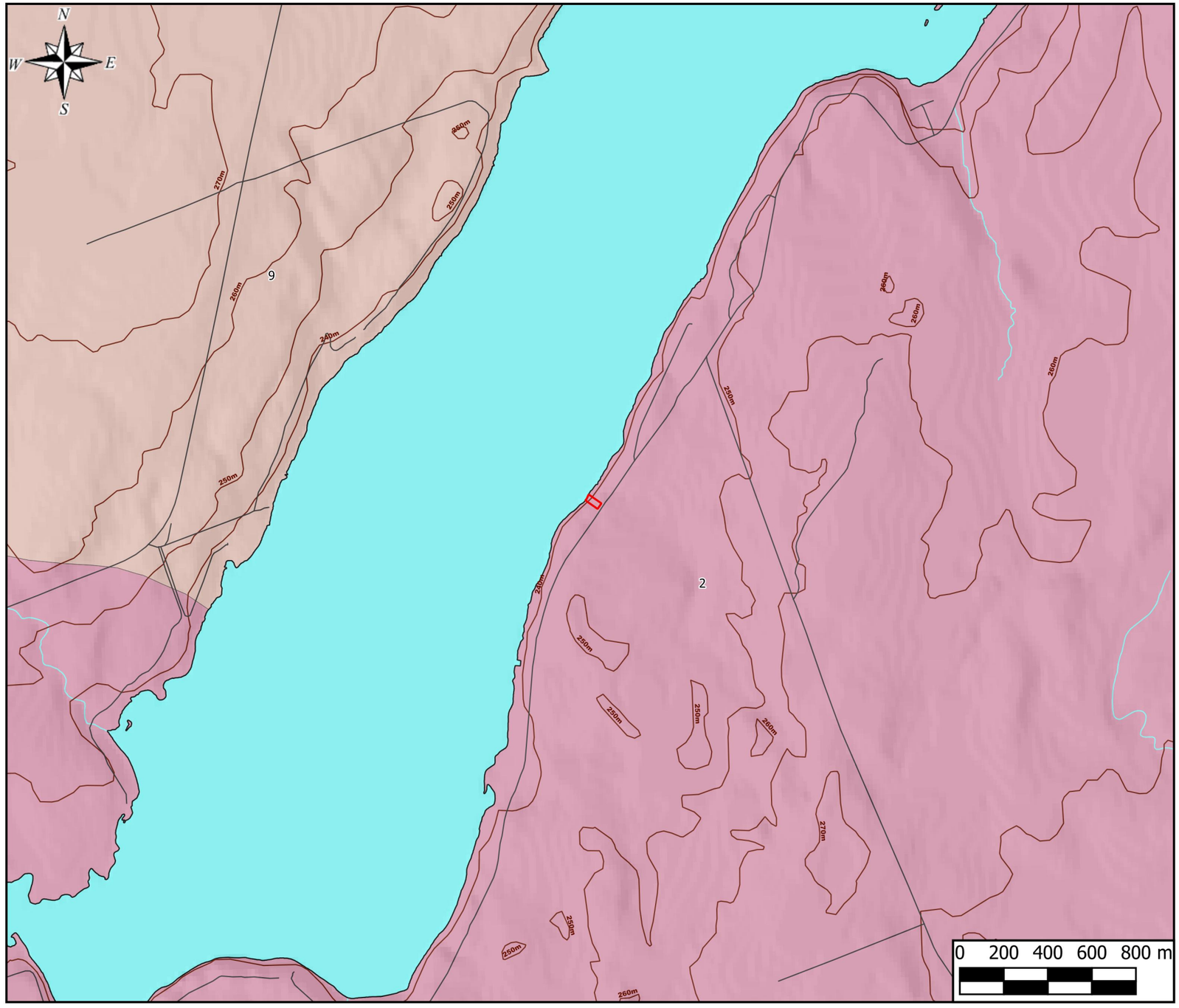
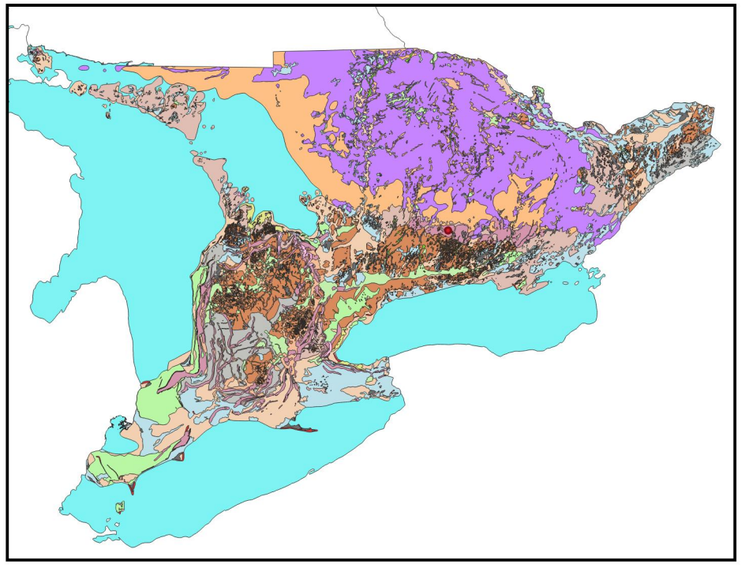
Study Area	*Canada, Natural Resources Canada. Burleigh Falls, Ontario. 1:50,000. Map Sheet 31 D/9, ed. 5, 1994.*	0 150 300 450 600 m

Map 4: Historic Topographic Map



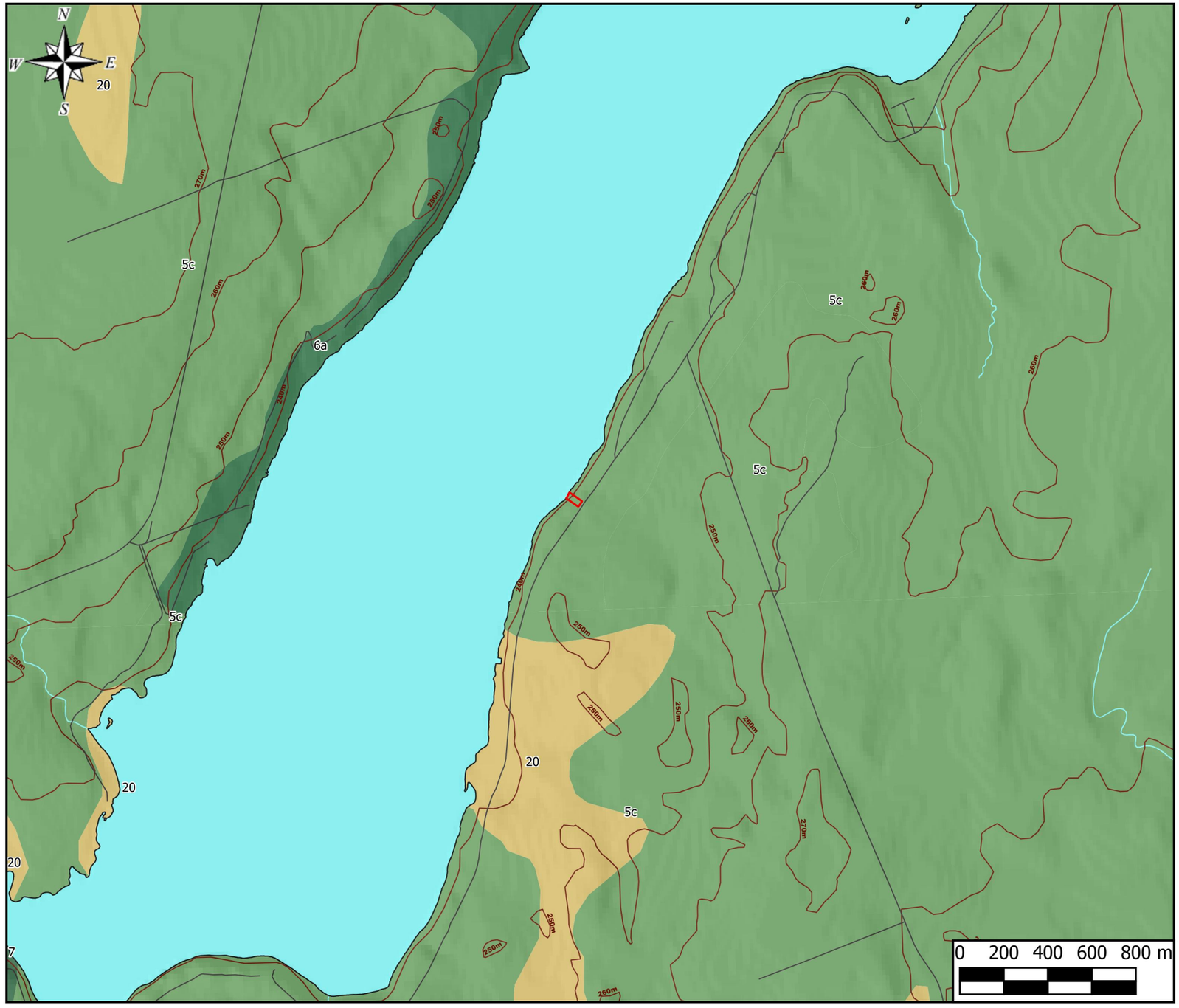


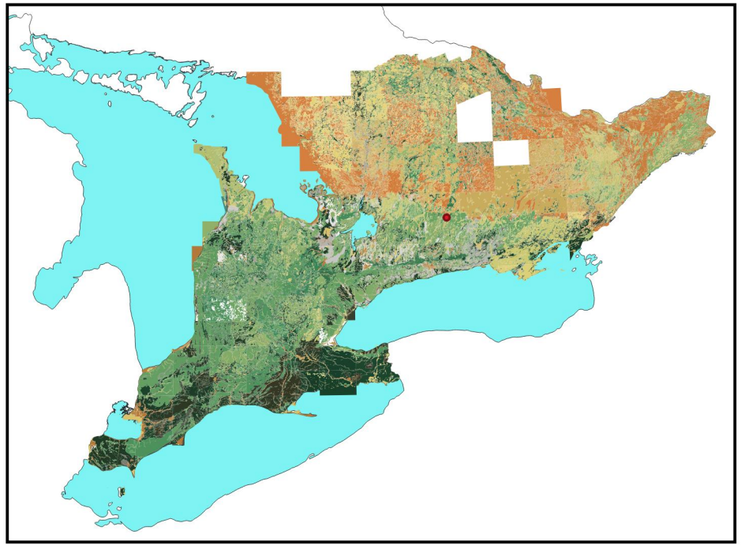
Legend

- Study Area
- Road Network
- 2 - Till Moraines
- 9 - Limestone Plains

Base Data:
Chapman, L.J. and Putnam, D.F. 2007. Physiography of southern Ontario; Ontario Geological Survey, Miscellaneous Release—Data 228.

Map 5: Physiographic Landforms



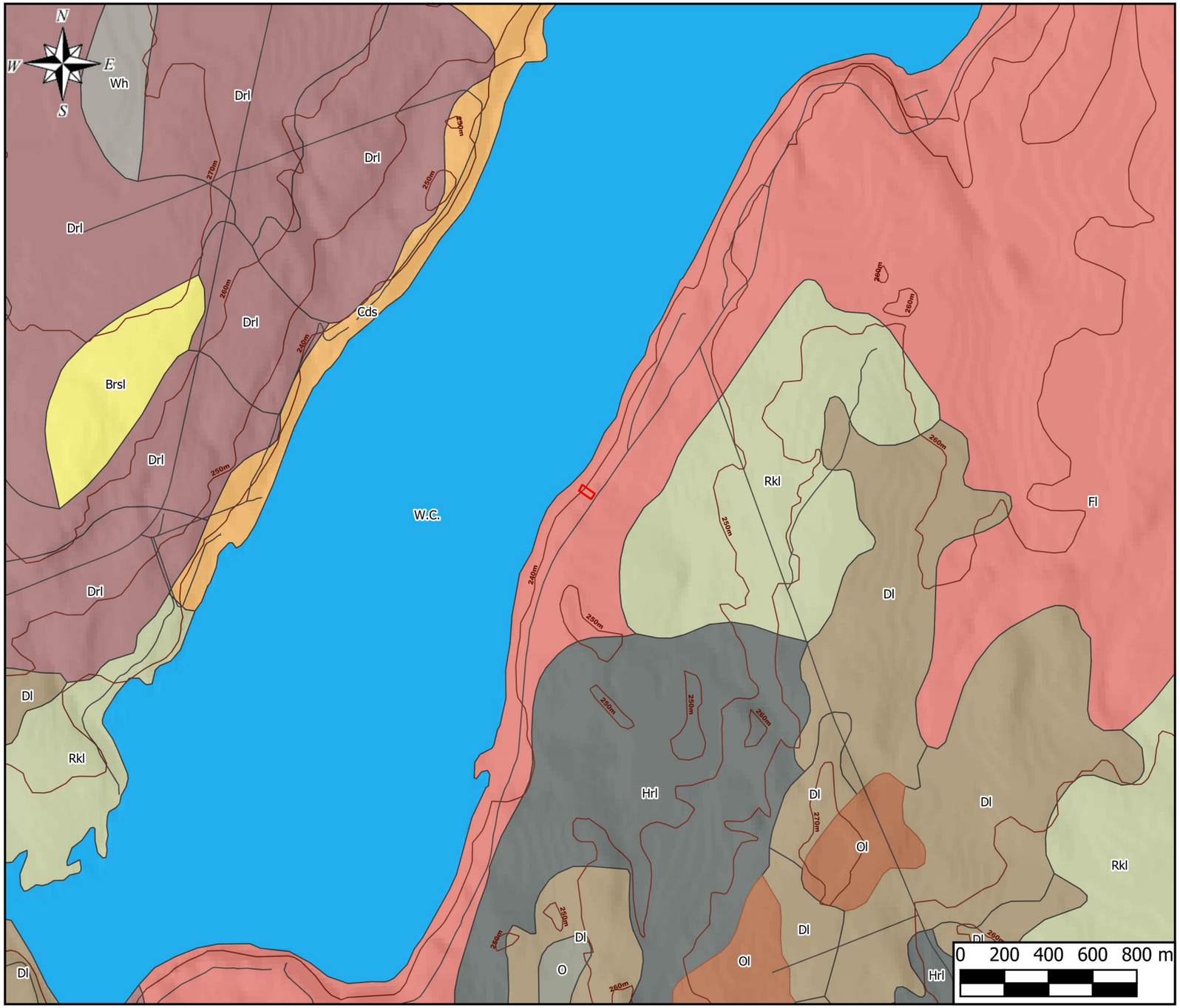


Legend

- Study Area
- Road Network
- 5c - Diamicton sandy
- 5c - silt, clay
- 5c - Till; Till And Stratified Sand And Gravel
- 6a - Gravel, Gravelly, Sand, Minor Silt And Till
- 7 - Gravel And Sand
- 20 - Muck
- 20 - Peat, muck

Base Data:
Ontario Geological Survey 2010. Surficial geology of Southern Ontario; Ontario Geological Survey, Miscellaneous Release--Data 128-REV ISBN 978-1-4435-2483-4

Map 6: Surficial Geology

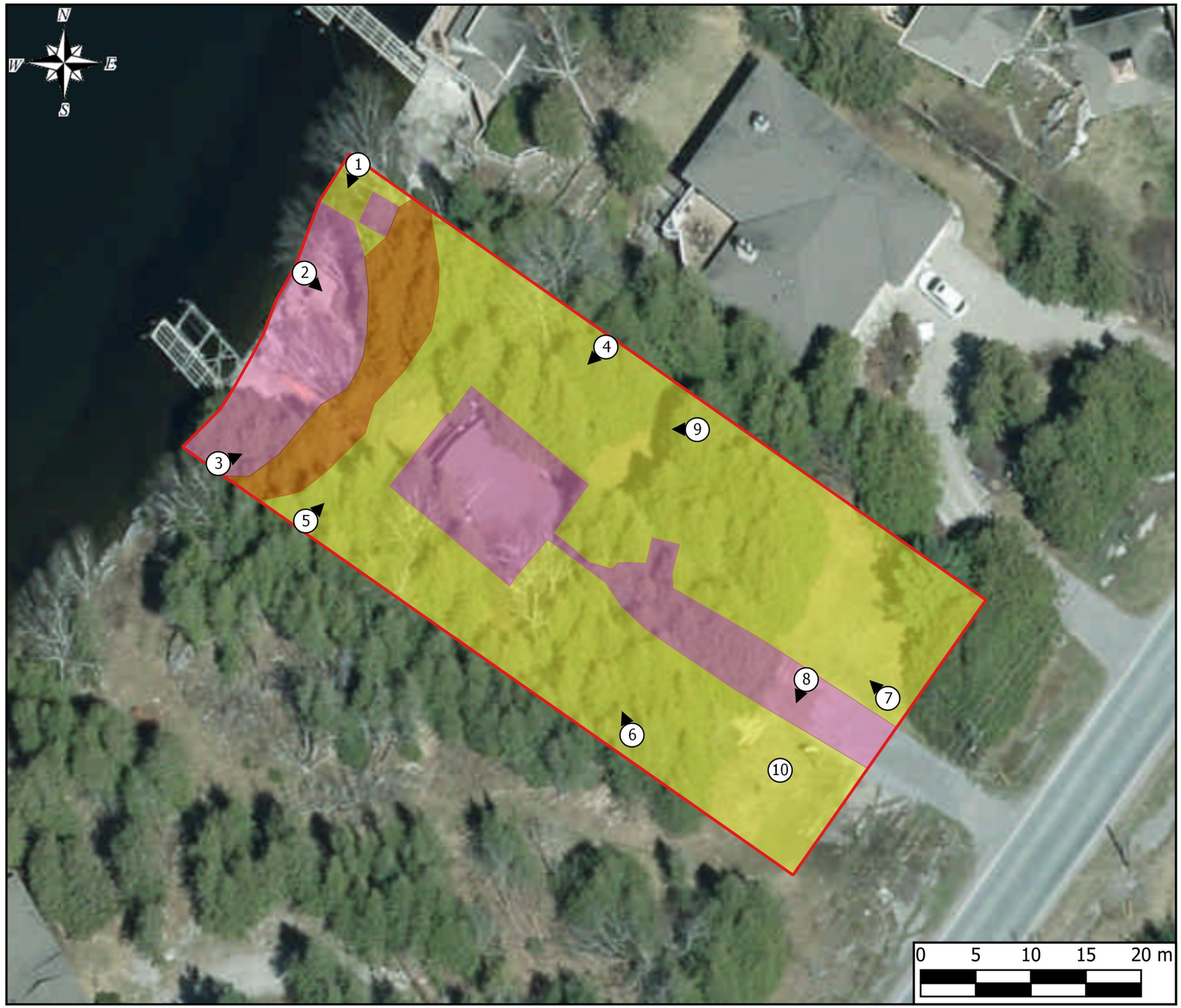


Legend

- Study Area
- Road Network
- Brsl - Brinco Sandy Loam
- Cds - Chandos Loamy Sand
- Drl - Douro Loam
- Dl - Dummer Loam
- Fl - Farmington Loam
- Hrl - Harney Loam
- O - Organic
- Ol - Otonabee Loam
- Rkl - Rockcroft Sandy Loam
- SPg - St. Peters Gravelly Sandy Loam
- Wh - Washago Peat
- W.C. - Watercourse

Reference:
Soil Map of Peterborough County. Soil Survey Report No. 45. Scale 1:63,360

Map 7: Regional Soil Map



Legend

- Study Area
- Area Subject to Test Pit Survey at 5 metre intervals
- Area of Subsurface Disturbance - Not Assessed
- Area of Steep Slope - Not Assessed
- (#) Photo Location and Direction

Reference:
Peterborough County 2018 Aerial Imagery

Map 8: Stage 2 Assessment Results

Planning Justification Report (October 18, 2021)
Zoning By-law Amendment Application
912 Birchview Road, Township of Douro-Dummer
County of Peterborough
KMD Planning File 2021-17

Introduction

This Planning Justification Report has been prepared in support of a Zoning By-law Amendment Application (ZBLA Application) filed with the Township of Douro-Dummer regarding the seasonal residential property known municipally as 912 Birchview Road (Clear Lake).

The Property

(Source: County of Peterborough Website, October, 2021)

The ZBLA Application seeks to permit the redevelopment of the property that will see an addition to the existing cottage, a boathouse and a garage. As a result of Pre-consultation with the municipality, the following studies have been completed:

- Slope stability (Attachment H);
- Archaeological Stage 1 and 2 (Attachment I);
- Environmental Impact Study (Attachment J); and
- A Real Property Survey (Attachment C).

The proposal requests the following amendments:

To permit an addition on a seasonal recreational dwelling located at the existing high water mark setback of 24.3 metres to the existing and 25.7 metres to the proposed addition. The addition is proposed to have a footprint of 111.8 square metres for a total dwelling area of 217.3 square metres (exclusive of decks). The lot coverage of the dwelling is proposed to be 9.44%.

To permit a lateral expansion for a total of 19 metres. The existing cottage with side deck is 9.8 metres

To convert the seasonal recreational dwelling into a permanent, year-round dwelling.

To permit the tear-down and rebuild of a boathouse with a high water mark setback of 0.7 metres and a maximum footprint of 31.2 square metres with a side yard setback of 3.05 metres.

To permit a garage with a maximum footprint of 122.6 square metres and a height of 4.5 metres with a second storey storage area, a rear yard setback of 6.1 metres and a side yard setback of 1.52 metres.

To permit a lot coverage of 6.7% for accessory structures.

To permit a total lot coverage of 16.13% for all structures.

Analysis

2020 Provincial Policy Statement (2020 PPS)

The 2020 PPS sets forth a series of policies that address a range of land use, planning, development, and related topics on a provincial wide basis. With respect to the ZBLA Application, the following policies of the 2020 PPS are considered to have direct relevancy:

Section	Title - Comments
Part III	How to Read the Provincial Policy Statement The provincial policy-led planning system recognizes and addresses the complex inter-relationships among environmental, economic and social factors in land use planning. The Provincial Policy Statement supports a comprehensive, integrated and long-term approach to planning, and recognizes linkages among policy areas. Read the Entire Provincial Policy Statement The Provincial Policy Statement is more than a set of individual policies. It is to be read in its entirety and the relevant policies are to be applied to each situation. When more than one policy is relevant, a decision-maker should consider all of the relevant policies to understand how they work together. The language of each policy, including the Implementation and Interpretation policies, will assist decision-makers in understanding how the policies are to be implemented. While specific policies sometimes refer to other policies for ease of use, these cross-references do not take away from the need to read the Provincial Policy Statement as a whole. There is no implied priority in the order in which the policies appear. **Opinion: The entire document has been read for the purpose of preparing this Planning Justification Report.**
1.0	Building Strong Healthy Communities Ontario is a vast province with urban, rural, and northern communities with diversity in population, economic activities, pace of growth, service levels and physical and natural

	conditions. Ontario's long-term prosperity, environmental health and social well-being depend on wisely managing change and promoting efficient land use and development patterns. Efficient land use and development patterns support sustainability by promoting strong, liveable, healthy and resilient communities, protecting the environment and public health and safety, and facilitating economic growth.
1.1.1	Healthy, liveable and safe communities are sustained by: a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term; b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs; c) avoiding development and land use patterns which may cause environmental or public health and safety concerns; d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas; **Opinion: The ZBLA Application is required to permit the redevelopment of an existing seasonal residential dwelling and accessory structures. Said expansion does not represent a risk or hazard to Clear Lake and its environs.**
1.1.3	Settlement Areas Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages and hamlets. Ontario's settlement areas vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of infrastructure available. **Opinion: The property is not part of a Rural Settlement**

	Area.
1.1.4	Rural Areas in Municipalities Rural areas are important to the economic success of the Province and our quality of life. Rural areas are a system of lands that may include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and other resource areas. Rural areas and urban areas are interdependent in terms of markets, resources and amenities. It is important to leverage rural assets and amenities and protect the environment as a foundation for a sustainable economy. Ontario's rural areas have diverse population levels, natural resources, geographies and physical characteristics, and economies. Across rural Ontario, local circumstances vary by region. For example, northern Ontario's natural environment and vast geography offer different opportunities than the predominately agricultural areas of southern regions of the Province. **Opinion: The property is located within the rural area of the Township (and County of Peterborough) and is not designated as a Rural Settlement Area. Rather the property enjoys an established waterfront resource-based setting – Clear Lake.**
1.1.5	Rural Lands in Municipalities 1.1.5.1 When directing development on rural lands, a planning authority shall apply the relevant policies of Section 1: Building Strong Healthy Communities, as well as the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety. 1.1.5.2 On rural lands located in municipalities, permitted uses are: a) the management or use of resources; **b) resource-based recreational uses (including recreational dwellings);** **c) limited residential development;**

	f) other rural land uses. 1.1.5.3 Recreational, tourism and other economic opportunities should be promoted. 1.1.5.4 Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted. **Opinion: The ZBLA Application, if approved, would permit an appropriate expansion of an existing resource-based residential dwelling and the associated accessory structures.**
1.6	Infrastructure and Public Service Facilities
1.6.6.4	Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts. In settlement areas, individual on-site sewage services and individual on-site water services may be used for infilling and minor rounding out of existing development. **Opinion: The property relies upon private water and waste-water facilities.**
2.1	Natural Heritage 2.1.1 Natural features and areas shall be protected for the long term. 2.1.6 Development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements. **Opinion: The expansion of the existing cottage will not be encroaching further towards the high water mark. The Environmental Impact Study (attached) has indicated that the proposed development (garage, boathouse and addition to dwelling) can occur in a way that will not adversely impact Natural Heritage or Hydrologic features or functions.**

It is our professional opinion that the ZBLA Application is consistent with the policy directives of the 2020 PPS.

2019 A Place to Grow- Growth Plan for the Greater Golden Horseshoe (2019 Growth Plan)

The 2019 A Place to Grow Plan came into effect on May 16, 2019 replacing the July 1, 2017 Growth Plan (which replaced the 2005 Growth Plan). The new 2019 Plan sets forth a series of detailed policies addressing population and employment growth and other related development, planning and land use matters for the Greater Golden Horseshoe Area. The County of Peterborough is located within the eastern portion of the outer-ring part of the 2019 Plan.

Relative to the ZBLA Application, the following policies of the 2019 A Place to Grow Plan are considered to have direct relevancy:

Policy	**Title - Details**
1.2.1	Guiding Principles The successful realization of this vision for the GGH centres on effective collaboration amongst the Province, other levels of government, First Nations and Métis communities, residents, private and non-profit sectors across all industries, and other stakeholders. The policies of this Plan regarding how land is developed, resources are managed and protected, and public dollars are invested are based on the following principles: • Support the achievement of complete communities that are designed to support healthy and active living and meet people's needs for daily living throughout an entire lifetime. • Prioritize intensification and higher densities in strategic growth areas to make efficient use of land and infrastructure and support transit viability. • Provide flexibility to capitalize on new economic and employment opportunities as they emerge, while providing certainty for traditional industries, including resource-based sectors. • Support a range and mix of housing options, including second units and affordable housing, to serve all sizes, incomes, and ages of households.

	• Improve the integration of land use planning with planning and investment in infrastructure and public service facilities, including integrated service delivery through community hubs, by all levels of government. • Provide for different approaches to manage growth that recognize the diversity of communities in the GGH. • Protect and enhance natural heritage, hydrologic, and landform systems, features, and functions. • Support and enhance the long-term viability and productivity of agriculture by protecting prime agricultural areas and the agri-food network. • Conserve and promote cultural heritage resources to support the social, economic, and cultural well-being of all communities, including First Nations and Métis communities. • Integrate climate change considerations into planning and managing growth such as planning for more resilient communities and infrastructure – that are adaptive to the impacts of a changing climate – and moving towards environmentally sustainable communities by incorporating approaches to reduce greenhouse gas emissions. **Opinion: The ZBLA Application conforms to the policies of Section 1.2.1 of the Plan. The use of the property is compatible with area land uses and does not represent an environmental hazard.**
1.2.2	Legislative Authority This Plan is issued under the authority of section 7 of the Places to Grow Act, 2005. It was approved through an Order in Council under that Act to come into effect on May 16, 2019. This Plan replaces the Growth Plan for the Greater Golden Horseshoe, 2017 that took effect on July 1, 2017.
	Read the Entire Plan This Plan is to be read in its entirety and the relevant policies are to be applied to each situation. The language of each policy, including

	the policies in Section 5, will assist decision-makers in understanding how the policies are to be implemented. While some policies refer to other policies for ease of use, these cross-references do not take away from the need to read the Plan as a whole. There is no implied priority in the order in which the policies appear. **Opinion: The entire document has been reviewed for the purpose of preparing this Planning Justification Report.**
2.2	Policies for Where and How to Grow 2.2.1 Managing Growth 1. Population and employment forecasts contained in Schedule 3 will be used for planning and managing growth in the GGH to the horizon of this Plan in accordance with the policies in subsection 5.2.4. 2. Forecasted growth to the horizon of this Plan will be allocated based on the following: a) the vast majority of growth will be directed to settlement areas that: i. have a delineated built boundary; ii. have existing or planned municipal water and wastewater systems; and iii. can support the achievement of complete communities; **Opinion: The property does not form part of a designated rural settlement area.**
	c) within settlement areas, growth will be focused in: i. delineated built-up areas; ii. strategic growth areas; iii. locations with existing or planned transit, with a priority on higher order transit where it exists or is planned; and

	iv. areas with existing or planned public service facilities; d) development will be directed to settlement areas, except where the policies of this Plan permit otherwise; **Opinion: The property does not form part of a designated rural settlement area.**
2.2.9	Rural Areas
2.2.9.1	1. Municipalities are encouraged to plan for a variety of cultural and economic opportunities within rural settlements to serve the needs of rural residents and area businesses. **Opinion: The property does not form part of a rural settlement area, but rather, it forms part of a resource-based area (Clear Lake), which has similar established land uses.**
2.2.9	3. Subject to the policies in Section 4, development outside of settlement areas may be permitted on rural lands for: a) the management or use of resources; b) resource-based recreational uses; and c) other rural land uses that are not appropriate in settlement areas provided they: i. are compatible with the rural landscape and surrounding local land uses; ii. will be sustained by rural service levels; and iii. will not adversely affect the protection of agricultural uses and other resource-based uses such as mineral aggregate operations. **Opinion: The use of the property can be sustained by rural service levels and is compatible with area (Clear Lake) properties.** 4. Where permitted on rural lands, resource-based recreational uses should be limited to tourism-related and recreational uses that are compatible with the scale, character, and capacity of the resource and the surrounding rural landscape, and may include:

	a) commercial uses to serve the needs of visitors; and b) where appropriate, resource-based recreational dwellings for seasonal accommodation. **Opinion: The property has an established resource-based setting (Clear Lake).**

It is our professional planning opinion that the Zoning By-law Amendment Application is in Conformity with the policies of the 2019 Growth Plan.

Township Official Plan

The property is currently designated as "Lakeshore Residential" with a small unevaluated wetland to the rear (south-east) of the property and opposite side of Birchview Road. The shoreline of the property is considered to be the floodplain.

(Source: County of Peterborough Website, October 2021)

Section	Title - Comments
6.2.6	Lakeshore Residential
6.2.6.1	General Principles Permanent single detached dwellings and cottages in shoreline areas along publicly maintained roads are the predominant use of land within the Lakeshore Residential designation. However, in the Township of Douro-Dummer, permanent single-detached dwellings and seasonal cottages may also be permitted on private roads and deeded right-of-ways subject to the provisions of the Township's Zoning By-law. This designation provides for the conversion of seasonal cottages to permanent dwellings by amendment to the Zoning By-law, where necessary. For the purposes of this plan, the terms "cottage" and "seasonal residence" are used interchangeably.
6.2.6.2	Permitted Uses The predominant use of land within the Lakeshore Residential designation shall be for the permanent single-detached dwellings and seasonal cottages on public roads. This category may include retail and service commercial uses of limited extent which provide primarily for the day-to-day commercial needs of the lakeshore residents. Home occupations and Bed and Breakfasts may be permitted subject to an amendment to the implementing Zoning By-law to recognize same. Subdivisions and condominiums outside of settlement area boundaries for permanent residential use may only be permitted in site specific locations designated for such use as of June 16, 2006.
6.2.6.3	Lakeshore Residential Policies a) The intent of this category is to make provision for permanent single detached dwellings and seasonal cottages based on public road access. This designation also provides policies to guide the conversion of seasonal cottages to permanent dwellings by

amendment to the Zoning By-law, where necessary.

c) General

Permitted Exceptions
Notwithstanding anything in this section to the contrary, structures such as pumphouses, boathouses, docks, open decks and stairs shall be a permitted use and may encroach into the 30 metre setback without a minor variance provided that the property owner can demonstrate to the Township's satisfaction, and if appropriate, the authority having jurisdiction over the waterway, that it does not negatively affect the waterfront environment. If addressed in the Zoning By-law, applicable standards must be met.

Structures legally existing as of the date of Official Plan Amendment No. 3 comes into effect (October 22, 2008) that do not comply with the required water setback provision that require the replacement due to structural defects or destruction by fire or other natural causes or by permission of the Township will be permitted to be replaced on the same footprint and may only be enlarged in accordance with the provisions of the Zoning By-law and where the enlargement does not further encroach into the 30 metre water setback.

Sewage system leaving beds requiring replacement due to structural damage or malfunction should be setback a minimum of 30 metres from the high water mark if possible or to the greatest setback that is achievable to the satisfaction of the Peterborough County-City Health Unit. Due to their importance to ensuring public health and/or safety, a minor variance will not be required in the case where the replacement leaching beds must be located within the 30 metre water setback.

Existing Structures
Minor variances or zoning changes to accommodate proposed expansions of a structurally-permanent nature to existing structures and/or septic systems that further reduce any

	applicable minimum water setback shall not be permitted unless it is a matter of public health and/or safety. **Opinion: The addition to the cottage is proposed to be setback at a greater distance from the high-water mark than what is existing. Through an Environmental Impact Study and Slope Stability Study, it was found that the location of the boathouse is appropriate for the property, and it will not have negative impacts on Clear Lake. Further, the location and size of the garage has been found to have no negative impacts to both the property and the adjacent properties.**

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

Township of Douro-Dummer Zoning By-law (Zoning By-law)

The property is currently zoned 'Shoreline Residential' by the Zoning By-law.

Zoning Map Detail

(Source: County of Peterborough Website, October 2021)

As previously noted, the existing zoning is Shoreline Residential. This application seeks to rezone the property to a Special District zone (residential purposes).

The amendments for the proposed Special District are summarized as follows:

To permit an addition on a seasonal recreational dwelling located at the existing high water mark setback of 24.3 metres to the existing and 25.7 metres to the proposed addition. The addition is proposed to have a footprint of 111.8 square metres for a total dwelling area of 217.3 square metres (exclusive of decks). The lot coverage of the dwelling is proposed to be 9.44%.

To permit a lateral expansion for a total of 19 metres. The existing cottage with side deck is 9.8 metres

To convert the seasonal recreational dwelling into a permanent, year-round dwelling.

To permit the tear-down and rebuild of a boathouse with a high water mark setback of 0.7 metres and a maximum footprint of 31.2 square metres with a side yard setback of 3.05 metres.

To permit a garage with a maximum footprint of 122.6 square metres and a height of 4.5 metres with a second storey storage area, a rear yard setback of 6.1 metres and a side yard setback of 1.52 metres.

To permit a lot coverage of 6.7% for accessory structures.

To permit a total lot coverage of 16.13% for all structures.

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

The property contains existing vegetation screening providing an appropriate buffer for the adjacent seasonal dwelling/property, as well as from the lakeview.

The completed project does not represent an over-development of the property. From our site-area visit, we are satisfied that the property development would not create an incompatible use of land. There exists a mixture of building types and property development within proximity of the concerned property.

Summary

The attached Slope Stability Study (Cambium, June 3, 2021) does not find any concerns with the proposed addition to the cottage or the boathouse. The area where the garage is proposed to be built is relatively flat and did not warrant examination of a geotechnical study.

The attached Scoped Environmental Impact Study (Cambium, September 2, 2021) indicates that the property may be developed as proposed in a way that will not adversely impact natural heritage or hydrologic features and functions on or adjacent to the site.

The attached Stage 1 and 2 Archaeological Assessment (Earthworks Archaeological Services, July 28, 2021) indicated that no archeological material was found during the survey of the property.

It is our Professional Planning Opinion that the Zoning By-law Amendment Application, serving to permit an expansion of the existing seasonal dwelling is:

- Consistent with policy directives of the 2020 PPS;
- In Conformity with the policy directives of the 2019 A Place to Grow Plan;
- In keeping with the general purpose and intent of the policy provisions/directives of both the County of Peterborough and the Township of Douro-Dummer Official Plan;
- In keeping with the general purpose and intent of the regulatory provisions of the Township of Douro-Dummer; and
- Representative of Good Planning.

Respectfully Submitted,

Prepared by:

Laura Stone, Planner

Reviewed by:

Kevin M. Duguay, MCIP, RPP

SKETCH FOR BUILDING PERMIT APPLICATION

912 BIRCH VIEW ROAD, DOURO-DUMMER

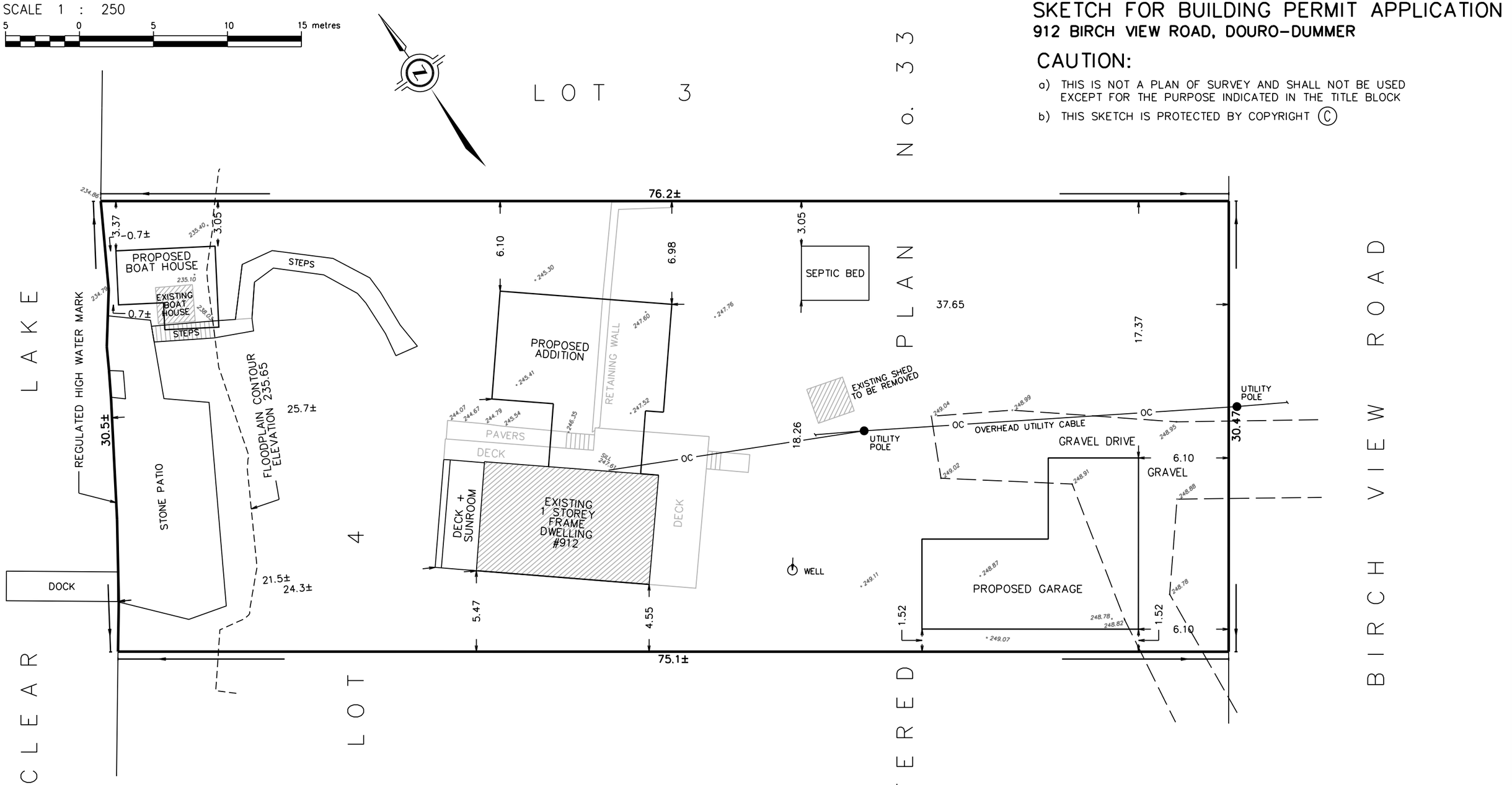
CAUTION:

a) THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK

b) THIS SKETCH IS PROTECTED BY COPYRIGHT ©

SCALE 1 : 250

5 0 5 10 15 metres



STRUCTURES	AREA
EXISTING DWELLING	85.5 sq.m.
DWELLING ADDITION	111.8 sq.m.
BOAT HOUSE	31.2 sq.m.
GARAGE	122.6 sq.m.
LAKESIDE DECK & SUNROOM	20.0 sq.m.
LOT TOTAL	2300± sq.m.

NOTES:

BOUNDARY INFORMATION IS DERIVED FROM PLAN 45R-17102

TOPOGRAPHIC INFORMATION SHOWN IS DERIVED FROM A SURVEY BY ELLIOTT AND PARR DATED FEBRUARY 1, 2021

ALL DIMENSIONS SHOWN ARE METRIC AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

THIS PROPERTY IS LOCATED IN THE GEOGRAPHIC TOWNSHIP OF DOURO, NOW THE TOWNSHIP OF DOURO-DUMMER.

ELEVATIONS ARE CGVD28, DERIVED FROM TRENT CANAL BENCH MARK BEING A BRASS ONTARIO HYDRO SURVEY MONUMENT SET ON TOP OF CONCRETE RETAINING WALL ON NORTH END OF DAM, ELEVATION 235.96

Elliott and Parr (PETERBOROUGH) LTD.
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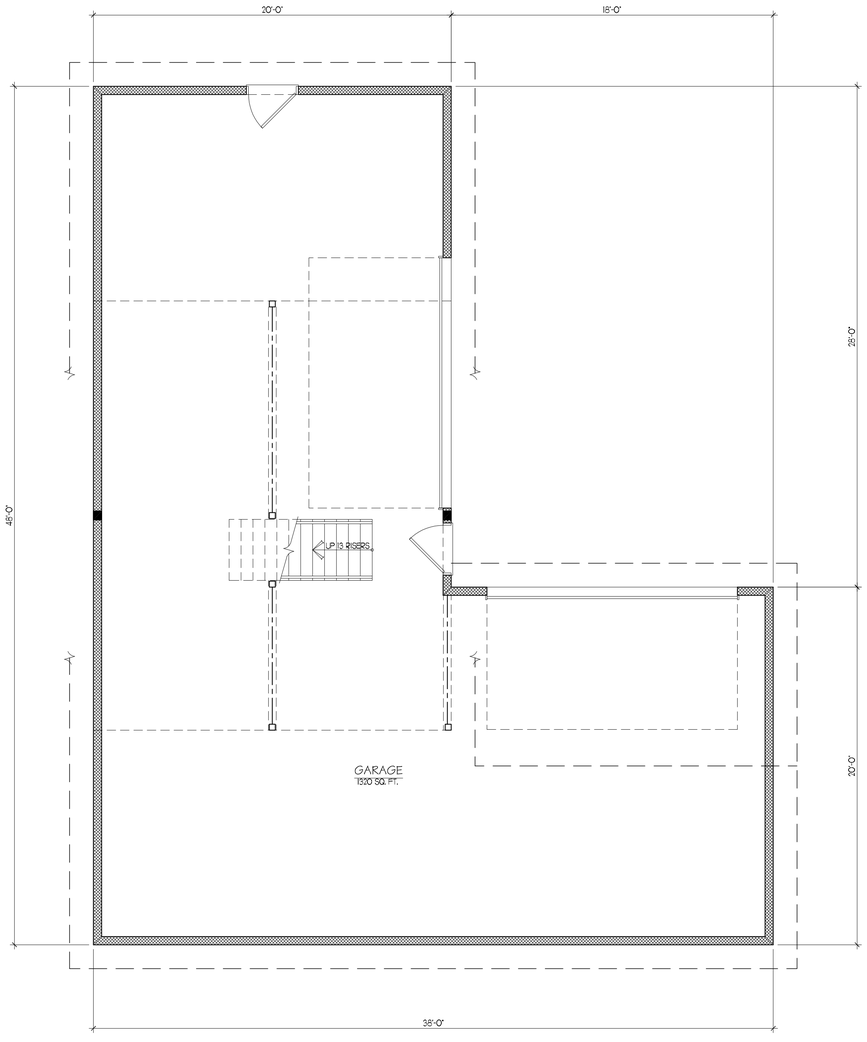
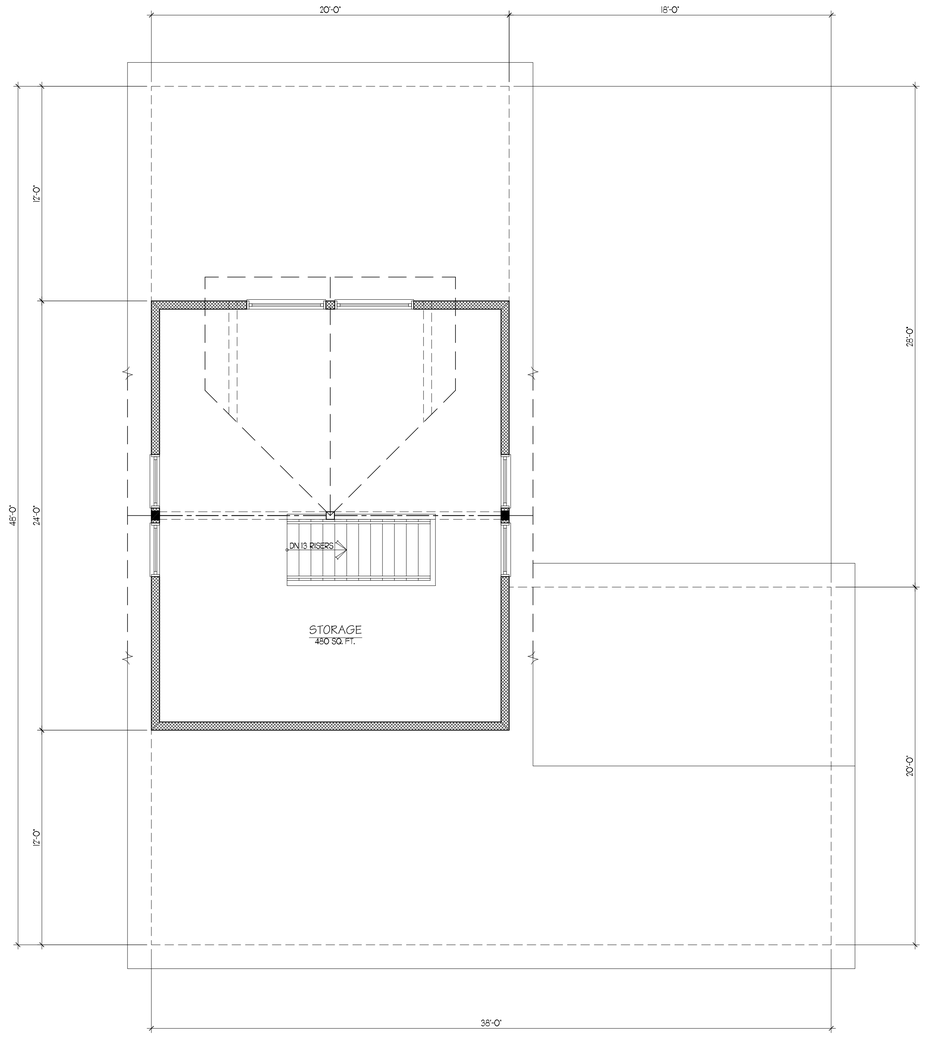
DRAWN	MF
CHECKED	BR
DATED:	10/10/2021
Ref. No.	21-19-008-00

PLOTTED 11/9/2021 G:\21-19-008\00\Drawing\21-19-008-00_Site_Plan.dgn



MAIN FLOOR PLAN



UPPER FLOOR PLAN

NORTHERN designs
Building Dreams with Vision.

Oates Garage
February 22, 2021

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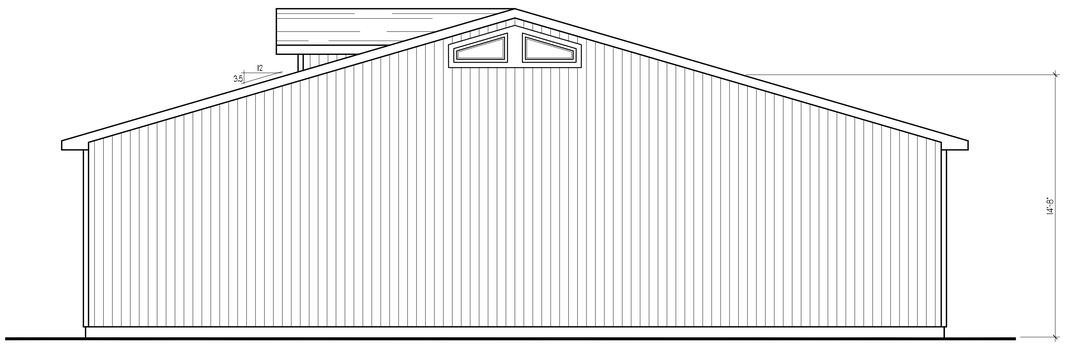
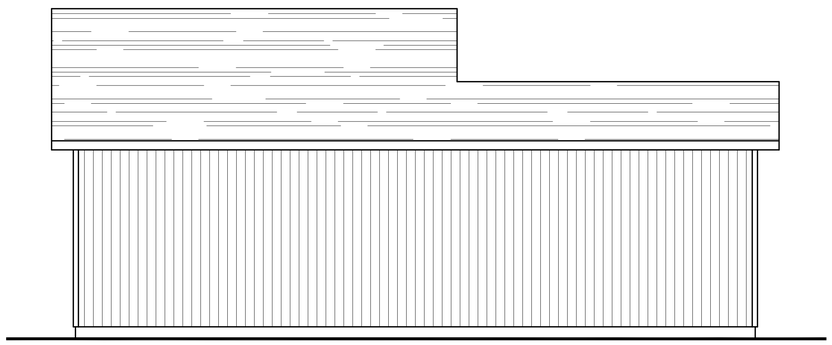
NORTH-WEST ELEVATION

NORTH-EAST ELEVATION



SOUTH-WEST ELEVATION



SOUTH-EAST ELEVATION

Oates Garage
February 22, 2021

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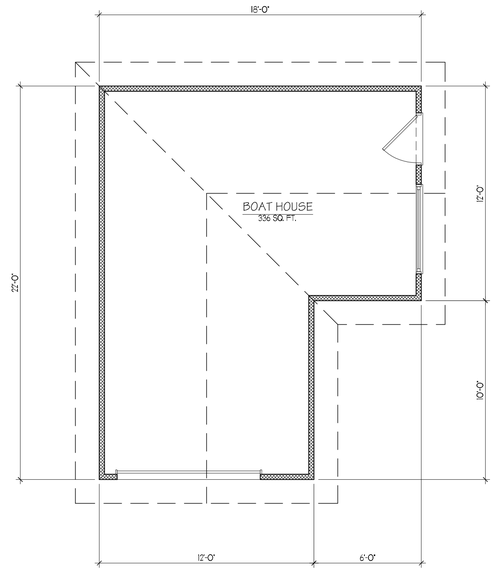
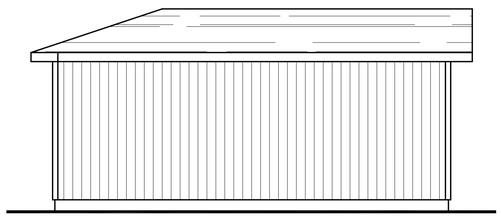
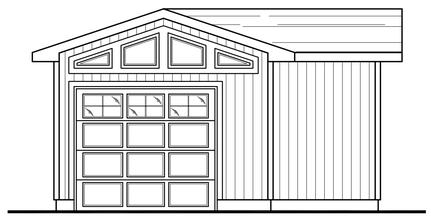


MAIN FLOOR PLAN



NORTH-EAST ELEVATION



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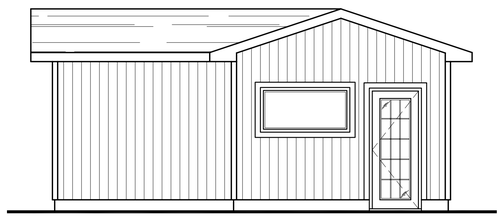

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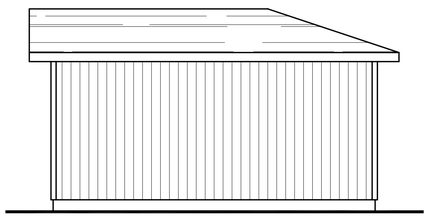

SOUTH-EAST ELEVATION

Oates Boat House
April 26, 2021

NORTHERN designs
Building Dreams with Vision.

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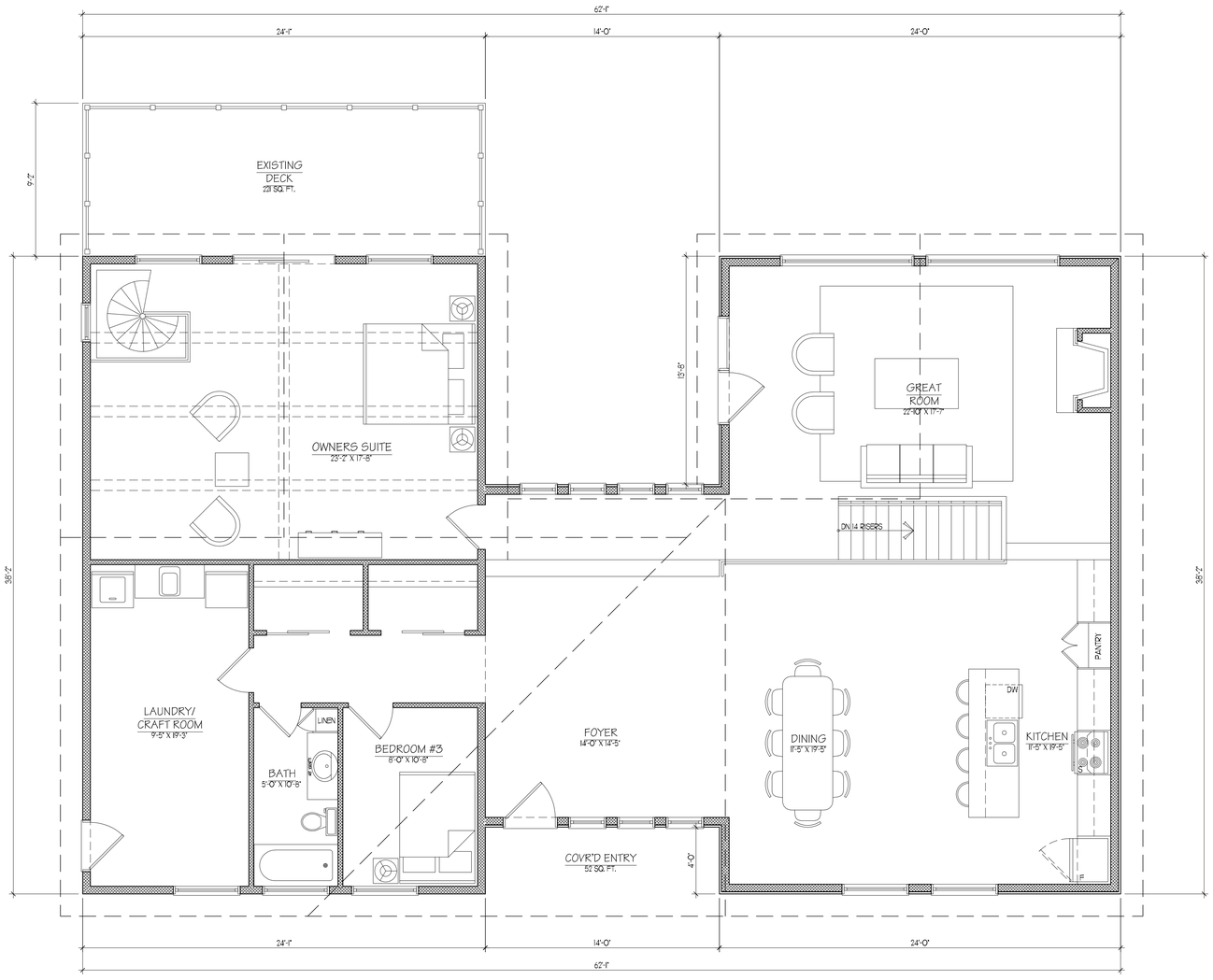

MAIN FLOOR PLAN

MAIN FLOOR: 2122 SQ. FT.

Oates Cottage
August 11, 2021

NORTHERN designs
Building Dreams with Vision.

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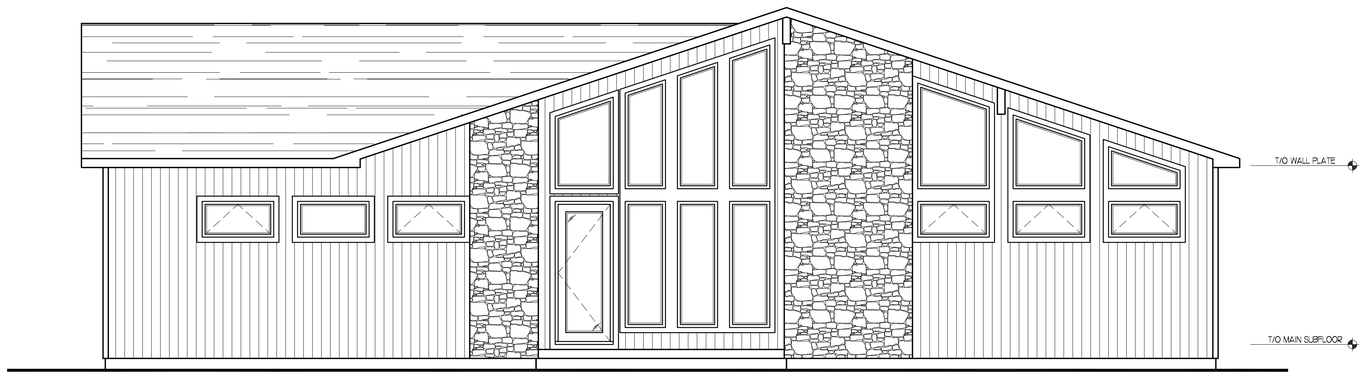
NORTH-WEST ELEVATION



SOUTH-EAST ELEVATION

Oates Cottage
August 11, 2021

NORTHERN designs
Building Dreams with Vision.

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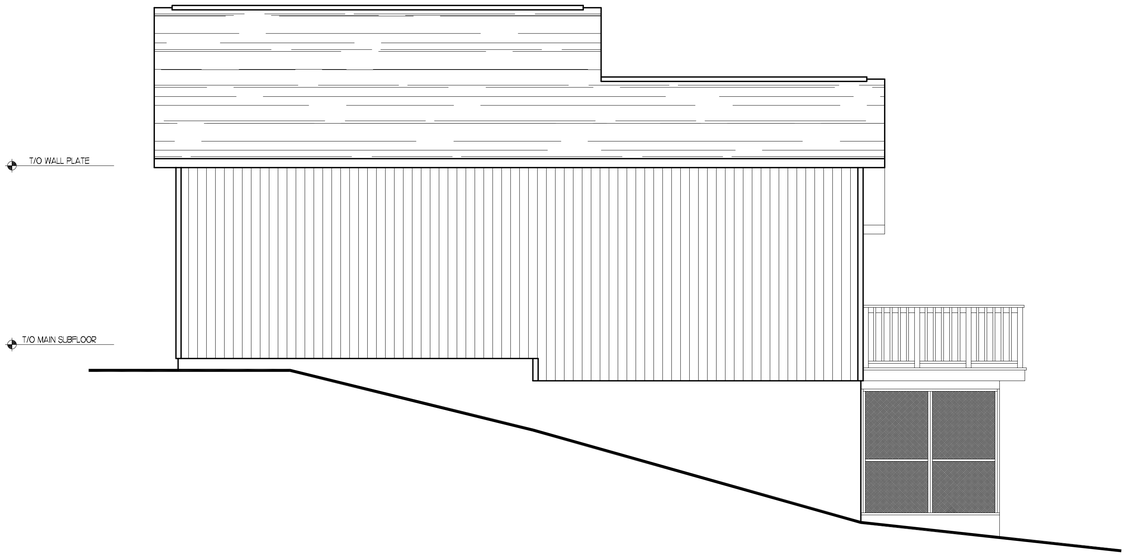
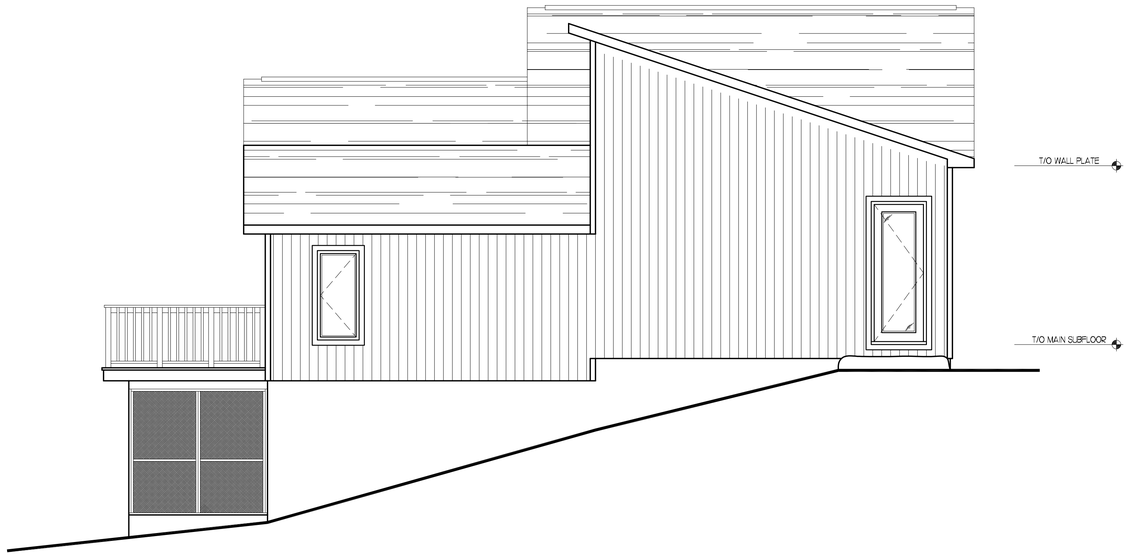


NORTH-EAST ELEVATION



SOUTH-WEST ELEVATION

Oates Cottage
August 11, 2021

NORTHERN designs
Building Dreams with Vision.

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Kevin M. Duguay
Community Planning and Consulting Inc.

Site-Area Photographs
912 Birchview Road, Young's Point

Existing dwelling – north west view

Existing dwelling – east view

Site-Area Photographs
912 Birchview Road, Young's Point

Existing dwelling with stairs

Area north of dwelling

Site-Area Photographs
912 Birchview Road, Young's Point

View of Clear Lake from existing dwelling

View of existing dwelling from stairway leading to the water

Site-Area Photographs
912 Birchview Road, Young's Point

View of staircase and frontage

View of frontage

Site-Area Photographs
912 Birchview Road, Young's Point

Parking area

Parking area

Site-Area Photographs
912 Birchview Road, Young's Point

Neighboring property

Entrance/driveway from Birchview Road

Site-Area Photographs
912 Birchview Road, Young's Point

Birchview Road – south east view

Birchview Road – northeast view

June 3, 2021

Northern Designs
93 Milroy Drive
Peterborough, ON K9H 7T2

Attn: Dennis Jenkins

Re: Slope Stability Assessment – 912 Birchview Rd, Lakefield
Cambium Reference No: 12708-002

Dear Mr. Jenkins,

As requested, Cambium Inc. (Cambium) representatives were on-site at 912 Birchview Road, Lakefield, Ontario (Site) on April 12, 2020 to conduct a slope stability assessment. It is understood that the work was required to determine the erosion hazard limit for the slope on the property through a slope stability study 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 construct an addition to the existing residential home, an adequate distance back of the top of constructed slope, in order to remain outside the erosion hazard limit. A small boathouse is also to be constructed near the shore. The boathouse will fall within the erosion hazard limit, therefore should be designed as non-habitable. The proposed location of the home addition and boat house is shown in Figure 1.

FIELD INSPECTION

To complete the inspection a visual assessment of the slope was conducted on April 12, 2021 by a qualified member of Cambium's geotechnical team. Typically, a soil investigation would be completed, however limestone bedrock was outcropping within the slope and as such, no soil investigation was required. A survey of the slope was completed by Elliot and Parr on February 1, 2021 which was used in this report to establish slope height and inclination, and to generate the cross section provided in Figure 2. The slope data was confirmed by a laser level survey by Cambium on April 12, 2021. The field investigation results are summarized below with proposed development and applicable setbacks provided in Figure 1.

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 A. There is currently a 1 storey wood frame dwelling on the slope. The toe of the slope has had previous excavation, for landscaping purposes, including a cut into the weathered limestone across the toe of the slope. The area identified as a slope is characterized by an inclination of 3 horizontal to 1 vertical (3H:1V) from approximately 249.0 masl to 243.5 masl, transitioning to a slope steeper than 2H:1V from an approximate

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elevation of 243.5 masl to 238.0 masl. The final section of slope is characterised by an inclination steeper than 1H:1V from an approximate elevation of 238.0 masl to 235.0 masl. The overall height of the slope is 14.1 m, although the client intends to construct the addition on bedrock between existing approximate elevations of 244.0 masl to 248.0 masl, 9.4 m above the base of the slope. These features are evident in the cross section presented in Figure 2.

Based on MOECP Well Records, physiographic mapping and visual assessments of the Site, the soil stratigraphy consists of a thin strata of topsoil and other organic matter overlying bedrock; the site inspection confirmed this, as limestone bedrock is fully exposed at the top of the slope, in the slope face and toe where previous landscaping excavations had cut into the toe. The Site is well vegetated with mature trees, shrubs and grass. The land at the top of the slope is table flat land with no apparent drainage over the slope. The bottom of the slope is characterized by large landscaping boulders as well as stone patio. No erosion features such as scouring, undercutting or bare areas were observed at the top or mid slope. Small areas of minor eroding topsoil, weathered stone and gravel were observed where previous excavation had cut into the toe. No slope slide features such as tension cracks, scarps, slumps or bulges were observed.

SLOPE STABILITY RATING CHART

The slope at the Site is defined as the inclination that extends from Clear Lake southeast to approximately 40 m inland, towards the Birchview Road. 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 A, the total ratings value sums to 30 for the slope. This deems that the slope has a slight 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 of steeper than 2H:1V below the proposed building, giving a rating of 16.
2. Soil Stratigraphy –The slope consists almost entirely of limestone bedrock with a thin stratum of topsoil and organic matter, giving a rating of 0.
3. Seepage from Slope Face – At the time of the investigation, there was no 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 6.
5. Vegetation Cover on Slope Face – The slope is well vegetated with mature trees, shrubs and grasses, giving a rating of 0.
6. Table Land Drainage – The table land was relatively flat, with no apparent drainage over the slope, giving a rating of 0.

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7. Proximity of Watercourse to Slope Toe – Clear Lake is located at the base of the slope, and therefore carries a rating of 6.
8. Previous Landslide Activity – No previous landslide activity was observed at the time of the investigation, giving a rating of 0.

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

SLOPE SURVEY

Based on a slope rating of 30 and a characterization of slight potential for slope instability, surveying of the slope was deemed necessary. A laser level survey was completed during the site investigation and was used to provide elevations for the cross section is illustrated on Figure 1 and presented in Figure 2.

SLOPE ASSESSMENT

A slope with slight potential for instability would typically have an investigation that includes a preliminary engineering analysis to determine the Factor of Safety (FOS) for the Site. Due to the presence of in-situ competent bedrock exposed throughout the site, it is Cambium's opinion that the engineering analysis would produce a FOS that greatly exceeds the requirements of this site, and as such has been excluded from this report. Cambium recommends footing/bedrock inspections prior to placement of footings/concrete slab-on-grade to confirm the footings are placed on bedrock that is unweathered and free of voids and fractures.

TOE EROSION ALLOWANCE

Toe erosion for this Site was assessed through a visual inspection. Upon inspection of the toe of the slope and shoreline, there was no observation of substantial active or historical erosion at the base of the slope due to the watercourse. The toe of the slope consisted of landscaped armour stone patio and was well vegetated immediately above the exposed rock with mature trees and shrubs. Minor erosion of topsoil and shallow weathered stone where the toe had been previously excavated. These localized areas of shallow erosion were underlain by solid limestone bedrock.

Based on the above information and Table 3: Determination of Toe Erosion Allowance from (MNRF) "Geotechnical Principles for Stable Slopes" (June 1998), the suggested toe erosion allowance for this Site is deemed to be between 0 m and 1 m.

It is Cambium's recommendation that the toe erosion allowance be 0 m. This value is deemed justified due to the exposed limestone bedrock at the base of the slope and ability of the armour stone landscaping along the shore to withstand erosion caused by waves and ice.

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STABLE SLOPE ALLOWANCE

As stated above, due to the presence of near-surface bedrock and the moderate inclination of the slope, there is no significant potential for immediate or sudden failure and any slope that is 1H:1V or less may be considered stable. As such, the point in the slope where the Client intends to excavate and level out the lot for construction is considered stable. The top of stable slope is then considered to be at the top of existing slope, is represented in Figure 2.

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, which Cambium agrees with in this scenario.

EROSION HAZARD LIMIT

The erosion hazard limit is considered to be landward 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 incorporates all three allowances in this scenario by applying a setback, equivalent to the sum of the toe erosion allowance and erosion access allowance, from the excavation point on the slope which is considered to be stable in its current state. This is illustrated in Figure 1 and Figure 2 as a 6 m setback from the point top of existing stable slope.

GEOTECHNICAL DISCUSSION

The presence of near-surface bedrock at site, including exposed outcrops within the upper slope, conservatively provides stable slopes at inclinations of 1H:1V or less. The proposed construction of the home falls landward of the erosion hazard limit and is to be founded on bedrock outside of the erosion hazard limits and will have no negative impact on the stability of the slope. No habitable structure should be constructed within the erosion hazard limit without further study and engineered protection. The boathouse, staircases and walkways should be founded on competent bedrock and removal of vegetation should be avoid where feasible. No walkways or staircases should be founded on a slopes steeper than 1H:1V. The proposed boat house should be founded on

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competent bedrock. The construction of the boat house should not result in any excavation into the toe of the slope or undermining of the slope.

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 are removed and ensuring that there is no concentration of runoff from downspouts down the slope.

CLOSING

Please note that this report letter is governed by the attached qualifications and limitations. We trust that this letter meets your current needs for this project. If you have questions or comments regarding this document, please do not hesitate to contact the undersigned.

Best regards,

Cambium Inc.

Luke Jenkins, EIT.
Project Coordinator

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

SEB/lrj

Figure 1: Site Plan
Figure 2: Cross Section A-A'
Appendix A: Slope Stability Rating Chart
Appendix B: Site Photographs

P:\12700 to 12799\12708-002 Northern Designs - Slope Stability - 912 Birchview Rd, Lakefield\Deliverables\2021-04-19 LTR RPT - Slope Stabillity 912 Birchview Rd. Clear Lake.docx

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Appended Figures

912 BIRCHVIEW ROAD
SLOPE STABILITY

NORTHERN DESIGNS
912 Birchview Road,
Lakefield, Ontario

LEGEND

- Top of Stable Slope
- Erosion Hazard Limit
- Cross Section
- Proposed Boathouse
- Proposed Addition
- Deck
- 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.

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SITE PLAN

Project No.: 12708-002		Date: May 2021 Rev.:	
Scale: 1:500		Projection: NAD 1983 UTM Zone 17N	
Created by: MAT	Checked by: LJ	Figure:	1

O:\GIS\MXDs\12700-12799\12708-002 Northern Designs - Slope Stability - 912 Birchview Rd, Lakefield\2021-05-11 FIG 1 - Site Plan.mxd

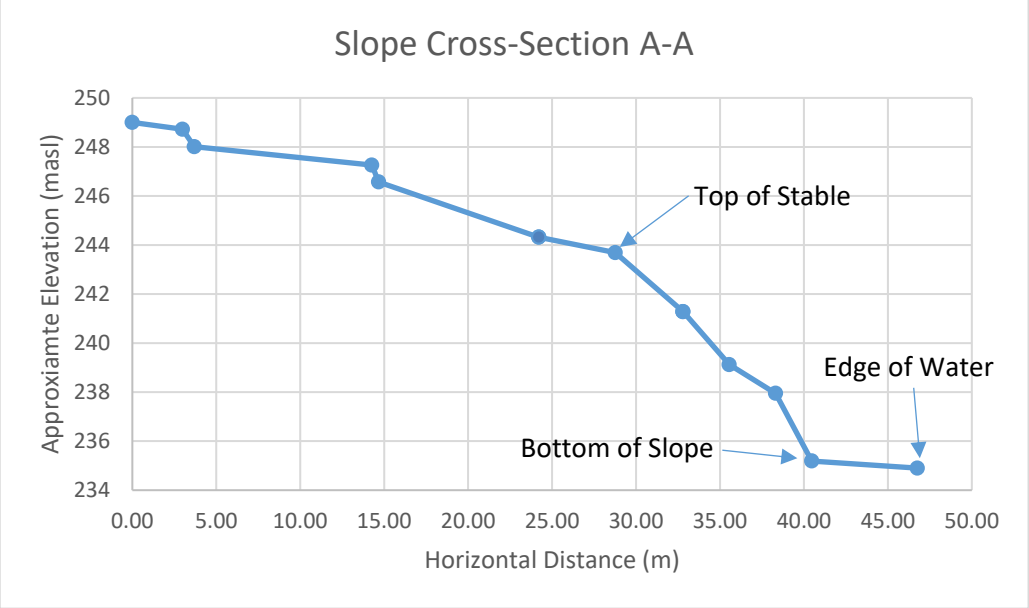

Figure 2: Cross Section A-A

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Appendix A
Slope Inspection Record and Rating Chart

TABLE 4.2 - SLOPE STABILITY RATING CHART

Site Location: 912 Birchview | File No.
Property Owner: | Inspection Date: April 12, 2021
Inspected By: L. Jenkins | Weather: rain, overcast

1.	**SLOPE INCLINATION**		
	degrees	**horiz. : vert.**	
	a) 18 or less	3 : 1 or flatter	0
	b) 18 - 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 metres or more from slope toe		0
	b) Less than 15 metres from slope toe		6
8.	**PREVIOUS LANDSLIDE ACTIVITY**		
	a) No		0
	b) Yes		6

SLOPE INSTABILITY RATING VALUES INVESTIGATION RATING SUMMARY **TOTAL** 30

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Appendix B

Site Photographs

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Photograph 1

Location:	Top of Main Slope Face
Viewing:	South West
Description:	Existing top of stable slope, table land conditions, existing residents.

Photograph 2

Location:	Top of Main Slope Face
Viewing:	North
Description:	View of existing top of stable slope below proposed addition, staircase to waterfront and proposed boathouse visible.

Photograph 3

Location:	Top of Main and Table Land
Viewing:	North East
Description:	Table land above top of stable slope, retaining wall for septic in location of proposed structure, neighboring house in proximity to slope.

Photograph 4

Location:	Middle of Slope
Viewing:	South
Description:	Exposed limestone bedrock visible up the main slope face, mature trees, existing building above top of stable slope.

Photograph 5

Location:	Bottom of Main Slope
Viewing:	East
Description:	Main slope, exposed bedrock to toe of slope visible.

Photograph 6

Location:	Bottom of Main Slope
Viewing:	North East
Description:	View of limestone patio at toe of slope, exposed bedrock above toe of slope, stair case down to shore. Shed in location of proposed boat house.

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Photograph 7

Location:	Bottom of Slope
Viewing:	North East
Description:	Exposed limestone bedrock vertical face, minor erosion of topsoil and weather stone, cedar with exposed root system due to erosion of surficial soils.

Photograph 8

Location:	Bottom of Main Slope
Viewing:	South
Description:	Main slope, exposed bedrock to toe of slope visible, evidence of minor topsoil and weathered stone erosion, armour stone present along back of patio.

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September 2, 2021

Northern Designs
93 Milroy Drive
Peterborough, ON K9H 7T2

Attn: Dennis Jenkins
Sent via email to: dennis@northerndesigns.biz

Re: Scoped Environmental Impact Study at 912 Birchview Road, Township of Douro-Dummer, County of Peterborough, Ontario
Cambium Reference: 12708-001

Dear Dennis Jenkins,

Cambium Inc. (Cambium) is pleased to provide Northern Designs (the Client) with the following Scoped Environmental Impact Study (EIS; the Study) at 912 Birchview Road, Lakefield, Ontario (the Site; Figure 1). The Site is occupied by an existing residential dwelling, gravel driveway, septic, and three outbuildings (sheds). The Site has water frontage on Clear Lake and the shoreline has been hardscaped with armour stone and a stone patio.

The proposed development includes an addition to the existing dwelling, a new septic system, boathouse, and garage. Cambium was provided with notes from a pre-consultation meeting held with Township and Otonabee Region Conservation Authorty (ORCA) staff on January 7, 2021 (enclosed). According to these notes, the proposed addition is within 30 m of a shoreline, and therefore a Zoning By-law Amendment (ZBA) is required. A Scoped EIS, that demonstrates no negative impacts to nearby natural features and function, must be prepared in support of the ZBA application.

Additionally, the Study must address policies of the Growth Plan for the Greater Golden Horseshoe, 2020 (GPGGH) and the Provincial Policy Statement, 2020 (PPS) relating to both hydrologic and natural heritage features/areas. The following natural heritage and/or hydrologic features are mapped on or within 120 m of the Site: Inland Lake (Clear Lake) and unevaluated wetlands. Conformity with Sections 4.2.3 and 4.2.4 of the GPGGH, and Section 2.1.6 of the PPS, is specifically addressed herein. We note that the Site is not located within a

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designated Settlement Area, as per the Township of Douro-Dummer Official Plan.

The proposed addition does not encroach further on the shoreline of Clear Lake, or its floodplain, relative to the existing dwelling (refer to enclosed Site Plan). The proposed boat house is located in the northwest corner of the Site, where an existing waterfront shed is currently located and within the regulatory floodplain. The proposed garage is located in the southeast corner of the property. The proposed garage will connect with the gravel driveway. Two additional existing outbuildings (sheds), located east of the existing dwelling, will be removed.

The Township of Douro-Dummer Comprehensive Zoning By-Law No. 2010-74 (ZBL) specifies that all provisions of Section 3 of the ZBL apply to the use of any land, buildings, or structures permitted in the 'Shore Residential Zone'. Section 3.1.6 of the ZBL specifically addresses boathouses, where:

- A maximum of one boathouse may be erected;
- Boathouses cannot exceed an area of 80 square metres;
- No decks or balconies are permitted; and,
- The minimum side yard setback is 9 m.

The *Endangered Species Act, 2007* (ESA) protects endangered and threatened species and their habitats from harm or destruction. Habitat of endangered and threatened species is also protected under provincial natural heritage policy; however, it is the landowner's responsibility to ensure that no harm to these species occurs on their property. This Study includes a habitat-based screening for species of conservation concern to determine if the Site has suitable habitat for any provincially or federally listed species at risk (SAR).

Works within and adjacent to lakes, watercourses, and other bodies of water containing fish have the potential to impact fish and/or fish habitat. As a result of amendments to the federal Fisheries Act in 2019, projects near water that could potentially impact fish or fish habitat are may require Fisheries and Oceans Canada (DFO) review. The primary purpose of the review is to determine whether harmful alteration, disruption, or destruction (HADD) of fish habitat, as

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defined by the Act, can be avoided. The DFO Fisheries Protection Program provides a Decision Framework and guidance material applicable to these reviews (available on-line at www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html). If it is determined that "HADD" may be unavoidable, the project should be submitted to DFO for review and determination of project approach and conditions of approval.

TERMS OF REFERENCE

Correspondence received from the Otonabee Region Conservation Authority (ORCA; Matt Wilkinson, Planner), dated April 27, 2021 indicated agreeance with the proposed Terms of Reference (ToR) for the Study. Relevant documentation is enclosed with this letter.

FIELD INVESTIGATION AND FINDINGS

Cambium staff conducted field investigations during a single site visit on June 22, 2021. At the time of the investigations, the weather was sunny and air temperature was 14°C. Representative photos taken during the site visit are enclosed.

SITE LOCATION AND TOPOGRAPHY

The Site is located on the southeastern shoreline of Clear Lake, approximately 3 km northeast of the narrows at the outlet to Katchewanooka Lake. The Site is accessed via a gravel laneway from Birchview Road. The eastern portion of the Site, adjacent to Birchview Road, is relatively flat. Beginning at the existing dwelling, the terrain slopes steeply (80-100%) towards Clear Lake. This slope was characterized by exposed limestone bedrock and spare vegetative cover.

ECOLOGICAL LAND CLASSIFICATION

The Ecological Land Classification (ELC) System for Southern Ontario (Lee, 1998) was used to classify vegetation communities on the Site. Definitions of vegetation types are derived from the ELC for Southern Ontario First Approximation Field Guide (Lee, 1998) and the revised 2008 tables.

Vegetation on the Site consists primarily of maintained lawn with sparse trees (Eastern White Cedar, Paper Birch, and Silver Maple) and ground cover. Evidence of recent tree clearing was observed at the time of the field investigation. The existing land use was generally consistent with that of the neighbouring waterfront properties. The vegetation community occupying the Site was classified as Constructed Residential (CVR; see Figure 1).

Extensive woodlands and a mapped unevaluated wetland are present on lands adjacent to the Site, east of Birchview Road. These features were not assessed due to property access limitations.

SHORELINE ASSESSMENT

Based on information obtained through the background review, Clear Lake is considered a warm to coolwater lake supporting species of fish including Black Crappie, Bluegill, Brown Bullhead, Burbot, Common Carp, Lake Whitefish, Largemouth Bass, Muskellunge, Pumpkinseed, Rock Bass, Smallmouth Bass, Walleye, White Sucker, and Yellow Perch (Government of Ontario, 2015). According to Fisheries and Oceans Canada's Aquatic Species at Risk Mapping, Clear Lake does not support previously identified Critical Habitat for aquatic SAR (Fisheries and Oceans Canada, 2018).

The entire shoreline area was hardened with armour stone and an adjoining stone patio. An area of manicured lawn approximately 15 m^2 in size surrounded the patio, adjacent to the shed. Several trees were observed along the northern boundary of the Site and within the steeply sloped area fronting the existing dwelling.

The nearshore area (i.e., the aquatic environment within approximately 5 m of the shoreline) was assessed for fish habitat during the site visit. Reduced water clarity and lack of safe access prohibited further assessment beyond this area. The nearshore area sloped gradually away from the shoreline and the maximum water depth was estimated to be less than 3 m. Nearshore substrates consisted of rounded cobble with some gravel. No woody debris or aquatic vegetation was observed and the shoreline lacked overhanging vegetation.

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A detailed fish species list, which includes species-specific life history information and spawning habitat preferences, is provided in Appendix A. Several species documented in Clear Lake utilize cobble substrates in water depths less than 5 m for spawning (e.g., Burbot and Lake Whitefish). There are also many other species present in Clear Lake that may use gravel substrates for spawning. Furthermore, the nearshore area provides foraging and cover habitat for a variety of native small-bodied fish. Given these considerations, fish habitat conditions present in the nearshore area fronting the Site are considered moderate to high quality, and are limited only by overhead and in-water cover.

SPECIES AT RISK AND WILDLIFE HABITAT

A background review was conducted to assemble a list of SAR that have the potential to occur at the Site. The list is then refined based on the results of field investigations. The following background sources informed this exercise:

- Natural Heritage Areas: Make-a-map (Ministry of Natural Resources and Forestry, 2020)
- Ontario Reptile and Amphibian Atlas (Ontario Nature, 2020)
- Ontario Breeding Birds Atlas (2001-2005) (Bird Studies Canada, 2005)
- The Species at Risk in Ontario List (Ontario Regulation 230/08), associated species-specific habitat information, and range maps (Government of Ontario, 2020).

Based on information gathered during the background review and conditions documented during the field investigations, the Site and adjacent lands have moderate to high habitat potential for the following SAR:

- Eastern Wood-pewee (*Contopus virens*) – Special Concern
- Midland Painted Turtle (*Chrysemys picta marginita*) – Special Concern
- Snapping Turtle (*Chelydra serpentine*) – Special Concern
- Northern Map Turtle (*Graptemys geographica*) – Special Concern

Natural habitat on the Site is limited, given the degree of existing human disturbance. No large cavity trees suitable for bat maternity roosting or bird or small mammal nesting were observed.

The Eastern Wood-pewee lives in the mid-canopy layer of forest clearings and edges of deciduous and mixed forests. It prefers intermediate-age forest stands with little understory vegetation. The Site does not contain sufficient forest cover to sustain habitat for Eastern Wood-pewee; however, habitat for this bird species may exist on adjacent lands, east of Birchview Road.

Based on information obtained through the background review, Northern Map Turtle (provincially listed as Species of Concern) is known to occur within the general area of the Site. The hardened surfaces and steep slopes with exposed bedrock which dominate the shoreline area are not suitable for turtle nesting. Additionally, the hardened shoreline is not conducive to turtle access from the lake. However, loose fine substrates, exposed soil, and areas of manicured lawn exist throughout the property. These areas could provide suitable nesting habitat that could potentially be used by turtles. Wetland areas on adjacent lands east of Birchview Road may also provide summer aquatic habitat for certain turtle species. Therefore, the Site may be used by turtles for nesting and/or movement.

As noted above, no Critical Habitat for federally listed aquatic SAR was identified in Clear Lake. Additionally, the NHIC database did not contain occurrence records for provincially listed aquatic SAR in the vicinity of the Site.

IMPACT ASSESSMENT

The proposed development includes an addition to the existing dwelling, and a new septic system, boathouse, and garage. No further encroachment towards the shoreline of Clear Lake is proposed, with the exception of the proposed boathouse. The proposed cottage addition would include an expansion to the northeast, in an area currently maintained as lawn. The new septic would be located east of the dwelling, and north of the existing laneway (see enclosed Site Plan).

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A 30 m setback from the shoreline of Clear Lake is shown on Figure 1 (enclosed). The proposed addition and the boathouse, including the entirety of the existing dwelling, are located within the 30 m setback.

Currently, the shoreline and the associated 30 m setback consist of a terraced slope, with exposed bedrock and limited vegetation. The shoreline itself mainly consists of armour stone, with limited areas of manicured lawn. According to the GPGGH, lakes and their littoral zones require 30 m vegetation protection zones (VPZ). In order to provide a net benefit to the Site through shoreline enhancement and improve the VPZ, a Buffer Enhancement Plan/Landscape Plan is recommended. A few areas of manicured lawn were observed near the shoreline. It is recommended that mowing should cease within 5 m of the shoreline, in order to allow natural vegetation to regenerate. Trees within 5 m of the shoreline should allowed to naturally self-sustain, providing natural cover to the shoreline as well as provide soil stabilization.

In addition, shoreline enhancement via planting of native shrubs within 10 m of the shoreline is recommended (see Figure 1). Native shrubs can be planted along the small terraces observed along the slope towards the shoreline as well as the upland area between the sloped area and the existing dwelling and proposed addition. Cambium recommends the following species and quantities:

- At least 20 shrubs plantings, with at least four of the following species:
    - Nannyberry, Pussy Willow, Choke Cherry, Purple-flowering Raspberry, Red Elderberry, and Alternate-leaved Dogwood

Additionally, another 10 shrubs should be planted surrounding the new boathouse. In particular, adjacent to the north and south walls of the structure.

Following these recommendations would further stabilize the shoreline, increase vegetation diversity, and enhance wildlife habitat, thereby improving the overall ecological function of the Site. Cambium is available to provide further details and develop the Buffer Enhancement Plan/Landscape Plan if necessary.

Given that site alteration is proposed within 30 m of Clear Lake and the steep slope in the shoreline area, there is increased potential for erosion and

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sedimentation into the lake due to the disturbance of soils during construction. Sedimentation, as a result of erosion, can impact fish habitat through changes in water temperature and clarity, nutrient contributions, and dissolved oxygen. It is essential that an Erosion and Sediment Control (ESC) Plan be prepared, and implemented during construction.

As the proposed addition is within the 30 m setback, an increase in impermeable surfaces and increased stormwater runoff is expected. The proposed addition will not encroach on the shoreline further than the existing dwelling. Eaves troughs should be directed so that they do not enter Clear Lake directly, and all flows should be slowed with the use of gravel, to allow the water to enter the soil naturally, without causing any erosion.

ESC measures should be implemented prior to the commencement of any Site alteration or development, including clearing of vegetation, grading, stockpiling, storage of equipment and materials, and other construction activities. Perimeter sediment fencing should be at least 60 cm above grade, with an additional 10-20 cm buried. In any areas where soils are too shallow to be properly bury the base, sand bags may be required to secure the bottom of the sediment fence. Sediment fencing should be placed around the perimeter of the construction areas, as far away from the shoreline as possible, at a minimum distance of 3 m from the shoreline, to prevent sediment from entering the lake.

As per the *Fisheries Act, 2019*, fish and fish habitat are protected against the death of fish, other than by fishing, and the harmful alteration, disruption, or destruction of fish habitat (HADD). Although the boathouse is proposed to be positioned entirely above the shoreline, ground disturbance can generate sediment and increase turbidity during construction. Turbidity can negatively impact fish and fish habitat by depositing on their spawning habitat, making it difficult to see and catch prey, bury and kill eggs, and block gills and drown fish. A turbidity curtain shall be placed in Clear Lake, isolating the construction area for the boathouse. Additionally, if a boat lift or marine railway are to be installed in the water, these areas should be isolated with a turbidity curtain prior to construction. The turbidity curtain should be an approved ISO Type II marine

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turbidity curtain and should be anchored to the shoreline. When being installed, the turbidity curtain should be placed along the shoreline and moved outwards, in order to deter fish from entering the area and becoming entrapped. According to the DFO, the in-water work restriction period for this area on Clear Lake is from March 15 to May 31. No in-water work should occur throughout this time period. Assuming that in-water work occurs outside of the in-water work restriction period and turbidity curtains are in place, it is anticipated that HADD can be avoided. If a spill of any deleterious substances (fuels, hydraulics, turbidity laden water etc.) occurs in the water or on the shoreline, Ontario Spills Action Centre should be called immediately at 1-800-268-6060 to report the spill. All measures to safely stop spill and clean up the spill should be documented and completed immediately. Any spill should be documented in detail, with photographs and notes on the type, duration, and physical extent of material released.

All ESC measures should be regularly maintained and kept in good working order, until the area has been stabilized and/or successfully revegetated. All sediment fencing/curtains should be removed following construction, once exposed soils have been revegetated.

It is recommended that any disturbed areas that will not be hardened be revegetated as quickly as possible following construction. Application of a suitable native seed mixture to these areas will help limit soil erosion and establishment of invasive plant species.

Turtles are particularly vulnerable to construction-related impacts on sites adjacent to waterbodies. Construction materials and stockpiles provide potential turtle nesting habitat, including SAR that are known to inhabit the general area, as described above.

Workers should be aware of the nesting season for turtles, extends from May 15 to August 15. Sediment fencing described above can also function as wildlife exclusion fencing. In order to function as wildlife exclusion fencing should be installed around the entire perimeter of the construction area prior to the earlier of May 15 or commencement of Site preparation in order to keep turtles, snakes, and other small wildlife (frogs, etc.) from entering the construction area. This

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fencing should be made of light-duty sediment fence, staked at regular intervals, trenched-in at least 10-20 cm below ground, with an above ground height of at least 60 cm.

The sediment fence should be inspected regularly to ensure that it remains in good condition, and any downed areas, rips, or holes should be repaired or replaced immediately. The area of construction should also be actively inspected for turtles each day prior to the start of work throughout the duration of construction at the Site.

Should turtles be observed within the construction area, they should be photographed and allowed to move out of harm's way. Any photographs taken should be sent to Cambium staff to allow for accurate identification, should any further interaction with the species be required.

In-water work may be required to complete the construction of the boathouse. Due to the fish species present in Clear Lake, any in-water work should be completed outside of the in-water work restriction period, extending from March 15 to July 15.

Workers should be made aware of the potential presence of wildlife in the area, and should regularly check the construction area prior to the start of work to ensure no wildlife species are present. If encountered, wildlife should be allowed to leave the work site on their own accord.

POLICY CONFORMITY REVIEW

Based on the key natural heritage and/or hydrologic features identified on or adjacent to the Site and the findings of the field investigations detailed herein, the proposed development of the Site is in compliance with the PPS and GPGGH. Compliance with applicable natural heritage policy is summarized in Table 1, below.

Specifically, the proposed development meets Section 4.2.3.1(e, f) of the GPGGH as follows:

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a) The proposed development is to be set back further from the water, will not expand further towards the wetland/lake or fish habitat or their minimum vegetation protection zones, and the expansion will be limited to the previously cleared area in close proximity to the existing structure.

b) The proposed development will be directed away from protected features to the maximum extent possible (while also minimizing further encroachment into other natural features) and all potential impacts will be mitigated to the greatest extent possible.

Table 1 Policy Compliance Summary

Key Natural Heritage / Hydrologic Feature	On Site	On Adjacent Lands	Meets Associated Policy
Inland Lakes and Littoral Zones	No	Yes	GPGGH: Yes, 4.2.3 and 4.2.4
	Explanation: The proposed development meets GPGGH 4.2.3.1 (e,f) as the proposed development (addition) does not further encroach on the shoreline of Clear Lake, relative to the existing dwelling. The proposed development will be directed away from protected features to the greatest extent possible.		
Fish Habitat	No	Yes	PPS: Yes, 2.6.1
	Explanation: No impacts to fish or fish habitat including HADD are expected as a result the proposed development, assuming that all recommended mitigation measures and timing windows are implemented.		
Habitat of Endangered and Threatened Species	No	Yes	PPS: Yes, 2.7.1
	Explanation: Habitat of Endangered and Threatened Species is limited at the site. Mitigation measures provided herein will provide appropriate protection to protected species and their habitat.		

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Adjacent Lands	No	Yes	PPS: Yes, 2.8.1
	Explanation: This report details impacts expected from the proposed development. Negative impacts will be mitigated with the appropriate measures as provided herein. Negative impacts are not expected.		

SUMMARY OF RECOMMENDATIONS

In summary, the following recommendations are provided with respect to development at the Site:

1. Site Plans should show both existing and proposed structures, as is typically required for Zoning By-law Amendment applications.
2. Site Plans for the proposed development should show the Clear Lake shoreline, the 30 m shoreline setback, and the location of ESC / Wildlife Exclusion Fencing (including turbidity curtains) around the construction area perimeter.
3. Ensure all relevant permits are obtained prior to any site alteration or construction activities taking place.
4. Prior to the commencement of Site preparation activities (grading, placement of fill), ESC / Wildlife Exclusion Fencing should be installed along the perimeter of the construction area. This should consist of light-duty sediment fencing, staked at regular intervals, trenched in at least 10-20 cm (or secured with sandbags where trenching in is not possible), and with an above-ground height of at least 60 cm. These should remain in place for the duration of the development, until the Site has been successfully revegetated and/or soils have been stabilized.
5. A turbidity curtain shall be placed in Clear Lake, isolating the construction area for the boathouse. Additionally, if a boat lift or marine railway are to be installed in the water, these areas should be isolated with a turbidity curtain prior to construction. The turbidity curtain should be an approved

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ISO Type II marine turbidity curtain and should be anchored to the shoreline. When being installed, the turbidity curtain should be placed from the shoreline and moving outwards, in order to deter fish from entering the area and becoming entrapped.

6. According to the DFO, the in-water work restriction period for this area on Clear Lake is from March 15 to May 31. No in-water work should occur throughout this time period. Assuming that in-water work occurs outside of the in-water work restriction period and the associated turbidity curtains are in place, direct impacts to HADD are not expected.
7. If a spill of any deleterious substances (fuels, hydraulics, turbidity laden water etc.) occurs in the water or on the shoreline, Ontario Spills Action Centre should be called immediately at 1-800-268-6060 to report the spill. All matters to safely stop the spill and clean up the spill should be document and completed immediately. Photographs, locations, amount, and type of material should all be recorded.
8. The construction area should be inspected for turtles daily prior to the beginning of work. Any turtles observed at the Site, should be photographed and allowed to move out of harm's way.
9. Due to the nearby lake, workers should be aware of the nesting season for turtles which extends from May 15 to August 15. Should any nesting turtles be encountered, work should stop immediately and the turtle should be left to finish nesting undisturbed. The turtle should be photographed and the nest marked to ensure it is not disturbed during construction until it has hatched (late August – September). If a nest is laid in a stockpile or other area that requires disturbance, Cambium should be contacted to determine if the nest can be relocated.
10. All stockpiled materials should be kept inside the construction area and ideally should be covered and well secured around the base to prevent turtles from nesting in the piles.

11. Vegetation clearing should be limited to the required building/construction area in order to retain tree cover to the greatest extent possible.
12. In the event that construction is planned to proceed during the breeding season of April 1 to August 31 (as per Environment and Climate Change Canada Guidelines), the construction area should be investigated regularly for the presence of breeding birds and nests containing eggs and/or young. It should be noted that some birds nest on man-made structures/machinery or in recently cleared areas, so these areas should be checked regularly. Nests discovered on Site should be left undisturbed until young have fledged or the nest is determined to be inactive.
13. Workers should be made aware of the potential presence of wildlife in the area, and should regularly check the construction area prior to the start of work to ensure no wildlife species are present. If encountered, wildlife should be allowed to leave the work site on their own accord.
14. Construction activities that require earthworks (e.g., grading, excavation, etc.) should be scheduled to avoid dates of heavy rainfall events and times of high runoff volumes.
15. Though not identified in the field inventories, any subsequently identified SAR discovered on the property will be left undisturbed as dictated by the *Endangered Species Act, 2007*. If any SAR individuals are encountered, they should be photographed and allowed time to move out of harm's way. SAR observations should be reported to the Natural Heritage Information Centre.
16. It is recommended that the shoreline be enhanced through limitations on mowing within 5 m of the shoreline to allow for natural vegetation to regenerate, and through the planting of at least 20 native shrubs within 10 m of the shoreline and 10 native shrubs around the new boathouse, as detailed above and shown in Figure 1.

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CAMBIUM

Environmental

Geotechnical

Building Sciences

Construction Quality Verification

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cambium-inc.com

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Peterborough, Ontario
Canada, K9J 6Z3

Locations
Peterborough
Kingston
Barrie
Oshawa
Calgary

Laboratory
Peterborough

Professional Engineers Ontario
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September 2, 2021

CLOSING

In conclusion, potential negative impacts associated with the proposed development can be appropriately minimized/mitigated, provided that the above recommendations are adhered to. The information presented herein demonstrates that the proposed development can be carried out in a way that will not adversely impact natural heritage or hydrologic features and functions present on or adjacent to the Site. If you have any questions regarding the contents of this letter, please contact the undersigned at your convenience.

Best regards,

Cambium Inc.

Myles Latter, Hons. B.A., Dipl.
Project Coordinator

Jeremy Prahl, B.Sc., EP, Can-CISEC
Senior Ecologist / Project Manager

MOL/jpp

Encl. *Figure 1: Site Natural Heritage Features and Constraints*
Appendix A: Fish Species List and Life History Information
Site Plan
Terms of Reference
Representative Site Photos

\\camfile\Projects\12700 to 12799\12708-001 Northern Designs - EIS - 912 Birchview Road, Lakefield\Deliverables\REPORT - LTR EIS\Draft\2021-09-02 LTR sEIS 912 Birchview Road Lakefield - DRAFT.docx

ENVIRONMENTAL IMPACT STUDY
NORTHERN DESIGNS
912 Birchview Road,
Lakefield, Ontario

LEGEND

- 30m Shoreline Setback
- Confirmed Shoreline
- Buffer Enhancement/Landscape Plan
- Contour 5m Interval (Minor)
- Subject Property (0.21 ha) (approximate)

VEGETATION COMMUNITIES

CVR: Constructed Residential

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 NATURAL HERITAGE FEATURES AND CONSTRAINTS

Project No.: 12708-001		Date: August 2021	Rev.:
Scale: 1:500		Projection: NAD 1983 UTM Zone 17N	
Created by: MAT	Checked by: ML	Figure: 1	

C:\GIS\MXDs\12700-12799\12708-001 Northern Designs - EIS - 912 Birchview Road, Lakefield\2021-08-03 FIG 1 - Site Natural Heritage Features and Constraints.mxd

Table 1 - Fish Species List and Life History Information

Family	Common name	Scientific name	S-Rank	SARA	ESA	Tolerance [1]	Thermal Regime [1]	Spawning Months [1]	Spawning Habitat Preferences [2]														
									Water depth (m)				Cover		Substrate								
									0-1	1-2	2-5	5+	Submergent Vegetation	Emergent vegetation	Bedrock	Boulder	Cobble	Rubble	Gravel	Sand	Silt	Clay	Hard-pan Clay
Centrarchidae	Black Crappie	*Pomoxis nigromaculatus*	S4	0	0	Tolerant	Coolwater	May-June	X	X	X	-	high	high	-	-	-	-	high	high	high	-	-
Centrarchidae	Bluegill	*Lepomis macrochirus*	S5	0	0	Intermediate	Warmwater	June-August	X	X	X	-	high	high	-	-	-	-	high	high	medium	-	-
Ictaluridae	Brown Bullhead	*Ameiurus nebulosus*	S5	0	0	Intermediate	Warmwater	May-June	X	X	-	-	medium	medium	-	-	-	-	-	high	high	high	-
Gadidae	Burbot	*Lota lota*	S5	0	0	Intermediate	Coldwater	January-March	X	X	X	-	-	-	-	high	high	high	high	medium	medium	-	-
Cyprinidae	Common Carp	*Cyprinus carpio*	SNA	0	0	Tolerant	Warmwater	May-August	X	X	-	-	high	high	-	-	-	edius	ediu	medium	high	-	-
Salmonidae	Lake Whitefish	*Coregonus clupeaformis*	S5	0	0	Intolerant	Coldwater	October-December	X	X	X	X	-	-	-	high	high	high	high	medium	-	low	-
Centrarchidae	Largemouth Bass	*Micropterus salmoides*	S5	0	0	Tolerant	Warmwater	May-June	X	X	-	-	medium	high	-	-	-	low	low	high	high	high	-
Esocidae	Muskellunge	*Esox masquinongy*	S4	0	0	Intermediate	Warmwater	April-May	X	X	-	-	high	high	-	-	-	-	-	medium	high	high	-
Centrarchidae	Pumpkinseed	*Lepomis gibbosus*	S5	0	0	Intermediate	Warmwater	May-August	X	X	-	-	high	high	-	-	-	-	high	high	-	medium	-
Centrarchidae	Rock Bass	*Ambloplites rupestris*	S5	0	0	Intermediate	Coolwater	May-June	X	X	-	-	low	low	-	-	high	high	high	medium	medium	medium	-
Centrarchidae	Smallmouth Bass	*Micropterus dolomieu*	S5	0	0	Intermediate	Coolwater	May-June	X	X	-	-	low	low	medium	-	-	high	high	medium	-	-	-
Percidae	Walleye	*Sander vitreus vitreus*	S5	0	0	Intermediate	Coolwater	April-June	X	X	X	X	low	low	high	high	high	high	high	high	-	-	high
Catostomidae	White Sucker	*Catostomus commersoni*	S5	0	0	Tolerant	Coolwater	April-June	X	X	-	-	low	low	-	-	-	ediu	high	medium	-	-	-
Percidae	Yellow Perch	*Perca flavescens*	S5	0	0	Intermediate	Coolwater	April-May	X	X	X	X	medium	medium	-	-	-	ediu	high	high	medium	medium	-

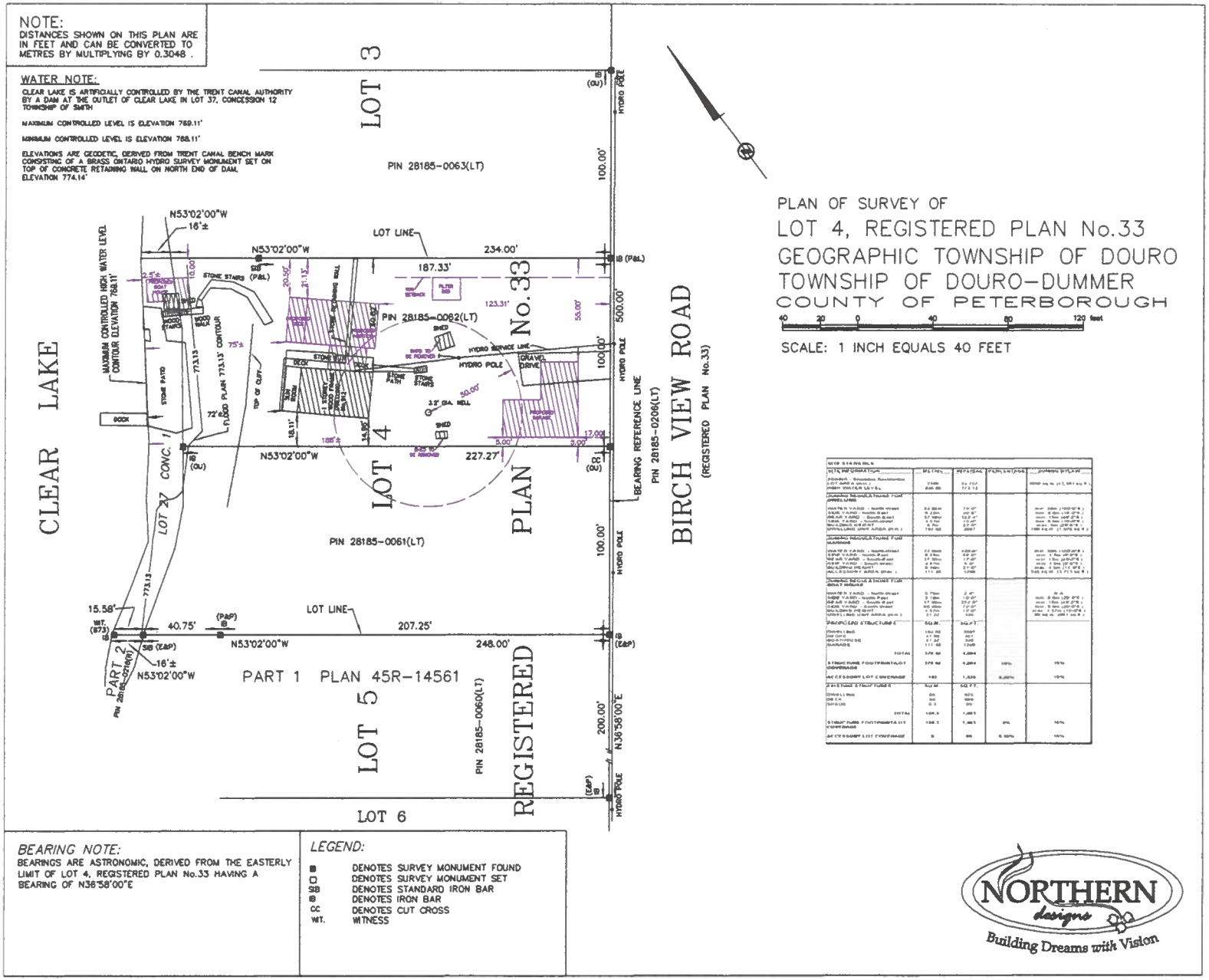
Note

A dash (-) indicated that the species was not reported to utilize a particular depth stratum, cover or substrate.

Tolerance refers to the ability of a species to adapt to environmental perturbations or anthropogenic stresses.

1 Eakins, R. J. (2018). Ontario Freshwater Fishes Life History Database. Version 4.81. Online database. (http://www.ontariofishes.ca), accessed 26 July 2018

2 Lane, J. A., Minns, C. K., & Portt, C. B. (1996). Spawning habitat characteristics of Great Lakes fishes (p. 47). Fisheries and Oceans Canada.



PLAN OF SURVEY OF
LOT 4, REGISTERED PLAN No.33
GEOGRAPHIC TOWNSHIP OF DOURO
TOWNSHIP OF DOURO-DUMMER
COUNTY OF PETERBOROUGH

40 20 0 40 80 120 feet

SCALE: 1 INCH EQUALS 40 FEET

Myles Latter

From: Matt Wilkinson <mwilkinson@otonabeeconservation.com>
Sent: April 27, 2021 6:30 AM
To: Myles Latter
Cc: Jasmine Gibson; Neil MacFarlane
Subject: FW: Ecology Comments, re: PGCD-647, EIS ToR for 912 Birchview Rd.

Hi Myles,

Re: 912 Birchview Road (Roll #1522 010 001 05900) EIS ToR Review

There are no observable wetlands on or immediately adjacent to the property and provided this is a shoreline property as per address and Roll #, there are no agricultural uses either. I'm guessing you didn't mean to include the agricultural lands.

Given the focus is on mapping fish habitat, rehabilitation (planting plan) and feature avoidance where possible through appropriate mitigations, the ToR appears appropriate.
IF wetlands are present in-water or inland, the OWES protocol is appropriate.

With respect to timing of work, it is dependent upon the habitat conditions and species presence. Depending on the local fishery, fish habitat can be mapped during growing season (aquatic vegetation focus), and it may be appropriate to get on site when fish are active near the shore. There are NHIC occurrences for northern map turtle and wood thrush; June is ideal for these species, but if one assumes habitat is present mitigation measures can be provided to offset impacts given these species do not trigger the ESA and the property is already developed.

An opinion letter with a constraint map appears appropriate. The constraint map should include all natural heritage and hydrological constraints, development envelope, and mitigation measures (e.g., replanting location) discussed in the letter.

I would noted the previous correspondence included:

- Work Sequence Plan (mitigation measure re: timing of work to protect fish habitat, breeding birds, bats, etc.). Please note that federal tree clearing timing windows to protect birds and MNRF timing windows for work in and around water are applicable.
- Addressing PPS 3.1 natural hazards including flooding and erosion.
    - Flood hazard Elevation should be plotted a 235.58m GVCD28 on submitted a site plan layout.

The Boathouse will need to demonstrate why it's required (e.g., housing a boatlift, using Marnie Rail etc.) to be within the flooding hazard.

Topographical survey should illustrate the elevations at the proposed house.

- A slope stability study will be requested for the entire site and note all development and site alteration (please include walkway)
- Provide erosion hazard calculation within slope study.

Following the Planning Applications, the applicant will need to submit for an ORCA permit.

The ORCA permit application should be supported by:

- Site plan layout illustrating all development.
- The slope stability study for the house, boathouse and walkway.
- The Boathouse – should note that:
  - No habitable space, or potential
  - Structure will be anchored to either concrete pad or footings
  - All electrical works will be a minimum 0.3m above the high water elevation of 235.58m (CGVD28)

Any alteration to the shoreline should be included.

Best,
Matt

Otonabee CONSERVATION

Matt Wilkinson
Planner
705-745-5791 x213
mwilkinson@otonabeeconservation.com

ARE YOU PLANNING AN UPCOMING CONSTRUCTION PROJECT ON YOUR PROPERTY? Submit a Property Inquiry Form so we can help you understand how natural hazards may affect your property.

This e-mail is confidential. If you are not an addressee named above, please immediately delete and notify the sender. Thank you.

From: Myles Latter <Myles.Latter@cambium-inc.com>
Sent: Tuesday, April 20, 2021 11:21 AM
To: Matt Wilkinson <mwilkinson@otonabeeconservation.com>
Cc: Cambium File <file@cambium-inc.com>
Subject: ToR - EIS 912 Birchview Road, Lakefield (12708-001)

Good morning Matt,

Can I please confirm the Terms of Reference with you for this project? I have attached the pre-consultation notes showing the proposed development. As per the pre-consultation meeting notes provided by the Client, the Opinion Letter will address the following:

- Buffer Enhancement Plan/Landscape Plan to vegetate disturbed areas and naturalize shoreline to protect fish habitat as per PPS Policies (2.1.6, 2.1.7, 2.1.8, and 2.2.1 e)).
- Erosion and Sediment Control Plan
- Work Sequence Plan

- Natural hazards including flooding and erosion as per PPS Policy 3.1 (flood hazard elevation should be plotted at 235.58 m GVDC28 as per pre-consultation meeting notes)

The following scope has been provided:

One Site visit in spring 2021 to document natural features on the property including:

- Delineation of wetland boundaries based on the Ontario Wetland Evaluation System (OWES) for Southern Ontario (Ministry of Natural Resources, 2013). The site visit will capture appropriate wetland delineation characteristics, including vegetation species and wetted limits.
- Classification of existing vegetation communities in the Study Area, according to the Ecological Land Classification System for Southern Ontario (Lee, et al., 1998), and evaluation of their sensitivity, rarity, and botanical quality.
- Complete a fish habitat assessment to address the Fisheries Act and mitigation measures to offset impacts from redevelopment/increase of impervious surfaces within 30m of the lake/fish habitat.
- Documentation of drainage connectivity and/or watercourse characteristics including riparian vegetation, erosion prone areas, and special habitat features.
- Record observations of wildlife occurrences and assess wildlife habitat function on the Site. Any evidence of breeding, forage, shelter or nesting sites, and/or travel corridors will be noted. A habitat-based screening for SAR and SWH will be completed for the Site.

Additionally, are there any reasons why we could not complete this in April/ early May since the proposed area is active agriculture and thus limited vegetation is expected? Please let me know if there is anything that I have missed.

Thanks and take care,

Myles Latter, B.A. Hons., Dipl.
Project Coordinator

Cambium Inc. - Peterborough
Environmental | Building Sciences | Geotechnical | Construction Monitoring
p: 705.742.7900 x 252 | **c:** 705.957.5571 | **toll:** 866.217.7900 | **w:** cambium-inc.com

Under modified work conditions in response to the current pandemic and government directives, Cambium continues to provide the professional services you have come to expect to guide good decisions. The well-being and safety of our teams, clients, and communities are a top priority. We ask for your patience and look forward to working together as we evolve into the "new normal". Stay safe. Better days are ahead.

This email and attachments is intended solely for the use of the recipient and may contain personal information that is regulated in accordance with the Personal Information Protection and Electronic Documents Act, S.C. 2000 C5. If you are not the intended recipient or do not agree to comply with the Act, please notify the sender by return email and delete the original message and attachments without making a copy.

Check out our video - an inside look at Cambium's culture & career opportunities.

Photo 1 View of existing dwelling, June 22, 2021.

Photo 2 View of slope towards shoreline, June 22, 2021.

Photo 3 View of proposed boathouse location, June 22, 2021.

Photo 4 View of hardened landscaped shoreline, June 22, 2021.

Photo 5 General vegetation community present on Site, June 22, 2021.

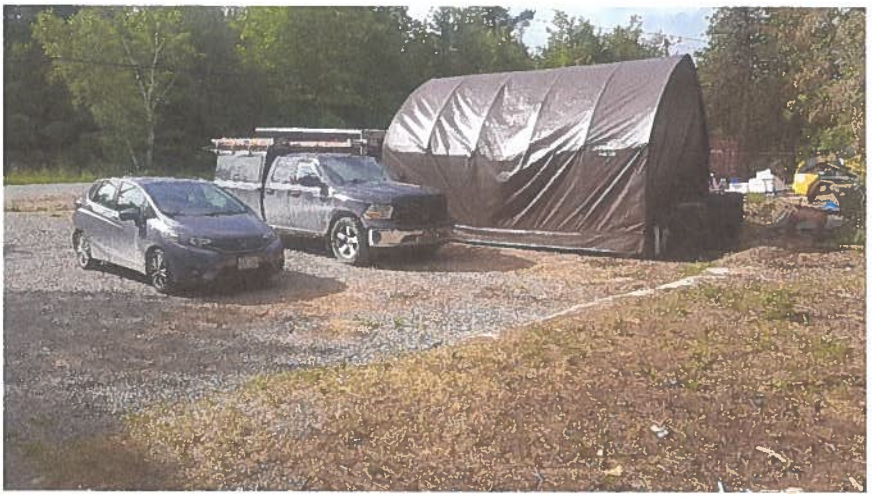


Photo 6 Existing gravel laneway, June 22, 2021.

Township of Douro-Dummer

Report to Council
Re: Clerk/Planning-2021-43
From: Martina Chait-Hartwig
Date: December 7, 2021
Re: Application to Rezone – File: R-16-21 - Payne

Applicant: Marwood Payne
Agent: Ken Currie
Legal Description Concession 7, Part Lot 6 and 7, Part 1 Registered Plan 45R17190, Dummer Ward, 459 Seventh Line Road Mid-Dummer
Roll No.: 1522-020-002-01000

Overview:
Mr. Payne via his agent Ken Currie, has applied for a zoning by-law amendment in order to rezone the proposed severed and retained parcels of land that are being created via **Consent Application File B-59-20** with the County of Peterborough. This Zoning By-law Application is a condition of the consent file.

The subject land is currently zoned Rural (RU) Zone. The effect of this By-Law Amendment is to rezone the retained parcel to a Special District (S.D) Zone to recognize the deficient lot frontage and to rezone the severed parcel to Environmental Constraint (EC) and Rural (RU) Zones to protect the wetland buffer and preserve the key hydrological features.

A Natural Heritage Evaluation dated July 9, 2020 was completed by Cambium and peer reviewed as part of the consent process by Otonabee Region Conservation Authority.

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 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-52-20.

Recommendation:
That the Clerk/Planning-2021-43 report, dated December 7, 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-16-2021 - Payne.docx
Attachments:	
Final Approval Date:	Dec 1, 2021

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

Elana Arthurs

Township of Douro-Dummer

Notice of Complete Application and Virtual Public Meeting Concerning a proposed Zoning By-law Amendment Application R-16-21

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.

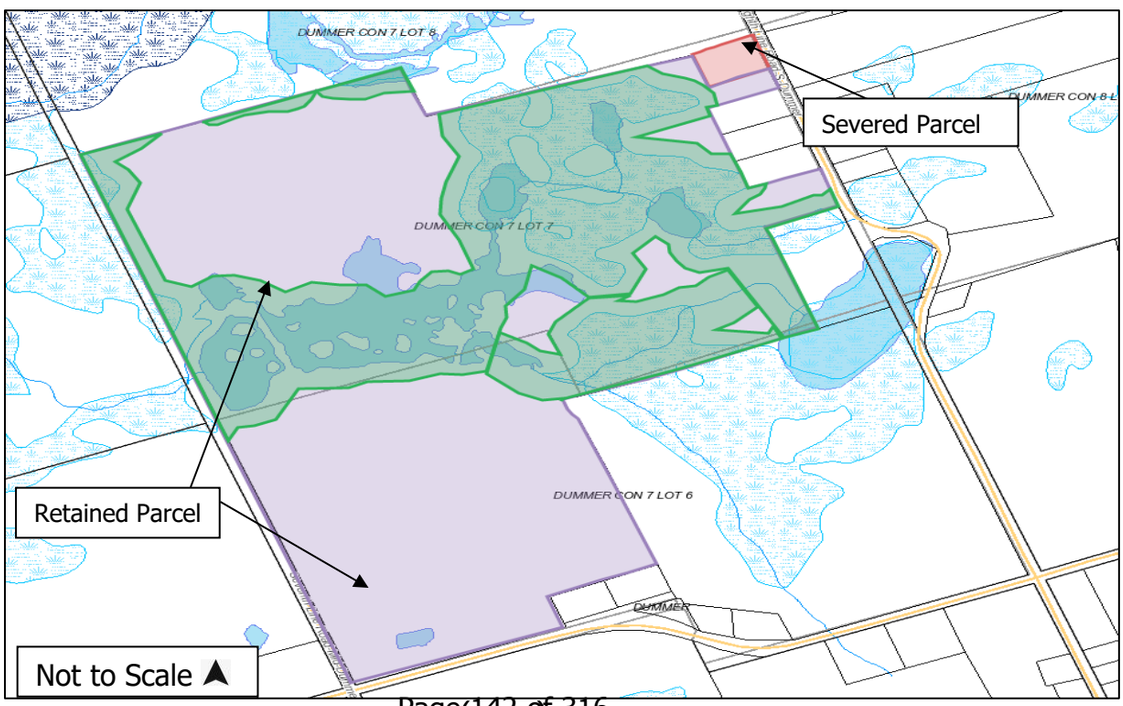
Date and Time: **Tuesday, December 7, 2021 at 5:00 p.m.**
Location: Due to the physical distancing requirements imposed as a result of the ongoing COVID-19 pandemic, this meeting will be held electronically.

<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 7, Part Lot 6 and 7, Part 1 Registered Plan 45R17190, Dummer Ward 459 Seventh Line Road Mid-Dummer Roll No.: 1522-020-002-01000
Owner/Applicant: **Agent:**	Marwood Payne Ken Currie
File Name:	R-16-21

Key Map



(over)

Purpose and Effect of Application:
To amend the zoning of parcels of land in Concession 7, Part Lot 6 and 7, Part 1 in the former geographic Township of Dummer, (now Dummer Ward of the Township of Douro-Dummer) in the County of Peterborough.

The subject land is currently zoned Rural (RU) Zone. The effect of this By-Law Amendment is to rezone the retained parcel to a Special District (S.D) Zone to recognize the deficient lot frontage and to rezone sections of the severed parcel to Environmental Constraint (EC) to inhibit the ability to develop the wetland and preserve the key hydrological features.

This rezoning is required as a condition of **Application for Consent (File B-59-20),** that was conditionally approved by Peterborough County on May 18, 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 12th day of November, 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-16-21
Date App. Submitted	Nov 3, 2021
Application Fee	$ 1970.00
Date Fee Received	Oct 25, 2021
Date Application Deemed Complete	Nov 5, 2021
Roll No.	1522-020-002-01000

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): MARWOOD PAYNE

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

Add[redacted]

Email: [redacted]

Phone: (home) _____ Phone: (work) _____

Phone: (cell) [redacted] Fax: _____

2.0 Agent Information

Authorized Agent (if any): KEN GURRIE

Addres[redacted]

Email: [redacted]

Phone: (home) _____ Phone: (work) _____

Phone: (cell) [redacted] Fax: _____

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: _____

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:
RETAINED 7	PT LOT 6 AND 7	
Registered Plan No:	Lot(s)/ Block No.	Civic/911 Address: 459 7th LINE
Reference Plan No: 45R-17190 (SEVERED)	Part Number(s): PT 1	Are there any easements or restrictive covenants affecting the property? NO
Date subject land was purchased by current		RETAINED PARCEL PURCHASED - JULY 16/2012

4.1 Dimensions of the Subject Land

Frontage:	Depth:	Area:
☐Water:_____	☐Min: 103.81	7515.14 SQ.M.
☑Road: 74.16 M (SEVERED)	☐Max: 103.81	
(RETAINED)		89 HECTARES

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:	7th LINE ROAD MID-DUMMER
If access to the land is by water only:	
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: RURAL

Please provide an explanation of how the application for rezoning will conform to the Official Plan
RESIDENTIAL + FARM USES ARE PERMITTED USES IN THE RURAL 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: THE RETAINED PARCEL MEETS THE MINIMUM AREA REQUIREMENTS TO BE RURAL

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? THE RURAL ZONE ALLOWS FOR 15% LOT COVERAGE (SEVERED + VACANT) THE FARM USE DOES NOT LIST COVERAGES
Are there minimum and maximum height requirements on the property: ☑ Yes ☐ No
If Yes, what are they and are they being met? THE RURAL ZONE ALLOWS 9M FOR THE VACANT BUILDING LOT, AND 7.5M FOR FARM BUILDING. BOTH ARE BEING MET.

6.0 Purpose of the Application

Please describe the nature and extent of the rezoning request: THE RETAINED PARCELS SMALLEST FRONTAGE DOES NOT MEET MINIMUM FRONTAGE REQUIREMENTS OF THE ZONING BY-LAW. FROM 135M TO 45.45M IS REQUIRED

Please explain the reason for the requested rezoning: TO ASSIGN A SPECIAL DISTRICT ZONING TO RECOGNIZE THE DEFICIENT FRONTAGE

EXISTING FRONTAGES 199M, 356M, 90M, 45.45M.

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?

SEE SCHEDULE (1) FOR SEVERED LOT DETAILS

SCHEDULE (1) SEVERED LOT

5.0 Official Plan Designation and Zoning

Official Plan Designation: RURAL

Please provide an explanation of how the application for rezoning will conform to the Official Plan
RESIDENTIAL USES ARE PERMITTED USES IN THE RURAL 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: THE SEVERANCE MEETS THE AREA AND FRONTAGE REQUIREMENTS IN THE RURAL ZONE

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: TO COMPLY WITH CONDITIONS OF SEVERANCE BEING THAT THE LOT BE REZONED TO RECOGNIZE / ADD EC TO THE EXISTING RURAL DESIGNATION

Please explain the reason for the requested rezoning: TO COMPLY WITH CONDITIONS OF SEVERANCE.

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): _____ UNDEVELOPED AT THIS TIME
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? RETAINED IS RESIDENTIAL, AGRICULTURE SEVERED NOT IS TO BE RESIDENTIAL

How long have the existing uses of the subject land continued? SINCE PARCEL CREATION

What are the proposed uses of the subject land? UNUSED FARM LAND FOR RETAINED AND RESIDENTIAL BUILDING NOT FOR THE SEVERED.

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
HOUSE	170.53m²	170.53	1				UNKNOWN
BARN	315.53	315.53	1				UNKNOWN
RETAINED GARAGE	139.13m²	139.13	1				UNKNOWN
SEVERED NONE AT THIS TIME							

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
RETAINED						
SEVERED NONE AT THIS TIME						

Will the proposal add any of the following?

	Yes	No	If yes, please provide:	Existing	Proposed
Total Living Area	☐	☑	**Size**		
Bedrooms	☐	☑	**Number**		
Bathrooms	☐	☑	**Number**		
RETAINED New Plumbing Fixtures	☐	☑	**Number of Fixtures**		

SEVERED – NOT AT THIS TIME

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 (EXTERIOR)	Side Lot Line	Water yard	Other (specify)
HOUSE	68 m	902+	292 m	957+	—	—
GARAGE	139 m	902+	265 m	957+	—	—
RETAINED BARN	163 m	902+	252 m	957+	—	—
SEVERED - NONE AT THIS TIME						

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)
RETAINED						
SEVERED - NONE AT THIS TIME						

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)	.00019%	SAME
Accessory Structures	.00051%	SAME
RETAINED Total	.00070%	SAME
SEVERED - NONE AT THIS TIME		

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)	☐	☑		
Consent (Severance) (Section 53)	☑	☐	B-59-20	APPROVED - FULFILLING CONDITIONS AT THIS TIME.
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:

PROPERTY WILL BE POSTED, TOWNSHIP WILL SEND OUT NOTICES.

15.0 Authorization by Owner to Appoint an Agent:

I/We SEE ATTACHED AUTHORIZATION being the owner(s) of the subject land, hereby, authorize _____ to be the applicant in the submission of this application.

Signature _____ Date_____

Signature _____ Date_____

16.0 Freedom of Information:

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

[redacted] Oct 28/21

Owner/Applicant/Agent Signature Date

Owner/Applicant/Agent Signature Date

17.0 Access to Property:

I/We KEN CURRIE, 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*] ADDRESS NOT ASSIGNED

[redacted] Oct 28/21

Owner/Applicant/Agent Signature Date

18.0 Declaration of Applicant:

I/We KEN CURRIE of the TWSP OF DOURO-DUMMER in the
(name of owner(s)/agent(s)) (city/town/township in which you reside)

COUNTY OF PETERBOROUGH in THE PROVINCE OF ONTARIO solemnly
(County/Upper-tier municipality, if applicable) (Province/Territory)
declare that:

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

Declared before me at the Township of Douro-Dummer in the County of Peterborough this 3 day of NOV, 2021.

[redacted]

Signature of Commissioner, etc.

Martina Chait-Hartwig
Deputy Clerk
Commissioner of Oath
Township of Douro-Dummer

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

[redacted]

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, KEN CURRIE, 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]* T.B.A,
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 3 day of NOV, 2021.

[redacted]
Signature of Commissioner, etc.
[redacted]

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

[redacted]
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.

Martina Chait-Hartwig
Deputy Clerk
Commissioner of Oath
Township of Douro-Dummer

Township of Douro-Dummer

Planning Application Costs Acknowledgement Form

I/We, Ken Currie
[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 26 day of Oct, 2021.

[redacted]

Owner/Applicant/Agent Signature

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

RDCC – Residential Design and Construction Consulting

Client Authorization Form

Ken Currie
880 Douro Second Line
Douro Dummer, On
K0L 2H0
705-977-5561
ckr5610@hotmail.com

I /We Norwood Payne have authorized RDCC (Ken Currie) to act on my/our behalf for purposes of obtaining any Permits/Information/Minor Variance/Rezoning pertaining to my property.

Street Address: 459 7th Line Rd Mid-Dummer

City: Norwood Postal Code: K0L 2V0

For the purpose of: Creating a lot

I/We also give permission for the above noted agent to use photos of the above mentioned property marketing/media purposes

Yes ✓ No _____

Disclaimer

RDCC nor Ken Currie are not responsible for work carried out by the property owner(s), General Contractor(s), and or Sub contractor(s) on or at the above noted property and therefor shall to the fullest extent permitted by law, the property owner, assigns, or others having interest, shall indemnify, hold harmless, and defend, RDCC and Ken Currie from and against all claims, damages, losses and expense, including, but not limited to, Attorney's fees, Charges and Expenses arising out of, or resulting from performance or non-performance, by the property owner(s), General Contractor(s), Sub Contractor(s) or any others having an interest. RDCC nor Ken Currie are responsible for arranging any inspections of any kind.

Authorized Signature(s) – If there are names listed on the tax bill or deed as owners, a signature must be provided for each name listed.

I have read and fully understand and agree to this Disclaimer and give all above noted permissions to Ken Currie O/A RDCC

Signature [redacted] Date Apr: 10, 21

Signature _____ Date _____

Natural Heritage Evaluation - 459 7th Line Road, Peterborough

2020-07-09

Prepared for:
Marwood Payne

Cambium Reference No.: 10456-001

CAMBIUM INC.
866.217.7900
cambium-inc.com

Peterborough | Barrie | Oshawa | Kingston

Table of Contents

1.0 Introduction 1
1.1 Terms of Reference 2
1.2 Existing Site Conditions 2
1.3 Proposed Development and Conceptual Site Plan 2
2.0 Applicable Natural Heritage Policy and Regulation 3
2.1 Provincial Policy Statement, 2020 3
2.2 Growth Plan for the Greater Golden Horseshoe, 2019 3
2.3 Official Plan (County of Peterborough) 5
2.4 Official Plan (Township of Douro-Dummer) 5
2.5 Zoning By-law (Township of Douro-Dummer) 5
2.6 Conservation Authority Regulation (O.Reg. 167/06) 5
2.7 Endangered Species Act, 2007 6
2.8 Species at Risk Act 6
3.0 Technical Approach and Data Collection Methods 7
3.1 Background Information Review 7
3.1.1 Ministry Consultation 7
3.2 Field Investigations 8
3.2.1 Ecological Land Classification and Vegetation Inventory 8
3.2.2 Wetland Boundary Delineation 8
3.2.3 Habitat-Based Wildlife Surveys 9
4.0 Characterization of Natural Features and Functions 10
4.1 Landscape Position and Topography 10
4.2 Vegetation Communities 10
4.3 Wetland Delineation 11
4.4 Birds and Habitat Features 11
4.5 Amphibians and Habitat Features 12
4.6 Reptiles and Habitat Features 12

4.7 Mammals and Habitat Features 13
4.8 Species at Risk 14

5.0 Assessment of Natural Heritage Significance 16
5.1 Unevaluated Wetlands 16
5.2 Significant Woodlands 16
5.3 Significant Wildlife Habitat 17
5.3.1 Amphibian Breeding Habitat (Woodland) 17
5.3.2 Discussion of potential impacts and mitigation strategies are provided in Section 6.3.Special Concern and Rare Wildlife Species 18
5.4 Habitat of Endangered and Threatened Species 18

6.0 Proposed Development and Impact Assessment 19
6.1 Unevaluated Wetlands 19
6.2 Significant Woodland 20
6.3 Significant Wildlife Habitat 21
6.4 Habitat for Endangered and Threatened Species 23

7.0 Policy Compliance 24

8.0 Recommended Mitigation, Compensation, and Best Practices 26

9.0 Closing 28

References

List of Inserted Tables

Table 1 Protected Features of the GPGGH 4
Table 2 Summary of Field Investigations 8
Table 3 Vegetation Communities 10
Table 4 Policy Compliance Summary 24

List of Appended Figures

Figure 1 Site Location and Special Planning Areas
Figure 2 Local Natural Heritage Features
Figure 3 Site Natural Heritage Features and Survey Locations
Figure 4 Proposed Natural Heritage Development Constraints

List of Appendices

Appendix A Correspondence
Appendix B Photographic Log
Appendix C Vegetation Species List
Appendix D Species at Risk Screening

1.0 Introduction

Cambium Inc. (Cambium) was retained by Marwood Payne to conduct a Natural Heritage Evaluation - 459 7th Line Road, Peterborough (Figure 1; the Site). The proposed development includes a severance of a lot at the northeast corner of the property (the Study Area), with the intention of building a residence in the future.

The Natural Heritage Evaluation (NHE) is required to address potential negative impacts to natural heritage features identified during the preliminary planning review process, as required by the Provincial Policy Statement, 2020 (PPS) and the Growth Plan for the Greater Golden Horseshoe, 2019. Based on the Preliminary Severance Review provided by the County of Peterborough dated November 22, 2019, the proposed severance is within 120 m of a key hydrological feature (i.e., unevaluated wetland).

The Site is within the jurisdiction of the Otonabee Region Conservation Authority (ORCA) and their regulated area overlaps the Site due to the presence of a watercourse and wetlands. The scoped NHE was prepared in consideration of the regulations on development adjacent to watercourses and wetlands imposed by ORCA's *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (Ontario Regulation 167/06)* under the Conservation Authorities Act (1990).

The *Endangered Species Act, 2007* (ESA) (Government of Ontario, 2018) protects endangered or threatened species and their habitats from harm or destruction. Habitat of endangered and threated species is protected under provincial natural heritage policy; however, it is also the landowner's responsibility to ensure that no harm to these species occurs on their property. This NHE includes a species at risk (SAR) screening to determine if the Study Area has suitable habitat for any provincially or federal listed at-risk species.

In order to address the NHE requirements of the regulatory agencies, Cambium has conducted this NHE to provide an evaluation of reasonably anticipated ecological impacts, positive or negative, that may arise as a result of this proposed development to guide the decision making process.

1.1 Terms of Reference

Cambium undertook consultation with ORCA and to confirm the Terms of Reference (ToR) for the NHE and ensure it meets their requirements (email from Jasmine Gibson, Planning Ecologist, dated May 7, 2020; Appendix A)

1.2 Existing Site Conditions

The Site is currently occupied by a house, barn, and garage; however, a large portion of the property is undeveloped lands including forested areas, ponds, watercourses, and unevaluated wetlands. The Study Area is currently vacant. There are single residential dwellings located to the north, south, and east of the Study Area.

The Site is within Ecoregion 6E-8 of Ontario (Crins, Gray, Uhlig, & Wester, 2009).

1.3 Proposed Development and Conceptual Site Plan

The proposed development includes a severance of the property that would create one new lot and one retained lot, with road frontage on 8th Line Road and 7th Line Road, respectively. The retained lot would include the existing residential development. The Preliminary Severance Review provided by the County of Peterborough, dated November 22, 2019 (Appendix A), notes that the proposed severance does not conform to provincial policy due to the mapped unevaluated wetlands and waterbody less than 120 m away from the proposed severed lot.

2.0 Applicable Natural Heritage Policy and Regulation

At the provincial level, the Site is affected by the *Planning Act* R.S.O. 1990, as amended, and the associated Provincial Policy Statement, 2020 (PPS) as well as the *Places to Grow Act*, 2005 and the associated Growth Plan for the Greater Golden Horseshoe, 2019 (GPGGH). Although the PPS provides overall policy direction for the province related to land use and development, the GPGGH prevails where there is a conflict, with only two exceptions: natural environment and human health. In these cases, the policy that provides more protection prevails. For this site, the most stringent environmental policies are contained within the GPGGH. As such, the rest of this report seeks to address these comprehensive policies.

2.1 Provincial Policy Statement, 2020

Section 2.1 of the Provincial Policy Statement (PPS) (Ministry of Municipal Affairs and Housing, 2020) protects the form and function of natural heritage features as defined by the PPS. Natural heritage features included in the PPS are provincially significant wetlands (PSW), significant coastal wetlands, significant woodlands, significant valleylands, significant wildlife habitat (SWH), significant areas of natural and scientific interest (ANSI), fish habitat, and the habitat of endangered and threatened species. Given their significance, development is prohibited within PSWs in Ecoregions 5E, 6E, and 7E and within significant coastal wetlands. Development in fish habitat and the habitat of endangered and threatened species shall only be permitted in accordance with provincial and federal requirements. Development within other natural heritage features and on lands adjacent to all natural heritage features are permitted only if demonstrated that there will be no negative impacts on the feature or their ecological function. Development includes the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the *Planning Act*.

2.2 Growth Plan for the Greater Golden Horseshoe, 2019

The Greater Golden Horseshoe is one of the most dynamic and fast-growing regions in North America. To address the challenges of increased development within the area, the Growth Plan for the Greater Golden Horseshoe, 2019 (GPGGH) builds on the PPS "*to establish a*

unique land use planning framework for the Greater Golden Horseshoe that supports achievement of complete communities, a thriving economy, a clean and healthy environment, and social equity" (MMAH, 2019). In general, the GPGGH seeks to preserve agricultural lands, water resources, and natural areas by directing growth to settlement areas as defined in municipal Official Plans. The GPGGH contains policies regarding a provincial Natural Heritage System (NHS), key hydrologic features (KHFs), key hydrologic areas (KHAs), and key natural heritage features (KNHFs)(Table 1). Policies that reference the provincial NHS apply once the municipal Official Plan has incorporated the provincial NHS into their schedules; until that time, the policies that reference the NHS will apply outside settlement areas to the natural heritage systems identified in Official Plans that were approved and in effect as of July 1, 2017. Section 4.2.3 of the GPGGH states that, outside of settlement areas, development or site alteration is generally not permitted in KNHFs that are part of the NHS or in KHFs. Section 4.2.4 states that, outside of settlement areas, a proposal for new development or site alteration within 120 metres of a KNHF within the NHS or a KHF will require a natural heritage evaluation or hydrologic evaluation that identifies a suitable vegetation protection zone (i.e., a development setback). For KHFs, fish habitat, and significant woodlands the vegetation protection zone can be no less than 30 m measured from the outside boundary of the feature.

Table 1 Protected Features of the GPGGH

Key Hydrologic Features	Key Natural Heritage Features	
Permanent Streams	Habitat of Endangered and Threatened Species	Significant Wildlife Habitat
Intermittent Streams	Fish Habitat	Sand Barrens
Inland Lakes and their Littoral Zones	Wetlands	Savannahs
Seepage Areas and Springs	Life Science Areas of Natural and Scientific Interest (ANSI)	Tallgrass Prairies
Wetlands	Significant Valleylands	Alvars
	Significant Woodlands	

Based on the key hydrologic feature (i.e., wetlands and lakes) identified on the Site, the proposed development (land severance) is subject to the policies of the GPGGH. This study will focus specifically on Key Hydrologic Features and Key Natural Heritage Features on and within 120 m of the Study Area.

2.3 Official Plan (County of Peterborough)

According to the County of Peterborough's mapping, land use designation of the subject property is 'Rural Area'. Surrounding land use designations are predominantly 'Rural Area'.

2.4 Official Plan (Township of Douro-Dummer)

According to the Township of Douro-Dummer Schedule A4-2– Land Use and Transportation Dummer Ward (The Township of Douro-Dummer, 2008), the land use designation of the subject property is 'Rural'. Surrounding land use designations are predominantly 'Rural'.

2.5 Zoning By-law (Township of Douro-Dummer)

According to Zoning By-law No. 10-1996, the subject property is zoned 'Rural' (RU) and 'Environmental Constraint' (EC). Zoning of surrounding properties is predominantly 'Rural' (RU).

2.6 Conservation Authority Regulation (O.Reg. 167/06)

As per the *Otonabee Region Conservation Authority Regulation of Development, Interference with Wetlands and Alterations To Shorelines and Watercourses* (Ontario Regulation 167/06) under the *Conservation Authorities Act*, and the Otonabee Region Conservation Authority (ORCA) Watershed Planning and Regulation Policy Manual (2017) Section 7.0, development is not permitted within 120 m of a PSW boundary or within 30 m of a non-provincially significant wetland, unless it can be demonstrated through an Environmental Impact Study that such development will not have a negative impact on the natural features and the hydrologic functions of the wetland. Development includes the construction or reconstruction of a building, change in use of a building that alters the use, site grading, and the temporary or permanent placement or removal of any materials originating on the site or elsewhere.

Due to the mapped occurrences of wetlands and a lake, the Site is within the ORCA Development Control Area and a permit will be required in order to build on the Site. ORCA requires that a NHE be prepared to assess possible hydrologic and ecological impacts of the proposed development on the wetland area.

2.7 Endangered Species Act, 2007

Species listed as endangered or threatened on the Species at Risk in Ontario (SARO) list are protected under the provincial *Endangered Species Act*, 2007 (ESA) (Government of Ontario, 2018). Section 9(1) of the ESA prohibits a person from killing, harming, harassing, capturing or taking a member of a species listed as endangered, threatened, or extirpated. Section 10(1) of the ESA prohibits the damage or destruction of habitat of species listed as endangered or threatened. Protection of special concern species is provided through designation of their habitat as significant wildlife habitat, a provincially protected natural heritage feature.

2.8 Species at Risk Act

The federal *Species at Risk Act* (SARA) was adopted in 2002 to prevent endangered or threatened species from becoming extinct or extirpated, to help in the recovery of endangered, threatened and extirpated species, and to manage species of special concern to help prevent them from becoming endangered or threatened. Habitat which is deemed necessary for the survival/recovery of a listed wildlife species, referred to as Critical Habitat, is protected under Section 56 of the SARA. The SARA applies to all federal lands in Canada; however, at-risk aquatic and migratory bird species located on private property in Ontario also receive protection under the Act.

3.0 Technical Approach and Data Collection Methods

3.1 Background Information Review

Existing background information pertaining to the Study Area and surrounding landscape was compiled and reviewed, as part of a comprehensive desktop exercise, to better understand local biophysical conditions. In southern Ontario, readily available data includes aerial orthophotography, topographic base mapping, and geological records. Natural environment and land use schedules prepared in support of the County of Peterborough and Township of Douro-Dummer Official Plans were reviewed to acquire municipal data. Natural area records and species occurrences were obtained from digital resources and reference materials. The comprehensive desktop review for this Site included the following resources:

- Natural Heritage Areas: Make-a-map (Ministry of Natural Resources and Forestry, 2018); ; Accessed June 30, 2020
- Ontario Reptile and Amphibian Atlas (Ontario Nature, 2018); Accessed June 30, 2020
- Ontario Breeding Birds Atlas (2001-2005) (Bird Studies Canada, 2005); Accessed June 30, 2020
- County of Peterborough Official Plan
- Township of Douro-Dummer Official Plan
- Township of Douro-Dummer Zoning By-law No. 10-1996

Figure 2 shows the mapped natural heritage features present in the general area of the Site.

3.1.1 Ministry Consultation

In early 2019, the Government of Ontario made changes to the regulating authority on matters related to SAR in the Province. The Ministry of Environment, Conservation and Parks (MECP) is now responsible for administering the ESA and providing direction on potential compliance issues. MECP has prepared a guidance document titled 'Client's Guide to Preliminary Screening for Species at Risk" to "help clients better understand their obligation to gather

information and complete a preliminary screening for Species at Risk before contacting the Ministry". This document was used to guide the SAR habitat-based screening for subject study.

3.2 Field Investigations

Information gathered through the background information review was used to guide the development of the fieldwork program. The purpose of the site visit(s) was to verify information acquired through existing documentation and to gather additional site-specific information. The following field-based activities were carried out on the Study Area and are summarized in Table 2. Representative photos are included in Appendix B .

Table 2 Summary of Field Investigations

Date	Time On Site	Weather Conditions	Observer	Activities
2020-05-21	0900-1130	Sunny, 15°C	T. Jamieson	Ecological Land Classification

Notes:

Wind speed is reported as a Beaufort Wind Scale value (0 = 0-2 kph, 1 = 3-5 kph, 2 = 6-11 kph, 3= 12-19 kph, 4 = 20-30 kph, 5 = 31-39 kph, 6 = 40-50 kph)

Noise is reported based on background noise levels: Index 0 – no appreciable effect, 1 – slightly affecting sampling, 2 – moderately affecting

3.2.1 Ecological Land Classification and Vegetation Inventory

The Ecological Land Classification (ELC) System for Southern Ontario (Lee, 1998) was used to classify vegetation communities on the Site. Definitions of vegetation types are derived from the ELC for Southern Ontario First Approximation Field Guide (Lee, 1998) and the revised 2008 tables. ELC units were initially identified by aerial orthophoto interpretation during the desktop review. Field investigations served to confirm the type and extent of communities through vegetation inventory and soils assessment.

The vegetation inventory for the Study Area was conducted on May 21, 2020.

3.2.2 Wetland Boundary Delineation

The presence of wetlands on or adjacent to the Study Area was confirmed through field investigations during the growing season. Wetland boundaries were determined using the 50%

wetland vegetation rule, as specified by the Ontario Wetland Evaluation System (OWES) for Southern Ontario, 3rd Edition (Ministry of Natural Resources, 2013). Wetland boundaries are marked with a hand-held GPS unit and staked and flagged (pink with black dots) in the field.

The wetland boundary delineation for the Study Area was conducted on May 21, 2020.

3.2.3 Habitat-Based Wildlife Surveys

Given the scale of the proposed development, a habitat-based approach was used to assess potential impacts to wildlife, consistent with standard practice. General habitat information gathered through the field investigations was used to assess the connectivity of the Study Area with the surrounding landscape and evaluate the ecological significance of the local area. Cambium staff actively searched for features that may provide specialized habitat for wildlife. These searches included inspecting tree cavities, overturning logs, rocks and debris, and scanning for scat, browse, sheds, fur, etc. Any evidence of breeding, forage, shelter, or nesting was noted and samples were collected for further identification, as necessary. Species and habitat observations were documented and photographed.

4.0 Characterization of Natural Features and Functions

4.1 Landscape Position and Topography

The subject property is a large parcel of land that spans between South Dummer 7th Line Road and South Dummer 8th Line Road. The greater Site includes a mixture of coniferous and deciduous forest, open thicket communities, unevaluated wetlands, and open bodies of water (lakes). The proposed severance (Study Area) is in the northeast corner of the property. A mapped unevaluated wetland is located to the west of the Study Area.

The Study Area had an undulating topography and was gently sloped towards the west, in the direction of the wetland.

4.2 Vegetation Communities

The background review revealed that the Study Area consists of a previously cleared open area surrounded by coniferous forest (visible in 2018 imagery of the Study Area). A mapped unevaluated wetland was also identified to the west of the Study area.

Five vegetation community types were identified on and adjacent to the Study Area. The vegetation communities were initially classified through aerial photograph interpretation and were subsequently confirmed through the vegetation inventories conducted on May 21, 2020. The vegetation communities are summarized in Table 3.

Table 3 Vegetation Communities

ELC Code	Community Description	Community Type	S -Rank
CUT	Cultural thicket	Terrestrial	N/A
FOC2-2	Dry - Fresh White Cedar Coniferous Forest	Terrestrial	S5
SWD6-2	Silver Maple Organic Deciduous Swamp	Wetland	S5
SWM1-1	White Cedar - Mixed Mineral Swamp Type	Wetland	S5
SWM3-2	Poplar - Conifer Mineral Mixed Swamp Type	Wetland	S5

The extents of the vegetation communities identified on and adjacent to the Study Area are illustrated in Figure 3. A list of identified species and representative photos for each community are provided in Appendix C. A search for butternut (*Juglans cinerea*; provincially threatened) was completed as part of the vegetation survey; no butternut were identified.

4.3 Wetland Delineation

There was no wetland on the Study Area. Two wetland units, consisting of three wetland communities, were identified within 120 m of the Study Area. A mapped unevaluated wetland was identified west of the Study Area during the background review. The presence of this wetland was confirmed during the May 2020 site visit. This wetland consisted of two distinct wetland communities: SWM1-1 and SWD6-2 (Section 4.2). This wetland was delineated based on the dominance of wetland vegetation (>50% relative cover) and the presence of standing water. Soils within the SWM1-1 community consisted of a 22cm fibric to mesic organic matter horizon over silty clay. Mottles were observed at a depth of 45 cm and the water table was encountered at a depth of 20 cm. These soils are classified as Mineral Wetland under the ELC system. Soil sampling was foregone within the SWD6-2 community due to the presence of standing water.

A small wetland inclusion (SWM3-2) was observed on the adjacent property to the south of the Study Area. This wetland was located on private property beyond the Site boundaries; as such, it was delineated based on observations made from the property boundaries and orthographic imagery. This wetland was also delineated based on the dominance of wetland vegetation (>50% relative cover).

4.4 Birds and Habitat Features

A total of 132 bird species were identified within the general area of the Site through the OBBA (10 km UTM Grid Square 17QK32). Of these, 13 species are provincially listed as at-risk (Government of Canada, 2019; Government of Ontario, 2019). The identified at-risk species are included in the habitat-based screening for SAR summarized in Section 4.8.

The Study Area and adjacent lands present the following habitat types:

- Dense coniferous and mixed forested areas including swamps with standing water.
- Open thicket areas, with dense grasses, low shrubs and sparse trees.
- Open stony areas, with low vegetation and sparse shrub cover.
- Forest edge habitat. The forested areas were also connected to larger forests beyond the Study Area into the interior of the Site and adjacent properties. These areas likely provide interior forest habitat.

Incidental observations include a Sandhill Crane and a Barred Owl calling from beyond the Study Area boundaries within the interior of the Site.

4.5 Amphibians and Habitat Features

A review of ORAA (10 km UTM Grid Square 17QK32) did not reveal any records of amphibians in the area. However, the wetland communities adjacent to the Study Area certainly provides amphibian habitat. Standing water was observed within the SWD6-2 community during field investigations, though the flooding regime of the wetland is unknown. The SWD6-2 community is approximately 2,220 m^2 in size, and appears to by hydrologically connected to a larger wetland community that extends into the interior of the Site. The wetland was entirely forested and connected to a larger forested area. A Leopard Frog (*Lithoates pipens*) adult and Yellow Spotted Salamander (*Ambystoma maculatum*) eggs were also observed within this community during field investigations (Appendix B).

4.6 Reptiles and Habitat Features

One species of reptile was identified within the general area of the Site through the ORAA (10 km UTM Grid Square 17QK32). The only reptile to be listed was a SAR and is included in the habitat-based screening for SAR summarized in Section 4.8.

The Study Area and adjacent lands provide the following habitat types:

- Mixed and coniferous forested areas including swamps with standing water.

- A review of orthographic imagery revealed several relatively large areas of open water within the interior of the retained parcel, which may provide turtle overwintering habitat.
- Thicket areas with dense grass cover, low shrubs, and sparse trees. These areas provide potential foraging habitat and cover for basking snakes.
- An area of historical clearing was observed within the proposed severance area and another was located to the west within the retained area. Both of these areas were relatively open, with piles of stone and brush which provide suitable snake basking and foraging habitat (Appendix B).

The wetlands and open bodies of water within the interior of the Site provide potential turtle habitat; however, no open water suitable for overwintering turtles was observed in the Study Area. Given the proximity of the Study Area to the adjacent bodies of water, the Study Area may provide potential nesting habitat for turtles.

The complex combination of wetland and terrestrial habitat types also provide suitable habitat for snakes. Two Eastern Garter Snakes were observed on and adjacent to the Study Area: one was observed basking within the disturbed area in the middle of the Study Area and the other was observed under a rock in the disturbed area adjacent to the Study Area. The location of these observations is provided in Figure 3.

4.7 Mammals and Habitat Features

The Study Area and adjacent lands provide the following habitat types:

- Dense coniferous and mixed forested areas including swamps with standing water.
- Open thicket areas, with dense grasses, low shrubs and sparse trees.

The forested areas at the Study Area are connected to larger areas of woodland which likely provide overwintering habitat for larger mammals such as White-tailed Deer (*Odocoileus virginianus*). The Study Area also certainly provides habitat for small mammals such as raccoons (*Procyon lotor*), skunks (*Mephitis mephitis)*, porcupines (*Erethizon dorsatum*), and squirrels, mice, and voles. A Red Fox (*Vulpes vulpes)* was observed in the Study Area during

the May 2020 field investigations. No trees with flaking bark or large cavities that may provide potential bat maternity roosting sites were observed within or adjacent to the Study Area.

4.8 Species at Risk

A SAR occurrence list has been compiled through the background review sources (as listed in Section 3.1). In addition, the SAR occurrence list has been augmented with direct field observations as detailed in the previous sections. Cambium has employed a habitat-based screening, supplemented with direct field surveys when necessary, in order to identify suitable habitat for at risk species located on or adjacent to the Site. A detailed habitat suitability analysis is provided in Appendix D and a discussion of the results is provided below.

The following SAR had high or moderate potential for habitat on or adjacent to the Study Area:

- Eastern Whip-poor-will – Threatened
- Evening Grosbeak – Special Concern
- Golden Winged Warbler – Special Concern
- Blanding's Turtle – Threatened
- Snapping Turtle – Special Concern
- Eastern Milksnake – Special Concern (Federal)
- Eastern Ribbonsnake – Special Concern
- Western Chorus Frog – Threatened (Federal)

Western Chorus Frogs, a federally Threatened species, are a lowland terrestrial species that require aquatic and terrestrial habitat in close proximity to one another, preferring wooded wetlands adjacent to forested habitats. The SWD6-2 community offers potential breeding habitat for this species. While Western Chorus Frogs are listed as threatened federally, in this region of Ontario, they are locally abundant due to the wide availability of suitable habitat.

Similarly, the Milksnake is a federally listed species of Special Concern. This species tends to use open habitats such as rocky outcrops, fields and forest edges. The disturbed area and

surrounding forest and thicket communities provide potential habitat for this species. Though previously listed as a provincially at risk, Milksnake were delisted because of their local abundance and abundance of habitat.

At risk bats also have the potential to be present within the treed communities; however, no suitable cavity roost trees within the Study Area were documented during the Site visit. Bats can have roost habitat within large trees with cavities or flaking bark. Active season for bats extends from April until September.

It is noted that five of the above species are listed as Special Concern, which are afforded protection through the designation of their habitat as Significant Wildlife Habitat (SWH).

5.0 Assessment of Natural Heritage Significance

Based on information gathered from the background review and field investigations, the following natural heritage features that receive protection under provincial policy were considered in our assessment of features on the Site and adjacent lands: Wetlands, Candidate Significant Woodlands, Candidate Significant Wildlife Habitat, and Habitat of Threatened and Endangered Species.

5.1 Unevaluated Wetlands

Two unevaluated wetlands were identified within 120 m of the Study Area: one wetland was located to the west, and a second wetland inclusion was identified on the adjacent property to the south. Wetlands are considered to be a key hydrologic feature under the GPGGH.

Discussion of potential impacts and mitigation strategies is provided in Section 6.1.

5.2 Significant Woodlands

Significant woodlands are (key) natural heritage features that are afforded protection under both the PPS and the GPGGH (Section 2.1 and 4.2, respectively). According to their respective Official Plan Schedules, the County of Peterborough and Township of Douro-Dummer have not explicitly defined or designated significant woodlands within their jurisdiction. The woodland feature that overlaps the Study Area would be considered significant based on provincial criteria (Ministry of Natural Resources, 2010) because it is connected to a larger woodland that extends into the greater Site and beyond the Site boundaries and its connection to wetlands. While it is the responsibility of the Planning Authority to designate significant woodlands, the woodlands (FOC2-2; Table 3) in and adjacent to the Study Area will be considered candidate significant woodlands for the purpose of this study.

Discussion of potential impacts and mitigation strategies is provided in Section 6.2.

5.3 Significant Wildlife Habitat

Significant Wildlife Habitat guidance documents produced by the MNRF were used as a guide to identify and confirm SWH on the Site (MNR, 2000). The Site falls within Ecoregion 6E; therefore, the Significant Wildlife Habitat Criteria Schedules for Ecoregion 6E (Ministry of Natural Resources, 2013) apply to the proposed works. Information gathered during the background study and field activities were compared to SWH criteria to identify potential SWH habitat at the Site. The results from the SWH assessment are provided in the following sections.

5.3.1 Amphibian Breeding Habitat (Woodland)

The Significant Wildlife Habitat Criteria Schedules for Ecoregion 6E define Woodland Amphibian Breeding SWH based on the following criteria:

- All ecosites associated with the following ELC community Series: FOC, FOM, FOD, SWC, SWM, and SWD.
- A wetland, pond or woodland pool (including vernal pools) > 500 m^2 within or adjacent (within 120m) to a woodland.
- The presence of one or more of the listed newt/salamander species, or 2 or more of the listed frog species with at least 20 individuals (adults or egg masses) or 2 or more of the listed frog species with Call Level Codes of 3:
    - Eastern Newt
    - Blue-Spotted Salamander
    - Yellow Spotted Salamander
    - Gray Treefrog
    - Spring Peeper
    - Western Chorus Frog
    - Wood Frog

Yellow Spotted Salamander eggs were observed within the SWD6-2 community, which is connected the SWM1-1 community and to a larger woodland area (FOC2-2). The SWH Schedules defines the habitat as the wetland area, plus a 230m radius of woodland. Based on this, the wetland, plus 230m of the adjacent FOC2-2 community is considered Woodland Amphibian Breeding SWH.

5.3.2 Discussion of potential impacts and mitigation strategies are provided in Section 6.3.Special Concern and Rare Wildlife Species

Species of Special Concern are afforded protections through the designation of their habitat as SWH. The SAR screening revealed that Study Area had moderate to high habitat potential for four provincially listed species and one federally listed species: Evening Grosbeak, Golden Winged Warbler, Snapping Turtle, Eastern Milksnake (Federal), Eastern Ribbonsnake.

None of the above species were confirmed to be present during the field investigations. As such, the Study Area is considered Candidate Special Concern and Rare Wildlife Species SWH.

Discussion of potential impacts and mitigation strategies are provided in Section 6.3.

5.4 Habitat of Endangered and Threatened Species

Based on information gathered during the background review and field studies, the Study Area was determined to have moderate to high potential for two provincially listed Threatened species: Eastern Whip-poor-will and Blanding's Turtle.Discussion of potential impacts and mitigation strategies are provided in Section 6.4.

6.0 Proposed Development and Impact Assessment

The proposed development includes a severance of the property that would create one new lot and one retained lot, with road frontage on 8th Line Road and 7th Line Road, respectively. The retained lot would include the existing residential development.

The following sections address potential impacts to protected features identified on and adjacent to the Study Area that may result from the proposed development and site alteration:

- Unevaluated Wetlands
- Significant Woodlands
- Significant Wildlife Habitat
- Habitat of Endangered and Threatened Species

No other natural heritage features protected by provincial policy were confirmed on or adjacent to the Study Area.

Mitigation measures and best management practices have been recommended to ensure that the integrity of the current existing natural features are protected and/or enhanced and furthermore that their functions are not negatively impacted during or following construction.

6.1 Unevaluated Wetlands

The proposed development includes the creation of lot lines on the Site and the construction of single residential dwellings with associated infrastructure. The GPGGH specifies that a 30 m minimum vegetation protection zone (VPZ) be applied for development adjacent to wetlands; this VPZ is mapped on Figure 4. No direct impacts to the wetlands are associated with the creation of the severance lines. Given the location of the Study Area, there is sufficient space to locate the proposed severance outside the 30 m VPZ; therefore, the area of direct impacts associated with the construction of dwellings and infrastructure will be at least 30 m from the wetlands. No indirect impacts are anticipated to the wetland features provided this VPZ is adhered to and all proposed building, structures, and infrastructure are located outside the features and the VPZ. The 30 m VPZ is considered sufficient to protect the existing form and

function of these wetland features provided that the VPZ be maintained as the existing forest cover and be allowed to naturally self-sustain (i.e., no clearing/removal of seedling/saplings, no mowing, or removal of woody debris).

It will be essential that light-duty silt fencing be installed properly around the perimeter of the construction area. This will prevent sediment from entering the features in the surrounding landscape including the identified wetland features. All silt fencing should be properly trenched in and maintained in good working order until the area has been successfully revegetated. Any observed overland drainage channels originating from the development areas, that may or may not have arisen as a result of erosion, should pass through a check dam structure prior to discharge into any surface water body. Sedimentation, as a result of erosion, can have significant impacts on fish, fish habitat, water temperature, nutrient levels and water clarity.

6.2 Significant Woodland

The proposed development includes the creation of lot lines on the Site. No direct impacts to the significant woodland are associated with the proposed severance lines. Future construction activities within the Study Area have the potential to impact the forest directly through tree clearing, limiting natural regeneration, introduction of invasive species, and other anthropogenic influences. Tree clearing can contribute to forest fragmentation and the loss of interior wildlife habitat. For example, the creation of a laneway and building envelope within the middle of the woodland may expose interior wildlife species to predators that utilize forest edges for foraging. Potential impacts to forest habitat can be effectively mitigated with the strategic placement of a building envelope where edge habitat already exists. The severed lot will encompass an area that has been previously cleared. Subject to other zoning rules, it is recommended that future construction be directed into the previously cleared area. In addition, tree clearing should be limited to the area of the proposed building envelope. No tree clearing should occur within the FOC2-2 community, including the removal of shrubs and woody debris on the forest floor.

In order to maintain the existing natural species diversity of the woodland, it is recommended at that all enhancement and landscaping plants used on the property be selected primarily

from native plant species. When using non-native species, care should be taken to select species that are non-invasive. Invasive species can quickly colonize their preferred habitats, out-compete native species, and cause significant damage to the natural beauty of woodlands.

6.3 Significant Wildlife Habitat

The proposed development includes the creation of lot lines on the Site. No direct impacts to the significant wildlife habitat are associated with the proposed severance lines. Future construction activities within the Study Area do have the potential to impact the species and habitats on the Site; therefore, avoidance and mitigation measures are provided below.

The wetland (SWD6-2 and SWM1-1 communities) to the west of the Study Area was determined to be Woodland Amphibian Breeding SWH. This habitat includes 230 m of connected woodland around the wetland, which includes the FOC2-2 community that extends into the proposed severance area. Given that the FOC2-2 was also determined to be candidate Significant Woodland, this breeding habitat will continue to exist on and adjacent to the Study Area following residential development as the proposed lot lines, buildings, and structures should be located outside the wetland and the 30 m minimum vegetation protection zone (VPZ) that is to be applied to the wetland. Further, future construction should be directed to the previously cleared area of the Study Area. Given that tree clearing is expected to be minimal, Woodland Amphibian Breeding SWH will still exist within the retained lot and no negative impacts are anticipated for this SWH as a result of the proposed development.

The Study Area was also identified as being candidate Special Concern and Rare Wildlife SWH for birds, turtles and snakes. The Site was determined to contain potential habitat for Evening Grosbeak and Golden Winged Warbler. Provided vegetation clearing is limited to the already disturbed portion of the Study Area during future construction, habitat for these species will continue to exist. Extensive areas of potential habitat will also remain intact within the interior of the Site. Provided that tree clearing meets the restrictions specified below, no negative impacts are anticipated for this SWH as a result of the proposed development.

In order to avoid direct impacts to these bird species, it is recommended that tree clearing be limited to the previously disturbed area of the Study Area. Trees should be removed in the fall

or winter to avoid the breeding bird nesting season. The woodland community should be left in its natural state and should be allowed to regenerate and succeed through forest processes naturally. Tree clearing should be limited to the removal of hazard trees as necessary, avoiding breeding season as noted above. Edge habitat should be maintained as certain species rely on this habitat type. No dumping or yard waste disposal should occur within the woodland in order to maintain the natural state and avoid the introduction of non-native or invasive species. Provided these recommendations are adhered to, no direct or in-direct impacts to the habitat of these species is anticipated to occur resulting from the proposed development.

In general, nesting birds are protected under the Migratory Birds Convention Act, 1994. Vegetation clearing within the Study Area should occur outside the breeding bird season, which extends from April 15 to August 15 in this area (as per Environment and Climate Change Canada Guidelines). In the event that construction is planned to proceed during the breeding season, the construction area should be investigated regularly for the presence of breeding birds and nests containing eggs and/or young (some birds nest on man-made structures/machinery or in recently cleared areas). Nests discovered should be left undisturbed until young have fledged or the nest is determined to be inactive.

The Study Area was also determined to have potential habitat for Snapping Turtle, Eastern Milksnake, and Eastern Ribbonsnake. The wetlands adjacent to the Study Area, and within the interior of the Site, may provide turtle habitat. As such, there is the potential for turtles to utilize the Study Area for nesting. Eastern Garter Snakes were also observed on and adjacent to the Study Area. This indicates that the Study Area offers suitable snake basking habitat. Snakes may also utilize the Study Area for foraging.

Turtles and snakes are particularly vulnerable to construction-related impacts on sites adjacent to wetlands, watercourses and waterbodies. The Study Area does provide potential nesting habitat for turtle species and workers should be aware of the nesting season for turtles, which is May 15th to August 15th. Wildlife exclusion fencing, such as light-duty silt fence, should be properly installed (i.e., trenched-in) around the construction area(s) prior to May 15 of the year of construction in order to keep turtles and snakes from entering the construction area. Given

the shallow soils and exposed bedrock at the Study Area, sand bags may be required to secure the flap of the silt fence where there are insufficient soils to trench in the fencing.

6.4 Habitat for Endangered and Threatened Species

The proposed development includes the creation of lot lines on the Site. No direct impacts to the endangered and/or threatened species are associated with the proposed severance lines. Future construction activities at the Site do have the potential to impact the species. Potential habitat endangered or threatened amphibians, birds, and turtles was determined to be present at and adjacent to the Study Area: Eastern Whip-poor-will and Blanding's Turtle. Mitigation strategies provided in Section 6.3 for SWH are also sufficient to protect the above listed SAR.

Given the absence of cavity trees, the Study Area was found to have low habitat potential for at risk bat species. As such, direct or in-direct impacts to bats or bat habitat are not anticipated. Regardless, best management practices for wildlife recommends timing tree clearing to occur in the fall and winter to avoid impacts to wildlife.

7.0 Policy Compliance

Based on the key natural heritage features identified on and adjacent to the Study Area (wetlands, significant woodlands, and significant wildlife habitat) the proposed development (land severance) is subject to the policies of the PPS and GPGGH. In the absence of a mapped natural heritage system within the Official Plans, the policies of the PPS apply to development within 120 m of significant woodlands, significant wildlife habitat, and habitat for endangered and threatened species. The policies of the GPGGH apply to the development within 120 m of wetlands. Compliance with applicable natural heritage policy is summarized in Table 4.

Table 4 Policy Compliance Summary

Key Natural Heritage / Hydrologic Feature	On Site	On Adjacent Lands	Meets Associated Policy
Wetland	No	Yes	Yes: GPGGH 4.2.4.1-3
Explanation: Any proposed development, including severance lines and buildings/structures, on the Site should be located outside the wetland and the 30 m development setback/vegetation protection zone (Figure 4). This 30 m setback should be maintained as the existing forest cover.			
Significant Woodland	Yes: Candidate	Yes: Candidate	Yes: PPS 2.1.5/2.1.8
Explanation: No negative impacts to significant woodland are anticipated to result from the proposed severance provided the recommendations provided herein are adhered to.			
Significant Wildlife Habitat (including habitat of special concern species)	Yes: Candidate	Yes: Candidate	Yes: PPS 2.1.5/2.1.8
Explanation: No negative impacts to significant wildlife habitat are anticipated to result from the proposed severance provided the recommendations provided herein are adhered to.			

Habitat of Threatened and Endangered Species	Potentially	Potentially	Yes: PPS, 2.1.7/2.1.8
Explanation: No negative impacts to Habitat of Threatened and Endangered Species are anticipated to result from the proposed severance provided the recommendations provided herein are adhered to.			

8.0 Recommended Mitigation, Compensation, and Best Practices

1. Site Plans developed for the proposed development, including severance lines and building envelopes, should show the location of all confirmed natural features and setbacks, including the wetland boundary and 30 m wetland setback.
2. The proposed lot lines, buildings, and structures should be located outside the wetland and the 30 m wetland setback shown on Figure 4.
3. Where feasible, the proposed buildings and structures for the severed lot should be located within the identified cleared area.
4. The forest communities outside the building envelope should be left in their natural state and should be allowed to regenerate and succeed through forest processes naturally.
5. Vegetation clearing should occur outside the breeding bird season and bat roosting season which includes the period from April 15 to October 1 in the area (as per Environment and Climate Change Canada Guidelines and Ontario Ministry of Natural Resources and Forestry recommendations).
6. For construction on the severed lot, it will be essential that light-duty silt fencing be installed properly around the perimeter of the construction area. All silt fencing should be properly trenched in and maintained in good working order until the area has been successfully revegetated. Silt fencing will also serve as wildlife exclusion fencing to prevent access by some wildlife species.
7. Due to the nearby wetlands, workers should be aware of the nesting season for turtles which extends from May 15 to August 15. Should any nesting turtles be encountered, work should stop immediately and the turtle should be left to finish nesting undisturbed. The turtle should be photographed and the nest marked to ensure it is not disturbed during construction until it has hatched (late August – September). If a nest is laid in a stockpile or other area that requires disturbance, Cambium should be contacted to determine if the nest can be relocated.

8. Though not identified in the field inventories, any subsequently identified SAR discovered on the property will be left undisturbed as dictated by the Endangered Species Act, 2007. If any SAR individuals are encountered, they should be photographed and allowed time to move out of harms way. SAR observations should be reported to the Natural Heritage Information Centre.

9.0 Closing

In conclusion, potential negative impacts associated with the proposed severances and future development and site alteration can be appropriately minimized, provided that the recommendations outlined in Section 8.0 are adhered to. The information presented herein demonstrates that the proposed development can be carried out in a way that will not adversely impact natural heritage features and function identified on or adjacent to the Study Area.

Respectfully submitted,

Cambium Inc.

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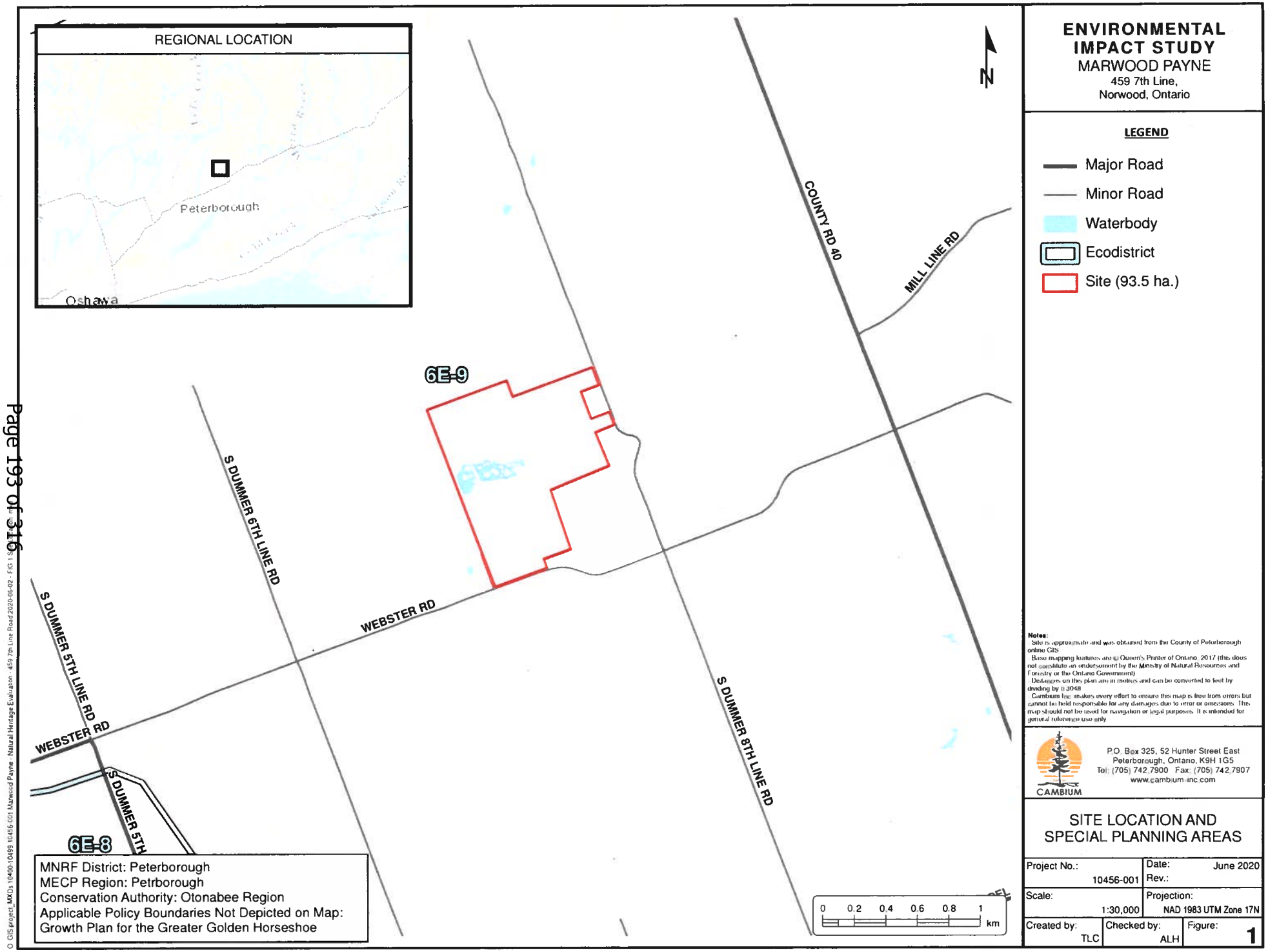

ENVIRONMENTAL IMPACT STUDY

MARWOOD PAYNE
459 7th Line,
Norwood, Ontario

LEGEND

- Major Road
- Minor Road
- Waterbody
- Ecodistrict
- Site (93.5 ha.)

Notes:
Site is approximate and was obtained from the County of Peterborough online GIS
Base mapping features are © Queen's Printer of Ontario, 2017 (this does not constitute an endorsement by the Ministry of Natural Resources and Forestry or the Ontario Government)
Distances on this plan are in metres and can be converted to feet by dividing by 0.3048
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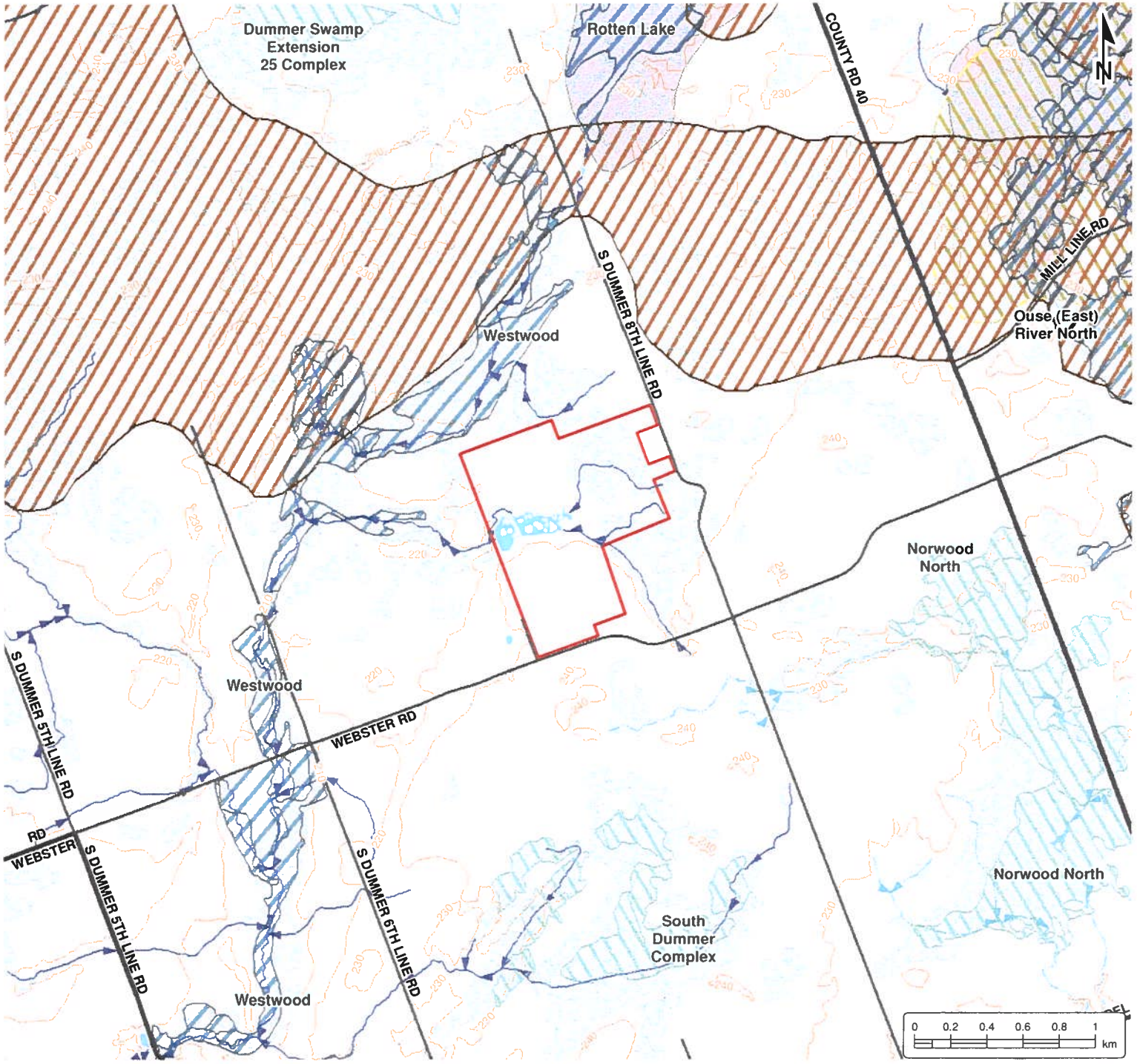
SITE LOCATION AND SPECIAL PLANNING AREAS

Project No.: 10456-001		Date: June 2020 Rev.:	
Scale: 1:30,000		Projection: NAD 1983 UTM Zone 17N	
Created by: TLC	Checked by: ALH	Figure: 1	

O:\GIS\project_MXDs\10400-10499\10456-001 Marwood Payne - Natural Heritage Evaluation\459 7th Line Road\2020-06-02 - FIG 1 Site Location and Special Planning Areas.mxd



ENVIRONMENTAL IMPACT STUDY

MARWOOD PAYNE
459 7th Line,
Norwood, Ontario

LEGEND

- Major Road
- Minor Road
- Watercourse - Unknown Thermal Regime
- Watercourse - Cold
- Watercourse - Warm
- Wetland Area
- Provincially Significant Weltand
- Locally Significant Wetland
- Deer Wintering Area (Stratum 2)
- Deer Yard (Stratum 1)
- ANSI, Life Science
- Water Area - Unknown Thermal Regime
- Water Area - Cold
- Site (93.5 ha.)

Notes:
Site is approximate and was obtained from the County of Peterborough online GIS
Base mapping features are © Queen's Printer of Ontario, 2017 (this does not constitute an endorsement by the Ministry of Natural Resources and Forestry or the Ontario Government).
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LOCAL NATURAL HERITAGE FEATURES

Project No.: 10456-001		Date: June 2020	Rev.:
Scale: 1:30,000		Projection: NAD 1983 UTM Zone 17N	
Created by: TLC	Checked by: ALH	Figure: 2	

O:\GIS project_MXDs\10400-10499 10456-001 Marwood Payne - Natural Heritage Evaluation - 459 7th Line Road\2020-06-02 - FIG 2 - Local Natural Heritage Features.mxd

ENVIRONMENTAL IMPACT STUDY

MARWOOD PAYNE
459 7th Line,
Norwood, Ontario

LEGEND

- Soil Sample Points
- Snake Observation
- Confirmed Wetland Boundary
- Contour 5m Interval
- 120m Adjacent Lands
- Study Area (1.5ha.)
- Site (93.5 ha.)
- Vegetation Communities:

FOC2-2	Dry – Fresh White Cedar Coniferous Forest
SWM1-1	White Cedar – Hardwood Mineral Swamp
SWD6-2	Silver Maple Organic Deciduous Swamp
SWM3-2	(Inclusion): Poplar –Conifer Mineral Mixed Swamp Inclusion
CUT	Cultural Thicket

Notes:
Site is approximate and was obtained from the County of Peterborough online GIS
Base mapping features are © Queen's Printer of Ontario, 2017 (this does not constitute an endorsement by the Ministry of Natural Resources and Forestry 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

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P.O. Box 325, 52 Hunter Street East
Peterborough, Ontario, K9H 1G5
Tel: (705) 742.7900 Fax: (705) 742.7907
www.cambium-inc.com

SITE NATURAL HERITAGE FEATURES

Project No.: 10456-001		Date: June 2020	Rev.:
Scale: 1:2,500		Projection: NAD 1983 UTM Zone 17N	
Created by: TLC	Checked by: ALH	Figure: 3	

O:\GIS\project_MXDs\10400-10499\10456-001 Marwood Payne - Natural Heritage Evaluation - 459 7th Line Road\2020-06-02 - FIG 3 SITE.mxd Feb 06 2020

ENVIRONMENTAL IMPACT STUDY

MARWOOD PAYNE
459 7th Line,
Norwood, Ontario

LEGEND

- 30m Wetland Setback
- Confirmed Wetland Boundary
- Contour 5m Interval
- Study Area (1.5ha.)
- Site (93.5 ha.)

Notes:
Site is approximate and was obtained from the County of Peterborough online GIS
Base mapping features are © Queen's Printer of Ontario, 2017 (this does not constitute an endorsement by the Ministry of Natural Resources and Forestry 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

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PROPOSED NATURAL HERITAGE DEVELOPMENT CONSTRAINTS

Project No.: 10456-001	Date: June 2020 Rev.:	
Scale: 1:2,500	Projection: NAD 1983 UTM Zone 17N	
Created by: TLC	Checked by: ALH	Figure: 4

G:\GIS project_MXDs\10400-10499 (10456-001 Marwood Payne - Natural Heritage Evaluation - 459 7th Line Road\2020-06-02 - FIG 4 NHD Constraints.mxd

Appendix A
Correspondence

Preliminary Severance Review

Prepared by the Peterborough County Planning Department

Name: Marwood Payne **Agent:** N/A **Date:** November 22, 2019

Lot: 6 and 7 **Concession:** 7 **Municipality:** Dummer Ward
Township of Douro-Dummer

Description: 459 7th Line Road

Phone: 705-933-9992 **Email:** marwoodpayne@yahoo.ca **Office Phone:**

Communication Sent To: **Owner:** ☒ **Agent:** ☐

	Severed	**Retained**
County O.P. Description	Rural Area	Rural Area
Municipal O.P. Designation (effective October 2008)	Rural	Rural
Municipal Zoning (By-Law No. 10-1996)	(RU)	(RU)
Area/Lot Dimensions	± 0.61 hectares with ± 69 meters of frontage on 8th Line Road-S-Dummer	± 92.86 hectares with ± 208 meters of frontage on Line Road-S-Dummer
Existing Use/Buildings	Vacant	House, Barn and Garage

Intent: To sever a residential lot. Roll No.(s) 1522-020-002-01000.

County Official Plan Policy Review: The subject property is described as Rural Area in the County of Peterborough Official Plan. Section 2.6.3.5 of the Plan suggests that residential severances for land holdings located in the Rural Area should be discouraged in favour of development in Settlement Areas in an effort to promote orderly growth and development. However, severances in the Rural Area may be considered provided Health Unit, road frontage and access and Minimum Distance Separation requirements can be met (Sections 2.6.3.5 (A), (C) & (G)) and provided the applicable policies of Sections 2.6.3.1, 2.6.3.5, 4.1.3 and 4.3 are complied with (Section 2.6.3.5 (H)).

Municipal Official Plan Policy Review: The subject property is designated Rural in the Township Official Plan. In the Rural designation a maximum of two severances are permitted from a property as it existed 25 years prior to the date of application (Sections 6.1.1 & 6.2.2.5(d)). Peterborough County Land Division records indicate that the subject property has not received any severances, and therefore the property is eligible for a severance. In addition, the landowner must have owned the property for a minimum of 5 years, and the size of the new lot created specifically for a residential use shall not exceed 1 hectare in area (Sections 6.2.2.5 (d) (i) & (ii)). The applicant appears to have owned the property for the minimum of 5 years and the severed parcel does not exceed 1 hectare.

As applicable, consents must meet road frontage & access, Zoning By-law, Health Unit and Minimum Distance Separation (MDS) requirements (Sections 7.12.2, 7.12.4, and 7.12.12).

Municipal Zoning By-Law Review: The severed parcel is zoned Rural Zone (RU) in the Municipal Zoning By-law. A single-detached dwelling is permitted in the (RU) zone (Section 9.1.5), provided the parcel has a minimum lot area of 0.4 hectares and a minimum lot frontage of 45 meters (Sections 9.2.4 (a) & (b)). The severed parcel appears to meet these requirements.

The retained parcel is zoned Rural Zone (RU) and Environmental Conservation (EC) in the Municipal Zoning By-law. An agricultural use is permitted in the (RU) zone (Section 9.1.1), provided the parcel has a minimum lot area of 20 hectares and a minimum lot frontage of 135 meters (Sections 9.2.1 (a) & (b)). The retained parcel appears to meet these requirements.

The applicant should be aware that the Environmental Conservation zone on the retained parcel does not permit new buildings or structures (Section 19.1).

Provincial Policy Review: The Provincial Policy Statement, 2014 (PPS) and Growth Plan for the Greater Golden Horseshoe, 2019 (GPGGH) apply to this proposal.

The following key natural heritage features and/or key hydrologic features have been identified on or adjacent to the subject property: wetlands and lakes.

Section 4.2.4.1 of the Growth Plan (2019) states that development and site alteration, including lot creation, within 120 metres of a key hydrologic feature will require a natural heritage evaluation/hydrologic evaluation that identifies a vegetation protection zone (VPZ) that is no less than 30 metres. The severed parcel is located within 120 metres of the above key hydrologic features, a natural heritage evaluation and/or hydrologic evaluation is required. There is a possibility that there could be an impact on the existing heritage features in the surrounding area.

A portion of the subject property, in the retained parcel, is traversed by an area identified for habitat of endangered species and threatened species. Policy 2.1.7 of the Provincial Policy Statement prohibits development and site alteration, including lot creation, within habitat of endangered species and threatened species, except in accordance with provincial and federal requirements. Species at Risk Data available to the County indicates that there have been no observations of species at risk on or adjacent to the proposed severed lot. Therefore, a Species at Risk Assessment is not required.

Minimum Distance Separation Formula I (MDS I) as per policy 1.1.5.9 of the 2014 Provincial Policy Statement has been not been calculated for the livestock facilities (i.e. barns). There does not appear to be any livestock facilities within 750 meters of the proposed severed parcel. The proposal appears to meet MDS I setback requirements.

Additional Notes:

* The lands appear to be regulated by Regulation 167/06, the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation of the Otonabee Conservation Authority. Therefore, the proposal should be discussed with Matt Wilkinson/Alex Bradburn at (705) 745-5791 ext.213/ext.227 to determine what, if any permits may be necessary.

* The applicant and any prospective owners are advised that endangered and/or threatened species exist in the area and may exist on the site. It is the responsibility of the landowner to identify endangered and threatened species and their habitat within the property prior to undertaking work, and to ensure that the work/activity will not result in negative impacts. Landowners are encouraged to consult with the Ministry of Environment, Conservation and Parks (MECP) if they have questions about the *Endangered Species Act, 2007 (ESA)*. Any sightings of a threatened or endangered species during development and construction on the property must be reported in accordance with the ESA.

This Preliminary Severance Review has been circulated by the Planning Department to the following agencies (marked with an X):

- ☒ **Local Municipality of Douro-Dummer**
- ☐ **County Infrastructure Services (i.e. Roads) ;**
- ☒ **Conservation Authority ;**
- ☐ **First Nations ;**
- ☐ **Other**

Agencies to be Contacted by Owner/Agent (marked with an X):

- ☒ **Township**
- ☒ **Conservation Authority**
- ☐ **Source Water Risk Management Officer**
- ☐ **Ministry of Environment, Conservation and Parks**
- ☒ **Health Unit**
- ☐ **Trent-Severn Waterway**
- ☐ **First Nations**
- ☐ **Other**

Proposal does not appear to conform to the Growth Plan for the Greater Golden Horseshoe and/or Provincial Policy Statement policies.
The severance proposal does not appear to conform to the Provincial Plan(s). There is is a non-evaluated wetland and a lake less than 120 meters away from the proposed severed lot. This proposal does not conform to Provincial policies unless an Environmental Impact Study is completed which demonstrates there will be no negative impacts on the wetlands.

Proposal appears to conform to County Official Plan policies.
The severance proposal appears to conform to the County Official Plan.

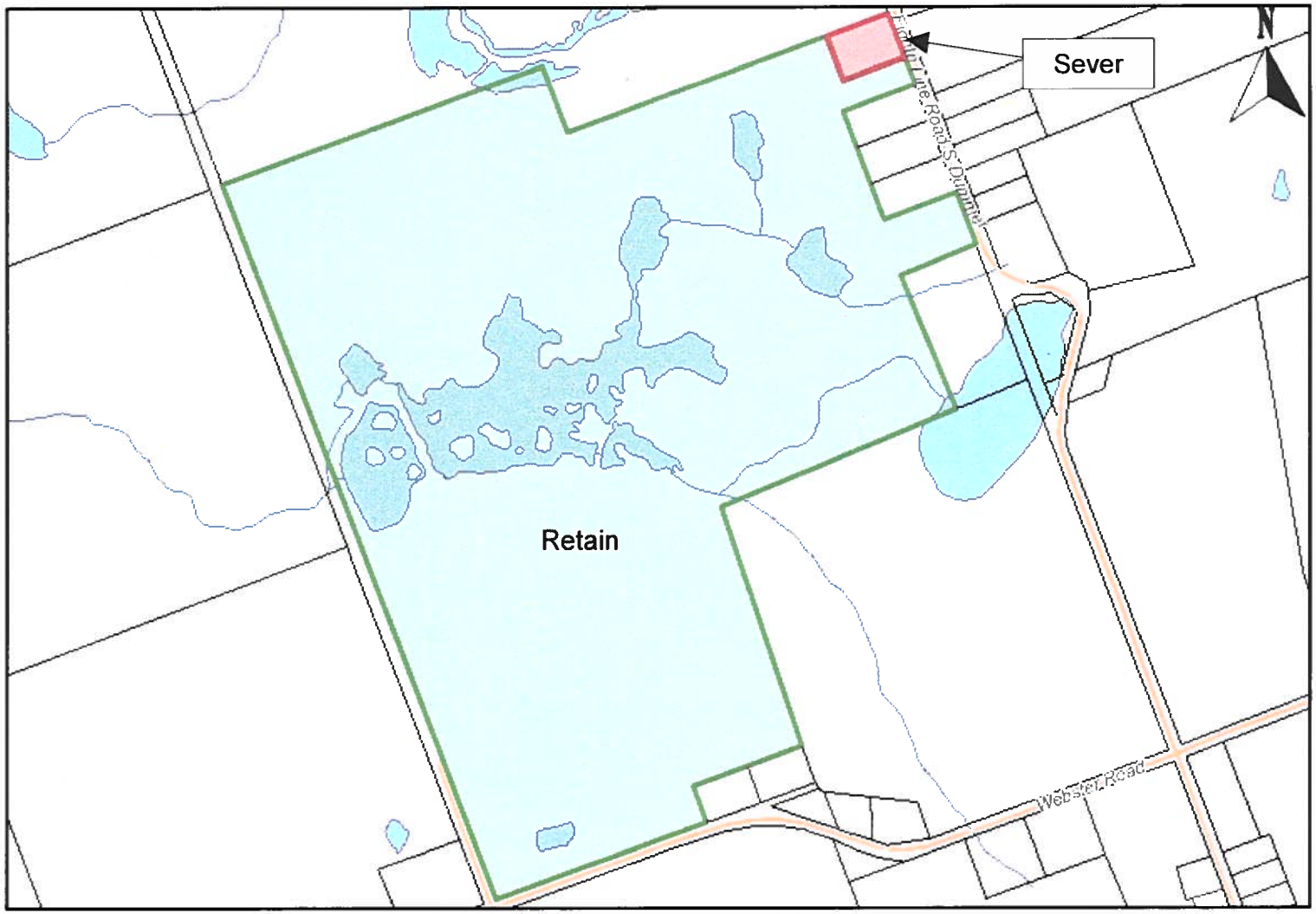
Proposal appears to conform to Township Official Plan policies.
The severance proposal appears to conform to the Township Official Plan.

☒ **Application requires confirmation from the Township or identified agency regarding policy conformity. **Please note that the landowner should be aware that members of the local council may not support a rezoning or minor variance to create a lot that is not in compliance with the provisions of the zoning by-law.****

***Reviewed By*: Zachary Tonello**

Important
Our position on the overall conformity of the proposal is based on information available at the time of review. Subsequent information from commenting agencies can change our comments relating to any formal application for severance which is subsequently filed. Therefore, the above-noted comments should not be construed as preliminary approval or denial of a proposal but recognized as a position of the County Planning Department based on the availability of current information.

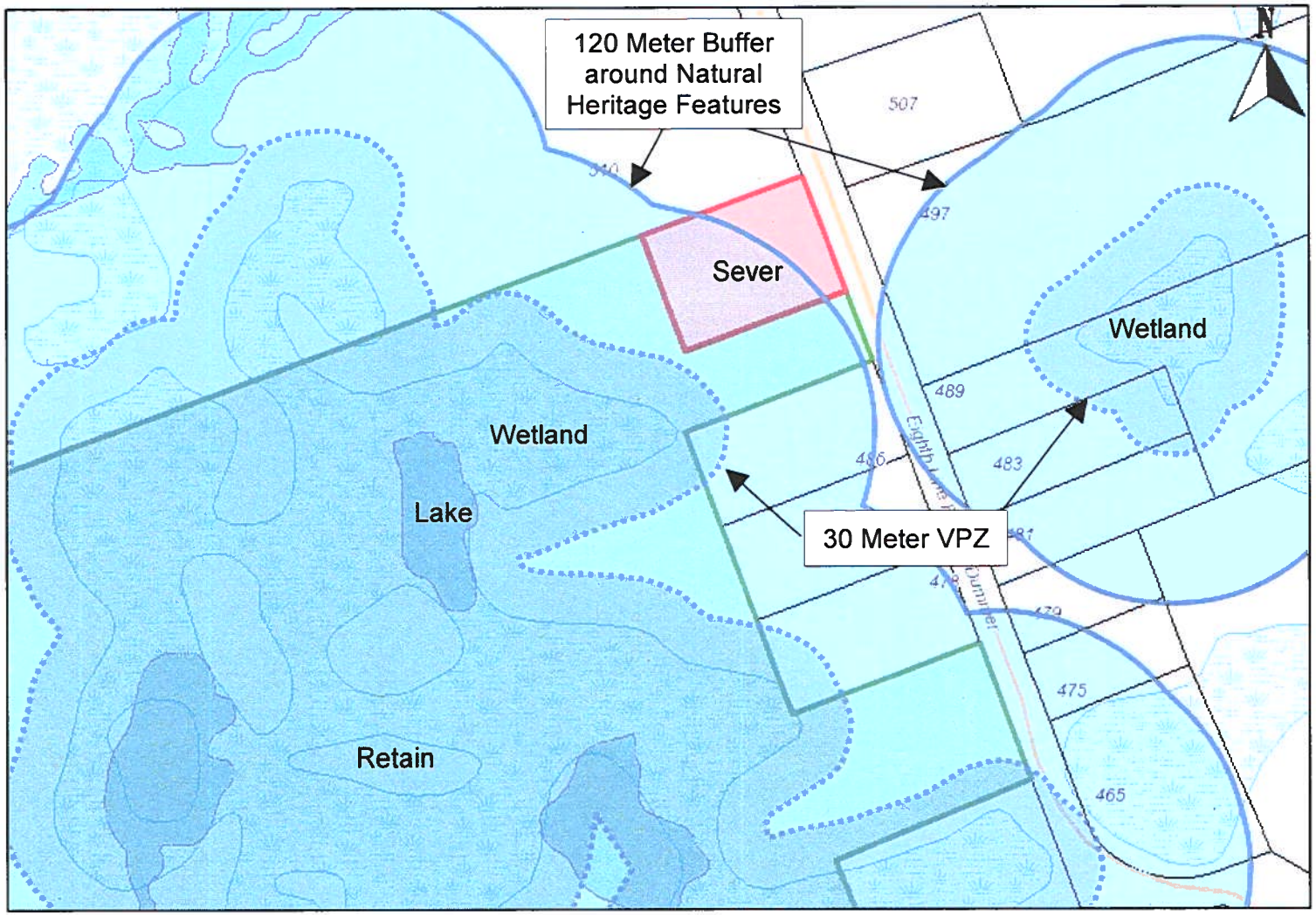
Roll # 1522-020-002-01000
Lot 6 and 7, Concession 7, Dummer



Scale (metric)
1:10,000

Roll # 1522-020-002-01000

Special Features Map: Wetlands and Lakes



NOTE: Development and site alteration is not permitted within key hydrologic features; any development proposed within the 120 meter buffer surrounding key hydrologic features requires a natural heritage evaluation/hydrologic evaluation to identify a vegetative protection zone (no less than 30 meters). No development, including lot creation, is permitted within the 30 meter vegetation protection zone (VPZ).

Scale (metric)
1:4,000

Rachael Doyle

From: Jasmine Gibson <jgibson@otonabeeconservation.com>
Sent: Thursday, May 7, 2020 10:08 AM
To: Tyler Jamieson; Matt Wilkinson
Cc: Andrea Hicks
Subject: RE: Severance at 459 7th Line Road (10456-001)

Good morning Tyler (and Andrea),

Re: 459 7th Line (Roll # 1522-020-002-0100) Consent Application

I hope this email finds you well.

Based on 2018 aerial photography there appears to be wetland features in close proximity to the proposed severed parcel; based on the lot line configuration, it appears that the parcel is setback 30m from the proposal. However, this has to be field verified. The wetlands on the retained look like they are hydrologically connected to the offsite Westwood PSW. However, provided 30m+ buffers are applied to setback the new lot; the PSW connectivity is not a concern at this time. Please note that PPS and Growth Plan policies apply to this application.

While I support the Terms of Reference in principle, any changes to the proposal because of site conditions, etc., should be discussed with staff to ensure the ToRs continues to address relevant planning and permitting policies to avoid delays. With respect to bird surveys, I recommend aligning your review with the MECP's "Client's Guide to Preliminary Screening for Species at Risk" to address PPS 2.1.7; this will determine whether or not species-specific surveys are warranted. In general, single-lot development for a residential use is considered low risk for SAR/SWH, and typically an existing species occurrence triggers concerns, but the potential habitat mapping exercise and reviewing SAR/SWH resources appears to demonstrate due diligence.

Let me know if you have any questions/concerns; thanks.

Regards,
Jasmine

Otonabee
CONSERVATION

Please note that in response to Covid-19, our Administrative Office at 250 Milroy Drive is closed to the public. Be assured that we are doing our best to continue providing our services remotely and therefore, email is our preferred method of communication at this time. We will do our best to get back to you within one business day.

We are committed to keeping communications open to our watershed residents. Contact us if you have any questions. Please check our website for regular updates...

Jasmine Gibson
Planning Ecologist

Otonabee Region Conservation Authority
250 Milroy Drive, Peterborough, ON, K9H 7M9
705-745-5791 x233

From: Tyler Jamieson (Tyler.Jamieson@cambium-inc.com) <Tyler.Jamieson@cambium-inc.com>
Sent: Monday, May 4, 2020 1:57 PM
To: Matt Wilkinson <mwilkinson@otonabeeconservation.com>; Jasmine Gibson <jgibson@otonabeeconservation.com>
Cc: Andrea Hicks <Andrea.Hicks@cambium-inc.com>; Cambium File <file@cambium-inc.com>
Subject: Severance at 459 7th Line Road (10456-001)

Good afternoon Matt and Jasmine,

Cambium has been employed by Marwood Payne to complete a NHE for a proposed severance at 459 7th Line Road, Peterborough, ON. I've attached the PSR for your review.

The Site is an existing developed property with a house, barn, and garage; however, a large portion of the property is undisturbed lands including forested areas, ponds, lakes, watercourses, and unevaluated wetlands. The PSR indicates the proposed severance is within 120 m of a key hydrological feature (i.e., unevaluated wetland). The area of the proposed severance appears to have been partially cleared in the past, and currently consists of a mixture of open space and shrub thicket.

Based on the contents of the PSR and the current state of the Site, Cambium has proposed the following terms of reference (ToR):

One (1) site visit in mid to late May 2020 to document natural features and functions on the property, if any, including:

- Delineate the boundaries of the wetland based on the Ontario Wetland Evaluation System (OWES) for Southern Ontario (Ministry of Natural Resources, 2013). The site visit will capture appropriate wetland delineation characteristics, including vegetation species and wetted limits.
- Identify vegetation communities occupying the Site and classify according to the Ecological Land Classification System for Southern Ontario (Lee, et al., 1998).
- Document watercourse characteristics including riparian vegetation, erosion prone areas, and special habitat features.
- Record observations of wildlife occurrences and assess wildlife habitat function, including significant wildlife habitat on the Site. Any evidence of breeding, forage, shelter or nesting sites, and/or travel corridors will be noted.
- Conduct a habitat-based species at risk screening for the proposed severance area.

- Evaluate the potential impacts to natural features and function on adjacent lands, with emphases on the non-evaluated wetlands.

The report will include constraints mapping indicating the location of proposed severance in relation to any key natural or hydrological features identified at the site, and their designated setbacks. Recommendations regarding impacts to SAR and their habitat will also be provided.

As stated previously, the proposed severance area consists of open space/shrub thicket, which likely provides limited bird SAR habitat. As such we are hoping to avoid breeding bird surveys, and instead include a habitat-based SAR screening.

Please advise if you feel there is anything else that needs to be addressed.

Kind regards,

Tyler

Tyler Jamieson. B.Sc. Hon., M.Sc.
Technologist Ecological/Biological

Cambium Inc. - Peterborough
Environmental | Building Sciences | Geotechnical | Construction Monitoring
p: 705.742.7900 | **c:** 705.957.1457 | **toll:** 866.217.7900 | **w:** cambium-inc.com

Under modified work conditions in response to the current pandemic and government directives, Cambium continues to provide the professional services you have come to expect to guide good decisions. The well-being and safety of our teams, clients, and communities are a top priority. We ask for your patience and look forward to working together as we evolve into the "new normal". Stay safe. Better days are ahead.

This email and attachments is intended solely for the use of the recipient and may contain personal information that is regulated in accordance with the Personal Information Protection and Electronic Documents Act, S.C. 2000 c5. If you are not the intended recipient or do not agree to comply with the Act, please notify the sender by return email and delete the original message and attachments without making a copy.

Check out our video - an inside look at Cambium's culture & career opportunities

Appendix B
Photographic Log

Photo 1 Piles of stone observed in cleared area within the Study Area, May 2020.

Photo 2 Piles of brush observed in cleared area adjacent to the Study Area, May 2020.

Photo 3 Yellow Spotted Salamander eggs in SWD6-2 community, May 2020.

Photo 4 Leopard Frog in SWD6-2 community, May 2020.

Appendix C
Vegetation Species List

VEGETATION COMMUNITY CLASSIFICATION: Cultural Thicket (CUT)

LOCATION: 459 7th Line Road, Peterborough

COORDINATES: 44.42902773582372, -78.02382043700823

PROJECT NUMBER: 10456-001

DATE: May 21, 2020

PROJECT MANAGER: Andrea Hicks

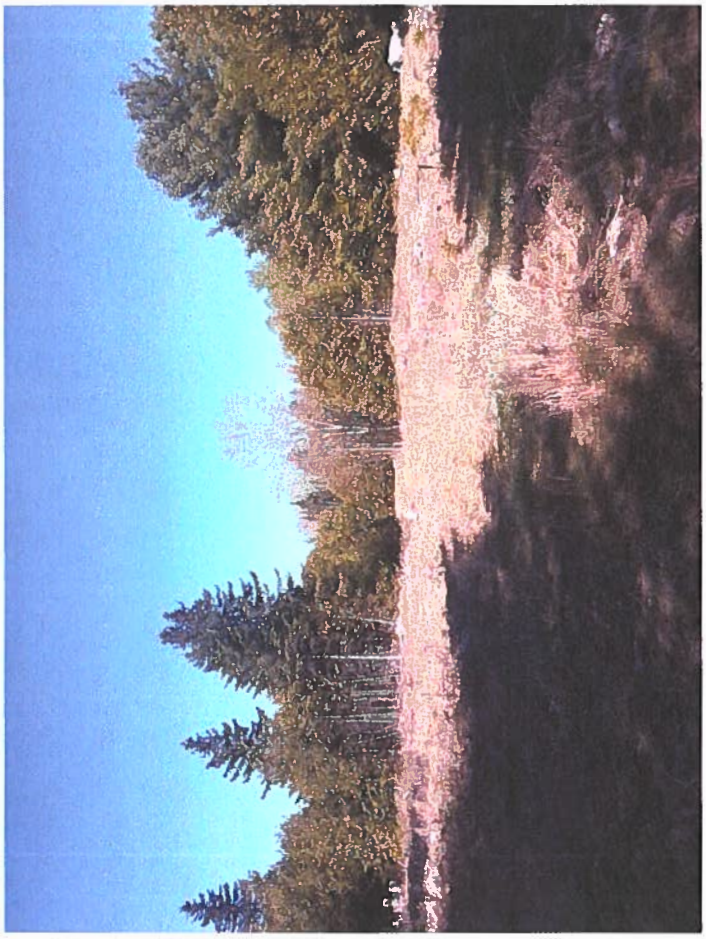
FIELD STAFF: Tyler Jamieson

FIELD SHEET – Vegetation Species List

Common Name	Scientific Name	Family	COSEWIC	SARO	CoC	S-Rank
Poverty Oatgrass	Danthonia spicata	Poaceae			5	S5
Canada Goldenrod	Solidago canadensis var. canadensis	Asteraceae			1	S5
Eastern White Cedar	Thuja occidentalis	Cupressaceae			4	S5
Common Mullein	Verbascum thapsus ssp. thapsus	Scrophulariaceae				SNA
Common Red Raspberry	Rubus idaeus ssp. idaeus	Rosaceae				SNA
Wild Strawberry	Fragaria virginiana ssp. virginiana	Rosaceae			2	S5
Labrador Violet	Viola labradorica	Violaceae			3	S5
Common Dandelion	Taraxacum officinale	Asteraceae				SNA
Black Cherry	Prunus serotina var. serotina	Rosaceae			3	S5
Tufted Vetch	Vicia cracca	Fabaceae				SNA
Red Clover	Trifolium pratense	Fabaceae				SNA
Gay-wing Milkwort	Polygaloides paucifolia	Polygalaceae			6	S5

NOTES: Cultural Thicket. Disturbed area in centre of Study Area similar species, with no tree or shrub cover..

VEGETATION COMMUNITY PHOTOS:



VEGETATION COMMUNITY CLASSIFICATION: Coniferous Forest (FOC2-2) LOCATION: 459 7th Line Road, Peterborough COORDINATES: 44.42896086248905, -78.02401713430217

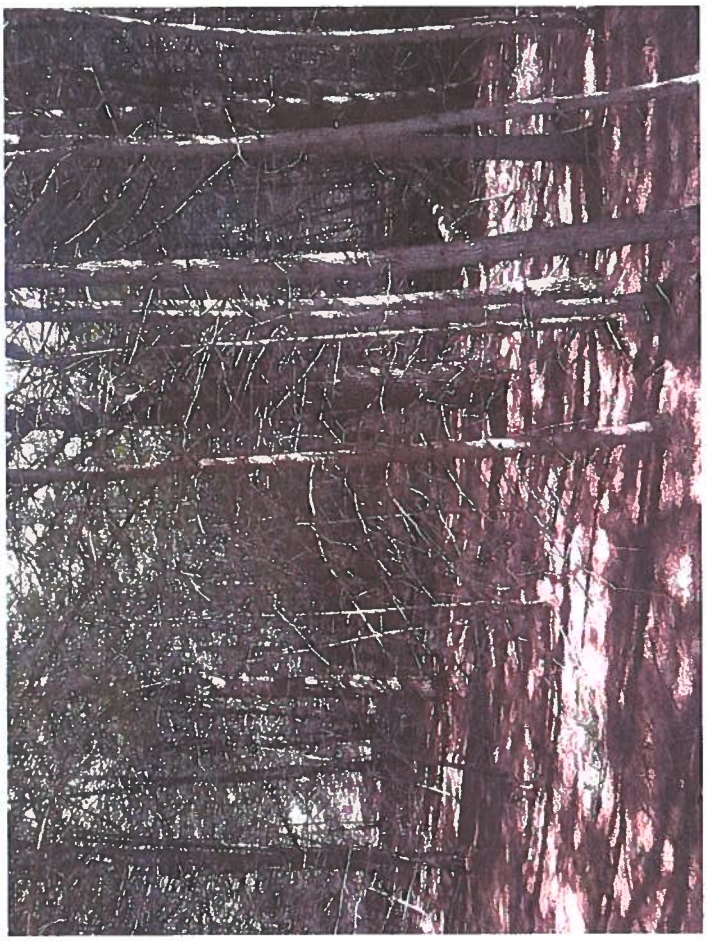
PROJECT NUMBER: 10456-001 DATE: May 21, 2020 PROJECT MANAGER: Andrea Hicks FIELD STAFF: Tyler Jamieson

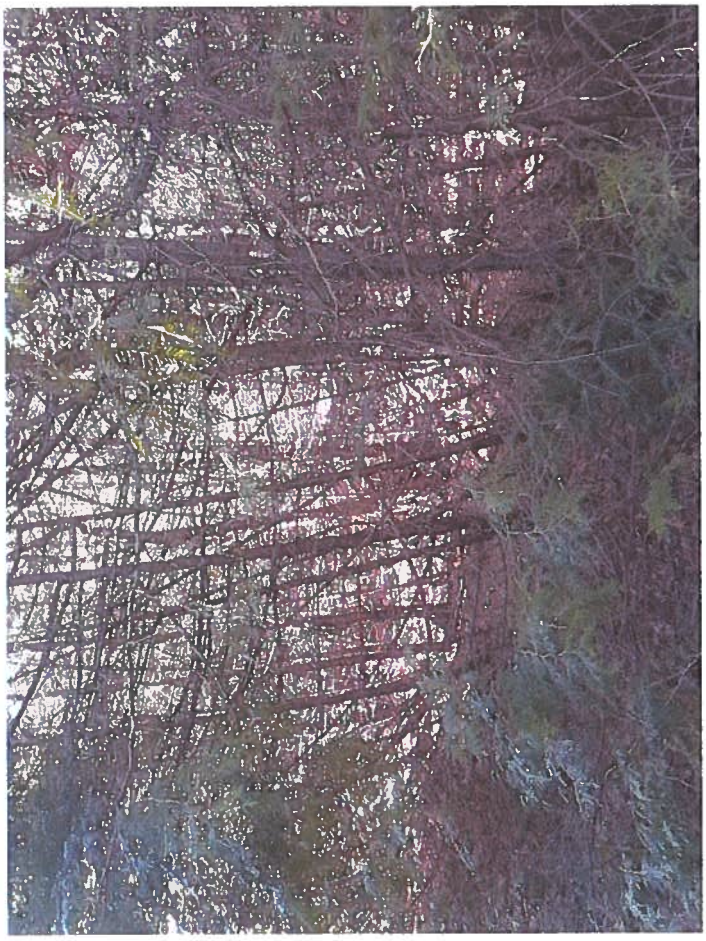
FIELD SHEET – Vegetation Species List

Common Name	Scientific Name	Family	COSEWIC	SARO	CoC	S-Rank
Eastern White Cedar	Thuja occidentalis	Cupressaceae			4	S5
Eastern White Pine	Pinus strobus	Pinaceae			4	S5
White Spruce	Picea glauca	Pinaceae			6	S5
Poverty Oatgrass	Danthonia spicata	Poaceae			5	S5
Canada Goldenrod	Solidago canadensis var. canadensis	Asteraceae			1	S5
Common Juniper	Juniperus communis var. communis	Cupressaceae				SNA
Common Red Raspberry	Rubus idaeus ssp. idaeus	Rosaceae				SNA
Labrador Violet	Viola labradorica	Violaceae			3	S5
Wild Strawberry	Fragaria virginiana ssp. virginiana	Rosaceae			2	S5
Red Clover	Trifolium pratense	Fabaceae				SNA
Sulphur Cinquefoil	Potentilla recta	Rosaceae				SNA
Yellow Trout-lily	Erythronium americanum ssp. americanum	Liliaceae			5	S5

NOTES: FOC. Dominated by EWC. Occasional Pine, Spruce. Very dense. No ground cover in thick areas. Gaps contain similar species to disturbed area.

VEGETATION COMMUNITY PHOTOS:





VEGETATION COMMUNITY CLASSIFICATION: Mixed Swamp (SWM1-1)

LOCATION: 459 7th Line Road, Peterborough

COORDINATES: 44.428651573313836, -78.02533278648878

PROJECT NUMBER: 10456-001

DATE: May 21, 2020

PROJECT MANAGER: Andrea Hicks

FIELD STAFF: Tyler Jamieson

FIELD SHEET – Vegetation Species List

Common Name	Scientific Name	Family	COSEWIC	SARO	CoC	S-Rank
Eastern White Cedar	Thuja occidentalis	Cupressaceae			4	S5
Trembling Aspen	Populus tremuloides	Salicaceae			2	S5
Silver Maple	Acer saccharinum	Aceraceae			5	S5
American Elm	Ulmus americana	Ulmaceae			3	S5
Paper Birch	Betula papyrifera	Betulaceae			2	S5
Green Ash	Fraxinus pennsylvanica	Oleaceae			3	S4

NOTES: Swamp. Dominated by ewc with poplar. Sphag moss. Signs of flooding.

VEGETATION COMMUNITY PHOTOS:

VEGETATION COMMUNITY CLASSIFICATION: Mixed Swamp Inclusion (SWM3-2)

LOCATION: 459 7th Line Road, Peterborough

COORDINATES: NA

PROJECT NUMBER: 10456-001

DATE: May 21, 2020

PROJECT MANAGER: Andrea Hicks

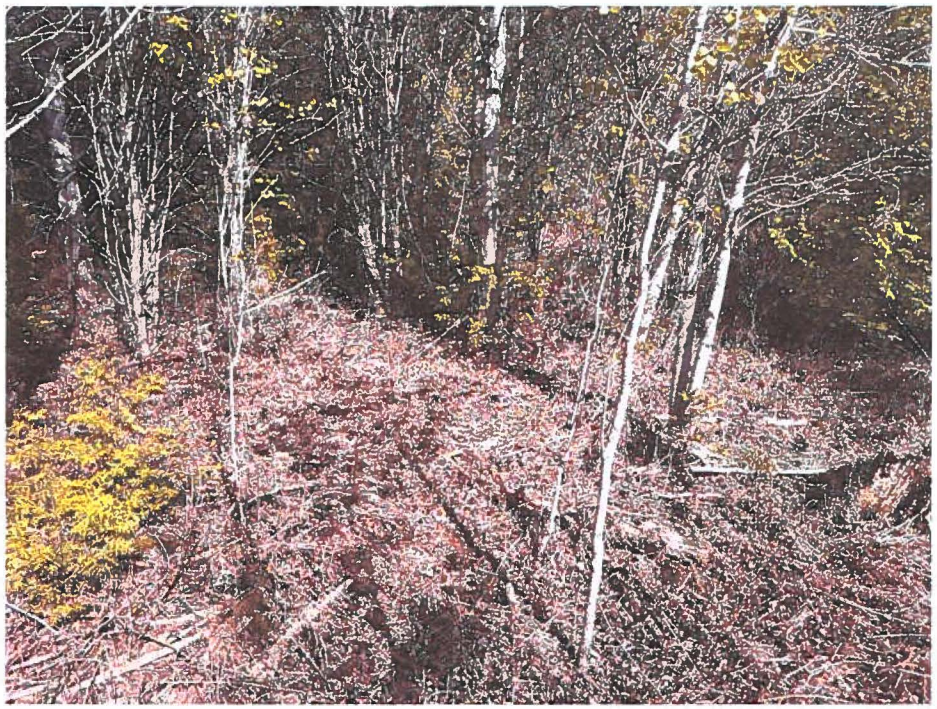
FIELD STAFF: Tyler Jamieson

FIELD SHEET – Vegetation Species List

Common Name	Scientific Name	Family	COSEWIC	SARO	CoC	S-Rank
Trembling Aspen	Populus tremuloides	Salicaceae			5	S5
Eastern White Cedar	Thuja occidentalis	Cupressaceae			4	S5
Sensitive Fern	Onoclea sensibilis	Dryopteridaceae			4	S5
Red-osier Dogwood	Cornus sericea	Cornaceae			2	S5
White Spruce	Picea glauca	Pinaceae			6	S5

NOTES: T.Aspen > Cedar > Spruce. Signs of intermittent standing water.

VEGETATION COMMUNITY PHOTOs:



CAMBIUM

VEGETATION COMMUNITY CLASSIFICATION: Deciduous Swamp (SWD6-2)

LOCATION: 459 7th Line Road, Peterborough

COORDINATES: 44.428489832214474, -78.02453996744252

PROJECT NUMBER: 10456-001

DATE: May 21, 2020

PROJECT MANAGER: Andrea Hicks

FIELD STAFF: Tyler Jamieson

FIELD SHEET – Vegetation Species List

Common Name	Scientific Name	Family	COSEWIC	SARO	CoC	S-Rank
Silver Maple	Acer saccharinum	Aceraceae			5	S5
Eastern White Cedar	Thuja occidentalis	Cupressaceae			4	S5
Speckled Alder	Alnus incana ssp. rugosa	Betulaceae			6	S5
Red-osier Dogwood	Cornus sericea	Cornaceae			2	S5
Tamarack	Larix laricina	Pinaceae			7	S5

NOTES: SWD. Silver Maple > EWC. Open with standing water. Y.Spotted salamander eggs. Sedges.

VEGETATION COMMUNITY PHOTOs:

Appendix D
Species at Risk Screening

APPENDIX: Species at Risk Habitat-Based Screening - County of Peterborough

COMMON NAME	SCIENTIFIC NAME	Federal SARA	Provincial SARO	Provincial S-RANK	SPECIES DESCRIPTION AND HABITAT REQUIREMENTS	HABITAT-BASED SCREENING (High/Moderate/Low)	RATIONALE
Birds							
Acadian Fly Catcher	*Empidonax virescens*	END	END	S2S3B	The Acadian Flycatcher has an olive-green crown and back, a pale throat and breast, bold white ring around each eye, and a short, wide-based beak used to snatch insects out of the air. It is a forest interior species, requiring large tracts of mature, shady forests with ravines or forested swamps with lots of maple and beech trees. In Canada, the Acadian Flycatcher nests only in southwestern Ontario, near the shore of Lake Erie, in large Carolinian forests and forested ravines (1).	Low	The Site is not within the known habitat range of this species.
Bald Eagle	*Haliaeetus leucocephalus*	No Status	SC	S2N,S4B	The Bald Eagle is a bird of prey with a white head, neck and tail, a massive bright yellow beak, powerful legs, and a wingspan of over 2 m. It nests in a variety of habitats and forest types, almost always near a major lake or river where they do most of their hunting. These nests are usually on islands in freshwater lakes or in large trees such as the pine and poplar. During the winter, they may also be found near open bodies of water that do not freeze (1).	Low	The Site is relatively far away from any major water bodies. No large stick nests were observed during the May 2020 Site visit.
Bank Swallow	*Riparia riparia*	THR	THR	S4B	The Bank Swallow is a small songbird of around 12 cm long with a distinctive dark breast band, that flies with quick and erratic wingbeats (1). It nests in burrows in natural and human-made settings where there are vertical faces in silt and sand deposits. This can include banks of rivers and lakes, bluffs, active sand and gravel pits, road cuts and stockpiles of soils. However, they prefer sand-silt substrates for excavating their nest burrows. They often use large wetlands as communal nocturnal roosts post-breeding or during wintering periods (2).	Low	This species was identified as within the area based on the OBBA; however, no suitable habitat for this species was identified at the Site.
Barn Swallow	*Hirundo rustica*	THR	THR	S4B	The Barn Swallow is a mid-sized songbird with steel-blue backs and wings, glossy in males, and a line of white spots across its upper tail. It lives in a variety of open habitats for foraging, such as grassy fields, pastures, certain agricultural crops, shorelines, cottage areas, wetlands, or subarctic tundra (2). They prefer to nest within human made structures such as barns, bridges, and culverts. Barn Swallow nests are cup-shaped and made of mud, typically attached to horizontal beams or vertical walls underneath an overhang (1).	Low	This species was identified as within the area based on the OBBA; however, no suitable habitat for this species was identified at the Site.
Black Tern	*Chlidonias niger*	No Status	SC	S3B	The Black Tern is a small waterbird with a forked tail, straight pointed bill, slender shape, and black head during breeding season. It builds floating nests in loose colonies in shallow marshes, with a preference for cattails. They breed primarily in the marshes along the edges of the Great Lakes, but may also use wetlands further north if suitable (1).	Low	This species was identified as within the area based on the OBBA. Potential habitat is may be present within the interior of the retained lot; however, no habitat was observed at the Site.
Bobolink	*Dolichonyx oryzivorus*	THR	THR	S4B	The Bobolink is a mid-sized songbird of tan colour with black stripes, except for males during summer breeding season who are black with a white back and yellow collar. It prefers tall, grassy meadows, hayfields and some croplands, and feeds (largely on insects) on the ground in dense grasses (1). It tends to nest in forage crops; hayfields and pastures dominated by species including clover, bluegrass, and broadleaf plants (2).	Low	This species was identified as within the area based on the OBBA; however, no suitable habitat for this species was identified at the Site.
Canada Warbler	*Cardellina canadensis*	THR	SC	S4B	The Canada Warbler is a small songbird with bright yellow underparts and bluish-grey back and tail (1). It can be found in a variety of forest types, but is most abundant in moist, mixed forests with a well-developed, dense shrub layer. Nests are usually located on or near the ground on mossy logs, and along stream banks (3).	Low	This species was identified as within the area based on the OBBA; however, no suitable habitat for this species was identified at the Site.
Cerulean Warbler	*Setophaga cerulea*	END	THR	S3B	The Cerulean Warbler, a small songbird, is blue-green with white eyebrows and two prominent white wing bars (1). It requires relatively large tracts of mature deciduous forest (>100 ha), and nests in older, second-growth deciduous forests. During breeding season, it is found in relatively large tracts of mature deciduous forests that feature large, tall trees and an open understorey (4).	Low	This species was not identified as being within the area based on the OBBA. No potential habitat was observed at the Site.
Chimney Swift	*Chaetura pelagica*	THR	THR	S4B,S4N	The Chimney Swift is a small bird, between 12 and 14 cm, with a brown, cigar-shaped body, slender wings, and an erratic flight pattern. Prior to settlement, the Chimney Swift would mainly nest in cave walls and hollow trees. Now, it is found mostly near urban and suburban areas where the presence of chimneys or other manmade structures provide nesting and roosting habitat. They also tend to stay in habitat close to the water (1).	Low	This species was not identified as being within the area based on the OBBA. No potential habitat was observed at the Site.
Common Nighthawk	*Chordeiles minor*	THR	SC	S4B	The Common Nighthawk is a medium-sized bird with long, pointed wings, a long tail with a notch, and and large eyes. Its plumage of dark brown with black and white specks blends with its roost site. It is typically found in open areas such as gravel beaches, rock outcrops and burned woodlands, that have little to no ground vegetation. This species can also be found in highly disturbed locations such as clear cuts, mine tailing areas, cultivated fields, urban parks, gravel roads, and orchards (1).	Moderate	This species was identified as within the area based on the OBBA. Potential habitat was present at the Site.
Eastern Meadowlark	*Sturnella magna*	THR	THR	S4B	The Eastern Meadowlark is a medium-sized migratory songbird with a bright yellow throat and belly, a black V shape on its chest, and a pointed bill. It prefers pastures and hayfields, but is also found to breed in orchards, shrubby fields, human-use areas such as airports and roadsides, or other open areas. The Eastern Meadowlark can nest from early May to mid-August, in nests that are built on the ground and well-camouflaged with a roof woven from grasses (1).	Low	This species was identified as within the area based on the OBBA; however, no suitable habitat for this species was identified at the Site.

Eastern Whip-poor-will	*Antrostomus vociferus*	THR	THR	S4B	The Eastern Whip-poor-will is a medium-sized bird with mottled brown and grey feathers to blend in with its surroundings, a large flattened head, and small bill. They are usually found in areas with a mix of open and forested areas such as patchy forests with clearings, forests that are regenerating after major disturbances, savannahs, open woodlands or openings in more mature forests. Breeding habitat is dependent on forest structure rather than composition, although common tree associations are pine and oak, and it nests directly on the forest floor (2). The species prefers to nest in semi-open or patchy forests with clearings as it forages in open areas and uses forested areas for roosting (1).	Moderate	This species was identified as within the area based on the OBBA. Potential habitat was present at the Site.
Eastern Wood-Pewee	*Contopus virens*	SC	SC	S4B	The Eastern Wood-pewee is a species of 'flycatcher', a bird that eats flying insects. It grows to approximately 15 cm, has greyish-olive upper parts and pale bars on its wings. This species lives in the mid-canopy layer of forest clearings and edges of deciduous and mixed forests. It prefers intermediate-age forest stands with little understory vegetation (1). It typically creates nests on tree branches 2-12 m in height (2).	Low	This species was identified as being within the area based on the OBBA. No potential habitat was observed at the Site.
Evening Grosbeak	*Coccothraustes vespertinus*	No Status	SC	S4B	The Evening Grosbeak is a large songbird with a thick greenish bill. It is a social bird that is often found in flocks, particularly during the winter months. Their preferred habitat is thick coniferous forest. During their breeding season, they are generally found in open, mature mixed forests dominated by Firs, White Spruce, or Trembling Aspen (1).	Moderate	This species was identified as being within the area based on the OBBA. Potential habitat was identified in the area of the Site
Golden Winged Warbler	*Vermivora chrysoptera*	THR	SC	S4B	The Golden-winged Warbler is a small songbird with distinctive yellow wing patches and patches behind their eyes. It inhabits early successional habitat of old fields and favour areas where trees are spread out or forest edges to use for perching, singing, and searching for food. They seem to prefer regeneration zones with young shrub growth, surrounded by mature forest, locations that have recently been disturbed, such as field edges, hydro or utility right-of-ways, or logged areas for their breeding sites; often frequenting clusters of herbaceous plants and low bushes (1).	Moderate	This species was not identified as being within the area based on the OBBA. Much of the surrounding area in the retained lot consisted of potentially suitable habitat; however, no habitat was observed on the Site.
Grasshopper Sparrow	*Ammodramus savannarum*	SC	SC	S4B	The Grasshopper Sparrow is a small songbird with a streaked back, a white stripe down the center of its crown, a flattish head, and a conical beak. It inhabits open grasslands and prairies with well-drained soil, preferring areas that are sparsely vegetated. It will also nest in hayfields and pastures, as well as alvars and occasionally grain crops such as barley (1).	Low	This species was identified as within the area based on the OBBA; however, no suitable habitat for this species was identified at the Site.
Least Bittern	*Ixobrychus exilis*	THR	THR	S4B	The Least Bittern is a small member of the heron family, reaching around 30 cm in length. It has brown and beige plumage with chestnut patches on its wings (1). The species nests in marshes (> 5 - 10 ha) and swamps dominated by emergent vegetation, preferably cattails, interspersed with patches of woody vegetation and open water. They require dense vegetation and open water with stable levels within 10 m for nesting, and access to clear, open water for foraging (4).	Low	This species was identified as within the area based on the OBBA. Potential habitat for this species may exist within the interior of the retained lands; however, no suitable habitat for this species was identified at the Site.
Loggerhead Shrike	*Lanius ludovicianus*	END	END	S2B	The Loggerhead Shrike is a small bird with a black, hooked bill, grey crown, and white throat and chest. This species has specific habitat requirements that are dependent on active livestock grazing, or grassland areas that have naturally short grass cover (i.e. alvar communities). They also require spiny, multi-branched shrubs, or barbed fencing, to catch prey. They prefer grassland habitats that have sporadic occurrences of low trees and shrubs; particularly hawthorn species, which are used as part of their feeding behaviour (1).	Low	This species was not identified as being within the area based on the OBBA, and no suitable habitat was identified at the Site.
Olive-sided Flycatcher	*Contopus cooperi*	THR	SC	S4B	The Olive-sided Flycatcher is a medium-sized songbird with olive colouring, often seen perching on top of tall trees waiting to catch their prey. It prefers open areas along natural mature forest edges, forest edges near natural openings such as rivers or swamps, human-made openings, or burned forest openings with numbers of dead trees. Breeding habitat usually consists of coniferous or mixed forests adjacent to rivers or wetlands, in Ontario often nesting in White and Black Spruce, Jack Pine, and Balsam Fir (1).	Low	This species was identified as being within the area based on the OBBA. Potential habitat was identified in the area of the Site
Red-headed Woodpecker	*Melanerpes erythrocephalus*	THR	SC	S4B	The Red-headed Woodpecker is a mid-sized bird, at around 20 cm long, with a vivid red head, neck and breast as well a strong bill. The species can be found in open woodland and woodland edges, often near man-made landscapes such as parks, golf courses and cemeteries. These areas must contain a large number of dead trees for perching and nesting (1).	Low	This species was identified as being within the area based on the OBBA. No suitable habitat was idenified at the Site
Short-eared owl	*Asio flammeus*	SC	SC	S2N,S4B	The Short-eared Owl has a large round head with small tufts of feathers, long wings, a short tail, and cryptic colouring of brown streaks. This species is found in scattered pockets across the province where suitable open habitat, including grasslands, tundra, peat bogs and marsh, can be found in sufficient quantities. Adults build nests on the ground in grassy areas and occasionally agriultural fields (1). The main factor influencing their choice in habitat is believed to be an abundance of their food source, primarily rodents and other small mammals (2).	Low	This species was not identified as being within the area based on the OBBA, and no suitable habitat was identified at the Site.
Wood Thrush	*Hylocichla mustelina*	THR	SC	S4B	The Wood Thrush is a medium-sized songbird of around 20 cm with rusty brown coloured upper parts and white underparts with large dark spots. It breeds in deciduous and mixed forests with moderate understories, shade and abundant leaf litter where it forages for food, including larval and adult insects as well as plant material. They prefer moist stands of trees with well-developed undergrowth and tall trees for perches (1).	Low	This species was identified as being within the area based on the OBBA. Potential habitat for this species may be present within the interior of the retained property; however, no suitable habitat was identified at the Site.
Herptiles							

Blanding's Turtle	*Emydoidea blandingii*	THR	THR	S3	Blanding's Turtles are identifiable by their bright yellow throat and chin and domed shell. They spend the majority of their life cycle in the aquatic environment, usually in large wetlands or shallow lakes with high densities of water plants (1). These turtles prefer shallow, nutrient rich water with organic sediment and dense vegetation. They use terrestrial sites for travel between habitat patches and to lay clutches of eggs, often going hundreds of meters from their nearest water body. Blanding's Turtles nest in dry coniferous and mixed forest habitats, as well as fields and roadsides (2). From late October until the end of April, they hibernate in the mud at the bottom of permanent water bodies (1).	Moderate	This species was identified as in the area based on ORAA. The open water wetlands located within the interior of the retained lands may provide potential habitat for this species. As such, the Site may provide potential nesting habitat.
Eastern Musk Turtle	*Sternotherus odoratus*	SC	SC	S3	The Eastern Musk Turtle is small with a narrow carapace, a dark brown body and two light stripes on each side of their head (5). It is a small freshwater turtle found primarily in slow moving water bodies with abundant emergent vegetation and mucky bottoms along the southern edge of the Canadian Shield within which they burrow into overwinter. Nesting sites vary, but must be close to the water and exposed to direct sunlight (1).	Low	This species was not identified as in the area based on ORAA. No potential habitat was identified on or adjacent to the Site.
Northern Map Turtle	*Graptemys geographica*	SC	SC	S3	The Northern Map Turtle is a medium sized turtle identified by its carapace's map contour-like patterning. It lives in larger lakes and rivers, requiring high water quality to support their primary prey species: molluscs. This species can often be seen in large groups basking together on rocks and logs. In the winter, the Northern Map Turtle can be found hibernating on the bottom of slow-moving rivers (1).	Low	This species was not identified as in the area based on ORAA. No potential habitat was identified on or adjacent to the Site.
Snapping Turtle	*Chelydra serpentina*	SC	SC	S3	The Snapping Turtle, with its large serrated carapace, small plastron, and spiked tail, is Canada's largest freshwater turtle (5). It spends the majority of its life in water, preferring shallow water with soft mud and leaf litter, and will travel upland to gravel or sandy embankments, roadsides, along railway lines or beaches to lay their eggs (1).	High	This species was not identified as in the area based on ORAA. The open water wetlands located within the interior of the retained lands may provide potential habitat for this species. As such, the Site may provide potential nesting habitat.
Spotted Turtle	*Clemmys guttata*	END	END	S2	The Spotted Turtle is named after the distinct yellow spots on its carapace. The species is semi-aquatic and prefers ponds, marshes, bogs and even ditches with slow-moving, unpolluted water and an abundant supply of aquatic vegetation. This species usually hibernates in wetlands or seasonally wet areas with structures such as overhanging banks, hummocks, tree roots, or aquatic animal burrows (1).	Low	This species was not identified as in the area based on ORAA. No potential habitat was identified on or adjacent to the Site.
Wood Turtle	*Glyptemys insculpta*	THR	END	S2	The Wood Turtle has orange coloured front legs, neck and chin and a sculpted carapace with raised, pyramidal scutes (5). They prefer clear rivers and streams that have moderate current, and sandy or gravelly substrates. This species spends more time on land than other turtle species including in meadows, swamps and fields. Wooded areas are an essential habitat component, and the species uses aquatic habitats for hibernation and mating. Nesting occurs in areas with sandy soil and abundant light (1).	Low	This species was not identified as in the area based on ORAA. Based on the rarity of this species, it is unlikely to be dependent on the Site for habitat.
Eastern Hog-nosed Snake	*Heterodon platirhinos*	THR	THR	S3	The Eastern Hog-nosed Snake can be a variety of colours and patterns so is most easily identified by its flattened, upturned nose. They prefer sandy well-drained habitats such as beaches and dry forests because they lay their eggs, hibernate and burrow in these areas. The main diet of this snake is toads and frogs, so they usually stay close to water including marshes and swamps, where they have an increased chance of finding their preferred prey (1).	Low	This species was not identified as in the area based on ORAA. No potential habitat was identified on or adjacent to the Site.
Eastern Milksnake	*Lampropeltis triangulum*	SC	NAR	S4	The Eastern Milksnake's colouration is grey or tan with reddish alternating blotches otlines in black along its back and sides (5). It has recently been delisted from being a species at risk in Ontario (1). This species tends to use open habitats such as rocky outcrops, fields and forest edges. The preferred prey of milksnakes are mice, small rodents, and ground nesting birds which are amply found in and surrounding agricultural outbuildings. The milksnake is secretive and is not likely to be encountered during the day or at night while hunting (5).	High	This species was not identified as in the area based on ORAA. Potential habitat for this species was identified at the Site.
Eastern Ribbonsnake	*Thamnophis sauritus*	SC	SC	S4	The Eastern Ribbonsnake is slender with three bright yellow stripes running down its back and sides and a white crescent in front of each eye. This snake is usually found close to water as they are strong swimmers, often fleeing predators by diving into shallow water. It prefers wetland habitats where its prey species, frogs and small fish, are abundant. Over winter, they congregate in underground burrows or rock crevices to hibernate (1).	Moderate	This species was not identified as in the area based on the ORAA; however, potential habitat may be present for this species within the interior of the retained lands.
Gray Ratsnake (Great Lakes/ St. Lawrence population)	*Pantherophis spiloides*	THR	THR	S3	The Gray Ratsnake, which can grow to 2.5 m in length, is black with faint patterning and a white checkerboard patterned belly (5). The Great Lakes/St. Lawrence population uses a variety of habitat types including deciduous forests, wetlands, agricultural fields and rocky outcrops that provide suitable sites for sunning and winter hibernation below ground (1). They may spend the summer in more open areas such as old fields and meadows (5).	Low	This species was not identified as in the area based on the ORAA. The Site is outside of the known habitat range of this species.
Common Five-lined Skink (Southern Shield Population)	*Plestiodon fasciatus*	SC	SC	S3	The Common Five-lined Skink is Ontario's only lizard species. Its Southern Shield population can be found underneath rocks on open bedrock in forests and like to bask on sunny rocks and logs. They hibernate in crevices among rocks or buried in the soil (1). They hibernate in groups under rocks and tree stumps or in rotting wood (5).	Low	This species was not identified as in the area based on ORAA. No potential habitat was identified on or adjacent to the Site.
Western Chorus Frog	*Pseudacris triseriata*	THR		S3	The Western Chorus Frog is small with a dark stripe running through its eye and a light stripe underneath (5). It is primarily a lowland terrestrial species that requires access to terrestrial and aquatic habitats in close proximity to one another. Relying on marshes and wooded wetlands adjacent to forested habitats, this species also requires isolated, predator free pools for breeding. Temporary pools, such as vernal pools in wooded areas, are preferred. This species hibernates terrestrially in a variety of environments, including leaf litter, wood debris, and vacant animal burrows (2).	Moderate	This species was not identified as in the area based on ORAA. Potential habitat for this species was identified at the Site.
Invertebrates							

Gypsy Cuckoo Bumble Bee	*Bumbus bohemicus*	END	END	S1S2	The Gypsy Cuckoo Bumble Bee is a medium-sized bumble bee that resides in a wide range of habitats such as open meadows, agricultural and urban areas, boreal forest, and woodlands. In Ontario, it was historically found throughout the province; however, in recent years it is only known to occur in Pinery Provincial Park (1).	Low	The Site is outside of this species' natural range.
Monarch Butterfly	*Danaus plexippus*	SC	SC	S2N,S4B	The Monarch is an orange and black butterfly with small white spots and a wingspan of around 10 cm. It relies on milkweed plants as a food source for growing caterpillars, but the adult butterflies forage in diverse habitats for nectar from wildflowers (1).	Low	No milkweed was identified at the Site.
West Virginia White	*Pieris virginiensis*	No Status	SC	S3	The West Virginia White is a small, dingy white butterfly. This species is found in moist deciduous woods, and requires a supply of toothwort, a small, spring-blooming plant, which provides the only source of food for its larvae. The West Virginia White is found mostly in the central and southern parts of Ontario, but its range extends north to Manitoulin and St. Joseph islands (1).	Low	No Toothwort was identified at the Site.
Mammals							
Tri-colored Bat	*Perimyotis subflavus*	END	END	S3?	The Tri-colored Bat is small, with pale brown with orange-red forearms, muzzle, and ears. It is named for the black, yellow, and brown hairs on its back. It is considered rare in this region of Ontario which is at the northernmost limit of the natural range. These bats prefer to nest in foliage, tree cavities and woodpecker holes, but are occasionally found in buildings; though this is not their preferred habitat. Winter hibernation takes place in caves, mines and deep crevices. Tri-colored Bats prefer an open forest habitat type in proximity to water (6).	Low	The Site was relatively open with no large cavity trees. More suitable habitat is likely present elsewhere within the interior of the retained lands.
Eastern Small-footed Myotis	*Myotis leibii*	No Status	END	S2S3	The Eastern Small-footed Myotis has fur with black roots and shiny brown tips as well as very small feet. In the spring and summer, the Eastern Small-footed Myotis will roost in a variety of habitats, including in or under rocks, in rock outcrops, in buildings, under bridges, or in caves, mines, or hollow trees. They change their roosting locations daily and hunt at night for insects. They hibernate in winter, often in caves and abandoned mines choosing colder and drier sites than other similar bats (1).	Low	The Site was relatively open with no large cavity trees. More suitable habitat is likely present elsewhere within the interior of the retained lands.
Little Brown Myotis	*Myotis lucifugus*	END	END	S4	The Little Brown Myotis has glossy brown fur and a fleshy projection covering the entrance to its ears. This species roosts in trees and buildings, often selecting attics, abandoned buildings and barns for summer colonies where they can raise their young. Little Brown Bats hibernate from October/November to March/April, most often in caves or abandoned mines that are humid and remain above freezing (1).	Low	The Site was relatively open with no large cavity trees. More suitable habitat is likely present elsewhere within the interior of the retained lands.
Northern Myotis	*Myotis septentrionalis*	END	END	S3	The Northern Myotis has dull yellow-brown fur with pale bellies and long, rounded ears. This species is found in boreal forests, roosting under loose bark and in the cavities of trees. These bats hibernate from October/November to March/April, most often in caves or abandoned mines (1).	Low	The Site was relatively open with no large cavity trees. More suitable habitat is likely present elsewhere within the interior of the retained lands.
Algonquin Wolf	*Canis lycaon*	SC	THR	S4	Formerly called the Eastern Wolf, this canine was recently renamed the Algonquin Wolf. In the southern portion of the province, this species prefers deciduous and mixed forest landscapes while their northern range include mixed and coniferous forests. It is most prevalent in areas with abundant prey species which include Beaver, White-tailed Deer and Moose. Dens sites are usually found in coniferous forests with easily excavated soil types like sand and close to a permanent water source (1).	Low	No suitable habitat present at the Site.
Trees, plants, fungi and lichens							
American Ginseng	*Panax quinquefolius*	END	END	S2	American Ginseng is a perennial plant which grows up to 60 centimetres in height. The leaves typically have five leaflets arranged in a whorl at the end of the leaf stem. The root looks like a gnarly parsnip. The flowers are an inconspicuous green-white in colour, but the berries are bright red and arranged in a cluster. In Ontario, the American Ginseng typically grows in rich, moist, and mature deciduous woods dominated by Sugar Maple, White Ash, and American Basswood. It typically grows in deep, nutrient rich soil over limestone or marble bedrock (1).	Low	No habitat present at the Site.
Butternut	*Juglans cinerea*	END	END	S2?	The Butternut is a medium sized tree reaching 30 m in height. It has large compound leaves with 11 to 17 leaflets. The fruit is oval, fuzzy and sticky. In Ontario, the Butternut prefers moist, well-drained soil, often along streams, or occasionally well-drained gravel sites. It grows alone or in small groups in deciduous forests (1).	Low	No butternut were observed during the Site visit
Pale-bellied Frost Lichen	*Physconia subpallida*	END	END	S3	The Pale-bellied Frost Lichen resembles a light dusting of frost on a dark tree trunk. This species is found throughout eastern North America, growing in wooded areas rich in hardwood species, such as White Ash, Hop Hornbeam (Ironwood), Black Walnut, and American Elm. It is also common to find this species growing on fenceposts or boulders within or near these wooded areas. In Ontario, this species has been found in the following counties: Frontenac, Haliburton, Hastings, Peterborough, Lanark and Renfrew (1).	Low	No habitat present at the Site.

References

1. Ministry of Environment, Conservation and parks. (2019). Species at risk in Ontario. Retrieved from https://www.ontario.ca/page/species-risk-ontario
2. Government of Canada. (2019). Species at risk public registry. Retrieved from https://species-registry.canada.ca/index-en.html#/species?ranges=5&sortBy=commonNameSort&sortDirection=asc&pageSize=10
3. Committee on the Status of Endangered Wildlife in Canada. (2008).
4. Environment Canada. (2018).
5. Ontario Nature. (2020). Reptiles and amphibians. Retrieved from https://ontarionature.org/programs/citizen-science/reptile-amphibian-atlas/species/
6. University of Michigan Museum of Zoology. (2004).

METRIC: DISTANCES AND COORDINATES SHOWN HEREON ARE IN METRES
CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

SCHEDULE

PART	LOT	CONCESSION	PIN	AREA
1	PART OF LOT 7	7	PART OF PIN 28198-0245	7515.14 sq. m.
2	PART OF LOT 7	7	PART OF PIN 28198-0245	222.58 sq. m.

LOT 8 CONCESSION 7

PIN 28198-0125(LT)

LOT 8 CONCESSION 8

ACCEPTED EVIDENCE OF THE LINE REMAINS OF SNAKE RAIL FENCE AS BEST AVAILABLE BETWEEN LOTS 7 AND 8

IB

N64°00'20"E 41.11

IB

N67°51'00"E 62.90

LINE BETWEEN LOTS 7 AND 8

NO FENCE

65.90

ORP (A)

SIB (P&L) WIT.

3.00

0+00

0.1

N68°47'40"E (MEAS) (N69°12'10"E P1) 20.12 (P1 & MEAS)

SIB (P&L)

NORTHEAST CORNER OF LOT 7, CONCESSION 7

NORTHWEST CORNER OF LOT 7, CONCESSION 8

LOT 7

68.95

N20°48'10"W

FENCE

RAIL

119.95 (MEAS) (120.09 P1)

REMAINS

74.16

74.23

0+46.2

2.1

PART 1

PIN 28198-0245(LT)

PART 2

SSIB

103.81

N69°12'10"E

106.81

3.00

ORP (B)

IB

IB

45.72

N20°47'50"W

IB (P&L)

60.96 N20°47'50"W (P1 & MEAS)

SIB (P&L)

CONCESSION 7

PART 1 PLAN 45R--7473

PART 2 PLAN 45R--7473

ROAD ALLOWANCE BETWEEN CONCESSIONS 7 AND 8 (KNOWN AS EIGHTH LINE ROAD — SOUTH PIN 28198-0219(LT))

LOT 7 CONCESSION 8

PART 1 PLAN 45R--23883

PLAN OF SURVEY OF

PART OF LOT 7
CONCESSION 7
GEOGRAPHIC TOWNSHIP OF DUMMER
TOWNSHIP OF DOURO-DUMMER
COUNTY OF PETERBOROUGH

5 0 10 20 30

SCALE: 1:300

THE INTENDED PLOT SIZE OF THIS PLAN IS 860mm IN WIDTH BY 560mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:300

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1) THIS SURVEY AND PLAN ARE CORRECT AND ARE 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 AUGUST 9, 2021

SIGNED AT LAKEFIELD, ONTARIO
THIS 16TH DAY OF AUGUST, 2021

CHRISTOPHER E. MUSCLOW
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY IS RELATED TO AOLS PLAN SUBMISSION FORM NUMBER 2164972

LEGEND

■ . . . . . DENOTES SURVEY MONUMENT FOUND
□ . . . . . DENOTES SURVEY MONUMENT PLANTED
WIT . . . . . DENOTES WITNESS
P&L . . . . . DENOTES PIERCE & LYONS, O.L.S.
P1 . . . . . DENOTES PLAN 45R-7473

BEARINGS SHOWN HEREON ARE UTM GRID, DERIVED FROM REAL TIME NETWORK (RTN) OBSERVATIONS ON POINTS A AND B LISTED HEREON AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 17 (81° WEST LONGITUDE) NAD 83 (CSRS EPOCH 2010.0).

FOR BEARING COMPARISONS, A ROTATION OF 2°06'50" COUNTER CLOCKWISE WAS APPLIED TO BEARINGS SHOWN ON P1

DISTANCES SHOWN HEREON ARE GROUND DISTANCES AND CAN BE USED TO COMPUTE GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 1.00025531

INTEGRATION DATA

COORDINATES ARE DERIVED FROM GPS RTK OBSERVATIONS USING THE SMARTNET CORRECTION DATA AND ARE REFERRED TO UTM ZONE 17 (81°W LONGITUDE) NAD83 (CSRS EPOCH 2010.0).

OBSERVED REFERENCE POINT (ORP) COORDINATE VALUES ARE TO 'RURAL' ACCURACY SPECIFICATION IN ACCORDANCE WITH SEC. 14(2) OF O.REG. 216/10

POINT	UTM NORTHING	UTM EASTING
ORP (A)	4923901.71	736950.96
ORP (B)	4923832.32	736977.31

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

JBF SURVEYORS
3177 LAKEFIELD RD., BOX 70
LAKEFIELD, ON K0L 2H0
PHONE: 705-652-6198
INFO@JBFSURVEYORS.COM
WWW.JBFSURVEYORS.COM

PROJ. # 8075

File No.: R-16-21
Parent Roll No.: 020-002-01000

The Corporation of the Township of Douro-Dummer

By-law Number 2021- 71

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 7, Part Lot 6 and 7, in the former Township of Dummer, (now the Dummer Ward of the Township of Douro-Dummer) in the County of Peterborough, more particularly described as:

Concession 7, Part Lot 6 and 7
Part 1 Plan 45R-17190
Dummer Ward, Township of Douro-Dummer
Parent Roll No.:1522-020-002-01000

as indicated on Schedule "A" attached hereto, and forming part of this by-law.

2. Section 21 - Special Districts is amended by the change to subsection "21.252.2.1, Special District 252 (S.D. 252) Zone" immediately following Section 21.251, "Special District 251 (S.D. 251) Zone" respectively as follows:

a) 21.252.2.1 Special District 252 (S.D. 252) Zone

Roll No. 1522-020-002-01000 (Retained Lot)

No person shall within any Special District 252 (S.D. 252) Zone use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

21.252.1 Permitted Uses

21.252.1.1 all uses permitted in the Rural (RU) Zone of By-law 10-1996, as amended, shall apply.

21.252.2 Special Provisions

All provisions and regulations of the Rural (RU) Zone of By-law 10-1996, as amended, shall apply with the following exception:

21.252.2.1 Special Provisions

a) Minimum Lot Frontage Shall be 45.0 metres

3. The area shown on Schedule "A" of this By-law, identified as (EC) shall henceforth be zoned "Environmental Constraint (EC)" and shall cease to be zoned "Rural (RU) Zone".

4. Schedule 'A2' 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 Acting 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.

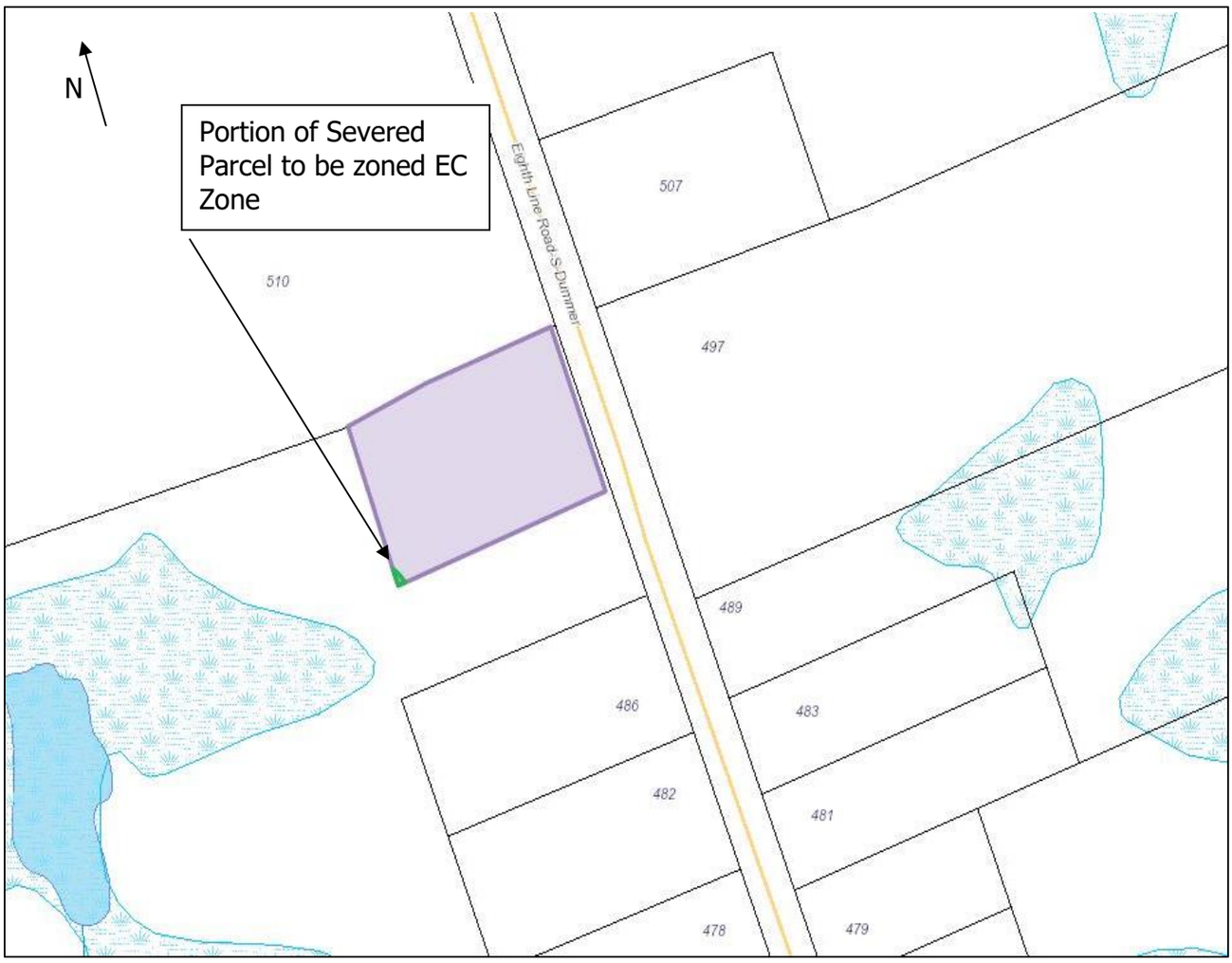
Passed in open council this 7th day of December, 2021.

_____
Mayor, J. Murray Jones

_____
Acting Clerk, Martina Chait-Hartwig

File No.: R-16-21
Parent Roll No.: 020-002-01000

Schedule "A" to By-law 2021-71



Portion of parcel shown in ▬ to be zoned Environmental Constraint (EC) Zone.

This is Schedule 'A' to By-law No. 2021- 71 passed this 7th day of December, 2021.

_____
Mayor, J. Murray Jones

_____
Acting Clerk, Martina Chait-Hartwig

METRIC: DISTANCES AND COORDINATES SHOWN HEREON ARE IN METRES
CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

SCHEDULE

PART	LOT	CONCESSION	PIN	AREA
1	PART OF LOT 7	7	PART OF PIN 28198-0245	7515.14 sq. m.
2	PART OF LOT 7	7	PART OF PIN 28198-0245	222.58 sq. m.

LOT 8 CONCESSION 7

PIN 28198-0125(LT)

LOT 8 CONCESSION 8

ACCEPTED EVIDENCE OF THE LINE REMAINS OF SNAKE RAIL FENCE AS BEST AVAILABLE BETWEEN LOTS 7 AND 8

IB

N64°00'20"E 41.11

IB

N67°51'00"E 62.90

LINE BETWEEN LOTS 7 AND 8

NO FENCE

65.90

ORP (A)

SIB (P&L) WIT.

3.00

0+00

0.1

N68°47'40"E (MEAS) (N69°12'10"E P1) 20.12 (P1 & MEAS)

SIB (P&L)

NORTHEAST CORNER OF LOT 7, CONCESSION 7

NORTHWEST CORNER OF LOT 7, CONCESSION 8

LOT 7

68.95

N20°48'10"W

FENCE

RAIL

119.95 (MEAS) 120.09 (P1)

REMAINS

74.16

74.23

0+46.2

2.1

PART 1

PIN 28198-0245(LT)

PART 2

SSIB

103.81

N69°12'10"E

106.81

3.00

ORP (B)

IB

IB

45.72

N20°47'50"W

IB (P&L)

60.96 N20°27'50"W (P1 & MEAS)

SIB (P&L)

CONCESSION 7

PART 1 PLAN 45R--7473

PART 2 PLAN 45R--7473

ROAD ALLOWANCE BETWEEN CONCESSIONS 7 AND 8 (KNOWN AS EIGHTH LINE ROAD — SOUTH PIN 28198-0219(LT))

LOT 7 CONCESSION 8

PART 1 PLAN 45R--7473

PLAN OF SURVEY OF

PART OF LOT 7
CONCESSION 7
GEOGRAPHIC TOWNSHIP OF DUMMER
TOWNSHIP OF DOURO-DUMMER
COUNTY OF PETERBOROUGH

5 0 10 20 30

SCALE: 1:300

THE INTENDED PLOT SIZE OF THIS PLAN IS 860mm IN WIDTH BY 560mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:300

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1) THIS SURVEY AND PLAN ARE CORRECT AND ARE 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 AUGUST 9, 2021

SIGNED AT LAKEFIELD, ONTARIO
THIS 16TH DAY OF AUGUST, 2021

CHRISTOPHER E. MUSCLOW
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY IS RELATED TO AOLS PLAN SUBMISSION FORM NUMBER 2164972

LEGEND

■ . . . . . DENOTES SURVEY MONUMENT FOUND
□ . . . . . DENOTES SURVEY MONUMENT PLANTED
WIT . . . . . DENOTES WITNESS
P&L . . . . . DENOTES PIERCE & LYONS, O.L.S.
P1 . . . . . DENOTES PLAN 45R-7473

BEARINGS SHOWN HEREON ARE UTM GRID, DERIVED FROM REAL TIME NETWORK (RTN) OBSERVATIONS ON POINTS A AND B LISTED HEREON AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 17 (81° WEST LONGITUDE) NAD 83 (CSRS EPOCH 2010.0).

FOR BEARING COMPARISONS, A ROTATION OF 2°06'50" COUNTER CLOCKWISE WAS APPLIED TO BEARINGS SHOWN ON P1

DISTANCES SHOWN HEREON ARE GROUND DISTANCES AND CAN BE USED TO COMPUTE GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 1.00025531

INTEGRATION DATA

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PROJ. # 8075

Township of Douro-Dummer
894 South Street, PO Box 92
Warsaw, ON K0L 3A0

Dear CAO Elana Arthurs and Township of Douro-Dummer Council,

Re: COVID-19 Vaccination Policy

The members of the Douro-Dummer Firefighters' Association (DDFA) met to discuss the effects of the Township's new vaccination policy on our fire service.

We appreciate the time taken by the Fire Chief and CAO to explain the position of the Township and the effort made to reduce the impact on our service and the community. We understand that the policy is a living document and there is the potential for it to change as the COVID situation changes.

As an association, we are concerned about losing fire department members as a result of this policy. Douro-Dummer Fire Services consists of an exceptional group of committed volunteers, whose experience, skill and leadership are not easily replaced. We encourage staff and Council to explore alternative options, including a longer screening and swabbing timeline, and/or allowing the department to take on the onus of completing these tasks in-house.

Council can expect a portion of the fire fighters to withhold disclosing their vaccination status, in protest against the policy, and/or in support of others. We understand that COVID recommendations are changing on a nearly daily basis and we hope that alternatives (to dismissal) for unvaccinated firefighters can be worked into the policy.

The DDFA membership would appreciate a written response regarding the concerns presented.

Thank you,

Douro-Dummer Firefighter's Association

Township of Douro-Dummer

Report to Council
Re: Fire Chief-2021-17
From: Chuck Pedersen
Date: December 7, 2021
Re: Surplus Items

Recommendation:
That the Fire Chief-2021-17 report, dated December 7th, 2021 regarding Surplus Items be received.

Overview:
Following our policy on disposal of surplus assets, we posted two items on GovDeals for auction. One item was the retired Rescue 5 fire apparatus, that we collected $8700 after all related fees and taxes were paid. The other item was an extrication tool set that was replaced. For that item, we collected $4050 after all related fees and taxes.

Conclusion:
This is an information report on the disposal of two assets, being Rescue 5 and extrication equipment.

Financial Impact:
As per the procurement policy on disposal of assets, $12,750 was directed toward the general reserve fund.

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

Sustainability Plan Applicability:
N/A

Report Approval Details

Document Title:	Surplus Items .docx
Attachments:	
Final Approval Date:	Nov 30, 2021

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

Martina Chait-Hartwig

Elana Arthurs

Recommendation:
That the Clerk/Planning-2021-44 report, dated December 7, 2021 regarding the Procedural By-law Review Project, Update No. 4 be received, that Council provide direction on the appointing of a Chair for the Committee of the Whole and that a finalized version of the Draft Procedural By-law be presented for Council approval on December 21, 2021

Overview:
At the Council meeting held on November 2, 2021, Council received a proposed draft of the Procedural By-law for review and comment. It has been requested that Council members submit comments, questions and revisions to staff no later then November 19, 2021.

The majority of the submissions helped to bring about additional housekeeping changes and suggestions on how various sections could have more clarity for the future readers and users of the By-law. The attached draft document, Version 6, contains all of the changes previously described.

There was one theme that was repeated in the submissions that received. That was regarding the appointment of Chair for the Committee of the Whole (COW). In draft Version 5, which introduced a new section, Part 20, which contains the rules and procedures for the new Committee of the Whole which will begin in February 2022. In Version 5, the Chair of the Committee is the Mayor and when the Mayor is unavailable the role would fall to the Deputy Mayor. The submissions suggested that the Chair for the COW, should be appointed in the same manner as takes place with the Human Resources Committee. An excerpt of that process is below for review.

4.1 At its first meeting of each year, the Committee shall elect from their members a Chair who shall hold office for a period of one year and is eligible for re-election.

4.2 The Chair is responsible for ensuring the effective operation of the Committee. Specific duties of the Chair include, but are not limited to:

a) calling meetings to order;
b) conducting Committee business in accordance with these Terms of Reference and the Township's Procedural By-Law;
c) maintaining regular communications with appropriate Township staff;
d) acting as spokesperson and representing the Committee when necessary.

4.3 The Committee shall elect from their members a Vice-Chair who shall have all the powers and duties of the Chair when the Chair is absent or otherwise unable to act, and who shall hold office for a period of one year the term and is eligible for re-election.

Conclusion:
The suggestion of appointing a Chair and Vice-Chair for the COW, is a concept that had not been discussed when Council considered and approve the formation of the Committee and a start date of February 2022. Staff would like to be provided direction on this issue so that the appropriate changes can be completed and a finalized version of the By-law can be presented to Council for review and approval prior to the new year.

Financial Impact:
None at this time.

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

Sustainability Plan Applicability:
N/A

Report Approval Details

Document Title:	Procedural By-law Review Project - Report 4.docx
Attachments:	- Procedural By-law - Draft V6.pdf
Final Approval Date:	Dec 2, 2021

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

Elana Arthurs

Corporation of the Township of Douro-Dummer

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

By-law No. 2021-XX

Colour Legend:

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

Note:

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

Table of Contents

7.3 Mayor – Absence from Meeting 16
7.4 Mayor – Deputy – absent 16
7.6 Quorum – Municipal Conflict of Interest – remedy for lack 16
Part 8 16
Roles and Duties 16
Part 9 19
Conduct During Meeting 19
Mayor's responsibilities 19
Mayor's ability to comment 19
Mayor must leave Chair to debate 19
Member Speaking – requires recognition by Chair 19
9.1 Chair determines speaking order 19
9.2 Speaking - limitation per subject - maximum 5 minutes 19
9.3 Motions under debate – questions allowed 20
9.4 Motion under debate – request to be read at any time 20
9.5 Disruption or offensive language - by member - prohibited 20
9.6 Disobedience of rules and points of order - prohibited 20
9.7 Interruption of speakers - exception 20
9.8 Member shall inform Chair if leaving meeting - not returning 20
9.9 Disorderly conduct - member to be removed 20
9.10 Disorderly conduct - member to leave seat 20
9.11 Disorderly conduct – member apologizes 20
9.12 Disorderly conduct - failure to leave seat - removal by Ontario Provincial Police 20
Part 10 22
Rules of Debate 22
Part 11 23
Questions of Privilege - Points of Order 23
11.1 Rights - privileges - integrity - of members - affected 23
11.2 Administration - integrity questioned – procedure 23
11.3 Rule of procedure - violation - raised by member 23
11.4 Appeal - Chair's decision - immediately - required 23
11.5 Appeal - decision - question put - to Council 23
11.6 Call to order - member to sit - speaking - permission 23
Part 12 23
Motions - Order – Putting Motions 23
12.1 Notice of motion 23
12.2 Question - urgent - included in Agenda 24
12.3 Notice - Agenda - consideration - conditions 24
12.4 Motions for giving leave - non-debatable 24

12.5 Motion - seconded before debate - exception 24
12.6 Withdrawal - before put - requirement 24
12.7 Motion under debate – other motions permitted 25
12.8 Motion to adjourn - qualifications 25
12.9 Motion to adjourn - rejected - procedure 25
12.10 Adjournment - extension - maximum - permissible 25
12.11 Motion to proceed beyond 7:30 p.m. - qualifications 25
12.12 Motion to table - qualifications 25
12.13 Motion to table - accepted – procedure 25
12.14 Motion to call the question - qualifications 26
12.15 Motion to put the question - accepted - procedure 26
12.16 Motion to Defer 26
12.17 Motion to Refer 26
12.18 Motion to amend 26
Motion to amend - main motion - one at a time 27
Motion to amend the amendment - one at a time 27
Part 13 27
Voting 27
13.1 Amendment - to amendment - voted on first 27
13.2 Voting - order 27
13.3 Dividing the Motion for Voting Purposes 27
13.4 Voting on a Motion 27
Speaking - after motion - before vote announced 27
13.5 Mandatory vote - all members 27
13.6 Abstaining from Vote 27
13.7 Voting on Motion – No Secret Ballot 27
Putting the question to vote - qualifications 27
13.8 Leaving seat - disturbance during vote - prohibited 27
13.9 Announcing the Results of the Vote 27
Result - disagreement - objection immediate - retaken 28
13.10 Tie vote – motion defeated 28
13.11 Request for Recorded Vote 28
13.12 Recorded vote 28
Voting - number of members - calculation 28
Voting - recorded vote 28
Part 28
Reconsideration 28
14.1 Reconsideration – Direction to Staff 28
14.2 Reconsideration - decided matter of Council - same meeting 28
14.3 Reconsideration - decided matter of Council - subsequent meeting 29
14.4 Reconsideration - decided matter of Council – after one year 29
14.5 Reconsideration - decided matter of Council - introduction 29
14.6 Reconsideration - decided matter of Council - only once 29
14.7 Reconsideration - decided matter of Council - majority - whole Council 29
14.8 Affirmative vote - original matter - next business 29

14.9 Debate - prohibited - statement of reason - permitted 29
Part 14 29
Delegations 29
14.1 Written request - to Clerk - for Council and Committee of the Whole 29
14.2 Presenters – limited to 2 speakers 29
14.3 Business - stated - matters - related to 29
14.4 Speaking - limited - 10 minutes 30
14.9 Repetition - prevented - hearing declined - exception 30
14.6 Appearance - previous - limitation - new information 30
14.7 Placards, signs and other paraphernalia – prohibited 31
Part 31
Communications – Petitions 31
14.1 Presentation - information - legibly written - signed 31
14.2 Matters - not pertinent - directed to appropriate area 31
14.3 Language - obscene - defamatory - prohibited 31
Part 15 31
Public at Council and Committee Meetings 31
15.1 Public - Proper Decorum to Be Maintained At All Times 31
15.2 Public - Disorderly Conduct 31
15.3 Public - Immediate Removal 31
15.4 Suspension of meeting - order restored 31
Part 16 31
Consent Agenda 31
Part 16 32
Enquires 32
16.1 Corporation - business - procedure 32
16.2 Argument - opinions - debate - prohibited 32
16.3 Answer - response - debate - prohibited 32
16.4 Information – forwarded to department 32
Part 17 32
Enactment of By-laws 32
17.1 Published - distributed - with Agenda 32
17.2 Distributed - with Added Communications - motion to introduce – majority vote 32
17.3 Passing of By-laws – without first, second, third readings 32
17.4 Signed – numbered - seal affixed - dates shown 32
17.5 Proceedings - all matters 33
17.6 Non-amendable - non-debatable 33
Part 18 33
Disclosures of Pecuniary Interest 33
18.1 Pecuniary interest - disclosure - requirements 33
18.1 a) The Clerk shall keep a registry of the written statements on file which shall be available for public inspection. 33
18.2 Pecuniary interest - disclosure – requirements – closed session 33
18.3 Pecuniary interest - minutes 33
18.6 Non-compliance - by member - validity not affected 33
18.7 Disclosure - by majority - quorum requirement 34

Part 34
Confirming By-law 34
19.1 Proceedings - all matters 34
19.2 Non-amendable - non-debatable 34
Part 20 34
Committee of the Whole 34
20.1 Committee of the Whole Agendas - composition - prepared by Clerk 34
20.2 Meeting Location 34
20.3 Recording and Livestreaming of Meetings 34
20.4 Schedule of Meetings 34
20.5 Confidential Items - general description by Clerk 35
20.6 Chair - designated 35
20.7 Chair – if Mayor or Deputy Mayor absent 35
20.8 Report to Council 35
21.5 Meetings - apart from regular - permitted 35
21.6 Meeting - in closed session - decided by majority vote 35
20. 9 Rules of Procedure 35
21.8 Vote - by Chair - permitted - exception 35
20.10 Report – to Council 35
21.10 Report - recommendations - adopted – confirmed by Council 35
21.11 Request - to vote separately – requirements 35
Part 22 35
Department Liaisons 35
22.1 Department Liaisons – composition 36
22.2 Department Liaisons – Term 36
22.3 Department Liaisons – Report - to Council 36
Part 21 36
Advisory and Special Committees 36
21.1 Advisory and Special Committees 36
Advisory and Special Committees – Member – Term 36
21. 2 Advisory and Special Committees - Rules of Procedure 36
Advisory and Special Committees - Report - to Council 36
21.3 Mayor - Ex Oficio 37
21.4 Appointment of Chair 37
21.5 Appointment of Vice Chair 37
21.6 Motions - seconded 37
21.7 Minutes - report to Council 37
21.8 Reports - adopted 37
Recommendation - separate vote - upon request 37
21.9 Agenda - publication - notice 37
Agenda - not received - validity - not affected 37
Part 22 37
Repeal - Enactment - Amendment 37
22.1 By-laws - previous 37
22.2 Effective date 37

Schedule 'A' to By-law 2021-xx 39
Schedule 'B' 40

The Corporation of the Township of Douro-Dummer

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

(Procedural By-law)

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

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

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

Short Title
Council Procedural By-law

Part 1
Definitions

1.1 Definitions
In this By-law:

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

Address
"Address" shall mean primary domicile.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Part 2
General

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

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

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

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

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

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

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

2.5 Recording and Livestreaming of Meetings

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

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

2.6 Electronic Participation during an Emergency

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

Part 3
Schedule of Meetings

3.1 Inaugural Meeting

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

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

3.1.1 Inaugural Agenda

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

3.2 Annual Schedule of Meetings - prepared by Clerk

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

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

(a) Unless otherwise decided by Council, regular meetings of Council shall be held:

On the first and third Tuesdays of each month, other then July where there shall be no meeting and August where only one meeting shall occur, commencing at 5:00 p.m., unless otherwise approved in the annual schedule of meetings noted in Section 3.2 above;

(b) Provision shall be made for meetings to consider and adopt the annual Operating and Capital Budgets and other matters as deemed necessary by Council.

3.3 Special meetings

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

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

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

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

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

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

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

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

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

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

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

Part 4
Notice of Meetings

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

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

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

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

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

4.4 Emergency Agenda - notice not required

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

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

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

4.5 Agenda – if notice not received – meeting still valid

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

4.6 Postponement of meeting – due to emergency

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

4.7 Postponement - notice by Clerk

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

4.8 Cancellation of Meeting

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

4.9 Notice Irregularity

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

Part 5
Open Meetings

5.1 Meetings - open to public

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

5.2 Meetings – closed session

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

(a) The security of the property of the municipality or local board;

(b) Personal matters about an identifiable individual, including municipal or local board employees;

(c) A proposed or pending acquisition or disposition of land by the municipality or local board;

(d) Labour relations or employee negotiations;

(e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(g) A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;

(h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

(i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

(j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

(k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

Other criteria

(l) A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or

(m) An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22.

Educational or training sessions

(n) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the Members.
2. At the meeting, no Members discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1).

5.3 Closed session - resolution required

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

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

5.4 Meetings – shall not be closed during vote

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

5.5 Meetings – may be closed during vote - <u>exception</u>

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

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

5.6 Confidential Matters

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

Part 6
Council Agenda

6.1 Order of Agenda

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

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

6.2 Deadline for material to be included

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

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

6.3 Order of business - as specified - exception

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

Part 7
Commencement of Meetings

7.1 Quorum present

As soon after the hour fixed for a meeting as a quorum is present, the meeting of Council shall be called to order by the Chair. A majority of the Members elected (50% +1) shall constitute a quorum and further all Committee meeting require a quorum to be achieved to proceed with the meeting. Committees shall follow the steps outlined to achieve quorum.

7.2 Quorum – not present – time limit

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

7.2.1 Permitted motion – no quorum

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

a) **Motion to Adjourn**
By calling this motion, all matters listed on the Agenda shall be brought forward at the next regularly scheduled meeting.

b) **Motion to Recess**
The Chair may call for a recess and request that the Members missing be called to inquire as to their attendance.

c) **Motion to Set the time to which to re-adjourn the meeting**
The Chair may request to re-set the meeting to another date and time set before the next regular meeting to deal with matters listed on the Agenda.

d) There can be no other motion that would advance the business of the Municipality or Committee legally permitted.

7.3 Mayor – Absence from Meeting

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

7.4 Mayor – Deputy – absent

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

7.6 Quorum – Municipal Conflict of Interest – remedy for lack

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

Part 8
Roles and Duties

8.1 Council

It is the role of Council to:

a) Represent the public and to consider the well-being and interest of the municipality;
b) Develop and evaluate the policies and programs of the municipality;
c) Determine which services the municipality provides;

d) Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council
e) Ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
f) Maintain the financial integrity of the municipality; and
g) Carry out the duties of council under the *Ontario Municipal Act* or any other act.

8.2 Individual Authority – not provided

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

8.3 Established Policies – Members – respect

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

8.4 Council – liaison with Chief Administrative Officer

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

8.5 Information – by Staff – Members of Council

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

8.6 Questions – operational concerns – complaints

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

8.7 Head of Council

It is the role of the Head of Council to:

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

8.8 Chief Administrative Officer

It is the role of the Chief Administrative Officer to:

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

8.9 Clerk

It is the role of the Clerk to:

a) Record, without note or comment, all resolutions, decisions and other proceedings of the Council;
b) Record the name and vote of every Member voting on any matter or question, if required by any Member present at a vote;
c) Keep the originals or copies of all By-laws and of all minutes of the proceedings of Council

d) Perform the other duties required under the *Ontario Municipal Act*, the *Municipal Elections Act*, and any other Act and
e) Perform such duties as are assigned by the municipality

8.10 Delegation – by Clerk

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

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

8.11 Municipal Administration – Officers – Employees

It is the role of municipal administration to:

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

8.12 Council

8.12.1 Preparation of Members to Council Meetings

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

8.12.2 Reports - Requests

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

8.12.3 Interference – directed to administration

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

8.13 Mayor and Committee Chair(s)

8.13.1 Open Meeting – call to order

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

8.13.2.1 Speakers – recognized

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

8.13.3 Motions – received – submitted – results announced

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

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

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

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

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

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

Part 9
Conduct During Meeting

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

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

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

Member Speaking – requires recognition by Chair
Before a member may speak to any matter, they shall first be recognized by the Chair.

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

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

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

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

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

9.6 Disobedience of rules and points of order - prohibited
A member shall not disobey the rules of the Council or a decision of the Chair or of the Council on points of order or on the interpretation of the rules of procedure of the Council.

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

9.8 Member shall inform Chair if leaving meeting - not returning
A member shall not leave the meeting when they do not intend to return thereto without first advising the Chair.

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

9.10 Disorderly conduct - member to leave seat
If the Council decides the question set out in section 8.13 of this By-law in the affirmative by a majority vote of the members present, the Chair shall order the member to leave their seat for the duration of the meeting.

9.11 Disorderly conduct – member apologizes
If the member apologizes, the Chair, with the approval of the Council, may permit them to resume their seat.

9.12 Disorderly conduct - failure to leave seat - removal by Ontario Provincial Police
If a member does not leave their seat after being ordered to do so by the Chair in accordance with section 9.9 of this By-law and if the member does not apologize in accordance with section 9.11 of this By-law, then the Chair shall adjourn the meeting.

9.13 Dress Code – Council Meetings – Public Meetings
All Members of Council shall wear proper business attire (ties optional) during regularly scheduled, special and In-Camera meetings.

Dress Code – Saturday – Budget meetings
During any Saturday or Budget meeting, Members of the Council may, if they so choose, wear a "Business casual" attire, which shall mean clothing that is less formal than the regular Business Attire.

9.14 Head Dressing
During the conduct of any meeting of the Council, wearing of any hats, other than for religious purposes, is strictly forbidden by any Members of the Council and Administration.

9.15 Code of Ethic – Confidentiality

9.15.1 Executive (In-Camera) subjects – public interest

Upon completion of any "In-Camera" council meetings, the decisions of the Council with respect to any of the enumerated items listed in Section 5.2; and direction to municipal Administration in accordance therewith, shall then be reported publicly by Council, to the extent that the public interest permits.

9.15.2 Council Response – In-Camera enquiries

The response of Council Members to enquiries about any matter dealt with during an "In-Camera" closed meeting, prior to it being reported publicly, shall be "This matter is still under advisement" "no comment", or words to that effect.

a) Violation of regulation

Any violation of process to this regulation will result in exclusion of the offending Council Members, requiring a two-thirds vote, from future closed meetings of Council and that Members shall no longer be provided with correspondence, materials or information proposed to be dealt with by Members of Council at a closed meeting.

b) Exclusion – closed meetings

The determination of whether or not a violation of process to the closed meeting provisions of this By-law and the length of the exclusion from closed meetings, if so determined, shall be made by Council at a closed meeting and the issues shall be considered by Council prior to the affected Members being excluded from any closed meeting by a two-thirds vote. The results of Council's deliberation shall be reported out publicly.

c) Separate Resolution – per Member

If the purported violation of the process to the closed meeting provisions of this By-law by more than one Member is to be considered, a separate resolution of Council with respect to each affected Members is to be considered.

d) Member not permitted to vote

Notwithstanding Section 9.16.1 sub-section (c), the Member affected shall not be permitted to vote on a motion respecting his purported violation of the closed meeting provision of the Procedural By-law, his exclusion from closed meetings, or the length of any such exclusion.

e) Release of Information

The release of any information about matters dealt with by Council at a closed meeting shall be by the Mayor or her/his delegate only upon direction of the majority of Council.

e) Members – expressing personal position

Notwithstanding Section 9.16.2 (b), unless council by vote determines otherwise, upon the public disclosure of any report discussed at an "In-Camera" meeting, (closed to the public), any individual Member may express their own personal position on the item, but shall not refer to or discuss the specific positions or opinions (written or verbal) of other Members or of municipal administration.

f) No public release – documents

Agendas or any items thereon for consideration by Council at a meeting closed to the public shall not be released to the public.

g) Obligation – confidentiality

It is the obligation of each Member of Council to keep information confidential and this obligation continues even after the Member ceases to be an elected Member of Council.

Part 10
Rules of Debate

10.1 Chair – preserve order
The Mayor/Chair shall preserve order and decorum and decide questions of order subject to an appeal to the Council/Committee by any Member.

10.2 Addressing the Chair
Any Member, previous to speaking on any motion, shall indicate their desire to speak by the raised hand and shall not rise to speak until recognized by the Chair.

10.3 Order – of speaking – determination
The Chair shall recognize the Members in the order that they indicate their desire to speak; be acknowledged by the Chair; and shall address all questions "Through the Chair".

10.4 Voting – Members – seated – disturbance – prohibited
When the Chair calls for the vote on a motion, each Member shall occupy their seat and shall remain there until the Chair has declared the result of the vote, and during such time, no Members shall walk across the room to speak to any other Members or make any noise or disturbance.

10.5 Speaking – Interruption
When a Member is speaking, no Member shall pass between the speaker and the Chair or interrupt the speaker except to raise a question of privilege, appeal from the decision of the Chair or raise a point of order.

10.6 Point of Order – Inform Members
It shall be the duty of the Chair to inform the Members on any point of order.

10.7 Speaking – subject of debate
No Member shall speak on any subject other than the subject that is currently being debated.

10.8 Speaking – motion read – upon request
Any Member may require a motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

10.9 Speaking – duration – time limit
No Member of Council shall speak more than once to the main question and no longer than three (3) minutes on any question, except in explanation of a material part of her/his debate, which may have been misunderstood, but they may not introduce new matter. A right of reply may be allowed to a Member who has made a substantive motion to Council, and no Member shall speak to the same question or in reply, without permission of Council.

10.9.1 Speaking – duration – Council Committee - representative
Members of Council who wish to provide brief remarks on matters relating to a Special or Standing Committee to which they have been appointed, shall at the appropriate time within the Agenda and upon recognition by the Chair speak no more than three (3) minutes on the matter. There shall be no debate on the information provided.

10.10 Question – motion under discussion –through the Chair
A Member may concisely ask a question through the Chair only for the purpose of obtaining information relating to the motion under discussion.

10.11 Question – Integrity of Employees
A Member, while asking questions through the Chair, shall at no time, put into question the municipal employee's personal or professional integrity.

10.12 Motion – seconded – before debate
All motions shall be seconded before it is debated and voted on.

Part 11
Questions of Privilege - Points of Order

11.1 Rights - privileges - integrity - of members - affected
If a member believes that their rights, privileges or integrity or those of the members collectively have been prejudicially affected, the member shall ask leave of the Chair to raise a question of privilege which shall take precedence over all other matters, but they shall not be permitted to enter into any argument or introduce any motion related to the question of privilege.

11.2 Administration - integrity questioned – procedure
When a member considers that the integrity of a member of the administration has been impugned or questioned, the Chair shall, if they choose to do so, permit the C.A.O., Clerk or their designate to make a statement to the Council.

11.3 Rule of procedure - violation - raised by member
When a member desires to call attention to a violation of the rules or practices of procedure, they shall ask leave of the Chair to raise a point of order and after leave is granted, they shall state the point of order to the Chair succinctly and the Chair shall then decide upon the point of order and advise the members of their decision.

11.4 Appeal - Chair's decision - immediately - required
Unless a member immediately appeals the Chair's decision to the Council, the decision of the Chair shall be final.

11.5 Appeal - decision - question put - to Council
If the decision of the Chair is appealed to the Council, then the question "Shall the ruling of the Chair be sustained?" shall be put immediately without debate and its result shall be final.

11.6 Call to order - member to sit - speaking - permission
When the Chair calls a member to order, that member shall not speak again to the matter under discussion without the permission of the Chair, unless to appeal the ruling of the Chair.

Part 12
Motions - Order – Putting Motions

12.1 Notice of motion
Notices of motion filed in writing with the Clerk shall be directed by the Clerk to the next regular meeting of Council.

12.1.1 Notice in writing of all Motions for introducing new matters shall be filed with the Clerk, a copy of the motion type written shall be directed by the Clerk to within 48 hours.

12.1.2 The Clerk shall circulate a copy of Notice of Motion to all other Members of Council for their information on the next Agenda, where said Notice shall be identified and automatically put over without discussion or debate to the next meeting.

12.1.3 When a Member's Notice of Motion has been called from the Chair

on two successive meetings and has not received Council disposition, it shall be dropped from the Agenda unless Council decides otherwise.

12.1.4 If at a third meeting such Notice of Motion is called from the Chair and not received disposition, it shall be deemed to be withdrawn.

12.1.5 Debate shall not be allowed on any Motion or amendment until it has been properly seconded and appropriate notice having been given.

12.1.6 After a Motion is read or has been stated by the Presiding Member, it shall be deemed to be in the possession of Council and can only be withdrawn with leave of Council and upon the consent of both the mover and seconder before decision or minor amendment.

12.1.7 No verbal notice of intent shall be given or received prior to the disposition of the Motion or minor amendment under discussion.

12.1.8 A Motion in respect of a matter which is beyond the jurisdiction of the Council shall not be in order.

12.1.9 Subject to the provisions of the Municipal Act, every Member present in the Council Chamber when a question is put shall vote thereon unless otherwise legally prevented from voting thereon and any Member who persists in not voting shall be deemed to have voted in the negative.

12.1.10 Subject to the provisions of any general or special Act and the provisions of this By-law, all matters before Council shall be determined by a majority vote of the Members present and in the event of a tie vote, the vote shall deemed to be lost.

12.2 Question - urgent - included in Agenda

Notwithstanding the provisions of section 12.1 of this By-law, when a member, submitting a notice of motion to the Clerk within the deadline prescribed in section 6.2 of this By-law indicates in writing to the Clerk that the notice of motion is a question of urgency, the Clerk shall introduce the notice of motion in the Agenda during Notice of Motion as identified in section 6.1 of this By-law.

12.3 Notice - Agenda - consideration - conditions

Notices of motions included in the Agenda at Item 5. (Business arising out of previous minutes), as identified in section 6.1 of this bylaw, shall only be considered by the Council when a majority of the members present have given leave for the introduction of such a motion.

12.4 Motions for giving leave - non-amendable - debatable

Motions for giving leave shall be put immediately without amendment or debate.

12.5 Motion - seconded before debate - exception

Motions shall be seconded before being debated or put to a vote, except motions to adopt a recommendation from the Committee of the Whole, advisory or special committee.

12.6 Withdrawal - before put - requirement

Every motion shall be deemed to be in the possession of the Council for debate after it is accepted by the Chair, but may, with the permission of the Council, be withdrawn at the joint request of the mover and seconder at any time before the motion is disposed of.

12.7 Motion under debate – other motions permitted
When a motion is under debate, no other motion shall be in order except a motion:

(a) to adjourn;
(b) to proceed beyond the hour of 7:30 p.m.;
(c) to table;
(d) to put the question (to close the debate);
(e) to postpone;
(f) to refer; or
(g) to amend.

12.8 Motion to adjourn - qualifications
A motion to adjourn shall:

(a) not be amended;
(b) not be debated;
(c) not include qualifications or additional statements; and
(d) always be in order, except when a member is speaking or the members are voting or when made in closed session.

12.9 Motion to adjourn - rejected - procedure
When a motion to adjourn has been decided in the negative, no further motion to adjourn shall be made until after some subsequent proceeding has taken place.

12.10 Adjournment - extension - maximum - permissible
The Council shall always adjourn at 7:30 p.m. if in session at that hour, unless otherwise decided before that hour to extend the meeting for one (1) thirty (30) minute extension by a majority vote of the members present at the meeting. If the meeting is still in session at 8:00 p.m. local time, it shall adjourn.

12.11 Motion to proceed beyond 7:30 p.m. - qualifications
A motion to proceed beyond the hour of 7:30 p.m. shall:

(a) not be amended;
(b) not be debated; and
(c) always be in order, except when a member is speaking or the members are voting.

12.12 Motion to table - qualifications
A motion to table shall:

(a) not be amended;
(b) not be debated;
(c) apply to the main motion and any amendments thereto under debate at the time when the motion to table was made; and
(d) not include qualifications or additional statements.

12.13 Motion to table - accepted – procedure
Notwithstanding the provisions of section 12.2 of this By-law, if a motion to table is decided in the affirmative by a majority vote of the members present, then the main motion and any amendments thereto shall be removed from the Council's consideration until such time as a notice of motion to lift the matter from the table is filed with the Clerk within the deadline prescribed in section 6.2 of this By-law and is included in the Agenda at Item 5. (Business arising out of previous minutes), as identified in section 6.1 of this By-law.

12.14 Motion to call the question - qualifications

A motion to put the question (to close the debate) shall:

(a) not be amended;
(b) not be debated;
(c) not be introduced by a Council Member who has already spoken to the motion or amendment under debate, except a motion to proceed beyond the hour of 7:30 p.m.;
(d) apply to the motion or amendment under debate at the time when the motion to put the question is made;
(e) not be received in any committee;
(f) be moved using the words "please call the question" and the mover and the seconder shall not be permitted to speak to the motion to put the question; and
(g) not be permitted either when a motion or an amendment on the floor involves the approval of an expenditure by the Council that is $5,000,000.00 or greater.

12.15 Motion to put the question - accepted - procedure

If a motion to put the question is decided in the affirmative by a majority vote of the members present, then the preceding motion or amendment shall be voted on immediately without further debate or comment.

12.16 Motion to Defer

A motion to postpone a matter to a certain time shall:

(a) be open to debate as to the merit of the deferral only;
(b) be amendable as to the time; and
(c) can be reconsidered

12.17 Motion to Refer

A motion to refer a matter under consideration to another Committee, or to the Administration or elsewhere for a specific reason, (to obtain additional information or to investigate a matter and report back with a recommendation, shall be:

(a) be open to debate;
(b) be amendable; and
(c) preclude amendment or debate of the preceding motion, unless the motion to refer is resolved in the negative, in which case the preceding motion shall be open to debate and amendment.

12.18 Motion to amend

Only one motion to amend the main motion shall be permitted consideration at any one time. An amendment to the amendment of the main motion shall be allowed, however the amendment to the amendment shall be voted on first before any other motions are permitted to amend the amendment.

12.19 Motion to Reconsider

12.19.1 After any matter has been decided, any Member who voted on the question with the majority may either move for a reconsideration at the same meeting or may give notice of a Motion for reconsideration of the matter at the next meeting immediately after, but no discussion of the question that has been decided shall be allowed until the Motion for re-consideration has carried by a two-thirds vote.

12.9.2 Despite the above, reconsideration on the same matter may not be introduced more than once at the same meeting.

A motion to amend shall:

(a) be open to debate;
(b) not propose a direct negative to the main motion; and
(c) be relevant to the main motion.

Motion to amend - main motion - one at a time

Only one motion to amend the main motion shall be allowed at one time.

Motion to amend the amendment - one at a time

Only one amendment to the amendment to the main motion shall be allowed at one time.

Part 13
Voting

13.1 Amendment - to amendment - voted on first

A motion to amend an amendment to a motion shall be voted on first.

13.2 Voting - order

Voting on the main motion and amending motions shall be conducted in the following order:

(a) an amendment to the amendment to the main motion;
(b) an amendment (as amended or not) to the main motion; and
(c) the main motion (as amended or not).

13.3 Dividing the Motion for Voting Purposes

When the motion under consideration contains distinct propositions, upon the request of any member and provided a recorded vote has not been called for, the vote on each proposition shall be taken separately.

13.4 Voting on a Motion

A motion shall be put to a vote by the Chair immediately after all members desiring to speak on the motion have spoken in accordance with Section 10.8 of this By-law.

Speaking - after motion - before vote announced

After a motion is put to a vote by the Chair, no member shall speak on that motion nor shall any other motion be made until after the result of the vote is announced by the Chair.

13.5 Mandatory vote - all members

Every member present shall vote on every motion unless the member indicated a conflict of interest, in which case the member shall recuse themselves from the vote.

13.6 Abstaining from Vote

Every member, who is not recused from voting by reason of a declared conflict of interest, shall be deemed to be voting against the motion if the member declines or abstains from the vote.

13.7 Voting on Motion – No Secret Ballot

When putting a question to the vote, the Chair will first ask those in favour of the adoption of the motion to indicate so by raising their hands, then ask for those opposed to its adoption to indicate so by raising their hands. At no time is it permissible for a motion to be determined by secret ballot.

Putting the question to vote - qualifications

When putting the question to vote, the Chair shall first ask for those in favour of its adoption to raise their hands and then ask for those opposed to its adoption to raise their hands.

13.8 Leaving seat - disturbance during vote - prohibited

A member shall not leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared.

13.9 Announcing the Results of the Vote

The Chair shall announce the result of every vote. Where a Member disagrees with the result announced by the Chair, they may object immediately to the Chair's declaration and, with the consent of Council, the vote shall be retaken.

Result - disagreement - objection immediate - retaken

If a member disagrees with the number of votes for and against a motion as announced by the Chair, they may object immediately to the Chair's declaration and, with the consent of the Council, the vote shall be retaken.

13.10 Tie vote – motion defeated

When there is a tie vote on any motion, it shall be deemed to have been decided in the negative.

13.11 Request for Recorded Vote

A member may call for a recorded vote immediately prior to the taking of the vote or immediately followed by the vote prior to any other matters being discussed or debated.

13.12 Recorded vote

When a recorded vote is requested, such request must be made, prior to the Chair calling for the vote on the question or immediately following the vote prior to any other matters being discussed or debated. When such a request has been made, the Clerk shall ask each member to indicate by voice their vote in the affirmative or negative to the motion. The Clerk shall record the name and vote of every member in the following order: Dummer Ward Councillor, Douro Ward Councillor, Councillor at Large, Deputy Mayor and then the Mayor, unless said member has excluded themselves by reason of the Municipal Conflict of Interest Act, R.S.O 1990, c. M. 50 and shall report the result of the vote to the Chair.

Voting - number of members - calculation

In any vote required of the whole Council, the number of members constituting the Council shall be determined by excluding:

(a) the number of members who are present at the meeting but who are excluded from voting by reason of the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50 and

(b) the number of seats that are vacant on the Council by reason of section 259(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended.

Voting - recorded vote

When a recorded vote is requested, such request must be made, prior to the Chair calling for the vote on the question or immediately following the vote prior to any other matters being discussed or debated. When such a request has been made, the Clerk shall ask each member to indicate by voice their vote in the affirmative or negative to the motion. The Clerk shall record the name and vote of every member in the following order: Dummer Ward Councillor, Douro Ward Councillor, Councillor at Large, Deputy Mayor and then the Mayor, and shall report the result of the vote to the Chair.

Part
Reconsideration

14.1 Reconsideration – Direction to Staff

Council or committees may, by resolution or enacting a By-law, give direction to staff to pursue a course of action. A motion to reconsider a decided matter shall not be in order when the motion has been implemented by staff due to direction given by council or a committee at a previous meeting.

14.2 Reconsideration - decided matter of Council - same meeting

A motion to reconsider a decided matter of Council at the same meeting at which the original motion was decided shall be introduced at Item 13. (New Business) of the Council Agenda, unless the Chair determines there was a clear misunderstanding of the question that was put, in which case a motion for reconsideration shall be introduced immediately after the original vote was taken.

14.3 Reconsideration - decided matter of Council - subsequent meeting
A motion to reconsider a decided matter of Council at a meeting subsequent to the meeting at which the original motion was decided shall require a notice of motion submitted in accordance with section 6.2 of this By-law, and shall be introduced at Item 7. (Other Business and Staff Reports) of the Council Agenda.

14.4 Reconsideration - decided matter of Council – after one year
A motion to reconsider a decided matter of Council after one year to the meeting at which the original motion was decided shall be brought forward as though it were a new question and shall require a notice of motion submitted in accordance with section 6.2 of this By-law, and shall be introduced at Item 7. (Other Business and Staff Reports) of the Council Agenda.

14.5 Reconsideration - decided matter of Council - introduction
A motion to reconsider a decided matter of Council must be made by a member who voted with the majority on the original motion.

14.6 Reconsideration - decided matter of Council - only once
No motion to reconsider a decided matter of Council shall be made more than once in the twelve-month period from the date the matter was decided, unless a regular election has occurred following the decision.

14.7 Reconsideration - decided matter of Council - majority - whole Council
A motion to reconsider a decided matter of Council shall require the approval of a majority of Council.

14.8 Affirmative vote - original matter - next business
If a motion to reconsider is decided in the affirmative at a meeting, then consideration of the original matter shall become the next order of business.

14.9 Debate - prohibited - statement of reason - permitted
No debate on a motion to reconsider a decided matter shall be permitted; however, the mover of a motion to reconsider may provide a brief and concise statement outlining the reasons for proposing such reconsideration.

Part 14
Delegations

14.1 Written request - to Clerk - for Council and Committee of the Whole
Any person desiring to be heard by the Council or the Committee of the Whole shall submit a signed written request on the Delegation Request Form, attached to this By-law as Schedule 'A' and available on the Township website, to the Clerk in accordance with the established submission deadline as set out in Section 6.2 of this By-law. Persons that fill out a Delegation Request Form shall have their names shown on the meeting Agenda. Any supporting materials must be provided at the time of the request in one of the following formats: PDF, PowerPoint, JPEG or in hard copy. Late supporting documents will not be accepted.

14.2 Presenters – limited to 2 speakers
Persons appearing before Council or the Committee of the Whole shall have no more than two (2) persons to speak on behalf of the delegation and shall make their presentation from the speaker's podium if the meeting is taking place in the Council Chambers.

14.3 Business - stated - matters - related to
Persons appearing before Council or the Committee of the Whole shall confine their remarks to the business stated in their request.

14.4 Speaking - limited - 10 minutes
No delegation shall speak on a matter longer than a ten (10) minute period, without leave of a majority of the members present at a Council or Committee of the Whole, except as otherwise prescribed by applicable legislation.

14.5 Restrictions and permission
Presentations and/or Delegations shall not be permitted to appear before Council for the sole purpose of generating publicity for an event, or to promote their business.

a) Number of Presentations and/or Delegations – meetings
On any given scheduled Council meeting, there shall be a maximum of three (3) combined presentation(s) and/or delegation(s) permitted to speak for a maximum time allotment of 30 minutes – divided amongst the presenters. This shall not include Public Meetings which fall under the Planning Act, as Amended, or a Special Meeting called for the express purpose of hearing from the public on a set issue.

14.6 Questions – to delegation
Members shall be permitted to ask questions of delegates but shall not make statements nor enter into debate with such persons.

14.7 Delegations – requests for action – referred
Delegations, which request action to be taken by the Council, shall be referred to Administration, by majority vote, for a report that shall be presented to Council at an ensuing Council Meeting.

14.8 Delegations – no immediate decision
Under very limited circumstances, a decision Council may be made on a request by a Delegation at the same meeting the Delegation has been heard.

14.9 Repetition - prevented - hearing declined - exception
In order to avoid repetition and to ensure an opportunity for the expression of different points of view but except as required by law, Council or the Committee of the Whole or any committee via a decision by the Clerk, may decline to hear any person who has an identifiable common interest or concern with any other person who has already appeared and spoken before Council or a committee.

14.10 Appearance - previous - limitation - new information
Except as required by law, any person appearing before Council, the Committee of the Whole or a committee who has previously appeared before the same Council, Committee of the Whole, advisory or special committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearance within a 12-month period.

14.11 Delegation – deemed – inappropriate for Council
When it is deemed inappropriate that a delegation address Council, the Clerk shall so notify the delegation and Council with a supporting explanation. Such written explanation shall be delivered with the Agenda and the Council, if it so wishes to hear the delegation, shall, by two-thirds vote of the Council Members present and voting, introduce a motion to suspend the rules (see Section 2.1) to allow the delegation to be heard at the next meeting.

14.12 Delegation – statements – unsubstantiated
Whenever a delegation in its deputation, offers comments or statements that are deemed to be erroneous and unsubstantiated, any Member of Council, or Staff Official, may be recognized by the Chair on a "Point of Order" whereby the Members of Council or Staff Official so recognized by the Chair may bring necessary corrections or clarifications to the comments or statement said by the delegation.

14.13 Placards, signs and other paraphernalia – prohibited
Placards, signs and other paraphernalia of any type shall not be permitted in the Council Chambers without prior approval of Council via a two-thirds vote of the Council Members present and voting (see Section 2.1).

Part
Communications – Petitions

14.1 Presentation - information - legibly written - signed
Every communication or petition intended for presentation to the Council, Committee of the Whole, advisory or special committee shall be legibly written or printed and shall be signed by at least one person giving their address.

14.2 Matters - not pertinent - directed to appropriate area
Every communication or petition which does not pertain to matters in the Agenda shall be directed by the Clerk to the appropriate department or committee.

14.3 Language - obscene - defamatory - prohibited
Communications or petitions containing obscene or defamatory language shall not be listed in the Agenda or be directed to the Committee of the Whole or a committee, unless in the opinion of the Clerk and the Mayor that it should be forwarded to Council.

Part 15
Public at Council and Committee Meetings

15.1 Public - Proper Decorum to Be Maintained At All Times
Members of the public and delegations in attendance at Council, Committee of the Whole or committee meetings shall conduct themselves with proper decorum at all times, in order to ensure a safe and respectful meeting environment.

15.2 Public - Disorderly Conduct
Any person who is not conducting themselves in a manner as set out in section 15.1 of this By-law shall be asked by the Chair to do so. If that person continues to conduct themselves in a manner contrary to section 15.1 of this By-law, then the person shall be removed from the meeting.

15.3 Public - Immediate Removal
Notwithstanding section 15.2 of this By-law, in the event a member of the public is conducting themselves in a manner which poses a threat to the personal safety of themselves or others in attendance at the meeting, the member of the public shall be removed from the meeting, without warning.

15.4 Suspension of meeting - order restored
The Chair may unilaterally suspend the meeting until order is restored in the meeting.

Part 16
Consent Agenda

16.01 Items – considered for inclusion
All items to be considered for the Consent portion of the Agenda shall be determined by the Mayor, Chief Administrative Officer and the Clerk.

16.02 Consent items – explanatory note – one motion
All Items listed under the Consent Agenda, shall be preceded by an explanatory note indicating as follows: "all matters listed on the Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion on these matters."

16.03 Items for discussion – routine
All items listed under the Consent Agenda shall contain routine matters which are not controversial in nature and which do not need further discussion.

16.04 Request to separate – consent item to communication
Should a Member of Council wish to discuss any matter listed under the Consent Agenda, the Member shall ask immediately upon the Mayor (Chair) calling "Any Amendments, Deletions or Corrections to the Agenda", at which time the Member shall request that the item be separated and dealt with under Communication.

16.06 Consent Agenda – Inclusions
Inclusions into the Consent Agenda may be, but lot limited to, petitions, proclamations, flag raising, procurement updates and other similar items.

Part 16
Enquires

16.1 Corporation - business - procedure
Enquiries relating to any new subject matter that is not listed as an item on an agenda, connected with the business of The Corporation of the Township of Douro-Dummer may be made by members to the Chair or, through they, to another member or to the Chief Administrative Officer or to the Clerk or their designate or to a department manager.

16.2 Argument - opinions - debate - prohibited
When an enquiry is made in accordance with section 16.1 of this By-law, no argument, opinion or facts shall be stated, except so far as may be necessary to explain the enquiry, and no debate shall be permitted with respect to the enquiry.

16.3 Answer - response - debate - prohibited
When a member answers a question in response to an enquiry, they shall not debate the matter to which the enquiry refers.

16.4 Information – forwarded to department
When an enquiry is made in accordance with section 16.1 of this By-law, unless it is of an urgent or critical matter, the Council member shall refer the said enquiry to the Chief Administrative Officer, prior to the issue being made at a Council meeting, to ensure adequate information is available by staff at the meeting.

Part 17
Enactment of By-laws

17.1 Published - distributed - with Agenda
All By-laws, together with a brief description and the notation of the number of readings required, shall be listed on the agenda for the meeting at which they are to be read.

17.2 Distributed - with Added Communications - motion to introduce – majority vote
Notwithstanding the provisions of section 17.1 of this By-law, a motion to introduce those By-laws arising from New Business shall be decided by a majority vote of the members present prior to such By-laws being read.

17.3 Passing of By-laws – without first, second, third readings
All By-laws shall be passed without receiving first, second and third readings, unless otherwise directed by legislation or Council.

17.4 Signed – numbered - seal affixed - dates shown
Every By-law passed by the Council shall be numbered and dated, and shall be sealed with the Seal of the Municipal Corporation and signed by the Mayor and Clerk and shall be kept by the Clerk in the Clerk's office or any other place appointed for that purpose.

17.5 Proceedings - all matters

At the conclusion of all regular meetings of the Council and prior to adjournment, a By-law shall be brought forward to confirm the actions of the Council at the meeting in respect of each motion, resolution and other action taken that consolidates and includes the provisions of any By-law previously passed by the Council. This By-law authorizes the execution of agreements and other documents and the proceedings of Council.

17.6 Non-amendable - non-debatable

A Confirmatory By-law when introduced shall be taken as read and finally adopted without debate.

Part 18
Disclosures of Pecuniary Interest

18.1 Pecuniary interest - disclosure - requirements

If a member has any pecuniary interest, direct or indirect, in any matter in which the Council is concerned and if the member is present at a meeting at which the said matter is the subject of consideration, then they shall:

a) Disclose their interest and the general nature thereof at the appropriate juncture of the Council meeting or prior to any consideration of the matter at the meeting.

b) Leave the Council Chambers or any other meeting location.

c) Refrain from taking part in any consideration or discussion of the said matter.

d) Refrain from voting on any motion in regard to the said matter.

e) Not attempt in any way to influence the vote on the matter before, during or after the meeting on such questions.

f) If a member is absent from the meeting where the matter is dealt with by Council, the member shall disclose the interest and the general nature thereof at the next regular meeting is attended by the member.

g) The member that discloses a pecuniary interest shall provide a written statement of the interest and its general nature with the Clerk.

18.1 a) The Clerk shall keep a registry of the written statements on file which shall be available for public inspection.

18.2 Pecuniary interest - disclosure – requirements – closed session

Where the declaration of interest is made on a matter that is not open to the public, the Members shall provide in a written statement to the Clerk or the Secretary of Committee or local board (as the case may be), declare the interest, but not the general nature of that interest and shall be recorded in the minutes of the next meeting that is open to the public.

18.3 Pecuniary interest - minutes

The declaration of interest shall be provided in a written statement to the Clerk or the Secretary of Committee or local board (as the case may be) and shall be recorded in the minutes or report of the meeting and where the meeting was opened to the public, the general nature of such declaration.

18.6 Non-compliance - by member - validity not affected

The failure of one or more members to comply with section 18.1 of this By-law shall not affect the validity of the meeting in regard to the said matter. In the event that a member inadvertently fails to disclose an interest at the meeting of the subject matter, the member shall disclose at the next available meeting, offer an apology and same shall be recorded in the minutes.

18.7 Disclosure - by majority - quorum - requirement

Notwithstanding the provisions of section 7.1 of this By-law, when a majority of the members has disclosed an interest in accordance with section 18.1 of this By-law and the Municipal Conflict of Interest Act, as may be amended from time to time, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

Part
Confirming By-law

19.1 Proceedings - all matters

The proceedings at every regular, special and emergency meeting may be confirmed by one or more By-laws so that every decision of the Council at that meeting and every resolution passed thereat shall have the same force and effect as if each and every one of them had been the subject matter of a separate By-law duly enacted.

19.2 Non-amendable - non-debatable

Confirming By-laws shall not be amendable or debatable.

Part 20
Committee of the Whole

20.1 Committee of the Whole Agendas - composition - prepared by Clerk

The Clerk shall prepare Agendas for the Committee of the Whole consisting of the following parts:

1. Call to Order
2. Disclosure of Pecuniary Interest
3. Adoption of Agenda
4. Delegations, Petitions or Presentations
5. Reports - Managers' Updates – Reports
7. New Business to be requested for next Meeting
8. Closed Session
9. Rise from Closed Session
10. Matters Arising from Closed Session
11. Adjournment

20.2 Meeting Location

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

20.3 Recording and Livestreaming of Meetings

Meetings of the Committee of the Whole shall be audio/video recorded and/or broadcast through livestreaming in accordance with "Schedule B" attached hereto and forming part of this By-law.

20.4 Schedule of Meetings

Unless otherwise decided by Council, regular meetings of the Committee of the Whole shall be held every two months, on the second Tuesday of the month at 10:00 a.m. The first meeting of the Committee of the Whole each year shall be held in February.

20.5 Confidential Items - general description by Clerk
The Clerk shall include in the Agenda for the Committee of the Whole a description of the general nature of matters to be considered in a closed meeting under Item 8 (Closed Session) of the Committee of the Whole Agenda.

20.6 Chair - designated
The Mayor shall be the Chair of the Committee of the Whole and shall maintain order during the meeting.

20.7 Chair – if Mayor or Deputy Mayor absent
The Mayor shall be the Chair of the Committee of the Whole and shall maintain order during the meeting. In the absence of the Mayor, or if the Mayor refuses to act or if the office is vacant, the Deputy Mayor shall serve as the Chair.

In the event that the Deputy Mayor is unable, for any reason, to act in the place and stead of the Mayor and a quorum is present, the Clerk shall call the meeting to order and a member shall be appointed to act as the Chair for the duration of the meeting.

20.8 Report to Council
The Committee of the Whole shall consider and report to the Council on any other matter which has been referred to the Committee by resolution of the Council.

21.5 Meetings - apart from regular - permitted
The Committee of the Whole may meet apart from regular meetings when deemed necessary by Council.

21.6 Meeting - in closed session - decided by majority vote
Any Committee of the Whole meeting, or any part thereof, may be held in closed session if the Committee so decides by a majority vote of the members present to consider matters in accordance with sections 5.1 to 5.5 of this By-law.

20. 9 Rules of Procedure
The rules governing the procedure of the Council and the conduct of its members as presented in the Procedural By-law, shall be observed in the Committee of the Whole.

21.8 Vote - by Chair - permitted - exception
The Chair of the Committee of the Whole may vote on any motion after the other members have voted, except when the Chair is disqualified from voting by reason of a declared conflict of interest.

20.10 Report – to Council
The report and recommendations of the Committee of Whole shall be considered under reports from Committees and may be adopted and confirmed by the Council in a single motion or the recommendations may be dealt with and voted on separately if a member of Council requests a separate vote on each recommendation.

21.10 Report - recommendations - adopted – confirmed by Council
The report and recommendations of the Committee of the may be adopted and confirmed by the Council in a single motion and the passage of such a motion shall be taken to confirm and adopt all of the recommendations contained in the report, except for those recommendations dealt with or voted on separately.

21.11 Request - to vote separately – requirements
A member of Council may request, prior to the adoption of a Committee of the Whole report, that a Committee of the Whole recommendation be voted on separately.

Part 22
Department Liaisons

22.1 Department Liaisons – composition

The following departments shall have one member of Council appointed to be the Department Liaison, save and except for the Mayor who shall be appointed to all Liaison positions:

(a) Public Works;

(b) Finance and Staff;

(c) Recreation, Development and Promotion;

(d) Emergency Services.

22.2 Department Liaisons – Term

The term of a Department Liaison shall be limited to two (2) concurrent years, after which there must be a break of a minimum of one full year.

22.3 Department Liaisons – Report - to Council

Department Liaisons shall report to the Council at the second regular meeting in the month on matters relative to their department in order to keep Council aware of municipal operations, as required.

Part 21
Advisory and Special Committees

21.1 Advisory and Special Committees

An advisory or special committee may be appointed by the Council by resolution or By-law to consider and report on a specific subject, project or undertaking. Council shall designate one of its members to each Advisory or Special Committee.

At the start of every new term of Council, the Mayor, in consultation with elected Members of Council, shall determine and appoint individual Councillors to sit on various Special Committees as a representative of Council. The appointments shall be endorsed by By-law.

The Committee shall report its progress in writing respecting the matters directed to it by Council at least annually.

21.1.2 Public Library Board

As per the Public Libraries Act, R.S.O. 1990, c. P.44, Council shall appoint a minimum of 5 persons to sit on the Board with a term that runs concurrent to the term of Council.

Further, the Board reports to Council via their meeting minutes but Council does not have the power to direct the Board other then to set a yearly budget allocation.

Advisory and Special Committees – Member – Term

The term of a member serving on an advisory or special committee shall be two (2) years, after which time Council shall review the composition and determine the composition for the next two (2) year term.

21. 2 Advisory and Special Committees - Rules of Procedure

All Committees, recognized as an Advisory or Special Committee of Council through By-law and where a Member of Council sits on the Committee, shall conduct their meetings in accordance to the adopted "Procedures" By-law governing Members of Council.

Advisory and Special Committees - Report - to Council

Advisory and special committees shall consider and report to the Council in writing on any other matter which has been referred to the Committee by resolution of the Council and on all matters connected with the duties imposed on them respectively.

21.3 Mayor - Ex Oficio
The Mayor, shall be, an ex officio member of all committees of the Council.

21.4 Appointment of Chair
Each Advisory and Special Committee shall appoint a chair at its initial meeting in each year.

21.5 Appointment of Vice Chair
Each advisory and special committee shall appoint a Vice Chair at its initial meeting in each year.

21.6 Motions - seconded
Each advisory and special committee shall require motions made at its meetings to be seconded.

21.7 Minutes - report to Council
Minutes of the proceedings of Advisory and Special Committee meetings shall be kept and shall be forwarded to the Council.

21.8 Reports - adopted
The reports and/or minutes of advisory and special committee meetings may be adopted and confirmed by the Council in a single motion and the passage of such a motion shall be taken to confirm and adopt all of the recommendations contained in the report, with the exception when a member requests, prior to the adoption of an advisory and special committee report and/or minutes, that a specific recommendation be voted on separately due to a declared conflict of interest, and such a request shall not require the introduction of a motion.

Recommendation - separate vote - upon request
A member may request, prior to the adoption of an advisory and special committee report and/or minutes, that a specific recommendation be voted on separately due to a declared conflict of interest, and such a request shall not require the introduction of a motion.

21.9 Agenda - publication - notice
Upon the publication and distribution of the meeting Agenda notice shall be served on the members of the advisory or special committee of the meeting. The failure to receive the agenda by a member shall not affect the validity of the committee meeting or any action taken therein.

Agenda - not received - validity - not affected
Lack of receipt of the Agenda by members of the advisory or special committee shall not affect the validity of the committee meeting or any action taken thereat.

Part 22
Repeal - Enactment - Amendment

22.1 By-laws - previous
By-law 2018-09, as passed on January 16, 2018 and all of its amendments are hereby repealed.

22.2 Effective date
This By-law shall come into force and take effect on December XX, 2021.

Passed in open council this XX day of December, 2021.

_____
Mayor, J. Murray Jones

_____

Acting Clerk, Martina Chait-Hartwig

Schedule 'A' to By-law 2021-xx

Delegations

Request to Address Council

If you would like to attend as a delegation before Council for the Township of Douro-Dummer or the Committee of the Whole, you must complete this form and submit it to the Municipal Office. Please note that the deadline for delegation requests is 12-noon, on the Tuesday prior to the meeting date.

A copy of any presentation or supporting materials is also required to be submitted at 12-noon, on the Tuesday prior to the meeting date. The only formats accepted are as follows: PFD, PowerPoint, Word, Excel or Jpeg.

Please note that as per Procedural By-law 2021-XX, only three Delegations shall be scheduled for each meeting. The time limit of 10 minutes shall be strictly enforced.

Name of Individual(s):_____

*Note: Delegation(s) shall have no more than two (2) persons to speak on behalf of the delegation and 10 minutes to present. Council asks that delegations adhere to the 10-minute time limit.

Name of Organization:_____

Email:_____

Phone number:_____

Nature of delegation request:_____

_____

_____

_____

_____

_____

_____

_____

*Please attach a separate sheet if more room is required.

For the purposes of the *Freedom of Information and Protection of Privacy Act*, by submitting this form, I/we authorize and consent to the use by, or the disclosure, to any person or public body or publishing on the Municipal website any information that is contained in this submission and recognize that my/our name may become part of the public record.

Signature(s):

_____ _____

Name: Name:

Please submit the completed application to: To be adjusted as needed

Crystal McMillan, Clerk	or	Martina Chait-Hartwig, Deputy Clerk
crystal@dourodummer.on.ca		martinac@dourodummer.on.ca
Fax: 705-652-5044		Fax: 705-652-5044
Phone: 705-652-8392 Ext. 205		Phone: 705-652-8392 Ext. 210

To be completed by Municipal staff:

*Meeting Date:*_____ *Time:*_____

Schedule 'B'
Recording and Livestreaming of Meetings

1. Regular, Special and Emergency meetings of Council and other Committees held in Council Chambers at 894 South Street, Warsaw, Ontario or in another location will be recorded and broadcasted on the internet if the equipment is available.

2. Regular, Special and Emergency meetings of Council and other committees held virtually will be recorded and/or broadcasted on the internet if the equipment is available.

3. Committee and Advisory Meetings of Council may or may not be audio/video recorded and broadcasted on the internet depending on the location of the meeting and equipment available.

4. Closed Session meetings in any format shall not be recorded.

5. In accordance with the Municipal Act, 2001, as amended, minutes of meetings are to be recorded without note or comment by the Clerk or designate. The approved minutes that are authored by the Clerk or designate shall be the official record of all Council meetings.

   The Township (Clerk) will not provide transcripts of the meetings.

6. The electronic file of any audio/video recording will become a corporate record and may be saved on the Township's server and/or uploaded to the Township's website Video Platform as soon as practical following the meeting.

7. Files on the internet are part of the public realm and may be subject to alteration by a member(s) of the public with no municipal control over such alterations. The Township assumes no liability associated with any alterations that are made by a member(s) of the public on the internet.

8. Signage shall be posted in the Council Chambers to advise members of the public that meetings may be recorded and will be made available on the internet.

   A notation will be added to applicable meeting agendas to make presenters and members of the public aware that proceedings may be recorded and may be made available on the internet.

   The Presiding Officer shall make a statement at the commencement of applicable meetings that "This meeting is being recorded and the recording will be made available on the Township website Video Platform". Access to recorded proceedings shall be in compliance with the Municipal Freedom of Information and Privacy Act.

Township of Douro-Dummer

Report to Council
Re: Clerk/Planning-2021-46
From: Martina Chait-Hartwig
Date: December 7, 2021
Re: Request to Stop-up, Close and Sell Road Allowance - 2640 Dummer Asphodel Road

Recommendation:
That the Clerk/Planning-2021-46 report, dated December 7, 2021, regarding the Request to Stop-up, Close and Sell the Road Allowance adjacent to 2640 Dummer Asphodel Road be received and that staff be direction to begin working through the procedure outlined in Policy T6 and bring a report back to Council.

Overview:
Staff have received a request to stop up and close a piece of unopened road allowance between Concession 4 and 5 in Lot 1 in the Dummer Ward and deed it to the adjacent landowner (see attached GIS image).

Our policy (copy attached) provides that requests of this nature be forwarded to Council for direction on whether to proceed with a circulation of the request to solicit input from the adjacent property owners as well as stakeholders such as the County of Peterborough, Township of Asphodel-Norwood, HydroOne and Otonabee Region Conservation Authority that may have an interest or concern with the request.

As per the attached letter from Mr. Francoeur, he is aware of the T6 policy and the associated costs with this request.

Conclusion:
This parcel of road allowance does not appear to be of any benefit to the Township.

Financial Impact:
The cost of this circulation will be assumed- according to the policy- by the municipality and will involve some staff time, materials and postage.

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

Report Approval Details

Document Title:	Request to Stop-up, Close and Sell Road Allowance - 2640 Dummer Asphodel Road.docx
Attachments:	- Douro Council letter - T6 Policy.pdf - 2640 Dummer Asphodel Road - GIS.pdf
Final Approval Date:	Dec 2, 2021

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

Elana Arthurs

November 8, 2021

Dear Council Members of Douro-Dummer;

Subsequent to reading the Policy No. T6 Procedure on road allowances, I would like to formally request the closure of the road allowance that is adjacent on the west side of my property located at 2640 Dummer-Asphodel. I understand this is a public process and I've spoken to my immediate neighbours who appear supportive. I would like to purchase this piece of land from the Township of Douro-Dummer in order to increase my privacy.

I've read the Policy No. T6 Procedure and happy to comply with the procedure and costs associated.

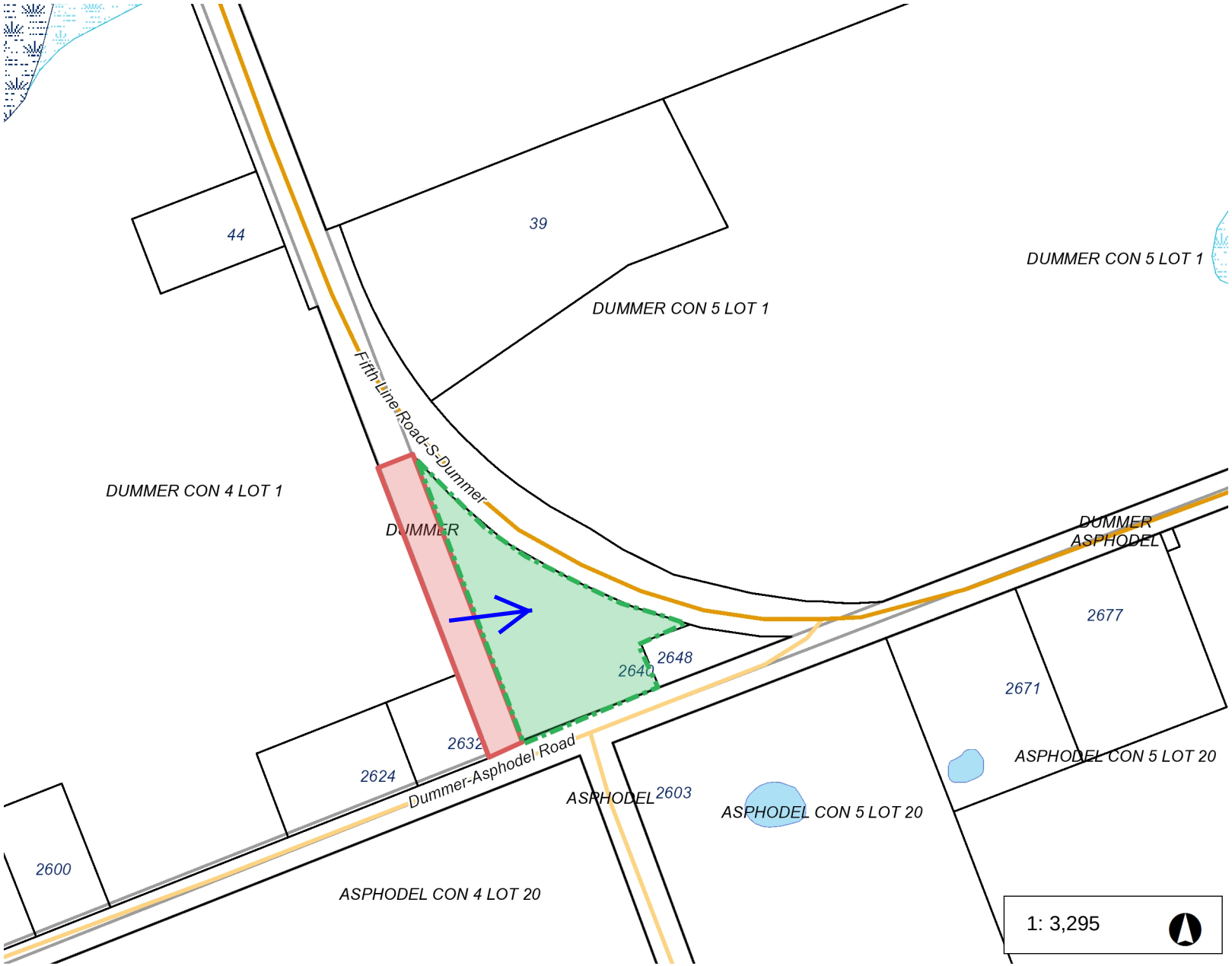
If you have any questions or concerns, please feel free to reach out directly in writing at jg@visture.ca or via phone at 647-808-8932.

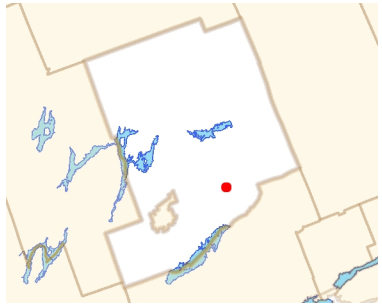
Sincerely,

Jean-Guy (JG) Francoeur

County of Peterborough

GIS Viewer





Legend

Roads < 50,000
- PRIV ; Private; PRIV
- City Arterial
- City Collector and Local
- City Owned Unclassified
- Provincial
- County
- Township
- Water Access Only

Outside Roads < 50,000
- Major Roads
- Local Roads

- Peterborough Proposed Bypas
- First Nations
- Civic Address
- Parcel Fabric
- Lots and Concessions
- Parcel First Nations - Canada

Rivers
- Intermittent
- Permanent

- Clean Water Act Policies Appl
- Provincially Significant Wetlan
- Locally Significant Wetlands
- Non-evaluated Wetlands
- Lakes - Local Scale
- Municipal Boundary - Upper Ti
- <all other values>

Notes

167.4 0 83.69 167.4 Meters

North_American_1983_CSRS_UTM_Zone_17N

© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

- Ongoing Covid-19 pandemic related actions – review of policies and procedures, health and safety concerns
- Community Centres and parks are open with continued safety measures and necessary changes based on legislations
- The Office remains open for services via appointment only, the doors are locked, with the intercom system established, which seems to be well received
- Continue to sit in on Peterborough Public Health meetings regarding recreation facilities and re-opening procedures.
- Participated in calls with CAOs from across the County to discuss common issues and share best practices (Gypsy Moths, Diversity and Inclusion, Short Term Rentals, Mandatory Vaccination Policies)
- Met with staff to discuss the 2022 operating and capital budgets and assist with the preparation of the 1st draft presented to Council mid month.
- Facilitate weekly management meetings including all staff once per month
- Participated in the SDR Committee meeting to review what has been accomplished to date.
- Participated in Treaties Recognition event
- Participate in the OMPF Funding announcement at the Municipal Office
- Met with Peterborough Economic Development to review initiatives in the County and Business count results in Douro-Dummer
- Reviewed various legal matters with solicitor re: Properties
- Met with SHRP to review HR Live and prepare for January implementation
- Complaints resolution with residents, some involving extensive time and research as well as meeting with staff and a lawyer.
- Participated in the Barriers to Participation Focus Group for the CSWBP
- Met with County representatives to discuss Coral Drive and Television Road drainage.
- Met with neighbouring municipalities about the potential of sharing IT Services

Clerk's Department:

- Responding to inquiries and requests from the public and various stakeholders.
- Prepared agendas for following meetings: two regular Council meetings, two budget meetings, one special meeting and one Service Delivery Review Action Committee meeting.
- Prepared various reports to Council and all associated minutes.
- Working through the steps for a request to stop-up and close a road allowance, including a sale of the land, survey is now complete, waiting registration.
- Continuing to work on the new Procedural By-law, presented to Council and now working on edits.
- RFP for Voting Methods process is now complete, agreement signed with Simply Voting.
- Cleansing of batches of files as per the Township retention By-law.
- Ongoing updates and new items being added to the Township Website.
- Attending Municipal Elections training program offered through AMCTO
- Participated in a Treaties Recognition event

Planning Department:

- Responded to various inquires, correspondence and applications under the Planning Act. Pre-consultation meetings continue to be popular with the appointments booking weeks ahead.
- Planning Act applications continue to be received at higher volumes then last year.
- Continue to work with Planning Act applicants and partner agencies to reduce red tape in the processing of applications.
- Participating in TAC meetings for County Official Plan Project and viewing of mapping Schedules and reports. Sitting on Committee that is creating the public outreach and information strategy.
- Working through peer review process for the following applications: Clancy Subdivision, Ontario Turtle Conservation Centre, Wildfire Golf Course.
- Hosted pre-consultation meetings in November for 5 applicants.

Miscellaneous:

- Continue to sit on the AMCTO Legislation and Policy Advisory Committee and have joined the Elections Ontario's Municipal Working Group
- Worked with CAO and Treasurer to create budgets for the Clerk's Department, Planning Department, 2022 Election and Committee of Adjustment and Planning Committee.

Report Approval Details

Document Title:	Clerk-Planning Department Monthly Report - November 2021.docx
Attachments:	
Final Approval Date:	Nov 30, 2021

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

Elana Arthurs

Ongoing Projects:

- Building permit volume remains very high, along with inspections and administrative duties
- Implemented new administrative processes to streamline permit issuance internally
- Zone 3 2021 septic re-inspection program preparations are underway.
- Working on transitioning to updated permit software.
- 2022 budget plans are complete.
- Assisted in facilities management at municipal office.
- Reviewed and responded to planning matters in conjunction with other staff including County staff.
- Responded to various By-law enforcement issues (animals, noise, property standards)

Future Projects

- Tiny Dwelling and other ZB updates

Health and Safety

- No incidents, no near misses.

Report Approval Details

Document Title:	Building November Report.docx
Attachments:	
Final Approval Date:	Dec 2, 2021

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

Martina Chait-Hartwig

Elana Arthurs

Township of Douro-Dummer

Report to Council – Monthly Department Report
Re: Fire Chief-2021-18
From: Chuck Pedersen
Date: December 2021

This report is regarding finalized October fire statistics as well as partial November statistics. This also includes November monthly update from Douro-Dummer Fire Services

Overview:

- Training for November includes First Responder & Medical BLS, Fire Scene size-up vehicle and station maintenance.
- Station 2 renovation continues, plumbing in floor complete and concrete poured, floor ground, painted and resealed. All heaters are in and functioning. Door openers installed.
- Pump 2 had rear tire blowout, replaced rear tires
- Participate with managers and budget meetings
- Annual MNRF reports filled
- Support EOETA with recruit provincial testing
- Pontoon boats stored for the winter
- Two members wrote and passed Provincial Exam for NFPA 1031, Fire Inspector I
- October ended up with 40 calls for help resulting in 70 station deployments, and 140 apparatus responses plus automatic aid assistance received. Medical related responses accounted for 50% of calls for the month
- November as of 29th, there have been 40 calls for help

Report Approval Details

Document Title:	November Report.docx
Attachments:	
Final Approval Date:	Dec 1, 2021

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

Martina Chait-Hartwig

Elana Arthurs

The following provides an update on recent work completed by the Finance Department:

- Budget
  - The Operating and Capital budgets were presented to Council.
  - Since the presentation staff have continued to work on refining the budget and also answering questions from Council.
  - A comprehensive report for the Joint PW and Fire Hall building was completed by staff to provide Council with additional information to make an informed decision.

- Audit
  - Completed the 2020 and 2021 preliminary audit and continue to prepare for the final 2020 which is schedule for January; 2021 final audit is scheduled for April.

- HR/Payroll
  - Payroll and Accounting Analyst – posted the job ad and have been reviewing applications as they come in. Our hope is to interview early January and have the successful applicant start shortly thereafter.
  - HR Live – have been working with SHRP, our HR consultant, on launching HR Live which will initially be a vacation/sick request and tracking software. We are also investigating using this software to replace our manual timesheets and scheduling process. Lastly, this software can make our payroll more efficient by removing manual entry of data into our system.

- Past Due Taxes
  - We sent out 44 letters requesting payment to property owners with accounts in arrears by 3 years worth of property taxes. We received minimal follow-up from the initial letter so we requested our lawyer to send out demand for payment letters; this has generated a better response and we have been getting calls from property owners to settle their accounts.
- Other
  - We have launched a secondary online banking company which will allow us to receive payments for non-tax related items through online banking.
  - Attend weekly management meetings

Report Approval Details

Document Title:	Finance Department December 2021.docx
Attachments:	
Final Approval Date:	Dec 1, 2021

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

Martina Chait-Hartwig

Elana Arthurs

Departmental Update (November):

1. Public Works:

Administrative:

- Participate in manager and site meetings
- Responding to concerns and inquires from the public, some involving extensive time and research
- Preparing various reports, budget

b. Operational:

- Installed new entrances/culverts at various locations
- Winter maintenance activities have commenced as required
- Public works shop, yard and equipment clean up
- Staff completed seasonal changeovers on equipment
- Patching continues on various roads as weather permits
- Ditching, culvert replacements and gravel application completed for 2021 on WLRE
- Staff continue reorganizing at Douro public works building as time permits for renovations to fire hall and public works building
- Various site meetings regarding entrance permits and general concerns
- Staff complete maintenance and repairs on equipment as time permits
- Grading, spot grading ongoing as weather permits
- Ditching and culvert replacements on Douro 3rd Line and Center Road have commenced
- Hand brushing at various locations – fallen trees, sightlines, sign visibility
- Ditching and culvert replacements on Dummer 3rd and Douro 1st Line completed
- Contractor brushing underway, Douro 2nd Line from Division Rd to Warsaw Rd
- Regulatory signs, street and 911 signs repaired or replaced as needed
- Staff completing routine and winter patrols as required

c. Health & Safety:

- (Continuous) COVID-19 in the workplace: Ensuring that all necessary Health & Safety precautions are being consistently done such as: all staff equipped with the proper Personal Protective Equipment (PPE), masks, hand sanitizer and wipes for vehicles and sanitizing products are located in the depots

2. Waste Management Division:

- Halls Glen Transfer Station continues to operate with restrictions in place for staff and residents relative to COVID-19 and is functioning well (not accepting mattresses) re-use building is now open

Report Approval Details

Document Title:	Public Works Update - November.docx
Attachments:	
Final Approval Date:	Nov 30, 2021

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

Martina Chait-Hartwig

Elana Arthurs

November 2021

ADMINISTRATIVE

- HR, facility staff work plans, staff schedules
- Weekly management team meetings
- Networking/Meetings with Arena Managers, Public Health, Douro Minor Hockey
- Invoices, payroll, inquiries, correspondence
- Covid Safety plan – updates
- Contractor site meetings re: DCC, and WCC
- Ice rentals for 2021-22 season
- Community Center Labourers training scheduled
- Operating and Capital Budget

OPERATIONAL

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance, ongoing
- Repair of Warsaw Olympia
- Regular ice rentals at both Community Centres
- Health Unit air quality inspections
- Health Unit water and well inspections
- Fixed boardwalk at trails.
- Put gates on and locked North and South Parks
- Garbage pick-up at all parks
- Took mattresses from Halls Glen Transfer Station to Bensfort Rd
- Toilet and sink repairs at Warsaw CC
- Put out Christmas lights at the Township Office

CAPITAL PROJECTS

- Douro CC exterior/interior doors – ongoing (Supplier Delays)

Events

- Farmer Workshops – Douro CC
- Craft Sale – Douro CC
- Ice rentals at both Community Centre

Report Approval Details

Document Title:	Monthly Update - November 2021.docx
Attachments:	
Final Approval Date:	Dec 1, 2021

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

Martina Chait-Hartwig

Elana Arthurs

Mission Statement: The Douro-Dummer Library is committed to providing access to resources and opportunities for reading, life-long learning, personal development and enrichment for the community.

(APPROVED)

Minutes of a Meeting of the Township of Douro-Dummer Public Library Board held on October 12th, 2021 at 3:00 p.m. at the Douro-Dummer Public Library.

Present:	Board Chair: Georgia Gale-Kidd Vice Chair: Darla Milne Board Member: Marian Leahy Board Member: Sharon McKeiver Board Member: Councillor Heather Watson
Regrets:	Board Member: Clara Leahy Douro-Dummer Public Library – CEO, Anne Landry
Recording Secretary:	Board Member: Marian Leahy

1. Call meeting to order: The Chair called the meeting to order at 3:32 pm.

2. Disclosure of Pecuniary Interest: The Chair reminded the Board of their obligation to declare any pecuniary interest. None were declared.

3. Adoption of the September minutes 2021 Minutes:

Resolution Number 50-2021

Moved by: Councillor Watson Seconded by: Sharon McKeiver

That the board accepts the September 14, 2021 Library Board minutes.

Carried

4. Business arising from Minutes:

a) Committee Reports
   i. Art Gallery – No report from Sharon McKeiver.
   ii. Schools – No report from Anne Landry.

b) Friends of the Library – Georgia Gale-Kidd gave a verbal report. The Friends are back meeting monthly. They are organizing an event for October 24th on the Kidd Farm, Farm Trek that involves tramping around the farm under the leadership of Bruce Kidd, learning about various plants, bushes, wildlife and birds. Eight people have registered so far. There will be a limit set on the number of participants. The Friends have postponed their annual book sale until Mother's Day weekend next May. Capital Budget: New Staff Member

Mission Statement: The Douro-Dummer Library is committed to providing access to resources and opportunities for reading, life-long learning, personal development and enrichment for the community.

Resolution Number 51-2021
Moved by: Sharon McKeiver Seconded by: Marian Leahy
To receive the Committee Reports.
Carried

c) Capital Budget

Resolution Number 52-2021
Moved by: Councillor Watson Seconded by: Marian Leahy
That the Board requests an increase in 2022 in Library staffing complement, an increase of four hours a week for the Library Assistant and the creation of the new part-time position, Library Clerk, for 21 hours per week.
Carried

d) Vaccination Policy – Deferred

6. Review of Financial Reports dated August 31st, 2021.

Resolution Number 53-2021
Moved by: Sharon McKeiver Seconded: Marian Leahy
To receive the Financial Report dated September 30th, 2021.
Carried

7. Librarian's Report – Report dated October 1st, 2021.

Resolution Number 54-2021
Moved by: Councillor Watson Seconded by: Sharon McKeiver
That the Library Board receives the Librarian's Report dated October 5th, 2021.
Carried

8. New Business –
a) Going Fine Free – Report dated October 5th, 2021: deferred
(Discussion was had, one suggestion was food for fines, community service.)

9. Correspondence – None

10. Adjournment:

Resolution Number 55-2020
Moved by: Councillor Watson Seconded by: Sharon McKeiver
That the Board Meeting be adjourned at 4:55 pm.
Carried

Next Meeting: November 9, 2021 at 3:00 at the Douro-Dummer Public Library.

Mission Statement: The Douro-Dummer Library is committed to providing access to resources and opportunities for reading, life-long learning, personal development and enrichment for the community.

_____

Georgia Gale-Kidd,
Board Chair

_____

Anne Landry,
Recording Secretary

MINUTES OF A MEETING OF THE DOURO-DUMMER HISTORICAL COMMITTEE
on Thursday, November 18, 2021 at 7:00 p.m.
at the Library building, Douro

Present: Margie Morrissey, Roberta Thompson, Shelagh Landsman, Annette Dunford, Ruth Benson, Mike Towns. Regrets: Judy Bryan, Amie Brock

Chair Margie Morrissey asked everyone to provide proof of vaccination – all are doubly vaccinated.

1. Adoption of the minutes of the last meeting, held October 14, 2021.
   Motion by Shelagh Landsman, Seconded by Annette Dunford That we approve the minutes of the October 14th, 2021 meeting as circulated. Carried

2. Update of Weity's work at the Limestone Kiln.
   There was a report from Weity to Council in January of work done and what is to be done. Also considered was the budget amount for next year. Shelagh to supply members with a copy of the report. We felt that some items could be completed either by staff or in some cases, volunteers, and that in order to expedite completion, we concentrate on safety at the site.
   Resolution: Moved by Roberta Thompson and Seconded by Annette Dunford
   That we consider that all we require at this time is safety measures and the grate (at the top). This is to revisited in the future. Carried

3. Information on having a roof installed at log barns at Douro Park. Defer, as Amie not present.

4. Books from Mike Towns. Mike brought 3 boxes of records from his Dad and Grandfather, which had been in the store vault and survived the fire. These consisted of Township and Telephone records and were placed in the vault for future checking, classifying and storing.

5. Photos of former Councils. These must be at the Municipal building; those from Douro were framed and would take up much room to hang for display. It is felt that they could be filed –organized by Council e.g. - in an album book for easy access and space saving.

6. New Business
   a) June Drain has approached the committee to ask about keeping some of the church records of the four recently closed churches. Records not as pertinent to the locale have been taken to Trent; some must go to Toronto archives but there are small vaults with papers from 3 and a fourth one could be provided. It was felt that there is room in the vault, and agreement that they belong in the area, so should be kept here. Ruth to inform June of our agreement.

   b) Roberta had an opportunity to get some Veterans military and census information from the Peterborough and Lakefield Libraries to add to the records.

   c) Elizabeth Moye (George, USA) who has done research at our Library on occasion over three summers, forwarded a copy of her paper, "The Orangeman and the Irish Lass: Identifying the Family of Hannah (Clifford) McGoun" which was printed by in Families, the journal of the Ontario Genealogical Society. It has been copied and filed in the vault, for the time being under O'Brien, but Clifford and Condon families are also mentioned..

7. Next Meeting Thursday, December 16th at 7:00 p.m. Christmas Meeting. We are to consider having our usual goodies (or not) if we can participate safely. Contact Margie with ideas or opinion.

8. Motion to Adjourn made by Annette Dunford and Seconded by Mike Towns to adjourn at 8:00 p.m.
   R. Benson

File No.: R-16-21
Parent Roll No.: 020-002-01000

The Corporation of the Township of Douro-Dummer

By-law Number 2021- 71

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 7, Part Lot 6 and 7, in the former Township of Dummer, (now the Dummer Ward of the Township of Douro-Dummer) in the County of Peterborough, more particularly described as:

Concession 7, Part Lot 6 and 7
Part 1 Plan 45R-17190
Dummer Ward, Township of Douro-Dummer
Parent Roll No.:1522-020-002-01000

as indicated on Schedule "A" attached hereto, and forming part of this by-law.

2. Section 21 - Special Districts is amended by the change to subsection "21.252.2.1, Special District 252 (S.D. 252) Zone" immediately following Section 21.251, "Special District 251 (S.D. 251) Zone" respectively as follows:

a) 21.252.2.1 Special District 252 (S.D. 252) Zone

Roll No. 1522-020-002-01000 (Retained Lot)

No person shall within any Special District 252 (S.D. 252) Zone use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

21.252.1 Permitted Uses

21.252.1.1 all uses permitted in the Rural (RU) Zone of By-law 10-1996, as amended, shall apply.

21.252.2 Special Provisions

All provisions and regulations of the Rural (RU) Zone of By-law 10-1996, as amended, shall apply with the following exception:

21.252.2.1 Special Provisions

a) Minimum Lot Frontage Shall be 45.0 metres

3. The area shown on Schedule "A" of this By-law, identified as (EC) shall henceforth be zoned "Environmental Constraint (EC)" and shall cease to be zoned "Rural (RU) Zone".

4. Schedule 'A2' 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 Acting 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.

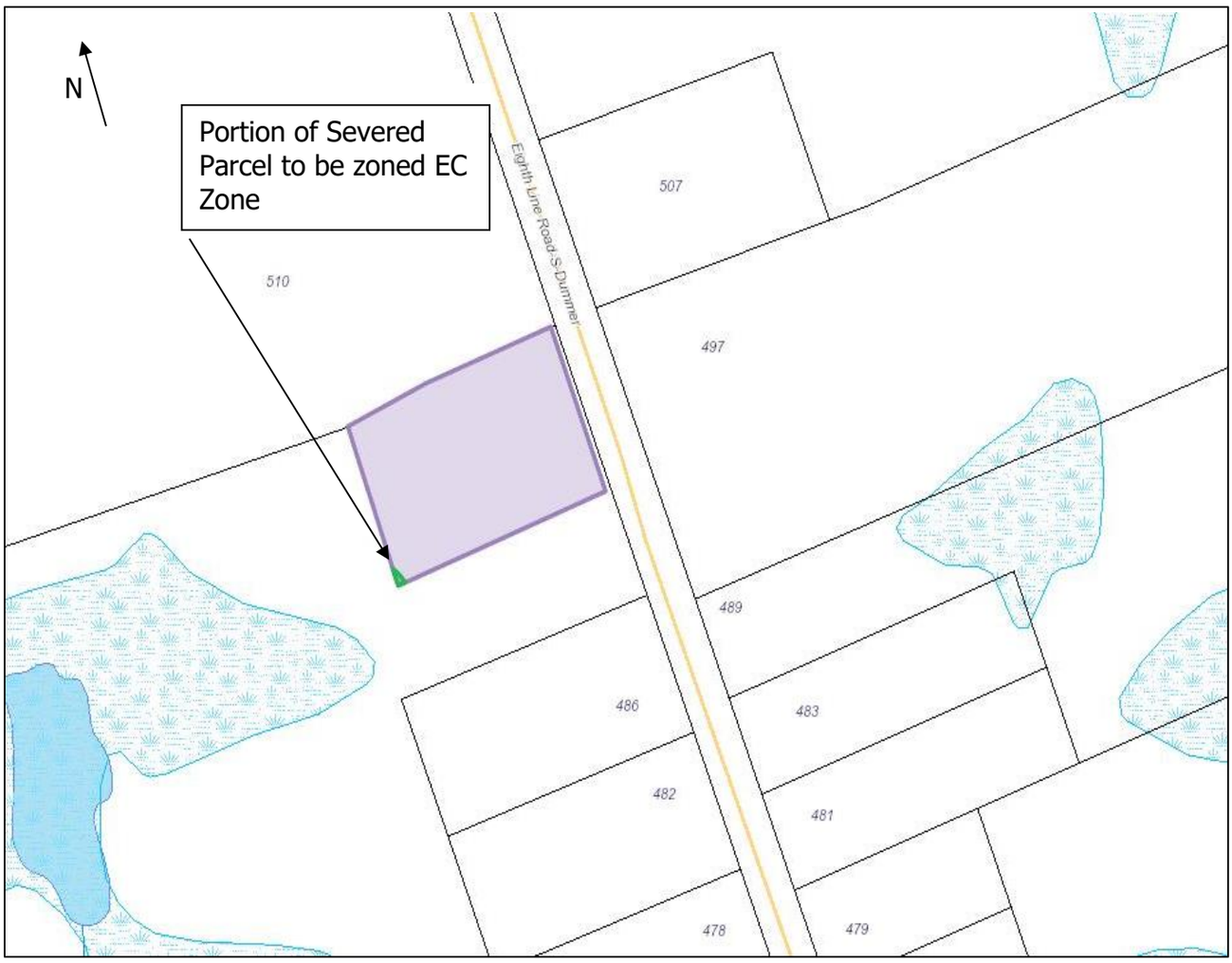
Passed in open council this 7th day of December, 2021.

_____
Mayor, J. Murray Jones

_____
Acting Clerk, Martina Chait-Hartwig

File No.: R-16-21
Parent Roll No.: 020-002-01000

Schedule "A" to By-law 2021-71



Portion of parcel shown in ▬ to be zoned Environmental Constraint (EC) Zone.

This is Schedule 'A' to By-law No. 2021- 71 passed this 7th day of December, 2021.

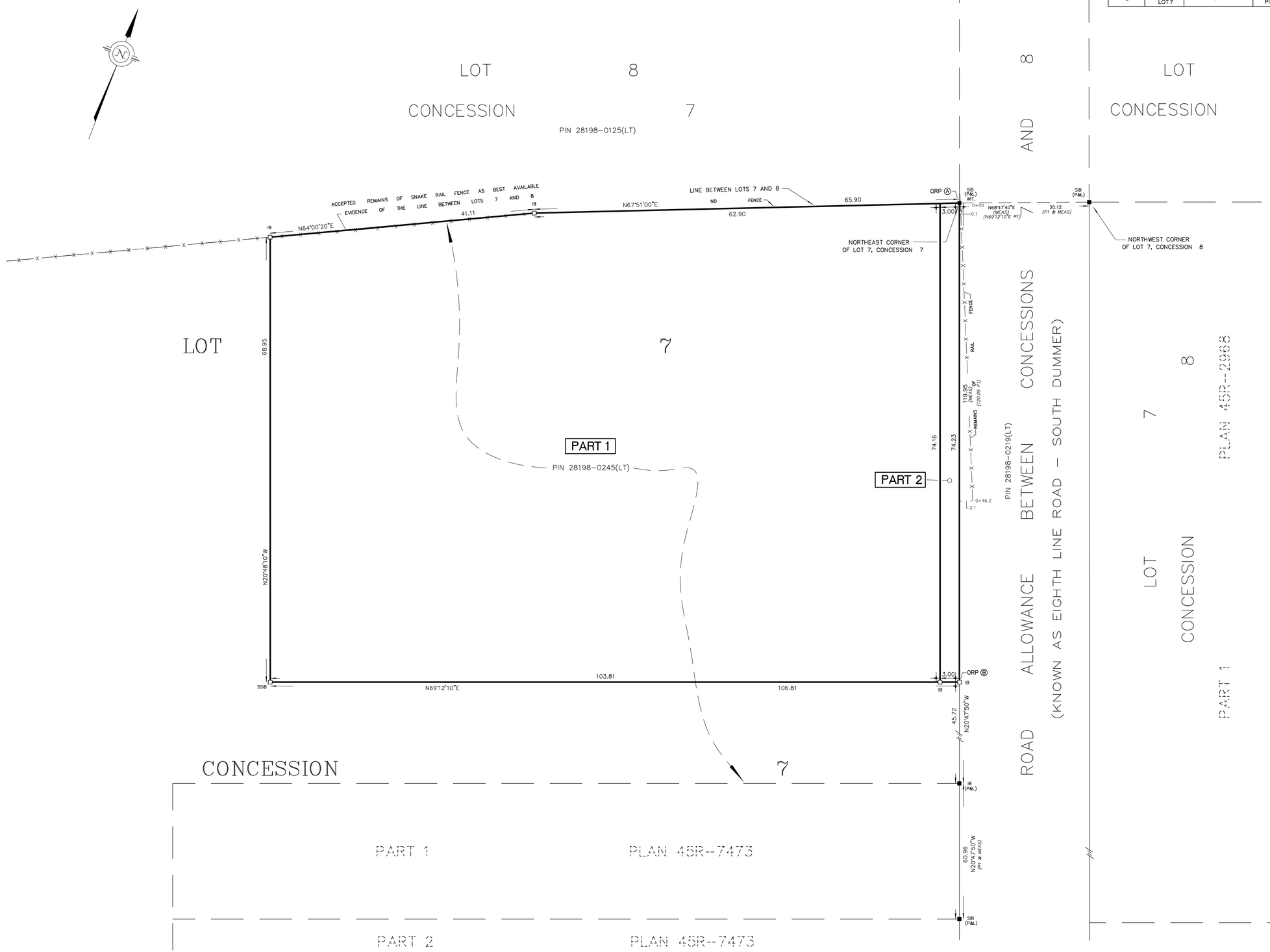
_____
Mayor, J. Murray Jones

_____
Acting Clerk, Martina Chait-Hartwig

METRIC: DISTANCES AND COORDINATES SHOWN HEREON ARE IN METRES
CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

SCHEDULE

PART	LOT	CONCESSION	PIN	AREA
1	PART OF LOT 7	7	PART OF PIN 28198-0245	7515.14 sq. m.
2	PART OF LOT 7	7	PART OF PIN 28198-0245	222.58 sq. m.



PLAN OF SURVEY OF
PART OF LOT 7
CONCESSION 7
GEOGRAPHIC TOWNSHIP OF DUMMER
TOWNSHIP OF DOURO-DUMMER
COUNTY OF PETERBOROUGH

5 0 10 20 30

SCALE: 1:300

THE INTENDED PLOT SIZE OF THIS PLAN IS 860mm IN WIDTH BY 560mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:300

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1) THIS SURVEY AND PLAN ARE CORRECT AND ARE 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 AUGUST 9, 2021

SIGNED AT LAKEFIELD, ONTARIO
THIS 16TH DAY OF AUGUST, 2021

CHRISTOPHER E. MUSCLOW
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY IS RELATED TO AOLS PLAN SUBMISSION FORM NUMBER 2164972

LEGEND

■ . . . . . DENOTES SURVEY MONUMENT FOUND
□ . . . . . DENOTES SURVEY MONUMENT PLANTED
WIT . . . . . DENOTES WITNESS
P&L . . . . . DENOTES PIERCE & LYONS, O.L.S.
P1 . . . . . DENOTES PLAN 45R-7473

BEARINGS SHOWN HEREON ARE UTM GRID, DERIVED FROM REAL TIME NETWORK (RTN) OBSERVATIONS ON POINTS A AND B LISTED HEREON AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 17 (81° WEST LONGITUDE) NAD 83 (CSRS EPOCH 2010.0).

FOR BEARING COMPARISONS, A ROTATION OF 2°06'50" COUNTER CLOCKWISE WAS APPLIED TO BEARINGS SHOWN ON P1

DISTANCES SHOWN HEREON ARE GROUND DISTANCES AND CAN BE USED TO COMPUTE GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 1.00025531

INTEGRATION DATA

COORDINATES ARE DERIVED FROM GPS RTK OBSERVATIONS USING THE SMARTNET CORRECTION DATA AND ARE REFERRED TO UTM ZONE 17 (81°W LONGITUDE) NAD83 (CSRS EPOCH 2010.0).

OBSERVED REFERENCE POINT (ORP) COORDINATE VALUES ARE TO 'RURAL' ACCURACY SPECIFICATION IN ACCORDANCE WITH SEC. 14(2) OF O.REG. 216/10

POINT	UTM NORTHING	UTM EASTING
ORP (A)	4923901.71	736950.96
ORP (B)	4923832.32	736977.31

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

JBF SURVEYORS
3177 LAKEFIELD RD., BOX 70
LAKEFIELD, ON K0L 2H0
PHONE: 705-652-6198
INFO@JBFSURVEYORS.COM
WWW.JBFSURVEYORS.COM

PROJ. # 8075

KLSA

Kawartha Lake Stewards Association

264 Bass Lake Road, Trent Lakes, ON, K0M 1A0
klsa@klsa.info

November 30, 2021

Ms. E. Arthurs
Chief Administrative Officer
Township of Douro-Dummer
894 South Street, P.O. Box 92
Warsaw, ON
K0L 3A0

Dear Elana,

I hope that you are enjoying your new role. No doubt this is a very busy time with the development of the 2022 budget.

While there are many outstanding features amongst the sights, events and activities in this region, arguably none is more important than our water. Whether for drinking, recreation, or supporting the local economy, our waterways are a source of both sustenance and inspiration. The Kawartha Lake Stewards Association (KLSA) is a volunteer, non-profit, community-based organization of cottagers, year-round residents and local businesses formed to monitor the water quality of the Kawartha Lakes, to educate the public and to conduct research in areas of concern. On behalf of the KLSA board, I would like to once again thank the Township of Douro-Dummer for its past support, and, most recently, for the $1000 grant received for 2021. Both the funding and the implied Township support for what we are doing mean a great deal to us.

This has been a very busy and productive year for us. Complementing our traditional water monitoring program, we rolled out a program to track water temperature and dissolved oxygen levels. Oxygen dissolves in surface water due to the aerating action of winds and is also introduced into the water as a byproduct of aquatic plant photosynthesis. When dissolved oxygen becomes too low (e.g. as a result of the decomposition of enhanced aquatic vegetation growth due to climate change), fish and other aquatic organisms cannot survive. Once completed, the results of these studies will help to anticipate how the Kawartha lakes will continue to evolve and could help to inform future lake management plans. Working in partnership with Watersheds Canada, we were also pleased this past summer to be able to scale up a program of shoreline assessment and rehabilitation across a number of local lakes and waterways.

KLSA continues to receive widespread recognition for its valuable work. In 'normal' years, our public meetings attract large crowds, including local mayors, councillors, Ministry representatives, members of the Kawartha Conservation Authority, cottage association executives and others with

klsa.wordpress.com

environmental interests. We are a trusted source of information for shoreline residents, government agencies and businesses within the Kawartha watershed. You can view all of KLSA's detailed, illustrated *Annual Reports* and its other free publications at klsa.wordpress.com.

Now in our twenty-first year of operation, our traditional activities include:

- Volunteer collection of water samples in 80 locations across 13 lakes, for analysis in local labs
- Monitoring of E. coli, phosphorus, and clarity. Higher phosphorus levels are linked to the development of algae blooms and increased aquatic plant growth, including invasive species.
- Reporting what is entering our lakes from sewage treatment plants, which ultimately affects the entire Trent-Severn system
- Educating thousands of shore dwellers and taxpayers through freely available publications, well-attended public meetings, our web site and Facebook.
- Publishing our annual ***Report on Water Quality***, now about 70 pages/year.
- Distributing our free publications:
  - *The Algae of the Kawartha Lakes*
  - *The milfoil weevil: A control method for invasive milfoil in the Kawarthas*
  - *Aquatic Plants Guide*
- Providing advisory, technical and water testing inputs to lake management plans.
- Conferring with many environmental stakeholder organizations.

I enclose a copy of our most recent water quality report which includes our financial statement. We are gratified to note significant financial support from individuals, businesses and cottage associations who value our work. If you wish, our Chair would be pleased to address Douro-Dummer Council and take questions.

KLSA is a trusted and respected source of information for shoreline residents, government agencies and businesses within the Kawartha Lakes watershed. We very respectfully ask for a 2022 grant of $1000 to continue our work on behalf of everyone who lives, works or plays on our local waterways. Such funding will be as prudently applied as it is gratefully received.

Very best wishes to you and your loved ones over the holidays and in the new year.

Sincerely,

Tom McAllister
KLSA Vice-Chair and Director of Fundraising

HOSPICE
PETERBOROUGH

325 London Street
Peterborough, ON K9H 2Z5
hospicepeterborough.org

705-742-4042 • Fax: 705-742-0064

November 12, 2021

THANK You

Township Of Douro Dummer
P.O. Box 24, 892 South Street
Warsaw, ON K0L 3A0

Dear Friends,

We extend our warmest gratitude for your recent donation to Hospice Peterborough.

We hope you are comforted to know your donation, honouring the memory of Leona Moher, will ensure that families devastated by grief, loss, and illness can continue to depend on Hospice Peterborough for palliative and bereavement care. It allows us to stay connected to those facing a life-altering illness and whose feelings of loss and isolation are deepened as a result of this pandemic. Thank you.

Despite COVID-19 we are pleased to have been able to continue to fulfill our organization's mission, vision, and to serve our community to the best of our ability, thanks to support like yours. While our mission statement is our guiding light; you, our supporters and partners, are our beacons of hope in this storm.

While we can talk about our work, it is best expressed in the words of those we support...

The way my wife was treated with dignity and respect and the whole sense of this hospice and the people that work here - the nurses, the doctors, the PSWs, and the staff - were wonderful, they treated us like family and the comfort was wonderful. Ending with the honour guard when she passed away made us all feel like she was treated with the respect this beautiful woman that I loved, deserved.

Thank you for honouring your loved one with this meaningful gift. Please find enclosed your tax receipt for income tax purposes.

Thank you for remembering Hospice Peterborough at this difficult time.

Sincerely,

Hajni Hős

Hajni Hős
Executive Director

The Corporation of the
County of Peterborough
and
The Corporation of the
Township of Selwyn

Notice of Complete Application for an Official Plan Amendment and Zoning By-law Amendment

Take notice that the Corporation of the County of Peterborough has received a complete application for an Official Plan Amendment in accordance with Section 22(6.4) of the *Planning Act*. The application has been assigned file number 15OP-21014.

And take notice that the Corporation of the Township of Selwyn has received a complete application for a Zoning By-Law Amendment (ZBA) in accordance with Section 34(10.4) of the *Planning Act*. The application has been assigned file number C-17-21.

Location
A key map is attached which indicates the location of the lands which are subject to the application. The lands are located at Part Lot 17, Concession 7 (Lakefield Ward) in the Township of Selwyn having the municipal address of 26 Edward Street.

Purpose and Effect of the Application
The Official Plan amendment will facilitate the development of a six (6) unit townhouse on the property. The current "Medium Density Residential (exception)" Official Plan designation permits a 4-plex and a duplex. In addition, the proposed Zoning By-law Amendment will amend the existing zoning of the subject lands to permit the development of the subject lands as described above.

In support of the applications, the following documents/studies were submitted and are currently undergoing technical review:

- Planning Justification Report, prepared by EcoVue Consulting Services Inc., dated October 22, 2021.
- Functional Servicing Report, prepared by BaseTech Consulting Inc., Consulting Engineers, dated October 2021.
- Storm Water Management Report, prepared by BaseTech Consulting Inc., Consulting Engineers, dated October 2021.

A public meeting has not yet been scheduled. A notice will be provided in due course advising the date, time and location of the public meeting.

The Right to Appeal
If a person or public body does not make oral submissions at a public meeting or make written submissions to the County of Peterborough in respect of the proposed Official Plan Amendment, or to the Township of Selwyn in respect of the proposed Zoning By-Law Amendment, before the approval authorities give or refuse to give approval to the Official Plan Amendment or Zoning By-Law Amendment, the person or public body is not entitled to appeal the decision of the approval authority to the Ontario Land Tribunal.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the County of Peterborough in respect of the proposed Official Plan Amendment or to the Township of Selwyn in respect of the proposed Zoning By-Law Amendment, before the approval authorities make a decision regarding the amendments, 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.

A Public Meeting concerning this application has not yet been scheduled. Such meeting will be scheduled following the completion of the peer review of the supporting documents / studies / plans. A notice will be provided in due course advising the date, time and location of the public meeting.

To Be Notified
If you wish to be notified of the decision for the application, you must make a written request to the County of Peterborough or Township of Selwyn at the addresses noted below.

Getting Additional Information
The application and supporting documents are posted online at www.ptbocounty.ca and at www.selwyntownship.ca. Hard copies and additional information concerning the applications can be obtained by contacting the County of Peterborough or the Township of Selwyn.

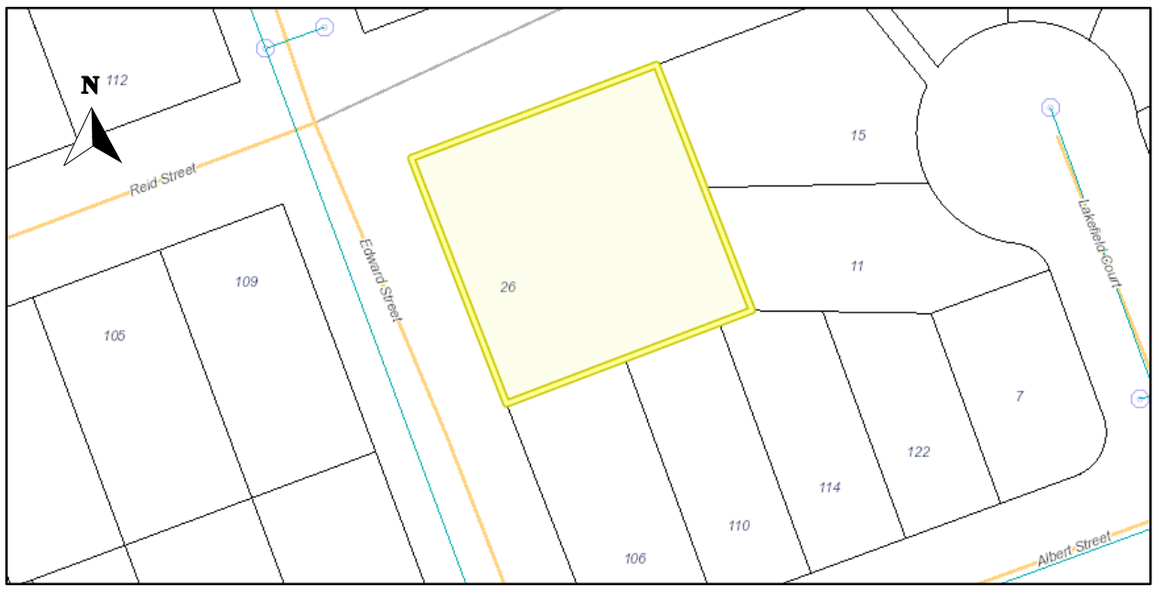
This notice is circulated as a requirement of the *Planning Act*, and is intended to provide the public and ministries / agencies with information related to the proposed amendment, in order to solicit public / agency input. This notice does not infer that the application is approved.

Contact Information

Malini Menon, Planner
County of Peterborough
470 Water Street
Peterborough, ON K9H 3M3
Tel: (705) 743-0380
mmenon@ptbocounty.ca

Per Lundberg, Planner
Township of Selwyn
1310 Centre Line
Selwyn, ON
K9J 6X5
plundberg@selwyntownship.ca

Key Map



Subject Property

The Corporation of the Township of Douro-Dummer

By-law Number 2021 – 72

Being a By-law of The Corporation of the Township of Douro-Dummer to confirm the proceedings of the Regular and Special Electronic meetings of Council held on the 7th day of December, 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 December 7, 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 7th day of December, 2021.

_____
Mayor, J. Murray Jones

_____
Acting Clerk, Martina Chait-Hartwig