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

Tuesday, December 21, 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 21, 2021**

6. **Adoption of Minutes:**

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16. Closed Session: None.

17. Confirming By-law: 2021-76

To confirm the proceedings of the regular meeting of Council held on December 21, 2021.

18. Adjournment

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

November 18, 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** **Library CEO – Anne Landry** **Assistant Manager of Parks and Recreation – Mike Mood**
Absent:	**Clerk/Planning Coordinator - Crystal McMillan** **Treasurer - Darlene Heffernan**

1. Reason(s) for Special Meeting:

   The Mayor called the meeting to order at 3:00 p.m. and stated the reasons for the Special Meeting, to discuss the draft capital budget for 2022.

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 Presentations: 2022 Draft Capital Budget Presentation - Paul Creamer, Interim Treasurer

Resolution Number 535-2021

Moved By: Deputy Mayor Moher
Seconded By: Councillor Watt

That Council received the draft capital budget presentation as presented with thanks. Carried

4. Confirming By-law - 2021-70

Resolution Number 536-2021

Moved By: Councillor Watson
Seconded By: Deputy Mayor Moher

That By-law Number 2021-70, being a By-law to confirm the proceedings of the two Special Meetings of Council, held on the 18th 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

5. Adjournment

Resolution Number 537-2021

Moved By: Councillor Landsmann
Seconded By: Councillor Watt

That this meeting adjourn at 4:39 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

December 7, 2021, 4:00 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** **Interim Treasurer - Paul Creamer** **Manager of Public Works - Jake Condon**
Absent:	**Chief Building Official - Brian Fawcett** **Fire Chief - Chuck Pedersen** **Assistant to the Manager of Recreation Facilities - Mike Mood**

1. Reason(s) for Special Meeting:

   The Mayor called the meeting to order at 4:00 p.m. and stated that the reason for the Special Meeting was to receive the Roads Needs Study.

2. Land Acknowledgement

   The Mayor recited the Land Acknowledgement.

3. Disclosure of Pecuniary Interest:

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

4. Adoption of Agenda: December 7, 2021

Resolution Number 535-2021

Moved By: Councillor Landsmann
Seconded By: Deputy Mayor Moher

That the agenda for the Special Council Meeting, dated December 7, 2021, be adopted, as circulated. Carried

5. Delegations, Petitions or Presentations:

5.1 Eric St. Pierre, Project Engineer, D. M. Wills - Township of Douro-Dummer Roads Needs Study

Resolution Number 536-2021

Moved By: Deputy Mayor Moher
Seconded By: Councillor Landsmann

That the presentation from Eric St. Pierre, Project Engineer, D.M. Wills, of the Township's Roads Needs Study be received. Carried

6. Adjournment

Resolution Number 537-2021

Moved By: Councillor Watson
Seconded By: Deputy Mayor Moher

That this meeting adjourn at 4:33 p.m. Carried

_____

Mayor, J. Murray Jones

_____

Acting Clerk, Martina Chait-Hartwig

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

December 7, 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** **Interim Treasurer - Paul Creamer** **Chief Building Official - Brian Fawcett**
Absent:	**Clerk/Planning Coordinator - Crystal McMillan** **Treasurer - Darlene Heffernan** **Fire Chief - Chuck Pedersen** **Manager of Public Works - Jake Condon** **Assistant to the Manager of Recreation Facilities - Mike Mood** **Administration Assistant - Vanessa Sweeting** **Administrative Assistant - Nicole Zenner**

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: December 7, 2021

Resolution Number 538-2021

Moved by: Councillor Watt
Seconded by: Deputy Mayor Moher

That the agenda for the Regular Council Meeting, dated December 7, 2021, be adopted, as circulated. Carried

6. Adoption of Minutes:

6.1 Regular- November 16, 2021

6.2 Special - November 16, 2021

6.3 Special - November 18, 2021

Resolution Number 539-2021

Moved by: Councillor Landsmann
Seconded by: Councillor Watson

That the Minutes from the Regular and Special Council Meeting, held on November 16, 2021 and two Special Council Meetings held on November 18,2021, be received and adopted, as circulated. Carried

7. Business arising out of previous minutes:

8. Delegations, Petitions, Presentations or Public Meetings:

8.1 Employee Recognition

- Brandon Dunsby - 5 years – Departed the Township 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

Resolution Number 540-2021

Moved by: Deputy Mayor Moher
Seconded by: Councillor Landsmann

That the Public Meeting regarding the proposed Zoning By-law Amendment R-14-21 (Oates) be declared open (5:07 p.m.)

Carried

In Attendance:

Laura Stone, Agent, In Support

Brad Oates, Owner, In Support

Martina Chait-Hartwig, Acting Clerk, explains the purpose of the proposed Zoning By-law Amendment R-14-21 and stated that the Notice of Public Meeting was circulated in accordance with the Ontario Planning Act.

Comments Received:

Enbridge – No concerns

Otonabee Region Conservation Authority: Does not meet the Provincial Policy Statement or Growth Plan, additional information was requested.

Resolution Number 541-2021

Moved by: Councillor Watson
Seconded by: Councillor Watt

That the Public Meeting regarding the proposed Zoning By-law Amendment R-14-21 (Oates) be declared closed (5:15 p.m.) Carried

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

Resolution Number 542-2021

Moved by: Deputy Mayor Moher
Seconded by: Councillor Landsmann

That the Public Meeting regarding the proposed Zoning By-law Amendment R-16-21 (Payne) be declared open (5:05 p.m.) Carried

In Attendance:

Ken Currie, Agent, In Support

Martina Chait-Hartwig, Acting Clerk, explains the purpose of the proposed Zoning By-law Amendment R-16-21 and stated that the Notice of Public Meeting was circulated in accordance with the Ontario Planning Act.

Comments Received:

Enbridge – No concerns

Otonabee Region Conservation Authority: Meets the intent of the Provincial Policy Statement and Growth Plan and meets ORCA's planning regulations.

Resolution Number 543-2021

Moved by: Councillor Landsmann
Seconded by: Councillor Watson

That the Public Meeting regarding the proposed Zoning By-law Amendment R-16-21 (Payne) be declared closed (5:21 p.m.)

Carried

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

Resolution Number 544-2021

Moved by: Deputy Mayor Moher
Seconded by: Councillor Watt

Whereas the Covid 19 infections are again escalating in Ontario and other jurisdictions;

And Whereas the Douro-Dummer Covid 19 Vaccination Policy was recently reviewed and was determined to remain appropriate for our community by the Peterborough District Medical Officer of Health;

Therefore, staff be instructed to respond in writing to the Douro-Dummer Fire Fighter's Association that their presentation was received at our Council meeting today on December 7, 20201 and that no changes are planned in the current Covid 19 Vaccination Policy at this time.

A recorded vote was requested by Deputy Mayor Moher. The roll was called by the Acting Clerk and the vote was a follows:

	For	**Against**
Mayor Jones	X	
Deputy Mayor Moher	X	
Councillor Watson		X
Councillor Landsmann	X	
Councillor Watt		X
Results	**3**	**2**

Carried (3 to 2)

9. Other Business and Staff Reports:

9.1 Surplus Items, Fire Chief-2021-17

Resolution Number 545-2021

Moved by: Councillor Watson
Seconded by: Deputy Mayor Moher

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

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

Resolution Number 546-2021

Moved by: Councillor Watt
Seconded by: Councillor Landsmann

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 approve the regulations suggested for 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.

A recorded vote was requested by the Mayor. The roll was called by the Acting Clerk and the vote was a follows:

	For	**Against**
Mayor Jones		X
Deputy Mayor Moher		X
Councillor Watson	X	
Councillor Landsmann	X	
Councillor Watt	X	
Results	**3**	**2**

Carried (3 to 2)

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

Resolution Number 547-2021

Moved by: Deputy Mayor Moher
Seconded by: Councillor Watt

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 and to reach out to telecommunications such as Cogeco, Bell, Rogers, etc. Carried

10. Committee Minutes and Other Reports:

10.1 Deputy Mayor Moher – Update on County Council Matters

Resolution Number 548-2021

Moved by: Councillor Landsmann
Seconded by: Councillor Watson

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

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

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

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

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

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

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

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

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

Resolution Number 549-2021

Moved by: Councillor Watson
Seconded by: Councillor Watt

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

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

Resolution Number 550-2021

Moved by: Councillor Watson
Seconded by: Councillor Landsmann

That the Douro-Dummer Public Library Board Minutes from October 12, 2021 be received. Carried

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

Resolution Number 551-2021

Moved by: Councillor Watt
Seconded by: Councillor Landsmann

That the Historical Committee Minutes from November 18, 2021 be received and approved. Carried

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)

Resolution Number 552-2021

Moved by: Deputy Mayor Moher
Seconded by: Councillor Watt

That By-law 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" (File R-16-21, Roll No. 1522-020-002-01000), be passed, in open council this 7th day of December, 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 Kawartha Lake Stewards Association - Donation Request

Resolution Number 553-2021

Moved by: Councillor Watt
Seconded by: Councillor Landsmann

That Council provide a donation in the amount of $1000.00 to the Kawartha Lake Stewards Association to support their ongoing environmental projects. Carried

13. Correspondence/Information Items:

13.1 Peterborough Hospice - Thank You Letter

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

Resolution Number 554-2021

Moved by: Councillor Watson
Seconded by: Councillor Landsmann

That correspondence/information item 13.1 and 13.2 be received.

Carried

14. Notices of Motion: None

15. Announcements:

Councillor Watt spoke regarding the Santa Parade and expressed thanks to the Committee.

16. Closed Session:

Resolution Number 555-2021

Moved by: Councillor Watt
Seconded by: Deputy Mayor Moher

That the closed session minutes from January 5, 2021, January 28, 2021, February 4, 2021, February 16, 2021, March 2, 2021 and October 5, 2021 all be received and approved as circulated. Carried

17. Rise from Closed Session with or without a Report

18. Confirming By-law: None

19. Adjournment

Resolution Number 556-2021

Moved by: Deputy Mayor Moher
Seconded by: Councillor Watt

That this meeting adjourn at 6:12 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

December 9, 2021, 6:00 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** **Interim Treasurer - Paul Creamer** **Chief Building Official - Brian Fawcett** **Assistant to the Manager of Recreation Facilities - Mike Mood** **Manager of Public Works - Jake Condon** **Library CEO – Anne Landry** **Deputy Fire Chief – Derrick Huffman**
Absent:	**Fire Chief - Chuck Pedersen**

1. Reason(s) for Special Meeting:

   The Mayor called the meeting to order at 5:00 p.m. and stated the reasons for the Special Meeting, to hold a Public Meeting for budget discussion and deliberation.

2. Land Acknowledgement

   The Mayor recited the Land Acknowledgement.

3. Disclosure of Pecuniary Interest:

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

4. Adoption of Agenda: December 9, 2021

Resolution Number 557-2021

Moved By: Councillor Watson
Seconded By: Deputy Mayor Moher

That the agenda for the Special Council Meeting, dated December 9, 2021, be adopted, as amended. Carried

5. Delegations, Petitions or Presentations: Budget Presentation - Paul Creamer, Interim Treasurer

Interim Treasurer, Paul Creamer, provided a presentation regarding the 2022 Draft Budget.

Resolution Number 558-2021

Moved By: Councillor Landsmann
Seconded By: Councillor Watson

That the public meeting regarding the 2022 Budget be opened (6:39 p.m.).

Carried

Persons in attendance:

Georgia Gale-Kidd, Chair, Public Library Board

Marion Leahy, Member, Public Library Board

Sharon McKeiver, Member, Public Library Board

Ms. Gale-Kidd, Ms. Leahy and Ms. McKeiver spoke in support of the Library's requested budget and answered questions from Council regarding staff and programs at the Douro-Dummer Public Library.

No other comments either written or verbal were received from the public.

Resolution Number 559-2021

Moved By: Deputy Mayor Moher
Seconded By: Councillor Landsmann

That the public meeting for the 2022 Budget be closed (7:04 p.m.).

Carried

5.1 2022 Proposed User Fees - Draft Fees

Resolution Number 560-2021

Moved By: Deputy Mayor Moher
Seconded By: Councillor Landsmann

That the 2022 Proposed User Fees be received and brought forward to the Council meeting on December 21st, 2021 for approval. Carried

5.2 Draft Reserve Balances as at Dec 31, 2021

Resolution Number 561-2021

Moved By: Councillor Watt
Seconded By: Councillor Watson

That the draft Reserve Balances as of December 31, 2021 be received for information. Carried

5.3 Changes to the Budget from the Previous Draft

Resolution Number 562-2021

Moved By: Deputy Mayor Moher
Seconded By: Councillor Landsmann

That the report regarding the changes to the 2022 Budget from previous drafts be received. Carried

5.4 Report - Joint Fire Hall and Public Works Building, Clerk/Planning-2021-47

Resolution Number 563-2021

Moved By: Deputy Mayor Moher
Seconded By: Councillor Watson

That the report, dated December 9, 2021, regarding the proposed joint Fire Department-Public Works Building be received, that Council continue the discussion regarding the project via the 2022 budget process and provide authorization to staff to continue to work on the project using the funding model outlined in the 2022 budget model.

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

	For	**Against**
Mayor Jones	X	
Deputy Mayor Moher	X	
Councillor Watson	X	
Councillor Landsmann	X	
Councillor Watt		X
Results	**4**	**1**

Carried (4 to 1)

5.5 Building Department Boat Purchase Information

Resolution Number 564-2021

Moved By: Councillor Landsmann
Seconded By: Councillor Watson

That the Building Department Boat purchase report be received and approved as presented. Carried

5.6 Comparison of Library Staffing

Resolution Number 565-2021

Moved By: Councillor Landsmann
Seconded By: Deputy Mayor Moher

That Council provide half of the requested $38,596.00 increase in funding that the Douro-Dummer Public Library had requested for the 2022 budget and the reminder of the increase be considered as part of the 2023 budget process.

A recorded vote was requested by Deputy Mayor Moher. The roll was called by the Acting Clerk and the vote was a follows:

	For	**Against**
Mayor Jones	X	
Deputy Mayor Moher	X	
Councillor Watson		X
Councillor Landsmann	X	
Councillor Watt	X	
Results	**4**	**1**

Carried (4 to 1)

5.7 Humane Society Donation

Resolution Number 566-2021

Moved By: Councillor Watt
Seconded By: Deputy Mayor Moher

That the request for a $50,000.00 donation from the Peterborough Humane Society to support their new facility be received. Carried

5.8 Council Recommendations

Resolution Number 567-2021

Moved By: Councillor Watt
Seconded By: Deputy Mayor Moher

That Staff be requested to bring forward the 2022 Budget for approval at the December 21, 2022 Council meeting. Carried

6. Confirming By-law: 2021-72

Moved By: Councillor Landsmann
Seconded By: Councillor Watt

That By-law Number 2021-72, being a By-law to confirm the proceedings of the Special and Regular Meeting of Council held on December 7, 2021 and the Special Meeting of Council, held on the 9th day of December, 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

7. Adjournment

Resolution Number 568-2021

Moved By: Councillor Watson
Seconded By: Deputy Mayor Moher

That this meeting adjourn at 8:28 p.m. Carried

_____

Mayor, J. Murray Jones

_____

Acting Clerk, Martina Chait-Hartwig

Township of Douro-Dummer

Report to Council
Re: Building Department-2021-18
From: Brian Fawcett
Date: December 21, 2021
Re: Updated Building By-law

Recommendation:
That the Building Department-2021-18 report, dated December 21, 2021, regarding Updated Building By-law be received and that Council adopt the updated Building By-law to provide for more effective and efficient administration and enforcement of the Building Code Act.

Overview:
In accordance with the Building Code Act, the municipality is responsible to pass a By-law to outline how the municipality and the Chief Building Official will organize the Building Department to provide for administration and enforcement.

Our existing By-law has served its purpose for the past number of years, but is not truly reflective of current best policies and practices. We have reviewed other municipalities By-laws and information from the OBOA/AMO/AMCTO to ensure that our new By-law is consistent with best practices.

This By-law is not significantly different than our existing By-law, but does better equip staff to provide effective and efficient services.

Conclusion:
We have prepared a new By-law for administrative and enforcement of the Building Code Act, to update best practices.

Financial Impact:
None.

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

Sustainability Plan Applicability:
N/A

Report Approval Details

Document Title:	Updated Building By-law.docx
Attachments:	
Final Approval Date:	Dec 15, 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
Re: Treasurer-2021-19
From: Paul Creamer
Date: December 21, 2021
Re: 2022 Budget Approval

Recommendation:
That the Treasurer-2021-19 report, dated December 21, 2021 regarding the 2022 Budget be received and

1. That Council approve a total levy in the amount of $5,986,426 which results in a tax rate increase of 3.61%.
2. That Staff be requested to prepare the Tax Rate By-law for approval once the final tax roll is available.

Overview:
The Township of Douro-Dummer released a Draft 2022 Budget on November 11th. Following that, there were two Council meetings held where staff presented the Operating and Capital budgets separately on November 16th and 18th. Following those meetings there was a Public Meeting held on December 9th. At this meeting the comments received were regarding the request for additional staffing at the Library; no additional comments were received. Immediately following the Public Meeting Council deliberated the budget and had the opportunity to make any changes. At the completion of the meeting staff were given direction to prepare the final budget document.

The 2022 Budget is summarized in the following table:

Summary of Change to the 2022 Levy

	2021	2022	$ Change	Levy Change
Operating Levy	$4,037,353	$4,627,013	$589,660	10.23%
Capital	$1,729,206	$1,291,540	-$437,666	-7.59%
Capital Levy		$67,872	$67,872	1.18%
Levy Requirement	$5,766,559	$5,986,425	$219,866	3.81%
Less: Assessment Growth in 2021				-0.20%
Percent Change to the Tax Rate				**3.61%**

Residential Impact Per $100,000 of Assessment

	2021	2022	$ Change	% Change
Township	$372.08	$385.52	$13.44	3.6%

Conclusion:
The 2022 Budget process is complete and once the 2022 tax roll is available staff will prepare the 2022 Tax Rates and corresponding By-law.

Financial Impact:
The 2022 Budget requires a total levy of $5,986,426 which results in a 3.81% increase in the levy from 2021 and a 3.61% increase to the tax rate. This results in annual increase of $13.44 to the residential tax bill per $100,000 of assessment, or $1.12 per month.

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

Sustainability Plan Applicability: N/A

Report Approval Details

Document Title:	Budget Approval - 2022.docx
Attachments:	
Final Approval Date:	Dec 16, 2021

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

Martina Chait-Hartwig

Elana Arthurs

2022 Budget

Township of Douro-Dummer

December 21, 2021

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November 16, 2021

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Budget Overview

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2022 Budget Summary

2021 continued to have COVID restrictions which prevented normal Township operations and forced all staff and Council to constantly be reacting to new regulations. This had the biggest impact on Parks and Recreation facilities which were caused to either close down completely or operate on a reduced schedule which drastically reduced rental revenues. With the rollout of the vaccine, Canada is on the rebound and this budget has been formed on the assumption that we will be back to “normal” in 2022.

On a global level, Covid has had significant impacts on the supply chain. Manufacturing closures and shipping delays have wreaked havoc on supplies and has caused almost all goods and services to increase in cost. This is reflected in the September to September CPI of 4.4%. Inflation of this magnitude has not been seen since the 1980’s. However, from the Township’s perspective, we purchase a much different basket of goods than what CPI is based on and can expect even larger increases. For example, the Township spends approx. $3 million annually on capital projects and the same year over year increase for the Non-Residential Construction Price Index was 11.1%. When putting together a municipal budget, without finding efficiencies, any increase below inflation would mean a reduction in service to the residents; this budget is has been presented at inflation while improving levels of service.

The needs of each department in the Township do not increase in a linear fashion, nor do the needs between Capital and Operating and therefore some departments have larger increases than others depending on the year. Last year’s Operating Budget had a zero percent increase while Capital increased 5.4%. The 2022 Budget required a greater emphasis on Operating than Capital. Within the Operating increase staff have been able to include 4 new positions; a Planner, an additional Public Works Labourer due to no longer contracting out snowplowing, an additional Labourer for Parks and Recreation which will stabilize the staff and have less turnover and provide the Building Department with an Administrative Assistant (which will be funded through Building Permit revenues).

Also included in this budget is a special levy or the new Joint Public Works and Fire Hall Building. Both buildings have safety concerns and are over 50 years old. This budget gives Council the opportunity to set in motion the construction of a legacy building that will serve the needs of the residents for another 50 years.

Budget Process

Meeting Schedule:

- November 16th @ 3pm - First Draft – Operating Presentation to Council
- November 18th @ 3pm - First Draft – Capital Presentation to Council
- December 9th at 6pm – Public Meeting and Budget Deliberation Meeting
- December 21st – Final Draftt and Budget Adoption

Impact to the Levy

This slide shows that the projected Operating Budget impacts the levy by 10.23%. The Capital levy is decreased by 7.59% but 1.18% is added for the Joint Public Works and Fire Hall Building. Assessment has increased approx. 0.20% thus far in 2021 which means the change to the tax rate is 3.61%. This increase in the levy results in extra $13.44 annually per $100,000 of Assessment which results in $1.12 per month.

Summary of Change to the 2022 Levy

	2020	2021	2022	$ Change	Levy Change
Operating Levy	$4,052,669	$4,037,353	$4,627,013	$589,660	10.23%
Capital	$1,433,829	$1,729,206	$1,291,540	-$437,666	-7.59%
Capital Levy			$67,872	$67,872	1.18%
Levy Requirement	$5,486,498	$5,766,559	$5,986,425	$219,866	3.81%
Less: Assessment Growth in 2021					-0.20%
Percent Change to the Tax Rate					**3.61%**

Residential Impact Per $100,000 of Assessment

	2020	2021	2022	$ Change	% Change
Township	$358.27	$372.08	$385.52	$13.44	3.6%

Key Operating Changes

Reversal of reductions that were put in place to reduce 2021 Budget increase:		
Removal of transfer from Working Fund	When completing the 2021 Budget it was known that there was going to be significant wage gapping due to various vacancies throughout the organization. Instead of collecting these funds from the tax base the levy was lowered by the amount expected for gapping. This transfer has been removed for 2022 as we expect to be at full capacity.	$146,987
Removing Covid Impacts and Grant	The Township received grants from the Province to assist with Covid related Operating expenses/revenue loss or any Capital expenditures required to make necessary changes due to Covid. These grant funds were allocated to offset Parks and Rec revenue losses and expected cleaning and maintenance supplies.	$183,008
Additional Revenues		
Additional Arena Revenues - Douro	Due to a projected increase in demand resulting from a closure of an arena in Peterborugh we are expecting an increase in rental revenues.	-$13,759
Additional Arena Revenues - Warsaw	Due to a projected increase in demand resulting from a closure of an arena in Peterborugh we are expecting an increase in rental revenues.	-$17,600
Additional Planning Revenues	Planning revenues have been increased to reflect the volume of applications the Township has been receiving. Also, some Planning fees have been adjusted to be closer to reflect the cost of providing the service and also to be in line with surround municipalities.	-$1,400
Public Works Budget Adjustments		
2021 Budget Correction	This was a budgeting error in 2021 that double counted Public Works salaries and wages, the correction lowers the budget requirement.	-$83,154
Lower Transfer of Salaries and Wages to Capital	Public Works completes some Roads capital projects internally and therefore we allocate funds to the capital budget. The nature of the road projects budgeted in 2022 compared to 2021 results in a reduction of this allocation.	$40,644
Less Internal Rental Recoveries	Similar to the allocation of staff time there is an allocation of machine hours to capture the cost of the machines to capital. The machine allocations are greater in 2022 than 2021 and therefore the allocation increases the Capital Budget but decreases the Operating. It should be noted that this project is going to reviewed in 2022 as it can create these fluctuations between Operating and Capital.	$156,721

Key Operating Changes

Staffing Changes		
Planner	This is a new position that is required because the complexity of Planning Act applications continues to increase due to availability of land and a changing regulatory landscape. Currently, staff in the Clerks and Building Department, who are not professionally trained planners have had to complete this work and this position will ensure the Township has the right experise to address these matters.	$91,351
1/2 of Office Admin	The volume in the Building Department has drastically increased in 2021. Currently, the department shares an admin staff with Corporate Services but with the additional volume requires a dedicated admin. Corporate Services requires the admin role for customer service and office administration. This increase reflects the 0.5 FTE increase in Corporate Services as the Building Admin will be funded through Building Permit revenues.	$38,296
Library Staffing	The Public Library Board is requesting to increase the weekly hours of the Library Assistant from 16 to 20 hours and add a Library Clerk. This request is to allow for the Head Librarian to focus on more strategic items rather than clerk tasks such as checking books in and out.	$19,298
Parks and Rec Staffing	Both the Warsaw and Douro Community Centres are expected to see an increase in facility rentals, even compared to 2019 which was the last full year of operations without a lockdown. This increases revnues, as shown below, but does increase the need for staffing. In order to provide for more consistent staffing and reduce turnover it is recommended to hire one additional full-time Labourer who will work at both community centres and in Parks in the summer. The additional staffing in 2022 relates to the requirement to have an additional staff member to operate the community centers in January to March to meet the demands of current Covid regulations.	$86,076
Sub-total of major changes outlined above:		$646,468
Other operating adjustments	This number is a negative because there were some expense reductions to reflect recent actuals and also other various revenues were increased.	-$56,807
Total Operating Impact		$589,660

Capital Funding Summary

This table shows how the capital program is being funded in 2022 compared to 2021.

The amount of reserves being allocated from the Capital Project/Purchases has been purposely kept under the amount transferred to the reserve from the 2019 surplus of $390k. This results in a net increase from this surplus and will allow the Township through the Asset Management Plan to determine where current reserves should be allocated.

	2021	2022
Grant		
Efficiency Funding	$86,800	
Gas Tax	$230,000	$231,489
ICIP Library	$13,500	$14,000
ICIP-Covid Stream	$100,000	
Municipal Modernization Program		$252,000
OCIF	$85,048	$84,831
Other - Federal		$320,000
RED Funding	$15,000	
Grant Total	**$530,348**	**$902,320**
Levy		
Levy	$1,729,226	$1,291,540
Levy Total	**$1,729,226**	**$1,291,540**
Reserves		
Building Department		$186,250
Capital Project/Purchases	$835,000	$395,000
Donwood	$4,000	
Douro Cc	$18,900	
Emergency Preparedness		$10,000
Park Improvement	$10,000	
Parkland		$80,000
Parks Equipment	$5,000	
Solar Panels	$50,000	
Reserves Total	**$922,900**	**$671,250**
Grand Total	**$3,182,474**	**$2,865,110**

Capital Summary by Department

Table 1 - Total Capital Program by Department	2021	2022
Environmental Services	$50,000	
General Government	$291,050	$185,000
Planning and Development		$40,000
Protection Services	$467,000	$321,750
Recreation and Cultural Services	$173,900	$490,000
Transportation Services	$2,200,524	$1,828,360
Grand Total	**$3,182,474**	**$2,865,110**

Table 2 - Breakdown of Roads Rehab Program	2021	2022
Brushing	$90,495	$141,120
Gravel	$429,119	$552,444
Surface Treatment	$741,410	$602,893
Grand Total	**$1,261,024**	**$1,296,457**

- Table 1 breaks down the Capital Budget by department.
- Table 2 further breaks down the Roads rehabilitation program and shows where the funds are being spent by type of work.

Joint Public Works and Fire Hall Building

- Recommendation:
  - Council approve the Joint Public Works and Fire Hall Building through the 2022 Budget and permit staff to begin the process of finalizing the design and procuring the construction of the facility with the intention of starting construction in 2022/2023.

- Background:
  - A new building that will be a joint Public Works Yard and Hire Hall has been discussed for a few years now and it is being proposed to move forward with construction in 2022/2023.

- Next Steps:
  - Currently the costs are being updated to reflect current material and labour pricing. This process is expected to be completed in December 2021.
  - Finance is working with Infrastructure Ontario to review the Township's ability to finance the project.
  - Once Council approves the project the final redesign will begin where any changes will be made to reflect Council's comments and updated wants/needs. This is anticipated to be completed in the first quarter of 2022.
  - After the design is complete the procurement process would begin and typically takes 4-6 months.
  - After a successful proponent is selected to construct the facility, the Construction process would begin. If the process goes as per the timelines above there would be potential to begin construction in the summer/fall of 2022. If the process goes slower than anticipated than construction could begin as soon as weather permits in 2023.

Financing the Joint PW and Fire Hall Building

- The following is a preliminary financing strategy:
  - Term of debt: 20 years – this is standard for this type of facility. There has been reluctance in the past from Council to commit the Township to debt but without significant grant support from upper levels of government there is no way to complete this project without debt financing. There is a "Generational Equity" principal in municipal finance that does recommend municipalities to ensure the residents who are benefiting from the expense are the ones paying for it and using debt ensures this principal is being met.
  - Rate: 2.67% - although construction materials have increased in price this is a low interest rate compared to previous years which will help with affordability.
  - Loan start date: July 1, 2022 – the first annual debt payment would be made one year from the date the debenture funds are received and therefore in this scenario the Township's first payment would be June 30, 2023
  - Amount: $7.5 million – as has been mentioned this is an estimate to demonstrate the financing strategy and has attempted to capture some potential price increases since the last estimate was received a few years ago.
  - Reserves – in reviewing the current reserve levels it is being proposed that $1 million can be allocated towards this project. This approach strikes a balance between using existing reserves for this project and the number other capital needs in the Township. This strategy finances the entire amount and uses reserves to ease in the impact to the levy.
  - Special Levy – Using this approach Council will be committing to a 1.18% special capital levy for the next seven years from 2022-2028. The funds collected in 2022 can be used to fund any further pre-construction costs.
  - Grant Funds – At this point in time no grants have been secured for this project but staff are going to continue to apply for any available grants which would directly lower the amount of the debenture.

Year	Reserves	Levy	Debt Payment	% Increase
2022	$ -	$ 67,872	$ -	1.18%
2023	$ 339,255	$ 135,745	$ 475,000	1.18%
2024	$ 271,383	$ 203,617	$ 475,000	1.18%
2025	$ 203,510	$ 271,490	$ 475,000	1.18%
2026	$ 135,638	$ 339,362	$ 475,000	1.18%
2027	$ 67,766	$ 407,234	$ 475,000	1.18%
2028	$ -	$ 475,000	$ 475,000	1.18%
Total Reserves:	$ 1,017,552			

Department Summaries

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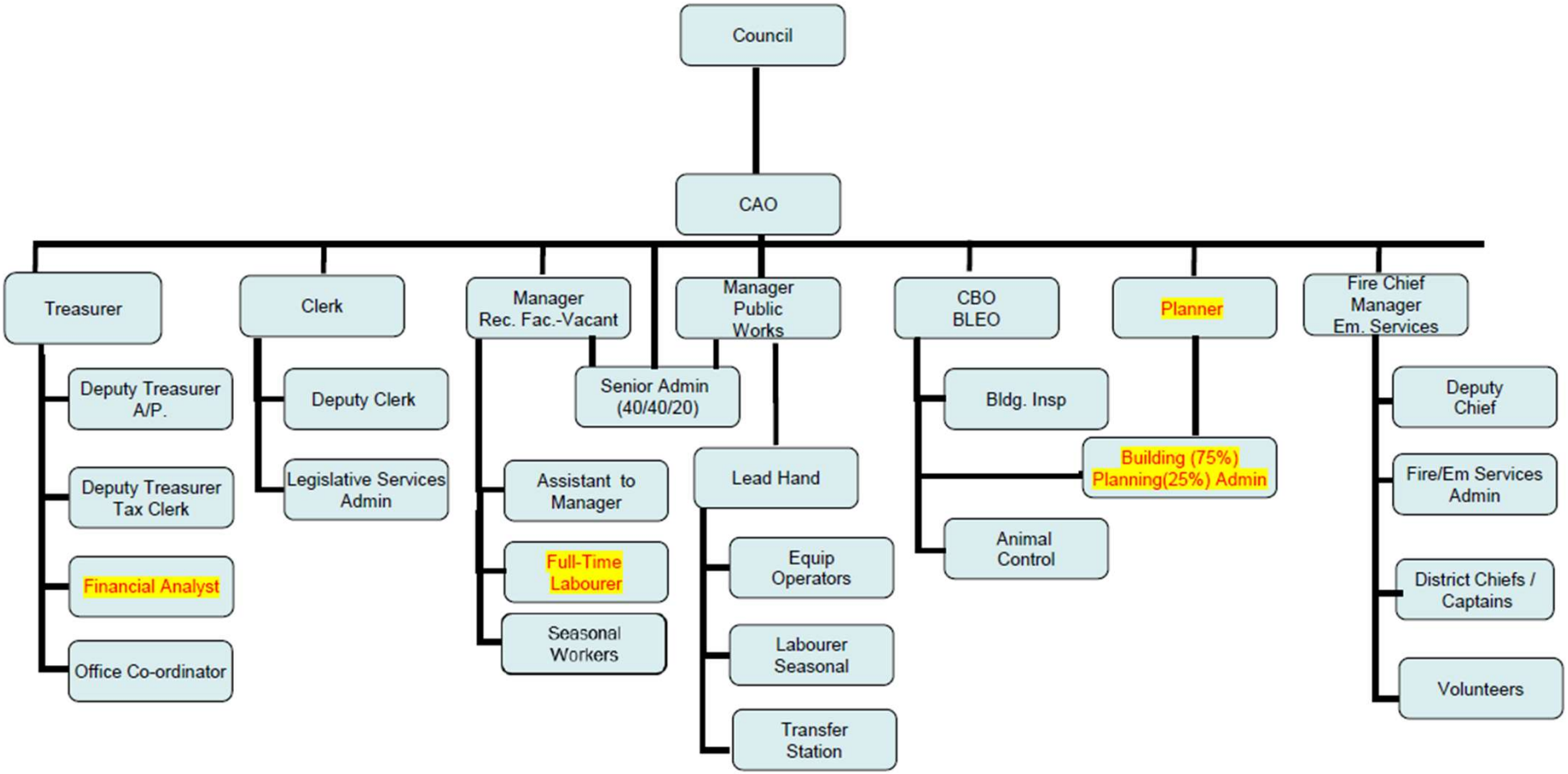
Organizational Chart



Corporate Services

- 2021 Accomplishments
  - New job descriptions have been created and the results of the Compensation Review should be received shortly
  - A new Organizational Structure has been created, revamping administrative roles with specific responsibilities to individual managers.
  - Administrative and Management roles have adjusted to new expectations.
  - The process in which information is provided to Council has been enhanced and continues to be reviewed for efficiencies.
  - Various contracts established are being reviewed and revised where required.
  - Launch of new Township website took place in summer 2021, the project came in under budget, has received positive comments from the public and has fostered a culture of continuous improvements.

- 2022 Budget Commentary
  - Due to staffing changes and some individuals relatively new in the role, the budget requirements and overall understanding of the process has been new to most.
  - Adjustments for service level changes due to the COVID-19 pandemic have been reflected in the budget but trying to forecast future impacts in an ever changing environment has been difficult.
  - The budget timeframe is significantly earlier than in previous years; this will allow for managers to understand their budget from the beginning of the fiscal year and begin procurement of capital projects earlier but has made some inputs more difficult to estimate.
  - This budget funds existing expenses, necessary new expenses and required adjustments to the 2021 Budget that were made in order to keep the increase low given the unknown climate surrounding Covid. For example, in 2021, a transfer from reserves was used to account for salary and wage gapping in positions that were going to be vacant for part of the year but in 2022 we have budgeted for all positions to be filled.
  - The election will require significant staff time to prepare and run in 2022.
  - Technology, processes and policies will continue to be reviewed and updated to create efficiencies.

- Future Budget Considerations
  - Using the Service Delivery Review and subsequent recommendations as a guide, there are plenty of efficiencies to be explored and may continue to have up front costs to achieve the longer term efficiencies.

Public Works

- 2021 Accomplishments
  - Improvements to public works fleet replacing the following equipment: 2007 Snowplow Truck, 2009 Pickup Truck, 2007 Grader
  - Approx. 5km of double surface treatment applied and approx. 11km of single surface treatment applied to roads
  - Approx. 22km of gravel resurfacing applied to roads
  - Approx. 34 km of road side brushing accomplished
  - Approx. 18km of ditch clearing completed
  - Sidewalk improvements in the village of Douro
  - Major projects completed include Rock Road, Douglas Road, and Daleview Road
  - Removal of outside snow plow route contract, now performed by Township staff providing cost savings and improving efficiencies
- 2022 Budget Commentary
  - Capital
    - Proposed work is priority based by previous council decisions, previous road needs study as well as the 10 year gravel and hard topping projections improving road network
    - The 2021 Road Needs Study is nearing completion and will influence the direction of future capital programs
    - Continue scheduled replacement and additions to fleet including loader, brushing unit, 1 Ton 4x4 truck, and roadside 3 point hitch mower
    - New Provincial soil regulations pertaining to placement and removal of fill. This may have implications for Township projects and maintenance activities.
  - Operating
    - New additional Operator, decreasing contract costs for snowplowing as per staff report 2021-17, bringing all snowplow routes in house
    - Performing snowplowing at transfer station, two municipal parking lots and Warsaw school sidewalk providing cost savings as per staff report 2021-27
- Future Budget Considerations
  - 2023 projected scheduled replacement of capital equipment – 3 point hitch road sweeper, grader, rubber tired excavator with brushing head attachment, backhoe, snowplow truck. Continued improvements to the Township's fleet will improve efficiencies
  - 2023 and future capital road programs - improvements to surface treatment to include large projects including council approved grandfathered roads as well as improvements to failed roads requiring reconstruction
  - New Provincial soil regulations pertaining to placement and removal of fill. This may have implications for Township projects and maintenance activities in the future
  - New Public Works & Fire Station facility is a significant project, however will provide a central hub, current buildings have H&S concerns, the challenges of space, both in height and length. This space challenge, among other logistical challenges, including some H&S items will need to be rectified in the near future.
  - Asset Management Plan to be completed in 2022 will provide additional detail in future asset replacement needs.

Fire and Emergency Services

- 2021 Accomplishments
  - In 2021, the fire department vehicle replacement plan achieved the following:
    - Delivery of a mini-pumper to station 5 to address better access for cottage roads and driveways as well as a 4wd model to provide better all-around access
    - Design of a new type of pumper for us, being a 4-door rescue type of pumper to address the response capabilities of overlap multiple calls and stand-by assignments to cover off response while other stations are dealing with a larger incident. The pumper has been ordered and station 2 will be the first to utilize this type of vehicle, when it arrives in 2022.
    - A replacement tanker arrives in December of 2021 which will find its home at station 1
    - Rescue 4 was on the schedule for replacement, but is in decent condition and the desired new one that would support all other stations will not fit in the current location, therefore we are putting it off, in hopes for a new station in the near future
  - For equipment enhancement, we achieved:
    - The replacement of our third of four sets of e-hydraulic extrication tools, with one more scheduled for 2022. These tools have less maintenance with no hoses and pumps, are faster to deploy and strong enough to meet the challenges of new vehicle technologies with their stronger structures.
    - Second year of three to replace our firefighting helmets, to be safer and much better ergonomically and pairs well with our new SCBA
    - Arrival of our new SCBA, that replaced our aging low-pressure system. Many upgrade safety features are included and will serve the firefighters well to deliver the level of service set

Fire and Emergency Services

- 2022 Budget Commentary
  - For 2022 we look to finish off some multi-year projects and continue to replace the required equipment to maintain good service.
    - Station 4 is being brought back to the table for direction, as the station is in dire need of attention
    - Station 2 will have the funds spent for the grant requirements, but work will continue into 2022.
    - Finish the extrication tool replacement plan
    - Finish the vehicle stabilization program, so every pumper has a partial set of stabilization equipment to begin the process and the second pumper arriving can support the scene with their set. This approach still allows for good response, without duplication or overspending on 4 complete sets.
    - Finish the firefighter helmet upgrades
    - Receive new station 2 pumper
    - Replace an expired set of rescue air bags, and add one set to another station, so this type of rescue equipment would be at every accident due to two stations being tiered for accidents.
    - One ground monitor to be introduced to assist in large water streams when required and to provide an option for hands free operation for hazardous areas or lack of personnel.
- Future Budget Considerations
  - As mentioned station 2 is being updated now, and station 5 had its grand opening at the end of 2020, so that leaves us with two stations left that are from an era that does not work for todays vehicle sizes and required safety standards. Station 4, along with public works is a significant project, but for the fire department, will provide a central support to the other stations to prevent duplication on many fronts. We have outgrown station 4 and it has numerous concerns that studies have shown that investing in the old building doesn't make sense. The final fire station from the original era, is station 1. This station too, has the challenges of space, both in height and length. For the new tanker arriving at the end of 2021, we had to move it to where the pumper normally goes and swap a shorter pumper from station 2 to station 1 to meet these challenges, while still providing the desired water quantities and consistency in the fleet moving forward. This space challenge, among other logistical challenges, including some H&S items will need to be rectified in the near future too.
  - Our people are our most important asset and finding new members to join our team isn't always easy as the demands to be properly trained are high. With a revised master fire plan pending, we anticipate it will look at our growth in not only new homes, but for the seasonal becoming more permanent in this new age of working remotely. The pressures on our service will continue to increase and the movement to more fire prevention/inspections needs to be at the forefront as it is much cheaper to prevent a fire than to extinguish one.

Parks and Recreation

- 2021 Accomplishments
  - Clintonia Park Completion
  - South Park Entrance area stumped, graded, top soiled, seeded and trees planted.
  - Tile Drainage of South Park Ball Diamond.
- 2022 Budget Commentary
  - This budget has projected revenues to return to 2019 levels, the last full year of rental revenue to compare to. However, there is still a risk of future lockdowns due to Covid 19. Returning to these levels will require additional staffing, especially until the end of March where due to the current Covid regulations, the arenas require two employees to be working to ensure the users can use the ice.
  - Finding seasonal staff has become increasingly difficult and therefore it is being proposed to hire an additional full-time Labourer who will work at Douro CC, Warsaw CC and Parks as needed throughout the year. These costs are partially offset with the anticipated additional facility rentals.
  - A key project for the department will be the Douro South Park rehabilitation project which will include a building that will house washrooms, storage, a canteen and covered shelter. Tennis courts and an accessibility ramp is also being proposed. The Township has applied to the Federal Government for this project and is dependent on grant approval.
- Future Budget Considerations
  - There are some significant capital items coming up in future years at both Community Centres, these projects will be laid out in the Asset Management Plan which will be completed in 2022.

	Anticipated Cost	Estimated Timing
Douro CC		
New ice pad floor.	$1,100,000	TBD
2007 Ammonia chiller replacement as per TSSA and Insurance requirements every 20 years.	$160,000	2027
New Electrical Panel.	$60,000	2-5 years
Warsaw CC		
New 30hp compressor. Existing is original. Should be replaced now but may get an extra season or two out of it.	$65,000	0-2 years
Electrical Panel - Cimco recommendation last couple of years now.	$60,000	2-3 years
New condenser - Cimco Recommendation due to age and condition.	$140,000	2-3 years
New ice pad floor - current floor is 40 years old.	$1,100,000	TBD
New Olympia - was originally scheduled for 2021 but have pushed off for a couple years due to the condition and lower hours.	$90,000	2023

Planning Services

- 2021 Accomplishments
  - Pre-consultation process has been well received by applicants and agents. The process cuts down on red tape and provides applicants clear guidelines in which to submit applications and reduces costs by narrowing the focus of required studies.
  - The number of Planning Act applications has risen while the complexity of the applications has dramatically increased.
  - Conducted two recruitment cycles for the Committee of Adjustment and Planning Committee due to member departures.

- 2022 Budget Commentary
  - Introduction of a Planner to the department will improve services currently being provided and will allow for in depth analysis and long term land use planning to take place.
  - Changing job descriptions and movement within the staff complement will necessitate additional training to enable staff to succeed.
  - Complexity of Planning Act applications continues to increase due to availability of land and a changing regulatory landscape.
  - The availability of specialized planning and technical staff may be constrained due to employment market conditions
  - Continue to provide and promote excellent customer service to all residents, visitors and community stakeholders while also building strategic relationships with partner organizations.

- Future Budget Considerations
  - Need to overhaul the Township Zoning By-law once the County-Township Official Plan is approved.
  - Create new policies to guide Planning processes in the Township to reflect the current planning legislation and need for efficiencies.

Building Department

- 2021 Accomplishments
  - The 2021 construction season was extremely busy; permit volume increased rapidly at the start of the year once some COVID related construction workplace restrictions eased and construction supplies became more regularly available. This caused a boom to the volume of permits submitted and inspections requested. It is also interesting to note that the increase in projects was not just volume related, construction value was also up significantly, which increased the department revenue significantly.

- 2022 Budget Commentary
  - The Building Department budget generally operates as an isolated function of the Municipality, which is beneficial as the costs incurred by the Building Department, including capital (renovations, truck/boat purchase) are paid for and recovered fully by building permit revenue.
  - As noted in the Capital Budget overview, the Municipal Office is out of space for additional staff to be added. This will necessitate the renovation of the basement floor area (where the current boardroom/storage room are), to become a Building & Planning Dept with separate exterior entrance (sharing the existing Council Chambers entrance).

- Future Budget Considerations
  - The Building Department is understaffed, especially based on the 2021 volume. Should this volume maintain through the coming years, additional technical staff will be needed, to cover the regularly anticipated permit applications as well as the increase in construction inspections. Ancillary duties that generally fall on this department, such as by-law enforcement, need to be kept in consideration when reviewing workload volume. Adding a second truck to the fleet will allow for increased efficiency in busy months.

Library Services

- 2021 Accomplishments
  - Despite the Library being closed for half of 2020 and part of 2021, we continue to have new patrons registered for library cards monthly. Since January of this year, we have 50 new patrons. In 2020, we had 67 new patrons. As a comparison, in 2019, before the Covid restrictions, we had 82 new patrons. Many of these patrons are new families with young children.
  - Because the library was not allowed to do programming during the last year and a half, we decided to reach out to families with young children in a different way. We created Literacy Kits for families to take home. Each kit has a different theme (e.g., Numbers, Letters, Spatial Awareness, Emotions, etc.) and includes books, educational toys or games, DVDs, small parts and crafts. We are also offering Take Home Craft kits. Both the Literacy and Craft Kits have been extremely popular.
  - The Library has created a community room by moving the staff office into the Kitchen area. This community room could potentially provide a new revenue for the library. It also provides a private and safe environment for Library programming and Library groups meetings (Friends of the Library, Library Board, Computer Class, etc.). It is also a great space for patrons who need to take tests, have a zoom meeting or just need a quiet place to read or do work.
  - We Increased the amount of shelf space by reusing shelving that was in the basement. This allowed us to create more space for our books and other library material and decrease the number of books that needed to be weeded.
  - We are creating community Partnerships with different organizations to increase the resources and services the Library provides to its patrons. We are currently partnering with Age friendly Peterborough and Flemming College.
  - We provide a safe point of contact for lonely patrons in our community, especially during the Pandemic.
  - While the library was closed to the public because of the pandemic the library offered curbside pickup to its patrons and was very successful.
  - We offer our patrons printing and laminating of their covid vaccine proof of vaccination and QR code.

Library Services

- 2022 Budget Commentary
  - Since the 2019 renovations, the children section has been very popular with our young patrons. To continue to serve them better, the library would like to purchase an additional set of shelving to complete the children area and allow more space for books, DVDs, Literacy Kits, educational toys and games, etc.
  - Compared to other libraries of similar size and population, the Douro-Dummer Public Library has below average number of staff and number of staff hours. At the moment, we only have two part-time staff, the CEO and the Library Assistant. This situation causes many difficulties for the current staff members which is why we are requesting an additional part-time position at 21 hours/week.
- Future Budget Considerations
  - In the short term, the library will be looking into new shelves for DVDs and paperbacks. We would also like to increase our online resources as well as investing in new programming.
  - The Library is always looking for new ways to offer more programs and services to its patrons. We are facing many challenges, the number one being the lack of space. We are very fortunate to have a healthy book budget but because of our lack of space, we found ourselves weeding more books than we would like. This also means that we cannot offer the same kind of programming than other libraries. With that in mind and taking the Greenview Report from 2019 into consideration, the library would like to start thinking about a new library building as a long-term goal.

Operating Budget

3

Capital Budget

4

2022 Capital Projects with Funding Sources

Row Labels	Grant	Levy	Reserves	Grand Total
Protection Services				
Fire				
Bldg Imp				
Station 2 renovation plan improvements		$30,000		$30,000
Equipment				
Bunker Gear		$7,500		$7,500
Extrication Tools		$17,000		$17,000
Fire Helmets		$7,500		$7,500
Vehicle Stabalization Kit		$12,000		$12,000
Lifting Air Bags		$18,000		$18,000
Ground Monitor		$6,500		$6,500
Forestry Pump			$10,000	$10,000
Electronic Sign	$22,000			$22,000
Fire Total	**$22,000**	**$98,500**	**$10,000**	**$130,500**
By-Law Enforcement				
Building				
Basement Renovations for Building Department			$145,000	$145,000
Vehicles				
Boat, Trailer and Motor			$30,000	$30,000
Reserve Transfer for Additional Truck Purchase in 2024			$11,250	$11,250
Computer Software				
Cloud Permitting Software	$5,000			$5,000
By-Law Enforcement Total	**$5,000**		**$186,250**	**$191,250**

2022 Capital Projects with Funding Sources

Row Labels	Grant	Levy	Reserves	Grand Total
Transportation Services				
Roads				
Equipment				
Loader JD 2007			$275,000	$275,000
3pt hitch road side mower		$16,800		$16,800
Brushing Unit - Contribution to Reserve		$92,500		$92,500
Vehicles				
#19 Roads Truck 4WD (2007) 1 Ton with Snowplow			$120,000	$120,000
Roads				
Sidewalk		$27,603		$27,603
Gravel				
Carlow Line Road from County Rd 8 to Division Rd		$39,940		$39,940
Cooper Road from 4th Line Rd Dummer to East Limit		$45,716		$45,716
Douro 8th Line from Cty Rd 4 to Division Rd		$18,130		$18,130
Douro First Line Rd from Cty Rd 6 to South Limit		$9,535		$9,535
Douro First Line Road from County Rd 6 to North Limit		$50,454		$50,454
Douro Fourth Line Road from Highway 28 to Birchview Rd		$1,372		$1,372
Douro Second Line Road from County Rd 6 to South Limit		$20,809		$20,809
Eighth Line North Dummer from County Rd 6 to South Limit		$6,324		$6,324
Eleventh Line Road Mid Dummer from Mill Line Rd to North Limit		$24,190		$24,190
Ffith Line North Dummer from County Rd 6 to South Limit		$17,013		$17,013
Mcnaughton Dr from County Rd 6 to Mcnaughton Lane		$17,010		$17,010
Mcnaughton Lane from Mcnaughton Dr to North limit		$10,521		$10,521
Mill Line Road from Bridge to East Limit		$73,015		$73,015
Mill Line Road from County Rd 40 to Bridge		$57,400		$57,400
Sixth Line North Dummer from County Rd 6 to end of Hawkins Lane		$42,246		$42,246
Tenth Line Road Dummer from Webster Rd to Dummer Asphodel Rd		$68,551		$68,551
Webster Road from County Rd 40 to Tenth Line Dummer		$50,218		$50,218
Brushing				
6th Line Dummer From Webster Rd to Cty Rd 8		$11,160		$11,160
6th Line Dummer from Webster Rd to North limit		$7,560		$7,560
8th Line Dummer From Webster Rd to County Rd 8		$10,440		$10,440
8th Line Dummer from Webster Rd to North Limit		$12,960		$12,960
Birchview Rd from Campline Rd to McCraken Landing Rd		$19,800		$19,800
Birchview Rd from Highway 28 to Campline Rd		$21,960		$21,960
Douro 3rd Line From County Rd 8 to Division Rd		$12,240		$12,240
English Line from County Rd 6 to North limit		$3,960		$3,960
Division Rd from County Rd 4 to Burnham Line (Tenth Line)		$3,600		$3,600
Division Rd from Highway 28 to Indian River Line		$18,360		$18,360
Division Rd from Indian River Line to Carlow Line		$10,440		$10,440
Dummer-Asphodel Rd from Carlow line to County Rd 38		$5,040		$5,040
Old Douro Rd from Highway 28 to County Rd 8		$3,600		$3,600
Surface Treatment				
White Lake Rd East From Cty Rd 6 to South Limit		$60,126		$60,126

2022 Capital Projects with Funding Sources

Row Labels	Grant	Levy	Reserves	Grand Total
3rd Line Dummer From Caves Rd to Cty Rd 6	$44,280			$44,280
8th Line Douro from Cty Rd 4 to 400 m North of Nassau Rd		$45,437		$45,437
Bradfield Rd from County Rd 4 to 300m South		$40,740		$40,740
Centre Road from Douro 3rd line to Douro 5th line - Box culvert repair estimate		$25,000		$25,000
Cooper Rd from Caves Rd to 4th Line South Dummer	$180,794			$180,794
Crowes Landing Rd from 9th line Dummer to Stoney Lake		$4,510		$4,510
Crowes Landing Rd from Cty Rd 6 to North limit		$20,500		$20,500
Douro Eight Line from County Rd 4 to 400 m South	$40,551			$40,551
McCraken's Landing Road from County Rd 6 to North Limit		$35,260		$35,260
Payne Line Rd from to county Rd 4 to 500m West	$50,695			$50,695
Indacom Road - Slope stability required at proposed municipal lot		$55,000		$55,000
Roads Total	**$316,320**	**$1,117,040**	**$395,000**	**$1,828,360**

2022 Capital Projects with Funding Sources

Row Labels	Grant	Levy	Reserves	Grand Total
General Government				
Corporate Management				
Bldg Imp				
Municipal Office Appliances	$5,000			$5,000
Consultant Fees				
Pay Equity	$5,000			$5,000
Computer Hardware				
Corporate Modernization - Hardware	$25,000			$25,000
Computer Software				
Corporate Modernization - Software	$50,000			$50,000
Finance Modernization	$100,000			$100,000
Corporate Management Total	**$185,000**			**$185,000**

2022 Capital Projects with Funding Sources

Row Labels	Grant	Levy	Reserves	Grand Total
Planning and Development				
Planning & Development				
Consultant Fees				
Zoning By-Law (with in 2 years of OP) - 50%	$40,000			$40,000
Planning & Development Total	**$40,000**			**$40,000**

2022 Capital Projects with Funding Sources

Row Labels	Grant	Levy	Reserves	Grand Total
Recreation and Cultural Services				
Douro Rink (Community Centre)				
Bldg Imp				
Harvest Room Flooring		$9,000		$9,000
Insulating ductwork at Douro Community Center		$10,000		$10,000
Douro Rink (Community Centre) Total		**$19,000**		**$19,000**
Parks & Recreation				
Land Improvements				
Douro South Park Improvements	$320,000		$80,000	$400,000
Back Dam Boat Launch Parking		$7,000		$7,000
Vehicles				
Kubota Tractor		$40,000		$40,000
Parks & Recreation Total	**$320,000**	**$47,000**	**$80,000**	**$447,000**
Historical Committee				
Bldg Imp				
Lime Kiln Project		$10,000		$10,000
Historical Committee Total		**$10,000**		**$10,000**
Library				
Equipment				
Books and Materials	$14,000			$14,000
Library Total	**$14,000**			**$14,000**
Grand Total	**$902,320**	**$1,291,540**	**$671,250**	**$2,865,110**

2022 Capital Project with Descriptions

	Project Description	Project Justification	Project Cost
General Government			
Corporate Management			
Pay Equity	This represents an additional amount required to complete the 2021 project.	(blank)	**$5,000**
Corporate Modernization - Hardware	This project will ensure office staff have current equipment required such as laptops and cell phones.	As staff continue to implement new technologies and processes it will be important that they have the right tools to fully utilize the new technology. Therefore it is being proposed to update some existing laptops, provide laptops to staff who have desktops and update/provide cell phones to staff.	**$25,000**
Corporate Modernization - Software	Office 365 (implementation and training) which allows for better collaboration, records retention and access to corporate information.	Office 365 will enable Township staff to complete a variety of projects and will create collaboration amongst staff much more possible. It is proposed to use SharePoint to digitize records management across the Township which will continue to reduce the use and storage of paper at the Municipal Office. It will also make it much faster to find and access needed files. Office 365 also allows for collaboration through tools such as Microsoft Teams but in order to fully leverage the software it will be critical to train staff after implementation.	**$50,000**

2022 Capital Project with Descriptions

	Project Description	Project Justification	Project Cost
General Government			
Finance Modernization	Process and GP Optimization Study, Virtual Town Hall, Budget Software and an allocation for other technology/system improvements as per the outsome of the process review.	This project includes multiple components. The first component is to complete a comprehensive review of all Finance processes (payroll, AP, AR, year-end, budgeting, etc.) and will find ways to both make the process more efficient but also review how we utilize Great Plains (GP) and other technology within these processes. The second part is an allocation for two key software implementations related to Virtual City Hall which will allow residents to access their tax bills, balances and statements online in addition to make various payments. This will ultimately reduce the number of phone calls and visitors to the municipal office, this reducing administrative staff resources. The other allocation is for budget software. When the current Treasurer joined the Township he made an Excel based budget model. However, there are limitations with this approach such as reporting and collaboration amongst managers. Furthermore, the budget model could be difficult to maintain for a future Treasurer if they are not advanced in Microsoft Excel. Lastly, there is a general allocation to recognize that there will be recommendations from the Process and GP optimization study and this will allow	**$100,000**
Municipal Office Appliances	New fridge at Town Hall and Municipal Office and a new dishwasher at the Municipal Office.	The existing appliances are well used and in need of repair.	**$5,000**
Corporate Management Total			**$185,000**
General Government Total			**$185,000**

2022 Capital Project with Descriptions

	Project Description	Project Justification	Project Cost
General Government			
Planning and Development			
Planning & Development			
Zoning By-Law (with in 2 years of OP) - 50%	This project will be a comprehensive review and update of the Township's Zoning By-law.	It is legislated that the Zoning By-law must be aligned with the Official Plan implementation, regulatory changes, reduction in red tape.	**$40,000**
Planning & Development Total			**$40,000**
Planning and Development Total			**$40,000**

2022 Capital Project with Descriptions

	Project Description	Project Justification	Project Cost
General Government			
Protection Services			
Fire			
Bunker Gear	Bunker Gear	anticipate 5 new hires and only 2 reusable sets if sizing is appropriate, plan to need 3 sets	**$7,500**
Extrication Tools	Replace the sign in front of the Fire Hall which is broken with a digital sign.	It is being proposed to replace the existing portable sign, which is broken, with an electronic sign at the Donwood Fire Hall. The portable sign is $10,000 to replace and the digital is $22,000; it is recommended to purchase the digital sign as it will be a more effective communication tool for the community given there can be multiple announcements and they can be updated remotely. The sign will be funded through the Modernization Fund and therefore does not impact the levy.	**$17,000**
Fire Helmets	Protection Servicesfighter Helmets	New style helmets much safer for both protection and ergonomics, based on research and internal testing. New SCBA should not have a helmet with a shield in front of it due to upgrades in new SCBA mask standards. Final year of a 3-year plan to replace all helmets.	**$7,500**
Vehicle Stabalization Kit	Vehicle accident stabalization	One kit split between two pumpers, currently one station has none and another is 20 years old and not compatible with others	**$12,000**
Lifting Air Bags	Lifting air bag kit	We only have one of these and has expired. Two kits will ensure that one kit arrives between two stations when responding	**$18,000**
Station 2 renovation plan improvements	Possibly septic & ?	Provide responsible management of septic system	**$30,000**
Ground Monitor	Large stream nozzle ground monitor	Ground monitor allows for fire streams where risks are too high for personnel to occupy or for cooling purposes, such as propane tank bleve mitigation or for large water streams as required.	**$6,500**
Forestry Pump	Forestry Pump Replacement	We have two very old forestry pumps that are difficult to start and requires high maintenance and is considered unreliable	**$10,000**
Electronic Sign	Extrication combination tool	Final year of a 4 year project to upgrade all station extrication tools	**$22,000**
Fire Total			**$130,500**

2022 Capital Project with Descriptions

	Project Description	Project Justification	Project Cost
General Government			
By-Law Enforcement			
Basement Renovations for Building Department	Renovate the large meeting room and back storage room to create the Building/Planning Department offices	The upstairs office area is over capacity and the addition of 2 new staff (planner and full time building assistant), as well as capacity for summer student(s), makes the concept of expanding office floor space a neccessity. The basement is already setup with security alarm, accessible entrance and bathrooms, plus the kitchenette, which will allow for this renovation to be focused on the offices and reception area, by sharing the existing exterior entrance. The budget allocation is higher than expected in the event material or labour prices continue to rise significantly, and also includes the neccessary furniture and finishing.	**$145,000**
Boat, Trailer and Motor	New boat for daytime building department use & as needed use for fire department	2022 Septic Reinspection program is mainly island properties which will require frequent boat access. Increased building inspections, with occassional enforcement activities have resulted in an increase of "borrowing" one of the fire boats to use. This practice is not suitable to fire department emergency use if there was a call and the boat is away from the land. The other issue with not having a boat is that we often rely on contractors to transport us, which can potentially result in being put in unsafe situations. The purchase of a new boat, trailer and motor would be intended for daytime use of the Building Department, but the boat would meet the specifications of Fire Department use, so the boat can be shared when neeed, as most fire department use is outside daytime business hours. The boat will hopefully be docked at Little's Marina, but the Fire Department will keep the trailer if they need to use the boat on a different access point. The model that would suit both department needs is similar to a Whaly 500R with a 60hp motor	**$30,000**
Cloud Permitting Software	(blank)	(blank)	**$5,000**
Reserve Transfer for Additional Truck Purchase in 2024	2nd truck planned for 2024	Adding a second truck to the building department fleet would prevent the use of personal vehicles during the busy summer months, especially with the septic program. The plan at this time is to have 2 trucks in fleet aged 4 years apart on an 8 year lifecycle.	**$11,250**
By-Law Enforcement Total			**$191,250**
Protection Services Total			**$321,750**

2022 Capital Project with Descriptions

	Project Description	Project Justification	Project Cost
General Government			
Transportation Services			
Roads			
Loader JD 2007	Replacement of current loader	15 year service life - Due for replacement	**$275,000**
Sidewalk	Additional funds required for project overage.	(blank)	**$27,603**
#19 Roads Truck 4WD (2007) 1 Ton with Snowplow	Replacement of 1 Ton Truck #19	10 year service life - Due for replacement	**$120,000**
3pt hitch road side mower	Replacement of current bush hog mower	Due for replacement	**$16,800**
Brushing Unit - Contribution to Reserve	New piece of equipment to deal with ongoing roadside brushing.	By dealing with the roadside brush the life of the roads can be extended and costs related to gravel and resurfacing can be minimized. Regular brushing also increases road safety by improving sightlines. This is being proposed to be purchased in 2023 but put half of the purchase cost into a reserve in 2022.	**$92,500**
Roads Total			**$531,903**
Transportation Services Total			**$531,903**

2022 Capital Project with Descriptions

	Project Description	Project Justification	Project Cost
General Government			
Recreation and Cultural Services			
Douro Rink (Community Centre)			
Harvest Room Flooring	Tile floor Replacement	(blank)	**$9,000**
Insulating ductwork at Douro Community Center	(blank)	(blank)	**$10,000**
Douro Rink (Community Centre) Total			**$19,000**
Parks & Recreation			
Kubota Tractor	Parks Utility Tractor	Past projected service life - Due for replacement	**$40,000**
Douro South Park Improvements	Rebuild of Canteen, add tennis court and make park more accessible through an ramp.	(blank)	**$320,000**
		This project is dependent on the successful application of the grant.	**$80,000**
Back Dam Boat Launch Parking	Installation of gravel parking lot	This parking lot will increase parking for users of the Back Dam boat launch while maintaining parking spots for the users who will be accessing the swim and play areas.	**$7,000**
Parks & Recreation Total			**$447,000**
Historical Committee			
Lime Kiln Project	(blank)	(blank)	**$10,000**
Historical Committee Total			**$10,000**
Library			
Books and Materials	(blank)	(blank)	**$14,000**
Library Total			**$14,000**
Recreation and Cultural Services Total			**$490,000**
Grand Total			**$1,568,653**

2022 Operating Budget

	2021	2022	Levy Impact
Corporate			
Corporate			
Transfer From Reserves	-$166,987	-$20,000	$146,987
Transfer to Reserves	$27,500	$27,500	$0
Corporate Total	**-$139,487**	**$7,500**	**$146,987**
Corporate Total	**-$139,487**	**$7,500**	**$146,987**

2022 Operating Budget

	2021	2022	Levy Impact
Environmental Services			
Waste Douro			
Contracted Services	$25,000	$25,000	$0
Insurance	$1,563	$1,563	$0
Other Revenues	-$90,000	-$90,000	$0
Waste Douro Total	**-$63,437**	**-$63,437**	**$0**
Waste Hall's Glen			
Contracted Services	$16,500	$16,500	$0
Employee Wages and Benefits	$36,271	$39,757	$3,486
Insurance	$1,536	$1,536	$0
Internal Rental Recoveries	$3,000	$3,000	$0
Materials and Supplies	$1,575	$1,575	$0
Other Revenues	-$28,500	-$28,500	$0
Repairs and Maintenance	$38,330	$38,330	$0
Travel and Training	$255	$255	$0
Utilities	$1,065	$1,065	$0
Waste Hall's Glen Total	**$70,033**	**$73,518**	**$3,486**
Waste Management			
Contracted Services	$208,055	$208,055	$0
Employee Wages and Benefits	$0	$0	$0
Materials and Supplies	$2,000	$2,000	$0
Other Revenues	-$2,000	-$2,000	$0
Repairs and Maintenance	$0	$0	$0
Travel and Training	$50	$50	$0
Waste Management Total	**$208,105**	**$208,105**	**$0**
Environmental Services Total	**$214,701**	**$218,187**	**$3,486**

2022 Operating Budget

	2021	2022	Levy Impact
General Government			
Corporate Management			
Contracted Services	$219,762	$174,462	-$45,300
Employee Wages and Benefits	$716,755	$851,090	$134,334
Grants	-$812,718	-$568,900	$243,818
Insurance	$38,000	$40,000	$2,000
Interest Expense	$300	$300	$0
Materials and Supplies	$32,900	$38,700	$5,800
Minor Capital Expenses	$0	$0	$0
Other Expenses	-$20,670	-$20,670	$0
Other Revenues	-$109,505	-$109,395	$110
Repairs and Maintenance	$79,430	$76,530	-$2,900
Travel and Training	$19,900	$20,000	$100
Utilities	$18,300	$21,300	$3,000
Corporate Management Total	**$182,454**	**$523,416**	**$340,962**
Council			
Contracted Services	$32,500	$9,000	-$23,500
Employee Wages and Benefits	$124,047	$126,566	$2,520
Insurance	$3,000	$3,000	$0
Materials and Supplies	$6,643	$3,543	-$3,100
Other Expenses	$3,900	$3,900	$0
Repairs and Maintenance	$500	$500	$0
Travel and Training	$13,400	$10,200	-$3,200
Council Total	**$183,990**	**$156,709**	**-$27,280**
Election			
Contracted Services	$1,500	$58,500	$57,000
Other Revenues	$0	$0	$0
Transfer From Reserves	$0	-$42,000	-$42,000
Transfer to Reserves	$14,000	$0	-$14,000
Election Total	**$15,500**	**$16,500**	**$1,000**

2022 Operating Budget

	2021	2022	Levy Impact

2022 Operating Budget

	2021	2022	Levy Impact
Town Hall			
Contracted Services	$150	$160	$10
Employee Wages and Benefits	$7,418	$7,901	$483
Insurance	$1,325	$1,325	$0
Materials and Supplies	$1,118	$1,118	$0
Minor Capital Expenses	$0	$0	$0
Other Expenses	$0	$0	$0
Other Revenues	-$2,530	-$5,000	-$2,470
Repairs and Maintenance	-$10,716	$6,000	$16,716
Travel and Training	$226	$228	$2
Utilities	$1,849	$1,849	$0
Town Hall Total	**-$1,160**	**$13,581**	**$14,740**
General Government Total	**$380,784**	**$710,206**	**$329,422**

2022 Operating Budget

	2021	2022	Levy Impact
Health Services			
Cemeteries			
Contracted Services	$0	$0	$0
Employee Wages and Benefits	$0	$0	$0
Internal Rental Recoveries	$500	$500	$0
Materials and Supplies	$0	$0	$0
Repairs and Maintenance	$2,000	$2,000	$0
Cemeteries Total	**$2,500**	**$2,500**	**$0**
Cenotaph			
Materials and Supplies	$0	$0	$0
Repairs and Maintenance	$750	$750	$0
Cenotaph Total	**$750**	**$750**	**$0**
Health Services Total	**$3,250**	**$3,250**	**$0**

2022 Operating Budget

	2021	2022	Levy Impact
Planning and Development			
Committee of Adjustment			
Contracted Services	$3,500	$3,500	$0
Employee Wages and Benefits	$15,025	$4,672	-$10,353
Materials and Supplies	$150	$150	$0
Minor Capital Expenses	$0	$0	$0
Travel and Training	$4,750	$7,010	$2,260
Committee of Adjustment Total	**$23,425**	**$15,332**	**-$8,093**
Economic Development			
Employee Wages and Benefits	$13,884	$14,445	$561
Grants	-$10,000	$0	$10,000
Materials and Supplies	$42,900	$11,200	-$31,700
Other Revenues	-$150	-$150	$0
Travel and Training	$45	$45	$0
Economic Development Total	**$46,679**	**$25,540**	**-$21,139**
Official Plan			
Contracted Services	$0	$0	$0
Employee Wages and Benefits	$0	$0	$0
Materials and Supplies	$0	$0	$0
Other Revenues	-$1,000	-$1,000	$0
Travel and Training	$0	$0	$0
Official Plan Total	**-$1,000**	**-$1,000**	**$0**
Planning & Development			
Contracted Services	$32,200	$32,200	$0
Employee Wages and Benefits	$106,606	$88,658	-$17,948
Grants	$0	$0	$0
Internal Rental Recoveries	$0	$0	$0
Materials and Supplies	$1,500	$1,500	$0
Other Revenues	-$25,800	-$40,200	-$14,400

2022 Operating Budget

	2021	2022	Levy Impact
Travel and Training	$765	$765	$0
Planning & Development Total	**$115,271**	**$82,923**	**-$32,348**
Planning and Development Total	**$184,375**	**$122,795**	**-$61,580**

2022 Operating Budget

	2021	2022	Levy Impact
Protection Services			
By-Law Enforcement			
Contracted Services	$53,150	$60,000	$6,850
Employee Wages and Benefits	$245,688	$315,515	$69,827
Grants	$0	-$5,904	-$5,904
Insurance	$13,000	$13,000	$0
Interest Expense	$0	$0	$0
Materials and Supplies	$5,313	$4,950	-$363
Minor Capital Expenses	$1,500	$1,500	$0
Other Expenses	$24,670	$24,670	$0
Other Revenues	-$364,393	-$462,816	-$98,423
Repairs and Maintenance	$4,000	$5,000	$1,000
Transfer From Reserves	$0	$0	$0
Transfer to Reserves	$7,723	$35,165	$27,443
Travel and Training	$8,200	$7,000	-$1,200
Utilities	$1,150	$1,920	$770
By-Law Enforcement Total	**$0**	**$0**	**$0**
Emergency Services			
Contracted Services	$0	$0	$0
Employee Wages and Benefits	$21,191	$22,174	$983
Internal Rental Recoveries	$0	$0	$0
Materials and Supplies	$150	$150	$0
Minor Capital Expenses	$0	$0	$0
Repairs and Maintenance	$0	$500	$500
Travel and Training	$405	$405	$0
Utilities	$1,000	$1,000	$0
Emergency Services Total	**$22,746**	**$24,229**	**$1,483**
Fence Viewing			
Contracted Services	$0	$0	$0
Travel and Training	$100	$100	$0

2022 Operating Budget

	2021	2022	Levy Impact
Fence Viewing Total	**$100**	**$100**	**$0**
Livestock			
Contracted Services	$750	$750	$0
Insurance	$5,000	$5,000	$0
Materials and Supplies	$200	$200	$0
Other Revenues	-$5,200	-$5,200	$0
Travel and Training	$450	$450	$0
Livestock Total	**$1,200**	**$1,200**	**$0**
Otonabee CA			
Taxes Payable	$99,313	$102,657	$3,344
Otonabee CA Total	**$99,313**	**$102,657**	**$3,344**
Police			
Contracted Services	$987,198	$971,094	-$16,104
Employee Wages and Benefits	$1,627	$1,671	$44
Grants	-$6,000	-$6,000	$0
Internal Rental Recoveries	$0	$0	$0
Materials and Supplies	$700	$700	$0
Minor Capital Expenses	$0	$0	$0
Other Revenues	-$5,000	-$5,000	$0
Transfer From Reserves	-$500	-$500	$0
Transfer to Reserves	$0	$0	$0
Travel and Training	$2,100	$2,100	$0
Utilities	$1,000	$1,000	$0
Police Total	**$981,125**	**$965,065**	**-$16,060**
Small Animal Control			
Contracted Services	$12,000	$12,000	$0
Materials and Supplies	$230	$230	$0
Other Revenues	-$5,000	-$5,000	$0

2022 Operating Budget

	2021	2022	Levy Impact
Repairs and Maintenance	$338	$0	-$338
Small Animal Control Total	**$7,568**	**$7,230**	**-$338**
Source Water Protection			
Contracted Services	$8,000	$8,000	$0
Employee Wages and Benefits	$0	$0	$0
Materials and Supplies	$0	$0	$0
Source Water Protection Total	**$8,000**	**$8,000**	**$0**

2022 Operating Budget

	2021	2022	Levy Impact
Fire			
Contracted Services	$81,675	$85,100	$3,425
Employee Wages and Benefits	$333,805	$375,927	$42,122
Insurance	$35,822	$35,822	$0
Interest Expense	$0	$0	$0
Internal Rental Recoveries	$500	$500	$0
Materials and Supplies	$36,850	$36,250	-$600
Minor Capital Expenses	$0	$0	$0
Other Revenues	-$41,900	-$41,900	$0
Repairs and Maintenance	$62,225	$68,850	$6,625
Transfer From Reserves	-$10,000	-$10,000	$0
Travel and Training	$52,620	$43,220	-$9,400
Utilities	$20,750	$20,250	-$500
Fire Total	**$572,346**	**$614,018**	**$41,672**
Protection Services Total	**$1,692,398**	**$1,722,499**	**$30,101**

2022 Operating Budget

	2021	2022	Levy Impact
Recreation and Cultural Services			
Douro Bar			
Contracted Services	$450	$450	$0
Employee Wages and Benefits	$0	$0	$0
Materials and Supplies	$0	$0	$0
Other Revenues	$0	$0	$0
Douro Bar Total	**$450**	**$450**	**$0**
Douro Canteen			
Other Revenues	-$400	-$400	$0
Douro Canteen Total	**-$400**	**-$400**	**$0**
Douro Kitchen			
Employee Wages and Benefits	$0	$0	$0
Materials and Supplies	$0	$0	$0
Other Revenues	-$500	-$500	$0
Repairs and Maintenance	$1,000	$1,000	$0
Douro Kitchen Total	**$500**	**$500**	**$0**
Douro Rec Centre			
Employee Wages and Benefits	$0	$0	$0
Materials and Supplies	$25	$25	$0
Other Revenues	-$1,000	$0	$1,000
Repairs and Maintenance	$1,030	$1,030	$0
Utilities	$3,500	$3,500	$0
Douro Rec Centre Total	**$3,555**	**$4,555**	**$1,000**
Douro Rink (Community Centre)			
Contracted Services	$6,150	$6,150	$0
Employee Wages and Benefits	$128,456	$179,324	$50,868
Insurance	$26,950	$29,645	$2,695
Internal Rental Recoveries	$1,500	$1,500	$0

2022 Operating Budget

	2021	2022	Levy Impact
Materials and Supplies	$7,740	$7,700	-$40
Other Revenues	-$70,537	-$225,371	-$154,834
Repairs and Maintenance	$53,225	$60,700	$7,475
Travel and Training	$4,650	$4,300	-$350
Utilities	$97,120	$114,070	$16,950
Douro Rink (Community Centre) Total	**$255,253**	**$178,018**	**-$77,236**

2022 Operating Budget

	2021	2022	Levy Impact
Historical Committee			
Employee Wages and Benefits	$0	$0	$0
Materials and Supplies	$3,250	$3,250	$0
Other Revenues	$0	$0	$0
Historical Committee Total	**$3,250**	**$3,250**	**$0**
Parks & Recreation			
Contracted Services	$1,750	$1,750	$0
Employee Wages and Benefits	$59,275	$85,706	$26,431
Insurance	$7,277	$7,277	$0
Internal Rental Recoveries	$4,000	$2,000	-$2,000
Materials and Supplies	$12,750	$6,900	-$5,850
Minor Capital Expenses	$0	$0	$0
Other Revenues	-$6,000	-$9,000	-$3,000
Repairs and Maintenance	$25,850	$30,150	$4,300
Travel and Training	$3,450	$2,950	-$500
Utilities	$675	$675	$0
Parks & Recreation Total	**$109,027**	**$128,408**	**$19,381**
Warsaw Rink (Community Centre)			
Contracted Services	$2,875	$2,875	$0
Employee Wages and Benefits	$103,053	$157,051	$53,998
Insurance	$21,021	$21,021	$0
Internal Rental Recoveries	$2,000	$2,000	$0
Materials and Supplies	$7,800	$7,800	$0
Minor Capital Expenses	$0	$0	$0
Other Revenues	-$44,555	-$120,000	-$75,445
Repairs and Maintenance	$40,200	$51,650	$11,450
Travel and Training	$3,050	$2,700	-$350
Utilities	$62,615	$72,740	$10,125
Warsaw Rink (Community Centre) Total	**$198,058**	**$197,837**	**-$221**

2022 Operating Budget

	2021	2022	Levy Impact
Library			
Contracted Services	$6,960	$6,960	$0
Employee Wages and Benefits	$69,558	$89,683	$20,125
Grants	$0	$0	$0
Insurance	$2,372	$2,372	$0
Interest Expense	$10	$10	$0
Internal Rental Recoveries	$204	$204	$0
Materials and Supplies	$6,900	$6,900	$0
Minor Capital Expenses	$5,027	$4,200	-$827
Other Expenses	$20	$20	$0
Other Revenues	-$1,128	-$1,128	$0
Repairs and Maintenance	$10,100	$10,100	$0
Travel and Training	$2,890	$2,890	$0
Utilities	$8,600	$8,600	$0
Library Total	**$111,513**	**$130,811**	**$19,298**
Recreation and Cultural Services Total	**$681,207**	**$643,428**	**-$37,778**

2022 Operating Budget

	2021	2022	Levy Impact
Taxation			
Municipal			
Materials and Supplies	$10,000	$10,000	$0
Other Expenses	$25,000	$25,000	$0
Other Revenues	-$136,340	-$136,340	$0
Taxation Revenue	-$9,841	-$9,841	$0
Municipal Total	**-$111,181**	**-$111,181**	**$0**
Municipal Supps			
Taxation Revenue	-$50,000	-$50,000	$0
Municipal Supps Total	**-$50,000**	**-$50,000**	**$0**
Taxation Total	**-$161,181**	**-$161,181**	**$0**

2022 Operating Budget

	2021	2022	Levy Impact
Transportation Services			
Roads			
Contracted Services	$199,052	$121,781	-$77,270
Employee Wages and Benefits	$734,238	$802,801	$68,563
Grants	$0	$0	$0
Insurance	$35,844	$35,844	$0
Internal Rental Recoveries	-$308,850	-$152,129	$156,721
Materials and Supplies	$282,418	$282,418	$0
Minor Capital Expenses	$3,500	$3,500	$0
Other Revenues	-$59,250	-$59,250	$0
Repairs and Maintenance	$214,602	$214,602	$0
Transfer From Reserves	-$6,770	$0	$6,770
Transfer to Reserves	$51,659	$79,264	$27,605
Travel and Training	$13,400	$13,400	$0
Utilities	$22,999	$22,999	$0
Roads Total	**$1,182,841**	**$1,365,230**	**$182,389**
Solar Panels			
Contracted Services	$0	$0	$0
Other Revenues	-$25,000	-$25,000	$0
Repairs and Maintenance	$2,200	$2,200	$0
Transfer to Reserves	$17,700	$17,700	$0
Utilities	$200	$200	$0
Solar Panels Total	**-$4,900**	**-$4,900**	**$0**
Transportation Services Total	**$1,177,941**	**$1,360,330**	**$182,389**

Recommendation:
That the C.A.O.-2021-51 report, dated December 21, 2021 regarding Township IT Services be received for information.

Overview:
The Township has had a long-standing relationship with MicroAge for providing IT Services for our facilities. The last contract was signed with MicroAge in early 2020 for an annual cost of $19.788. This contract included managing our computers, including email and related software, 6 hours onsite service monthly and 2 hours remote service monthly. Any additional visits were in excess of that amount. Recognizing that additional hours were required, staff requested a cost from MircoAge for a fully managed contract, including a help desk that would minimize the extra costs that were being experienced. The estimate for the fully managed contract was $42,000 annually.

In 2020, the total cost paid to MicroAge was just over $30,000 and we expect once all invoices have been paid for 2021, the cost will be similar for this year.

The management of IT Services is a constant challenge, as when issues occur, if not rectified quickly, it can reduce the productivity of staff and create frustration. In addition, technology changes rapidly and it is important to stay up to date.

In addition to the information provided from MicroAge on a fully managed contract, staff also spoke with the County of Peterborough about managing IT services for the Township. The estimated annual cost from the County is $25,000 with additional costs for additional projects.

Discussions were also held with the Townships of Asphodel-Norwood and Havelock-Belmont-Methuen about the possibility of joint IT services in an attempt to improve service and reduce costs. Continued discussions will consider how that agreement might be created and whether a shared employee or shared contract would be the best option.

Conclusion:
While we have received good service from MicroAge, staff will continue to explore options to maximize the service provided to the Township and reduce costs wherever possible. A future report will be provided to Council on the best option for IT services following further investigation.

Financial Impact:
The cost for IT services has been included within the 2022 operating budget.

Strategic Plan Applicability:
To ensure and enable an effective and efficient municipal administration.
Sustainability Plan Applicability: N/A

Corporation of the Township of Douro-Dummer

By-law No. 2021-73

A By-law to Govern the Proceedings of the Council of the Corporation of the Township of Douro-Dummer and to Repeal By-law 2018-09, as amended

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The Corporation of the Township of Douro-Dummer

By-law Number 2021-73
(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.

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.

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.

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.

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.

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 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

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 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 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.

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 9 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. Consent Agenda (reports voted upon by ONE motion) – No debate on these items
8. Delegations, Petitions, Presentations or Public Meetings
9. Staff Reports
10. Committee Minutes and Other Reports
11. By-laws
12. Correspondence – Action Items
13 Reports derived from previous Notice of Motions
14. Notices of Motion (No Debate)
15. Announcements
16. Closed Session
17. Rise from Closed Session
18. Matters Arising from Closed Session
19. Confirming By-law
20. Next Meeting
21. 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.

7.5 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

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.

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) 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 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.

11.3 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.

11.4 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.

11.5 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

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 deem 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 Motions for giving leave - non-amendable - debatable
Motions for giving leave shall be put immediately without amendment or debate.

12.4 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.

12.5 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.

12.6 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.

12.7 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.

12.8 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.

12.9 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.

12.10 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.

12.11 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.

12.12 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.

12.13 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.

12.14 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.

12.15 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

12.16 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.

12.17 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.

12.18 Motion to Reconsider

12.18.1 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.

12.18.2 Despite the above, reconsideration on the same matter may not be introduced more than once at the same meeting.

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.

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.

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.

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.

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 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

16.1 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.

16.2 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."

16.3 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.

16.4 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.

16.5 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 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 19
Committee of the Whole

19.1 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

19.2 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.

19.3 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.

19.4 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.

19.5 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.

19.6 Chair - designated
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.

19.7 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 the Township's Procedural By-Law;
c) maintaining regular communications with appropriate Township staff;
d) acting as spokesperson and representing the Committee when necessary.

19.8 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.

19.9 Chair – Vice Chair is Absent
of the Committee of the Whole shall maintain order during the meeting. In the absence of the Chair, or if the Chair refuses to act or if the office is vacant, the Vice Chair shall serve as the Chair.

In the event that the Vice Chair is unable, for any reason, to act in the place and stead of the Chair 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.

19.10 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.

19.11 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.

19.12 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.

Part 20
Advisory and Special Committees

20.1 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.

20.1.2 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.

20. 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.

20.3 Mayor - Ex Officio

The Mayor, shall be, an ex officio member of all committees of the Council.

20.4 Appointment of Chair

Each Advisory and Special Committee shall appoint a chair at its initial meeting in each year.

20.5 Appointment of Vice Chair

Each advisory and special committee shall appoint a Vice Chair at its initial meeting in each year.

20.6 Motions - seconded

Each advisory and special committee shall require motions made at its meetings to be seconded.

20.7 Minutes - report to Council

Minutes of the proceedings of Advisory and Special Committee meetings shall be kept and shall be forwarded to the Council.

20.8 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.

20.9 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.

Part 21
Repeal - Enactment - Amendment

21.1 By-laws - previous
By-law 2018-09, as passed on January 16, 2018 and all of its amendments are hereby repealed.

21.2 Effective date
This By-law shall come into force and take effect on January 4, 2022.

Passed in open council this 21st day of December, 2021.

_____
Mayor, J. Murray Jones

_____
Acting Clerk, Martina Chait-Hartwig

Schedule 'A' to By-law 2021-73

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 2021-73, 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:

Martina Chait-Hartwig, Acting Clerk
martinac@dourodummer.on.ca
Fax: 705-652-5044
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 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 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 recording will become a corporate record and may be saved on the Township's server and/or uploaded to the Township's 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 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 Video Platform". Access to recorded proceedings shall be in compliance with the Municipal Freedom of Information and Privacy Act.

The Corporation of the Township of Douro-Dummer

By-law Number 2021-74

Being a By-law to Provide for the Administration and Enforcement of the Building Code Act, 1992 within the Township of Douro-Dummer

(Building By-law) and to repeal By-laws 2007-37, as amended and 2011-14, as amended

Whereas Section 7 of the Building Code Act, 1992, S. authorizes the Council of a municipality to pass certain By-laws prescribing classes of permits, permit application documents, fees, inspections and other related matters; and

Whereas pursuant to Section 425 of the Municipal Act, S.O. 2001, c.25, as amended provided that any person who contravenes any By-law of a municipality passed under the authority of the Municipal Act is guilty of an offence;

Now therefore the Council of The Corporation of the Township of Douro-Dummer enacts as follows:

Section 1 Definitions and Interpretation

1.(1) This By-law may be cited as the Building By-law.

1.(2) Definitions: In this By-law

1.(2)(a) "Act" means the Building Code Act, 1992, S.O. 1992, chapter 23 as amended;

1.(2)(b) "Alternative Solution" means a substitute for an acceptable solution, proposed by an applicant pursuant to Division A, article 1.2.1.1. of the Ontario Building Code;

1.(2)(c) "As Constructed Plans" means as constructed plans as defined in the Building Code;

1.(2)(d) "Applicant" means a person who applies for a permit and includes any person authorized by an owner to apply for a permit on the owner's behalf;

1.(2)(e) "Architect" means a holder of a licence, a certificate of practice, or a temporary licence under the Architects Act, R.S.O. 1990, c. A.;

1.(2)(f) "Building" means a building as defined in Subsection 1.(1) of the Act;

1.(2)(g) "Building Code" means the regulations made under Section 34 of the Act;

1.(2)(h) "Chief Building Official" means the person appointed by the Council as the Chief Building Official for the purpose of enforcement of the Act or the Designate acting in the capacity of the Chief Building Official from time-to-time in respect to paragraph 1.1(6)(c) of the Act;

1.(2)(i) "Construction value" means the total cost of a project to the owner, at current fair market value, for all construction materials and labour required for the project, whether it is completed by owner or others;

1.(2)(j) "Council" means the Council of the Corporation of the Township of Douro-Dummer;

1.(2)(k) "Deficient Permit" means a permit in respect of which:

1.(2)(k)(i) an inspection notice or order to comply has been issued by an inspector, or

1.(2)(k)(ii) an inspection required under the Building Code or this By-law that has not been arranged

1.(2)(k)(iii) and six months or more have elapsed after the date the notice was issued or the inspection was required;

1.(2)(l) "Designer" means a person designated under 1.1(2) of the Act, which includes an Architect, Professional Engineer or a person who meets the requirements set out in the Building Code including those who are exempt.

1.(2)(m) "Holiday" means days when the offices of the Township of Douro-Dummer are not open for transaction of business with the public;

1.(2)(n) "Inspector" means an inspector appointed by By-law by the Corporation of the Township of Douro-Dummer for the purposes of enforcement of the Act;

1.(2)(o) "Owner" means the registered owner of the land upon which is located, or will be located, the building or part thereof for which an application for a permit is, or has been made;

1.(2)(p) "Permit" means permission or authorization given, in writing, by the Chief Building Official:

1.(2)(p)(i) to perform work regulated by the Act or the Building Code or both;

1.(2)(p)(ii) to change the use of a building or part of a building as regulated by the Act or the Building Code or both, or

1.(2)(p)(iii) to occupy a building or part thereof;

1.(2)(q) "Permit Holder" means an owner to whom a permit has been issued, or where a permit has been transferred, the transferee;

1.(2)(r) "Professional Engineer" means a person who holds a licence or a temporary licence under the Professional Engineers Act, R.S.O. 1990, c. P.28;

1.(3) Any word or term not defined in this By-law shall have the meaning ascribed to it in the Act or the Building Code.

1.(4) The schedules attached to this By-law shall form part of this By-law and shall be enforceable as such.

1.(5) Statutes: References to laws in this By-law are meant to refer to the Statutes, as amended from time to time, which are applicable within the Province of Ontario.

1.(6) Severability: If a court or tribunal of competent jurisdiction declares any portion of this By-law to be illegal or unenforceable, that portion of this By-law shall be considered to be severed from the balance of the By-law, which shall continue to operate in full force and effect.

Section 2 Classes of Permits

2.(1) Classes of permits with respect to the construction, demolition, building relocation, conditional permit, change of use, occupancy of buildings and the associated permit fees, shall be set out in Schedule "A" to this By-law.

Section 3 Permit Applications and Issuance

3.(1) Classes of Permits: An Applicant shall file a complete application on the form prescribed by the Act together with the applicable requirements set out in 3.(2) to 3.(7).

3.(2) Building Permits: Every application for a building permit under Subsection 8.(1) of the Act shall,

3.(2)(a) identify and describe in detail the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made;

3.(2)(b) be accompanied by the plans, specifications, documents and other information prescribed in Section 4; and

3.(2)(c) be accompanied by the appropriate fee calculated in accordance with Schedule A.

3.(3) Demolition Permits: Every application for a demolition permit under Subsection 8.(1) of the Act shall,

3.(3)(a) identify and describe in detail the work to be done and the existing use and occupancy of the building, or part thereof, for which the application for a permit is made, and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;

3.(3)(b) be accompanied by the plans, specifications, documents and other information prescribed in Section 4;

3.(3)(c) be accompanied by the appropriate fee calculated in accordance with Schedule A;

3.(3)(d) be accompanied by confirmation that arrangements have been made with the proper authorities for the safe and complete disconnection of all existing water, sewer, gas, electric, telephone and other utilities; and

3.(3)(e) the Owner will comply with the Township's property standards By-law at all stages of the demolition as is reasonable for the circumstances, determined by the Chief Building Official.

3.(4) Conditional Building Permits: Every application for a conditional building permit under Subsection 8(3) of the Act shall,

3.(4)(a) comply with the requirements set out in Section 3.(2) in this By-law; and

3.(4)(b) be accompanied by,

3.(4)(b)(i) a written statement from the applicant explaining why the applicant believes that unreasonable delays in construction would occur if a conditional building permit is not issued;

3.(4)(b)(ii) a written acknowledgement from the applicant of the necessary approvals which must be obtained in respect of the proposed construction and the time period in which such approvals shall be obtained by the applicant;

3.(4)(b)(iii) a written agreement, in a form provided by the Chief Building Official, executed by the applicant, the owner and such other necessary persons the Chief Building Official determines for the purposes set out in clause 8.(3)(c) of the Act;

3.(4)(b)(iv) The deposit of securities in an amount reasonable to the Chief Building Official in accordance with 8.(3)(c)(v) of the Act; and

3.(4)(b)(v) the conditional permit fee in accordance with Schedule A.

3.(5) The Chief Building Official is hereby authorized to execute on behalf of The Corporation of the Township of Douro-Dummer the written agreement referred to in clause 3.(4)(b)(iii) as part of the conditional building permit application.

3.(6) Change of Use Permits: Every application for a change of use permit under Subsection 10.(1) of the Act shall,

3.(6)(a) identify and describe in detail the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made;

3.(6)(b) be accompanied by plans and specifications which show the current and proposed occupancy of all parts of the building and other information prescribed in Section 4; and

3.(6)(c) be accompanied by the appropriate fee in accordance with Schedule A;

3.(7) Occupancy Permits for Unfinished Buildings: Every request for authorization to occupy an unfinished building under Division C, Article 1.3.3.1. of the Building Code shall,

3.(7)(a) identify and describe in detail the occupancy, the date of such occupancy, and the building or part thereof for which the request for a permit is made;

3.(7)(b) be accompanied by plans which show the areas of the proposed occupancy; and

3.(7)(c) if request is made after occupancy occurs, be accompanied by the minimum permit fee in accordance with Schedule A.

3.(8) Every request for authorization to occupy an unfinished building under Division C, article 1.3.3.4. of the Building Code shall,

3.(8)(a) identify the building or part thereof for which the request for a permit is made; and

3.(8)(b) if request is made after occupancy occurs, be accompanied by the administration fee in accordance with Schedule A.

3.(9) No Implied Future Permits: The Chief Building Official shall not, by reason of the issuance of a Conditional Permit or a Partial Permit, be under any obligation to grant any further Permits.

3.(10) Revision to Issued Permit: Should a permit holder wish to make any material change to any plan, specification, document or other information on the basis of which the permit was issued, the permit holder shall file an application for a revision to the permit which describes the material changes, and shall pay the fee set out in Schedule A.

3.(11) Incomplete Permit Applications: An application shall be deemed not to be complete according to Division C, Sentence 1.3.1.3.(5) of the Building Code, where any of the applicable requirements of Sections 3.01 to 3.07 have not been complied with.

3.(12) Abandoned Permit Applications: An application for a permit shall be deemed to have been abandoned by the applicant where,

3.(12)(a) the application is incomplete according to Section 3.12 and remains incomplete six months after it was submitted;

3.(12)(b) six months have elapsed after the applicant was notified that the proposed building, construction, demolition or change of use will not comply with the Act or the Building Code or will contravene any other applicable law; or

3.(12)(c) the application is determined to comply with the Building Code and all applicable law, and six months have elapsed from the date upon which the applicant was notified that a permit was available to be issued.

3.(13) Where an application is deemed abandoned, all submitted plans, specifications and documents shall be disposed of, or upon written request from the applicant, returned to the applicant.

3.(14) Transfer of Permits: If the owner of the land changes after a permit has been issued, the permit may be transferred to the new owner (the

"transferee") of the lands where an application is filed with the Township in writing, in accordance with this section and shall include,

3.(14)(a) proof of ownership of the lands by the transferee satisfactory to the Chief Building Official;

3.(14)(b) confirmation that the work to be done and the existing and proposed use and occupancy of the building or part thereof, for which the application for the transfer of the permit is made, is the same as that identified and described on the application of the permit;

3.(14)(c) the name, address, telephone number, facsimile number and email address of the proposed designer, and their qualifications as required by the Building Code, where they are different from those identified in the application for the permit, or a written confirmation from the designer, that they have been retained to continue to provide design services in respect to the project;

3.(14)(d) where the proposed transferee is a builder as defined in the Ontario New Home Warranties Plan Act, the proposed transferee's registration number under that Act; and

3.(14)(e) the appropriate fee in accordance with Schedule A.

3.(15) Upon the issuance of transfer of a permit to the transferee, the transferee shall be deemed to be the permit holder and the original permit holder shall have no further rights or obligations under the permit save and except for any obligations set out in any agreements entered into for the purposes of clause 8.(3)(c) of the Act.

Section 4 Plans and Specifications

4.(1) Every applicant shall submit sufficient plans, specifications, documents and other information to enable the Chief Building Official to determine whether the proposed building, construction, demolition or change of use will contravene the Act, the Building Code or any other applicable law.

4.(2) The Chief Building Official shall determine the plans, specifications, documents and other information required to be submitted with an application in order to deem it complete according to Division C, Section 1.3. of the Building Code, having regard for the scope of the proposed work and the requirements of the Building Code, the Act, other applicable law and the requirements of this Section.

4.(3) Plans, specifications, documents and other information shall be submitted electronically in a suitable format required by the Municipality, and shall contain text that is legible and drawings that are legible, complete, fully dimensioned and to scale. For accessibility reasons or accommodations, the Chief Building Official shall be informed so as to make alternative arrangements for submission as needed.

4.(4) Site plans submitted by an applicant shall be referenced to a current plan of survey prepared and certified by an Ontario Land Surveyor, and a copy of the survey shall accompany the site plan submission, except where the Chief Building Official waives the requirement to do so.

4.(5) The Chief Building Official may require that, upon the completion of the foundation for a building, the applicant submit confirmation from an Ontario Land Surveyor certifying the location and elevation of the top of the foundation wall and confirming general conformity with the approved site plan and/or grading plan, prior to further construction taking place.

4.(6) During construction or upon the completion of the construction of a building, or part of a building, the Chief Building Official may require submission of as constructed plans of the building or part of a building, together with a plan

of survey prepared and certified by an Ontario Land Surveyor showing the location of the building.

Section 5 Authorization of Alternative Solutions

5.(1) Where the prescriptive requirements or acceptable solutions of Division B of the Building Code are not met, the Chief Building Official may approve an alternative solution under Division C, Part 2 of the Building Code. An alternative solution proposal may be requested for a system or building design at the time of permit application, or if a material change is necessary to a plan, specification, document or other information on the basis of which a permit is issued. The applicant shall submit,

5.(1)(a) a completed "Application for an Alternative Solution" on the form available from the Chief Building Official;

5.(1)(b) a description of the applicable objectives, functional statements and acceptable solutions;

5.(1)(c) a description of the proposed material, system or building design for which authorization is sought;

5.(1)(d) supporting documentation demonstrating that the proposed material, system or building design will provide the level of performance required by the Building Code; and

5.(1)(e) payment of the required fee as set out in Schedule A.

5.(2) The Chief Building Official may accept or reject any proposed alternative solutions and may impose conditions or limitations on their use.

5.(3) Alternative solutions that are accepted under this section shall be applicable only to the location and limitations described in the application, and are not transferable to any other permit.

Section 6 Fees and Refunds

6.(1) The Chief Building Official, or designate, shall determine the fee to be paid with every permit application, calculated in accordance with Schedule A and the fee shall be due and payable, in full, upon the submission of the application for a permit.

6.(2) Where an application for a permit is subject to additional fees prescribed by the Township, the fees so prescribed shall be paid in addition to the fees set out in Schedule A.

6.(3) Any person or Corporation who commences Construction, Demolition or Change of Use of a building before the submission of an application for a permit or before receiving a permit, shall in addition to any other penalty under the Act, Building Code or this By-law, pay an additional fee equal to 100% of the amount calculated as the full permit fee for the entire project.

6.(3)(a) For clarity, construction has the same definition as in the Act, and includes excavation in preparation of construction, or the grading or placement of fill prior to excavation.

6.(4) Fee Refunds: Where an application for a permit is withdrawn, in writing, abandoned or where a permit is denied or revoked by the Chief Building Official, upon written request of the applicant, the Chief Building Official shall determine what proportion of the permit fees, if any, may be refunded in accordance with this Section, based upon the functions undertaken by the Township, as follows:

6.(4)(a) Eighty-five (85%) percent of the permit fee paid if the application is withdrawn or abandoned after the permit is entered on the Township's permit control system;

6.(4)(b) Seventy-five (75%) percent of the permit fee paid if the application is withdrawn or abandoned after internal departmental circulation (i.e. zoning, site plan control, grading, etc.);

6.(4)(c) Sixty-five (65%) percent of the permit fee paid if the application is withdrawn or abandoned after preliminary plans review has been performed;

6.(4)(d) Fifty (50%) percent of the permit fee paid if the application is withdrawn or abandoned after final plans review has been completed; and

6.(4)(e) Twenty-five (25%) percent of the permit fee paid if the application is withdrawn or abandoned after the permit has been issued.

6.(5) Minimum fees and set fees are non-refundable.

6.(6) Any amount authorized by the Chief Building Official to be refunded shall be paid to the person named on the fee receipt issued by the Township upon original payment of the fee, unless that person directs, in writing, that it be refunded to another person.

6.(6)(a) In the event of a refund for a transferred permit, the refund shall be made to the transferee under 3.(14).

6.(7) Where Refunds Not Available: No refund of any portion of the permit fee paid shall be made in the following circumstances:

6.(7)(a) Where any construction or demolition has commenced;

6.(7)(b) Where at least one (1) field inspection has been made, which includes an inspection or site visit conducted before the permit has been issued;

6.(7)(c) Where the calculation in accordance with Section 6.(4) yields a payment of less than sixty ($60.00) dollars;

6.(7)(d) Where a permit was revoked; and

6.(7)(e) In circumstances where the application has been deemed to have been abandoned in accordance with Section 3.(12) of this By-law, and the applicant has not contacted the Township for a period of longer than three (3) months.

6.(8) Changing Permit Fees: Subject to the requirements of Article Div C. 1.9.1.2 of the Building Code, the fee rates within Schedule A of this By-law are subject to annual adjustment as is necessary.

6.(9) The municipality shall maintain a reserve account for Building Department use as required and permitted Section 7 of the Act.

6.(10) As prescribed by Section 8.1 of the Act and Section 398 of the Municipal Act, outstanding or unpaid fees may be added to the tax roll to be collected in a like manner. This would include fees for a permit application that was submitted without the fee having been paid, subject to the applicable refund under 6.(4), with the balance being added to the tax roll for the subject property.

6.(11) For projects which fees are calculated based on Construction Value, the amount to be reported as Construction Value will be the greater of the reported Construction Value on the Building Permit Application, or the fee calculated based on the Minimum Construction Costs Table listed in Schedule A as amended.

6.(12) The Minimum Construction Costs Table shall be established based on the RS Means construction data for the preceding year.

Section 7 Inspection Notices

7.(1) A notice required to be given by a permit holder to the Chief Building Official pursuant to Division C, Subsection 1.3.5. of the Building Code shall be given

to the Chief Building Official at least two days in advance of the construction stage in which notice is being given. For the purpose of inspection notices, the term day means any Monday, Tuesday, Wednesday, or Thursday, but would not include a Friday or a holiday.

7.(2) A notice given to the Chief Building Official, pursuant to subsection Div. C 1.3.5. of the Building Code and this Section shall not be effective until actually received by the Chief Building Official, inspector or registered code agency as the case may be.

7.(3) In addition to the notices prescribed by the Building Code, the permit holder shall also give notice to the Chief Building Official or registered code agency of the following stages of construction:

7.(3)(a) commencement of construction of,

7.(3)(a)(i) the building;

7.(3)(a)(ii) masonry fireplaces and masonry chimneys;

7.(3)(a)(iii) factory-built fireplaces and allied chimneys; or

7.(3)(a)(iv) stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys.

Section 8 Revocation of Permits

8.(1) Notice of revocation: Prior to revoking a permit under sub-section 8.(10) of the Act, the Chief Building Official may serve a notice by personal service, electronic service or registered mail at the last known address to the permit holder.

8.(2) Deferral of revocation: A permit holder may, within thirty (30) days from the date of service of the notice under this part, request in writing that the Chief Building Official defer the revocation by stating reasons why the permit should not be revoked. The Chief Building Official having regard to changes in the Act, Building Code, or other applicable law may allow the deferral, in writing subject to the payment of fees as detailed within Schedule A of this By-law.

Section 9 Code of Conduct

9.(1) The Code of Conduct as required under Section 7.1 of the Act is set out by Township of Douro-Dummer Policy P4 - Code of Conduct – Chief Building Official

Section 10 Enforcement and Penalties

10.(1) No person shall:

10.(1)(a) Construct a building without a permit contrary to subsection 8.(1) of the Act;

10.(1)(b) Cause construction of building without a permit contrary to subsection 8.(1) of the Act;

10.(1)(c) Demolish a building without a permit contrary to subsection 8.(1) of the Act;

10.(1)(d) Cause demolition of a building without a permit contrary to subsection 8.(1) of the Act;

10.(1)(e) Change plans without authorization contrary to subsection 8.(12) of the Act;

10.(1)(f) Construct a building not in accordance with plans contrary to subsection 8.(13) of the Act;

10.(1)(g) Change the use of a building without a permit contrary to subsection 10.(1) of the Act;

10.(1)(h) Occupy a building newly erected without notice or inspection contrary to subsection 11.(1) of the Act;

10.(1)(i) Obstruct or remove a posted order without authorization contrary to section 20. of the Act;

10.(1)(j) Furnish false information on an application for a permit contrary to clause 36.(1)(a) of the Act;

10.(1)(k) Commence demolition before a building has been vacated contrary to Division C sentence 1.3.1.1.(4) of the Building Code;

10.(1)(l) Fail to post a permit on the construction site contrary to Division C article 1.3.2.1. of the Building Code;

10.(1)(m) Fail to post a permit on the demolition site contrary to Division C article 1.3.2.1. of the Building Code;

10.(1)(n) Occupy an unfinished building without a permit contrary to Division C sentence 1.3.3.1.(1) of the Building Code;

10.(1)(o) Fail to provide notification of construction phase contrary to Division C sentence 1.3.5.1.(2) of the Building Code;

10.(1)(p) No person shall hinder or obstruct or attempt to hinder or obstruct a chief building official or an inspector contrary to section 19.(1) of the Act.

10.(2) No person shall fail to comply with:

10.(2)(a) An order to comply made by an Inspector under Subsection 12.(2) of the Act;

10.(2)(b) An order not to cover made by an Inspector under subsection 13.(1) of the Act;

10.(2)(c) An order to uncover made by an Inspector under section 13.(6) of the Act;

10.(2)(d) A stop work order made by the Chief Building Official under subsection 14.(4) of the Act;

10.(2)(e) An order to remedy an unsafe building made by an inspector under subsection 15.9.(4) of the Act;

10.(2)(f) An order prohibiting use or occupancy of an unsafe building made by the Chief Building Official under subsection 15.9.(6) of the Act; and

10.(2)(g) An order to repair a dangerous building made by the Chief Building Official under subsection 15.10.(1) of the Act.

10.(3) Every person who contravenes any provision of this By-law, the Building Code, or the Act or is party to such contravention is guilty of an offence and upon conviction is liable to a fine, in accordance with section 36 of the Act with respect to offences arising from section 10.(1) and 10.(2) of this By-law; or otherwise as provided for in the Provincial Offences Act R.S.0. 1990, c. P.33.

10.(4) Every person who hinders or obstructs a person lawfully carrying out the enforcement of the By-law is guilty of an offence.

10.(5) Every person who is guilty of an offence under this By-law may, if permitted under the Provincial Offences Act, R.S.O. 1990, c. P.33 as amended, pay a set fine, and the Chief Judge of the Ontario Court of Justice shall be requested to establish set fines as set out in Schedule D of this By-law.

10.(6) In addition to the penalties prescribed in section 10.(1) and 10.(2) of this By-law, the Chief Building Official may apply under subsection 36.(1) and or 38.(1) of the Act for additional penalties and/or fine up to Five Thousand

Dollars ($5,000.00) or the maximum fine applicable pursuant to the provisions of the Provincial Offences Act, R.S.O. 1990, c. P.33.

Section 11 Administration and Effective Date

11.(1) The Chief Building Official is responsible for the administration of this By-law.

11.(2) The Chief Building Official shall review the By-law as required and coinciding with the Building Code amendments to ensure compliance with legislation.

11.(3) That By-law 2007-37, as amended and 2011-14, as amended are both hereby repealed effective January 1, 2022, notwithstanding that the fees already in effect are the same as those prescribed under Schedule A to this By-law.

11.(4) This By-law shall come into force on January 1, 2022.

Passed in open council this 21st day of December, 2021.

_____

Mayor, J. Murray Jones

_____

Acting Clerk, Martina Chait-Hartwig

The Corporation of the Township of Douro-Dummer

Schedule A to By-law Number 2021-74, Respecting

Classes of Permits and Permit Fees for 2021

2021 Building Department Fee Schedule		
Row	Classification / Category	Fee
1	Dwelling	$14.50 / $1000 of construction value
2	Cottage (Islands/WAO)	$14.50 / $1000 of construction value
3	Commercial	$14.50 / $1000 of construction value
4	Industrial	$14.50 / $1000 of construction value
5	Institutional	$14.50 / $1000 of construction value
6	Agricultural	$3.63 / $1000 of construction value
7	Boathouse	$14.50 / $1000 of construction value
8	Garage	$14.50 / $1000 of construction value
9	Shed	$14.50 / $1000 of construction value
10	Open Deck	$14.50 / $1000 of construction value
11	Enclosed Deck	$14.50 / $1000 of construction value
12	Residential Addition	$14.50 / $1000 of construction value
13	Resdential Renovation	$14.50 / $1000 of construction value
14	ICI Addition	$14.50 / $1000 of construction value
15	ICI Renovation	$14.50 / $1000 of construction value
16	Swimming Pools	$225
17	Solid Fuel Burning Appliance and/or Chimney	$225
18	Moving/Relocating Building	$225
19	Construction Trailer (includes <4.5m² deck)	$225
20	Demolition (1 building)	$225
21	Demolition (>1 building, per building)	$200 per building
22	Change of Use (no Construction)	$500
23	Transfer Permit (Ownership Change)	$225
24	Plumbing Residential <10 fixtures	$225
25	Plumbing Residential >=10 fixtures	$400
26	Plumbing Commercial	$575
27	Minimum Fee	$225
28	Minimum Deck Fee	$120
29	Tent Permit (temporary)	$0
30	Construction commenced without a permit having been issued, including site prepartion or excavation	Double calculated permit fee
31	Order to Comply	$225
32	Stop Work Order	$450
33	Order Not to Cover	$225
34	Order to Uncover	$450
35	Unsafe Building Order	$675
36	Order Requiring Tests and Samples	$450
37	CBO Determined Minor	$60

Category	Type	Fee
Sewage System Permits	Class 2 Sewage System	$ 340.00
	Class 3 Sewage System	$ 340.00
	Class 4 Sewage System, design capacity less than or equal to 4500 litres per day	$ 680.00
	Class 4 Sewage System, design capacity greater than 4500 litres per day and less than 10,000 litres per day	$ 950.00
	Class 4 Tank replacement only	$ 340.00
	Class 4 Bed replacement only (or repair)	$ 340.00
	Class 5 Sewage System (Holding Tank)	$ 680.00
Renovation / Change of Use	Existing system review for renovation/additions/change of use (if sewage system permit required, this fee is waived)	$ 225.00
Planning Applications	Minor Variances / Zoning By-law amendements requiring a site visit	$ 150.00
	Severence / Subdivision (per lot)	$ 150.00
Copies	Copies of closed permits	$ 40.00

Re-inspections	Mandatory reinspections (Source Water Protection Plan) - Type 1	$ 75.00
	Mandatory reinspections (Source Water Protection Plan) - Type 2	$ 300.00
	Mandatory reinspections (Discretionary) - Type 1	$ 150.00
	Mandatory reinspections (Discretionary) - Type 2	$ 300.00

2021 Minimum Construction Costs Schedule			
Row	Category	Sub Category	Fee ($ / Sq ft)
1	Residential	New Gross Floor Area (Above Grade)	177.05
2		New Gross Floor Area (Below Grade - Finished)	35.52
3		New Gross Floor Area (Below Grade - Unfinished)	13.20
4		Second Dwelling Unit (add to above)	19.78
5		Garage (Attached/Detached)	85.74
6		Open Deck	33.93
7		Covered Deck	67.57
8		Items not listed above may be calculated on submitted cost or require up to 3 written quotes at the discretion of the Chief Building Official	
9	ICI	Submit Tender Documents as available, otherwise up to 3 written quotes may be required at the discretion of the Chief Building Official	

The Corporation of the Township of Douro-Dummer

By-law Number 2021-75

**Being a By-law to authorize the execution of an Amending Site Plan Agreement
With Wildfire Golf Club
and The Corporation of the Township of Douro-Dummer
(Roll No. 1522-020-005-78000)**

Whereas The Corporation of the Township of Douro-Dummer deems it expedient and necessary to enter into an Amending Agreement with Wildfire Golf Course;

Now Therefore the Council for The Corporation of the Township of Douro-Dummer enacts as follows:

1. **That** The Corporation of the Township of Douro-Dummer enter into an Agreement with Wildfire Golf Course.; of property in Part Lots 30 and 31, Concession 7, Part Lot 30, Concession 6, and Part of the road allowance between Concessions 6 and 7, geographic Township of Dummer, closed by by-law 28-1989 which by-law is registered as Instrument 536069, Township of Douro-Dummer, geographic Township of Dummer, County of Peterborough,, which shall be attached to this by-law as Appendix 'A' and forming part of this by-law; under the terms and conditions contained therein.

2. **That** the Mayor and the proper officers of the Township be hereby authorized to execute such Site Plan Agreement and affix the Corporate Seal thereto.

Passed in Open Council this 21st day of December, 2021.

_____
Mayor, J. Murray Jones

_____
Acting Clerk, Martina Chait-Hartwig

SITE PLAN
THIRD AMENDING AGREEMENT

THIS AGREEMENT made this_____ day of December, A.D. 2021.

BETWEEN:

Wildfire Golf Club
Hereinafter called the "**OWNER**"

OF THE FIRST PART

AND

THE CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER
Hereinafter called the "**MUNICIPALITY**"

OF THE SECOND PART

AND

Stonehouse Golf Management Inc.
Hereinafter called the "**ENCUMBRANCERS**"

OF THE THIRD PART

WHEREAS the Owner has represented to the Municipality that the lands described in Schedule "A" attached hereto are owned by it as stated in the Certificate of Ownership attached to this Agreement as Schedule "B", and further warrants that all municipal taxes levied against the lands have been paid and will be paid as the same falls due;

AND WHEREAS the Owner and the Municipality entered into a Site Plan Agreement dated 8th day of April, 2002, registered on April 17, 2002 as Instrument No. 687072, as Amended by Agreement dated the 14th day of March 2003, registered on April 9th, 2003 as Instrument No. 695759 and further amended by Agreement dated 14th day of April 2005, registered on 5th day of July 2005, Instrument No. 718954;

AND WHEREAS the Owner would like to construct a golf cart storage building located on the property subject to the Site Plan Agreement;

AND WHEREAS the parties desire to enter into a Site Plan Third Amending Agreement in regard to certain on-site features of the development of the said property and the provision of services thereto;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH that the parties hereto for themselves, their heirs, executors, administrators, successors and assigns, do covenant and agree as follows:

In this Agreement:

(a) "Municipal Engineer" means the Engineer for the time being of the Corporation of the Township of Douro-Dummer;

(b) "Owner" includes a mortgagee in possession, a tenant in possession pursuant to a leasehold interest, and an encumbrancer in possession, and may mean more than one Owner as specified in the Certificate of Ownership;

(c) "services" or "facilities" includes sewers, grading, drainage work, roads, curbs, sodding, landscaping, sidewalks, walkways, fencing, signs and other works required to be provided pursuant to this Agreement;

(d) where the context permits, words importing the singular number or the masculine or neuter gender also include more persons, parties or things of the same kind than one, and females as well as males.

1. The obligations imposed pursuant to this Agreement affect the land described in Schedule "A" hereto and any restrictive covenants expressed herein run with the land and bind successors in title to the said property as well as the successors and assigns of the Owner.

2. The encumbrancer, if any, agrees to satisfy all of the obligations imposed pursuant to this document if it should enter into possession of the said lands.

3. The following schedules are attached to and form part of this Agreement and no building, structure, or other facility shall be erected, altered, or placed on the said lands except in accordance with the attached Schedules and Plans:

Schedule 1: Site Plan prepared by FAD Architects, dated November 2020

Schedule 2: Grading Plan prepared by Philips Engineering, dated November 2004, Reviewed April 26, 2005

Schedule 3: Stormwater Management Report prepared by Engage Engineering Ltd. dated April 16, 2021 and revised September 17, 2021

Schedule 4: Building Drawings Schedules G1, R1, R2, S1 through to S5 and Certificate of Design and Manufacturing Conformance prepared by Steelway Building Systems, stamped January 26, 2021

Schedule 5: Building Elevations prepared by FAD Architects, dated November 2020

Schedule 6: On Grade Foundation Design prepared by James Federico & Associates, stamped February 3, 2021

Schedule 7: Project Notes prepared by James Federico & Associates, stamped February 3, 2021

The Owner and the Municipality agree that, notwithstanding the calculations and dimensions shown on Schedule 1, that after the proposed Cart Storage Facility is built, the total maximum floor area of maintenance and cart storage facilities will not exceed 1258m2.

Initials

The Owner and the Municipality agree that, as per the recommendation from D.M. Wills dated October 13, 2021, a turf reinforcement mat should be used instead of rip-rap as erosion protection for the overflow weir in the stormwater facility. This is to prevent seepage through the rip-rap prior to reaching the 100-year ponding elevation.

Initials

The Owner further agrees to provide the Municipality with any and all plans, information, sketches, surveys or reports as may be requested by the Municipality during the term of this agreement.

4. It is hereby understood and agreed that if construction is not commenced within one-year (1) from the date of this agreement, that the Municipality, at its option, may declare the plans in this agreement null and void and require the submission of new plans.

5. The Owner shall perform all the work and provide all the materials necessary for the construction of the addition as outlined in the Schedules and Site Plan which are attached and noted as Schedules ‘1’ through ‘7’, both inclusive, to this Agreement. Such work shall be fully completed no later than November 31, 2022 (known as "the completion date").

6. The Owner shall prevent damage being caused to existing public highways, other public works, or municipal property in the course of the development of the said lands and shall restore such property to the condition it was in prior to the commencement of development.

7. The Owner shall keep all municipal taxes into good standing as at the date of the execution of this agreement and shall keep all municipal taxes levied against the lands and premises described in Schedule "A" in good standing thereafter.

8. The Owner shall, during excavation and construction on the site, maintain and keep the site in a satisfactory condition, and without limiting the generality of the foregoing, shall:

a) prevent any damage to abutting properties from erosion, runoff, surface water drainage or other nuisance; and
b) keep all construction materials, bags, dust or other debris on the site and clean abutting properties immediately if this obligation is not performed.

9. In the event of the sale of the said lands the Owner will obtain the Purchaser's covenant, in writing, to assume full and complete responsibility for the performance of the Owner's continuing obligations under this Agreement including the payment of municipal taxes as the same fall due.

10. The Owner shall bear all costs and expenses incurred by the Municipality in retaining consultants to provide advice and assistance to the staff of the Municipality in reviewing, considering and analyzing any aspect of the application for approval of development of the land described in Schedule "A" hereto annexed, whether such costs and expenses were incurred prior to execution of this agreement or subsequent to such execution. Without limiting the generality of the foregoing, the Owner specifically acknowledges that the Municipality shall require written confirmation from its consultants that the work illustrated in the schedules referenced in paragraph 3 of this agreement has been inspected when advised that the same has been completed by the Owner and has been found to be in compliance with the approved schedules. The cost of such inspection shall be bourne by the Owner and may be deducted from any security held by the Municipality to ensure performance of the Owner's obligations. Upon receiving the aforesaid written confirmation from its consultants, the Municipality covenants and agrees to surrender to the Owner any remaining security which it might hold. The Municipality may require the Owner to deposit with the Municipality financial security in a form satisfactory to the Municipality, sufficient to meet such anticipated costs and expenses. In the event that the Owner fails to deposit such security within 10 days of written demand by the Municipality, the Municipality may discontinue all procedures relating to the development of the lands and may cause the Owner to delay commencement of or cease further work on the project until such time as the requirements of the section have been satisfied. Without limiting the generality of the foregoing, upon execution of the agreement, the Owner shall deposit ~~$500.00~~ 5000.00 with the Municipal Clerk as security towards the cost incurred by the Municipality as outlined above. The Owner shall maintain the security deposit at the sum of $5000.00 at all times until the Municipality confirms that the Owner has satisfied all requirements of the agreement herein.

11. The Owner further warrants that this Agreement is in registerable form, or will be brought into registerable form, and shall be registered on title at the Owner's expense, and that actual notice of the existence and terms of this Agreement have been provided to any party who has executed, or will execute an offer or option to purchase the said lands. Concurrently with the execution of this Agreement, the Owner shall provide the Municipality with adequate security as outlined herein and all instruments necessary to implement the conveyance of lands, easements, or other interests to the Municipality as well as give priority of registration to this Agreement.

12. The Owner shall deposit with the Municipal Clerk an irrevocable letter of credit in satisfactory form in favour of the Municipality from any Chartered Bank in Canada, for the amount set out in Schedule "C". It shall be on such terms that the Bank shall pay to the Municipality such sums as may be requested from time to time to the maximum limit of the credit without recourse. The letter of credit shall continue to run until the completion date and may be extended at the option of the Municipality if the said services or facilities on the site have not been completed or provided. The letter of credit shall be in such a form that it cannot be revoked unless authorized by the Municipal Clerk and cannot be transferred to any other party. The Owner shall further pay the levies referred to in Schedule "C" annexed hereto upon execution of this agreement.

13. The Owner acknowledges that this agreement shall not in any way relieve it of responsibility for the payment of fees, levies or other charges imposed by the Municipality or by other levels of government.

14. In the event the Owner fails to install or maintain the facilities covered by this Agreement, or fails to proceed expeditiously, or fails to install the services in accordance with the specifications and requirements of this Agreement, then, upon the Municipal Engineer, or his designate, giving seven (7)

days' written notice by prepaid registered mail to the Owner, the Municipality, through its employees, agents, or contractors may, without further notice, enter upon the lands and proceed to supply all materials and to do all the necessary inspections and works in connection with the facilities including the repair or reconstruction of faulty work and the replacement of materials which are not in accordance with plans or specifications and to charge the cost thereof, together with the cost of engineering, and any other reasonable expenses incurred by the Municipality, against the Owner. Such entry and work shall not be deemed as acceptance or assumption of said facilities nor an assumption by the Municipality of any liability. It is expressly agreed that the Owner or any person in possession shall not question the cost incurred by the Municipality for labour, materials and all other costs incidental to do the said work and this provision shall be deemed to operate as an effective estoppel in judicial proceedings if such costs are challenged or placed in question. The Owner agrees to permit the Municipal Engineer, or its agents, to enter on the lands at any time to inspect the work. The Municipality may perform any of the required services and collect the cost for the enforcement of this Agreement, as well as for the provision or installation of the requisite services for the said lands, from the security filed by the Owner or may collect the same in the same manner as municipal taxes.

15. The Owner further agrees that entry and performance of works or procedures by the Municipality as herein provided shall not constitute a trespass and the Municipality shall not be responsible for any damages caused in the performance of such work except such damages as may be directly caused by the negligence of the agents, contractors, servants or workmen of the Municipality.

16. The Owner shall indemnify and save the Municipality harmless from any and all actions, claims or demands made or brought against the Municipality by any person or persons for damages arising out of the negligent act, or omissions, or breaches of the Owners, its agents, servants, workmen, and sub-contractors, and assigns in respect of its obligations under this Agreement. It is expressly acknowledged that the Municipality does not warrant the quality of work performed on behalf of the Owner.

17. Unless otherwise stipulated in this Agreement minor alterations or changes to the plan may be requested by the Owner. For the purposes of this provision a minor amendment is deemed to be:

(a) A modification to a specific provision of the Agreement which will not conflict with the general intent and purpose of the Site Plan Agreement.

Such requests shall be made to the Municipal Clerk who may authorize the change, in writing. A building permit may be required to implement the proposed alteration.

18. In the event that the Owner shall hereafter propose to alter or amend a previously approved Site Plan elevation drawing or landscape drawing, the Owner shall, if directed by the Municipality so do so, provide written notice of such proposed alteration or amendment to all Owners of land which abut the lands described in Schedule "A" hereto annexed, to such extent, in such form and in such manner as the Municipality may from time to time specify, and the Owner shall file with the Municipality such evidence as the Municipality may require as to the giving of such notice. The Municipality shall thereupon either process the application for approval of the proposed alteration or amendment or require that the Owner give to such abutting Owner such further and/or other notice and information as the Municipality may specify, prior to the processing of the application.

19. Any notice required to be given pursuant to the terms hereof shall be in writing and sent by prepaid registered mail, or personally delivered, to the other party at the following address:

800 Erskine Ave, Peterborough, ON K9J 5T9

(a) Notice to the Owner shall be addressed to Glenn Stonehouse c/o Stonehouse Golf Management Inc. ~~44 Apex Road, Toronto, ON M6A 2V2~~ or via email to stonehouse@stonehousegroupinc.com, and such shall be deemed to be effective notice.

(b) Notice to the Municipality shall be addressed to Martina Chait-Hartwig, Acting Clerk, 894 South Street, PO Box 92, Warsaw, Ontario, KOL 3A0 or via email to martinac@dourodummer.on.ca, and such shall be deemed to be effective notice.

The Owner shall advise the Municipality of any changes of address and subsequent purchasers shall advise the Clerk, in writing, of any changes for service of Notices pursuant to this Agreement. Any such notice that is mailed shall be deemed to be received by the addressee on the fifth day after it is mailed.

20. Notwithstanding any provision hereof relating to notice, the Municipality may, in case of emergency as determined by the Municipal Engineer, perform such work as the said Engineer may consider necessary without notice and all other provisions hereof shall apply mutatis mutandis.

21. The Owner further warrants that this Agreement is in registerable form, or will be brought into registerable form, at the Owner's expense, and that actual notice of the existence and terms of this Agreement have been provided to any party who has executed, or will execute an offer or option to purchase the said lands. Concurrently with the execution of this Agreement, the Owner shall provide the Municipality with adequate security as outlined herein and all instruments necessary to implement the conveyance of lands, easements, or other interests to the Municipality.

22. Notwithstanding anything in this agreement to the contrary, in the event that the Owner is delayed in the performance of any of the Owner's obligations pursuant to this agreement for any reason which the Municipality recognizes as being beyond the control of the Owner, the Owner shall be permitted such extension of time as the Municipality may, in writing, grant for the performance of such obligations.

23. The Municipality may elect to enforce any or all of the enforcement provisions of this agreement in such order or succession as the Municipality may see fit and exercise of any one or more of such provisions shall not preclude exercise of any other of such provisions until such time as complete compliance with this agreement by the Owner has taken place.

24. The Owner shall provide adequate security to the Site during the course of construction. If the structure or building has not been completed by the 31st day of November, 2022, then the Municipality may take appropriate steps to secure the Site and to assess any costs incurred thereby against the Owner. In order to provide adequate security to the Site during the course of construction, the Owner acknowledges that the Municipality may construct an appropriate barrier or fence around the perimeter of the subject lands and assess all costs against the Owner.

25. The Owner hereby acknowledges that he has understood the provisions of this agreement and is familiar with the plans referred to this agreement. The Owner agrees that the requirements of this agreement and the plans shall be brought to the attention of its agents and contractors who are constructing this development. The Owner acknowledges that it is aware of the requirements of the Site Plan Control By-laws of the Municipality and that a penalty for breach of the Site Plan Control By-laws, in the event the plans are not complied with, may result in a charge under Section 67 of the Planning Act, R.S.O. 1990, Chapter P13, as amended.

26. This agreement shall be binding upon the parties, their successors or assigns, but shall not be assignable without the express written approval of the parties.

27. This agreement shall constitute the entire agreement between the parties and there is no representation, warranty, collateral agreement or condition affecting this agreement other than as expressed herein in writing.

28. This agreement shall be construed in accordance with the laws of the Province of Ontario.

29. Should any provision of this agreement be found to be invalid by a Court of competent jurisdiction, that provision shall be severable from the remainder of this agreement and the remainder of this agreement shall remain in full force and effect.

30. This Site Plan Third Amending Agreement may be executed in counterpart and each counterpart shall be deemed to be an original and all counterparts taken together shall constitute one fully executed copy of the original Site Plan Agreement.

WITNESS the respective corporate seals of the respective corporate parties hereto, duly affixed under the hands of their respective signing officers, duly authorized in that behalf.

SIGNED, SEALED AND DELIVERED
in the presence of

)
) Wildfire Golf ~~Course~~ Club
) Per:
)_____
) Glenn Stonehouse, President
) I have the authority to bind the Corporation.

THE CORPORATION OF THE
TOWNSHIP OF DOURO-DUMMER
Per:

_____
J. Murray Jones, Mayor

_____
Martina Chait-Hartwig, Acting Clerk
We have the authority to bind the Corporation.

SCHEDULE"A"

DESCRIPTION OF THE LAND

Part Lots 30 and 31, Concession 7, Part Lot 30, Concession 6, and Part of the road allowance between Concessions 6 and 7, geographic Township of Dummer, closed by by-law 28-1989 which by-law is registered as Instrument 536069, Township of Douro-Dummer, geographic Township of Dummer, County of Peterborough, more particularly described as follows:

Firstly:
The whole of Lot 30, Concession 7;

Save and Accept the Following:
Parts 1, 2, 3, and 4, Plan 45R 1702
Parts 1 and 2, Plan 45R 2220;
Parts 1 and 2, Plan 2221;
Part 1, Plan 45R 4106;
Parts 5 and 6, Plan 45R 8276;
Parts 1, 2 and 3, Plan 45R 8287
Parts 4, 5, 6, Plan 45R 9351
Part 1, Plan 45R 9285
Part 1, Plan 45R 11746;
Part 2, Plan 45R 12119;

Subject to rights-of-way in favours of those entitled thereto over Part 1 Plan 45R 6230, and Part 1 Plan 45R 7995.

Secondly:
That part of Lot 30, Concession 6, designated as Part 3, Plan 45R 7838 and part of the road allowance between Concession 6 and 7, in the geographic Township of Dummer, closed by by-law number 28-1989, designated as Part 3, Plan 45R 7838 and Part 2, Plan 45R 7995.
By-law number 28-1989 is registered as Instrument Number 53609.
Subject to right-of-ways in favour of those entitled thereto over Part 2 Plan 45R 7995

Thirdly:
The whole of the west half of Lot 31, Concession 7, **Save and Except** Part 1, Plan 45R 12119;
Subject to right-of-way in favour of those entitled thereto over Part 2, Plan 45R 6230.

SCHEDULE "B"

Certificate of Ownership.

SOLICITOR'S CERTIFICATE

I, Candace Cooper, of the City of Toronto, a Solicitor duly authorized to practice law in the Province of Ontario, DO HEREBY PROVIDE AN OPINION that **Wildfire Golf Club** is the true Owner in fee simple of all lands included in the plan as described in Schedule "A" to this Agreement, in accordance with Instrument No. R683744 registered on October 30, 2001 and Instrument No. R688942 registered on June 25, 2002, both registered in the Land Registry Office for the Land Registry Division of Peterborough.

I FURTHER REPRESENT that such lands are free from all encumbrances save and except the following:

1. Instrument No. R201395 registered November 6, 1969, being an Order made by the Department of Municipal Affairs under the *Planning Act*;

2. Instrument No. R683744 registered October 30, 2001, being a Transfer reserving a life estate interest in favour of Robert Vernon Hamilton and Bonnie Lynn Hamilton, restricted solely to playing the game of golf and use of all club house facilities;

3. Instrument No. R683744Z registered October 30, 2001, being a Transfer setting out restrictive covenants registered against the lands providing that the lands shall be used for no purpose other than an 18 hole golf course, marina and dock facilities, attendant golf course club house with full restaurant facilities, and amenities (including but not limited to a practice facility, tennis courts, swimming pool and health space), and maintenance facilities;

4. Instrument No. R687072 registered April 17, 2002, being a Site Plan Agreement in favour of The Corporation of the Township of Douro-Dummer (the "**Site Plan Agreement**");

5. Instrument No. R691299 registered September 23, 2002, being a Charge in favour of Citicapital Limited (the "**First Charge**");

6. Instrument No. R691300 registered September 23, 2002, being a General Assignment of Rents in favour of Citicapital Limited (the "**First GAR**");

7. Instrument No. R695759 registered April 3, 2003, being a first Amendment to the Site Plan Agreement;

8. Instrument No. R711459 registered October 18, 2004, being a Charge in favour of Stonehouse Group Inc.;

9. Instrument No. R718954 registered July 5, 2005, being a second Amendment to the Site Plan Agreement;

10. Instrument No. R725042 registered January 30, 2006, being a Transfer of the First Charge from Citicapital Limited, as Chargee, to Textron Financial Canada Limited;

11. Instrument No. R725043 registered January 30, 2006, being an Assignment of the First GAR from Citicapital Limited, as Assignor, to Textron Financial Canada Limited;

12. Instrument No. PE62484 registered September 13, 2007, being a further Transfer of the First Charge from Textron Financial Canada Limited, as Chargee, to Stonehouse Group Inc.;

13. Instrument No. PE62485 registered September 13, 2007, being a further Assignment of the First GAR from Textron Financial Canada Limited, as Assignor, to Stonehouse Group Inc.;

14. Instrument No. PE63212 registered September 21, 2007, being a Transfer Easement in favour of Stonehouse Group Inc.;

15. Instrument No. PE68307 registered November 28, 2007, being a Notice Amending and Extending the First Charge, as assigned;

16. Instrument No. PE94628 registered December 23, 2008, being a further Transfer of the First Charge from Stonehouse Group Inc., as Chargee, to Stonehouse Golf Management Inc.; and

17. Instrument No. PE94629 registered December 23, 2008, being a further Assignment of the First GAR from Stonehouse Group Inc., as Applicant, to Stonehouse Golf Management Inc..

This certificate is given by me to the Municipality for the purpose of having the said Municipality act in reliance on it and approving and registering the said proposed third amendment to the Site Plan Agreement.

DATED at Toronto, this 7th day of December, 2021,

TO:
The Corporation of the Township of Douro-Dummer
894 South Street, PO Box 92
Warsaw, ON KOL 3A0
Attention: Martina Chait-Hartwig, Acting Clerk

AND TO:
LLF Lawyers LLP
Attention: Jim Baird
Township Solicitors
332 Aylmer Street North, PO Box 1146
Peterborough, ON K9J 7H4

Daoust Vukovich LLP
20 Queen Street West, Suite 3000,
Toronto, Ontario M5H 3R3
416-597-6888

Candace Cooper, Barrister and Solicitor

SCHEDULE "C"

The letter of credit deposited in favour of the Municipality shall be in the amount of $5,000.00.

SCHEDULE "1"

SCHEDULE "2"

SCHEDULE "3"

SCHEDULE "4"

SCHEDULE "5"

SCHEDULE "6"

SCHEDULE "7"

Schedule 1 through 7 as identified in paragraph 3 of the Agreement herein are all on file at the municipal office and may be viewed upon request during normal business hours.

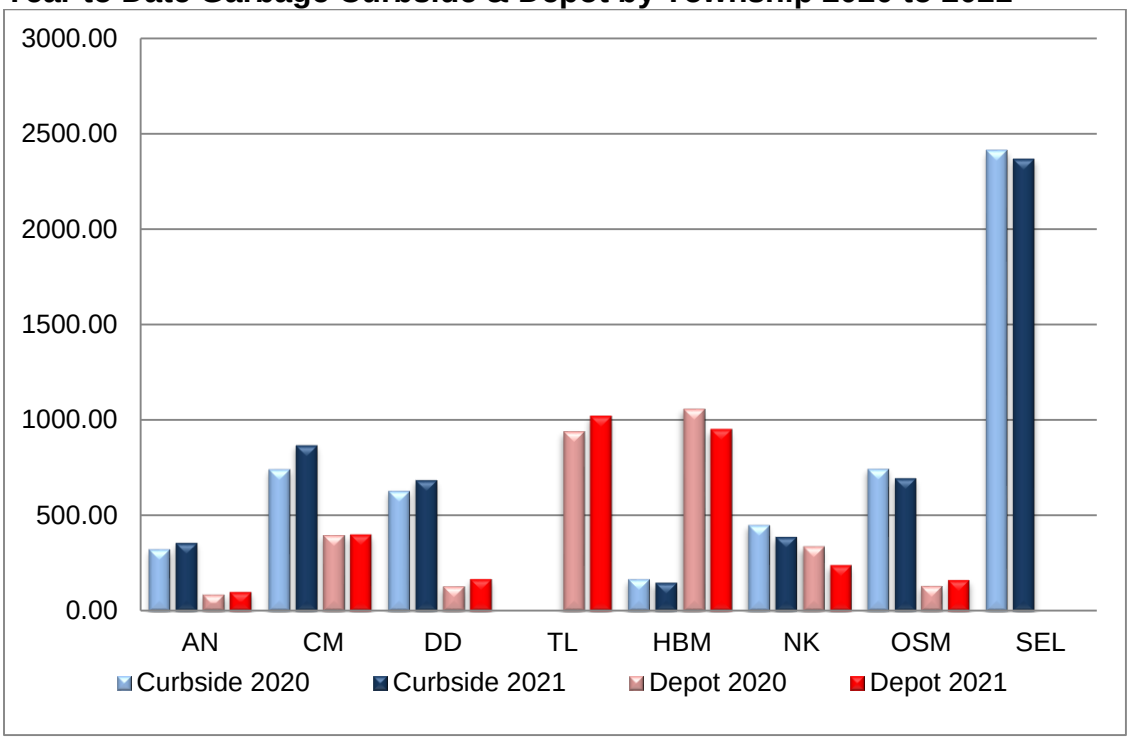
Douro Dummer Quarterly Garbage Report 2021
3rd Quarter Comparison
2020 to 2021

2021 Garbage Tonnes by Quarter by Township

Township	Kg per Capita (YTD)	Year to Date	Jan to March	April to June	July to Sept	Oct to Dec
AN	140.97	461.58	134.81	165.86	160.91	
CM	214.95	1,272.03	383.60	457.05	431.38	
DD	130.90	857.86	229.27	310.61	317.98	
TL	95.93	1,016.36	227.13	334.77	454.46	
HBM	153.17	1,098.82	289.90	428.83	380.09	
NK	94.51	631.08	143.03	219.62	268.43	
OSM	161.06	862.74	268.29	309.62	284.83	
SEL	163.73	2,368.39	745.30	837.07	786.02	
County	142.78	8,568.86	2,421.33	3,063.43	3,084.10	

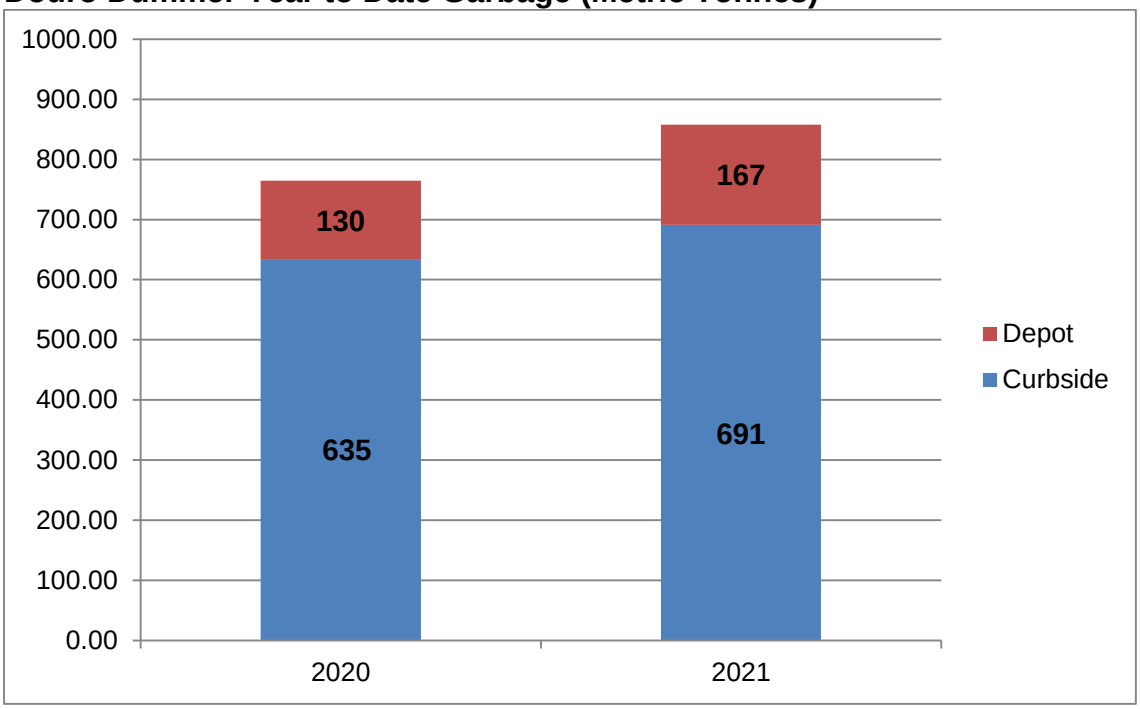
- Overall, there was an eight-metric tonne decrease in garbage in the County in the first three quarters of 2021 over the first three quarters of 2020.

Year to Date Garbage Curbside & Depot by Township 2020 to 2021



- In comparing the third quarter of 2021 to the third quarter of 2020, there is an 11% decrease in garbage in the County

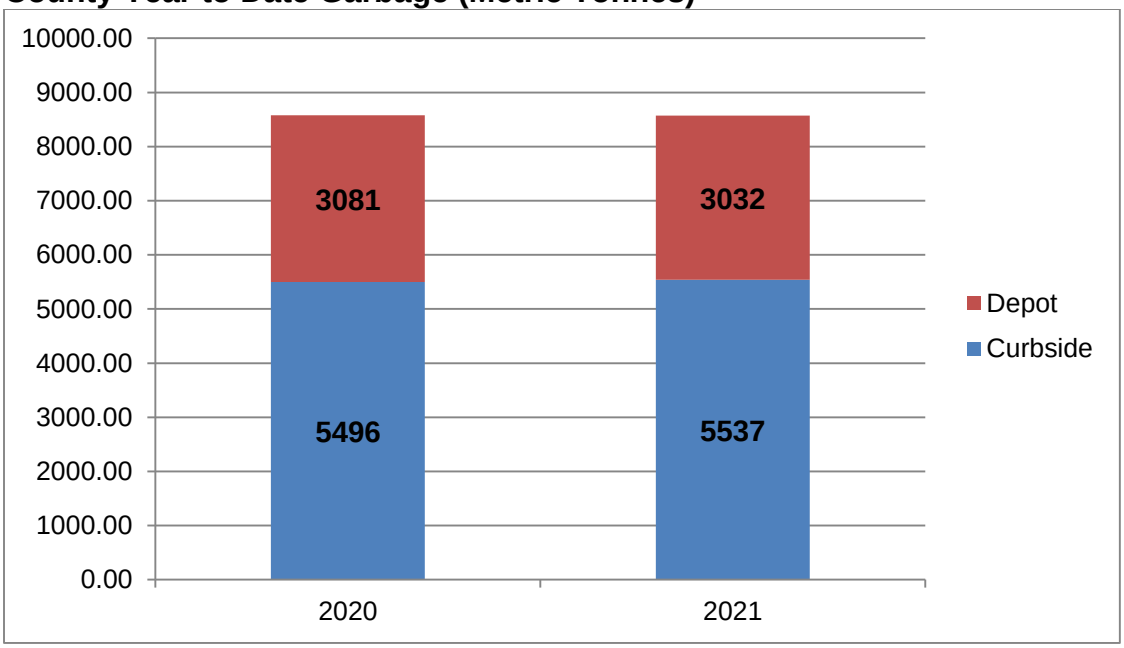
Douro Dummer Year to Date Garbage (Metric Tonnes)



Analysis

- Overall, garbage is up in Douro Dummer in 2021

County Year to Date Garbage (Metric Tonnes)



Analysis:

- Garbage is down marginally through the third quarter of 2021 compared to 2020.

City of Peterborough

The Corporation of the City of Peterborough

By-Law Number 21-105

Being a By-law to Adopt an Official Plan for the City of Peterborough

Whereas Section 17 of the Planning Act, R.S.O. 1990, c. P. 13, as amended (the Planning Act), requires municipalities, including The Corporation of the City of Peterborough, to prepare and adopt an Official Plan and submit it to the Minister of Municipal Affairs and Housing for approval;

And Whereas The Corporation of the City of Peterborough currently has in effect an Official Plan, as amended, which was adopted by By-law 1981-150 on December 7, 1981 and was approved in parts by the Minister of Municipal Affairs and Housing on May 27, 1982, Sept.1, 1982 and Sept. 6, 1984 and by the Ontario Municipal Board on December 17, 1984, March 2, 1986 and February 23, 1987;

And Whereas pursuant to a municipal restructuring Order made under the Municipal Act, R.S.O. 1990, c. M.45 and approved by the Minister of Municipal Affairs and Housing on March 27, 1997, the Township of Smith Official Plan, the Township of Otonabee Official Plan, and the Township of Otonabee-South Monaghan Official Plan as they apply to the lands annexed to the City of Peterborough January 1, 1998 and January 1, 2008, became Official Plans of the City of Peterborough and shall remain in force until amended or repealed to provide otherwise;

And Whereas pursuant to a municipal restructuring Order made under the Municipal Act, 2001, S.O. 2001, c. 25 and approved by the Minister of Municipal Affairs and Housing on September 19, 2012, the Township of Otonabee-South Monaghan Official Plan as it applied to the lands annexed to the City of Peterborough January 1, 2013 became an Official Plan of the City of Peterborough and shall remain in force until amended or revoked to provide otherwise;

And Whereas The Corporation of the City of Peterborough has undertaken an Official Plan Review, including a municipal comprehensive review pursuant to the Growth Plan for the Greater Golden Horseshoe, as amended, and has prepared a new City of Peterborough Official Plan, November 2021, which includes the lands annexed to the City on January 1, 1998, January 1, 2008 and January 1, 2013, in accordance with Sections 17, 21 and 26 of the Planning Act, to replace the current Official Plans applicable to the City of Peterborough with a new Official Plan that conforms with provincial plans, has regard to matters of provincial interest and is consistent with policy statements issued under the Planning Act;

Now Therefore, The Corporation of the City of Peterborough by the Council thereof hereby enacts as follows:

1. In accordance with Section 17(22) of the Planning Act, the new City of Peterborough Official Plan, November 2021, as set out in Schedule “A” attached hereto, is hereby adopted.

2. The Clerk is hereby authorized and directed to give notice of adoption of the new City of Peterborough Official Plan, November 2021, pursuant to Section 17(23) of the Planning Act.

3. The Clerk is hereby authorized and directed to forward the new, Council-adopted City of Peterborough Official Plan, November 2021, and other required documentation to the Ministry of Municipal Affairs and Housing, pursuant to Section 17(31) of the Planning Act, for the approval of the new Official Plan.

4. In accordance with Section 17(38.1) of the Planning Act, the new Official Plan shall take effect on the day after the day it is approved.

5. The current City of Peterborough Official Plan (By-law 1981-150), and all amendments thereto, is hereby repealed at the end of the day on which the new Official Plan is approved.

6. The Township of Smith Official Plan (By-law 1994-46) and all amendments thereto, as applied to the lands annexed to the City of Peterborough on January 1, 1998 and January 1, 2008, is hereby repealed at the end of the day on which the new Official Plan is approved.

7. The Township of Otonabee Official Plan (By-law 12-85) and all amendments thereto, as applied to the lands annexed to the City of Peterborough on January 1, 1998, is hereby repealed at the end of the day on which the new Official Plan is approved.

8. The Township of Otonabee-South Monaghan Official Plan (By-law 2004-70) and all amendments thereto, as applied to the lands annexed to the City of Peterborough on January 1, 2008 and January 1, 2013 is hereby repealed and revoked at the end of the day on which the new Official Plan is approved.

By-law passed this 29th day of November, 2021.

(Sgd.) Diane Therrien, Mayor

(Sgd.) John Kennedy, City Clerk

Schedule A

City of Peterborough Official Plan

City of Peterborough

City Clerks Office
500 George Street North, Peterborough, ON K9H 3R9
Phone: 705-742-7777 Ex. 1820; Toll Free: 1-855-738-3755
Fax: 705-742-4138; E-mail: clerk@peterborough.ca

Date: December 9, 2021

Notice of the Adoption of an Official Plan for the City of Peterborough

Take notice that the Council of the Corporation of the City of Peterborough passed By-law Number 21-105 on the 29th day of November 2021, under Section 17 of **The Planning Act** to adopt a new Official Plan for the City of Peterborough.

Purpose and Effect:

The City of Peterborough Official Plan, November 2021, will guide how and where the City of Peterborough grows to the year 2051. It will replace the City's current Official Plan as well as two former township Official Plans that have remained in effect in areas annexed between 1998 and 2013. The new Official Plan will apply to the entire City of Peterborough with new land use policy and schedules (maps). The Plan identifies where various land uses can be located, such as residential, commercial, institutional, employment and open space, plans for the city's infrastructure needs, identifies and protects the City's natural heritage system and water resources, and establishes a vision and policies for growing as a complete, vibrant, sustainable, resilient and equitable city. The new Official Plan will also provide a framework for future zoning by-law regulations.

Adoption of the new Official Plan concludes the City's municipal comprehensive review exercise which has been built upon extensive community engagement. The Plan conforms with the Growth Plan for the Greater Golden Horseshoe, 2019, has regard for matters of provincial interest, and is consistent with the Provincial Policy Statement, 2020 issued under the Planning Act.

The Council of the Corporation of the City of Peterborough, sitting as General Committee, held a Public Meeting to consider the plan under Section 17 of the Planning Act on November 1, 2021. Council considered oral and written comments from members of the public concerning the new Official Plan resulting in some minor amendments to the text and schedules of the Plan prior to its adoption.

Information Related to the new Official Plan

Information related to the new Official Plan, including a copy of the adopted Plan, a Natural Heritage System Background Study, a Municipal Comprehensive Review Land Needs Assessment Report, and a public, stakeholder, agency and First Nation comment matrix is available for inspection at the Planning Division, City Hall, (Monday to Friday, 8:30 a.m. to 4:30 p.m.) and online at:

https://www.peterborough.ca/en/doing-business/official-plan-update.aspx

Notice of the Decision of the Approval Authority

The Minister of Municipal Affairs and Housing is the approval authority for the new City of Peterborough Official Plan.

Any person or public body will be entitled to receive notice of the decision of the approval authority if a written request to be notified of the decision (including the person's or public body's address, fax number or email address) is made to the approval authority at the following address:

Damien Schaefer, MCIP, RPP
Municipal Planner
Ministry of Municipal Affairs and Housing (MMAH)
Municipal Services Office – East
8 Estate Lane, Rockwood House
Kingston, Ontario K7M 9A8
Damien.Schaefer@ontario.ca

Pursuant to Section 17(36.5) of the Planning Act, the Minister's decision is final as there is no appeal in respect of a decision of the approval authority where the approval authority is the Minister.

Dated at the City of Peterborough this 9th day of December, 2021.

John Kennedy, City Clerk

The Corporation of the Township of Douro-Dummer

By-law Number 2021 – 76

Being a By-law of The Corporation of the Township of
Douro-Dummer to confirm the proceedings of the
Regular Electronic meeting of Council held on the 21st 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 electronic meeting held on December 21, 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 21st day of December, 2021.

_____
Mayor, J. Murray Jones

_____
Acting Clerk, Martina Chait-Hartwig