



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

Tuesday, September 20, 2022, 5:00 p.m.

Douro-Dummer YouTube Channel

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

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

### Electronic Meetings

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

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Pages

1. Call to Order
2. Land Acknowledgement
3. Moment of Silent Reflection
  - 3.1. Her Majesty, Queen Elizabeth II, longest-reigning monarch in British history, passed away on September 8, 2022 at the age of 96 years old.
4. Disclosure of Pecuniary Interest:
5. Adoption of Agenda: September 20, 2022
6. Adoption of Minutes and Business Arising from the Minutes:
  - 6.1. Council Meeting Minutes - September 6, 2022
7. Consent Agenda (Reports voted upon by ONE motion) - No Debate: None
8. Delegations, Petitions, Presentations or Public Meetings: None
9. Staff Reports:

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| 9.1.  | Report and Capital Project Status  | 15  |
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| 12.5. | By-law 2022-46 - Compensation Agreement - Management Staff                                 | 182 |
| 13.   | Account:   |     |
| 13.1. | Account August 25 to September 13, 2022  | 192 |
| 14.   | Reports derived from previous Notice of Motions:   |     |
| 15.   | Notices of Motion - No Debate  |     |
| 16.   | Announcements:   |     |
| 17.   | Closed Session: None   |     |
| 18.   | Rise from Closed Session with or without a Report  |     |
| 19.   | Matters Arising from Closed Session  |     |
| 20.   | Confirming By-law: 2022-47   | 204 |
| 21.   | Next Meeting:  |     |
|       | Planning Committee Meeting - September 23, 2022  |     |
|       | Regular Council Meeting - October 4, 2022  |     |
| 22.   | Adjournment  |     |

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

**September 6, 2022, 5:00 PM**

**Township Douro-Dummer YouTube Channel**

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

**Present:** Mayor J. Murray Jones  
Deputy Mayor Karl Moher  
Councillor Shelagh Landsmann  
Councillor Heather Watson  
Councillor Thomas Watt

**Staff Present:** CAO, Elana Arthurs  
Acting Clerk Martina Chait-Hartwig  
Interim Treasurer, Paul Creamer  
Planner - Christina Coulter  
Manager of Public Works, Jake Condon  
Chief Building Official, Brian Fawcett  
Manager of Recreation Facilities, Mike Mood

1. Call to Order

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

2. Land Acknowledgement

The Mayor recited the Land Acknowledgement.

3. Moment of Silent Reflection

Council observed a moment of silent reflection.

4. Disclosure of Pecuniary Interest:

The Mayor reminded members of Council of their obligation to declare any pecuniary interest they might have. Councillor Watson declared an indirect pecuniary interest.

4.1 Councillor Watson - Peterborough and the Kawarthas Chamber of Commerce - Changes to Excellence Awards

I hold controlling interest in a company that is engaged with the subject party.

5. Adoption of Agenda: September 6, 2022

**Resolution Number 246-2022**

Moved by: Councillor Landsmann

Seconded by: Councillor Watson

That the agenda for the Regular Council Meeting, dated September 6, 2022, be adopted, as amended. Carried

6. Adoption of Minutes and Business Arising from the Minutes

**Resolution Number 247-2022**

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That the Minutes from the Regular Council Meeting and Council Special Meeting both held on August 2, 2022, be received and adopted, as circulated. Carried

At this time Councilor Watson re-declared her pecuniary interest with Item 7.2, left the meeting at 5:04 p.m. and took no part in the discussion or debate.

7. Consent Agenda (Reports voted upon by ONE motion) - No Debate

**Resolution Number 248-2022**

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That the Consent Agenda for September, 2022 be received. Carried

At this time Councillor Watson returned to the meeting (5:05 p.m.)

8. Delegations, Petitions, Presentations or Public Meetings:

8.1 Presentation - Notice of Graduation

Council congratulated Brian Fawcett, Chief Building Official on completing the AMCTO Executive Diploma in Municipal Management.

8.2 Public Meeting - Zoning By-law Amendment Application – File: R-02-22, Moore Planning Department-2022-06

Part E 1/2 Lot 15, Concession 3  
Dummer Ward  
465 Cooper Road, Douro-Dummer  
Roll No.: 1522-020-003-32600

**Resolution Number 249-2022**

Moved by: Councillor Watson

Seconded by: Councillor Landsmann

That the Public Meeting regarding the proposed Zoning By-law Amendment R-02-22 (Moore) be declared open. (5:07 p.m.). Carried

Christina Coulter, Planner, explained the purpose of the proposed Zoning By-law Amendment R-02-22 (Moore) and stated that the Notice of Public Meeting was circulated in accordance with the Ontario Planning Act.

In attendance:

Doug Carrol, Agent - In Support

Sharan Moore, Owner - In Support

Comments received:

Enbridge Gas Inc. – No objection to the application.

Upper Stoney Lake Association – No comments

Otonabee Region Conservation Authority – Consistent with PPS and Growth Plan.

### **Resolution Number 250-2022**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That the Public Meeting for the proposed Zoning By-law Amendment R-02-22 (Moore) be declared closed. (5:13 p.m.). Carried

#### 8.3 Public Meeting - Application to Rezone – File: R-17-21, Paterson and Carrington Planning Department-2022-08

Part Lot 10, Concession 9  
Centre Road, Douro Ward  
Roll No: 1522-010-004-08100

### **Resolution Number 251-2022**

Moved by: Councillor Watt

Seconded by: Deputy Mayor Moher

That the Public Meeting regarding the proposed Zoning By-law Amendment R-17-22 (Paterson and Carrington) be declared open. (5:14 p.m.). Carried

Christina Coulter, Planner, explained the purpose of the proposed Zoning By-law Amendment R-17-22 (Paterson and Carrington) and stated that the Notice of Public Meeting was circulated in accordance with the Ontario Planning Act.

#### In attendance:

David Paterson and Kathryn Carrington, Owners - In support

Murray J. Davenport, Agent - In support

Ron Davidson, Agent - In support

Tina Bolton, Dean Bolton and Aaron Bolton - In opposition

Comments received:

Enbridge Gas Inc. – No objections to the application.

KPRDSB – No concerns or issues related to their mandate

Dean Bolton - Objection to the initial Site Plan. Request for additional information and to be notified of all meetings pertaining to the applications.

Otonabee Region Conservation Authority – Consistent with PPS and Growth Plan.

Curve Lake Association – No objections to the application.

**Resolution Number 252-2022**

Moved by: Councillor Landsman

Seconded by: Councillor Watt

That the Public Meeting for the proposed Zoning By-law Amendment R-17-21 (Paterson and Carrington) be declared closed. (5:46 p.m.). Carried

9. Staff Reports

9.1 Report and Capital Project Status

**Resolution Number 253-2022**

Moved by: Councillor Watson

Seconded by: Councillor Watt

That the report and capital project status for September 2022 be received as amended. Carried

9.2 County Road 29 Boulevard, Public Works-2022-19

**Resolution Number 254-2022**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That Council defer the report dated September 6, 2022, regarding the County Road 29 Boulevard until the future liability and funding is investigated. Carried



9.3 Douro South Park RFP Results, Recreation Facilities-2022-07

**Resolution Number 255-2022**

Moved by: Councillor Watson  
Seconded by: Councillor Watt

That the report, dated September 6, 2022 regarding the Douro South Park RFP be deferred to allow staff the time necessary to negotiate with contractor. Carried

9.4 September 2022 Building Department Update, Building Department-2022-11

**Resolution Number 256-2022**

Moved by: Councillor Landsmann  
Seconded by: Councillor Watt

That the report, dated September 6, 2022, regarding Sept 2022 Building Department Update be received and that Council welcome our new Building Official as amended. Carried

9.5 Amendments to 2022 Council Meeting Schedule and 2023 Council Meeting Schedule, Clerk's Office-2022-08

**Resolution Number 257-2022**

Moved by: Councillor Watson  
Seconded by: Councillor Landsmann

That the report, dated September 6, 2022 regarding amendments to the 2022 Council Meeting Schedule and the meeting schedule for 2023 be received and approved as amended. Carried

9.6 Compliance Audit Committee, Clerk's Office-2022-09

**Resolution Number 258-2022**

Moved by: Councillor Watt

Seconded by: Councillor Watson

That the report, dated September 6, 2022 regarding the Compliance Audit Committee be received and that the attached Terms of Reference be approved and further that the appointment By-law be passed. Carried

9.7 Update - 2022 Municipal Election – Restricted Acts – Lame Duck, Clerk's Office-2022-12

**Resolution Number 259-2022**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That the report, dated June 21, 2022 regarding Council being in a Restricted Act (lame duck) situation be received for information. Carried

9.8 Process for 2022 CAO Performance Review, Clerk's Office-2022-14

**Resolution Number 260-2022**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That the report, dated September 6, 2022, regarding the process for the 2022 CAO Performance Review be received; and

That the plan outlined in the report be approved; and

That a Special Closed Meeting be scheduled before the end of the term of Council. Carried

10. Committee Minutes and Other Reports:

10.1 Deputy Mayor Moher – Update on County Council Matters

**Resolution Number 261-2022**

Moved by: Councillor Watson

Seconded by: Councillor Landsmann

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

10.2 Report - 2022 Santa Claus Parade

**Resolution Number 262-2022**

Moved by: Councillor Watt

Seconded by: Councillor Watson

That the report from Councillor Shelagh Landsmann dated September 6, 2022, regarding the 2022 Santa Claus Parade be sent back to the Committee to develop suggestions for the Santa Claus Parade and bring a report back to Council and that Councillor Watt will volunteer to assist with the process. Carried

10.3 Report - Community Engagement, Arena Facilities Future Ad-Hoc Committee

**Resolution Number 263-2022**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That the Council defer the request from the Arena Facilities Future Ad-Hoc Committee regarding conducting community engagement for two months until the new Council is in place.

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

Dummer Ward Councillor – Aye

Douro Ward Councillor - No

Councillor at Large – Aye

Deputy Mayor – Aye

Mayor - Aye

For the Motion – 4, Against the Motion – 1

Carried

10.4 Historical Committee Meeting Minutes: June 16, 2022

**Resolution Number 264-2022**

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That the notes from Historical Committee Meeting held on June 16, 2022, be received.

Carried

10.5 Public Library Board Minutes - July 12, 2022

**Resolution Number 265-2022**

Moved by: Councillor Watson

Seconded by: Councillor Watt

That the Public Library Board Meeting Minutes held on July 12, 2022, be received.

Carried

10.6 Arena Facilities Future Ad-Hoc Committee Meeting Minutes - August 3, 2022

**Resolution Number 266-2022**

Moved by: Councillor Watson

Seconded by: Councillor Landsmann

That the Minutes from Arena Facilities Future Ad-Hoc Committee Meeting held on August 3, 2022, be received and approved. Carried

10.7 Committee of the Whole Minutes - August 8, 2022

**Resolution Number 267-2022**

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That the Minute from the Committee of the Whole Meeting held on August 8, 2022, be received. Carried

10.8 Planning Committee Minutes - August 19, 2022

**Resolution Number 268-2022**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That the Minutes from the Planning Committee Meeting held on August 19, 2022, be received and approved. Carried

11. Correspondence – Action Items:

11.1 Peterborough County Plowmen's Association - Request for Funding

**Resolution Number 269-2022**

Moved by: Councillor Landsmann

Seconded by: Deputy Mayor Moher

That the letter from the Peterborough County Plowmen's Association dated August 16, 2022, requesting the Township's support as a local sponsor for the 102<sup>nd</sup> plowing match on October 1, 2022 be received and supported. Carried

11.2 Town of Wasaga Beach - Letter regarding Bill 103 Strong Mayor, Building Homes Act

**Resolution Number 270-2022**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That the letter from the Town of Wasaga Beach dated August 19, 2022, opposing the Bill 103 Strong Mayor, Building Homes Act be received.

Carried

11.3 County of Peterborough - Transportation Master Plan Update

**Resolution Number 271-2022**

Moved by: Councillor Landsmann

Seconded by: Councillor Watson

That the notice the County of Peterborough for an online Information Centre regarding the Transportation Master Plan be received.

Carried

12. By-laws:

12.1 By-law 2022-37 - Council Remuneration By-law and Repeal By-laws 2011-03, 2012-59, 2014-23, 2015-07, 2015-59 and 2019-08

12.2 By-law 2022-38 - Compliance Audit Committee Appointments

12.3 By-law 2022-39 - To appoint Shane E. Smith as Building Inspector/ By-law Enforcement Officer and Repeal By-law 2018-62

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That the By-law 2022-37 - Council Remuneration By-law and Repeal By-laws 2011-03, 2012-59, 2015-07, 2015-59 and 2019-08; and

That the By-law 2022-38 - Compliance Audit Committee Appointments; and

That the By-law 2022-39 - To appoint Shane E. Smith as Building Inspector/ By-law Enforcement Officer and Repeal By-law 2018, all be passed, in open council this 6th day of September, 2022 and that the Mayor and the Acting Clerk be directed to sign same and affix the Corporate Seal thereto.

Carried

By-law 2022-42 – To amend the By-law 10-1996, as amended, otherwise known as "Township of Douro-Dummer Comprehensive Zoning By-law".

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That the By-law 2022-42, being a By-law to amend By-law 10-1996, as amended, otherwise known as "The Township of Douro-Dummer Comprehensive Zoning By-law" (File R-02-22, Roll No. 1522-020-003-32600), be passed, in open Council this 6<sup>th</sup> day of September, 2022 and that the Mayor and the Acting Clerk be directed to sign same and affix the corporate Seal thereto. Carried

13. Account:

13.1 Accounts - July 14 to August 24, 2022

**Resolution Number 272-2022**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That the Township Accounts from July 14 to August 24, 2022 be received. Carried

14. Reports derived from previous Notice of Motions: None

15. Notices of Motion - No Debate: None

16. Announcements:

The Councilor Watt announced Pathway of Fame will be celebrating their 25th Anniversary on Saturday, September 10th.

17. Closed Session:

17.1. Update Regarding Building Department Matters

17.2. 2022 Salary Grid Increases, C.A.O.-2022-26

17.3. Applications for Short-Term Rental Advisory Committee

**Resolution Number 273-2022**

Moved by: Councillor Landsmann

Seconded by: Councillor Watt

That the Council enter into Closed Session under Section 239 (2) of the Municipal Act, 2001, S.O. 2001, c. 25

(b) personal matters about identifiable individuals, including municipal or local board employees;(Personnel Matters)

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (6:43 p.m.) Carried

18. Rise from Closed Session with or without a Report:

**Resolution Number 274-2022**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That the Council rise from Closed Session with a report. (7:12 p.m.). Carried

19. Matters Arising from Closed Session

**Resolution Number 275-2022**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That staff be directed to prepare an appointment By-law with all six applicants to be presented September 20, 2022 and that Council defer appointing a member to sit on the Committee as the Chair until the new Council is established. Carried



20. Confirming By-law: By-law 2022-41

Moved by: Councillor Landsmann

Seconded by: Deputy Mayor Moher

That By-law Number 2022-41, being a By-law to confirm the proceedings of the Regular Meeting of Council, held on the 6th day of September, 2022, 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

21. Next Meeting:

1. HR Committee Meeting - September 13, 2022

2. Regular Council Meeting - September 20, 2022

3. Planning Committee - September 23, 2022

22. Adjournment

**Resolution Number 276-2022**

Moved by: Councillor Landsmann

Seconded by: Councillor Watt

That this meeting adjourn at 7:14 p.m. Carried

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Mayor, J. Murray Jones

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Acting Clerk, Martina Chait-Hartwig

# Township of Douro-Dummer

## Report and Capital Project Status

- Directed by Council and/or CAO
- Directed by the Province/legislation
- Directed by an Agency

### Report Status

| Department         | Date Requested    | Directed By | Resolution/Direction  | Est. Report Date                                      |
|--------------------|-------------------|-------------|---|---|
| Clerk              | May 4, 2021       | Council     | Fee for Muzzle Order Appeal Process<br>* to be combined with the revised animal control by-law and in consultation with a neighbouring municipality | New contract with PHS is now in place.                |
| Clerk              | May 4, 2021       | Council     | Lessner Road Allowance and Closure<br>- Waiting on Payment and Registration   | <del>October 2021</del><br>September 2022             |
| CAO                | June 1, 2021      | Council     | Future ORV Use in the Township  | Complete - Council decision forwarded to County       |
| Public Works / CAO | May 17, 2022      | Council     | Speed Limit Reduction Request Policy & Follow up on Birchview Road Speed Study Report   | Follow-up Complete. Policy Deferred to Future Meeting |
| Public Works       | February 16, 2021 | Council     | County Road 38 Boulevard Maintenance  | Complete  |
| Public Works       | February 26, 2021 | Council     | Sidewalk/Shoulder Maintenance Program   | Complete  |

|                     |                   |                          |  |  |
|---------------------|-------------------|--------------------------|--|--|
| CAO                 | August 3, 2021    | Council                  | Public Process to Address Short Term Rentals<br>- Report regarding Committee to Council on August 2 <sup>nd</sup> , 2022   | Search for Committee Members Complete – Awaiting Council Appointments                |
| Building Department | December 21, 2021 | Council                  | Building Department Customer Service Policy with Wait Times  | On Hold until new Staff level is in place  |
| Clerks              | February 1, 2022  | Council                  | Review of New Procedural By-law  | Complete   |
| Building Department | February 8, 2022  | Council/COW              | Policy Regarding Low Level Decks   | Complete   |
| Clerks and Finance  | March 15, 2022    | Council                  | Comprehensive Council Remuneration By-law  | On September 6, 2022 Agenda for Council Approval                                     |
| Clerks              | March 29, 2022    | HR Committee             | Revise and Consolidate Township Social Media Policy  | Fall 2022  |
| Clerks              | April 12, 2022    | COW                      | Update to Complaint Policy   | Fall 2022  |
| Corporate           | May 3, 2022       | Council                  | Future Gravel Resources  | Fall 2022  |
| Planning            | June 7, 2022      | Council/ <b>Province</b> | Bill 109 – Update to Site Plan Control By-law, Create Pre-Consultation By-law, ensure language in Official Plan allows for Peer Review as part of Complete Application | Site Plan By-law Update – Complete<br>Pre-Consultation and OP language – Winter 2022 |
| Public Works        | August 8, 2022    | Committee of the Whole   | Update Hard Top Policy with timelines for grandfathered roads  | Fall 2022  |

|                                 |                   |                        |   |  |
|---------------------------------|-------------------|------------------------|---|--|
| Building Department/<br>Clerks  | August 8, 2022    | Committee of the Whole | Special Closed Session to review specific building permit issues. | On Closed Session Agenda for September 6, 2022 |
| Councillor Landsmann/<br>Clerks | August 8, 2022    | Committee of the Whole | Report regarding Santa Claus Parade 2022                          | Report to Council – September 6, 2022          |
| Public Works Department         | September 6, 2022 | Council                | County Road 29 Boulevard Snow Removal                             | Deferred to allow time for more investigation  |

## Capital Project Status

| Department          | Capital Project List   | Status  |
|---------------------|--|---|
| General Government  | Demolition of Old House at Fifth Line<br>- Waiting on bidder to pick up dismantle barn | Barn is removed – August 2022<br>Tender for house demolition and clean up – December 2022 |
| General Government  | Employee and Council Compensation Review   | Complete  |
| General Government  | New Cubicle Walls  | On hold pending Covid-19 update   |
| General Government  | New Sloped Roof - Town Hall  | Drawings complete, RFP in Fall 2022   |
| General Government  | Office and Lower Level Painting – Town Hall  | Office Painting is complete<br>Lower Level – 2022   |
| General Government  | Bathroom Touchless Fixtures  | Deferred to 2023  |
| General Government  | Asset Management Plan  | Ongoing   |
| General Government  | Computer Modernization   | Ongoing   |
| General Government  | Finance Modernization  | In progress – will continue into 2023   |
| Building Department | Lower Level Office Renovations   | Renovations in progress – Anticipated Completion October 2022                             |

|                         |  |                                      |
|-------------------------|--|--------------------------------------|
| Building Department     | Boat and Trailer   | Tender to be issued Fall 2022        |
| Building Department     | Cloud Permitting Software  | Complete - Launched January 2022     |
| Fire                    | Douro Station Reconfiguration  | Ongoing                              |
| Fire                    | Station 1 Tanker   | Delivered                            |
| Fire                    | Station 2 Pumper   | RFP Awarded                          |
| Fire                    | Equipment: <ul style="list-style-type: none"> <li>- Bunker Gear</li> <li>- Extrication Tools</li> <li>- Fire Helmets</li> <li>- Vehicle Stabilization Kit</li> <li>- Lifting Air Bags</li> <li>- Ground Monitor</li> <li>- Forestry Pump</li> <li>- Electronic Sign</li> </ul> | Items to be received throughout 2022 |
| Transportation Services | Fuel Pumps – Douro & Warsaw <ul style="list-style-type: none"> <li>- Waiting on testing from County</li> <li>- Sole Source Procurement</li> </ul>  | Fall 2022                            |
| Transportation Services | Replacement of Pickup Truck  | Complete                             |

|                         |  |  |
|-------------------------|--|--|
| Transportation Services | Replacement of Volvo Grader                | Complete   |
| Transportation Services | Roads Needs Study                          | Complete   |
| Transportation Services | Loader                                     | Awarded – Waiting on delivery                          |
| Transportation Services | 3pt Hitch Side Mower                       | Complete   |
| Transportation Services | One Ton Pickup Truck with snow plow        | Awarded – Waiting on delivery                          |
| Parks and Recreation    | Douro Ice Resurfacer                       | RFP Awarded  |
| Parks and Recreation    | Harvest Room Floor                         | On hold – researching options – part of budget process |
| Parks and Recreation    | Infield Groomer                            | Alternative Option Approved by Council – Complete      |
| Parks and Recreation    | Parks and Rec Master Plan - Implementation | On hold due to Covid-19                                |
| Parks and Recreation    | Douro & Warsaw Arena Exterior Doors        | Complete   |
| Parks and Recreation    | Tables and Chairs                          | Fall 2022  |
| Parks and Recreation    | Lime Kiln Restoration – 2022 Budget        | Fall 2022  |

|                                       |  |                     |
|---------------------------------------|--|---------------------|
| Building, Clerk, Parks and Recreation | Solar Panels – Douro CC and Donwood FH | As soon as possible |
|---------------------------------------|--|---------------------|



**Recommendation:**

That the C.A.O.-2022-28 report, dated September 20, 2022 regarding ORCA – O. Reg 687/21 Compliance Program & Service Inventory and Related Agreements required for compliance under the Conservation Authorities Act be received; and  
That By-law 2022-42 being a By-law to authorize the execution of the Plan Review & Technical Clearances Service Agreement and the Cost Apportionment Agreement for the Category 3 service/programs (e.g. Water monitoring, land stewardship, climate change initiatives), be approved at the appropriate time of the meeting.

**Overview:**

Significant changes have been made to the Conservation Authorities Act and related regulations, specifically O. Reg 687/21. This regulation provides greater clarity on provincially mandated programs and services that a conservation authority must deliver and a transition process for working with participating municipalities to consider the ongoing delivery of non-mandatory programs and services. The transition process requires a conservation authority to prepare and make available a program and service inventory and to enter into agreements with participating municipalities for municipal support for non-mandatory programs and services.

A copy of the Program and Service inventory provided by ORCA is attached for your information. You will note that services are broken out into three categories. The applicable programs and services for the Township of Douro-Dummer are summarized under each category below:

**Category 1**

Mandatory services under Provincial legislation funded by combination of annual levy, Provincial grant, user fees

- Natural hazards protection program
- Conservation lands program
- Other Water Program
- Natural Resources Conservation Program

**Category 2**

Municipally requested services requiring specific agreements and funding provisions

- Risk Management Official/Public Education & Outreach (Drinking Water Source Protection Program) Agreement
- Plan Review & Technical Clearances Agreement

### **Category 3**

Other services deemed advisable by ORCA requiring a cost apportionment agreement to permit funding through a portion of the annual levy

- Climate Change initiatives
- Local water monitoring programs
- Land stewardship services

With respect to the Category 2 programs/services, the existing agreements in place between the Township and ORCA related to the Risk Management Official & Public Education and Outreach are current and meet the requirements of the legislation. The Plan Review & Technical Clearance Agreement has been updated to ensure consistent wording with the new regulation, provide clarity regarding the mandatory and review agency roles of ORCA and to establish standard response times and quarterly reporting related to those targets. The agreement provides for a five-year review and provides for termination by either party upon 6-months written notice. A copy of the agreement is attached for your information

With respect to the Category 3 programs/services, ORCA is requesting a cost apportionment agreement to allow for the continuation of these programs/services. The agreement would provide for an assessment of 3% of the levy apportioned for Category 1 services as an additional levy to support the Category 3 programs/services. To give a sense of the value of such a levy – 3% of the Township's portion of the 2022 operational levy would be approximately \$3,080. The Township has benefited significantly in past years through these types of services/programs. Examples include extensive tree planting activities, assistance with shoreline restoration projects, repairs to the Warsaw Auxiliary Dam and the Warsaw Back Dam and related grant applications. Accordingly, I would recommend that the Township agree to the requested cost apportionment agreement as it provides very good value to the Township for the associated cost. A copy of the agreement is attached for your information.

### **Financial Impact:**

3% of the Township's portion of the 2022 operational levy would be approximately \$3,080.

### **Strategic Plan Applicability:**

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



June 21, 2022

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

Attention: Elana Arthurs, CAO

**Subject      Otonabee Conservation's Program & Service Inventory**

Attached please find an updated version of Otonabee Conservation's Programs and Services Inventory. This is being provided in accordance with the requirements of Ontario Regulation 687/21, "Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act".

The Inventory includes two municipal programs and services that Otonabee Conservation provides on behalf of the Township of Douro Dummer. They include the provision of Plan Review & Technical Clearance Services and the Enforcement of Part IV of the Clean Water Act and Implementation of Policies Related to Education and Outreach. Service Agreements are in place for both these services however the agreement for the Plan Review & Technical Clearance Services requires updating. Attached is a draft updated Service Agreement for consideration.

The Inventory also includes other programs and services that Otonabee Conservation wishes to continue to provide. We are requesting municipal funding for three of these programs and services (i.e., Local Water Monitoring Program, Climate Change Initiatives, and Land Stewardship Services). The legislation requires that a Cost Apportioning Agreement be in place when this category of programs and services is financed in part from municipal funding. Attached is an information package describing these programs and services and their uptake in your municipality. Also attached is a draft Cost Apportioning Agreement.

The legislation requires that the Cost Apportioning Agreement be approved by municipal council. We would be pleased to present this request to Council or assist in any other way to obtain approval.



Please do not hesitate to contact me if you have any questions.

Dan Marinigh  
CAO/Secretary-Treasurer



Version 3.0

# Program & Service Inventory

June 16, 2022



**Context:**

Ontario Regulation 687/21 requires the Otonabee Region Conservation Authority to prepare a Transition Plan that outlines the process the Authority will follow to transition to the new funding model prescribed in recent amendments to the *Conservation Authority Act*.

Ontario Regulation 687/21 also requires the Authority to prepare an Inventory of Programs and Services organized into three categories as follows:

- (1) Mandatory,
- (2) Municipally requested, and
- (3) Other (that the Authority determines are advisable).

The regulation requires that the Programs & Services Inventory be submitted to the Ministry of the Environment, Conservation and Parks and circulated to all participating municipalities. The Authority is also required to make the Inventory available to the public by posting it on the Authority's website ([www.otonabeeconservation.com](http://www.otonabeeconservation.com)). The conservation authority must advise participating municipalities of any changes to the inventory and to post a final version by January 31, 2024.

**Programs & Services Inventory:**

The Authority's Programs and Services Inventory (version 3.0) is provided in Table A below.

**Information About the Programs & Services Inventory**

The programs and services inventory lists the programs and services the Authority provided as of February 28, 2022, and new regulatory requirements described in Ontario Regulation 686/21.

Each item is categorized in accordance with the descriptions found in the regulation and cross referenced to the appropriate section in the *Conservation Authorities Act* and associated regulations.

Version 3.0 of the inventory includes a new service, the operation of the Lakefield Campground and an updated description under the Natural Resource Conservation Program called Climate Change Initiatives

**Information About Program & Service Costing**

Ontario Regulation 687/21 requires a conservation authority to provide information about the average annual cost for delivering the program or service. Where a conservation authority believes the average annual cost for the previous five years does not reflect the average annual cost to provide the program or service in the future it may adjust the average annual cost. Where the average annual cost has been adjusted the Authority must provide an explanation for this adjustment.

Appendix A –provides information about the average annual cost and sources of funding for delivering programs and services for three different scenarios.

Scenario 1 is the average annual cost for the 5-year period from 2017 to 2021. The values are extracted from the audited financial statements. These values are as stated in the financial statements and have not been adjusted for inflation. Over the 2017 to 2021 five-year period there have been several events that have caused some year over year variability in revenue patterns including the loss of \$100,000 in annual recurring provincial grants in 2019 and pandemic related impacts to both revenue and expenditures in 2020 and 2021.

Scenario 2 is the annual cost from the approved 2022 operating and capital budget.

Scenario 3 is the adjusted average annual cost. The values are based on the approved 2022 operating and capital budget with some small adjustments to fund new regulatory requirements and to account for the effect of inflation.

Otonabee Conservation has chosen to use the adjusted average annual cost in its program and service inventory. These values represent a more realistic estimate of the average annual cost to deliver programs and services in the future.

## Agreements

The Inventory includes municipal programs and services that Otonabee Conservation provides on behalf of municipalities under a memorandum of understanding or other similar type of agreement. These category 2 programs and services include:

- Partnership Memorandum for Plan Review and Technical Clearances.
- Drinking Water Source Protection Program Agreement for the Enforcement of Part IV and Implementation of Policies Related to Education & Outreach.
- Beavermead Campground Operating Agreement.
- Lakefield Campground Operating Agreement.

The Authority wishes to renew these agreements as they become due.

The Inventory also identifies the Authority's requirement for municipal funding to support three other programs and services (pursuant to sec. 21.1.2 of the *Conservation Authorities Act*) The legislation requires that a conservation authority enter into a cost apportioning agreement (category 3 agreements) with municipalities to allow for these types of programs and services to be financed either in whole or in part by an apportioned levy.

The category 3 programs and services that require municipal funding through a cost apportioning agreement include:

- Climate Change Initiatives
- Local Water Monitoring Programs.
- Land Stewardship Services.



## Next Steps

The Programs and Services Inventory is anticipated to be an evolving document. It is expected that refinements will be incorporated as negotiations with municipalities proceed. Updates to the Inventory will be provided to municipalities and posted on the Authority's website.

## History of Board Approvals

|                   |                |   |
|-------------------|----------------|---|
| December 16, 2021 | Motion #101/21 | Approved Transition Plan (Ont. Reg. 687/21, sec. 3)                               |
| February 17, 2022 | Motion #017/22 | Approved Programs and Services Inventory (version 2.0) (Ont. Reg. 687/21, sec. 6) |
| June 16, 2022     |                | Approved Programs and Services Inventory (version 3.0) (Ont. Reg. 687/21, sec. 6) |



**Table A - Programs & Services Inventory**

| <b>Natural Hazards Protection Program</b><br>The purpose of the Natural Hazards Protection Program is to protect people and property from flooding and other natural hazards. |   |          |                                   |                              |   |  |
|---|---|----------|-----------------------------------|------------------------------|---|--|
| Program/Service   | Description   | Category | Category Rationale                | Adjusted Average Annual Cost |   |  |
|   |   |          |                                   | Annual Cost                  | Source of Funding   | Explanation  |
| 1.1 Natural Hazards Program Planning and Management   | Fulfill the regulatory requirement to develop plans and policies that will support the delivery of programs and services to manage the risks related to natural hazards across the Authority's jurisdiction.  | Cat. 1   | Ont. Reg. 686/21<br>Sec. 1        | \$25,000                     | 100% Municipal Levy   | This is an initial estimate of the cost to fulfill new regulatory requirements.                      |
| 1.2 Plan Review and Permitting Services   | Perform duties, functions, and responsibilities to administer and enforce sections 28, 28.0.1 and 30.1 of the Act and regulations made under section 28 of the Act and provide timely customer service.<br><br>Perform functions and responsibilities, (whether acting on behalf of the province or as a public body under the <i>Planning Act</i> ), to ensure that decisions are consistent with the province's natural hazard policies.<br><br>Review proposals under the <i>Aggregate Resources Act</i> , <i>Drainage Act</i> and | Cat. 1   | Ont. Reg. 686/21<br>Sec. 6, 7 & 8 | \$675,000                    | 42% Municipal Levy<br>5% Provincial Grant<br>52% Self-generated | Additional capacity required to respond to an increasing number of permit and planning applications. |

| <b>Natural Hazards Protection Program</b><br>The purpose of the Natural Hazards Protection Program is to protect people and property from flooding and other natural hazards. |  |          |                                    |                              |  |   |
|---|--|----------|------------------------------------|------------------------------|--|---|
| Program/Service   | Description  | Category | Category Rationale                 | Adjusted Average Annual Cost |  |   |
|   |  |          |                                    | Annual Cost                  | Source of Funding                          | Explanation   |
|   | <i>Environmental Assessment Act</i> and provide comments on the risk related to natural hazards.   |          |                                    |                              |  |   |
| 1.3 Natural Hazards Mapping   | Perform engineering reviews of permit applications and <i>Planning Act applications</i> .<br><br>Undertake studies and acquire and manage information to delineate and map natural hazard areas. | Cat. 1   | Ont. Reg. 686/21<br>Sec. 1         | \$175,000                    | 50% Municipal Levy<br>50% Self-generated   | Historically municipal funding support was from a non-levy contribution. In future, municipal support for floodplain mapping projects may be provided either as a non-levy contribution or as a special benefitting levy. |
| 1.4 Flood and Drought Monitoring Operations   | Operate a flood forecasting and warning system to ensure that residents, municipalities, and agencies are aware of potential flood related events in a timely manner.                            | Cat. 1   | Ont. Reg. 686/21<br>Sec. 2, 3, & 4 | \$120,000                    | 50% Municipal Levy<br>50% Provincial Grant |   |

| <b>Natural Hazards Protection Program</b><br>The purpose of the Natural Hazards Protection Program is to protect people and property from flooding and other natural hazards. |   |          |                            |                              |  |   |
|---|---|----------|----------------------------|------------------------------|--|---|
| Program/Service   | Description   | Category | Category Rationale         | Adjusted Average Annual Cost |  |   |
|   |   |          |                            | Annual Cost                  | Source of Funding                          | Explanation   |
|   | Monitor watershed conditions to detect low water conditions to ensure that residents, municipalities, and agencies are aware of drought and low water conditions.<br><br>Deliver water safety and natural hazard related education and outreach activities.<br><br>Develop an operational plan and an asset management plan for Authority owned water control and erosion control infrastructure. <b>(NEW)</b><br><br>Consider and if required develop an ice management plan. <b>(NEW)</b> |          |                            |                              |  |   |
| 1.5 Dam Operations  | Operate and maintain water and ice control structures owned by the Authority.   | Cat. 1   | Ont. Reg. 686/21<br>Sec. 5 | \$50,000                     | 50% Municipal Levy<br>50% Provincial Grant |   |
| 1.6 Natural Hazard Capital  | Major repairs, refurbishments and replacements of water and ice control infrastructure.   | Cat. 1   | Ont. Reg. 686/21           | \$10,000                     | 100% Municipal Levy                        | Estimated cost for replacing hydrometric monitoring |

| <b>Natural Hazards Protection Program</b><br>The purpose of the Natural Hazards Protection Program is to protect people and property from flooding and other natural hazards. |  |          |                    |                              |                   |  |
|---|--|----------|--------------------|------------------------------|-------------------|--|
| Program/Service   | Description  | Category | Category Rationale | Adjusted Average Annual Cost |                   |  |
|   |  |          |                    | Annual Cost                  | Source of Funding | Explanation  |
|   | Replacement of hydrometeorological monitoring equipment. |          | Sec. 2, 3 & 5      |                              |                   | equipment as required. Major capital repairs to dams are not know and have not been included at this time. |

## Conservation Lands Program

The purpose of the Conservation Lands Program is to manage and conserve lands owned by the Authority for the protection of natural heritage features and values and to provide opportunities for outdoor recreation.

| Program/Service  | Description   | Category | Category Rationale               | Adjusted Average Annual Cost |  |   |
|--|---|----------|----------------------------------|------------------------------|--|---|
|  |   |          |                                  | Annual Cost                  | Source of Funding                        | Explanation   |
| 2.1 Conservation Lands Program Planning and Management | <p>Prepare and maintain a conservation areas strategy for lands owned or controlled by the Authority. <b>(NEW)</b></p> <p>Prepare and maintain a land inventory for every parcel of land the Authority owns or controls. <b>(NEW)</b></p> <p>Develop policies for governing land acquisition and land disposition. <b>(NEW)</b></p> <p>Make applications or comments on matters under the <i>Planning Act</i> that may impact lands owned or controlled by the Authority.</p> <p>Maintain eligibility for land enrolled under the Conservation Land Tax Incentive Program and Managed Forest Tax Incentive Program.</p> | Cat. 1   | Ont. Reg. 686/21<br>Sec. 10 & 11 | \$25,000                     | 100% Municipal Levy                      | This is an initial estimate of the cost to fulfill new regulatory requirements. |
| 2.2 Conservation Lands Operations                      | Secure the Authority's interest in its lands, preventing unlawful entry and use and protecting the Authority  | Cat. 1   | Ont. Reg. 686/21                 | \$250,000                    | 60% Municipal Levy<br>40% Self-generated | Additional capacity required to address   |

| <b>Conservation Lands Program</b><br>The purpose of the Conservation Lands Program is to manage and conserve lands owned by the Authority for the protection of natural heritage features and values and to provide opportunities for outdoor recreation. |  |          |                    |                              |                     |                              |
|---|--|----------|--------------------|------------------------------|---------------------|------------------------------|
| Program/Service   | Description  | Category | Category Rationale | Adjusted Average Annual Cost |                     |                              |
|   |  |          |                    | Annual Cost                  | Source of Funding   | Explanation                  |
| (protection & recreation)   | from exposure to liability under the <i>Occupiers' Liability Act</i> .<br><br>Undertake activities to conserve, protect, rehabilitate, establish, and manage natural heritage including tree planting.<br><br>Operate and maintain amenities and infrastructure that support public access and passive recreational activities.<br><br>Perform duties, functions, and responsibilities to administer regulations made under section 29 of the Act. |          | Sec. 9             |                              |                     | compliance related workload. |
| 2.3 Conservation Lands Operations (resource development)  | Manage land owned by the Authority for resource development purposes (i.e., commercial forestry, aggregate extraction, agriculture, etc.).   | Cat. 3   | CA Act Sec. 21.1.2 | \$10,000                     | 100% Self-generated |                              |

## Conservation Lands Program

The purpose of the Conservation Lands Program is to manage and conserve lands owned by the Authority for the protection of natural heritage features and values and to provide opportunities for outdoor recreation.

| Program/Service                        | Description  | Category | Category Rationale | Adjusted Average Annual Cost |                     |  |
|--|--|----------|--------------------|------------------------------|---------------------|--|
|  |  |          |                    | Annual Cost                  | Source of Funding   | Explanation  |
| 2.4 Campground Services (Warsaw Caves) | Operate Warsaw Caves Conservation Area for day-use activities and group and family camping, including canoe rentals and retail sales.  | Cat. 3   | CA Act Sec. 21.1.2 | \$225,000                    | 100% Self-generated |  |
| 2.5 Campground Services (Beavermead)   | Operate Beavermead Campground for group, public and seasonal camping, including canoe rentals and retail sales.<br><br><i>"Beavermead Campground Operating Agreement"</i> with the City of Peterborough (dated January 12, 2015, and renewed October 9, 2019). | Cat. 2   | CA Act Sec. 21.1.1 | \$300,000                    | 100% Self-generated |  |
| 2.6 Campground Services (Lakefield)    | Operate Lakefield Campground for public and seasonal camping, including canoe rentals and retail sales. <b>(NEW)</b>   | Cat. 2   | CA Act Sec. 21.1.1 | \$325,000                    | 100% Self-Generated | This is a new service that will commence on November 1, 2022, cost estimate is based on operating models |

### Conservation Lands Program

The purpose of the Conservation Lands Program is to manage and conserve lands owned by the Authority for the protection of natural heritage features and values and to provide opportunities for outdoor recreation.

| Program/Service                        | Description   | Category | Category Rationale         | Adjusted Average Annual Cost |                     |                                       |
|--|---|----------|----------------------------|------------------------------|---------------------|---------------------------------------|
|  |   |          |                            | Annual Cost                  | Source of Funding   | Explanation                           |
|  | <i>"Lakefield Campground Operating Agreement"</i> with the Township of Selwyn (dated XXX).  |          |                            |                              |                     | for Beavermead and Warsaw Caves       |
| 2.7 Conservations Lands Infrastructure | Major repairs, refurbishments and replacements of infrastructure and amenities that support public access and passive recreational activities on conservation lands | Cat. 1   | Ont. Reg. 686/21<br>Sec. 9 | \$50,000                     | 100% Municipal Levy |                                       |
| 2.8 Campground Infrastructure          | Major repairs, refurbishments and replacements of campground infrastructure and amenities.  | Cat. 3   | CA Act Sec. 21.1.2         | \$50,000                     | 100% Self-generated | To be sourced from campground surplus |

### Drinking Water Source Protection Program

The purpose of the Drinking Water Source Protection Program is to contribute to the protection of existing and future sources of municipal drinking water.

| Program/Service | Description | Category | Category Rationale | Adjusted Average Annual Cost |                   |             |
|-----------------|-------------|----------|--------------------|------------------------------|-------------------|-------------|
|                 |             |          |                    | Annual Cost                  | Source of Funding | Explanation |



## Conservation Lands Program

The purpose of the Conservation Lands Program is to manage and conserve lands owned by the Authority for the protection of natural heritage features and values and to provide opportunities for outdoor recreation.

| Program/Service                 | Description   | Category | Category Rationale          | Adjusted Average Annual Cost |                     |  |
|---------------------------------|---|----------|-----------------------------|------------------------------|---------------------|--|
|                                 |   |          |                             | Annual Cost                  | Source of Funding   | Explanation                                  |
| 3.1 Source Protection Authority | <p>Perform duties, functions and responsibilities of the Otonabee-Peterborough Source Protection Authority and liaison with the Source Protection Committee to meet the obligations under the Trent Source Protection Plan and the <i>Clean Water Act</i>.</p> <p>Support municipalities in the Otonabee-Peterborough Source Protection Authority to implement the policies of the Trent Source Protection Plan and meet the requirements of the <i>Clean Water Act</i>.</p> <p>Implement the policies of the Trent Source Protection Plan and meet the requirements of the <i>Clean Water Act</i> for those obligations that have been assigned to the Authority for implementation.</p> | Cat. 1   | Ont. Reg. 686/21<br>Sec. 13 | \$65,000                     | 100% Self-generated | Adjusted cost includes internal chargebacks. |

| <b>Conservation Lands Program</b><br>The purpose of the Conservation Lands Program is to manage and conserve lands owned by the Authority for the protection of natural heritage features and values and to provide opportunities for outdoor recreation. |   |          |                    |                              |                   |             |
|---|---|----------|--------------------|------------------------------|-------------------|-------------|
| Program/Service   | Description   | Category | Category Rationale | Adjusted Average Annual Cost |                   |             |
|   |   |          |                    | Annual Cost                  | Source of Funding | Explanation |
| 3.2 Risk Management Official/Inspector  | <p>Under agreement with 8 municipalities in the Otonabee-Peterborough Source Protection Authority enforce Part IV of the <i>Clean Water Act</i>.</p> <p>Under agreement with 8 municipalities, deliver Education and Outreach activities, as required by the Trent Source Protection Plan.</p> <p><i>“Drinking Water Source Protection Program Agreement for the Enforcement of Part IV and Implementation of Policies Related to Education &amp; Outreach”</i> are in place with the following municipalities.</p> <ul style="list-style-type: none"> <li>• Township of Asphodel Norwood (dated December 20, 2020).</li> <li>• Township of Cavan Monaghan (dated October 19, 2020).</li> <li>• Township of Douro Dummer (dated October 20, 2020).</li> </ul> | Cat. 2   | CA Act Sec. 21.1.1 | \$115,000                    |                   |             |

### Conservation Lands Program

The purpose of the Conservation Lands Program is to manage and conserve lands owned by the Authority for the protection of natural heritage features and values and to provide opportunities for outdoor recreation.

| Program/Service | Description   | Category | Category Rationale | Adjusted Average Annual Cost |                   |             |
|-----------------|---|----------|--------------------|------------------------------|-------------------|-------------|
|                 |   |          |                    | Annual Cost                  | Source of Funding | Explanation |
|                 | <ul style="list-style-type: none"> <li>• Township of Havelock, Belmont, Methuem (dated December 21, 2020).</li> <li>• Township of Otonabee South Monaghan (dated October 20, 2020).</li> <li>• City of Peterborough (dated December 21, 2020).</li> <li>• Township of Selwyn (dated October 20, 2020).</li> <li>• Municipality of Trent Lakes (dated October 6, 2020).</li> </ul> |          |                    |                              |                   |             |

| <b>Other Water Program</b><br>The purpose of the Other Water Program is to contribute to and support the provincial water monitoring programs and to undertake technical studies and monitoring programs that support the delivery of mandatory programs at the watershed level. |  |          |                             |                              |                     |   |
|--|--|----------|-----------------------------|------------------------------|---------------------|---|
| Program/Service  | Description  | Category | Category Rationale          | Adjusted Average Annual Cost |                     |   |
|  |  |          |                             | Annual Cost                  | Source of Funding   | Explanation   |
| 4.1 Water Program Planning and Management  | Develop, maintain, and implement a watershed-based resource management strategy <b>(NEW)</b> .   | Cat. 1   | Ont. Reg. 686/21<br>Sec. 12 | \$25,000                     | 100% Municipal Levy | This is an initial estimate of the cost to fulfill new regulatory requirements. |
| 4.2 Provincial Water Monitoring Programs   | Perform duties, functions, and responsibilities related to the implementation of the provincial stream monitoring program and the provincial groundwater monitoring program.             | Cat. 1   | Ont. Reg. 686/21<br>Sec. 12 | \$30,000                     | 100% Municipal Levy |   |
| 4.3 Local Water Monitoring Programs  | Supplemental stream water quality monitoring at 4 other sites and benthic monitoring at 8-10 sites annually across the watershed.<br><br>Periodically produce the Watershed Report Card. | Cat. 3   | CA Act Sec. 21.1.2          | \$20,000                     | 100% Municipal Levy |   |

| <b>Natural Resources Conservation Program</b><br>The purpose of the Natural Resources Conservation Program is to advance and contribute to the maintenance of a healthy and resilient natural environment. |   |          |                    |                              |                     |             |
|--|---|----------|--------------------|------------------------------|---------------------|-------------|
| Program/Service  | Description   | Category | Category Rationale | Adjusted Average Annual Cost |                     |             |
|  |   |          |                    | Annual Cost                  | Source of Funding   | Explanation |
| 5.1 Climate Change Initiatives   | Maintain and implement the Authority's Climate Change Strategy focusing on adaptation, mitigation and education.  | Cat. 3   | CA Act Sec. 21.1.2 | \$5,000                      | 100% Municipal Levy |             |
| 5.2 Natural Heritage Plan Review & Monitoring Services   | Under agreement with 8 municipalities provide plan review and technical clearance support and expertise to assist municipalities to make environmentally sound decisions on planning applications (primarily for natural heritage policy matters).<br><br><i>"Partnership Memorandum for Plan Review and Technical Clearances"</i> are in place with the following municipalities. <ul style="list-style-type: none"> <li>Township of Asphodel Norwood (signed but not dated).</li> </ul> | Cat. 2   | CA Act Sec. 21.1.1 | \$65,000                     | 100% Self-generated |             |

### Natural Resources Conservation Program

The purpose of the Natural Resources Conservation Program is to advance and contribute to the maintenance of a healthy and resilient natural environment.

| Program/Service | Description   | Category | Category Rationale | Adjusted Average Annual Cost |                   |             |
|-----------------|---|----------|--------------------|------------------------------|-------------------|-------------|
|                 |   |          |                    | Annual Cost                  | Source of Funding | Explanation |
|                 | <ul style="list-style-type: none"> <li>• Township of Cavan Monaghan (dated August 7, 2012).</li> <li>• County of Peterborough (dated March 8, 2019).</li> <li>• Township of Douro Dummer (signed but not dated).</li> <li>• Township of Otonabee South Monaghan (signed but not dated).</li> <li>• City of Peterborough (signed but not dated).</li> <li>• Township of Selwyn (dated October 23, 2012).</li> <li>• Municipality of Trent Hills (dated September 17, 2019).</li> </ul> <p>Per terms of the <i>“Memorandum of Understanding with the City of Kawartha Lakes Regarding the Provision of Environmental Planning Services” (signed but not dated).</i></p> |          |                    |                              |                   |             |

## Natural Resources Conservation Program

The purpose of the Natural Resources Conservation Program is to advance and contribute to the maintenance of a healthy and resilient natural environment.

| Program/Service               | Description  | Category | Category Rationale | Adjusted Average Annual Cost |   |             |
|-------------------------------|--|----------|--------------------|------------------------------|---|-------------|
|                               |  |          |                    | Annual Cost                  | Source of Funding   | Explanation |
| 5.3 Land Stewardship Services | <p>Provide advice and technical support that supports private and public land restoration and stewardship activities that contribute to a healthy/functioning watershed.</p> <p>Deliver a Tree Seedling Sales Program.</p> <p>With municipalities, schools, public agencies, and community service groups plan and undertake land restoration and stewardship projects (i.e., tree planting, habitat enhancement, shoreline naturalization. These activities typically occur on municipal owned lands or lands owned by public agencies/institutions (i.e., schools, hospitals, etc.).</p> | Cat. 3   | CA Act Sec. 21.1.2 | \$125,000                    | 10% Municipal Levy<br>10% Self-generated<br>80% Private Funding |             |

### Natural Resources Conservation Program

The purpose of the Natural Resources Conservation Program is to advance and contribute to the maintenance of a healthy and resilient natural environment.

| Program/Service   | Description   | Category | Category Rationale | Adjusted Average Annual Cost |                      |             |
|---|---|----------|--------------------|------------------------------|----------------------|-------------|
|   |   |          |                    | Annual Cost                  | Source of Funding    | Explanation |
| 5.4 Environmental and Conservation Education & Outreach | <p>Deliver events and presentations and make available information that fosters awareness of the watershed environment and watershed health.</p> <p>Develop and make available information that enhances the community's understanding of how climate change impacts the watershed's natural environment.</p> | Cat. 3   | CA Act Sec. 21.1.2 | \$40,000                     | 100% Private Funding |             |



| <b>Corporate Services</b>  |  |                           |                    |                              |  |             |
|--|--|---------------------------|--------------------|------------------------------|--|-------------|
| The purpose of Corporate Services is to ensure the effective and efficient operation of the Authority and the delivery of its programs and services. |  |                           |                    |                              |  |             |
| Program/Service  | Description  | Category                  | Category Rationale | Adjusted Average Annual Cost |  |             |
|  |  |                           |                    | Annual Cost                  | Source of Funding                        | Explanation |
| 6.1 Governance and Board Operations  | Support the Board of Directors in exercising its governance responsibilities and meeting its legislated responsibilities.  | General Operating Expense | Ont. Reg. 402/22   | \$55,000                     | 100% Municipal Levy                      |             |
| 6.2 Administrative and Support Services  | Provide administrative and support services that support the efficient and effective operation of the Authority (i.e., payroll, purchasing, financial, human resources, IT, GIS, vehicle, equipment, and facility management). | General Operating Expense | Ont. Reg. 402/22   | \$550,000                    | 90% Municipal Levy<br>10% Self-generated |             |
| 6.3 Communications and Marketing Services  | Provide communications & marketing services, through a wide range of platforms, which support the delivery of programs and services.   | General Operating Expense | Ont. Reg. 402/22   | \$85,000                     | 90% Municipal Levy<br>10% Self-generated |             |

|                             |  |                         |                  |          |                     |  |
|-----------------------------|--|-------------------------|------------------|----------|---------------------|--|
| 6.4 Tangible Capital Assets | The purchase and replacement of equipment, furniture, vehicles, computers, etc. and major repairs to administrative buildings that support the efficient and effective operation of the Authority. | General Capital Expense | Ont. Reg. 402/22 | \$60,000 | 100% Municipal Levy |  |
|-----------------------------|--|-------------------------|------------------|----------|---------------------|--|

**Appendix A – Funding Information**

|  | Scenario 1<br>5 Year Average Annual Cost |   | Scenario 2<br>2022 Budget |  | Scenario 3<br>Adjusted Annual Cost |   |
|--|--|---|---------------------------|--|------------------------------------|---|
|  | Annual Cost                              | Source of Funding   | Annual Cost               | Source of Funding  | Annual Cost                        | Source of Funding   |
| 1.1 Natural Hazards Program Planning and Management    | n/a                                      | n/a   | \$650,661                 | 39% Municipal Levy<br>1% Provincial Grant<br>60% Self-generated  | \$25,000                           | 100% Municipal Levy   |
| 1.2 Plan Review and Permitting Services                | \$623,489                                | 42% Municipal Levy<br>5% Provincial Grant<br>52% Self-generated |                           |  | \$675,000                          | 37% Municipal Levy<br>1% Provincial Grant<br>62% Self-generated |
| 1.3 Natural Hazards Mapping                            | \$174,124                                | 47% Provincial Grant<br>53% Self-generated                      | \$141,713                 | 65% Municipal Levy<br>35% Self-generated                         | \$175,000                          | 50% Municipal Levy<br>50% Self-generated                        |
| 1.4 Flood and Drought Monitoring Operations            | \$116,886                                | 41% Municipal Levy<br>59% Provincial Grant                      | \$151,196                 | 42% Municipal Levy<br>57% Provincial Grant<br>1% Private Funding | \$120,000                          | 50% Municipal Levy<br>50% Provincial Grant                      |
| 1.5 Dam Operations                                     | \$44,737                                 | 38% Municipal Levy<br>62% Provincial Grant                      |                           |  | \$50,000                           | 50% Municipal Levy<br>50% Provincial Levy                       |
| 1.6 Natural Hazards Capital                            | \$894,915                                | 35% Municipal Levy<br>65% Provincial Grant                      | \$10,000                  | 100% Municipal Levy  | \$10,000                           | 100% Municipal Levy   |
| 2.1 Conservation Lands Program Planning and Management | n/a                                      | n/a   | \$246,006                 | 58% Municipal Levy<br>2% Federal Grant<br>30% Self-generated     | \$25,000                           | 100% Municipal Levy   |

|   | Scenario 1<br>5 Year Average Annual Cost |   | Scenario 2<br>2022 Budget |   | Scenario 3<br>Adjusted Annual Cost |  |
|---|--|---|---------------------------|---|------------------------------------|--|
|   | Annual Cost                              | Source of Funding   | Annual Cost               | Source of Funding   | Annual Cost                        | Source of Funding                        |
| 2.2 Conservation Lands Operations (protection & recreation) | \$207,445                                | 74% Municipal Levy<br>15% Self-generated<br>11% Private Funding |                           | 10% Private Funding   | \$250,000                          | 60% Municipal Levy<br>40% Self-generated |
| 2.3 Conservation Lands Operations (resource development)    | \$7,064                                  | 100% Self-generated   |                           |   | \$10,000                           | 100% Self-generated                      |
| 2.4 Campground Services (Warsaw Caves)                      | \$221,649                                | 99% Self-generated<br>1% Private funding                        | \$216,096                 | 100% Self-generated   | \$225,000                          | 100% Self-generated                      |
| 2.5 Campground Services (Beavermead)                        | \$232,778                                | 99% Self-generated<br>1% Private funding                        | \$281,645                 | 100% Self-generated   | \$300,000                          | 100% Self-generated                      |
| 2.6 Campground Services (Lakefield)                         | n/a                                      |   | n/a                       |   | \$325,000                          | 100% Self-generated                      |
| 2.7 Conservation Lands Infrastructure                       | \$42,169                                 | 100% Municipal Levy   | \$1,204,800               | 1% Municipal Levy<br>74% Federal Grant<br>25% Self-generated  | \$50,000                           | 100% Municipal Levy                      |
| 2.8 Campground Infrastructure                               | \$68,563                                 | 100% Municipal Levy   | \$160,600                 | 24% Municipal Levy<br>57% Federal Grant<br>19% Self-generated | \$50,000                           | 100% Self-generated                      |
| 3.1 Source Protection Authority                             | \$28,729                                 | 100% Self-generated   | \$60,000                  | 100% Self-generated   | \$65,000                           | 100% Self-generated                      |

|   | Scenario 1<br>5 Year Average Annual Cost |  | Scenario 2<br>2022 Budget |   | Scenario 3<br>Adjusted Annual Cost |   |
|---|--|--|---------------------------|---|------------------------------------|---|
|   | Annual Cost                              | Source of Funding  | Annual Cost               | Source of Funding   | Annual Cost                        | Source of Funding   |
| 3.2 Risk Management Official/Inspector                  | \$115,000                                | 100% Self-generated  | \$115,000                 | 100% Self-generated   | \$115,000                          | 100% Self-generated   |
| 4.1 Other Water Program Planning and Management         | n/a                                      | n/a  | \$45,966                  | 100% Municipal Levy   | \$25,000                           | 100% Municipal Levy   |
| 4.2 Provincial Water Monitoring Programs                | \$27,181                                 | 100% Municipal Levy  |                           |   | \$30,000                           | 100% Municipal Levy   |
| 4.3 Local Water Monitoring Programs                     | \$20,265                                 | 100% Municipal Levy  |                           |   | \$20,000                           | 100% Municipal Levy   |
| 5.1 Climate Change Initiatives                          | n/a                                      | n/a  | \$243,432                 | 16% Municipal Levy<br>61% Self-generated<br>23% Private Funding | \$5,000                            | 100% Municipal Levy   |
| 5.2 Natural Heritage Plan Review & Monitoring Services  | \$24,279                                 | 6% Municipal levy<br>94% Self-generated                        |                           |   | \$65,000                           | 100% Self-generated   |
| 5.3 Land Stewardship Services                           | \$123,250                                | 3% Municipal Levy<br>17% Self-generated<br>80% Private Funding |                           |   | \$125,000                          | 10% Municipal Levy<br>10% Self-generated<br>80% Private Funding |
| 5.4 Environmental and Conservation Education & Outreach | \$44,000                                 | 82% Municipal Levy<br>18% Private Fund                         | \$31,619                  | 10% Municipal Levy<br>22% Self-generated<br>68% Private Funding | \$40,000                           | 100% Private Funding  |

|   | Scenario 1<br>5 Year Average Annual Cost |   | Scenario 2<br>2022 Budget |  | Scenario 3<br>Adjusted Annual Cost |  |
|---|--|---|---------------------------|--|------------------------------------|--|
|   | Annual Cost                              | Source of Funding                       | Annual Cost               | Source of Funding                        | Annual Cost                        | Source of Funding                        |
| 6.1 Governance and Board Operations       | \$51,832                                 | 100% Municipal Levy                     | \$721,360                 | 88% Municipal Levy<br>12% Self-generated | \$55,000                           | 90% Municipal Levy<br>10% Self-generated |
| 6.2 Administrative and Support Services   | \$514,021                                | 91% Municipal Levy<br>9% Self-generated |                           |  | \$550,000                          | 90% Municipal Levy<br>10% Self-generated |
| 6.3 Communications and Marketing Services | \$80,731                                 | 100% Municipal Levy                     |                           |  | \$85,000                           | 90% Municipal Levy<br>10% Self-generated |
| 6.4 Tangible Capital Assets               | \$55,298                                 | 100% Municipal Levy                     | \$46,600                  | 100% Municipal Levy                      | \$60,000                           | 100% Municipal Levy                      |

### Notes:

The historic information about average annual costs and sources of funding are estimates that are based on data extracted from audited financial statements for the years 2017 to 2021. The expenditure values are as stated in the financial statements and have not been adjusted for inflation.

The following events caused some year of year variability in the expenditure and revenue pattern over the last 5 years:

- Loss of \$100,000 in annual recurring provincial grants in 2019.
- COVID related impacts to revenue and expenditures in 2020 and 2021.
- Major capital projects (\$3.8 million reconstruction of the Millbrook dam) and operating projects (8 floodplain mapping projects) that inflated the normal annual pattern of expenditures and revenue.

The values provided under the column titled 2022 Budget are those as approved by the Board of Directors.

The Adjusted Annual Cost is the Authority's best estimate of future cost to provide the programs and services. It is based on the 2022 budget, rounding up some values to account for the ongoing impact of inflation and includes additional funding to address new regulatory requirements. Sources of Funding have also been adjusted in order to direct as much of municipal levy as possible to mandatory programs and services.

Municipal levy is funding raised through the apportioning levy provisions of the legislation.

Provincial and federal grants is funding received from either the provincial or federal governments through a transfer payment agreement.

Self-generated is funding raised by the authority through the charging of fees for permits, fee for service agreements (delivery of service for a fee), sales (retail sales at campgrounds) and rentals (canoe rentals, land rentals, etc.) and draws on reserves.

Private funding includes donations and grants from private sources (i.e., foundations).

**Objective:** Otonabee Conservation's Land Stewardship Services advance and contribute to the maintenance of a healthy and resilient natural environment. This program focuses on providing advice and technical support to private and public landowners, enabling them to undertake land restoration and stewardship activities.

There is a strong relationship between land stewardship and environmental education. Many stewardship projects include an educational component that increases landowner awareness of watershed health and conservation.

Land Stewardship activities provide opportunities to inform, educate, communicate, and involve the watershed community while providing the opportunity to influence changes in behavior that contribute to a healthy watershed.

**Description:** Land Stewardship is the term often used to describe the responsible use and protection of the natural environment through conservation and sustainable best management practices. Otonabee Conservation's Land Stewardship Program undertakes projects that restore and prevent further environmental degradation, and enhance water quality, watershed health, and fish and wildlife habitat.

The Program currently includes a tree seedling sales program and provides opportunities for landowners to receive advice and technical support for undertaking projects on their property including tree planting, habitat enhancement, and shoreline naturalization. Tree planting activities include larger afforestation projects and smaller reforestation activities.

Otonabee Conservation delivers land stewardship projects in partnership with municipalities, educational institutions, public agencies, community groups and a variety of funding partners.

We facilitate access to funding, a key program component for stewardship projects by maintaining ongoing partnerships with funders including Tree Canada, One Tree Planted and TD Friends of the Environment Foundation.

Otonabee Conservation also participates in local initiatives including the East Central Farm Stewardship Collaborative and Alternative Land Use Services (ALUS) Peterborough to further our collective stewardship efforts.



**Table 1. Details of Land Stewardship Services in the Township of Douro-Dummer, 2017-2021**

| Tree Planting                                 | Shoreline Naturalization                                  | Habitat Enhancement   |
|---|---|---|
| 5th Line Road North Dummer, 2017 (9000 trees) | Clintonia Park Shoreline Naturalization, 2021 (64 shrubs) | St. Joseph School Pollinator Garden, 2017 (36 plants, 2 shrubs) |
| 5th Line Road North Dummer, 2019 (3900 trees) |   | Douro South Park Planting, 2021 (10 trees)                      |
|   |   | Clintonia Park Planting, 2021 (17 trees)                        |
|   |   | Douro-Dummer Municipal Office, 2019 (1 tree)                    |



**Figure 1: Students participating in pollinator garden installation, 2017**



**Figure 2: Tree planted at Douro 5th Line Road North Dummer**

## Local Water Monitoring Program

**Objective:** Otonabee Conservation uses an integrated, science-based approach to understand the ecological processes and state of natural resources in the watershed. Monitoring programs increase our understanding of watershed health and make it possible to track changes and target efforts to enhance the watershed environment.

We collect data that enables us to understand where conditions are deteriorating or changing and helps us to target restoration efforts or encourage behavioral changes to enhance water quality.

This information is used by Conservation Authorities and other practitioners, all levels of government, industry, and environmental agencies to help conserve, restore and protect the natural resources that support us.

**Description:** Otonabee Conservation is mandated to deliver provincial monitoring programs within our jurisdiction. We also undertake a local water monitoring program to supplement the information collected through the Provincial Programs. We work with a variety of partners to deliver local water monitoring programs, including government, foundations, businesses, residents, and educational institutions.

Both programs include monthly collection of surface water samples during the ice-free season. The Provincial Surface Water Quality Monitoring Program (PWQMN) includes sample collection at 16 sites, and the Provincial Groundwater Monitoring Program includes measuring water quality and quantity at 11 sites. The local water monitoring program includes sample collection at four additional sites to ensure that data collected is representative of the entire Otonabee Region watershed. Water samples collected through both programs are analyzed for a variety of physical and chemical parameters in the field and at provincial and local laboratories

As part of the local water monitoring program, biological indicators are also used to assess long-term water quality. Samples of the benthic macroinvertebrate communities are collected annually in May at 8-12 sites across the watershed. Benthic macroinvertebrate are the bugs that live in the bottom of streams, lakes, rivers, and wetlands and are excellent biological indicators of water quality as each species has a different tolerance to water quality conditions.

The data collected through the local water monitoring program is incorporated into a variety of programs and activities that include the publication of a Watershed Report Card every five years. Watershed Report Cards track and report on surface water quality and forest conditions and provide information related to groundwater quality, wetlands, and climate change.

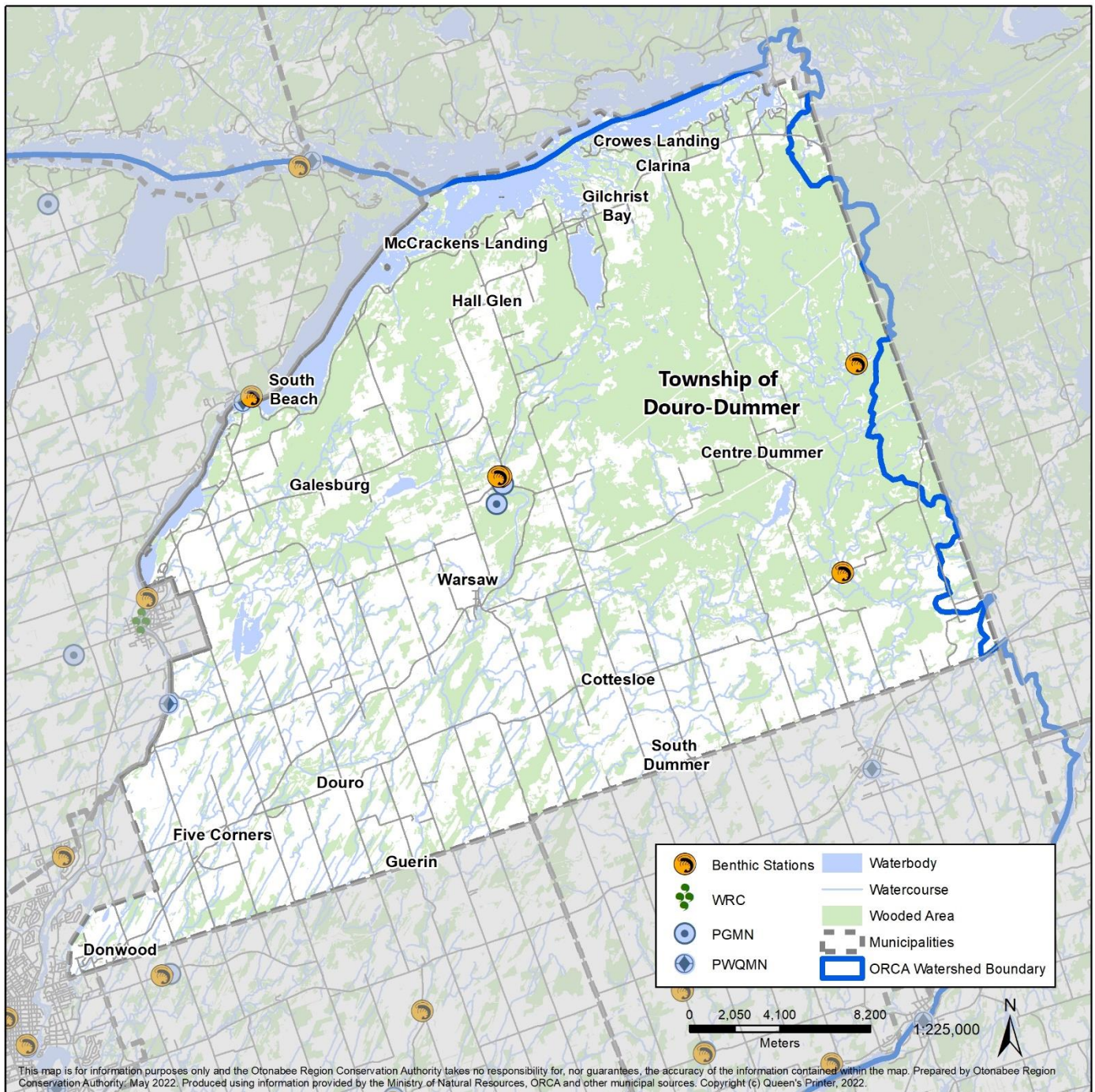
**Table 1: Provincial Water Monitoring Program in Township of Douro-Dummer**

| <b>Provincial Groundwater Monitoring Network Locations</b>   |
|--|
| Caves Road & County Road #4 (Warsaw Caves Conservation Area) |
| Caves Road & County Road #4 (Warsaw Caves Conservation Area) |
| <b>Provincial Water Quality Monitoring Network Locations</b> |
| Clear Lake Outlet @ Youngs Point                             |
| Otonabee River @ Lock 25                                     |

**Table 2: Local Water Monitoring Program in Township of Douro-Dummer**

| <b>Local Water Monitoring Network Locations</b> |
|---|
| No locations in municipality                    |
| <b>Location Benthic Monitoring Locations</b>    |
| Indian River @ Caves Road                       |
| E. Ouse River @ Peterborough County Forest      |





**Figure 1. Map of Monitoring Locations in Township of Douro-Dummer**

**AGREEMENT FOR OTHER SERVICES AND PROGRAMS (“AGREEMENT”)**

**THIS AGREEMENT** dated this       day of       , 2022.

**BETWEEN:**

**Otonabee Region Conservation Authority**  
(hereinafter called the “Authority”)

OF THE FIRST PART

– and –

“ ”  
(hereinafter called the “Municipality”)

OF THE SECOND PART

**WHEREAS** pursuant to the Conservation Authorities Act, RSO 1990, c C.27 and Ontario Regulation 687/21, the Authority is required to enter into a cost apportioning agreement in order for the Authority to apportion operating costs to a Municipality to fund other services and programs that the Authority wishes to provide to further the purpose of the Act.

**AND WHEREAS** pursuant to the Conservation Authorities Act, RSO 1990, c C.27 and Ontario Regulation 687/21, the Authority may establish a fee to be charged by the Authority for other services and programs;

**AND WHEREAS** the Municipality wishes to avail itself of the other services and programs and to pay the Authority for these services and programs;

**NOW THEREFORE**, in consideration of the terms of this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The Authority agrees to provide the Municipality with other services and programs outlined in the Inventory of Other Services and Programs attached hereto as Schedule “A”.
2. The Municipality agrees to be assessed an apportionment of the costs for the other services and programs outlined in Schedule “A” in accordance with the following formula:
  - The Municipality will pay the Authority three percent (3%) of the apportioned value the Municipality is required to pay the Authority for general operating expenses and Category 1 expenses as defined in Ontario Regulation 402/22 under the Conservation Authorities Act, R.S.O. 1990, c. C.27.
3. The Municipality agrees that the Authority may establish and charge a user fee for the programs and services outlined in Schedule “A”. A user fee will be based on cost recovery. The Authority will establish the user fee on a yearly basis and provide the Municipality with a user fee schedule and an opportunity to consult.
4. The Authority will not add to or delete from the services or programs to be provided in Schedule “A” without first consulting with the Municipality. Any such change would require an amendment to this Agreement agreed to by the parties.
5. The Municipality will continue to support the current Inventory of Other Services and Programs in Schedule “A” throughout the term of this Agreement.

**Term of Agreement**

6. The Agreement will be for a term of five (5) years commencing on the date of the signature by the last of the parties.

7. The Agreement shall terminate on the fifth anniversary from the date of the signature of the last of the parties (“Termination Date”), unless the parties agree to renew the Agreement before the Termination Date.
8. The Agreement shall be reviewed by the parties at least six (6) months before the Termination Date, for the purpose of determining whether the Agreement is to be renewed by the parties.
9. Either party may terminate this Agreement at any time upon delivering six (6) months written notice of termination.
10. Any notice to be given pursuant to this Agreement shall be delivered in writing to the parties at the following addresses:

|  |                          |
|--|--------------------------|
| Otonabee Region Conservation Authority<br>250 Milroy Drive<br>Peterborough, ON K9H 7M9<br>Attn: Chief Administrative Officer | Address for Municipality |
|--|--------------------------|

11. The Agreement will terminate six (6) months after the date on which written notice of early termination is delivered to the parties.

### Dispute Resolution

12. The Authority and the Municipality shall negotiate in good faith in an attempt to settle any dispute between the parties in connection with this Agreement in a timely manner.

Should the Authority and the Municipality be unable to settle the dispute through negotiation, both parties acting reasonably and in good faith, then the determination of such dispute shall be resolved by arbitration, pursuant to the Arbitration Act (Ontario), to be held in Peterborough.

A party desiring arbitration shall give written notice of arbitration to the other party, in accordance with section 10, containing a concise description of the matter referred to arbitration (“Notice of Arbitration”).

Within ten (10) business days after a party delivers a Notice of Arbitration, the parties shall jointly appoint a single arbitrator (the “Arbitrator”). If the parties fail to appoint an Arbitrator within such time, the Arbitrator shall be designated by a judge of the Ontario Superior Court of Justice upon application by either party.

The decision of such Arbitrator shall be final and binding as between the parties and shall not be subject to appeal.

Whenever a dispute is in respect of a matter within the expertise of an architect, engineer, land surveyor or other professional consultant who, in the opinion of both the Authority and the Municipality, is qualified to make a determination in respect of such dispute, the Authority and the Municipality may jointly stipulate at any time prior to the selection or appointment of the Arbitrator hereunder, that the Arbitrator shall be an independent consultant with such expertise as may be determined jointly by the Authority and the Municipality.

The costs of the Arbitrator shall be split equally between the Authority and Municipality.

**SIGNED SEALED AND DELIVERED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2022**

**OTONABEE REGION CONSERVATION AUTHORITY**

Per: \_\_\_\_\_

Chief Administrative Officer/Secretary-Treasurer

I/we have the authority to bind the Corporation

**SIGNED SEALED AND DELIVERED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2022.**

**Municipality**

Per: \_\_\_\_\_

Chief Administrative Officer/Clerk

I/we have the authority to bind the Corporation

## **Schedule “A” - Inventory of Other Services and Programs**

### **Local Water Monitoring Programs**

- Supplemental stream water quality monitoring at 4 other sites and benthic monitoring at 8-10 sites annually across the watershed.
- Periodically produce the Watershed Report Card.

### **Climate Change Initiatives**

- Maintain and implement the Authority’s Climate Change Strategy focusing on adaptation, mitigation and education.

### **Land Stewardship Services**

- Provide advice and technical support that supports private and public land restoration and stewardship activities that contribute to a healthy/functioning watershed.
- Deliver a Tree Seedling Sales Program.
- With municipalities, schools, public agencies, and community service groups plan and undertake land restoration and stewardship projects (i.e., tree planting, habitat enhancement, shoreline naturalization. These activities typically occur on municipal owned lands or lands owned by public agencies/institutions (i.e., schools, hospitals, etc.).



This Memorandum of Understanding/Service Agreement  
made this \_\_\_\_ day of \_\_\_\_\_, 2022.

Between:

**The Corporation of the Township of XXX** (Hereinafter referred to as the "The Township")

and

**The Otonabee Region Conservation Authority** (Hereinafter referred to as "ORCA")

Regarding the Provision of Plan Review and Technical Clearances Services

## 1. Introduction and Context

The role of all Conservation Authorities focuses on water related natural hazard prevention and management and includes flood and erosion control. The safety of persons and property from natural hazards and the protection, restoration and enhancement of the natural environment are matters of public interest to be addressed during the review of development applications and planning policy documents.

ORCA derives its authority under the *Conservation Authorities Act* and relevant regulations including Ontario Regulation 686/21 which describes the mandatory programs and services a conservation authority is required to provide.

ORCA is also considered a public body pursuant to Section 1 of the Planning Act and regulations made under the Planning Act.

The Township has been delegated the Municipal Plan Review function by the Province of Ontario. This places a responsibility on the Township to make local planning decisions that will determine the future of the community and developed in a manner that meets the existing and future goals of the community. Township In order to satisfy this function the Township relies on the external expertise of other agencies through an MOU or through contracting private professional firms to provide technical assistance where the Township may not have in-house expertise.

This Memorandum of Understanding/Service Agreement recognizes the expertise provided by ORCA in watershed management, and natural hazard and natural heritage planning and The Townships expertise in overall municipal planning to

effectively plan for the future of the Township.

This Agreement also serves as a guide to both The Township and ORCA in carrying out the Plan Review and Technical Clearances functions. In addition, it is intended to promote streamlining of the plan review process including communications and issue resolution.

## **2. Definitions**

"Plan Review" is defined as the review of development applications/studies as set out in the *Planning Act* or other relevant legislation; identifying the need for and assessing the adequacy of technical surveys, studies and reports relating to both natural hazards and natural heritage; and specifying and clearing conditions of approval. It also includes the review of municipal planning documents, such as Official Plans and amendments.

"Technical Clearance" is defined as assessing technical reports submitted by the proponent to determine if the reports satisfy the conditions through a plan review process and clearing the conditions.

## **3. Purpose**

The purpose of this Memorandum of Understanding/Service Agreement is to:

- a) Provide for effective and streamlined ORCA plan review and technical clearances support/expertise to assist The Township to make environmentally sound decisions on planning applications; consistent with the *Conservation Authorities Act, Planning Act* and other relevant provincial plans and provincial and local policies as they relate to the mandate of ORCA.
- b) Support and assist The Township to streamline the municipal plan review system where opportunities exist and to facilitate as much as possible the creation of a "one window" planning system operating from the Township.
- c) Clarify the roles and responsibilities of the ORCA planning and regulations program.
- d) Develop clear protocols for ORCA Township plan review communications and issue resolution.

## **4. Statement of Principles**

This agreement shall be guided by the following principles:

- a) To foster a "client service", solutions-based approach in the delivery of the service(s) to meet the public and private needs of the watershed community.

- b) To ensure and enhance consistency and clarity around the respective roles and responsibilities performed by The Township and ORCA.
- c) To inform the Board, The Township and clients about the mandated roles and responsibilities performed by ORCA in the delivery of conservation services and programs throughout the watershed.
- d) To streamline all processes in review and technical clearance function and activities wherever possible within regulatory and discretionary timelines associated with the services; and incorporate "best practices and/or practical" approaches in the delivery of services and programs utilized by and in the conservation and municipal sectors.

## **5. Roles and Responsibilities of the Conservation Authority**

ORCA will assist The Township, in its role as an approval authority, by providing plan review comments and technical clearances to The Township in a timely manner.

The comments and advice will be in the context of the requirements of the *Planning Act*, Provincial Policy Statement, provincial plans, and other applicable legislation as may be enacted or updated from time to time.

More specifically, ORCA's roles and responsibilities are described below:

### **a) ORCA's roles and responsibilities mandated under Ont. Reg. 686/21:**

- i. Review all development applications or other matters submitted pursuant to the *Planning Act* and provide comments, technical support, or information to ensure that they are consistent with the Natural Hazards Policies found in Section 3.1 of the Provincial Policy Statement (but not including those policies related to hazardous forest fire types for wildland fires) as issued from time to time.
- ii. Review all development applications or other matters submitted pursuant to the *Planning Act* and provide comments, technical support, or information to ensure that they conform with any natural hazard policies included in a provincial plan issued under sec. 1 of the *Planning Act* (e.g., Growth Plan for the Greater Golden Horseshoe) as updated or amended from time to time.
- iii. When requested by the Township provide advice, technical support, training, and any information the Township requires to ensure that decisions under the *Planning Act* are consistent with the natural hazard policies in the policy statements and conforms with natural hazard policies included in a provincial plan.
- iv. Review all development applications or other matters submitted pursuant to the *Planning Act* to determine if the proposal relates to a significant drinking water

- threat that is governed by a source water protection plan and the proposal's potential impact on any drinking water sources protected by the plan.
- v. Review all development applications or other matters submitted pursuant to the *Planning Act* that may affect the Authority as an owner of land.
  - vi. Review all development applications or other matters submitted pursuant to the *Planning Act* to identify the need to obtain and be responsible for the provision of permits related to sec. 28 and 28.0.1 of the *Conservation Authorities Act* as it may be amended from time to time.

**b) ORCA's roles and responsibilities as a service provider to the Township:**

- i. Review and provide comments, technical support or information on municipal policy documents and planning and development applications submitted pursuant to the Planning Act to ensure that they are consistent with the Natural Heritage Policies found in Section 2.1 and 2.2 of the Provincial Policy Statement as issued from time to time.
- ii. Review and provide comments, technical support or information on municipal policy documents and planning and development applications submitted pursuant to the Planning Act to ensure conformance to those natural heritage and key hydrologic policies included in a provincial plan issued under sec. 1 of the *Planning Act* (e.g., Growth Plan for the Greater Golden Horseshoe) as updated or amended from time to time.
- iii. Provide advice when new or amended "Special Policy Areas" (SPA's) or 2-zones flood plains are being proposed by The Township.
- iv. Assist the Township, on request, in an advisory or project management role, in the technical aspects of environmental resource management, including but not limited to the review of storm water management reports, watershed or sub-watershed plans or studies, etc.
- v. Attend the Ontario Land Tribunal with The Township staff, with respect to the plan review and technical clearance services provided for in this agreement.
- vi. Participate in Township led pre-consultation meetings related to proposed development applications and identify potential issues and study requirements applicable to any proposal.

**c) ORCA's roles and responsibilities as a service provider to the municipalities of the Otonabee-Peterborough Source Protection Authority including:**

- i. Review and provide comments, technical support or information on planning and development applications submitted under the Planning Act pursuant to

the Authority's duties and responsibilities to enforce Part IV of the *Clean Water Act*.

## **6. Roles and Responsibilities of The Township**

The Township will:

- a) Circulate municipal planning documents and planning and development applications submitted pursuant to the *Planning Act* as required by the legislation.
- b) When appropriate, invite ORCA to attend pre-consultation meetings at no cost to The Township, with development proponents especially when applications may trigger a related permit application under the Conservation Authorities Act C.28.
- c) Share any Township owned information or data sources, deemed appropriate by the parties, with ORCA, provided that the data sources are not restricted under third party licensing.

## **7. Implementation**

To ensure the efficient and effective implementation of this agreement The Township and ORCA agree:

- a) To explore further opportunities, on an ongoing basis, to streamline the plan review system as it relates to provincial and regional/local interests, clarify pre-complete application requirements, etc.
- b) To participate jointly in pre-consultation as requested and coordinated by the Township for new development proposals. Specifically, pre-consultation will be arranged when an application may trigger a related permit application under the Conservation Authorities Act, and where ORCA's advice about technical information required for a complete application is required.
- c) To share any Authority or Township owned information or data sources, deemed appropriate by the parties, with each other, provided that the data sources are not restricted under third party licensing.
- d) That ORCA will collect review fees for all third party generated severance, Official Plan Amendments and subdivision/condominium applications required to recover ORCA costs for plan review and technical clearance services.
- e) That fees for plan review and technical clearance services will be set by ORCA, as approved by the ORCA Board of Directors, and reflected in the approved planning Fee Schedules, and any approved revised schedules will be provided to The Township as they occur.

- f) That once ORCA it is in receipt of a complete submission, as deemed by Township Staff and payment of required fees, ORCA will commit to have a response within 30 days. If ORCA is unable to meet the 30-day response time due to work volume, they are required to advise The Township and provide an alternative date for completion. ORCA staff will require approval of such alternative dates by their CAO/Secretary-Treasurer prior to advising the municipality. Attached as Appendix A is a reporting spreadsheet which ORCA shall complete and submit quarterly to the Township.
- g) To meet the requirements of the Municipal Freedom of Information and Protection and Privacy Act, R.S.O.1990, chapter M.56.

## 8. Term

The Township and ORCA agree to review this agreement every 5 years, or sooner as directed by Township Council or the ORCA Board of Directors. The five-year review shall commence six months prior to the 5<sup>th</sup> anniversary of the agreement.

## 9. Termination

Either party may terminate this agreement at any time upon delivering 6 months written notice of termination.

Any notice of termination to be given pursuant to this agreement shall be delivered to the parties at the following addresses:

Township of ???

XXXX

XXXX

Attn: Chief Administrative Officer

Otonabee Region Conservation Authority

250 Milroy Drive

Peterborough, ON K9H 7M9

Attn: Chief Administrative Officer

## The Agreement

**In witness whereof** the parties hereto have executed this Agreement under their respective corporate seals and by the hands of their proper officers' thereunto duly authorized.

Dated at the Peterborough this \_\_\_\_ day of \_\_\_\_\_, 2022.

**The Corporation of the  
Township XXX**

By:

Name:

**The Otonabee Region  
Conservation Authority**

By:

Name:

Title: \_\_\_\_\_

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

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

## Appendix A – Response Time Report

On a quarterly basis ORCA shall report to The Township the number of applications reviewed and percentage of responses provided within the 30-day response time standard.

| Municipality            | Committee of Adjustment |              | Zoning By-Law and Official Plan Amendments |              | Site Plan Control Applications |              |
|-------------------------|-------------------------|--------------|--|--------------|--------------------------------|--------------|
|                         | # reviewed              | % met target | # reviewed                                 | % met target | # reviewed                     | % met target |
| Asphodel Norwood        |                         |              |  |              |                                |              |
| Cavan Monaghan          |                         |              |  |              |                                |              |
| Douro Dummer            |                         |              |  |              |                                |              |
| Otonabee South Monaghan |                         |              |  |              |                                |              |
| Selwyn                  |                         |              |  |              |                                |              |
| Total                   |                         |              |  |              |                                |              |

**Recommendation:**

That the Recreation Facilities-2022-08 report, dated September 20<sup>th</sup>, 2022 regarding Douro South Park RFP be received; and

That Council authorize Staff to enter into an agreement with Drain Bros. Excavating Limited to undertake the proposed revitalization to the Douro South Park for a total amount of \$392,002.83.

That additional funds of \$22,336 be allocated to the project from the Capital Project/Purchases Reserve to fund the costs related to the well and to make an additional two pickleball courts.

**Overview:**

In the 2022 Capital Budget Council approved a project for improvements to be made to Douro South Park which included rebuilding of the canteen (which will also include some storage and washrooms), the addition of tennis/pickleball courts and to make the park more accessible by constructing a ramp.

Report Treasurer-2022-09 amended the budgeted funding to be as follows:

- Canada Community Revitalization Fund - \$294,750
- Parkland Reserve - \$80,000
- Capital Project/Purchases Reserve - \$18,250
- Total - \$393,000

The RFP was issued through Bids & Tenders with the assistance of the County of Peterborough on August 10, 2022 with a final submission deadline of 12:00 noon on August 30, 2022. Two (2) submissions were received although one had an incomplete component and was provided 3 additional days to complete and return it.

Staff received the two submissions on Tuesday September 6<sup>th</sup>, 2022. The submissions received were from Drain Bros Excavating Limited and Jeffery G. Wallans Construction Limited. Unfortunately, both were over budget with Drain Bros at \$491,810.73 (taxes extra) and Wallans Construction at \$550,200.00 (taxes extra). After scoring the submissions Drain Bros scored the highest based on their scheduling, approach and methodology, as well as pricing.

When staff presented the project last year, it was assumed that the current dug well supplying the Douro South Park would be adequate to support this project. However, it was determined that the well was not suitable and would only provide reliable seasonal water, so as a result staff reviewed options for installing a new water supply. A quote was received to provide for the drilling of a well and pump supplied to the building from Burgess Well Drilling for \$14,243.00 (taxes extra) with a potential charge of \$32.00 per foot per foot of bedrock. Staff had the well location doused prior to the quote, and the anticipated depth is 55-60 feet, so the additional cost would be no more than \$1920 for 60 feet.



Since the submission was received, and following the direction of Council, staff have entered into negotiations with Drain Bros to look for opportunities to reduce the project costs. The costs related to the construction of the canteen were reviewed and were able to be reduced to be more in line with the proposed scope. A change was also made to substitute the accessible ramp with an accessible parking lot which will be located on the upper portion of the park closer to the new building.

The project includes a single 60' x 120' playing surface to be used for Tennis and Pickleball. The minimum costs included in the bid price were to include line painting for the tennis court and two pickleball courts. It is possible to rotate the pickleball courts on the same playing surface, allowing for a total of four pickleball courts. This would result in additional line painting and nets, which the total cost to provide is \$5,800. It is staff's recommendation to have four courts as it would provide more opportunities for multi-user events. Council may elect to reduce to two courts for a cost savings of \$5,800.

### **Conclusion:**

The proposed costs for the South Douro Park revitalization project were received by RFP and were beyond the amount budgeted, however, with some changes to the scope we were able to make the cost feasible for the Township. Staff will continue to work with the proponent to find any cost reductions through the duration of the project.

### **Financial Impact:**

The following table breaks down the current and proposed funding for this project:

|                  | Current Allocation | Costing after RFP Results | Difference    |
|------------------|--------------------|---------------------------|---------------|
| Grant            | 294,750            | 294,750                   | -             |
| Parkland Reserve | 80,000             | 80,000                    | -             |
| Capital Reserve  | <u>18,250</u>      | <u>40,586</u>             | <u>22,336</u> |
| Total            | 393,000            | 415,336                   | 22,336        |

In order to complete the project an additional \$22,336 will be required from the Capital Project/Purchase Reserve.

**Strategic Plan Applicability:** To develop and/or assist with the development and delivery of social and recreational programs as well as effectively maintaining and updating recreational facilities to promote healthy lifestyles and meet the broad range of community needs.

### Report Approval Details

|                      |                           |
|----------------------|---------------------------|
| Document Title:      | Douro South Park RFP.docx |
| Attachments:         |                           |
| Final Approval Date: | Sep 13, 2022              |

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

### No Signature found

Paul Creamer

Elana Arthurs

**Recommendation:**

That the Planning Department-2022-13 report, dated September 20, 2022 regarding Official Plan Amendment (OPA) No. 74 to the Local Component of the Official Plan of the County of Peterborough as it relates to the addition of 'complete application' policies resulting from Bill 109, More Homes for Everyone Act, 2022 be received and;  
That a letter of support be sent to the County of Peterborough to advise that the Township of Douro-Dummer supports the proposed Official Plan Amendment as described in the document prepared by the County of Peterborough Planning Department.

**Overview:**

Introduced on March 30, 2022, Ontario's More Homes for Everyone Act, 2022 (Bill 109) received Royal Assent on April 14, 2022.

Bill 109 made changes to the Planning Act regarding Site Plan Control, Zoning By-Law Amendments, and Combined Zoning By-Law/Official Plan Amendments. These changes include new rules about consultations with municipalities respecting completeness of applications and application fee refunds if a decision is not made by the Approval Authority within specified timeframes.

Report Clerk/Planning-2022-32 was presented to Council on June 7, 2022 regarding Bill 109 and a copy is attached to this Report.

In accepting Report Clerk/Planning-2022-32, Council passed the following resolution:

**Resolution Number 187-2022**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That the report, dated June 7, 2022 regarding Bill 109, the More Homes for Everyone Act, 2022 be received and that staff be directed to complete the following:

- Bring forward an updated Site Plan Control By-law which delegates all Site Plan approvals to staff for the next Council meeting,
  - That staff prepare a Pre-Consultation By-law to assist in mitigating the application fees refund requirements and to have any changes in place by January 1, 2023
  - That staff work with the County of Peterborough to ensure that the language in the Official Plan is sufficient to ensure that the Township can request that peer reviews be completed prior to a Planning Act application being deemed complete.
- Carried

As it relates to the first bullet of the above noted resolution, an updated Site Plan Control By-law, being By-law No. 2022-32, was adopted by Council on June 21, 2022.

Since that time, Staff have been working with the County of Peterborough regarding the language in the Official Plan. As a result, OPA No. 74 has been drafted to ensure that the Township can request that peer reviews be completed prior to a Planning Act application being deemed 'complete'.

A copy of OPA No. 74 is attached to this Report. A public meeting for OPA No. 74 is proposed to be scheduled for October 19<sup>th</sup> at the Regular County of Peterborough Council Meeting. Following the public meeting, County Council will be in position to make a decision regarding the proposed OPA.

Should OPA No. 74 be approved, Township Staff will prepare a Pre-Consultation By-law to assist in mitigating the application fee refund requirements with the goal of having any changes in place by January 1, 2023.

**Conclusion:**

Staff are reviewing the impacts of Bill 109 on our planning processes and the planning services that we offer to the public. With the approval of OPA No. 74, Staff will prepare a Pre-Consultation By-law to be brought forward to Council later in 2022.

**Financial Impact:**

None at this time but it is anticipated that without proper policies and procedures in place the Township could see the cost of processing Planning Act applications rise.

**Strategic Plan Applicability:**

To ensure and enable an effective and efficient municipal administration.

**Sustainability Plan Applicability:**

N/A

### Report Approval Details

|                      |  |
|----------------------|--|
| Document Title:      | Bill 109 OPA Amendment (Amendment No. 74).docx   |
| Attachments:         | - Report Regarding Bill 109 (June 7, 2022).pdf<br>- Bill 109 Amendment- OPA 74 - Full Document.pdf |
| Final Approval Date: | Sep 13, 2022   |

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

Martina Chait-Hartwig

Elana Arthurs

**Recommendation:**

That the Clerk/Planning-2022-32 report, dated June 7, 2022 regarding Bill 109, the More Homes for Everyone Act, 2022 be received and that staff be directed to complete the following:

- Bring forward an updated Site Plan Control By-law which delegates all Site Plan approvals to staff for the next Council meeting,
- That staff prepare a Pre-Consultation By-law to assist in mitigating the application fees refund requirements and to have any changes in place by January 1, 2023
- That staff work with the County of Peterborough to ensure that the language in the Official Plan is sufficient to ensure that the Township can request that peer reviews be completed prior to a Planning Act application being deemed complete.

**Overview:**

On March 30, 2022 the Provincial government introduced its More Homes for Everyone Plan which proposes legislative and regulatory changes to make it easier to buy a home by increasing the housing supply in Ontario. The provincial plan aims to build homes faster, make it easier and less expensive to build more affordable housing and protect home buyers and renters through the legislative and regulatory changes. The proposed amendments will make changes to the processes in place for Zoning By-law Amendments, Plans of Subdivision and Site Plan applications to speed up approvals and incentivize decisions within set timelines.

For example, the Planning Act will be amended to delegate approval of Site Plan applications to municipal staff and extend the timeline from 30 to 60 days to issue a decision. Other changes will mandate refunds from 25% to 50% of applications fees if decisions not made within the 60 days. In addition, proposed amendments will require partial refunding of Zoning By-law Amendment fees if they fail to have a decision on an application within 90 days (or 120 days if concurrent with an Official Plan Amendment). Through these amendments, the Province is also proposing what can be required as a condition of draft approval for Plans of Subdivision as well as give municipalities a one-time discretionary authority to reinstate draft approved Plans of Subdivision that have lapsed within the past five years without a new application. The Province considers these changes as streamlining the decision making process.

In addition, provincial housing policies and priority projects will be expedited through a new tool called the Community Infrastructure & Housing Accelerator. Other changes will increase public reporting, public consultations and changes related to Development Charges and Community Benefits Charges while strengthening protections for purchasers of new homes.

Each of the major changes that will be enacted by this Bill are summarized below along with the potential impacts to the Township.

## **Planning Act**

Bill 109 contains a number of changes to the Planning Act that are applicable to the municipality as the approval authority for Zoning By-law Amendments, Site Plan Control, and Minor Variances.

### **Refund of Fees**

- The Bill will require municipalities to gradually refund application fees to applicants who do not receive a decision on their Zoning By-law Amendment applications or Site Plan applications within the legislated timelines. This would apply to applications made on or after January 1, 2023.

As a consequence of the proposed Planning Act changes, the Township will need to implement a Pre-Consultation By-law and will need to update our Site Plan Control By-law.

The professional peer review process that is required to ensure that technical reports submitted in support of Planning Act applications are satisfactory is the main reason that our review times often extend past the timelines specified in the Planning Act. We often must wait to obtain responses from the applicant and/or other commenting agencies. In spite of the fact that the municipality has little to no control over these delays, the legislation provides no recognition of this fact. In calls with the Ministry, staff and other across the Province have advised that the new authority provided to establish complete application requirements for Site Plan Control applications, similar to those currently in place for Zoning Amendment applications, will allow municipalities to overcome these challenges.

To help address this issue staff would like to create a policy to include the peer review in the pre-consultation process by making it mandatory that any necessary supporting reports for a Planning Act application be peer reviewed as part of the complete application. This is in keeping with the Ministry suggestion that municipalities can use their authority to determine what a complete application includes in order to address the issue of delays which are beyond the municipality's control leading to lost fee revenue. Staff will need to review the legal and policy implications of this to determine the best way to enact this process change.

### **Delegation of Site Plan Approval to Staff**

- The Bill requires that decisions on all Site Plan applications be delegated to staff for applications made on or after July 1, 2022.

The Township processes only one or two Site Plan approvals in a given year but with increased development interest in the community there is the possibility that this number will increase. Council could continue to be made aware of Site Plan approvals granted by staff through regular summary reporting.

### **Establishment of Municipal Authority to Prescribe Complete Application Requirements for Site Plan Applications**

- The Bill establishes a regulation-making authority and municipal by-law authority to prescribe complete application requirements for Site Plan applications. As discussed above this authority may help to address some of the potential issues related to the fee refund timelines. This would require amendments to the Site Plan Control By-law. It is noted that this authority may only be exercised where the Official Plan contains provisions permitting the exercise of this authority.

### **Development Charges**

Part of Schedule 2 of Bill 109 proposes to make a change to the Development Charges Act, 1997. The proposal seeks to improve transparency of reporting on development charges. The proposed amendments would specify that Treasurers' statements are to be made available to the public on a municipality's website, or in the municipality's office if no such website is available, and in any manner as may be prescribed in the future. Municipalities are already required to make these statements available to the public. The Township already follows this practice so this change will not increase the workload of staff or change our internal processes.

### **Community Infrastructure and Housing Accelerator (CIHA) Tool**

Bill 109 establishes a new Community Infrastructure and Housing Accelerator (CIHA) tool for municipal requests to expedite Zoning By-law Amendment outside of the Greenbelt area. A CIHA order which would be issued by the Minister of Municipal Affairs and Housing could be used to regulate the use of land and the location, use, height, size and spacing of buildings and structures to permit certain types of development. The requesting municipality is responsible for providing public notice, undertaking consultation and ensuring the order, once made, is made available to the public.

This new order, to be called a Minister's Order, is similar to a Minister's Zoning Order under section 47 of the Planning Act. A Minister's Order could be requested by Council on an active application that has been submitted through the regular planning process under the Planning Act, through request to Council by a proponent or through staff recommendation. At this time staff have not done a fulsome review of the CIHA guidelines as at this time it is not expected to be used in any upcoming development application taking place in the Township.



**Conclusion:**

Staff are reviewing the impacts of Bill 109 on our planning processes and the planning services that we offer to the public. With the arrival of a Planner at the end of June, we will have the capacity and ability to review the tools we currently have in place and the various changes that will be required. If the recommendations in this report are approved it is anticipated that minor changes to the Site Plan Control By-law will be brought back to Council at the next meeting to comply with the July 1, 2022 deadline for the delegation of site plan control approval to staff and that a more fulsome review and re-writing of the By-law plus the introduction of a Pre-Consultation By-law will come forward to Council later in 2022.

**Financial Impact:**

None at this time but it is anticipated that without proper policies and procedures in place the Township could see the cost of processing Planning Act applications rise.

**Strategic Plan Applicability:**

To ensure and enable an effective and efficient municipal administration.

**Sustainability Plan Applicability:**

N/A

### Report Approval Details

|                      |  |
|----------------------|--|
| Document Title:      | Report Regarding Bill 109.docx   |
| Attachments:         | - Bill 109 Presentation April 20 2022 FINAL.pdf<br>- Bill 109 Qs As Municipal Session May 3 2022 FINAL.pdf |
| Final Approval Date: | Jun 1, 2022  |

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

Elana Arthurs

**Amendment No. 74**  
**to the**  
**Official Plan of the**  
**County of Peterborough**

**Townships of Asphodel-Norwood, Douro-Dummer,  
North Kawartha and Selwyn**

Addition of Complete Application Policies to Local Component

## **Official Plan Amendment No. 74**

**Part “A” - The Preamble** does not constitute part of this Amendment.

**Part “B” - The Amendment** consisting of the following text and schedules constitutes Amendment No. 74 to the Official Plan for the County of Peterborough.

Also attached is **Part “C” - The Appendices** which does not form part of this amendment. The appendices contain copies of correspondence that have been received relating to the amendment and also a copy of the Minutes of the public meeting associated with the amendment.

## **Part A - The Preamble**

### **Purpose**

The purpose of the Official Plan Amendment is to add policies to the Local Component that address 'complete application' requirements. More specifically, text in the Official Plan is being modified to implement changes that have been made to the Planning Act resulting from Bill 109, More Homes for Everyone Act, 2022.

The amendment applies to all Townships currently forming part of the Local Component of the County Official Plan.

### **Basis**

Bill 109 is a first-step response to the Ontario Housing Affordability Task Force Report's 55 recommendations released on February 8, 2022.

Introduced on March 30, 2022, Ontario's More Homes for Everyone Act, 2022 ("Bill 109") received Royal Assent on April 14, 2022. Some provisions are immediately in force, while others will wait for a later proclamation or come into force as of July 1, 2022, or January 1, 2023. This Official Plan Amendment (OPA) addresses those changes coming into effect January 1, 2023.

Bill 109 made changes to the Planning Act regarding Site Plan Control, Zoning By-Law Amendments, and Combined Zoning By-Law/Official Plan Amendments. These changes include new rules about consultations with municipalities before plans and drawings for site plan are submitted for approval and respecting completeness of site plan applications and application fee refunds if a decision is not made by Council within the specified timeframes.

The proposed OPA responds to these changes by updating the Local Component policies regarding pre-consultation and complete application submission requirements. The amended policies will ensure the pre-consultation and complete application process will be determined by the approval authority, and that a complete application may include peer review of supporting studies. This approach will assist in ensuring applications are processed within the regulated timeframes and reduce delays once an application has been deemed complete, thus reducing the likelihood of application fee refunds.

### **Provincial Policy Framework**

The Provincial Planning Policy framework is established through Section 3 of the Planning Act and the Provincial Policy Statement (PPS), whereas the Growth Plan

for the Greater Golden Horseshoe derives its authority from Section 7 of the Places to Grow Act.

The Planning Act provides municipal governments with the direction and authority to guide development and land use planning through official plans, secondary plans and zoning by-laws. The Planning Act requires that all municipal land use decisions affecting planning matters be consistent with policy statements and plans issued by the Province. Bill 109 has made amendments to Planning Act application processes which requires municipalities to respond to these changes.

The proposed amendment to the Local Component of the County Official Plan seeks to ensure Local Municipalities have sufficient authority to determine their own submission requirements and what constitutes a complete/incomplete application. The Amendment provides further clarity that peer review of supporting studies may be required prior to an application being deemed complete.

#### **County of Peterborough Official Plan**

Section 2.6 of the County Official Plan provides the County and Townships the authority to request additional information that it considers it may need when considering development proposals or Planning Act applications. This section further states that the County may peer review studies internally or through the use of peer review consultants but does not specify the requirements of a complete application.

The proposed Amendment provides clarity by allowing the Local Municipalities to determine complete application requirements for applications for which they are the approval authority. Internal process at each Municipality may then be developed or modified to further determine the requirements for a complete application.

The Amendment appears to conform to the County Official Plan.

#### **County of Peterborough Official Plan – Local Component**

The Local Component of the County Official Plan contains a similar policy to the broader County component of the OP, but does not specify that Local Municipalities maintain the ability to prescribe complete application requirements or that complete applications could include peer review of supporting studies. For absolute clarity and to recognize current practice and provide Township's the appropriate authority, this policy is proposed to be added. Allowing peer review to form part of a complete application will assist in streamlining applications once deemed complete, and will reduce the need for application fee refunds.

Section 7.9 outlines a list of criteria that should be considered when undertaking an amendment to the Local Component of the County Official Plan. However, the proposed Amendment is housekeeping in nature and is being undertaken in advance of legislative changes taking effect in January 2023. Since no changes are proposed to any land use schedules or land use policies, the Amendment does not appear to conflict with Section 7.9 of the Local Component.

### **Local Zoning By-Laws**

Each Township has a Zoning By-Law that implements the Official Plan. No related Zoning Amendments are necessary at this time to further implement the policies added through this OPA.

### **Conclusion**

The Townships of Asphodel-Norwood, Douro-Dummer, North Kawartha and Selwyn are amending the Local Component of the County Official Plan to include language that ensures there is sufficient authority for each Local Municipality to determine what constitutes a 'complete application' through their own local processes.

The amendment is deemed to be in general conformity with the County Official Plan, the local component of the County Plan, the Provincial Policy Statement, and the Growth Plan.

## **Part B - The Amendment**

All of this Part of the document entitled Part B - The Amendment consisting of the following text and schedule constitutes Amendment No. "74" to the Official Plan of the County of Peterborough.

### **Details of the Amendment**

The Official Plan of the County of Peterborough is hereby amended as follows:

1. Two new subsections, 7.2.8 and 7.2.9, are to be added to Section 7.2 – General Policies, immediately following subsection 7.2.7. The new subsections will read as follows:

**7.2.8 Local Municipalities maintain the ability to prescribe complete application requirements for Planning Act applications for which they are the approval authority. Complete application requirements may include peer review of any studies or plans submitted in support of the application.**

**7.2.9 In an effort to streamline planning decisions and in accordance with Section 39.2 of the Planning Act, the Council of a local Municipality may, by by-law, delegate decisions dealing with minor amendments to Zoning By-Laws to a committee of Council or to an individual who is an officer, employee or agent of the Municipality.**

**For clarity, By-Laws that are minor in nature may include, but are not necessarily limited to:**

- the removal of a holding symbol.
- the authorization of a Temporary Use By-Law applicable to land, buildings or structures.
- other minor Zoning By-Law Amendments as may be deemed appropriate by the Municipality.

**A delegation of authority made by Council may be subject to conditions and may be withdrawn in respect of one or more of the By-Laws described above, as outlined in the Delegation of Authority By-Law.**

2. Section 7.17.2.4 – Site Plan Control, Submission of Plans and Agreement – is amended by deleting the section in its entirety and replacing it with the following:

#### **7.17.2.4 – Submission of Plans and Agreement**



**Prior to any development within an area designated as a Site Plan Control Area Council may require one or more of the following:**

- i) Require applicants to consult with the Municipality before submitting plans and drawings for approval.**
- ii) Require an applicant to provide the prescribed information and material to the municipality.**
- iii) Require that an applicant provide any other information or material that the Municipality considers it may need.**
- iv) Plans certified by an Ontario Land Surveyor showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction therewith and of all facilities and works required under Section 41(7)(a) of the Planning Act, including facilities designed to have regard for accessibility for persons with disabilities.**
- v) Drawings certified by an engineer and/or architect showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing fewer than 25 dwelling units, which drawings are sufficient to display:**
  - Massing and conceptual design.**
  - Relationship of the buildings to adjacent buildings, streets and exterior public areas.**
  - Provision of interior walkways, stairs and elevators, to which the public has access.**
  - Matters relating to exterior design, including character, scale, appearance and design features of buildings, and their sustainable design, if required by the Site Plan Control By-Law.**
  - sustainable design elements on any adjoining roadway under a municipality's jurisdiction, including trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities, if required by the Site Plan Control By-Law.**
  - Facilities designed to have regard for accessibility for persons with disabilities.**

**Despite the exception provided, drawings for residential buildings containing fewer than 25 dwelling units may be**

**required if they are located in a site plan control area where such drawings may be required.**

- vi) Where a Site Plan Control By-Law has been passed, Township Council shall appoint an officer, employee or agent of the Municipality as an authorized person for the purposes of reviewing plans and drawings as described in subsections (iv) and (v) above.**
- vii) As a condition of Site Plan approval, Township Council may require the execution of an agreement between the landowner and the Township to ensure that all buildings, structures, works or matters described above, are constructed and maintained.**

## **Part C - The Appendices**

The following appendices do not constitute part of Official Plan Amendment No. 74, but are included as information supporting the Amendment.

- Appendix No. 1      Correspondence
- Appendix No. 2      Public Meeting Notices and Minutes
- Appendix No. 3      Public Comments
- Appendix No. 4      Agency Comments

## **Appendix No. 1 – Correspondence**

**Appendix No. 2 – Public Meeting Notices and Minutes**

### **Appendix No. 3 – Public Comments**

#### **Appendix No. 4 – Agency Comments**

**Recommendation:**

That the Clerk's Office-2022-10 report, dated September 20, 2022 regarding Policy for Governing Policies be received and that the Policy be approved and added to the Township Policy Manual as Policy C-08 – Policy Governing Policies.

**Overview:**

At the Committee of the Whole meeting which took place on August 8, 2022, the following Resolution was passed:

Resolution:

Moved By: Councillor Watt

Seconded By: Councillor Landsmann

That the report, dated August 8, 2022, regarding a Policy for Governing Policies No. C-08 received and that the Committee recommends that Council approve the draft Policy at the next Council meeting. Carried

Attached to this report Council will find the report from the Committee of the Whole (COW) meeting along with the Draft Policy.

As stated in the staff report to COW, one of the recommendations that came out of the 2020 Service Delivery and Organizational Review was that a new system for Township policies be implemented and this draft policy is the first step in moving through that recommendation.

**Conclusion:**

The draft policy that is before Council, provides a framework for policy creation and will aid Council and staff in a fulsome review of all current policies and the separation of policies from procedures as recommended in the Service Delivery and Organizational Review.

**Financial Impact:**

There is no financial impact to the Township as a result of passing this policy and the Policy will assist in mitigating the Township's liability as policies are reviewed and updated as required.

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



### Report Approval Details

|                      |   |
|----------------------|---|
| Document Title:      | Policy Governing Policies.docx  |
| Attachments:         | - C8 - Policy Governing Policies - Draft.docx<br>- Report - August 8, 2022 - Township Policy regarding the Approval of Policies and Procedures.docx |
| Final Approval Date: | Aug 22, 2022  |

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

Elana Arthurs

## Policy for Governing Policies

Approved By:  
Approval Date:  
Effective Date:  
Revision Date:

### Policy Statement

Policies are the foundation of good governance and ensure a consistent and transparent operation of the Township's services, programs and facilities.

### Purpose:

The purpose of this Policy is to:

- a. Define roles, responsibilities and line of accountability;
- b. Ensure proper controls, compliance and Township wide consistency;
- c. Provide a framework for the approval of Council Policies and Administrative Policies; and
- d. Promote open government and transparency through the public posting of Council Policies and Administrative Policies.

A policy is a written statement of position, intent or direction. It communicates Township priorities, provides guidance for present and future decisions, sets standards of performance and service delivery, and articulates principles of acceptable behaviour and action.

Policies that have corporate-wide application are developed at two distinct levels:

**Council Policies:** Policies that support the work of Council, some of which may be required by legislation and are created by a Resolution or By-law of Council; and

**Administrative Policies:** Matters which focus on the internal operations of the Township and are created by a decision of the Chief Administrative Officer (CAO) in consultation with the appropriate Manager.

The creation of Council Policies can frequently bring about the creation of an Administrative Policy or standard operating procedure to more specifically guide staff in the application of Council's intent. Staff would follow this Policy for guidelines on how a policy is developed, reviewed, approved and made public.

## **Policy Application**

The level of approval required for a policy is dictated by the subject matter.

Council approval will be sought when the policy relates to:

- a. a legislative requirement that a "municipality" shall have a policy
- b. a significant risk of liability to the Township
- c. a desire to articulate a Township position on a public issue;
- d. a specific requirement from Council for the policy;
- e. matters that affect the public directly and significantly;
- f. major budgetary matters;
- g. public accountability; and
- h. strategic direction on Township programs and services.
- i.

Administrative Policies approved by the CAO will provide guidance of matters related to:

- a. implementation of Council decisions;
- b. matters that do not meet the criteria of Council Policies
- c. the general control and administrative management of the municipality;
- d. legislative requirements of an "employer" or "corporation" under other legislation; e.g. Occupational Health and Safety.

Approval of amendments to Council and Administrative Policies falls upon the initial approval authority, whether it be, Council or the CAO.

Council and Administrative Policies will be reviewed and updated a minimum of every five (5) years or more frequently if required by legislation to ensure that they continue to be in compliance and meet the needs of the Township.

Council and Administrative Policies will be communicated and easily accessible to Council, Township staff and the general public to promote accountability, transparency and openness.

**Recommendation:**

That the Clerk's Office-2022-01 report, dated August 8, 2022, regarding a Policy for Governing Policies No. C-10 received and that the Committee recommends that Council approve the draft Policy at the next Council meeting.

**Overview:**

One of the recommendations that came out of the 2020 Service Delivery and Organizational Review was that a new system for Township policies be implemented.

|   |   |
|---|---|
| <b>1.2.1 Develop a Policy Review Process.</b> | Develop a practice of governance oversight through the routine review of "key" policies (at a minimum once per council term) in order to instill Council's oversight role. Remove procedures from corporate policies. Develop a Policy Review Process. Transition existing policies to set guiding principles, accountabilities and direction as opposed to procedures. |
|---|---|

Now that the Planning and Clerk's Departments have been split, staff have the capacity to begin this project. The first step to the project is to implement a policy to govern policies in the Township to provide guidelines and roles and responsibilities for policy development in the Township.

**Conclusion:**

The draft policy that is before the Committee, provides a framework for policy creation and will aid Council and staff in a fulsome review of all current policies and the separation of policies from procedures are recommended in the Service Delivery and Organizational Review.

**Financial Impact:**

There is no financial impact to the Township as a result of passing this policy and the Policy will assist in mitigating the Township's liability as policies are reviewed and updated as required.

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

### Report Approval Details

|                      |  |
|----------------------|--|
| Document Title:      | Township Policy regarding the Approval of Policies and Procedures.docx |
| Attachments:         | - C10 - Policy Governing Policies.docx                                 |
| Final Approval Date: | Aug 3, 2022  |

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

Elana Arthurs

**Recommendation:**

That the Clerk's Office-2022-15 report, dated September 20, 2022 regarding Township Boards and Committees End of Term Review be received; and

That recruitment for all Committees be place on hold until the new Council has provided direction on its strategic goals; and

That the recruitment for the 2022-2026 Library Board and Committee of Adjustment/Planning Committee take place with appointments to be made in December 2022; and finally

That the term of the Santa Claus Parade Committee citizen appointments be extended until December 1, 2022.

**Overview:**

Boards and Committees play an important role in informing and supporting Council in accomplishing the Municipality's strategic goals and priorities. Appointed volunteer members of these boards and committees bring knowledge, experience and information, and are committed community stakeholders and ambassadors.

With the current term of Council ending November 14, 2022, it is prudent to review the existing boards and committees. Currently the Township has the following boards and committees in place:

- Arena Facilities Future Ad-Hoc Committee
- Canada Day Parade Committee
- Committee of Adjustment/Planning Committee
- Historical Committee
- Library Board
- Parks and Recreation Master Plan Advisory Committee
- Police Service Board
- Short Term Rental Advisory Committee
- Santa Claus Parade Committee

Over the course of the current term of Council these boards and committees have each met on their own schedule and some of them became dormant due to the pandemic. Some of the boards and committees have a Terms of Reference and some do not.

**Conclusion:**

Unless otherwise legislated, the term of the appointments of the above-noted Boards and Committees coincides with the term of Council and member appointments expire with the current Term of Council on November 14, 2022.

It is recommended that advertising for vacancies proceed as follows:

- Library Board and Committee of Adjustment – Proceed with posting for public members in Fall 2022 so that appointments can be made in December 2022 once the new Council is in place.
- Police Services Board - With the pending restructuring, it is recommended that the Municipality forego advertising for the Council appointed member if the current appointee is willing to continue in the role. As the timelines for restructuring are yet unknown, this would allow the continuation of the Board beyond the end of term to work through any transitional matters related to the restructuring.
- Santa Claus Parade Committee citizen appointments be extended to December 1, 2022 to allow for the Committee to run the 2022 parade.
- Short Term Rental Advisory Committee and Arena Facilities Future Ad-Hoc Committee will continue through to the new term of Council as per their ToR and previous direction of Council. Pending the results of the election, Council members will need to be appointed to sit on each Committee.
- Advisory Committees - Postpone posting of vacancies for Advisory Committees until Strategic Planning Documents are in place and Council has approved the structure of Advisory Committees, including insuring that Terms of Reference are in place for all Committees.

**Financial Impact:** None at this time.

**Strategic Plan Applicability:**

To ensure and enable an effective and efficient municipal administration.

### Report Approval Details

|                      |   |
|----------------------|---|
| Document Title:      | Township Boards and Committees - End of Term.docx |
| Attachments:         |   |
| Final Approval Date: | Sep 13, 2022                                      |

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

Elana Arthurs



**Recommendation:**

That the Clerk's Office-2022-03 report, dated September 20, 2022 regarding the revised Township Social Networking Policy be received and that the Township Policy Manual be updated accordingly.

**Overview:**

The Township has been using social networking to a limited extent since 2015 when Council allowed for the opening of Twitter and YouTube accounts. The current Social Networking Policy has been in place since 2017. The current Policy No. A-25 was last updated in 2019, which allowed the Building Department to operate an Instagram account.

Throughout the pandemic and continuing on today, the Township has relied on Twitter to direct residents to the Township website and to push out urgent information. Further to that, the Township YouTube channel has become a success with Council and Committee meetings being livestreamed to the public and available after the meetings as a recording.

In discussions with Council at Committee of the Whole and at Council meetings, there is an appetite to have the Policy revised to allow for the Township to use social networking to a greater extent to reach residents and local stakeholders.

**Conclusion:**

Staff have reviewed the existing policy and have completed revisions (see attached document with track changes) to the Policy to provide the Township the opportunity to use other types of social networking site to reach a broader audience. The Policy has also undergone house keeping amendments to remove outdated language and to bring the Policy in line with common practices.

**Financial Impact:**

None at this time.

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

### Report Approval Details

|                      |  |
|----------------------|--|
| Document Title:      | Revised Social Media Policy.docx                                     |
| Attachments:         | - A25 - Corporate Social Networking Policy - Revision Sept 2022.docx |
| Final Approval Date: | Sep 13, 2022   |

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

Elana Arthurs

## Corporate Social Networking Policy

Approved By: Council

Approval Date: February 21, 2017

Effective Date: ~~December 17, 2019~~ September 20, 2022

Revision Date: ~~December 17, 2019~~ September 20, 2022

### Policy Statement

The Township of Douro-Dummer recognizes the importance of engaging with the public to share information online through social networking sites.

This policy establishes acceptable guidelines for maintaining and updating the Township's social networking sites to improve communication with the community served while protecting the reputation of the Municipality.

**Purpose** – This policy provides guidance and establishes the acceptable usage and guidelines for posting and monitoring the Township of Douro-Dummer's social networking sites while preserving the reputation of the Township.

**Goal** – To promote the advancement of the Township of Douro-Dummer and to inform the general public via social networking sites of ongoing and upcoming events within the community and other information pursuant to the Township.

**Application** – This policy applies to all staff who have authorized access to the Township's social networking platforms.

**Scope and Responsibility** – All Township employees must read this policy and all authorized users must seek any necessary clarification before operating the Township's social networking sites. The Chief Administrative Officer or their alternate, will ensure all Township employees review this policy and will implement and enforce the conditions outlined herein.

### Definitions

**Authorized Individuals** – Employees of the Municipality authorized to use the Township's social networking sites, will be at the discretion of the Chief Administrative Officer or their alternate. These personnel are outlined in Appendix A.

**Facebook** - Is a free social networking website that allows users to post comments, share photographs and links to news or other interesting content on the Web, play games, chat live, and even stream live video. Facebook allows users to create events

where invitations can be sent along with event information and tracking capability. Shared content can be made publicly accessible, or it can be shared only among a select group of contacts, or with a single person.

**Hacking** – Occurs when an unauthorized individual gains access to the Township’s social networking accounts, whether they be an employee not granted access to these accounts or other persons outside of the corporation.

**Instagram** – Instagram is a free, online photo-sharing application and social network platform.

**Posts** – Can be information, articles, pictures, links, videos or any form of communication posted to the Township’s social networking sites by authorized individuals.

**Social Networking Sites** – Are an online platform that allows users to create a public profile and interact with other users on the given website.

**Twitter** – Is a free social networking microblogging services that allows users to broadcast short posts, totalling 140 characters or less, known as tweets. Twitter users can broadcast tweets, follow other users and reply to followers.

**YouTube** – Is a free video-hosting website that allows members to store and share video content. Users can share videos, watch and comment on content.

**Exclusions:** None.

**References & Related Policies:**

Code of Conduct Policy  
Complaint Handling Policy  
Retention Policy  
Technology Policy  
Website Policy

**Appendix to Social Networking Usage Policy**

- (a) List of Municipal employees granted access to social networking platforms
- (b) Pre-approved customer service responses
- (c) Policy Agreement
- (d) Social Networking Disclaimer
- (e) Photo Release Agreement
- (f) Approved Accounts to Follow

**Consequences of Non-Compliance:** It is important that all employees are in compliance with the appropriate procedures as set out by the Township. Failure to

comply with this policy may result in disciplinary actions. See the disciplinary process section of this policy for a list of consequences for non-compliance and possible litigation.

**Review Cycle:** This policy will be reviewed when deemed necessary by the Chief Administrative Officer, their alternate or Council.

### Background

At the October 14<sup>th</sup> 2015, Council Meeting, Council proposed in Resolution Number 426-2015 in which the Township agreed to use their social networking sites in conjunction with the new website. Based on this Resolution, the Township plans to begin with Twitter and YouTube as the primary social networking sites and later consider Facebook as a platform option.

Further to that Council passed the following Resolution on December 17, 2019:

**Resolution Number 533-2019**

Moved by: Councillor Watson

Seconded by: Councillor Watt

That the revised Social Networking Policy A-25 be approved and further that Council authorize the Chief Building Official to establish and maintain an Instagram account for the Township Building Department. Carried

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### Procedures

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

The Township's Chief Administrative Officer or their alternate will appoint positions approved to post on the Township's social networking sites based on operational responsibilities, to ensure information shared is consistent with this policy. ~~These appointed positions will first be approved by Council before access is given to these accounts.~~

**Approved Content and Usage:**

Authorized individuals must understand that the Township's social networking sites are extensions of the Township's information network and individuals must comply with all existing Township policies when posting and engaging with the public on the Township's social networking sites. All authorized individuals may use the social networking sites during regular business and operating hours for the following:

- To ~~post pre-approved~~ content
- To provide information on Township events, services, Public Health and Safety concerns and Emergency Services etc.
- To share information and recruit volunteers etc.
- To direct individuals to appropriate communication mediums
- To interact with others to build the Township's online social network presence
- To enhance citizen engagement, ~~which may require posting content outside of the preapproved material so long as it adheres to the requirements established in this policy~~
- To remove content when necessary
- To monitor the Township's social networking sites
- To repost commentary from outside organizations so long as the information is factual, in line with the Township's goals and missions and does not contradict other sections of this policy. ~~For a list of these organizations see the attached list.~~

In order to open a new social networking platform under the Township's name, authorized users must:

- Demonstrate the need for the specific tool and why it is required to increase operational activities
- Demonstrate the benefit(s)
- Demonstrate that content posted will be consistent with the Township's standards and policies
- Receive approval by the Chief Administrative Officer or their alternate before additional resources are opened

The Township of Douro-Dummer website will remain the Township's predominant internet presence for in-depth information. As a result, all social networking sites will direct visitors back to the Township's website as the primary tool for information.

The Township of Douro-Dummer will have a single presence on the various social networking sites. ~~If a and any individual~~ Department, Board or Committee of the Township ~~feels that it is necessary that wishes~~ to maintain a separate social networking presence, they must make a request to the Chief Administrative Officer or their alternate. This request must be made in writing and the following must be demonstrated:

- The type of information that will be conveyed on the Department's, Board's or Committee's social networking sites and why it cannot be done through the Township's account
- The persons responsible for maintaining and updating these platforms
- A list of the proposed social networking sites usernames

The Department, Board or Committee recognizes that by opening a social networking platform under a Department, Board or Committee name, affiliated with the Township,

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that only authorized personnel can have access to these social networking sites and that these individuals must adhere to the guidelines of this policy to avoid disciplinary action.

Authorized users must ensure that the following is utilized on all Township social networking platforms:

- A link to the Township's social networking disclaimer
- Identify as a Township's social networking site, including the Township's logo, or the logo for the particular Department, Board or Committee
- A link to the Township website or Department, Board or Committee website if applicable
- The Township, or Department, Board or Committee's contact information
- The dates and times during which the social networking platforms are monitored

Authorized users will abide by the following practices:

- Post up-to-date information in a consistent manner
- Respond to feedback while demonstrating superior customer service by using one of the pre-approved responses as outlined in Appendix B or similar messaging
- Welcome public feedback and respond using superior customer service and pre-approved responses to avoid escalating situations and being confrontational

Authorized users are not required to respond to post that are inappropriate, and in these instances, must follow the proper procedures as outlined in this policy to remove the content.

The Township may receive service requests through their various social networking platforms, which can have various concerns that include but are not limited to:

- Privacy issues for residents who may provide personal information in service requests made online in public forums.
- Resource implications for staff who may receive an influx in service requests via social networking sites and the expectancy by the public for immediate action.
- Expectations for responses outside of regular business hours.

To resolve these issues, inquiries must be directed back towards other communication methods including telephone, email, or in-person discussion to resolve these issues while maintaining the privacy of citizens.

**Tone and Accuracy:**

All information must be factual and objective, as well as oriented to represent the values of the Municipality. Employees must not upload speculative or subjective insight. Authorized individuals must ensure that shared content is in a tone that is free from

personal or political thoughts, beliefs, or opinions and is reflective of the attitudes, qualities and congruence of the Township's goals and mission to the community.

#### **Professionalism and Transparency:**

All employees are required to provide high quality of work wherein accuracy, professionalism and timeliness for completion are of prime importance when posting, sharing and commenting etc. on the Township's social networking platforms. This policy serves to protect the Township's reputation and ensure consistency and professionalism in how the Township and its employees communicate about the Township's business with the public. The Chief Administrative Officer or their alternate reserves the right to add or remove services and/or functions to any or all social networking sites at any time. The Township will take all reasonable efforts to have the official social networking pages verified in order to reassure followers that it is the Township's official social networking profile, which can increase trust in the information shared.

#### **Approved Accounts to Follow:**

For Facebook, the accounts to follow shall ~~be limited to~~ include those on to the list provided in Appendix F.

For Twitter and Instagram, the accounts to follow shall include the list provided in Appendix F.

~~however,~~ For all social networking sites, additional professional accounts may be followed provided that they meet the intent of this policy. Such accounts would include other levels of government, local level agencies, local businesses, contractors, suppliers, manufacturers, associations and other influencers that post respectful, appropriate content. Approval to add additional accounts may be approved by either the Chief Administrative Officer, Clerk, Deputy Clerk, or Chief Building Official. Content that is to be reposted from another account must meet the guidelines of this policy.

#### **Privacy and Security:**

Authorized individuals are responsible for the use of the social networking sites usernames and passwords and must take all reasonable precaution to prevent others from being able to use these accounts. Authorized personnel must not give or share password(s) or protected and private resources. Authorized individuals do not have permission to change the Township's social networking sites usernames and/or password(s) unless authorized to do so by the Chief Administrative Officer or their alternate. To ensure the privacy and security of information, authorized individuals should ensure social networking sites are shut down and logged out of when they plan on being away from their desk or office for extended periods of time. Authorized individuals may not attempt to gain unauthorized access to the Township's social networking platforms.

All employees must be committed to the protection of privacy of citizen as required under *Municipal Freedom of Information and Protection of Privacy Act* and will hold in



confidence all related information learned in the course of their duties. The Township's social networking sites will disclose that these sites are third party sites with their own terms and conditions and will direct patrons to consult these external policies to ensure they agree to have their information used and stored accordingly.

All images shared online must be done so in accordance with the photo release agreement, which must be signed by the photographer and all individuals in the photo; if an individual is under the age of 18, then the agreement must be signed by a parent or legal guardian. Exceptions to this are crowd shots and photographs where the individual is not recognizable. Without this consent, no images can be shared on the Township's social networking sites.

**Confidentiality:**

No employee can release any private or confidential information on the Township's social networking platforms, which includes but is not limited to information on Township employees, elected or appointed officials and/or official Township business. Information posted on the Township's social networking sites is done so on an open forum and regardless of previously established privacy settings authorized individuals should post information assuming that their commentary is publicly available.

**Harassment and Discrimination:**

All employees have the right of freedom from harassment and the right to equal treatment in the workplace by the employer or agent of the employer by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age and record of offences, marital status, family status, or capability. Harassment means engaging in a course of vexatious conduct that is known or ought reasonably to be known to be unwelcome.

All authorized employees must not promote, post or engage in harassing or discriminatory conduct towards employees of the Township, community, or any followers of the Township's social networking sites. For further information on harassment and discrimination, as well as associated disciplinary action(s) please consult the Township's Code of Conduct Policy.

**Data Retention:**

All content and posts shared on the Township's social networking platforms must be stored in the same capacity as other Township business records, and in accordance with the retention policy and schedule.

**Inappropriate Materials and Inappropriate Usage:**

The Township's social networking platforms will limit two-way communication, such as disabling comments when this function is available on the social networking platform. Authorized users of the Township's social networking platforms must not enable any functions that have previously been disabled without approval first being obtained from

the Chief Administrative Officer or their alternate. In the event that these functions are unable to be disabled, and patrons comment on posts made by the Township, authorized individuals must consult the appendix of this policy for pre-approved responses. This is especially important when the Township encounters a negative online comment. Failure to comply, or responding inappropriately may result in a lack of privileges and/or disciplinary action.

If authorized users feel that a comment is needed that is not included in the pre-authorized list of responses the user should first obtain permission from the Chief Administrative Officer or their alternate before such comment can be posted. In the event that the Township encounters persistent and continuous negative interactions online from patrons, authorized users have the responsibility to block the user from viewing the social networking page, this would occur when comments are harassing and/or discriminatory in nature.

Social networking platform comments are as public as if the same comment is made directly to the media or at a public forum and therefore authorized users must ensure the highest standards when commenting online. As a result, authorized users are limited in the profiles that can be followed on the Township's social networking page(s). Users that are political, discriminatory, harassing, promote illegal activity, and/or share negative content must not be followed.

The Township reserves the right to remove any content from the Township's social networking pages without notice, monitor information posted on any social networking sites by any individual or groups at any time, withdraw access to social networking by Departments, Boards, Committees or ~~individuals-staff~~ at any time for failure to comply with requirements of the policy and applies to personal use of social networking where that use relates to the businesses or operations of the Township. The Township reserves the right to remove any posts and will refrain from posting content that

- Provides personal information of individuals and information that is protected under the Municipal Freedom of Information and Protection of Privacy Act
- Promoting, perpetuating or fostering discrimination on the basis of race, creed, colour, age, religion, gender, marital status with regard to public assistance, nationality, physical or mental disability or sexual orientation
- Creating, accessing, sending, posting or loading information that constitutes threats, harassment, libel, slander, deformation or similar acts
- A personal attack on an individual or specific group
- Are profane or abusive
- Are sexually explicit or links to content that is of a sexually explicit manner
- Conducting or encouraging illegal activity
- Attempting to advertise, promote or sell products or services of an individual or business
- Promoting a candidate for Municipal, Provincial or Federal election
- Compromising the safety or security of the public or public system

- Violating a legal ownership interest of another party
- Impersonating others
- Not complying with Municipal, Provincial or Federal legislation
- Violating privacy and confidentiality legislation, including discussion of items in closed sessions meetings
- Using these sites beyond the scope of this policy
- Any other action that is deemed to be inappropriate by the Chief Administrative Officer or their alternate

In the event that the abovementioned content is posted to the Township's social networking sites the following actions must be taken immediately:

- Document details about the incident, which can include screenshots of the material, user information, date and time etc.
- Take immediate action to remove the content
- Report the incident to the Chief Administrative Officer or their alternate
- All incidents of a serious nature must be reported to the Chief Administrative Officer either during the incident or following incident response
- An incident that does not require the immediate involvement of the Chief Administrative Officer must be reported on as soon as action has been taken to address the incident or if outside of business hours the next day

If any authorized individual inadvertently opens any abovementioned information they should immediately delete the information and inform their supervisor of the occurrence. This will protect authorized individuals against any allegations that they have intentionally violated this policy.

Authorized individuals are not required to monitor the Township's social networking sites outside of regular business hours and must not login to these sites from personal computers, tablets and/or smartphones unless first authorized by the Chief Administrative Officer or their alternate. If authorized individuals become aware of a situation that requires immediate attention, for example any of the abovementioned content is shared and this content is threatening to the Township's reputation, they are authorized to take appropriate steps to remove this content, as outlined in the policy. This would exclude responding to requests for service or negative feedback. This action is saved for serious threatening content, which is damaging to both the Township's reputation and the public. This incident should be disclosed to the Chief Administrative Officer as soon as possible or at a latest by the next business day. Employees are reminded that they do not need to monitor the accounts outside of work hours.

Employees and Council Members are welcome to like and follow the Township's social networking sites from their personal accounts and are encouraged to like and share content that has already been officially posted. However, employees must not post to the Township's account if they are not using the Township's official social networking sites. For example, if the Township were to Tweet "Join us for Adult and Senior Skating

today from 1pm to 2pm at the Warsaw Community Centre, \$2.00 per person”, and a Township employee were to comment “But 12pm to 1pm works better for me” on this post from a personal social networking account, there can be confusion amongst the public. This employee is associated with the Township and is providing contradictory information, therefore it is essential that all official business relating to the Township is posted by the Township’s official social networking accounts.

**Termination of Social Networking Accounts:**

In the event that an unauthorized individual has hacked the Township’s social networking these accounts must be suspended immediately. If this individual is an employee of the Township, appropriate disciplinary action will be taken.

This breach should be reported to the Chief Administrative Officer or their alternate, immediately after the employee has followed the appropriate steps to remove the unauthorized content. In the event that this behaviour continues, for example the Township’s social networking sites are continuously hacked by unauthorized individuals, or there are negative comments shared online, the Township’s social networking sites may be terminated until further notice or indefinitely at the discretion of the Chief Administrative Officer or their alternate.

In the event that the Township’s social networking accounts are no longer required and/or cannot be maintained properly etc., these accounts may be shut-down at the discretion of the Chief Administrative Officer or their alternate. If there is any confusion about the procedures in this policy, please consult the Chief Administrative Officer or their alternate, for clarification before proceeding.

**Disciplinary Process:**

Failure to adhere to this policy may result in a loss of privileges and/or disciplinary action up to and including dismissal, depending on the severity of the infraction. In the event that an authorized individual violates this policy, appropriate discipline will be initiated by the Chief Administrative Officer or their alternate but only after a thorough investigation into the details of the violation. Appropriate legal authorities may be contacted if there is suspicion of illegal activities and potential litigation may arise out of non-compliance.

### **Appendix A to Corporate Social Networking Policy**

#### **List of persons approved to have access to the Township's social networking accounts:**

**Authorized to Post:** Chief Administrative Officer, Clerk, Deputy Clerk, Administrative Assistants, other ~~staff members~~ ~~Administrative Assistants~~ as approved by Chief Administrative Officer or their alternate

#### **Department(s), Board(s) and/or Committee(s)**

- (1) Douro-Dummer Public Library Social Networking Accounts:** Library CEO and Library Assistant
- (2) Douro-Dummer Building Department Instagram Account:** Chief Building Official or alternate

## **Appendix B to Corporate Social Networking Policy**

### **Pre-approved Customer Service Responses**

#### **Positive Feedback:**

We agree! Thanks for the feedback.

We're glad you enjoyed this event! Hopefully we will see you at future events!

Thanks so much! Hopefully we will see you at future community events!

#### **Criticism:**

We're sorry to hear, but thank you for your feedback. If you wish to discuss further please contact the Municipal Office directly.

#### **Service Requests:**

In order to properly process your request please contact the Municipal Office directly by phone, email or in person.

**Appendix C Social Media Policy Agreement**

I \_\_\_\_\_ have read and understand the Township of Douro-Dummer's social networking policy and agree to adhere to these terms and conditions. I acknowledge and understand that violations of this policy are subject to disciplinary action at the discretion of the Chief Administrative Officer or their alternate.

### **Appendix D: Social Networking Disclaimer**

The Township of Douro-Dummer welcomes your engagement through our social networking accounts. Please be aware that these sites are independent from the Township and as a result have their own terms of service and privacy policies. The Township of Douro-Dummer is not responsible for the operation of third party social networking sites and can in no way guarantee the privacy of individuals who access and post content using these forums. In an effort to ensure that you agree to have your information used in accordance with these policies, please review the terms and conditions of these sites. Please be aware that this is a public domain and personal information related to Township inquiries are discouraged from being shared on these sites, as the Township can in no way guarantee your privacy. These social networking accounts are used to increase community engagement and in no way are an attempt to replace official Township requests for service. For official Township related inquiries please contact the Municipal Office directly at (705)-652-8392, email us at [General Inquiries](#), visit our website at [Douro-Dummer Township Homepage](#) or in person at 894 South Street, Warsaw Ontario K0L 3A0.

Please be aware, that these accounts are only monitored during regular Township business hours. We welcome your participation, however, the Township reserves the right to remove any content that for example:

- Promote, perpetuate or foster discrimination on the basis of race, creed, colour, age, religion, gender, marital status with regard to public assistance, nationality, physical or mental disability or sexual orientation
- Creating, accessing, sending, posting or loading information that constitutes threats, harassment, libel, slander, deformation or similar acts
- A personal attack on an individual or specific group
- Being profane or abusive
- Being sexually explicit or links to content that is of a sexually explicit manner
- Conducting or encouraging illegal activity
- Attempting to advertise, promote or sell products or services of an individual or business without previous approval
- Promoting a candidate for Municipal, Provincial or Federal election
- Compromising the safety or security of the public or public system
- Violating a legal ownership interest of another party
- Impersonating others
- Not complying with Municipal, Provincial or Federal legislation
- Violating privacy and confidentiality legislation, including discussion of items in closed sessions meetings
- Any other action that is deemed to be inappropriate by the Township employee's or the Chief Administrative Officer or their alternate



**Appendix E to Corporate Social Networking Policy  
Photo Release Agreement**



# Township of Douro-Dummer

## Photo Release Agreement

I \_\_\_\_\_ (print name) do hereby give the **Township of Douro-Dummer**, its assigns, licensees, employees and legal representative the sole and irrevocable consent to use my image(s) or likeness in all forms and media for any and all promotions, advertising or such other purpose as the **Township of Douro-Dummer** may determine. I hereby waive the right to inspect, approve or alter any use of my image or likeness by the **Township of Douro-Dummer** pursuant to this waiver. I certify I am eighteen years of age or older and that I have read and fully understood the terms of this agreement and that I have been advised to seek independent legal advice with respect to the execution of this agreement and have chosen not to do so.

Dated at The Township of Douro-Dummer this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

- \_\_\_\_\_  
☐ Photographer  
☐ Model  
☐ Parent/Guardian of  
\_\_\_\_\_

\_\_\_\_\_  
Township of Douro-Dummer Representative

\_\_\_\_\_  
Image Name

### Personal Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

## Appendix F: Approved Accounts to Follow

1. Peterborough County
2. All Townships in Peterborough County
3. Ontario Provincial Police
4. Douro-Dummer Public Library
- ~~5. CHEX News~~
- ~~6. Fleming College~~
- ~~7.5. Trent University-Local Post~~  
~~Secondary Institutions~~
- ~~8.6. Provincial and Federal Ministries and Third Party or Transfer Payment Organizations~~
- ~~9.7. City of Peterborough~~
- ~~10.8. Environment Canada~~
- ~~11. Peterborough Examiner~~
- ~~12. The Weather Network~~
- ~~13.9. Hydro One Local Restaurants and Resorts~~
- ~~14. Pine Vista Resort~~
- ~~15. Irwin Inn~~
- ~~16. Lantern Restaurant~~
- ~~17. Stoney Lake Market~~
- ~~18.10. Camp Kawartha~~
- ~~19. Jewel Just Fine Wine~~
- ~~20.11. Wildfire Golf Course Local golf courses~~
- ~~21. Lakefield College~~
- ~~22. Warsaw Public School~~
- ~~23. St. Joseph's School~~
- ~~24.12. PVNCCDSB-Local public and private school and area school boards~~
- ~~25.13. Peterborough and Kawartha Tourism~~
- ~~14. Sustainable Peterborough~~
- ~~26.15. Local Radio Stations and Respected News Sources such as local papers~~
- ~~27. South Street BBQ~~
- ~~28. Country 105~~
- ~~29. Wolf 101.5~~
- ~~30. Energy 99.7~~
- ~~31. Fresh Radio 100.5~~
- ~~32.16. Peterborough Public Health~~
- ~~33.17. Council Members~~
- ~~34. Mayor~~
- ~~35.18. Peterborough Employment Resource Centre~~
- ~~36.19. Peterborough Police~~
- ~~37. Kawartha Now~~
- ~~38. Peterborough Careers~~
- ~~39. PTBO Canada~~
- ~~40.20. Ontario Accessibility~~
- ~~41.21. Parks Ontario and Parks Canada~~
- ~~42.22. Trent-Severn Waterway~~
- ~~43.23. Peterborough and Kawartha Economic Development~~
- ~~44.24. MPAC Ontario~~
- ~~45.25. Peterborough Regional Health Centre~~
- ~~46.26. Douro Doings~~
- ~~47. Arrowsmith Program~~
- ~~48.27. Ontario Trails~~
- ~~49.28. Riverview Park and Zoo~~
- ~~50.29. Peterborough Museum and Archives~~
- ~~51.30. Fire Marshall~~
- ~~52.31. Enbridge Local Utilities~~

**Recommendation:**

That the C.A.O.-2022-27 report, dated September 20, 2022 regarding Back Dam – Public Beach Status be received; and

That Council agree to removing the public beach status from 902 Rock Road, known as the Back Dam Park as per the recommendation of Peterborough Public Health.

**Overview:**

The Back Dam Park has historically been used as a recreational location with a park and picnic areas for patrons. It had also been established as a public beach and Peterborough Public Health has conducted water testing in that location for a number of years. Over the last five years Peterborough Public Health staff have identified concerns with regard to the status and the safety hazards found present at this location.

Staff were contacted about the presence of algae on the rocks creating slippery conditions, swamp-like vegetation and an increasing number of waterfowl. It was also reported that the number of people observed swimming in this location was nil unless they were walking on the rocky part of the dam area.

**Conclusion:**

Based on the letter from Peterborough Public Health which is attached to this report, it is recommended that the public beach classification of the Back Dam Park be removed and that staff arrange for appropriate signage to be installed informing users that the water is not routinely monitored and discourages users from swimming at that location.

**Financial Impact:**

The cost of the signs is unknown at this time although, it will be budgeted for in the 2023 budget.

**Strategic Plan Applicability:**

To develop and/or assist with the development and delivery of social and recreational programs as well as effectively maintaining and updating recreational facilities to promote healthy lifestyles and meet the broad range of community needs.

September 6, 2022

Elana Arthurs  
Chief Administrative Officer  
Township of Douro-Dummer  
894 South Street, P.O. Box 92  
Warsaw, ON K0L 3A0

Delivered via email to: [elanaa@dourodummer.on.ca](mailto:elanaa@dourodummer.on.ca)

Dear Ms. Arthurs,

**RE: Request to reconsider the status of Back Dam Park, 902 Rock Road, Warsaw, ON as a “public beach”**

Peterborough Public Health (PPH) has been sampling the waterfront at Back Dam Park since the summer of 2017. According to the [Operational Approaches for Recreational Water Guideline, 2018](#), the definition of a “public beach” is: *any public bathing area owned/operated by a municipality to which the general public has access, and where there is reason to believe that there is recreational use of the water (e.g., beach signage, sectioned off swimming area, water safety/rescue equipment, lifeguard chairs, etc.), which may result in waterborne illness or injury as determined by the local medical officer of health.*

Over the last five years, PPH recreational water staff have identified concerns with Back Dam being considered a true public beach. These concerns are primarily about the safety hazards at the beach due to the presence of algae and rocks, slippery conditions, swamp-like vegetation, and a high presence of waterfowl. Observations recorded by staff indicate that the recreational use of the water (i.e., the bather load) is typically nil and if anyone is observed to be in the water, they are usually walking on the shallow, rocky part of the dam area and not swimming in the area that is currently sampled as the “beach”.

This year, I received similar concerns from staff, prompting me to attend the beach on July 21, 2022. Back Dam is a beautiful park and picnic area, however, continuing to treat this waterfront as a public beach is accompanied with risk and safety concerns:

- 1) PPH is unable to consistently sample the water according to the Ministry of Health sampling protocol due to sediment, shallow water and unsafe conditions.
- 2) The rocks are significantly covered in algae, creating slippery and unsafe conditions for sampling and swimming (high risk of injury due to slip and fall).
- 3) There is a significant presence of lily pads, cattails, and waterfowl. These conditions are not esthetically pleasing for swimming purposes and the presence of waterfowl increases the risk of elevated *E. coli* levels.

The last set of water samples at Back Dam Park was collected on July 21, 2022. Those samples caused the beach to be posted as unsafe for swimming due to elevated *E. coli* levels. Resampling has not occurred due to a risk of occupational injury.

PPH is respectfully requesting that the Township of Douro-Dummer reconsider the classification of Back Dam Park as a public beach. If this is agreeable, then PPH will remove the beach from our website and routine beach surveillance program, and will no longer sample the waterfront. We would strongly encourage signage to be posted that discourages swimming and advises the public that the water quality of the beach is not routinely monitored, as well as some of the other potential risks (e.g., slippery rocks).

Thank you in advance for your consideration and I look forward to hearing from you. If you have any questions or concerns, please contact me at (705) 743-1000 ext. 351 or [jingram@peterboroughpublichealth.ca](mailto:jingram@peterboroughpublichealth.ca).

Yours truly,

A handwritten signature in cursive script, appearing to read 'Julie Ingram', followed by a long horizontal flourish.

Julie Ingram, BSc, BASc, CPHI(C)  
Manager, Environmental Health

cc: Dr. Thomas Piggott, Medical Officer of Health, Peterborough Public Health

**Recommendation:**

That the C.A.O.-2022-29 report, dated September 20, 2022 regarding the Management and Non-Management Employee Compensation Agreements be received; and

That By-law No. 2022-XX being a by-law to ... be approved at the appropriate time of the meeting; and

That By-law No. 2022-XX being a by-law to ..... be approved at the appropriate time of the meeting.

**Overview:**

At the August 8<sup>th</sup> Committee of the Whole meeting, staff provided various suggestions for an updated draft of the Management and Non-Management Employee Compensation Agreements. Those changes have been made and the documents are attached with the changes tracked for ease of review.

The intent is to have a by-law adopted that can be in place for the term of Council and will allow for consistency in the expectations during the four (4) year term for staff.

The changes included will provide for efficiencies in staff time and production of work, as well as a modified process with some flexibility for performance evaluations.

**Conclusion:**

The draft by-laws include changes that reflect the current environment and ensure that the Township employees are compensated and evaluated fairly. By adopting the by-laws, the agreements will remain in place to be reviewed by the next Council to allow for any changes prior to the 2026-2030 term of Council.

**Financial Impact:**

There is no direct financial impact related to this report.

**Strategic Plan Applicability:**

To ensure and enable an effective and efficient municipal administration.

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

**By-law ~~Number 2021-61~~No. 2022-XX**

**Being a By-law to adopt a compensation agreement for ~~nNon-m~~Management  
~~e~~Employees, a policy for  
progression through the salary grid and an overtime policy.**

**Whereas** a compensation agreement ~~for non-management employees~~ has been negotiated between the Council for the Township of Douro-Dummer and its employees;

**And whereas** a policy for progression through the salary grid has been developed;

**And whereas** a policy to deal with overtime has been developed;

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

1. That the Compensation Agreement ~~for the year 2022~~ attached as Schedule "A" to this by-law ~~be is~~ hereby adopted.
2. That the policy for progression through the salary grid, attached as Schedule "B" to this by-law is hereby adopted.
3. That the policy for dealing with overtime, attached as Schedule "C" to this by-law is hereby adopted.
4. That the salary grid be given annual increases, effective on the first pay in January of the given year, as ~~follows: per the annual OMERS pension inflation index.~~  
~~2022 — As per the OMERS pension inflation index — TBD~~
5. That the following by-laws be hereby Repealed:  
By-law Number ~~2019-76~~2021-61  
~~By-law Number 2020-68~~
6. That this By-law shall come into force and effect on the 1<sup>st</sup> day of January, ~~2022~~2023.

Passed in open Council this ~~5th-xx~~ day of ~~October,xxx~~ 20212022.

\_\_\_\_\_  
Mayor, J. Murray Jones

\_\_\_\_\_  
Acting Clerk, Martina Chait-Hartwig

**Schedule "A" to By-Law No. ~~2021-61~~2022-xx**

**Non-Management Employee Compensation Agreement  
Township of Douro-Dummer**

1. Full-Time Employees:  
~~That for the purposes of the Employee this~~ Compensation Agreement the following positions ~~be listed~~include, but are not limited to as full-time positions:

Equipment Operator (F)\*, Truck Driver (F)\*, Receptionist/IT Coordinator, Deputy Clerk, Deputy Treasurer - AP/Payroll Clerk, Deputy Treasurer – Tax Clerk, ~~Assistant to the Manager of Lead Hand - Recreation Facilities, Labourer (F)\*, Administrative Assistant – Treasury Services, Finance and Payroll Clerk,~~ Administrative Assistant – Municipal Services, Administrative Assistant – Legislative Services, Administrative Assistant – Senior, Building Inspector, Building Administrator

~~Any position not listed as full-time will therefore be classified as part-time for the purposes of this Agreement.~~

\*The position of Equipment Operator, ~~and~~ Truck Driver and Labourer can be deemed to be either a full time or part time position depending on how such is posted. All full time positions in these categories shall be designated by an (F) following the position title and all part time positions shall be designated by a (P) following the position title. This methodology could be used for any position if required.

Part-Time Employees:

Shall be governed by the Employments Standards Act, save and except for any references herein that provide for additional benefits over and above the requirements of such Act.

2. **Benefits:**

- a. That the Township of Douro-Dummer pay One Hundred Percent (100%) of the Manulife Dental Plan ~~restorative and orthodontic at one (1) year behind current rates,~~ Extended Health Plan, Vision, Life Insurance for Employees, Dependent Life, Accidental Death and Dismemberment ~~and,~~ Employee Assistance Program (EAP). ~~The premium for all Long Term Disability and Short Term Disability premiums. for all full-time employees shall be paid by the employees.~~

Benefits will be extended to age 70 for persons eligible for the benefit package and actively employed by the Township. This extension does not apply to short term and long term disability and the life insurance benefit will be reduced to 1 time earnings.

- b. That the Township of Douro-Dummer, having implemented the Ontario Municipal Employees Retirement System (OMERS):
- shall pay fifty percent (50%) of the monthly contribution for all eligible employees;
  - shall make it compulsory for all full-time employees; and

Part-time employees have the option to participate only after meeting the required OMERS membership criteria.

- c. ~~Any employee may purchase optional service in OMERS provided the cost~~
- d. The benefits costing will be presented to Council ~~every two years~~annually, prior to the renewal date. ~~This presentation will focus on the cost of the benefits using the four most current actual rates, to determine an average premium increase and what, if any, actions will be necessary.~~



**3. Holidays:**

- a. The following holidays shall be allowed as paid holidays for all **full-time** municipal employees:  
New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day - (**See \*Note**), Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day, Remembrance Day (from 10:30 am to 11:30 am) ~~and two personal days (to be taken when approved by supervisor) and 1/2 day before Christmas and 1/2 day before New Year's.~~
- \*Note - Canada Day** - shall be taken on July 1<sup>st</sup> or when this holiday falls on a Saturday or Sunday it be established that the holiday shall be taken on the Monday following.

- b. In addition to the above, the ~~days between Christmas and New Years in~~  
~~shall be allowed as time off. These days, if taken off, shall be deducted from remaining holidays, personal days or banked hours.~~ Pay for work performed on these days will be at the normal rate of pay. ~~If no holiday or banked time remains, said employee may take days off as shown but shall not receive pay for such.~~

**4. Vacations:**

- a. That all full time employees be entitled to vacation as follows:  
~~Two (2)~~ Three (3) weeks paid vacation after one (1) full year.  
~~Three (3)~~ Four (4) weeks paid vacation after five (5) full years.  
~~Four (4) weeks paid vacation after ten (10) full years.~~  
Five (5) weeks paid vacation after fifteen (15) full years.  
Six (6) weeks paid vacation after twenty (20) full years.  
Seven (7) weeks paid vacation after thirty (30) full years for employees who were employed with the Township as of January 1, 2023-

Progression in the vacation schedule shall occur in the calendar year on the employee's anniversary date.

Full time employees are required to fill out a prescheduled vacation list by March 15<sup>th</sup> of each year, up to March 14<sup>th</sup> of the following year, for approval by their supervisor.

An employee retiring/terminating employment at any time shall be entitled to payment, which is prorated according to time worked in the calendar year and the vacation year.

Any new employee shall receive a prorated portion of this allocation upon date of hire. Such shall be based on the number of months of employment by the Township.

- b. Full time employees, if unable to use their vacation during the current year, may carry over any unused portion to September 30<sup>th</sup> of the following year.
- c. A permanent employee who is retiring to an OMERS pension and who provides a minimum of six (6) months written notice to their supervisor of his/her pending retirement is entitled:
- to take their full annual vacation entitlement as of the date of notification of the retirement and;

- will also be provided with a monetary retirement benefit equal to his/her full annual vacation entitlement as of the date of notification of the retirement. The monetary retirement benefit will be paid at the end of the six (6) months' notice.

Employees are not entitled to take this monetary benefit as vacation time in lieu of payment. The amount of vacation entitlement and monetary retirement benefit is only equal to one (1) year's vacation allotment each.

**5. Meeting Pay:**

Non-management employees, who as part of their regular duties, are required to attend ~~two regular Council~~after hour meetings ~~per month~~ shall not receive any additional compensation for attending these meetings, but shall receive overtime, as per Schedule 'C', ~~when said employee attends other meetings such as committee of the whole, committee, board, Council, etc. The provisions of Schedule 'C' for these meetings would only apply if said meeting is outside of normal work hours.~~

**6. Sick Leave Allowance:**

- a. Each full time employee will be given the equivalent of two (2) normal work weeks of non-cumulative sick leave allowance on January 1st of each year. Any new employee shall receive a prorated portion of this allocation upon date of hire. Such shall be based on the number of months of employment by the Township in the year of hire.
- b. ~~Effective December 31, 2015, e~~Employees shall be entitled to accumulate up to five (5) days per calendar year of unused sick time at the end of each calendar year for the sole purpose of creating a maximum of five (5) day reserve time to be used exclusively for the purpose of bridging the qualifying period for the Weekly Income Insurance Program.

The accumulated days shall be used only for this purpose and shall not be transferable for any other purpose. In the event that some or all of the time accumulated days are used, the employee shall be entitled to re-commence accumulating unused sick days as per the previous paragraph.

The accumulated time for this provision shall have no other value and will not be paid out in cash at any time.

**c. Benefit Continuation During Disability Period:**

The Employer shall continue to pay the necessary portions\* of the benefit package after an employee leaves the active work force due to illness or accident for a period not to exceed twelve (12) months. At the end of twelve (12) months, the employee may request the Employer to continue the group benefits provided the employee reimburses the Employer for the cost of the necessary premiums. If no request is made by the employee to continue coverage through the Employer's Plan, the benefit package will be discontinued.

\*Necessary portions shall mean the complete benefit package, save and except for those portions that are eligible for a waiver of premium.

- d. The employer shall continue to pay, if the spouse or partner does not have benefit coverage (subject to written confirmation from the spouse or partner that benefits

are not required), the necessary portions\*\* of the benefit package in the case of a death of an employee for a maximum of six (6) months from date of death.

\*\*necessary portions shall mean the complete benefit package, save and except for those portions that are eligible for a waiver of premium or are no longer necessary following the death of the employee- i.e.: life insurance.

**7. Mileage:**

- a. The employer shall pay to each employee using their personal vehicle on municipal business an amount as per the current County of Peterborough mileage rateTownship's Mileage Rate By-law. This shall not include driving to and from work-
- b. Each employee claiming mileage shall keep a log and submit a monthly statement showing the date, purpose and destination of each mileage claim.

**8. Work Week:**

**Road Employees – 40 hours per week**

That the normal ~~summer season (May Long Weekend to Thanksgiving—weather dependent)~~ work week for the road employees shall be:

Monday through Thursday 7:00 a.m. - 4:00 p.m. (1/2 hour lunch)  
Friday 7:00 a.m. - 1 ~~pa~~.m. (no lunch)

Any road employee called in after normal working hours will receive a minimum of three (3) hours pay or time in lieu at a rate of time-and-a-half.

**Office Staff**

That the normal work week for the office staff shall be:

Monday through Thursday 8:30 a.m. - 4:30 p.m. (1 hour lunch)  
Friday 8:30 a.m. - 4:00 p.m. (1 hour lunch)

Extra hours worked over and above the normal work day may be banked to a maximum of two (2) weeks.

**Overtime:** The employer shall compensate overtime in accordance with the approved Overtime Policy – See Schedule "C" of this Agreement.

Work week schedules may be modified for non-management employees at the approval of their Manager and CAO.

**9. Jury Duty:**

That if any Township employee is required to be part of a jury selection and/or act on jury duty, they shall continue to receive their regular rate of pay for their regularly scheduled work day hours. Mileage will not be paid by the Township. Any allowance less mileage paid by the courts for such jury duty shall be deposited with the municipality.

**10. Unsafe Weather or Other Conditions:**

When an employee reports to work any given day and the weather or other conditions on said day make it such that work is impossible, then the employee shall return home and shall be allowed a maximum four (4) hours pay for such.

If during the day the weather or other conditions create potentially unsafe conditions, staff may leave work early. Staff will be paid for the time worked that day, plus a maximum of 4 additional hours; total pay for the day not to exceed the maximum of their regular scheduled daily pay.

The decision to return home and whether pay is to be allowed shall be at the discretion of the ~~C.A.O.~~ CAO.

**11. Compassionate Leave:**

- a. Each full time employee of the Township of Douro-Dummer shall be granted a maximum of ~~three (3)~~ five (5) days leave in the case of the death of a husband, wife, or child, and a maximum of three (3) days leave in the case of the death of a parent, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent or grandchild or other instances as may be deemed appropriate by the CAO. This shall include step-parent, step-brother, step-sister and step-children. These days shall be granted with pay.
- b. Each full-time employee shall be granted a maximum of one (1) day with pay in the case of the death of an aunt, uncle, niece, nephew or other instances as may be deemed appropriate by the ~~C.A.O.~~
- c. Additional time may be granted with pay at the discretion of the ~~C.A.O.~~
- d. If the death of a family member occurs during an employee's vacation, the employee will be granted bereavement leave with pay and the equivalent vacation credits will be restored for the bereavement period.
- e. Each full-time employee may be granted time off with pay, with the approval of the ~~C.A.O.~~, to attend the funeral of a fellow employee.

**12. Association Memberships:**

The employer shall pay the cost of any work related association membership fees of employees if recommended by the ~~C.A.O.~~

**13. Personal Protective Equipment:**

- a. Each full-time employee on the road crew and the community centre, as well as the building inspector and the transfer station custodian shall be granted an annual personal protective equipment allowance in the amount of \$ 275.00, payable to each respective employee, upon submission of a receipt to substantiate.

**14. Retirement Benefits:**

This Section (Section 14) only applies to existing municipal employees being employed by the Township on or before January 1, 2012, having sixteen (16) or more years of service.

- a. The employer shall establish a reserve fund for the purpose of providing funds to carry the benefit package excluding dental for the period of ten (10) years or to the age of sixty-five (65) whichever comes first following the date of retirement. The employer shall allocate sufficient funds each year to the reserve fund for this benefit.

Any retiring employee would have the option of purchasing (at his/her expense) dental coverage during the benefit continuation period, as well as the total package after the end of the continuation period up to the age of sixty-five (65).

**NOTE:** This benefit does not apply when an employee is not retiring but rather leaves the employ of the municipality to accept a position elsewhere.

- 15. ~~Annual Saving Program:~~
- 16. **Wellness Program:**

That the Township of Douro-Dummer reimburse each full time employee an amount up to a maximum of ~~one hundred and fifty dollars (\$150.00)~~ two hundred (\$200.00) annually, towards the cost of ~~specified items,~~ classes or programs associated with the improvement of one's health. ~~Said classes or programs must be instructed by accredited personnel or be associated with an accredited facility. Proof of enrolment and Aa receipt and a description of item~~ must be presented for reimbursement. Approval is at the discretion of the CAO.

- 17. **Medical Exams and Testing:**

Where it is a requirement of any full time staff member to hold a specific driver's license that mandates periodic medical exams and/testing and or renewal, the municipality shall reimburse said employee the full cost of said medical exam and testing (upon successful completion of testing). This does not include the renewal of a "G" license.

- 18. **Review of Agreement:**

This agreement shall be reviewed prior to ~~January 1, 2023~~ September 1, 2026, ~~at a time that is agreeable to both the employees and the employer. Regardless of the date of review, all changes in compensation shall be effective January 1st of the said year unless otherwise agreed upon by the employees and employer.~~

**Dated:** ~~October 5, 2021~~

\_\_\_\_\_  
Mayor, J. Murray Jones

\_\_\_\_\_  
Acting Clerk, Martina Chait-Hartwig

**Schedule “B” to By-law No. ~~2021-61~~2022-xx**

**Municipal Policy for Salary Grid Progression For Non- Management Employees**

Progression through the salary grid shall be dependent on the individual employee advancing himself/herself through training, development, experience, and ~~satisfactory~~ performance reviews. It shall be a combination of these items that may result in advancement through the salary grid.

**Requirement One:**

It has been established that each year, all employees shall participate in performance reviews relating to their position. ~~A satisfactory~~The results of the performance review(s) will be ~~one of~~evaluated when considering the requirements of a movement through the salary grid. ~~One aspect of a satisfactory performance review – but not a requirement – is the advancement of the employee’s skills and abilities through further education and training related to the municipal field.~~

The municipality provides the incentive for training and development opportunities for all employees. These training and development opportunities provide the employee with the ability to advance their ability to perform their duties- thereby benefiting the municipality. Training and development can take place in a number of various ways, but the two main forms are:

1. Training and development during regular working hours, for which the employer pays the cost of the course and the employee’s wages.
2. Training and development outside of regular working hours, for which the employer pays the cost of the course, but the employee receives no compensation for their time.

The benefits of the successful completion of training and development in both areas above provide a similar benefit to the municipality- a more qualified employee. But option 2 above, also shows the initiative of the employee to advance himself/herself on their own time- without compensation from the municipality- and should be recognized differently and more heavily weighted than option 1.

Training and development shall be considered in the following manner:

For successful completion of training and development during working hours: advancement through the salary grid shall be dependent on a minimum of 80 hours of successful completion of training and development.

For successful completion of training and development outside of working hours: advancement through the salary grid shall be dependent on a minimum of 60 hours of successful completion of training and development. These hours shall all be outside of the normal working day of the employee.

For successful completion of training and development as a combination of both of the above: advancement through the salary grid shall be dependent on a minimum of 75 hours of successful completion of training and development, of which a minimum of 40 hours must be outside of the normal working day.

Employees will be required to provide a course outline with the estimated hours required for completion.

Should an employee not reach the required hours in any given year they may accumulate those hours for two (2) consecutive years to be eligible for one grid movement.

50% of hours accumulated in one calendar year may be carried over and used in the following year only.

The C.A.O. shall make the determination, upon consultation with the employee, of the appropriate classification of training and development and the number of hours to be considered.

**Requirement Two:**

Each year of employ with the municipality should provide the employee with additional experience and knowledge that should be of benefit to the municipality and shall be a second requirement for movement through the salary grid. For employees that work only part weeks or for a portion of the year, the yearly benefit towards experience shall be pro-rated based on the number of hours they work.

**Progression:**

If requirement one and two are both satisfactorily met, then the C.A.O. may ~~recommend to Council that the employee be granted~~ a salary grid increment increase.

~~**NOTE:** A satisfactory performance review and one year of additional work experience, without any additional training or education, will not be sufficient to achieve a recommendation of a salary grid increment~~

**Other Options:**

Each year of experience for an employee, does provide additional development and training for that employee, and it should be recognized that this in fact is a benefit to the municipality and be reflected in the compensation for that employee. As such, for each 5 years of employment, ~~and a satisfactory performance review in each of these 5 years,~~ the C.A.O., may ~~recommend to Council to~~ grant a progression of one increment forward on the salary grid. ~~An unsatisfactory performance review shall negate advancement, until such time as there are 5 satisfactory reviews that have been accumulated over a period of eight (8) consecutive years.~~ Time away from work through unpaid leave of absence granted by the municipality, or on disability leave, shall not be considered when computing the 5 years of service, unless the leave of absence is to provide some training and development or research that would be of direct benefit to the municipality.

~~A substantial change in the duties and/or responsibilities of an employee, should be recognized through the compensation paid to that employee. Upon the recommendation of the C.A.O., Council may grant the recommended increment in the salary grid because of the changes in duties and/or responsibilities.~~  
~~An employee that has made a significant contribution to the betterment of the municipality or a significant contribution to the operations of the municipality, may also be considered for an advancement through the salary grid. Upon the provision of documentation to Council, accompanied by a recommendation from the C.A.O., Council may consider granting the recommended progression through the salary grid.~~

**Other Conditions:**

When an employee has successfully progressed through the salary grid and has reached the last step on the grid, the only advancement from that point on will be:  
If the salary grid is reconfigured to allow further progression; or  
If Council considers a further increase over and above the salary grid, said increase shall be part and parcel of any future reconfiguration of the salary grid.

No more than one salary grid increment shall be granted in a 12 month period. The time frame for consideration of a future grid increment shall start at the effective date of the last grid increment for that employee.

~~The exception to one increment per year being granted would be in the following circumstance: where the employee is eligible for a grid increment because of 5 satisfactory reviews and has also successfully completed the required education and/or development hours to advance in the salary grid. In this instance, the employee would be eligible for two salary grid increments.~~

**Township of Douro-Dummer**

**Overtime Policy**  
**(Non-Management Staff)**

It is accepted that under certain circumstances, it is necessary for employees of the Township of Douro-Dummer to work overtime. It is also accepted that for these hours of overtime, the employee will be compensated, either in time off in lieu, or (if policy maximums have been accumulated) through direct pay, at the rate of 1.5 times their normal rate of pay for each hour of overtime worked with the exception of Sundays.

Urgent or emergency work being carried out on Sundays the employee will be compensated, either in time off in lieu, or (if policy maximums have been accumulated) through direct pay, at the rate of two (2) times their normal rate of pay for each hour of overtime worked. Work on Sundays which is not part of the regularly scheduled work will only be worked and paid at the manager's (s) or C-A-O's (s) discretion.

Overtime shall not commence until the normal number of hours in the applicable day and for the applicable department have been worked.

~~(amendment By-law 2009-64)~~

As part of the payroll records of the municipality, a record of the overtime is kept and is available for inspection by the supervisor and C-A-O- ~~on behalf of Council.~~

All overtime required shall be approved in advance by the supervisor.

Any time off in lieu shall be at the discretion of the supervisor and where possible the supervisor will try to accommodate the employee's request.

Any employee shall be allowed to accumulate a maximum number of hours that are the equivalent of two (2) normal work weeks.

When any employee reaches the maximum number of hours that can be accumulated, any overtime hours worked over and above the maximum, will be paid at the rate of 1.5 times their normal rate for each hour worked over the maximum. If the employee takes time off in lieu sufficient to reduce the accumulated hours below the maximum, then any overtime hours worked will be accumulated until the maximum is reached.

On the first pay period following November 30<sup>th</sup> in each year, all banked time will be paid out to the employee, and any overtime hours for the month of December will be paid to the employee at the rate of 1.5 time the normal hourly rate. ~~Each employee will be permitted to retain sufficient days of banked time, if necessary, to cover the time off between Christmas and New Year's, as per section 3(b) of the compensation agreement.~~





**The Corporation of the Township of Douro-Dummer**  
**By-law ~~Number 2021-62~~**  
**No.2022-xx**

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**Being a By-law to adopt a compensation agreement for management employees, a policy for progression through the salary grid and an extra hour worked policy.**

**Whereas** a compensation agreement for management employees has been negotiated between the Council for the Township of Douro-Dummer and its employees;

**And whereas** a policy for progression through the salary grid has been developed;

**And whereas** a policy to deal with working extra hours has been developed;

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

1. That the Compensation Agreement ~~for the year 2022~~ attached as Schedule "A" to this by-law ~~be is~~ hereby adopted.
  2. That the policy for progression through the salary grid, attached as Schedule "B" to this by-law is hereby adopted.
  3. That the policy for dealing with working extra hours, attached as Schedule "C" to this by-law is hereby adopted.
  4. ~~2022—As per the OMERS pension inflation index—TBD~~  
That the salary grid be given annual increases, effective on the first pay in Janaury of the given year as per the annual OMERS pension inflation index.
  5. That the following By-laws be hereby repealed:  
By-law ~~Number 2008-89~~No. 2021-62  
~~By law Number 2019-77~~  
~~By law Number 2020-69~~
  6. That this By-law shall come into force and effect on the 1<sup>st</sup> day of January, ~~2022~~2023.
- Passed in open Council this ~~5th-xx~~ day of ~~Octoberxxx~~, 20221.

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Mayor, J. Murray Jones

\_\_\_\_\_  
Acting Clerk, Martina Chait-Hartwig

**Schedule "A" To By-Law-law No. ~~2021-62~~2022-xx**

**Management Employee Compensation Agreement  
Township of Douro-Dummer**

**1. ~~1.~~ Full-Time Employees:**

For the purpose of this Compensation Agreement the following position include, but are not limited to:

C.A.O.-CAO CAO - Deputy Clerk - Deputy Treasurer, Clerk/~~Planning Coordinator~~, Treasurer, Manager of Public Works, Manager of Parks & Recreation, Fire Chief – Manager of Emergency Services, Chief Building Official, Planner

~~Any management position not listed as full-time will therefore be classified as part-time for the purposes of this Agreement.~~

**Part-Time Managers**

Shall be governed by the Employments Standards Act, save and except for any references herein that provide for additional benefits over and above the requirements of such Act.

**2. Benefits:**

- a. That the Township of Douro-Dummer pay One Hundred Percent (100%) of the Manulife Dental Plan ~~restorative and orthodontic at one (1) year behind current rates~~, Extended Health Plan, Vision, Life Insurance for Employees, Dependent Life, Accidental Death and Dismemberment, ~~- and~~ Employee Assistance Program (EAP). ~~The premium for all, Long Term Disability and Short Term Disability premiums. for all full time employees shall be paid by the employees.~~

Benefits will be extended to age 70 for person eligible for the benefit package and actively employed by the Township. This extension does not apply to short term and long term disability and the life insurance benefit will be reduced to 1 time earnings.

- b. That the Township of Douro-Dummer, having implemented the Ontario Municipal Employees Retirement System (OMERS):
- shall pay fifty percent (50%) of the monthly contribution for all eligible employees;
  - shall make it compulsory for all ~~full-time~~full-time managers; and
  -

Part-time Managers have the option to participate in the Ontario Municipal Employees Retirement System (OMERS) only after meeting the required OMERS membership criteria.

- c. ~~Any manager may purchase optional service in OMERS provided the cost thereof is absorbed by the Manager. Optional service includes, but is not limited to, service with the municipality prior to the municipality becoming a member; prior service with municipality for which a refund was taken, etc.~~

- d. The benefits costing will be presented to Council ~~every two years~~annually, prior to the

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renewal date. ~~This presentation will focus on the cost of the benefits using the four most current actual rates, to determine an average premium increase and what, if any, actions will be necessary.~~

3. **Holidays:**

- a. The following holidays shall be allowed as paid holidays for all **full-time** Managers:  
New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day - (**See \*Note**), Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day, Remembrance Day (from 10:30 am to 11:30 am). ~~and two personal days (to be taken when approved by supervisor) and 1/2 day before Christmas and 1/2 day before New Year's.~~  
**\*Note - Canada Day** - shall be taken on July 1<sup>st</sup> or when this holiday falls on a Saturday or Sunday it be established that the holiday shall be taken on the Monday following.

- b. In addition to the above, the ~~days between Christmas and New Years in 2022 — 28, 29 and 30~~

~~shall be allowed as time off. These days, if taken off, shall be deducted from remaining holidays, personal days or extra hours worked. office will be closed from December 24<sup>th</sup> until the first business day following January 1<sup>st</sup> each year. Employees will be provided this time as additional time off with the requirement of using allotted vacation time.~~ - Pay for work performed on these days will be at the normal rate of pay. ~~If no holiday or extra hours worked remains, said Manager may take days off as shown but shall not receive pay for such.~~

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4. **Vacations:**

- a. That all ~~full-time~~**full-time** Managers be entitled to vacation as follows (unless otherwise negotiated as the time of hire):  
~~Two (2)~~**Three (3)** weeks paid vacation after one (1) full year.  
~~Three (3)~~**Four (4)** weeks paid vacation after five (5) full years.  
~~Four (4) weeks paid vacation after ten (10) full years.~~  
Five (5) weeks paid vacation after fifteen (15) full years.  
Six (6) weeks paid vacation after twenty (20) full years.  
Seven (7) weeks paid vacation after thirty (30) full years for employees who were employed with the Township as of January 1, 2023-

Progression in the vacation schedule shall occur in the calendar year on the employee's anniversary date.

~~Full-time~~**Full-time** Managers are required to fill out a prescheduled vacation list by March 15<sup>th</sup> of each year, up to March 14<sup>th</sup> of the following year, for approval by their supervisor.

An employee retiring/terminating employment at any time shall be entitled to payment, which is prorated according to time worked in the calendar year and the vacation year.

Any new Manager shall receive a prorated portion of this allocation upon date of hire. Such shall be based on the number of months of employment by the Township (unless otherwise negotiated as the time of hire).

- b. ~~Full-time~~**Full-time** Managers if unable to use their vacation during the current year, may carry over any unused portion to September 30<sup>th</sup> of the following year.

- e. A ~~Full-time~~ Manager who is retiring to an OMERS pension and who provides a minimum of six (6) months written notice to their supervisor of his/her pending retirement is entitled:

- to take their full annual vacation entitlement as of the date of notification of the retirement and;

- will also be provided with a monetary retirement benefit equal to his/her full annual vacation entitlement as of the date of notification of the retirement. The monetary retirement benefit will be paid at the end of the six (6) month's notice.

Managers are not entitled to take this monetary benefit as vacation time in lieu of payment. The amount of vacation entitlement and monetary retirement benefit is only equal to one (1) year's vacation entitlement each.

**5. Meeting Pay:**

Attendance at Council meetings when required is deemed to be part of the manager's duties and no extra time will be allocated for such.

**6. Sick Leave Allowance:**

- a. Each ~~full-time~~ manager will be given the equivalent of two (2) normal work weeks of non-cumulative sick leave allowance on January 1st of each year. Any new Manager shall receive a prorated portion of this allocation upon date of hire (unless otherwise negotiated as the time of hire). Such shall be based on the number of months of employment by the Township in the year of hire.

- b. ~~Effective December 31, 2015,~~ Employees shall be entitled to accumulate up to five (5) days per calendar year of unused sick time at the end of each calendar year for the sole purpose of creating a maximum of five (5) day reserve time to be used exclusively for the purpose of bridging the qualifying period for the Weekly Income Insurance Program.

The accumulated days shall be used only for this purpose and shall not be transferable for any other purpose. In the event that some or all of the time accumulated days are used, the employee shall be entitled to re-commence accumulating unused sick days as per the previous paragraph.

The accumulated time for this provision shall have no other value and will not be paid out in cash at any time.

**c. Benefit Continuation During Disability Period:**

The Employer shall continue to pay the necessary portions\* of the benefit package after a Manager leaves the active work force due to illness or accident for a period not to exceed twelve (12) months. At the end of twelve (12) months, the Manager may request the Employer to continue the group benefits provided the Manager reimburses the Employer for the cost of the necessary premiums. If no request is made by the manager to continue coverage through the Employer's Plan, the benefit package will be discontinued. \*Necessary portions shall mean the complete benefit package, save and except for those portions that are eligible for a waiver of premium. The employer shall continue to pay the necessary portions of the benefit package in the case of a sudden death of a manager for a maximum of six (6) months from date of death.

- d. The employer shall continue to pay, if the spouse or partner does not have benefit coverage (subject to written confirmation from the spouse or partner that benefits are not required), the necessary portions\*\* of the benefit package in

the case of a death of an employee for a maximum of six (6) months from date of death.

\*\*necessary portions shall mean the complete benefit package, save and except for those portions that are eligible for a waiver of premium or are no longer necessary following the death of the employee- i.e.: life insurance.

**7. Mileage:**

- a. The employer shall pay to each Manager using their personal vehicle on municipal business an amount as per the ~~Township's Mileage Rate By-law~~[current County of Peterborough mileage rate](#). This shall not include driving to and from work.
- b. Each Manager claiming mileage shall keep a log and submit a monthly statement showing the date, purpose and destination of each mileage claim.

**8. Work Week:**

**Road Managers**

That the normal work week for the road managers shall be 40 hours per week:  
Monday through Thursday 7:00 a.m. - 4:00 p.m. (1/2 hour lunch)  
Friday 7:00 a.m. - 1:00 p.m. (no lunch)

**Parks and Recreation Managers:**

That the normal work week for Parks and Recreation Managers shall be 40 hours per week scheduled as per the needs of the facilities.

**Fire Department Managers:**

That the normal work week for Fire Department Managers shall be 40 hours per week:  
Monday through Thursday 8:30 a.m. - 4:30 p.m. (1 hour lunch)  
Friday 8:30 a.m. - 4:00 p.m. (1 hour lunch)  
Plus additional hours outside of the above hours for fire practices and emergency calls to make up the 40 hours

**Municipal Office Managers**

That the normal work week for the office managers shall be 34.5 hours per week:  
Monday through Thursday 8:30 a.m. - 4:30 p.m. (1 hour lunch)  
Friday 8:30 a.m. - 4:00 p.m. (1 hour lunch)

**Extra Hours Worked:** The employer shall compensate for extra hours worked in accordance with the approved Extra Hours Worked Policy – See Schedule "C" of this Agreement.

[Work week schedules may be modified for management employees at the approval of the CAO.](#)

**9. Jury Duty:**

That if any Township Manager is required to be part of a jury selection and/or act on jury duty, they shall continue to receive their regular rate of pay for their regularly scheduled work day hours, no mileage will be paid by the Township. Any allowance less mileage paid by the courts for such jury duty shall be deposited with the municipality.

**10. Unsafe Weather or Other Conditions:**

When a Manager reports to work any given day and the weather or other conditions on said day make it such that work is impossible, then the manager shall return home and shall be allowed four (4) hours pay for such.

If during the day the weather or other conditions create potentially unsafe conditions, staff may leave work early. Staff will be paid for the time worked that day, plus a maximum of 4 additional hours; total pay for the day not to exceed the maximum of their regular scheduled daily pay.

The decision to return home and whether pay is to be allowed shall be at the discretion of the ~~C.A.O.~~CAO

**11. Compassionate Leave:**

- a. Each ~~full-time~~full-time Manager of the Township of Douro-Dummer shall be granted a maximum of ~~three (3)~~five (5) days leave in the case of the death of a husband, wife or child, and a maximum of three (3) days leave in the case of the death of a parent, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent or grandchild or other instances as may be deemed appropriate by the C.A.O.-CAO. This shall include step-parent, step-brother, step-sister and step-children. These days shall be granted with pay.
- b. Each ~~full-time~~full-time Manager shall be granted a maximum of one (1) day with pay in the case of the death of an aunt, uncle, niece, nephew or other instances as may be deemed appropriate by the C.A.O.-CAO.
- c. Additional time may be granted with pay at the discretion of the C.A.O.-CAO.
- d. If the death of a family member occurs during a manager's vacation, the manager will be granted bereavement leave with pay and the equivalent vacation credits will be restored for the bereavement period.
- e. Each ~~full-time~~full-time Manager may be granted time off with pay, with the approval of the C.A.O.-CAO, to attend the funeral of a fellow employee.

**12. Association Memberships:**

The employer shall pay the cost of any work related association membership fees of Managers if recommended by the C.A.O.-CAO.

**13. Personal Protective Equipment:**

Each ~~full-time~~full-time Manager on the road crew and the community centre, as well as the chief building official shall be granted an annual personal protective equipment allowance in the amount of \$ 275.00, payable to each respective, Manager upon submission of a receipt to substantiate.

**14. Retirement Benefits:**

This Section (Section 14) only applies to existing municipal managers being employed by the Township on or before January 1, 2012, having sixteen (16) or more years of service.

- a. The employer shall establish a reserve fund for the purpose of providing funds to carry the benefit package for the period of ten (10) years or to the age of sixty-five (65) whichever comes first following the date of retirement. The employer shall allocate sufficient funds each year to the reserve fund, for this benefit.

Any retiring Manager would have the option of purchasing (at his/her expense) dental coverage during the benefit continuation period, as well as the total package after the end of the continuation period up to the age of sixty-five (65).

**NOTE:** This benefit does not apply when a manager is not retiring but rather leaves the employ of the municipality to accept a position elsewhere.

**~~15. Annual Bonus:~~**

~~The employer shall pay to each Manager a lump sum savings in the first pay of December equal to the Manager's yearly contribution.~~



**16. Wellness Program:**

That the Township of Douro-Dummer reimburse each ~~full-time~~full-time manager an amount up to a maximum of ~~one hundred and fifty~~two hundred dollars (~~\$150.00~~200.00) annually, towards the cost of ~~specified classes~~items or programs associated with the improvement of one's health. ~~Said classes or programs must be instructed by accredited personnel or be associated with an accredited facility. Proof of enrolment and Aa receipt and a description of the item~~ must be presented for reimbursement. Approval is at the discretion of the CAO.

**17. Medical Exams and Testing:**

Where it is a requirement of any ~~full-time~~full-time staff manager to hold a specific driver's license that mandates periodic medical exams and/testing and or renewal, the municipality shall reimburse said manager the full cost of said medical exam and testing (upon successful completion of testing). This does not include the renewal of a "G" license.

**18. Review of Agreement:**

This agreement shall be reviewed prior to ~~January 1, 2023~~September 1, 2026,  
~~at a time that is agreeable to both the employees and the employer. Regardless of the date of review, all changes in compensation shall be effective January 1st of the said year unless otherwise agreed upon by the employees and employer.~~

**Dated:** ~~October 5, 2021~~

\_\_\_\_\_  
Mayor, J. Murray Jones

\_\_\_\_\_  
Acting Clerk, Martina Chait-Hartwig

**Schedule "B" to By-law No. ~~2021-62~~2022-xx**

**Municipal Policy for Salary Grid Progression For Management Employees**

Progression through the salary grid shall be dependent on the individual employee advancing himself/herself through training, development, experience, and satisfactory performance reviews. It shall be a combination of these items that may result in advancement through the salary grid.

**Requirement One:**

It has been established that each year, all employees shall participate in performance reviews relating to their position. ~~A satisfactory~~The results of the performance review(s) will be ~~one of the requirements of a~~evaluated when considering movement through the salary grid. ~~One aspect of a satisfactory performance review but not a requirement is the advancement of the employee's skills and abilities through further education and training related to the municipal field.~~

The municipality provides the incentive for training and development opportunities for all employees. These training and development opportunities provide the employee with the ability to advance their ability to perform their duties- thereby benefiting the municipality. Training and development can take place in a number of various ways, but the two main forms are:

1. Training and development during regular working hours, for which the employer pays the cost of the course and the employee's wages.
2. Training and development outside of regular working hours, for which the employer pays the cost of the course, but the employee receives no compensation for their time.

The benefits of the successful completion of training and development in both areas above provide a similar benefit to the municipality- a more qualified employee. But option 2 above, also shows the initiative of the employee to advance himself/herself on their own time- without compensation from the municipality- and should be recognized differently and more heavily weighted than option 1.

Training and development shall be considered in the following manner:

For successful completion of training and development during working hours: advancement through the salary grid shall be dependent on a minimum of 80 hours of successful completion of training and development.

For successful completion of training and development outside of working hours: advancement through the salary grid shall be dependent on a minimum of 60 hours of successful completion of training and development. These hours shall all be outside of the normal working day of the employee.

For successful completion of training and development as a combination of both of the above: advancement through the salary grid shall be dependent on a minimum of 75 hours of successful completion of training and development, of which a minimum of 40 hours must be outside of the normal working day.

Employees will be required to provide a course outline with the estimated hours required for completion.

Should an employee not reach the required hours in any given year they may accumulate those hours for two (2) consecutive years to be eligible for one grid movement.

50% of hours accumulated in one calendar year may be carried over and used in the following year only.

The C.A.O.-CAO shall make the determination, upon consultation with the employee, of the appropriate classification of training and development and the number of hours to be considered.

**Requirement Two:**

Each year of employ with the municipality should provide the employee with additional experience and knowledge that should be of benefit to the municipality and shall be a second requirement for movement through the salary grid. For employees that work only part weeks or for a portion of the year, the yearly benefit towards experience shall be pro-rated based on the number of hours they work.

**Progression:**

If requirement one and two are both satisfactorily met, then the C.A.O.-CAO may ~~recommend to Council that the employee be granted~~ a salary grid increment increase.

~~**NOTE:** A satisfactory performance review and one year of additional work experience, without any additional training or education, will not be sufficient to achieve a recommendation of a salary grid increment~~

**Other Options:**

Each year of experience for an employee, does provide additional development and training for that employee, and it should be recognized that this in fact is a benefit to the municipality and be reflected in the compensation for that employee. As such, for each 5 years of employment, ~~and a satisfactory performance review in each of these 5 years,~~ the C.A.O.-CAO, may ~~recommend to Council to grant~~ a progression of one increment forward on the salary grid. ~~An unsatisfactory performance review shall negate advancement, until such time as there are 5 satisfactory reviews that have been accumulated over a period of eight (8) consecutive years.~~ Time away from work through unpaid leave of absence granted by the municipality, or on disability leave, shall not be considered when computing the 5 years of service, unless the leave of absence is to provide some training and development or research that would be of direct benefit to the municipality.

~~A substantial change in the duties and/or responsibilities of an employee, should be recognized through the compensation paid to that employee. Upon the recommendation of the C.A.O., Council may grant the recommended increment in the salary grid because of the changes in duties and/or responsibilities.~~

~~An employee that has made a significant contribution to the betterment of the municipality or a significant contribution to the operations of the municipality, may also be considered for an advancement through the salary grid. Upon the provision of documentation to Council, accompanied by a recommendation from the C.A.O., Council may consider granting the recommended progression through the salary grid.~~

**Other Conditions:**

When a Manager has successfully progressed through the salary grid and has reached the last step on the grid, the only advancement from that point on will be:

If the salary grid is reconfigured to allow further progression; or  
If Council considers a further increase over and above the salary grid, said increase shall be part and parcel of any future reconfiguration of the salary grid.

No more than one salary grid increment shall be granted in a 12 month period.  
The time frame for consideration of a future grid increment shall start at the effective date of the last grid increment for that Manager.

~~The exception to one increment per year being granted would be in the following circumstance: where the Manager is eligible for a grid increment because of 5 satisfactory reviews and has also successfully completed the required education and/or development hours to advance in the salary grid. In this instance, the Manager would be eligible for two salary grid increments.~~

**Schedule "C" To By-law No. 2021-62**

**Township of Douro-Dummer**

**Extra Hours Worked Policy**  
**(-Management Staff)**

**For Management whose primary cause of working extra hours is due to, working on special projects, working during an emergency or declared disaster in their own or another municipality, etc. (current positions covered by this are the ~~C.A.O.CAO~~, Clerk/Planning Coordinator, Treasurer, Chief Building Official, Manager of Emergency Services/Fire Chief, Manager of Public Works, and Manager of Recreation Facilities)**

Compensation (at straight time) for working extra hours (except for during an emergency or declared disaster) is limited to:

- 1 week of management time off to compensate for extra hours worked in the normal duties required in the management role. Tracking of time is required and a quarterly report must be submitted to the ~~C.A.O.CAO~~ If it is found that there are excessive amounts of extra hours (normally anything over the 120 to 140 annual hours is deemed to be excessive) being worked, the ~~C.A.O.CAO~~ will meet with the manager to develop a strategy to reduce these hours.

Compensation for working extra hours during an emergency or declared disaster shall be as follows:

- It is recognized that municipal staff may be required to work extended hours during an emergency or declared disaster either for their own municipality or for another municipality under request for assistance. When the emergency control group has been activated in the municipality or when a request for assistance has been made by another municipality that has declared a state of emergency, both salaried and hourly paid Managers will be entitled to accumulate and record overtime. The normal overtime policy will apply to hourly Managers and in the case of salaried Managers they will be entitled to time and one-half.

**Township of Douro Dummer Canada Day Parade Committee**  
**Agenda**  
**Friday, July 15, 2022 Noon**  
**Zoom**

**In attendance:** Councillor Heather Watson Chair, Julie Todd, Alyssa Heffernan

1. Call to Order
  - The meeting was called to order at 12:03 p.m.
2. Approval of the Agenda
  - Moved by Julie Chatten, Seconded by Alyssa Heffernan - Carried
3. Approval of June 16, 2022 Minutes
  - Moved by Alyssa Heffernan, Seconded by Julie Chatten - Carried
4. Promotions
  - There was good press leading up to the event.
5. Logistics
  - It was suggested that parade form up should start further south down the 4th Line and not right at County Road 4 to shorten the route eliminating the dead space
  - It was also suggested that the committee consider holding the parade along County Road 8 running from west to east but County Road presents other challenges
6. Health and Safety
  - The committee acknowledged their appreciation of the volunteer Auxiliary OPP Officers in attendance.
  - Some entering the parade were starting to form up north of County Road 4 but were directed to cross when it was evident. This should be discouraged in the future.
7. Other Business
  - The 2023 Canada Day Parade will be held on Saturday July 1 with forum up at 2:00pm and starting at 2:30pm

8. Next meeting – To be determined
9. Adjournment

The committee adjourned at 12:34pm

Moved by Alyssa Heffernan, Seconded by Julie Chatten – Carried.

Douro-Dummer Historical Committee Minutes  
June 16, 2022  
Held at Douro-Dummer Library Building  
(435 Douro Fourth Line)  
7:00 p.m.

Present:

|                  |                  |                  |             |
|------------------|------------------|------------------|-------------|
| Annette Dunford  | Margie Morrissey | Roberta Thompson | Ruth Benson |
| Shelagh Landsman | Amie Brock       | Mike Towns       |             |

Regrets:

Judy Bryan

1. Chair call the meeting to order at 7:00 p.m.
  2. Adoption of Minutes and Business arising from previous meeting May 19<sup>th</sup>, 2022
- Adopted: Roberta Thompson                      Seconded: Annette Dunford                      Carried

Lime Kiln:

Weity Hamersma has recommended a cover for the top of the kiln and a railing at the east and south sides in order to make the kiln safe for the public. Weity will provide us with a quote to do this work and Margie Morrissey will contact Justin Hamersma to see if he can provide a quote as well. We would like to know what the Lime Kiln budget is for this year.

The cost of completing one retaining wall is 10,000-15,000 if there is room in the budget this can be started this year as well.

Veterans Book:

Roberta Thompson has a binder of veterans, Amie Brock was able to find some photos and newspaper articles to add to the binder. The photo's and articles were listed on the Canada Veterans site, the Lakefield War Veterans website and a number were found posted on a blog by Nathan Moore. Roberta asked Nathan Moore for permission to use the photos and articles that he had posted on his blog and Nathan has given his permission to Roberta Thompson.

Simeon Hamblin:

A family history book of the family of Simeon Hamblin was given to the Historical Committee by Fred Hamblin and has been placed in the archives.

John Moher Memorial Award:

The John Moher Memorial award: St. Joseph's sleigh ride and Great tobogganing challenge was also placed in the archives.

Next meeting will be held Thursday Sept 15<sup>th</sup>, 2022 @ 7:00pm

Adjournment:

This Meeting was Adjourned at 7:29pm

Moved by Ruth Benson, Seconded by Roberta Thompson, Carried



## **Township of Douro-Dummer Arena Facilities Future Ad-Hoc Committee Minutes**

**Date: August 24th, 2022 6:30 PM  
Township Zoom Account**

**Committee Member:**           **Chair – Councillor Heather Watson  
Vice Chair – Jim Bailey  
Committee Member – Kerri Riel  
Committee Member – Gerard Sullivan  
Committee Member – Liam Ryan**

**Staff Present:**               **Manager of Recreation Facilities – Mike Mood  
Legislative Assistant – Anu Mundahar**

**Staff Absent:**               **Chief Building Official – Brian Fawcett**

### **1. Chair to call meeting to order**

The Chair called the meeting to order at 6:38 p.m.

### **2. Disclosure of Pecuniary Interest**

The Chair reminded the Committee of their obligation to declare any pecuniary interest. None were declared.

### **3. Approval of Agenda: August 24, 2022**

Moved By: Jim Bailey

Seconded By: Gerard Sullivan

That the agenda for the Douro-Dummer Arena Facilities Future Ad-Hoc Committee Meeting dated August 24, 2022, be received.

Carried

**4. Approval of Minutes: August 3, 2022**

Moved By: Kerri Riel

Seconded By: Gerard Sullivan

That the minutes from the Douro-Dummer Arena Facilities Future Ad-hoc Committee Meeting, held on August 3, 2022, be received. Carried

**5. Business Arising from Minutes:**

5.1 Prepare a report to the Council regarding the Committee plan.

5.2 Prepare a Survey for Douro Minor hockey kick-off day, September 24th, 2022.

5.3 The Recreational and Culture Facilities Survey Questions from 2017.

**6. New Business:**

- Committee member will provide a presentation to the Council at the September 6th, 2022 Council meeting.

- Create a draft survey copy and add it to the documents for Council.

**7. Closed Session: None**

**8. Adjournment:**

Moved By: Gerard Sullivan

Seconded By: Liam Ryan

That the meeting be adjourned at 7:31 p.m. Carried

**9. Next Meeting Date:**

September 14th, 2022 at 6:30 p.m.



**TOWNSHIP OF**  
**ASHFIELD-COLBORNE-WAWANOSH**

82133 Council Line, R.R. #5  
Goderich, Ontario N7A 3Y2

PHONE: 519-524-4669

FAX: 519-524-1951

E-MAIL: [clerk@acwtownship.ca](mailto:clerk@acwtownship.ca)

September 2, 2022

Ministry of Agriculture, Food and Rural Affairs  
1 Stone Road West  
Guelph, ON N1G 2Y1

Re: Ontario Wildlife Damage Compensation Program

Dear Minister,

Please be advised that at the August 23<sup>rd</sup> meeting, the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh considered and adopted the following resolution.

Moved by Roger Watt  
Seconded by Jennifer Miltenburg

WHEREAS the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;

AND WHEREAS Ontario Municipalities administer the Program on behalf of OMAFRA by appointing Livestock Investigators and staff to work on wildlife damage claims;

AND WHEREAS the costs associated with wildlife damage claims exceed the administration fee of \$50.00 per claim as provided to the Municipality by OMAFRA;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Ashfield-Colborne-Wawanosh request the Ministry of Agriculture, Food and Rural Affairs review the administration fee provided to Municipalities for the administration of the Ontario Wildlife Compensation Program;

AND FURTHER THAT this resolution be circulated to the Association of Municipalities of Ontario and all Ontario Municipalities for their consideration and support.

Carried

I also enclose the letter and resolution that brought the issue to Council's agenda. If you require any clarification or further information, please do not hesitate to contact me.

Sincerely,

Florence Witherspoon  
Municipal Clerk

The Corporation of the  
**MUNICIPALITY OF TWEED**

255 Metcalf St., Postal Bag 729  
Tweed, ON K0K 3J0  
Tel.: (613) 478-2535  
Fax: (613) 478-6457



Email: [info@tweed.ca](mailto:info@tweed.ca)  
Website: [www.tweed.ca](http://www.tweed.ca)  
[facebook.com/tweedontario](https://facebook.com/tweedontario)

July 4, 2022

Ministry of Agriculture, Food and Rural Affairs  
1 Stone Road West  
Guelph, ON N1G 4Y2

Dear Minister:

Re: Ontario Wildlife Damage Compensation Program

We are writing to you today on behalf of our municipality regarding the administration fees related to wildlife damage claims. This program is necessary to protect our farm producers from the devastating losses incurred when they lose livestock to predators.

At the June 28, 2022 Regular Council Meeting the attached Resolution was passed by Council.

Our Council's concern is the administration fee paid to municipalities to administer the program on the Ministry's behalf which was recently increased from \$30.00 per claim to \$50.00 per claim.

We have recently contracted for a new Livestock Investigator resulting in the following costs directly related to wildlife claims:

Hourly Rate: \$25.00/hour  
Mileage Rate: .50/km

On the most recent invoice for this service there were three wildlife claims with costs as follows:

1. April 28, 2022 – 3 hours + mileage = \$95.00
2. May 5, 2022 – 2.5 hours + mileage = \$75.00
3. May 8, 2022 – 3.5 hours + mileage = \$120.00

There is also time spent by municipal staff in preparing the wildlife claims for submission and monitoring the claims for payment to the livestock owner.

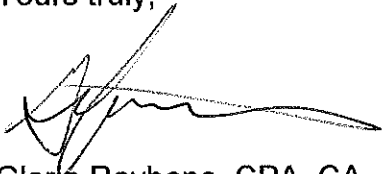
This results in a loss on each wildlife claim for our taxpayers to bear to be able to provide this necessary service to our farm producers.

Ministry of Agriculture, Food and Rural Affairs  
Page 2  
July 4, 2022

We respectfully request that the Ministry consider increasing the administration fee on wildlife claims to help offset the increasing costs associated with Livestock Investigation.

We look forward to hearing from you about this matter at your earliest convenience.

Yours truly,

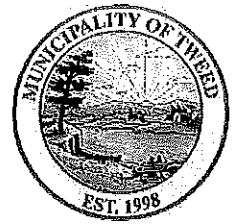
A handwritten signature in black ink, appearing to read 'Gloria Raybone', with a long, sweeping horizontal stroke extending to the right.

Gloria Raybone, CPA, CA  
CAO/Treasurer

Encl.

cc. Association of Municipalities of Ontario  
Ontario Municipalities

Municipality of Tweed Council Meeting  
Council Meeting



Resolution No.

442.

Title:

Ministry of Agriculture, Food and Rural Affairs

Date:

Tuesday, June 28, 2022

Moved by

Brian Treanor

Seconded by

Jacob Palmateer

WHEREAS the Ontario Ministry of Agriculture, Food and Rural Affairs administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;

AND WHEREAS Ontario Municipalities administer the Program on behalf of OMAFRA by appointing a Livestock Investigator and staff to work on wildlife damage claims;

AND WHEREAS the costs associated with wildlife damage claims typically exceed the administration fee of \$50.00 per claim as provided to the Municipality by OMAFRA;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Tweed request the Ministry of Agriculture, Food and Rural Affairs to review the administration fee provided to

Municipalities for the administration of the Ontario Wildlife Damage Compensation Program:

AND FURTHER, that this Resolution be circulated to the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration and support.

Carried

Mayor

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

**By-law Number 2022-42**

**Being a By-law to Authorize the Execution of the  
Plan Review & Technical Clearances Services Agreement and  
the Cost Apportionment Agreement for the Category 3 Service/Programs  
(eg. water monitoring, land stewardship, climate change initiatives)  
between  
the Corporation of the Township of Douro-Dummer  
and  
the Otonabee Region Conservation Authority**

**Whereas** the Ontario Municipal Act, 2001, S.O. 2001, c. 25, Section 2, as amended, states that municipalities are created by the Province of Ontario to be responsible and accountable governments with respect to matters within their jurisdiction, and as such, municipalities are given powers and duties under this Act, and many other Acts, for the purpose of providing good government with respect to those matters; and

**And Whereas** the Ontario Municipal Act, 2001, S.O. 2001, c. 25, Section 5.3, as amended, states that a municipal power shall be exercised by By-law unless the municipality is specifically authorized to do otherwise;

**Now Therefore** the Council of the Corporation of the Township of Douro-Dummer hereby enacts as follows:

1. **That** the Mayor and Clerk be authorized to execute the Plan Review & Technical Clearances Services Agreement and the Cost Apportionment Agreement for the Category 3 Service/Programs (eg. water monitoring, land stewardship, climate change initiatives) between the Corporation of the Township of Douro-Dummer and the Otonabee Region Conservation Authority.
2. **That** a copy of the Agreement is attached hereto.

Passed in Open Council this 20th day of September, 2022.

---

Mayor, J. Murray Jones

---

Acting Clerk, Martina Chait-Hartwig

**AGREEMENT FOR OTHER SERVICES AND PROGRAMS (“AGREEMENT”)**

**THIS AGREEMENT** dated this       day of       , 2022.

**BETWEEN:**

**Otonabee Region Conservation Authority**  
(hereinafter called the “Authority”)

OF THE FIRST PART

– and –

“ ”  
(hereinafter called the “Municipality”)

OF THE SECOND PART

**WHEREAS** pursuant to the Conservation Authorities Act, RSO 1990, c C.27 and Ontario Regulation 687/21, the Authority is required to enter into a cost apportioning agreement in order for the Authority to apportion operating costs to a Municipality to fund other services and programs that the Authority wishes to provide to further the purpose of the Act.

**AND WHEREAS** pursuant to the Conservation Authorities Act, RSO 1990, c C.27 and Ontario Regulation 687/21, the Authority may establish a fee to be charged by the Authority for other services and programs;

**AND WHEREAS** the Municipality wishes to avail itself of the other services and programs and to pay the Authority for these services and programs;

**NOW THEREFORE**, in consideration of the terms of this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The Authority agrees to provide the Municipality with other services and programs outlined in the Inventory of Other Services and Programs attached hereto as Schedule “A”.
2. The Municipality agrees to be assessed an apportionment of the costs for the other services and programs outlined in Schedule “A” in accordance with the following formula:
  - The Municipality will pay the Authority three percent (3%) of the apportioned value the Municipality is required to pay the Authority for general operating expenses and Category 1 expenses as defined in Ontario Regulation 402/22 under the Conservation Authorities Act, R.S.O. 1990, c. C.27.
3. The Municipality agrees that the Authority may establish and charge a user fee for the programs and services outlined in Schedule “A”. A user fee will be based on cost recovery. The Authority will establish the user fee on a yearly basis and provide the Municipality with a user fee schedule and an opportunity to consult.
4. The Authority will not add to or delete from the services or programs to be provided in Schedule “A” without first consulting with the Municipality. Any such change would require an amendment to this Agreement agreed to by the parties.
5. The Municipality will continue to support the current Inventory of Other Services and Programs in Schedule “A” throughout the term of this Agreement.

**Term of Agreement**

6. The Agreement will be for a term of five (5) years commencing on the date of the signature by the last of the parties.



7. The Agreement shall terminate on the fifth anniversary from the date of the signature of the last of the parties (“Termination Date”), unless the parties agree to renew the Agreement before the Termination Date.
8. The Agreement shall be reviewed by the parties at least six (6) months before the Termination Date, for the purpose of determining whether the Agreement is to be renewed by the parties.
9. Either party may terminate this Agreement at any time upon delivering six (6) months written notice of termination.
10. Any notice to be given pursuant to this Agreement shall be delivered in writing to the parties at the following addresses:

|  |                          |
|--|--------------------------|
| Otonabee Region Conservation Authority<br>250 Milroy Drive<br>Peterborough, ON K9H 7M9<br>Attn: Chief Administrative Officer | Address for Municipality |
|--|--------------------------|

11. The Agreement will terminate six (6) months after the date on which written notice of early termination is delivered to the parties.

### Dispute Resolution

12. The Authority and the Municipality shall negotiate in good faith in an attempt to settle any dispute between the parties in connection with this Agreement in a timely manner.

Should the Authority and the Municipality be unable to settle the dispute through negotiation, both parties acting reasonably and in good faith, then the determination of such dispute shall be resolved by arbitration, pursuant to the Arbitration Act (Ontario), to be held in Peterborough.

A party desiring arbitration shall give written notice of arbitration to the other party, in accordance with section 10, containing a concise description of the matter referred to arbitration (“Notice of Arbitration”).

Within ten (10) business days after a party delivers a Notice of Arbitration, the parties shall jointly appoint a single arbitrator (the “Arbitrator”). If the parties fail to appoint an Arbitrator within such time, the Arbitrator shall be designated by a judge of the Ontario Superior Court of Justice upon application by either party.

The decision of such Arbitrator shall be final and binding as between the parties and shall not be subject to appeal.

Whenever a dispute is in respect of a matter within the expertise of an architect, engineer, land surveyor or other professional consultant who, in the opinion of both the Authority and the Municipality, is qualified to make a determination in respect of such dispute, the Authority and the Municipality may jointly stipulate at any time prior to the selection or appointment of the Arbitrator hereunder, that the Arbitrator shall be an independent consultant with such expertise as may be determined jointly by the Authority and the Municipality.

The costs of the Arbitrator shall be split equally between the Authority and Municipality.

**SIGNED SEALED AND DELIVERED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2022**

**OTONABEE REGION CONSERVATION AUTHORITY**

Per: \_\_\_\_\_

Chief Administrative Officer/Secretary-Treasurer

I/we have the authority to bind the Corporation

**SIGNED SEALED AND DELIVERED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2022.**

**Municipality**

Per: \_\_\_\_\_

Chief Administrative Officer/Clerk

I/we have the authority to bind the Corporation

## **Schedule “A” - Inventory of Other Services and Programs**

### **Local Water Monitoring Programs**

- Supplemental stream water quality monitoring at 4 other sites and benthic monitoring at 8-10 sites annually across the watershed.
- Periodically produce the Watershed Report Card.

### **Climate Change Initiatives**

- Maintain and implement the Authority’s Climate Change Strategy focusing on adaptation, mitigation and education.

### **Land Stewardship Services**

- Provide advice and technical support that supports private and public land restoration and stewardship activities that contribute to a healthy/functioning watershed.
- Deliver a Tree Seedling Sales Program.
- With municipalities, schools, public agencies, and community service groups plan and undertake land restoration and stewardship projects (i.e., tree planting, habitat enhancement, shoreline naturalization. These activities typically occur on municipal owned lands or lands owned by public agencies/institutions (i.e., schools, hospitals, etc.).

This Memorandum of Understanding/Service Agreement  
made this \_\_\_\_ day of \_\_\_\_\_, 2022.

Between:

**The Corporation of the Township of XXX** (Hereinafter referred to as the "The Township")

and

**The Otonabee Region Conservation Authority** (Hereinafter referred to as "ORCA")

Regarding the Provision of Plan Review and Technical Clearances Services

## 1. Introduction and Context

The role of all Conservation Authorities focuses on water related natural hazard prevention and management and includes flood and erosion control. The safety of persons and property from natural hazards and the protection, restoration and enhancement of the natural environment are matters of public interest to be addressed during the review of development applications and planning policy documents.

ORCA derives its authority under the *Conservation Authorities Act* and relevant regulations including Ontario Regulation 686/21 which describes the mandatory programs and services a conservation authority is required to provide.

ORCA is also considered a public body pursuant to Section 1 of the Planning Act and regulations made under the Planning Act.

The Township has been delegated the Municipal Plan Review function by the Province of Ontario. This places a responsibility on the Township to make local planning decisions that will determine the future of the community and developed in a manner that meets the existing and future goals of the community. Township In order to satisfy this function the Township relies on the external expertise of other agencies through an MOU or through contracting private professional firms to provide technical assistance where the Township may not have in-house expertise.

This Memorandum of Understanding/Service Agreement recognizes the expertise provided by ORCA in watershed management, and natural hazard and natural heritage planning and The Townships expertise in overall municipal planning to

effectively plan for the future of the Township.

This Agreement also serves as a guide to both The Township and ORCA in carrying out the Plan Review and Technical Clearances functions. In addition, it is intended to promote streamlining of the plan review process including communications and issue resolution.

## **2. Definitions**

"Plan Review" is defined as the review of development applications/studies as set out in the *Planning Act* or other relevant legislation; identifying the need for and assessing the adequacy of technical surveys, studies and reports relating to both natural hazards and natural heritage; and specifying and clearing conditions of approval. It also includes the review of municipal planning documents, such as Official Plans and amendments.

"Technical Clearance" is defined as assessing technical reports submitted by the proponent to determine if the reports satisfy the conditions through a plan review process and clearing the conditions.

## **3. Purpose**

The purpose of this Memorandum of Understanding/Service Agreement is to:

- a) Provide for effective and streamlined ORCA plan review and technical clearances support/expertise to assist The Township to make environmentally sound decisions on planning applications; consistent with the *Conservation Authorities Act, Planning Act* and other relevant provincial plans and provincial and local policies as they relate to the mandate of ORCA.
- b) Support and assist The Township to streamline the municipal plan review system where opportunities exist and to facilitate as much as possible the creation of a "one window" planning system operating from the Township.
- c) Clarify the roles and responsibilities of the ORCA planning and regulations program.
- d) Develop clear protocols for ORCA Township plan review communications and issue resolution.

## **4. Statement of Principles**

This agreement shall be guided by the following principles:

- a) To foster a "client service", solutions-based approach in the delivery of the service(s) to meet the public and private needs of the watershed community.

- b) To ensure and enhance consistency and clarity around the respective roles and responsibilities performed by The Township and ORCA.
- c) To inform the Board, The Township and clients about the mandated roles and responsibilities performed by ORCA in the delivery of conservation services and programs throughout the watershed.
- d) To streamline all processes in review and technical clearance function and activities wherever possible within regulatory and discretionary timelines associated with the services; and incorporate "best practices and/or practical" approaches in the delivery of services and programs utilized by and in the conservation and municipal sectors.

## **5. Roles and Responsibilities of the Conservation Authority**

ORCA will assist The Township, in its role as an approval authority, by providing plan review comments and technical clearances to The Township in a timely manner.

The comments and advice will be in the context of the requirements of the *Planning Act*, Provincial Policy Statement, provincial plans, and other applicable legislation as may be enacted or updated from time to time.

More specifically, ORCA's roles and responsibilities are described below:

### **a) ORCA's roles and responsibilities mandated under Ont. Reg. 686/21:**

- i. Review all development applications or other matters submitted pursuant to the *Planning Act* and provide comments, technical support, or information to ensure that they are consistent with the Natural Hazards Policies found in Section 3.1 of the Provincial Policy Statement (but not including those policies related to hazardous forest fire types for wildland fires) as issued from time to time.
- ii. Review all development applications or other matters submitted pursuant to the *Planning Act* and provide comments, technical support, or information to ensure that they conform with any natural hazard policies included in a provincial plan issued under sec. 1 of the *Planning Act* (e.g., Growth Plan for the Greater Golden Horseshoe) as updated or amended from time to time.
- iii. When requested by the Township provide advice, technical support, training, and any information the Township requires to ensure that decisions under the *Planning Act* are consistent with the natural hazard policies in the policy statements and conforms with natural hazard policies included in a provincial plan.
- iv. Review all development applications or other matters submitted pursuant to the *Planning Act* to determine if the proposal relates to a significant drinking water

threat that is governed by a source water protection plan and the proposal's potential impact on any drinking water sources protected by the plan.

- v. Review all development applications or other matters submitted pursuant to the *Planning Act* that may affect the Authority as an owner of land.
- vi. Review all development applications or other matters submitted pursuant to the *Planning Act* to identify the need to obtain and be responsible for the provision of permits related to sec. 28 and 28.0.1 of the *Conservation Authorities Act* as it may be amended from time to time.

**b) ORCA's roles and responsibilities as a service provider to the Township:**

- i. Review and provide comments, technical support or information on municipal policy documents and planning and development applications submitted pursuant to the *Planning Act* to ensure that they are consistent with the Natural Heritage Policies found in Section 2.1 and 2.2 of the Provincial Policy Statement as issued from time to time.
- ii. Review and provide comments, technical support or information on municipal policy documents and planning and development applications submitted pursuant to the *Planning Act* to ensure conformance to those natural heritage and key hydrologic policies included in a provincial plan issued under sec. 1 of the *Planning Act* (e.g., Growth Plan for the Greater Golden Horseshoe) as updated or amended from time to time.
- iii. Provide advice when new or amended "Special Policy Areas" (SPA's) or 2-zones flood plains are being proposed by The Township.
- iv. Assist the Township, on request, in an advisory or project management role, in the technical aspects of environmental resource management, including but not limited to the review of storm water management reports, watershed or sub-watershed plans or studies, etc.
- v. Attend the Ontario Land Tribunal with The Township staff, with respect to the plan review and technical clearance services provided for in this agreement.
- vi. Participate in Township led pre-consultation meetings related to proposed development applications and identify potential issues and study requirements applicable to any proposal.

**c) ORCA's roles and responsibilities as a service provider to the municipalities of the Otonabee-Peterborough Source Protection Authority including:**

- i. Review and provide comments, technical support or information on planning and development applications submitted under the *Planning Act* pursuant to

the Authority's duties and responsibilities to enforce Part IV of the *Clean Water Act*.

## **6. Roles and Responsibilities of The Township**

The Township will:

- a) Circulate municipal planning documents and planning and development applications submitted pursuant to the *Planning Act* as required by the legislation.
- b) When appropriate, invite ORCA to attend pre-consultation meetings at no cost to The Township, with development proponents especially when applications may trigger a related permit application under the Conservation Authorities Act C.28.
- c) Share any Township owned information or data sources, deemed appropriate by the parties, with ORCA, provided that the data sources are not restricted under third party licensing.

## **7. Implementation**

To ensure the efficient and effective implementation of this agreement The Township and ORCA agree:

- a) To explore further opportunities, on an ongoing basis, to streamline the plan review system as it relates to provincial and regional/local interests, clarify pre-complete application requirements, etc.
- b) To participate jointly in pre-consultation as requested and coordinated by the Township for new development proposals. Specifically, pre-consultation will be arranged when an application may trigger a related permit application under the Conservation Authorities Act, and where ORCA's advice about technical information required for a complete application is required.
- c) To share any Authority or Township owned information or data sources, deemed appropriate by the parties, with each other, provided that the data sources are not restricted under third party licensing.
- d) That ORCA will collect review fees for all third party generated severance, Official Plan Amendments and subdivision/condominium applications required to recover ORCA costs for plan review and technical clearance services.
- e) That fees for plan review and technical clearance services will be set by ORCA, as approved by the ORCA Board of Directors, and reflected in the approved planning Fee Schedules, and any approved revised schedules will be provided to The Township as they occur.



- f) That once ORCA it is in receipt of a complete submission, as deemed by Township Staff and payment of required fees, ORCA will commit to have a response within 30 days. If ORCA is unable to meet the 30-day response time due to work volume, they are required to advise The Township and provide an alternative date for completion. ORCA staff will require approval of such alternative dates by their CAO/Secretary-Treasurer prior to advising the municipality. Attached as Appendix A is a reporting spreadsheet which ORCA shall complete and submit quarterly to the Township.
- g) To meet the requirements of the Municipal Freedom of Information and Protection and Privacy Act, R.S.O.1990, chapter M.56.

## 8. Term

The Township and ORCA agree to review this agreement every 5 years, or sooner as directed by Township Council or the ORCA Board of Directors. The five-year review shall commence six months prior to the 5<sup>th</sup> anniversary of the agreement.

## 9. Termination

Either party may terminate this agreement at any time upon delivering 6 months written notice of termination.

Any notice of termination to be given pursuant to this agreement shall be delivered to the parties at the following addresses:

Township of ???

XXXX

XXXX

Attn: Chief Administrative Officer

Otonabee Region Conservation Authority

250 Milroy Drive

Peterborough, ON K9H 7M9

Attn: Chief Administrative Officer

## The Agreement

**In witness whereof** the parties hereto have executed this Agreement under their respective corporate seals and by the hands of their proper officers' thereunto duly authorized.

Dated at the Peterborough this \_\_\_\_ day of \_\_\_\_\_, 2022.

**The Corporation of the  
Township XXX**

By:

Name:

**The Otonabee Region  
Conservation Authority**

By:

Name:

Title: \_\_\_\_\_

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

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

## Appendix A – Response Time Report

On a quarterly basis ORCA shall report to The Township the number of applications reviewed and percentage of responses provided within the 30-day response time standard.

| Municipality            | Committee of Adjustment |              | Zoning By-Law and Official Plan Amendments |              | Site Plan Control Applications |              |
|-------------------------|-------------------------|--------------|--|--------------|--------------------------------|--------------|
|                         | # reviewed              | % met target | # reviewed                                 | % met target | # reviewed                     | % met target |
| Asphodel Norwood        |                         |              |  |              |                                |              |
| Cavan Monaghan          |                         |              |  |              |                                |              |
| Douro Dummer            |                         |              |  |              |                                |              |
| Otonabee South Monaghan |                         |              |  |              |                                |              |
| Selwyn                  |                         |              |  |              |                                |              |
| Total                   |                         |              |  |              |                                |              |

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

**By-law Number 2022-43**

**Being a By-law to appoint members to the Short-Term Rental Advisory Committee**

Whereas it is deemed necessary to appoint Citizens to the Douro-Dummer Short-Term Rental Advisory Committee;

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

1. That the following persons be appointed to serve as members of the Short-Term Rental Committee until September 2023:
  - a) Richard Clark
  - b) Suzanne Coros
  - c) Nina Janoscik
  - d) David Kock
  - e) Shauna Lawrie
  - f) Doug Owens
2. That this By-law shall come into force and effect on the date of passage.

Passed in open council this 20th day of September, 2022.

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Mayor, J. Murray Jones

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Acting Clerk, Martina Chait-Hartwig

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

### **By-law Number 2022-44**

**Being** a By-Law to stop up, to close and sell to the abutting land owners or their respective nominees those lands and premises more particularly described in Schedule "A" annexed hereto.

**Whereas** it is deemed expedient and in the interests of The Corporation of the Township of Douro-Dummer, hereinafter called the Corporation, that those lands and premises more particularly described in Schedule "A" attached hereto be closed and stopped up, and the lands sold to the adjoining land owners or their respective nominees;

**And Whereas** the Council for the said Corporation has heard in person or by his counsel, solicitor, or agent, all person claiming that their land will be prejudicially affected by this By-Law and who applied to be heard;

**And Whereas** no person will be deprived of the means of ingress and egress to and from his lands or place of residence;

**Now Therefore**, the Council of the Corporation of the Township of Douro-Dummer enacts as follows:

1. That upon and after the passing of this By-Law all those lands and premises more particularly described in Schedule "A" annexed hereto be and the same are hereby stopped up and closed.
2. All those lands and premises more particularly described in Schedule "A" annexed hereto and stopped up and closed shall be sold to the adjoining or abutting owner or owners or any of them or their respective nominees.
3. The Mayor and Acting Clerk of The Corporation of the Township of Douro-Dummer are hereby authorized to sign and execute such deeds or other instruments as may be necessary to effect a conveyance or conveyances of those lands and premises more particularly described in Schedule "A" annexed hereto and which have been stopped up and closed.

Passed in open Council this 20th day of September, 2022.

---

Mayor, J. Murray Jones

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Acting Clerk, Martina Chait-Hartwig

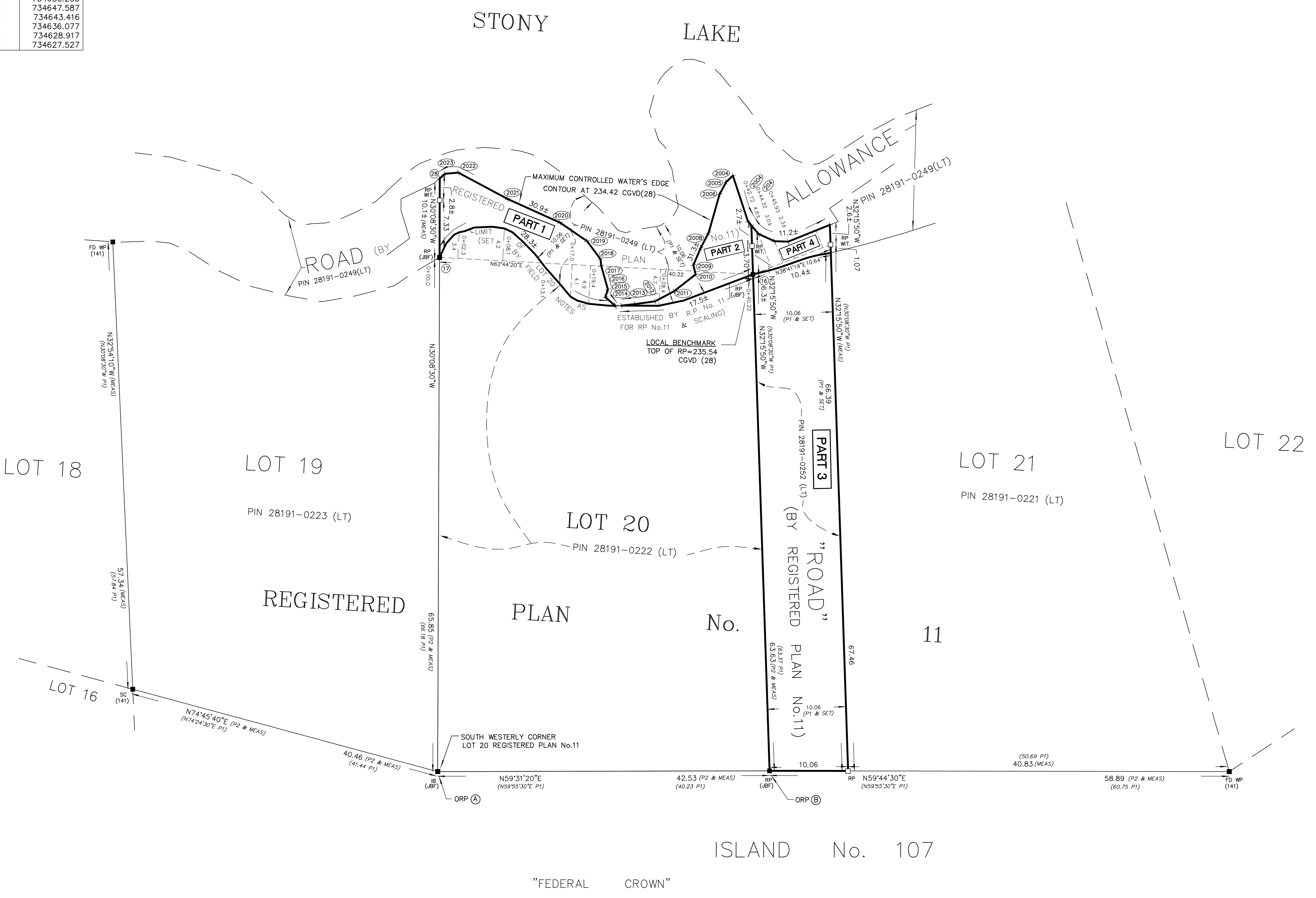
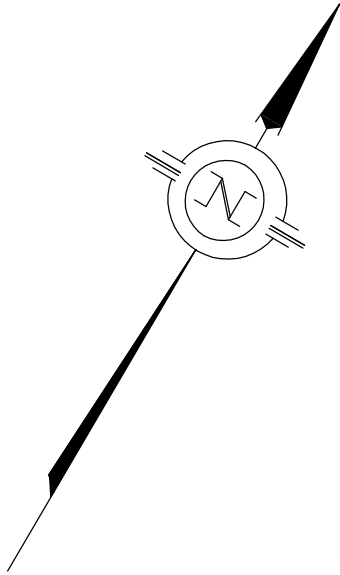
### Schedule "A"

In the geographic Township of Dummer, in the Township of Douro-Dummer in the County of Peterborough, Province of Ontario, being composed of part of a road allowance between Lots 20 and 21 and part of road allowance in front of Lot 20, Registered Plan 11 and designated as Parts 1-4 on Plan 45R-17236.

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

SHORELINE COORDINATE TABLE

| POINTNUMBER | NORTHING    | EASTING    |
|-------------|-------------|------------|
| 16          | 4940101.930 | 734668.086 |
| 17          | 4940083.505 | 734652.331 |
| 28          | 4940092.270 | 734627.241 |
| 29          | 4940089.548 | 734654.868 |
| 30          | 4940089.964 | 734655.555 |
| 2000        | 4940107.830 | 734669.856 |
| 2001        | 4940106.986 | 734668.323 |
| 2002        | 4940106.752 | 734666.069 |
| 2003        | 4940107.459 | 734664.105 |
| 2004        | 4940111.525 | 734659.480 |
| 2005        | 4940110.430 | 734659.137 |
| 2006        | 4940108.598 | 734659.210 |
| 2007        | 4940103.677 | 734660.480 |
| 2008        | 4940101.493 | 734660.593 |
| 2009        | 4940099.087 | 734660.885 |
| 2010        | 4940098.205 | 734661.747 |
| 2011        | 4940094.941 | 734660.435 |
| 2012        | 4940092.609 | 734659.011 |
| 2013        | 4940091.009 | 734656.977 |
| 2014        | 4940089.530 | 734654.966 |
| 2015        | 4940089.856 | 734653.233 |
| 2016        | 4940090.870 | 734653.013 |
| 2017        | 4940093.062 | 734650.733 |
| 2018        | 4940093.722 | 734650.253 |
| 2019        | 4940094.854 | 734647.587 |
| 2020        | 4940095.154 | 734643.416 |
| 2021        | 4940094.377 | 734636.077 |
| 2022        | 4940094.096 | 734628.917 |
| 2023        | 4940093.104 | 734627.527 |



SCHEDULE

| PART | LOT   | PLAN               | PIN                         | AREA          |
|------|---|--------------------|-----------------------------|---------------|
| 1    | PART OF THE ROAD ALLOWANCE IN FRONT OF LOT 20 | REGISTERED PLAN 11 | PART OF PIN 28191-0249(LT)  | 137.17 sq. m. |
| 2    | PART OF THE ROAD ALLOWANCE IN FRONT OF LOT 20 | REGISTERED PLAN 11 | PART OF PIN 28191-0249 (LT) | 79.34 sq. m.  |
| 3    | ROAD BETWEEN LOTS 20 AND 21                   | REGISTERED PLAN 11 | ALL OF PIN 28191-0252 (LT)  | 690.16 sq. m. |
| 4    | PART OF THE ROAD ALLOWANCE IN FRONT OF ROAD   | REGISTERED PLAN 11 | PART OF PIN 28191-0249 (LT) | 36.12 sq. m.  |

PARTS 1, 2 & 4 COMPRISES PART OF PIN 28191-0249(LT)  
PART 3 COMPRISES ALL OF PIN 28191-0252(LT)

PLAN 45R-17236

Received and deposited

December 13<sup>th</sup>, 2021

Dragana Jovanovic

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

PLAN OF SURVEY OF  
PART OF THE ROAD ALLOWANCE IN FRONT OF  
LOT 20, REGISTERED PLAN No. 11 AND,  
ROAD BETWEEN LOTS 20 AND 21,  
REGISTERED PLAN No. 11  
GEOGRAPHIC TOWNSHIP OF DUMMER  
TOWNSHIP OF DOURO-DUMMER  
COUNTY OF PETERBOROUGH



SCALE: 1:300

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

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND ARE IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON 18th AUGUST, 2021

SIGNED AT LAKEFIELD, ONTARIO  
THIS 15th DAY OF NOVEMBER, 2021

CHRISTOPHER E. MUSCLOW  
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY IS RELATED TO AOLS PLAN SUBMISSION FORM NUMBER 2165031.

LEGEND

- DENOTES SURVEY MONUMENT, FOUND
- DENOTES SURVEY MONUMENT, PLANTED
- WIT DENOTES WITNESS
- WP DENOTES FOUND SCRIBED WOOD POST IN STONE CAIRN
- 141 DENOTES F. W. WILKINS, O.L.S.
- JBF DENOTES J.B.F. SURVEYORS, O.L.S.
- P1 DENOTES REGISTERED PLAN No. 11
- P2 DENOTES PLAN OF SURVEY BY JBF SURVEYORS, O.L.S. DATED 21st JANUARY, 2021.
- SC DENOTES STONE CAIRN
- CGVD(28) DENOTES CANADIAN GEODETIC VERTICAL DATUM OF 1928

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

FOR BEARING COMPARISONS, A ROTATION OF 2°08'30" COUNTER CLOCKWISE WAS APPLIED TO BEARINGS SHOWN ON REGISTERED PLAN No. 11

DISTANCES SHOWN HEREON ARE GROUND DISTANCES AND CAN BE USED TO COMPUTE GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 1.00023979

INTEGRATION DATA

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

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

| POINT   | UTM NORTHING | UTM EASTING |
|---------|--------------|-------------|
| ORP (A) | 4940026.56   | 734665.40   |
| ORP (B) | 4940048.13   | 734702.05   |

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

WATER NOTE:

THE ELEVATION OF STONY LAKE IS ARTIFICIALLY REGULATED BY THE TRENT SEVERN WATERWAY - PARKS CANADA. ELEVATIONS ARE GEODETIC AND ARE REFERRED TO A TSW BENCHMARK, BEING A BRASS MONUMENT SET IN THE TOP OF THE CONCRETE RETAINING WALL ON THE NORTH END OF THE DAM AT THE OUTLET OF CLEAR LAKE IN THE HAMLET OF YOUNG'S POINT. ELEVATION = 235.96 CGVD(28)  
MAXIMUM CONTROLLED WATER'S EDGE - CONTOUR @ ELEV. 234.42 CGVD(28)



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PROJ. # 8115-RPLAN

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

**By-law No. 2022-45**

**Being a By-law to adopt a compensation agreement for non-management employees, a policy for progression through the salary grid and an overtime policy.**

**Whereas** a compensation agreement for non-management employees has been negotiated between the Council for the Township of Douro-Dummer and its employees;

**And whereas** a policy for progression through the salary grid has been developed;

**And whereas** a policy to deal with overtime has been developed;

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

1. That the Compensation Agreement attached as Schedule "A" to this by-law is hereby adopted.
2. That the policy for progression through the salary grid, attached as Schedule "B" to this by-law is hereby adopted.
3. That the policy for dealing with overtime, attached as Schedule "C" to this by-law is hereby adopted.
4. That the salary grid be given annual increases, effective on the first pay in January of the given year, as per the annual OMERS pension inflation index.
5. That the following By-laws be hereby repealed:  
By-law Number 2021-61
6. That this By-law shall come into force and effect on the 1<sup>st</sup> day of January, 2023.

Passed in open Council this 20th day of September, 2022.

\_\_\_\_\_  
Mayor, J. Murray Jones

\_\_\_\_\_  
Acting Clerk, Martina Chait-Hartwig

**Schedule "A" to By-Law No. 2022-45**

**Non-Management Employee Compensation Agreement  
Township of Douro-Dummer**

**1. Full-Time Employees:**

For the purposes of this Compensation Agreement the following positions include, but are not limited to:

Equipment Operator (F)\*, Truck Driver (F)\*, Receptionist/IT Coordinator, Deputy Clerk, Deputy Treasurer - AP/Payroll Clerk, Deputy Treasurer – Tax Clerk, Lead Hand - Recreation Facilities, Labourer (F)\*, Finance and Payroll Clerk, Administrative Assistant – Municipal Services, Administrative Assistant – Legislative Services, Administrative Assistant – Senior, Building Inspector, Building Administrator

\*The position of Equipment Operator, Truck Driver and Labourer can be deemed to be either a full time or part time position depending on how such is posted. All full time positions in these categories shall be designated by an (F) following the position title and all part time positions shall be designated by a (P) following the position title. This methodology could be used for any position if required.

**Part-Time Employees:**

Shall be governed by the Employments Standards Act, save and except for any references herein that provide for additional benefits over and above the requirements of such Act.

**2. Benefits:**

- a. That the Township of Douro-Dummer pay One Hundred Percent (100%) of the Manulife Dental Plan, Extended Health Plan, Vision, Life Insurance for Employees, Dependent Life, Accidental Death and Dismemberment, Employee Assistance Program (EAP), Long Term Disability and Short Term Disability premiums.

Benefits will be extended to age 70 for persons eligible for the benefit package and actively employed by the Township. This extension does not apply to short term and long term disability and the life insurance benefit will be reduced to 1 time earnings.

- b. That the Township of Douro-Dummer, having implemented the Ontario Municipal Employees Retirement System (OMERS):
- shall pay fifty percent (50%) of the monthly contribution for all eligible employees;
  - shall make it compulsory for all full time employees; and
  -

Part-time employees have the option to participate only after meeting the required OMERS membership criteria.

- c. The benefits costing will be presented to Council annually, prior to the renewal date.

**3. Holidays:**

- a. The following holidays shall be allowed as paid holidays for all **full-time** municipal employees:



New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day - (**See \*Note**), Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day, Remembrance Day (from 10:30 am to 11:30 am)

**\*Note - Canada Day** - shall be taken on July 1<sup>st</sup> or when this holiday falls on a Saturday or Sunday it be established that the holiday shall be taken on the Monday following.

- b. In addition to the above, the office will be closed from December 24<sup>th</sup> until the first business day following January 1<sup>st</sup> each year. Employees will be provided this time as additional time off without the requirement of using allotted vacation time.

Pay for work performed on these days will be at the normal rate of pay.

#### **4. Vacations:**

- a. That all full time employees be entitled to vacation as follows:  
Three (3) weeks paid vacation after one (1) full year.  
Four (4) weeks paid vacation after five (5) full years.

Five (5) weeks paid vacation after fifteen (15) full years.

Six (6) weeks paid vacation after twenty (20) full years.

Seven (7) weeks paid vacation after thirty (30) full years for employees who were employed with the Township as of January 1, 2023

Progression in the vacation schedule shall occur in the calendar year on the employee's anniversary date.

Full time employees are required to fill out a prescheduled vacation list by March 15<sup>th</sup> of each year, up to March 14<sup>th</sup> of the following year, for approval by their supervisor.

An employee retiring/terminating employment at any time shall be entitled to payment, which is prorated according to time worked in the calendar year and the vacation year.

Any new employee shall receive a prorated portion of this allocation upon date of hire. Such shall be based on the number of months of employment by the Township.

- b. Full time employees, if unable to use their vacation during the current year, may carry over any unused portion to September 30<sup>th</sup> of the following year.
- c. A permanent employee who is retiring to an OMERS pension and who provides a minimum of six (6) months written notice to their supervisor of his/her pending retirement is entitled:

- to take their full annual vacation entitlement as of the date of notification of the retirement and;

- will also be provided with a monetary retirement benefit equal to his/her full annual vacation entitlement as of the date of notification of the retirement. The monetary retirement benefit will be paid at the end of the six (6) months' notice.

Employees are not entitled to take this monetary benefit as vacation time in lieu of payment. The amount of vacation entitlement and monetary retirement benefit is only equal to one (1) year's vacation allotment each.

**5. Meeting Pay:**

Non-management employees, who as part of their regular duties, are required to attend after hour meetings shall not receive any additional compensation for attending these meetings, but shall receive overtime, as per Schedule 'C',

**6. Sick Leave Allowance:**

- a. Each full time employee will be given the equivalent of two (2) normal work weeks of non-cumulative sick leave allowance on January 1st of each year. Any new employee shall receive a prorated portion of this allocation upon date of hire. Such shall be based on the number of months of employment by the Township in the year of hire.
- b. Employees shall be entitled to accumulate up to five (5) days per calendar year of unused sick time at the end of each calendar year for the sole purpose of creating a maximum of five (5) day reserve time to be used exclusively for the purpose of bridging the qualifying period for the Weekly Income Insurance Program.

The accumulated days shall be used only for this purpose and shall not be transferable for any other purpose. In the event that some or all of the time accumulated days are used, the employee shall be entitled to re-commence accumulating unused sick days as per the previous paragraph.

The accumulated time for this provision shall have no other value and will not be paid out in cash at any time.

**c. Benefit Continuation During Disability Period:**

The Employer shall continue to pay the necessary portions\* of the benefit package after an employee leaves the active work force due to illness or accident for a period not to exceed twelve (12) months. At the end of twelve (12) months, the employee may request the Employer to continue the group benefits provided the employee reimburses the Employer for the cost of the necessary premiums. If no request is made by the employee to continue coverage through the Employer's Plan, the benefit package will be discontinued.

\*Necessary portions shall mean the complete benefit package, save and except for those portions that are eligible for a waiver of premium.

- d. The employer shall continue to pay, if the spouse or partner does not have benefit coverage (subject to written confirmation from the spouse or partner that benefits are not required), the necessary portions\*\* of the benefit package in the case of a death of an employee for a maximum of six (6) months from date of death.

\*\*necessary portions shall mean the complete benefit package, save and except for those portions that are eligible for a waiver of premium or are no longer necessary following the death of the employee- i.e.: life insurance.

**7. Mileage:**

- a. The employer shall pay to each employee using their personal vehicle on municipal business an amount as per the current County of Peterborough mileage rate. This shall not include driving to and from work

- b. Each employee claiming mileage shall keep a log and submit a monthly statement showing the date, purpose and destination of each mileage claim.

**8. Work Week:**

**Road Employees – 40 hours per week**

That the normal work week for the road employees shall be:

Monday through Thursday 7:00 a.m. - 4:00 p.m. (1/2 hour lunch)

Friday 7:00 a.m. - 1 p.m. (no lunch)

Any road employee called in after normal working hours will receive a minimum of three (3) hours pay or time in lieu at a rate of time-and-a-half.

**Office Staff**

That the normal work week for the office staff shall be:

Monday through Thursday 8:30 a.m. - 4:30 p.m. (1 hour lunch)

Friday 8:30 a.m. - 4:00 p.m. (1 hour lunch)

Extra hours worked over and above the normal work day may be banked to a maximum of two (2) weeks.

**Overtime:** The employer shall compensate overtime in accordance with the approved Overtime Policy – See Schedule “C” of this Agreement.

Work week schedules may be modified for non-management employees at the approval of their Manager and CAO.

**9. Jury Duty:**

That if any Township employee is required to be part of a jury selection and/or act on jury duty, they shall continue to receive their regular rate of pay for their regularly scheduled work day hours. Mileage will not be paid by the Township. Any allowance less mileage paid by the courts for such jury duty shall be deposited with the municipality.

**10. Unsafe Weather or Other Conditions:**

When an employee reports to work any given day and the weather or other conditions on said day make it such that work is impossible, then the employee shall return home and shall be allowed a maximum four (4) hours pay for such.

If during the day the weather or other conditions create potentially unsafe conditions, staff may leave work early. Staff will be paid for the time worked that day, plus a maximum of 4 additional hours; total pay for the day not to exceed the maximum of their regular scheduled daily pay.

The decision to return home and whether pay is to be allowed shall be at the discretion of the CAO.

**11. Compassionate Leave:**

- a. Each full time employee of the Township of Douro-Dummer shall be granted a maximum of five (5) days leave in the case of the death of a husband, wife or child, and a maximum of three (3) days leave in the case of the death of a parent, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent or grandchild or other instances as may be deemed appropriate by the CAO. This shall include step-parent, step-brother, step-sister and step-children. These days shall be granted with pay.

- b. Each full-time employee shall be granted a maximum of one (1) day with pay in the case of the death of an aunt, uncle, niece, nephew or other instances as may be deemed appropriate by the CAO
- c. Additional time may be granted with pay at the discretion of the CAO
- d. If the death of a family member occurs during an employee's vacation, the employee will be granted bereavement leave with pay and the equivalent vacation credits will be restored for the bereavement period.
- e. Each full-time employee may be granted time off with pay, with the approval of the CAO, to attend the funeral of a fellow employee.

**12. Association Memberships:**

The employer shall pay the cost of any work-related association membership fees of employees if recommended by the CAO

**13. Personal Protective Equipment:**

Each full-time employee on the road crew and the community centre, as well as the building inspector and the transfer station custodian shall be granted an annual personal protective equipment allowance in the amount of \$ 275.00, payable to each respective employee, upon submission of a receipt to substantiate.

**14. Retirement Benefits:**

This Section (Section 14) only applies to existing municipal employees being employed by the Township on or before January 1, 2012, having sixteen (16) or more years of service.

- a. The employer shall establish a reserve fund for the purpose of providing funds to carry the benefit package excluding dental for the period of ten (10) years or to the age of sixty-five (65) whichever comes first following the date of retirement. The employer shall allocate sufficient funds each year to the reserve fund for this benefit.

Any retiring employee would have the option of purchasing (at his/her expense) dental coverage during the benefit continuation period, as well as the total package after the end of the continuation period up to the age of sixty-five (65).

**NOTE:** This benefit does not apply when an employee is not retiring but rather leaves the employ of the municipality to accept a position elsewhere.

**15. Wellness Program:**

That the Township of Douro-Dummer reimburse each full time employee an amount up to a maximum of two hundred (\$200.00) annually, towards the cost of items, classes or programs associated with the improvement of one's health. A receipt and a description of item must be presented for reimbursement. Approval is at the discretion of the CAO.

**16. Medical Exams and Testing:**

Where it is a requirement of any full time staff member to hold a specific driver's license that mandates periodic medical exams and/testing and or renewal, the municipality shall reimburse said employee the full cost of said medical exam and testing (upon successful completion of testing). This does not include the renewal of a "G" license.

**17. Review of Agreement:**

This agreement shall be reviewed prior to September 1, 2026

**Dated:** September 20, 2022

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Mayor, J. Murray Jones

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Acting Clerk, Martina Chait-Hartwig

## **Schedule "B" to By-law No. 2022-45**

### **Municipal Policy for Salary Grid Progression For Non- Management Employees**

Progression through the salary grid shall be dependent on the individual employee advancing himself/herself through training, development, experience, and performance reviews. It shall be a combination of these items that may result in advancement through the salary grid.

#### **Requirement One:**

It has been established that each year, all employees shall participate in performance reviews relating to their position. The results of the performance review(s) will be evaluated when considering movement through the salary grid.

The municipality provides the incentive for training and development opportunities for all employees. These training and development opportunities provide the employee with the ability to advance their ability to perform their duties- thereby benefiting the municipality. Training and development can take place in a number of various ways, but the two main forms are:

1. Training and development during regular working hours, for which the employer pays the cost of the course and the employee's wages.
2. Training and development outside of regular working hours, for which the employer pays the cost of the course, but the employee receives no compensation for their time.

The benefits of the successful completion of training and development in both areas above provide a similar benefit to the municipality- a more qualified employee. But option 2 above, also shows the initiative of the employee to advance himself/herself on their own time- without compensation from the municipality- and should be recognized differently and more heavily weighted than option 1.

Training and development shall be considered in the following manner:

For successful completion of training and development during working hours: advancement through the salary grid shall be dependent on a minimum of 80 hours of successful completion of training and development.

For successful completion of training and development outside of working hours: advancement through the salary grid shall be dependent on a minimum of 60 hours of successful completion of training and development. These hours shall all be outside of the normal working day of the employee.

For successful completion of training and development as a combination of both of the above: advancement through the salary grid shall be dependent on a minimum of 75 hours of successful completion of training and development, of which a minimum of 40 hours must be outside of the normal working day.

Employees will be required to provide a course outline with the estimated hours required for completion.

Should an employee not reach the required hours in any given year they may accumulate those hours for two (2) consecutive years to be eligible for one grid movement.

50% of hours accumulated in one calendar year may be carried over and used in the following year only.

The CAO shall make the determination, upon consultation with the employee, of the appropriate classification of training and development and the number of hours to be considered.

**Requirement Two:**

Each year of employ with the municipality should provide the employee with additional experience and knowledge that should be of benefit to the municipality and shall be a second requirement for movement through the salary grid. For employees that work only part weeks or for a portion of the year, the yearly benefit towards experience shall be pro-rated based on the number of hours they work.

**Progression:**

If requirement one and two are both satisfactorily met, then the CAO may grant a salary grid increment increase.

**Other Options:**

Each year of experience for an employee, does provide additional development and training for that employee, and it should be recognized that this in fact is a benefit to the municipality and be reflected in the compensation for that employee. As such, for each 5 years of employment, the C.A.O., may grant a progression of one increment forward on the salary grid. Time away from work through unpaid leave of absence granted by the municipality, or on disability leave, shall not be considered when computing the 5 years of service, unless the leave of absence is to provide some training and development or research that would be of direct benefit to the municipality.

**Other Conditions:**

When an employee has successfully progressed through the salary grid and has reached the last step on the grid, the only advancement from that point on will be:

If the salary grid is reconfigured to allow further progression; or

If Council considers a further increase over and above the salary grid, said increase shall be part and parcel of any future reconfiguration of the salary grid.

No more than one salary grid increment shall be granted in a 12 month period.

The time frame for consideration of a future grid increment shall start at the effective date of the last grid increment for that employee.

## **Schedule "C" To By-law No. 2022-45**

### **Township of Douro-Dummer**

#### **Overtime Policy** **(Non-Management Staff)**

It is accepted that under certain circumstances, it is necessary for employees of the Township of Douro-Dummer to work overtime. It is also accepted that for these hours of overtime, the employee will be compensated, either in time off in lieu, or (if policy maximums have been accumulated) through direct pay, at the rate of 1.5 times their normal rate of pay for each hour of overtime worked with the exception of Sundays.

Urgent or emergency work being carried out on Sundays the employee will be compensated, either in time off in lieu, or (if policy maximums have been accumulated) through direct pay, at the rate of two (2) times their normal rate of pay for each hour of overtime worked. Work on Sundays which is not part of the regularly scheduled work will only be worked and paid at the manager's (s) or CAO's (s) discretion.

Overtime shall not commence until the normal number of hours in the applicable day and for the applicable department have been worked.

As part of the payroll records of the municipality, a record of the overtime is kept and is available for inspection by the supervisor and CAO

All overtime required shall be approved in advance by the supervisor.

Any time off in lieu shall be at the discretion of the supervisor and where possible the supervisor will try to accommodate the employee's request.

Any employee shall be allowed to accumulate a maximum number of hours that are the equivalent of two (2) normal work weeks.

When any employee reaches the maximum number of hours that can be accumulated, any overtime hours worked over and above the maximum, will be paid at the rate of 1.5 times their normal rate for each hour worked over the maximum. If the employee takes time off in lieu sufficient to reduce the accumulated hours below the maximum, then any overtime hours worked will be accumulated until the maximum is reached.

On the first pay period following November 30<sup>th</sup> in each year, all banked time will be paid out to the employee, and any overtime hours for the month of December will be paid to the employee at the rate of 1.5 time the normal hourly rate.



**The Corporation of the Township of Douro-Dummer  
By-law No.2022-46**

**Being a By-law to adopt a compensation agreement for management  
employees, a policy for  
progression through the salary grid and an extra hour worked policy.**

**Whereas** a compensation agreement for management employees has been negotiated between the Council for the Township of Douro-Dummer and its employees;

**And whereas** a policy for progression through the salary grid has been developed;

**And whereas** a policy to deal with working extra hours has been developed;

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

1. That the Compensation Agreement attached as Schedule "A" to this by-law is hereby adopted.
2. That the policy for progression through the salary grid, attached as Schedule "B" to this by-law is hereby adopted.
3. That the policy for dealing with working extra hours, attached as Schedule "C" to this by-law is hereby adopted.
4. That the salary grid be given annual increases, effective on the first pay in January of the given year as per the annual OMERS pension inflation index.
5. That the following By-laws be hereby repealed:  
By-law No. 2021-62
6. That this By-law shall come into force and effect on the 1<sup>st</sup> day of January, 2023.

Passed in open Council this 20th day of September, 2022.

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Mayor, J. Murray Jones

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Acting Clerk, Martina Chait-Hartwig

**Schedule "A" To By-law No. 2022-46**

**Management Employee Compensation Agreement  
Township of Douro-Dummer**

- 1. Full-Time Employees:**  
For the purpose of this Compensation Agreement the following position include, but are not limited to:  
CAO - Deputy Clerk - Deputy Treasurer, Clerk, Treasurer, Manager of Public Works, Manager of Parks & Recreation, Fire Chief – Manager of Emergency Services, Chief Building Official, Planner.

Part-Time Managers

Shall be governed by the Employments Standards Act, save and except for any references herein that provide for additional benefits over and above the requirements of such Act.

**2. Benefits:**

- a. That the Township of Douro-Dummer pay One Hundred Percent (100%) of the Manulife Dental Plan Extended Health Plan, Vision, Life Insurance for Employees, Dependent Life, Accidental Death and Dismemberment, Employee Assistance Program (EAP, Long Term Disability and Short-Term Disability premiums.

Benefits will be extended to age 70 for person eligible for the benefit package and actively employed by the Township. This extension does not apply to short term and long-term disability and the life insurance benefit will be reduced to 1 time earnings.

- b. That the Township of Douro-Dummer, having implemented the Ontario Municipal Employees Retirement System (OMERS):
- shall pay fifty percent (50%) of the monthly contribution for all eligible employees;
  - shall make it compulsory for all full-time managers; and
  -

Part-time Managers have the option to participate in the Ontario Municipal Employees Retirement System (OMERS)

- c. The benefits costing will be presented to Council annually, prior to the renewal date.

**3. Holidays:**

- a. The following holidays shall be allowed as paid holidays for all **full-time** Managers:  
New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day - (**See \*Note**), Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day, Remembrance Day (from 10:30 am to 11:30 am).

**\*Note - Canada Day** - shall be taken on July 1<sup>st</sup> or when this holiday falls on a Saturday or Sunday it be established that the holiday shall be taken on the Monday following.

- b. In addition to the above, the office will be closed from December 24<sup>th</sup> until the first business day following January 1<sup>st</sup> each year. Employees will be provided this time as additional time off with the requirement of using allotted vacation time. Pay for work performed on these days will be at the normal rate of pay.

**4. Vacations:**

- a. That all full-time Managers be entitled to vacation as follows (unless otherwise negotiated as the time of hire):

Three (3) weeks paid vacation after one (1) full year.

Four (4) weeks paid vacation after five (5) full years.

Five (5) weeks paid vacation after fifteen (15) full years.

Six (6) weeks paid vacation after twenty (20) full years.

Seven (7) weeks paid vacation after thirty (30) full years for employees who were employed with the Township as of January 1, 2023

Progression in the vacation schedule shall occur in the calendar year on the employee's anniversary date.

Full-time Managers are required to fill out a prescheduled vacation list by March 15<sup>th</sup> of each year, up to March 14<sup>th</sup> of the following year, for approval by their supervisor.

An employee retiring/terminating employment at any time shall be entitled to payment, which is prorated according to time worked in the calendar year and the vacation year.

Any new Manager shall receive a prorated portion of this allocation upon date of hire. Such shall be based on the number of months of employment by the Township (unless otherwise negotiated as the time of hire).

- b. Full-time Managers if unable to use their vacation during the current year, may carry over any unused portion to September 30<sup>th</sup> of the following year.
- d. A full-time Manager who is retiring to an OMERS pension and who provides a minimum of six (6) months written notice to their supervisor of his/her pending retirement is entitled:

- to take their full annual vacation entitlement as of the date of notification of the retirement and;

- will also be provided with a monetary retirement benefit equal to his/her full annual vacation entitlement as of the date of notification of the retirement. The monetary retirement benefit will be paid at the end of the six (6) month's notice.

Managers are not entitled to take this monetary benefit as vacation time in lieu of payment. The amount of vacation entitlement and monetary retirement benefit is only equal to one (1) year's vacation entitlement each.

**5. Meeting Pay:**

Attendance at Council meetings when required is deemed to be part of the manager's duties and no extra time will be allocated for such.

**6. Sick Leave Allowance:**

- a. Each full-time manager will be given the equivalent of two (2) normal work weeks of non-cumulative sick leave allowance on January 1st of each year. Any new Manager shall receive a prorated portion of this allocation upon date of hire (unless otherwise negotiated as the time of hire). Such shall be based on the number of months of employment by the Township in the year of hire.
- b. Employees shall be entitled to accumulate up to five (5) days per calendar year of unused sick time at the end of each calendar year for the sole purpose of creating a maximum of five (5) day reserve time to be used exclusively for the purpose of bridging the qualifying period for the Weekly Income Insurance Program.

The accumulated days shall be used only for this purpose and shall not be transferable for any other purpose. In the event that some or all of the time accumulated days are used, the employee shall be entitled to re-commence accumulating unused sick days as per the previous paragraph.

The accumulated time for this provision shall have no other value and will not be paid out in cash at any time.

**c. Benefit Continuation During Disability Period:**

The Employer shall continue to pay the necessary portions\* of the benefit package after a Manager leaves the active work force due to illness or accident for a period not to exceed twelve (12) months. At the end of twelve (12) months, the Manager may request the Employer to continue the group benefits provided the Manager reimburses the Employer for the cost of the necessary premiums. If no request is made by the manager to continue coverage through the Employer's Plan, the benefit package will be discontinued. \*Necessary portions shall mean the complete benefit package, save and except for those portions that are eligible for a waiver of premium. The employer shall continue to pay the necessary portions of the benefit package in the case of a sudden death of a manager for a maximum of six (6) months from date of death.

- d. The employer shall continue to pay, if the spouse or partner does not have benefit coverage (subject to written confirmation from the spouse or partner that benefits are not required), the necessary portions\*\* of the benefit package in the case of a death of an employee for a maximum of six (6) months from date of death.

\*\*necessary portions shall mean the complete benefit package, save and except for those portions that are eligible for a waiver of premium or are no longer necessary following the death of the employee- i.e.: life insurance.

**7. Mileage:**

- a. The employer shall pay to each Manager using their personal vehicle on municipal business an amount as per the current County of Peterborough mileage rate. This shall not include driving to and from work.
- b. Each Manager claiming mileage shall keep a log and submit a monthly statement showing the date, purpose and destination of each mileage claim.

**8. Work Week:**

**Road, Managers**

That the normal work week for the road managers shall be 40 hours per week:  
Monday through Thursday 7:00 a.m. - 4:00 p.m. (1/2 hour lunch)  
Friday 7:00 a.m. - 1:00 p.m. (no lunch)

**Parks and Recreation Managers:**

That the normal work week for Parks and Recreation Managers shall be 40 hours per week scheduled as per the needs of the facilities.

**Fire Department Managers:**

That the normal work week for Fire Department Managers shall be 40 hours per week:

Monday through Thursday 8:30 a.m. - 4:30 p.m. (1 hour lunch)  
Friday 8:30 a.m. - 4:00 p.m. (1 hour lunch)  
Plus additional hours outside of the above hours for fire practices and emergency calls to make up the 40 hours

**Municipal Office Managers**

That the normal work week for the office managers shall be 34.5 hours per week:

Monday through Thursday 8:30 a.m. - 4:30 p.m. (1 hour lunch)  
Friday 8:30 a.m. - 4:00 p.m. (1 hour lunch)

**Extra Hours Worked:** The employer shall compensate for extra hours worked in accordance with the approved Extra Hours Worked Policy – See Schedule “C” of this Agreement.

Work week schedules may be modified for management employees at the approval of the CAO.

**9. Jury Duty:**

That if any Township Manager is required to be part of a jury selection and/or act on jury duty, they shall continue to receive their regular rate of pay for their regularly scheduled work day hours, no mileage will be paid by the Township. Any allowance less mileage paid by the courts for such jury duty shall be deposited with the municipality.

**10. Unsafe Weather or Other Conditions:**

When a Manager reports to work any given day and the weather or other conditions on said day make it such that work is impossible, then the manager shall return home and shall be allowed four (4) hours pay for such.

If during the day the weather or other conditions create potentially unsafe conditions, staff may leave work early. Staff will be paid for the time worked that day, plus a maximum of 4 additional hours; total pay for the day not to exceed the maximum of their regular scheduled daily pay.

The decision to return home and whether pay is to be allowed shall be at the discretion of the CAO

**11. Compassionate Leave:**

- a. Each full-time Manager of the Township of Douro-Dummer shall be granted a maximum of five (5) days leave in the case of the death of a husband, wife or child, and a maximum of three (3) days leave in the case of the death of a parent, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent or grandchild or other instances as may be deemed appropriate by the CAO. This shall include step-parent, step-brother, step-sister and step-children. These days shall be granted with pay.
- b. Each full-time Manager shall be granted a maximum of one (1) day with pay in the case of the death of an aunt, uncle, niece, nephew or other instances as may be deemed appropriate by the CAO
- c. Additional time may be granted with pay at the discretion of the CAO
- d. If the death of a family member occurs during a manager's vacation, the manager will be granted bereavement leave with pay and the equivalent vacation credits will be restored for the bereavement period.
- e. Each full-time Manager may be granted time off with pay, with the approval of the CAO, to attend the funeral of a fellow employee.

**12. Association Memberships:**

The employer shall pay the cost of any work related association membership fees of Managers if recommended by the CAO.

**13. Personal Protective Equipment:**

Each full-time Manager on the road crew and the community centre, as well as the chief building official shall be granted an annual personal protective equipment allowance in the amount of \$ 275.00, payable to each respective, Manager upon submission of a receipt to substantiate.

**14. Retirement Benefits:**

This Section (Section 14) only applies to existing municipal managers being employed by the Township on or before January 1, 2012, having sixteen (16) or more years of service.

- a. The employer shall establish a reserve fund for the purpose of providing funds to carry the benefit package for the period of ten (10) years or to the age of sixty-five (65) whichever comes first following the date of retirement. The employer shall allocate sufficient funds each year to the reserve fund, for this benefit.

Any retiring Manager would have the option of purchasing (at his/her expense) dental coverage during the benefit continuation period, as well as the total package after the end of the continuation period up to the age of sixty-five (65).

**NOTE:** This benefit does not apply when a manager is not retiring but rather leaves the employ of the municipality to accept a position elsewhere.

**16. Wellness Program:**

That the Township of Douro-Dummer reimburse each full-time manager an amount up to a maximum of two hundred dollars (\$200.00) annually, towards the cost of items or programs associated with the improvement of one’s health. A receipt and a description of the item must be presented for reimbursement. Approval is at the discretion of the CAO.

**17. Medical Exams and Testing:**

Where it is a requirement of any full-time staff manager to hold a specific driver’s license that mandates periodic medical exams and/testing and or renewal, the municipality shall reimburse said manager the full cost of said medical exam and testing (upon successful completion of testing). This does not include the renewal of a “G” license.

**18. Review of Agreement:**

This agreement shall be reviewed prior to September 1, 2026.

**Dated:** September 20<sup>th</sup>, 2022

\_\_\_\_\_  
Mayor, J. Murray Jones

\_\_\_\_\_  
Acting Clerk, Martina Chait-Hartwig

## **Schedule "B" to By-law No. 2022-46**

### **Municipal Policy for Salary Grid Progression For Management Employees**

Progression through the salary grid shall be dependent on the individual employee advancing himself/herself through training, development, experience, and satisfactory performance reviews. It shall be a combination of these items that may result in advancement through the salary grid.

#### **Requirement One:**

It has been established that each year, all employees shall participate in performance reviews relating to their position. The results of the performance review(s) will be evaluated when considering movement through the salary grid.

The municipality provides the incentive for training and development opportunities for all employees. These training and development opportunities provide the employee with the ability to advance their ability to perform their duties- thereby benefiting the municipality. Training and development can take place in a number of various ways, but the two main forms are:

1. Training and development during regular working hours, for which the employer pays the cost of the course and the employee's wages.
2. Training and development outside of regular working hours, for which the employer pays the cost of the course, but the employee receives no compensation for their time.

The benefits of the successful completion of training and development in both areas above provide a similar benefit to the municipality- a more qualified employee. But option 2 above, also shows the initiative of the employee to advance himself/herself on their own time- without compensation from the municipality- and should be recognized differently and more heavily weighted than option 1.

Training and development shall be considered in the following manner:

For successful completion of training and development during working hours: advancement through the salary grid shall be dependent on a minimum of 80 hours of successful completion of training and development.

For successful completion of training and development outside of working hours: advancement through the salary grid shall be dependent on a minimum of 60 hours of successful completion of training and development. These hours shall all be outside of the normal working day of the employee.

For successful completion of training and development as a combination of both of the above: advancement through the salary grid shall be dependent on a minimum of 75 hours of successful completion of training and development, of which a minimum of 40 hours must be outside of the normal working day.

Employees will be required to provide a course outline with the estimated hours required for completion.

Should an employee not reach the required hours in any given year they may accumulate those hours for two (2) consecutive years to be eligible for one grid movement.



50% of hours accumulated in one calendar year may be carried over and used in the following year only.

The CAO shall make the determination, upon consultation with the employee, of the appropriate classification of training and development and the number of hours to be considered.

**Requirement Two:**

Each year of employ with the municipality should provide the employee with additional experience and knowledge that should be of benefit to the municipality and shall be a second requirement for movement through the salary grid. For employees that work only part weeks or for a portion of the year, the yearly benefit towards experience shall be pro-rated based on the number of hours they work.

**Progression:**

If requirement one and two are both satisfactorily met, then the CAO may grant a salary grid increment increase.

**Other Options:**

Each year of experience for an employee, does provide additional development and training for that employee, and it should be recognized that this in fact is a benefit to the municipality and be reflected in the compensation for that employee. As such, for each 5 years of employment the CAO, may grant a progression of one increment forward on the salary grid. Time away from work through unpaid leave of absence granted by the municipality, or on disability leave, shall not be considered when computing the 5 years of service, unless the leave of absence is to provide some training and development or research that would be of direct benefit to the municipality.

**Other Conditions:**

When a Manager has successfully progressed through the salary grid and has reached the last step on the grid, the only advancement from that point on will be:

If the salary grid is reconfigured to allow further progression; or

If Council considers a further increase over and above the salary grid, said increase shall be part and parcel of any future reconfiguration of the salary grid.

No more than one salary grid increment shall be granted in a 12 month period.

The time frame for consideration of a future grid increment shall start at the effective date of the last grid increment for that Manager.

**Schedule "C" To By-law No. 2022-46**

**Township of Douro-Dummer**

**Extra Hours Worked Policy**  
**(Management Staff)**

**For Management whose primary cause of working extra hours is due to, working on special projects, working during an emergency or declared disaster in their own or another municipality, etc. (current positions covered by this are the CAO, Clerk/Planning Coordinator, Treasurer, Chief Building Official, Manager of Emergency Services/Fire Chief, Manager of Public Works, Manager of Recreation Facilities and Planner)**

Compensation (at straight time) for working extra hours (except for during an emergency or declared disaster) is limited to:

- 1 week of management time off to compensate for extra hours worked in the normal duties required in the management role. Tracking of time is required and a quarterly report must be submitted to the CAO. If it is found that there are excessive amounts of extra hours (normally anything over the 120 to 140 annual hours is deemed to be excessive) being worked, the CAO will meet with the manager to develop a strategy to reduce these hours.

Compensation for working extra hours during an emergency or declared disaster shall be as follows:

- It is recognized that municipal staff may be required to work extended hours during an emergency or declared disaster either for their own municipality or for another municipality under request for assistance. When the emergency control group has been activated in the municipality or when a request for assistance has been made by another municipality that has declared a state of emergency, both salaried and hourly paid Managers will be entitled to accumulate and record overtime. The normal overtime policy will apply to hourly Managers and in the case of salaried Managers they will be entitled to time and one-half.

|                     |                    |                            |                                |            |
|---------------------|--------------------|----------------------------|--------------------------------|------------|
| System:             | 9/13/2022          | 11:19:51 AM                | Township of Douro-Dummer       |            |
| Payments for period | 8/25/2022          | to 9/12/2022               |                                |            |
|                     |                    |                            |                                |            |
| Cheque              | Voucher            | Vendor                     |                                |            |
| Number              | Number             | Name                       | Description                    | Amount     |
| 0                   |                    |                            |                                |            |
| 2                   | General Government |                            |                                |            |
| 55665               | 67704              | BELL CANADA                | OFFICE                         | \$745.17   |
| 00-02-0250-3300     |                    |                            |                                |            |
| 55665               | 67710              | BELL CANADA                | OFFICE TOLL FREE               | \$13.16    |
| 00-02-0250-3300     |                    |                            |                                |            |
| 55666               | 67713              | CANADIAN CANCER SOCIETY    | IN MEMORY OF H. BURROUGHS      | \$50.00    |
| 00-02-0240-7500     |                    |                            |                                |            |
| 55672               | 67708              | KAWARTHA CHAMBER OF COMMER | SPONSORSHIP BUS. EXC. AWARDS   | \$500.00   |
| 00-02-0240-7500     |                    |                            |                                |            |
| 55679               | 67728              | THE TECHNICAL STANDARDS AN | ELEVATOR LICENCE - OFFICE      | \$125.00   |
| 00-02-0250-3500     |                    |                            |                                |            |
| 55679               | 67728              | THE TECHNICAL STANDARDS AN | ELEVATOR LICENCE - OFFICE      | \$125.00   |
| 00-02-0251-3500     |                    |                            |                                |            |
| EFT000000006496     | 67701              | CHARTIS INSURANCE COMPANY  |                                | \$13.41    |
| 00-02-0250-2410     |                    |                            |                                |            |
| EFT000000006498     | 67720              |                            | AMO CONF & BPOA AGM            | \$19.23    |
| 00-02-0250-2500     |                    |                            |                                |            |
| EFT000000006498     | 67720              |                            | AMO CONF & BPOA AGM            | \$46.79    |
| 00-02-0250-2602     |                    |                            |                                |            |
| EFT000000006498     | 67721              |                            | WELLNESS PROGRAM               | \$135.08   |
| 00-02-0250-2470     |                    |                            |                                |            |
| EFT000000006519     | 67795              | HYDRO ONE INC.             | INVOICE DATED AUG 5, 2022      | \$660.63   |
| 00-02-0250-3110     |                    |                            |                                |            |
| EFT000000006519     | 67795              | HYDRO ONE INC.             | INVOICE DATED AUG 5, 2022      | \$220.20   |
| 00-02-0251-3110     |                    |                            |                                |            |
| EFT000000006521     | 67691              | KAWARTHA CARPET CLEANING   | OFFICE UPPR LEVEL CARPET CLEAN | \$1,577.28 |
| 00-02-0250-5130     |                    |                            |                                |            |
| EFT000000006522     | 67722              |                            | WELLNESS PROGRAM               | \$135.08   |
| 00-02-0250-2470     |                    |                            |                                |            |
| EFT000000006523     | 67716              | LAKEFIELD HERALD LTD.      | SHORT TERM RENTAL COM. AD      | \$44.44    |
| 00-02-0240-4300     |                    |                            |                                |            |
| EFT000000006523     | 67724              | LAKEFIELD HERALD LTD.      | IT COORDINATOR JOB AD          | \$180.11   |
| 00-02-0250-4300     |                    |                            |                                |            |

| Cheque               | Voucher             | Vendor                     |                              |            |
|----------------------|---------------------|----------------------------|------------------------------|------------|
| Number               | Number              | Name                       | Description                  | Amount     |
| EFT000000006523      | 67725               | LAKEFIELD HERALD LTD.      | HERALD 20TH ANNIVERSARY AD   | \$82.79    |
| 00-02-0240-4300      |                     |                            |                              |            |
| EFT000000006530      | 67709               | MICRO AGE COMPUTER STORES  | MANAGED SERVICES             | \$1,345.27 |
| 00-02-0250-5180      |                     |                            |                              |            |
| EFT000000006530      | 67794               | MICRO AGE COMPUTER STORES  | COMPUTER MONITORS            | \$379.56   |
| 00-02-0250-4600      |                     |                            |                              |            |
| EFT000000006550      | 67694               | STAPLES ADVANTAGE CANADA   | OFFICE/BLDG- OFFICE SUPPLIES | \$97.24    |
| 00-02-0250-4110      |                     |                            |                              |            |
| EFT000000006550      | 67706               | STAPLES ADVANTAGE CANADA   | ELECTION - OFFICE SUPPLIES   | \$128.19   |
| 00-02-0240-4110      |                     |                            |                              |            |
| EFT000000006550      | 67707               | STAPLES ADVANTAGE CANADA   | OFFICE SUPPLIES              | \$4.05     |
| 00-02-0250-4110      |                     |                            |                              |            |
| EFT000000006550      | 67707               | STAPLES ADVANTAGE CANADA   | OFFICE SUPPLIES              | \$3.36     |
| 00-02-0241-4118      |                     |                            |                              |            |
| EFT000000006556      | 67714               | THE INFORMATION PROFESSION | ANN COMPLIANCE SERV TOMRMS   | \$356.16   |
| 00-02-0250-4420      |                     |                            |                              |            |
| EFT000000006568      | 67711               | XEROX CANADA LTD.          | COPIER USAGE                 | \$79.76    |
| 00-02-0250-5164      |                     |                            |                              |            |
| EFT000000006568      | 67712               | XEROX CANADA LTD.          | COPIER LEASE                 | \$133.50   |
| 00-02-0250-3210      |                     |                            |                              |            |
|                      |                     |                            |                              |            |
| General Government   |                     |                            |                              |            |
| Total For Department | 2                   | \$7,200.46                 |                              |            |
| 4                    | Protection Services |                            |                              |            |
| 55665                | 67705               | BELL CANADA                | POLICING                     | \$63.14    |
| 00-04-0420-3300      |                     |                            |                              |            |
| 55665                | 67801               | BELL CANADA                | F/H #4                       | \$59.01    |
| 00-04-0410-3300      |                     |                            |                              |            |
| 55665                | 67814               | BELL CANADA                | F/H #1                       | \$73.74    |
| 00-04-0410-3300      |                     |                            |                              |            |
| 55667                | 67811               | DEPENDABLE EMERGENCY VEHIC | AUTO PUMP, REBLD COMP KIT    | \$1,471.44 |
| 00-04-0410-5195      |                     |                            |                              |            |
| 55669                | 67752               | GREY COUNTY FIRE TRAINING  | FIRE - DRONE CRS             | \$250.00   |
| 00-04-0410-2604      |                     |                            |                              |            |
| 55670                | 67749               | INTERSTATE ALL BATTERY CEN | FIRE BATTERIES               | \$319.75   |
| 00-04-0410-4510      |                     |                            |                              |            |
| 55673                | 67739               |                            | OPP FINGERPRINTS             | \$131.00   |

| Cheque<br>Number | Voucher<br>Number | Vendor<br>Name             | Description                    | Amount      |
|------------------|-------------------|----------------------------|--------------------------------|-------------|
| 00-04-0410-3900  |                   |                            |                                |             |
| 55676            | 67750             | MINISTER OF FINANCE TO     | ONTARIO FIRE REGISTRATION FEES | \$390.00    |
| 00-04-0410-2604  |                   |                            |                                |             |
| 55677            | 67715             | MINISTER OF FINANCE (POLIC | AUGUST POLICING                | \$80,325.00 |
| 00-04-0420-3900  |                   |                            |                                |             |
| 55680            | 67860             | THE VILLAGE INN            | STORM ACCOM - ASSESS PROPRTIES | \$590.71    |
| 00-04-0440-3901  |                   |                            |                                |             |
| EFT000000006493  | 67738             | AGL SIGNS AUTO GRAPHICS LT | ID TAG                         | \$25.43     |
| 00-04-0410-4600  |                   |                            |                                |             |
| EFT000000006494  | 67737             | A.J.STONE COMPANY LTD      | GLOVE,FUSION PRO, STRUCTURAL   | \$150.54    |
| 00-04-0410-4220  |                   |                            |                                |             |
| EFT000000006494  | 67743             | A.J.STONE COMPANY LTD      | HELMET KIT, OCULAR VISOR       | \$60.04     |
| 00-04-0410-4220  |                   |                            |                                |             |
| EFT000000006500  | 67808             | BOB PATTERSON AUTOMOTIVE   | CHECK FOR CERT, LOF            | \$488.82    |
| 00-04-0410-5194  |                   |                            |                                |             |
| EFT000000006500  | 67808             | BOB PATTERSON AUTOMOTIVE   | CHECK FOR CERT, LOF            | \$732.67    |
| 00-04-0410-3500  |                   |                            |                                |             |
| EFT000000006500  | 67809             | BOB PATTERSON AUTOMOTIVE   | CHECK FOR CERT, LOF            | \$725.99    |
| 00-04-0410-5194  |                   |                            |                                |             |
| EFT000000006500  | 67809             | BOB PATTERSON AUTOMOTIVE   | CHECK FOR CERT, LOF            | \$529.15    |
| 00-04-0410-3500  |                   |                            |                                |             |
| EFT000000006502  | 67800             | BRUCE CUSTOM FABRICATING   | FIRE - HITCH REPAIR            | \$559.68    |
| 00-04-0410-5195  |                   |                            |                                |             |
| EFT000000006505  | 67741             | CITY OF PETERBOROUGH       | CYLINDER FILLS                 | \$44.77     |
| 00-04-0410-5161  |                   |                            |                                |             |
| EFT000000006511  | 67803             | ENBRIDGE                   | F/H #1 - NATURAL GAS           | \$172.25    |
| 00-04-0410-3100  |                   |                            |                                |             |
| EFT000000006516  | 67726             | HAVELOCK-BELMONT-METHUEN T | CBO SERVICES AGREE.INSPECT.    | \$149.10    |
| 00-04-0440-3901  |                   |                            |                                |             |
| EFT000000006518  | 67810             | HOLLAND, GREG              | FULL SERVICE                   | \$446.53    |
| 00-04-0410-5194  |                   |                            |                                |             |
| EFT000000006518  | 67810             | HOLLAND, GREG              | FULL SERVICE                   | \$162.81    |
| 00-04-0410-5195  |                   |                            |                                |             |
| EFT000000006519  | 67795             | HYDRO ONE INC.             | INVOICE DATED AUG 5, 2022      | \$495.47    |
| 00-04-0410-3110  |                   |                            |                                |             |
| EFT000000006520  | 67804             | KAWARTHA HARDWARE          | AMSOIL HP INJECTOR 2 CY, HRDWR | \$80.66     |
| 00-04-0410-5194  |                   |                            |                                |             |

| Cheque<br>Number     | Voucher<br>Number | Vendor<br>Name             | Description                    | Amount     |
|----------------------|-------------------|----------------------------|--------------------------------|------------|
| EFT000000006527      | 67742             | M & L SUPPLY               | ERT COVERALLS                  | \$15.47    |
| 00-04-0410-4220      |                   |                            |                                |            |
| EFT000000006535      | 67740             | MUNICIPAL EQUIPMENT        | DRAFTLITE SUCTION HOSE         | \$517.64   |
| 00-04-0410-4600      |                   |                            |                                |            |
| EFT000000006547      | 67793             | SCOTT DRUMMOND MOTORS LTD. | LOF, TIRE ROTATION, INSPECTION | \$130.46   |
| 00-04-0440-5190      |                   |                            |                                |            |
| EFT000000006550      | 67692             | STAPLES ADVANTAGE CANADA   | CUBE DRAWER ORGANIZERS - BLDG  | \$47.60    |
| 00-04-0440-4110      |                   |                            |                                |            |
| EFT000000006550      | 67694             | STAPLES ADVANTAGE CANADA   | OFFICE/BLDG- OFFICE SUPPLIES   | \$15.24    |
| 00-04-0440-4110      |                   |                            |                                |            |
| EFT000000006550      | 67727             | STAPLES ADVANTAGE CANADA   | BUSINESS CARD HOLDER           | \$42.71    |
| 00-04-0440-4110      |                   |                            |                                |            |
| EFT000000006553      | 67798             | SWISH MAINTENANCE LTD.     | F/H #4 - CLEANING SUPPLIES     | \$68.21    |
| 00-04-0410-4111      |                   |                            |                                |            |
| EFT000000006554      | 67748             | TAS-PAGE COMMUNICATIONS &  | MONTHLY PAGER AIRTIME,LICENSIN | \$569.86   |
| 00-04-0410-3330      |                   |                            |                                |            |
| EFT000000006555      | 67865             | T. F. GRAPHICS             | BUS CARDS                      | \$174.35   |
| 00-04-0440-4400      |                   |                            |                                |            |
| EFT000000006558      | 67744             | TREASURER OF THE COUNTY OF | 3RD QUARTER FIRE DISPATCH      | \$7,250.67 |
| 00-04-0410-3240      |                   |                            |                                |            |
| EFT000000006559      | 67745             |                            | DRINKING WATER                 | \$23.45    |
| 00-04-0410-4600      |                   |                            |                                |            |
| EFT000000006559      | 67746             |                            | DRINKING WATER                 | \$23.45    |
| 00-04-0410-4600      |                   |                            |                                |            |
| EFT000000006559      | 67747             |                            | SUNLIGHT SOAP FIRE DEPT        | \$17.27    |
| 00-04-0410-4111      |                   |                            |                                |            |
| EFT000000006561      | 67736             | UAP AUTO PARTS (664) - LAK | FIRE - BATTERY DC166 OVERNIGHT | \$39.36    |
| 00-04-0410-4510      |                   |                            |                                |            |
| EFT000000006561      | 67812             | UAP AUTO PARTS (664) - LAK | DEF, WASHER FLUID              | \$190.39   |
| 00-04-0410-4600      |                   |                            |                                |            |
| EFT000000006561      | 67812             | UAP AUTO PARTS (664) - LAK | DEF, WASHER FLUID              | \$37.76    |
| 00-04-0410-5195      |                   |                            |                                |            |
| EFT000000006569      | 67813             | XPLORNET COMMUNICATIONS IN | F/H #1 - INTERNET              | \$86.48    |
| 00-04-0410-3320      |                   |                            |                                |            |
|                      |                   |                            |                                |            |
| Protection Services  |                   |                            |                                |            |
| Total For Department | 4                 |                            | \$87,748.07                    |            |

| Cheque                    | Voucher | Vendor                     |                               |             |
|---------------------------|---------|----------------------------|-------------------------------|-------------|
| Number                    | Number  | Name                       | Description                   | Amount      |
| 6 Transportation Services |         |                            |                               |             |
| 55665                     | 67853   | BELL CANADA                | WARSAW GARAGE                 | \$98.43     |
| 00-06-0600-3300           |         |                            |                               |             |
| 55665                     | 67854   | BELL CANADA                | DOURO GARAGE                  | \$73.61     |
| 00-06-0600-3300           |         |                            |                               |             |
| 55678                     | 67770   | PUROLATOR COURIER LTD.     | ROADS FREIGHT                 | \$10.82     |
| 00-06-0600-4200           |         |                            |                               |             |
| EFT000000006499           | 67839   | ATTERSLEY TIRE SERVICE INC | DISMOUNT & MOUNT 8 NEW DRIVES | \$947.89    |
| 00-06-0600-5160           |         |                            |                               |             |
| EFT000000006499           | 67840   | ATTERSLEY TIRE SERVICE INC | SERV CALL, OFF/ON, TORQUE     | \$170.44    |
| 00-06-0600-5160           |         |                            |                               |             |
| EFT000000006499           | 67849   | ATTERSLEY TIRE SERVICE INC | SERV CALL, ROTATION, TORQUE   | \$315.45    |
| 00-06-0600-5160           |         |                            |                               |             |
| EFT000000006501           | 67816   | BRANDT TRACTOR LTD.        | V-BELT                        | \$48.31     |
| 00-06-0600-5160           |         |                            |                               |             |
| EFT000000006501           | 67825   | BRANDT TRACTOR LTD.        | PRESSURE SENSOR, GASKETS      | \$1,401.98  |
| 00-06-0600-5195           |         |                            |                               |             |
| EFT000000006501           | 67826   | BRANDT TRACTOR LTD.        | FILTER                        | \$109.02    |
| 00-06-0600-5160           |         |                            |                               |             |
| EFT000000006501           | 67827   | BRANDT TRACTOR LTD.        | HYDRAULIC OIL                 | \$322.21    |
| 00-06-0600-5160           |         |                            |                               |             |
| EFT000000006504           | 67773   | CAVENDISH RADIO AND TOWERS | AUGUST ROADS RADIO AIRTIME    | \$251.86    |
| 00-06-0600-3330           |         |                            |                               |             |
| EFT000000006506           | 67777   |                            | PHYSICAL - LICENCE            | \$150.00    |
| 00-06-0600-3500           |         |                            |                               |             |
| EFT000000006507           | 67815   | D.M. WILLS ASSOCIATES LIM  | ROAD NEEDS STUDY              | \$381.60    |
| 00-06-0600-3900           |         |                            |                               |             |
| EFT000000006512           | 67772   | GHD LIMITED                | BRIDGE & CULVERT INSPECTIONS  | \$2,798.40  |
| 00-06-0600-3820           |         |                            |                               |             |
| EFT000000006513           | 67819   | GIP PAVING INC.            | HL3 58-28                     | \$1,967.62  |
| 00-06-0600-4600           |         |                            |                               |             |
| EFT000000006513           | 67850   | GIP PAVING INC.            | FINE RAP                      | \$25.08     |
| 00-06-0600-4600           |         |                            |                               |             |
| EFT000000006513           | 67852   | GIP PAVING INC.            | FINE RAP                      | \$170.67    |
| 00-06-0600-4600           |         |                            |                               |             |
| EFT000000006514           | 67780   | GO EVO INC.                | MESH & TABLET ANNUAL FEES     | \$12,611.22 |
| 00-06-0600-3900           |         |                            |                               |             |

| Cheque          | Voucher | Vendor                     |                                |            |
|-----------------|---------|----------------------------|--------------------------------|------------|
| Number          | Number  | Name                       | Description                    | Amount     |
| EFT000000006518 | 67821   | HOLLAND, GREG              | REPAIRS                        | \$81.40    |
| 00-06-0600-5160 |         |                            |                                |            |
| EFT000000006518 | 67821   | HOLLAND, GREG              | REPAIRS                        | \$172.99   |
| 00-06-0600-5195 |         |                            |                                |            |
| EFT000000006518 | 67848   | HOLLAND, GREG              | REPL ABS SENSOR, WHL SEAL,NOX  | \$81.40    |
| 00-06-0600-5160 |         |                            |                                |            |
| EFT000000006518 | 67848   | HOLLAND, GREG              | REPL ABS SENSOR, WHL SEAL,NOX  | \$936.19   |
| 00-06-0600-5195 |         |                            |                                |            |
| EFT000000006519 | 67795   | HYDRO ONE INC.             | INVOICE DATED AUG 5, 2022      | \$620.56   |
| 00-06-0600-3110 |         |                            |                                |            |
| EFT000000006525 | 67828   | LIFTLOCK CITY FREIGHTLINER | AIR LEAK REPAIR - R.R. CHAMBER | \$319.56   |
| 00-06-0600-5195 |         |                            |                                |            |
| EFT000000006525 | 67846   | LIFTLOCK CITY FREIGHTLINER | ABS SENSOR KIT                 | \$45.85    |
| 00-06-0600-5195 |         |                            |                                |            |
| EFT000000006525 | 67847   | LIFTLOCK CITY FREIGHTLINER | NOX SENSOR GEN, CORE CHRG      | \$688.14   |
| 00-06-0600-5195 |         |                            |                                |            |
| EFT000000006532 | 67820   |                            | USED GRAB HANDLE               | \$76.32    |
| 00-06-0600-5195 |         |                            |                                |            |
| EFT000000006534 | 67831   | MORRIS CHEMICALS INCORPORA | CALCIUM CHLORIDE               | \$8,480.67 |
| 00-06-0600-4600 |         |                            |                                |            |
| EFT000000006534 | 67832   | MORRIS CHEMICALS INCORPORA | CALCIUM CHLORIDE               | \$8,557.65 |
| 00-06-0600-4600 |         |                            |                                |            |
| EFT000000006534 | 67833   | MORRIS CHEMICALS INCORPORA | CALCIUM CHLORIDE               | \$8,395.95 |
| 00-06-0600-4600 |         |                            |                                |            |
| EFT000000006534 | 67834   | MORRIS CHEMICALS INCORPORA | CALCIUM CHLORIDE               | \$5,070.49 |
| 00-06-0600-4600 |         |                            |                                |            |
| EFT000000006534 | 67835   | MORRIS CHEMICALS INCORPORA | CALCIUM CHLORIDE               | \$8,479.91 |
| 00-06-0600-4600 |         |                            |                                |            |
| EFT000000006534 | 67836   | MORRIS CHEMICALS INCORPORA | CALCIUM CHLORIDE               | \$8,365.74 |
| 00-06-0600-4600 |         |                            |                                |            |
| EFT000000006534 | 67837   | MORRIS CHEMICALS INCORPORA | CALCIUM CHLORIDE               | \$3,858.10 |
| 00-06-0600-4600 |         |                            |                                |            |
| EFT000000006534 | 67838   | MORRIS CHEMICALS INCORPORA | CALCIUM CHLORIDE               | \$8,395.95 |
| 00-06-0600-4600 |         |                            |                                |            |
| EFT000000006536 | 67755   | NATIONAL SANITATION & SUPP | 3 CASES WYPALL POPUP BOX       | \$400.07   |
| 00-06-0600-4118 |         |                            |                                |            |
| EFT000000006536 | 67842   | NATIONAL SANITATION & SUPP | WYPALL, P.TOWEL                | \$38.46    |



| Cheque<br>Number        | Voucher<br>Number      | Vendor<br>Name             | Description                    | Amount     |
|-------------------------|------------------------|----------------------------|--------------------------------|------------|
| 00-06-0600-4118         |                        |                            |                                |            |
| EFT000000006538         | 67841                  | NOYES' REPAIR CENTRE       | CHECK FOR CERT, REPL LGHT      | \$457.92   |
| 00-06-0600-3500         |                        |                            |                                |            |
| EFT000000006538         | 67841                  | NOYES' REPAIR CENTRE       | CHECK FOR CERT, REPL LGHT      | \$53.93    |
| 00-06-0600-5195         |                        |                            |                                |            |
| EFT000000006545         | 67845                  | ROSS DUNFORD CONTRACTING   | FALL & REMOVE HVY LEANING TREE | \$1,526.40 |
| 00-06-0600-3900         |                        |                            |                                |            |
| EFT000000006551         | 67824                  | STRONGCO EQUIPMENT         | GAUGE                          | \$187.21   |
| 00-06-0600-5195         |                        |                            |                                |            |
| EFT000000006552         | 67823                  | SUNBELT RENTALS OF CANADA  | SMOOTH DRUM RIDE-ON ROLLER     | \$4,566.45 |
| 00-06-0600-3700         |                        |                            |                                |            |
| EFT000000006554         | 67778                  | TAS-PAGE COMMUNICATIONS &  | CALL PROCESSING & MSG CENTRE   | \$145.05   |
| 00-06-0600-3240         |                        |                            |                                |            |
| EFT000000006554         | 67779                  | TAS-PAGE COMMUNICATIONS &  | CAL PROCESSING & MSG CENTRE    | \$116.41   |
| 00-06-0600-3240         |                        |                            |                                |            |
| EFT000000006558         | 67751                  | TREASURER OF THE COUNTY OF | BOOK7 TRAFFIC CONTROL TRAINING | \$1,198.68 |
| 00-06-0600-2603         |                        |                            |                                |            |
| EFT000000006558         | 67753                  | TREASURER OF THE COUNTY OF | CHAINSAW TRAINING              | \$1,622.52 |
| 00-06-0600-2603         |                        |                            |                                |            |
| EFT000000006560         | 67822                  | TRI-LINE ELECTRICAL SERVIC | CHANGE PHOTOCELL WRSW GARAGE   | \$139.41   |
| 00-06-0600-5145         |                        |                            |                                |            |
| EFT000000006563         | 67830                  | WASTE CONNECTIONS OF CANAD | WASTEBINS,CURBSIDE, GREEN BIN  | \$42.73    |
| 00-06-0600-3250         |                        |                            |                                |            |
| EFT000000006565         | 67771                  | WINSLOW-GEROLAMY MOTORS LT | DEF FLUID                      | \$244.12   |
| 00-06-0600-5160         |                        |                            |                                |            |
| EFT000000006565         | 67843                  | WINSLOW-GEROLAMY MOTORS LT | SEAL-OIL, GASKET               | \$71.14    |
| 00-06-0600-5160         |                        |                            |                                |            |
| EFT000000006565         | 67844                  | WINSLOW-GEROLAMY MOTORS LT | CARRIER ASSY                   | \$314.30   |
| 00-06-0600-5195         |                        |                            |                                |            |
| EFT000000006567         | 67756                  | WURTH CANADA LTD.          | FUSES, CABLE TIES,CLEANERS     | \$150.50   |
| 00-06-0600-4600         |                        |                            |                                |            |
|                         |                        |                            |                                |            |
| Transportation Services |                        |                            |                                |            |
| Total For Department    | 6                      | \$95,756.78                |                                |            |
| 8                       | Environmental Services |                            |                                |            |
| 55671                   | 67775                  | JDM INDUSTRIAL MAINTENANCE | STEEL FOR BIN REPAIRS          | \$814.08   |
| 00-08-0802-5165         |                        |                            |                                |            |

| Cheque<br>Number                  | Voucher<br>Number | Vendor<br>Name             | Description                    | Amount      |
|-----------------------------------|-------------------|----------------------------|--------------------------------|-------------|
| EFT000000006519                   | 67795             | HYDRO ONE INC.             | INVOICE DATED AUG 5, 2022      | \$39.05     |
| 00-08-0802-3110                   |                   |                            |                                |             |
| EFT000000006520                   | 67754             | KAWARTHA HARDWARE          | TSF STN - BUG REPLNT,WASP DTRN | \$26.74     |
| 00-08-0802-4600                   |                   |                            |                                |             |
| EFT000000006539                   | 67757             |                            | GRABBER TOOL 2PK X'S 2         | \$18.44     |
| 00-08-0802-4118                   |                   |                            |                                |             |
| EFT000000006541                   | 67776             | ORKIN CANADA INC           | HG TSF STN PEST CONTROL        | \$145.26    |
| 00-08-0802-5121                   |                   |                            |                                |             |
| EFT000000006546                   | 67774             | ROSE SCALE (BELLEVILLE) LT | ANNUAL SCALE CALIBRATION       | \$1,287.26  |
| 00-08-0802-5121                   |                   |                            |                                |             |
| EFT000000006563                   | 67830             | WASTE CONNECTIONS OF CANAD | WASTEBINS,CURBSIDE, GREEN BIN  | \$570.99    |
| 00-08-0800-3900                   |                   |                            |                                |             |
| EFT000000006563                   | 67830             | WASTE CONNECTIONS OF CANAD | WASTEBINS,CURBSIDE, GREEN BIN  | \$17,847.76 |
| 00-08-0800-3251                   |                   |                            |                                |             |
| EFT000000006563                   | 67830             | WASTE CONNECTIONS OF CANAD | WASTEBINS,CURBSIDE, GREEN BIN  | \$1,982.20  |
| 00-08-0802-5121                   |                   |                            |                                |             |
|                                   |                   |                            |                                |             |
| Environmental Services            |                   |                            |                                |             |
| Total For Department              | 8                 | \$22,731.78                |                                |             |
| 16 Recreation & Cultural Services |                   |                            |                                |             |
| 55665                             | 67734             | BELL CANADA                | LIBRARY                        | \$98.20     |
| 00-16-1640-3300                   |                   |                            |                                |             |
| 55665                             | 67863             | BELL CANADA                | WARSAW CC                      | \$45.05     |
| 00-16-1610-3300                   |                   |                            |                                |             |
| 55665                             | 67863             | BELL CANADA                | WARSAW CC                      | \$45.05     |
| 00-16-1620-3300                   |                   |                            |                                |             |
| 55668                             | 67791             | DULUX PAINTS               | PAINT SUPPLIES WRSW ARENA      | \$313.08    |
| 00-16-1620-5130                   |                   |                            |                                |             |
| 55675                             | 67735             | MCLEAN, DAVID              | PLUMBING WORK - LIBRARY        | \$2,850.00  |
| 00-16-1640-5340                   |                   |                            |                                |             |
| EFT000000006495                   | 67730             | ALL GREEN INK INC.         | LIBRARY - PRINTER CARTRIDGES   | \$352.09    |
| 00-16-1640-4119                   |                   |                            |                                |             |
| EFT000000006503                   | 67858             | CALLAGHAN FARM SUPPLY      | KUBOTA - BELT, 10W30 HD 5L     | \$215.43    |
| 00-16-1600-5160                   |                   |                            |                                |             |
| EFT000000006515                   | 67862             | HARRIS SEPTIC PUMPING & HA | 2 MONTHS PORT TOILET RENTALS   | \$2,889.98  |
| 00-16-1600-5121                   |                   |                            |                                |             |
| EFT000000006519                   | 67795             | HYDRO ONE INC.             | INVOICE DATED AUG 5, 2022      | \$82.40     |

| Cheque<br>Number | Voucher<br>Number | Vendor<br>Name             | Description                    | Amount     |
|------------------|-------------------|----------------------------|--------------------------------|------------|
| 00-16-1600-3110  |                   |                            |                                |            |
| EFT000000006519  | 67795             | HYDRO ONE INC.             | INVOICE DATED AUG 5, 2022      | \$225.88   |
| 00-16-1640-3110  |                   |                            |                                |            |
| EFT000000006519  | 67795             | HYDRO ONE INC.             | INVOICE DATED AUG 5, 2022      | \$2,299.61 |
| 00-16-1610-3110  |                   |                            |                                |            |
| EFT000000006519  | 67795             | HYDRO ONE INC.             | INVOICE DATED AUG 5, 2022      | \$904.54   |
| 00-16-1620-3110  |                   |                            |                                |            |
| EFT000000006519  | 67795             | HYDRO ONE INC.             | INVOICE DATED AUG 5, 2022      | \$509.45   |
| 00-16-1601-3110  |                   |                            |                                |            |
| EFT000000006520  | 67783             | KAWARTHA HARDWARE          | BATTERIES, WIRE                | \$80.97    |
| 00-16-1620-5130  |                   |                            |                                |            |
| EFT000000006520  | 67787             | KAWARTHA HARDWARE          | ROD, FLOAT BRS 8"              | \$6.49     |
| 00-16-1620-5165  |                   |                            |                                |            |
| EFT000000006529  | 67790             | MAR-CO CLAY PRODUCTS INC.  | REDIKIT, FREIGHT               | \$581.69   |
| 00-16-1600-5121  |                   |                            |                                |            |
| EFT000000006529  | 67790             | MAR-CO CLAY PRODUCTS INC.  | REDIKIT, FREIGHT               | \$422.30   |
| 00-16-1600-4200  |                   |                            |                                |            |
| EFT000000006531  | 67782             | MK SERVICES AND CONSULTING | WATER TREATMENT AGREEMENT      | \$200.00   |
| 00-16-1620-5130  |                   |                            |                                |            |
| EFT000000006533  | 67859             |                            | WRSW OLYMPIA OIL FILTER        | \$11.17    |
| 00-16-1620-5160  |                   |                            |                                |            |
| EFT000000006536  | 67729             | NATIONAL SANITATION & SUPP | LIBRARY CLEANING SUPPLIES      | \$191.44   |
| 00-16-1640-4111  |                   |                            |                                |            |
| EFT000000006536  | 67788             | NATIONAL SANITATION & SUPP | BLADE NON MARKING 740MM KIT    | \$72.70    |
| 00-16-1610-4111  |                   |                            |                                |            |
| EFT000000006536  | 67864             | NATIONAL SANITATION & SUPP | CLEANING SUPPLIES - PARKS, DCC | \$305.48   |
| 00-16-1600-4111  |                   |                            |                                |            |
| EFT000000006536  | 67864             | NATIONAL SANITATION & SUPP | CLEANING SUPPLIES - PARKS, DCC | \$168.54   |
| 00-16-1610-4111  |                   |                            |                                |            |
| EFT000000006537  | 67732             | NEXICOM INC.               | LIBRARY INTERNET               | \$76.26    |
| 00-16-1640-3320  |                   |                            |                                |            |
| EFT000000006543  | 67784             | PETERBORO LANDSCAPE SUPPLY | BRICK SAND                     | \$142.41   |
| 00-16-1600-5121  |                   |                            |                                |            |
| EFT000000006543  | 67785             | PETERBORO LANDSCAPE SUPPLY | WOOD CHIPS                     | \$305.22   |
| 00-16-1600-5121  |                   |                            |                                |            |
| EFT000000006543  | 67786             | PETERBORO LANDSCAPE SUPPLY | WOOD CHIPS                     | \$305.22   |
| 00-16-1600-5121  |                   |                            |                                |            |

| Cheque<br>Number               | Voucher<br>Number      | Vendor<br>Name             | Description                  | Amount     |
|--------------------------------|------------------------|----------------------------|------------------------------|------------|
| EFT000000006543                | 67789                  | PETERBORO LANDSCAPE SUPPLY | WOODCHIPS                    | \$1,831.38 |
| 00-16-1600-5121                |                        |                            |                              |            |
| EFT000000006543                | 67789                  | PETERBORO LANDSCAPE SUPPLY | WOODCHIPS                    | \$117.02   |
| 00-16-1600-4200                |                        |                            |                              |            |
| EFT000000006544                | 67861                  | RENT ALL CENTRE            | REAR TINE TILLER RENTAL      | \$95.65    |
| 00-16-1600-3700                |                        |                            |                              |            |
| EFT000000006548                | 67731                  | SECURITAS CANADA LIMITED   | LIBRARY - ALARM RESPONSE     | \$22.83    |
| 00-16-1640-3220                |                        |                            |                              |            |
| EFT000000006549                | 67796                  | STARFRA FEED SERVICE       | 19-19-19, JERRY CAN STOPPERS | \$47.77    |
| 00-16-1600-5121                |                        |                            |                              |            |
| EFT000000006549                | 67796                  | STARFRA FEED SERVICE       | 19-19-19, JERRY CAN STOPPERS | \$4.06     |
| 00-16-1600-4600                |                        |                            |                              |            |
| EFT000000006555                | 67865                  | T. F. GRAPHICS             | BUS CARDS                    | \$28.56    |
| 00-16-1610-4400                |                        |                            |                              |            |
| EFT000000006555                | 67865                  | T. F. GRAPHICS             | BUS CARDS                    | \$28.56    |
| 00-16-1620-4400                |                        |                            |                              |            |
| EFT000000006555                | 67865                  | T. F. GRAPHICS             | BUS CARDS                    | \$29.05    |
| 00-16-1600-4400                |                        |                            |                              |            |
| EFT000000006560                | 67733                  | TRI-LINE ELECTRICAL SERVIC | CHANGED BALLAST - LIBRARY    | \$113.94   |
| 00-16-1640-5130                |                        |                            |                              |            |
|                                |                        |                            |                              |            |
| Recreation & Cultural Services |                        |                            |                              |            |
| Total For Department           | 16                     | \$15,963.95                |                              |            |
| 18                             | Planning & Development |                            |                              |            |
| EFT000000006510                | 67718                  |                            | COA AUGUST MEETING&MILEAGE   | \$95.00    |
| 00-18-1805-3901                |                        |                            |                              |            |
| EFT000000006510                | 67718                  |                            | COA AUGUST MEETING&MILEAGE   | \$25.27    |
| 00-18-1805-2500                |                        |                            |                              |            |
| EFT000000006528                | 67717                  |                            | COA AUG MEETING              | \$95.00    |
| 00-18-1805-3901                |                        |                            |                              |            |
| EFT000000006542                | 67719                  |                            | COA AUGUST MEETING & MILEAGE | \$95.00    |
| 00-18-1805-3901                |                        |                            |                              |            |
| EFT000000006542                | 67719                  |                            | COA AUGUST MEETING & MILEAGE | \$54.38    |
| 00-18-1805-2500                |                        |                            |                              |            |
|                                |                        |                            |                              |            |
| Planning & Development         |                        |                            |                              |            |
| Total For Department           | 18                     | \$364.65                   |                              |            |

| Cheque<br>Number     | Voucher<br>Number       | Vendor<br>Name             | Description                    | Amount      |
|----------------------|-------------------------|----------------------------|--------------------------------|-------------|
| Total For Fund       | 0                       | \$239,765.69               |                                |             |
| 5                    |                         |                            |                                |             |
| 4                    | Protection Services     |                            |                                |             |
| EFT000000006494      | 67799                   | A.J.STONE COMPANY LTD      | 3 LIFT BAG SET, CTRL PKG, VLVS | \$16,718.57 |
| 05-04-0410-0361      |                         |                            |                                |             |
| EFT000000006509      | 67807                   | DRAIN ELECTRIC             | F/H #2 - ELECTRICAL            | \$1,304.88  |
| 05-04-0410-0341      |                         |                            |                                |             |
| EFT000000006517      | 67802                   | HBM METAL ROOFING AND TRIM | F/H #2 - POLY BRUSH            | \$6.71      |
| 05-04-0410-0341      |                         |                            |                                |             |
| EFT000000006517      | 67805                   | HBM METAL ROOFING AND TRIM | F/H #2 - LOCKSET, CLOSER, STOP | \$324.15    |
| 05-04-0410-0341      |                         |                            |                                |             |
| EFT000000006517      | 67806                   | HBM METAL ROOFING AND TRIM | F/H #2 - LOCKSETS              | \$146.31    |
| 05-04-0410-0341      |                         |                            |                                |             |
|                      |                         |                            |                                |             |
| Protection Services  |                         |                            |                                |             |
| Total For Department | 4                       | \$18,500.62                |                                |             |
| 6                    | Transportation Services |                            |                                |             |
| 55674                | 67857                   | KROWN RUST CONTROL         | RUST PROOFING                  | \$284.92    |
| 05-06-0600-0391      |                         |                            |                                |             |
| EFT000000006497      | 67856                   | ARMTEC INC.                | CULVERTS                       | \$2,456.58  |
| 05-06-0600-0401      |                         |                            |                                |             |
| EFT000000006508      | 67829                   | DRAIN BROS. EXCAVATING     | COLD MIX, GRAN A               | \$2,426.84  |
| 05-06-0600-0401      |                         |                            |                                |             |
| EFT000000006508      | 67851                   | DRAIN BROS. EXCAVATING     | 5/8 LIMESTONE                  | \$215.50    |
| 05-06-0600-0401      |                         |                            |                                |             |
| EFT000000006524      | 67855                   | LEAHY EXCAVATIONS INC.     | WELL PUMP TEST & REPORT        | \$1,526.40  |
| 05-06-0600-0331      |                         |                            |                                |             |
| EFT000000006566      | 67758                   | W.O. STINSON & SON LTD     | WARSAW UNLEADED GAS - 334.6 L  | \$454.38    |
| 05-06-0600-0240      |                         |                            |                                |             |
| EFT000000006566      | 67759                   | W.O. STINSON & SON LTD     | WARSAW CLEAR DIESEL - 1700.0 L | \$2,646.95  |
| 05-06-0600-0241      |                         |                            |                                |             |
| EFT000000006566      | 67760                   | W.O. STINSON & SON LTD     | WARSAW DYED DIESEL - 1400.0 L  | \$2,051.62  |
| 05-06-0600-0242      |                         |                            |                                |             |
| EFT000000006566      | 67761                   | W.O. STINSON & SON LTD     | DOURO CLEAR DIESEL - 900.1 L   | \$1,332.77  |
| 05-06-0600-0231      |                         |                            |                                |             |
| EFT000000006566      | 67762                   | W.O. STINSON & SON LTD     | WARSAW UNLEADED GAS - 638.4 L  | \$929.30    |
| 05-06-0600-0240      |                         |                            |                                |             |

| Cheque<br>Number                   | Voucher<br>Number | Vendor<br>Name             | Description                    | Amount      |
|------------------------------------|-------------------|----------------------------|--------------------------------|-------------|
| EFT000000006566<br>05-06-0600-0242 | 67763             | W.O. STINSON & SON LTD     | WARSAW DYED DIESEL - 850.0 L   | \$1,180.75  |
| EFT000000006566<br>05-06-0600-0242 | 67764             | W.O. STINSON & SON LTD     | WARSAW DYED DIESEL - 700.0 L   | \$952.44    |
| EFT000000006566<br>05-06-0600-0241 | 67765             | W.O. STINSON & SON LTD     | WARSAW CLEAR DIESEL - 1800.0 L | \$2,613.99  |
| EFT000000006566<br>05-06-0600-0240 | 67766             | W.O. STINSON & SON LTD     | WARSAW UNLEADED GAS - 1041.1 L | \$1,519.75  |
| EFT000000006566<br>05-06-0600-0242 | 67767             | W.O. STINSON & SON LTD     | WARSAW DYED DIESEL - 832.2 L   | \$1,073.04  |
| EFT000000006566<br>05-06-0600-0242 | 67768             | W.O. STINSON & SON LTD     | WARSAW DYED DIESEL - 800.0 L   | \$1,098.28  |
| EFT000000006566<br>05-06-0600-0240 | 67769             | W.O. STINSON & SON LTD     | WARSAW UNLEADED GAS - 602.3 L  | \$827.10    |
|                                    |                   |                            |                                |             |
| Transportation Services            |                   |                            |                                |             |
| Total For Department               | 6                 | \$23,590.61                |                                |             |
| 16 Recreation & Cultural Services  |                   |                            |                                |             |
| EFT000000006557<br>05-16-1620-0361 | 67781             | TOROMONT CAT               | WRSW CC SHELL & TUBE CHILLER   | \$99,400.00 |
| EFT000000006564<br>05-16-1640-0361 | 67797             | WHITEHOTS INC.             | LIBRARY BOOKS                  | \$714.26    |
|                                    |                   |                            |                                |             |
| Recreation & Cultural Services     |                   |                            |                                |             |
| Total For Department               | 16                | \$100,114.26               |                                |             |
| 18 Planning & Development          |                   |                            |                                |             |
| EFT000000006526<br>05-18-1800-0595 | 67693             | LLF LAWYERS                | SITE PLAN AGREE. - ST JOSEPH'S | \$460.85    |
| EFT000000006558<br>05-18-1800-0595 | 67792             | TREASURER OF THE COUNTY OF | PEER REVW - TRAFFIC,STORMWATER | \$1,128.48  |
|                                    |                   |                            |                                |             |
| Planning & Development             |                   |                            |                                |             |
| Total For Department               | 18                | \$1,589.33                 |                                |             |

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

### **By-law Number 2022-47**

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 20th day of September, 2022.

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#### **The Municipal Council of The Corporation of the Township of Douro-Dummer Enacts as follows:**

1. **That** the action of the Council at its regular electronic meeting held on September 20, 2022 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 Local Planning Appeal 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 20th day of September, 2022.

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Mayor, J. Murray Jones

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Acting Clerk, Martina Chait-Hartwig