



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

Tuesday, October 4, 2022, 5:00 p.m.

Douro-Dummer YouTube Channel

https://www.youtube.com/channel/UCPpzm-uRBZRDjB89o2X6R_A

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

Electronic Meetings

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

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

Please contact the Acting Clerk if you require an alternative method to virtually attend the meeting. martinac@dourodummer.on.ca or 705-652-8392 x210

Pages

1. Call to Order
2. Land Acknowledgement
3. Moment of Silent Reflection
4. Disclosure of Pecuniary Interest:
5. Adoption of Agenda: October 4, 2022
6. Adoption of Minutes:
 - 6.1. Council Meeting Minutes - September 20, 2022 1
7. Consent Agenda (Reports voted upon by ONE motion) - No Debate:
 - 7.1. Fire Department Information Sign, Fire Chief-2022-10 13

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| 7.3. | Ministry of Municipal Affairs and Housing (MMAH) - Approval Timeline Suspended for County Official Plan | 17 |
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| 8.1. | Introduction of Shane E. Smith, Building Official I/ By-law Enforcement Officer to Council and Community | |
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| 8.3. | Kathryn Carrington and Ron Davidson - Site Plan and Zoning By-law Amendment for 4034 Centre Road | 58 |
| 8.4. | Donna Churipuy, Director of Health Protection & Chief Nursing Officer from Peterborough Public Health - Mandatory Vaccination Policies Chief Nursing Officer Churipuy will be in attendance to discuss mandatory vaccination policies and recommendation from Peterborough Public Health. | |
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| | A By-law to amend By-law Number 10-1996, as amended, otherwise known as "The Township of Douro-Dummer Comprehensive Zoning By-law" (File R-04-22, Roll No: 1522-020-005-72000, Clark). | |
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| 16. | Announcements: | |
| 17. | Closed Session: None | |
| 18. | Rise from Closed Session with or without a Report | |
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21. Next Meeting:

Arena Facilities Future Ad-hoc Committee Meeting - October 12, 2022

Planning Committee Meeting - October 20, 2022

Inaugural Council Meeting - November 15, 2022

22. Adjournment

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

September 20, 2022, 5:00 PM

Douro-Dummer YouTube Channel

https://www.youtube.com/channel/UCPpzm-uRBZRDjB89o2X6R_A

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

Staff Present: CAO - Elana Arthurs
 Acting Clerk - Martina Chait-Hartwig
 Acting Treasurer - Paul Creamer
 Planner – Christina Coulter
 Manager of Recreation Facilities - Mike Mood

Absent: Chief Building Official - Brian Fawcett
 Fire Chief - Chuck Pedersen
 Manager of Public Works - Jake Condon

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

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. The Mayor then called for a Moment of Silence in Remembrance of Her Majesty, Queen Elizabeth II. The Council observed a moment of silent reflection.

4. Disclosure of Pecuniary Interest:

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

5. Adoption of Agenda: September 20, 2022

Resolution Number 277-2022

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

Whereas the election process at the Municipal, Provincial and Federal levels of government is fundamental in the preservation of democracy in Canada;

And further that there has been a strong Douro-Dummer public interest for an "in-person" all candidates meeting during the current municipal election campaign;

And further a small non-partisan committee of residents has been formed to organize such an all candidates meeting;

And further that committee Chair Rod Manley has been trusted to manage recent fair and accurate elections in the greater Peterborough area for the Provincial and the Federal governments;

Be it resolved that the committee Chair's room rental expenses and rental contract for the scheduled Douro-Dummer Oct 6 2022 all candidates meeting at the Douro Community Centre be added to our council agenda today.

At this time Councillor Watson declared a direct pecuniary interest with this item and left the meeting at 5:03 p.m. and took no part in the recorded vote and discussion.

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

Dummer Ward Councillor - Aye

Councillor at Large - Aye

Deputy Mayor - Aye

Mayor - Aye

For the Motion - 4

Carried

At this time Councillor Watson returned to the meeting (5:08 p.m.)

Resolution Number 278-2022

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That the agenda for the Regular Council Meeting, dated September 20, 2022, be adopted, as amended. Carried

6. Adoption of Minutes and Business Arising from the Minutes:

6.1 Council Meeting Minutes - September 6, 2022

Resolution Number 279-2022

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That the minutes from the Regular Council Meeting, held on September 6, 2020, be received and adopted, as amended. Carried

7. Consent Agenda (Reports voted upon by ONE motion) - No Debate: None

8. Delegations, Petitions, Presentations or Public Meetings: None

9. Staff Reports:

9.1 Report and Capital Project Status

Resolution Number 280-2022

Moved by: Councillor Landsmann

Seconded by: Councillor Watson

That the Report and Capital Project Status Document for September 2022 be received.

Carried

9.2 ORCA – O. Reg 687/21 Compliance – Program & Service Inventory and Related Agreements, C.A.O.-2022-28

Resolution Number 281-2022

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watson

That the 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. Carried

9.3 Douro South Park RFP - Update, Recreation Facilities-2022-08

Resolution Number 282-2022

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That the report, dated September 20, 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. Carried

9.4 Bill 109 Amendment OPA No. 74, Planning Department-2022-13

Resolution Number 283-2022

Moved by: Councillor Landsmann

Seconded by: Councillor Watson

That the 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. Carried

9.5 Draft Policy for Governing Policies, Clerk's Office-2022-10

Resolution Number 284-2022

Moved by: Councillor Landsmann

Seconded by: Councillor Watt

That the 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.

Carried

9.6 Township Boards and Committees – End of Term Review, Clerk's Office-2022-15

Resolution Number 285-2022

Moved by: Councillor Watt

Seconded by: Councillor Watson

That the report, dated September 20, 2022 regarding Township Boards and Committees End of Term Review be received; and

That recruitment for all Committees be placed 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. Carried

9.7 Revised Township Social Networking Policy, Clerk's Office-2022-03

Resolution Number 286-2022

Moved by: Councillor Landsmann

Seconded by: Councillor Watson

That the report, dated September 20, 2022 regarding the revised Township Social Networking Policy be received and that the Township Policy Manual be updated accordingly. Carried

9.8 Back Dam – Public Beach Status, C.A.O.-2022-27

Resolution Number 287-2022

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That the 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.

Carried

9.9 Management and Non-Management Employee Compensation Agreements, C.A.O.-2022-29

Resolution Number 288-2022

Moved by: Councillor Watson

Seconded by: Councillor Watt

That the report, dated September 20, 2022 regarding the Management and Non-Management Employee Compensation Agreements be received; and

That By-law No. 2022-45 being a by-law Compensation Agreement for Non-Management employees be approved at the appropriate time of the meeting; and

That By-law No. 2022-46 being a by-law Compensation Agreement for Management employees, a policy for progression through the salary grid and an extra hour worked policy to be approved at the appropriate time of the meeting.

Carried

10. Committee Minutes and Other Reports:

10.1 Canada Day Parade Meeting Minutes - July 15, 2022

10.2 Historical Committee Meeting Minutes - June 16, 2022

10.3 Arena Facilities Future Ad-Hoc Committee Meeting Minutes - August 24, 2022

Resolution Number 289-2022

Moved by: Councillor Landsmann

Seconded by: Councillor Watson

That the Minutes from the Canada Day Parade meeting held on July 15, 2022, the Minutes from the Historical Committee Meeting held on June 16, 2022, and the Minutes from the Arena Facilities Future Ad-Hoc Committee Meeting held on August 24, 2022, all be received and approved. Carried

Councillor Watson declared a direct pecuniary interest in item 10.4 and left the meeting at 5:44 p.m. and took no part in the recorded vote and in Discussion.

10.4 In-person all Candidates Meeting

Resolution Number 290-2022

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

Whereas the election process at the Municipal, Provincial and Federal levels of government is fundamental in the preservation of democracy in Canada;

And further that there has been a strong Douro-Dummer public interest for an "in-person" all candidates meeting during the current municipal election campaign;

And further a small non-partisan committee of residents has been formed to organize such an all candidates meeting;

And further that committee Chair Rod Manley has been trusted to manage recent fair and accurate elections in the greater Peterborough area for the Provincial and the Federal governments;

Be it resolved that the committee Chair's room rental expenses and rental contract for the scheduled Douro-Dummer Oct 6 2022 all candidates meeting at the Douro Community Centre be waived.

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

Councillor at Large - Aye

Deputy Mayor - Aye

Mayor - Aye

For the Motion - 4

Carried

At this time Councillor Watson returned to the meeting (5:54 p.m.)

11. Correspondence - Action Items:

- 11.1 Township of Ashfield-Colborne-Wawanosh - Changes to the Ontario Wildlife Damage Compensation Program

Resolution Number 291-2022

Moved by: Councillor Landsmann

Seconded by: Deputy Mayor Moher

That the letter from the Township of Ashfield-Colborne-Wawamosh Dated September 2, 2022, regarding a resolution for the Ontario Wildlife Damage Compensation Program be received and supported. Carried

12. By-laws:

- 12.1 By-law 2022-42 - Memorandum of Understanding (MOU) between Otonabee Region Conservation Authority (ORCA) and the Township of Douro-Dummer
- 12.2 By-law 2022-43 - Appointments to Short Term Rental Advisory Committee
- 12.3 By-law 2022-44 - To Stop Up and Close Road and Shoreline Allowance - Stony Lake Island 107
- 12.4 By-law 2022-45 - Compensation Agreement- Non-Management Staff
- 12.5 By-law 2022-46 - Compensation Agreement - Management Staff

Moved by: Councillor Watson

Seconded by: Deputy Mayor Moher

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); and

That the By-law 2022-43, being a by-law to appoint to Short Term Rental Advisory Committee; and

That the By-law 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; and

That the By-law 2022-45, being a by-law for Compensation Agreement - Non-Management amended 2022; and

That the By-law 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,

All be approved in open Council this 20th 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 Account August 25 to September 13, 2022

Resolution Number 292-2022

Moved by: Councillor Watson

Seconded by: Deputy Mayor Moher

That the Township Accounts from August 25 to September 13, 2022 be received.

Carried

14. Reports derived from previous Notice of Motions: None

15. Notices of Motion - No Debate: None

16. Announcements: None

17. Closed Session: None

18. Rise from Closed Session with or without a Report: None

19. Matters Arising from Closed Session: None

20. Confirming By-law: 2022-47

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That By-law Number 2022-47, being a By-law to confirm the proceedings of the Regular Meeting of Council, held on the 20th 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:

Planning Committee Meeting - September 23, 2022

Regular Council Meeting - October 4, 2022

22. Adjournment

Resolution Number 293-2022

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That this meeting adjourn at 6:05 p.m.

Carried

Mayor, J. Murray Jones

Acting Clerk, Martina Chait-Hartwig

Recommendation:

That the Fire Chief-2022-10 report, dated October 4th, 2022, regarding Fire Department Information Sign be received.

Overview:

As part of the 2022 budget, a replacement sign for the one that is no longer useable at fire station 1 was approved. In accordance with our purchasing policy, we received three written quotes, focusing on warranty, viewing quality, service, installation and price. After comparing all data and a site meeting, a vendor was chosen. This sign will have the ability to deliver important fire safety messages and information regarding upcoming township events. Although the old sign originally had internal lighting that provided a bright white background, this new sign programming is extensive to ensure that we can control the way the sign performs, so it is not intrusive to the neighbourhood. Remote programming will make this much more efficient to update. Included with the new sign is numerous pre-programmed templates we can use or modify and one year of design support to help create our library of messaging. We can then choose from that library as they are appropriate. Information such as burn permitting, Smoke and CO alarms, escape planning, as well as fire prevention week, emergency preparedness week, CO awareness week, firefighter recruitment and a host of other seasonal safety messages such as, boating, woodstoves, fireworks, etc.

Conclusion:

With an approved budget of \$22,000 for this project, Signarama was awarded to provide and install the sign. Completion of the project will be done in stages, but should be complete by the end of October.

Financial Impact:

The funding of this project was done through the modernization grant as presented and approved with the 2022 budget. The project is expected to be completed within budget

Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.

Sustainability Plan Applicability:

N/A

Report Approval Details

| | |
|----------------------|---------------------------------------|
| Document Title: | Fire Department Information Sign.docx |
| Attachments: | |
| Final Approval Date: | Sep 28, 2022 |

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

Martina Chait-Hartwig

Elana Arthurs

Recommendation:

That the Fire Chief-2022-11 report, dated October 4, 2022 regarding RFQ Results for Station 2 Septic System be received.

Overview:

Approved capital budget for 2022, included the replacement of the septic system for fire station 2. An RFQ was distributed and we received two proposals. This project consists of a new septic tank, pumping chamber, lines, septic bed and a potable water tank.

Further to this project, the fire station renovations slowed due the busyness of summer, but work now continues. The current focus is on the entranceway and exterior finishing while the weather is still cooperative. A few items inside will be the final phase of the project, being the remaining apparatus bay interior wall and floor finishing's, some final electrical and trim. It is anticipated the project will be complete by the end of the year. As a reminder, the renovation project was possible due to a \$100,000 grant and our volunteer firefighters, primarily from station 2. This is another great collaboration and success story for us to be proud of and thankful to all of those involved.

Conclusion:

Of the two responses to our RFQ, one was above our budget and the second was within budget. Andy Calder Excavating was awarded the job and it should be completed soon.

Financial Impact:

The approved budget as presented in the 2022 budget was \$30,000. With the interior work and connections to the new system plus the RFQ proposal, the project will be completed within our budget.

Strategic Plan Applicability:

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

Report Approval Details

| | |
|----------------------|--|
| Document Title: | RFQ Results - Station 2 Septic System.docx |
| Attachments: | |
| Final Approval Date: | Sep 28, 2022 |

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

Elana Arthurs

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2022-4000

September 12, 2022

Kari Stevenson
Manager, Legislative Services/Clerk
470 Water Street
Peterborough, Ontario, K9H 3M3
KStevenson@ptbocounty.ca

Dear Kari Stevenson:

Bill 109, the *More Homes for Everyone Act, 2022* was passed by the Legislature and received Royal Assent on April 14, 2022. Schedule 5 of the Bill makes changes to the *Planning Act* to:

- expedite approvals and incent timely decisions for zoning, plan of subdivision and site plan applications, and
- ensure provincial housing policies are implemented and priority projects are expedited by providing the province with new tools to address dispute resolution.

One of the *Planning Act* changes provides a new discretionary authority for the Minister of Municipal Affairs and Housing to suspend the time period to make a decision on official plans and official plan amendments.

I am writing to notify you that I am using this authority, pursuant to ss. 17(40.1) of the *Planning Act*, to suspend the 120-day timeline for the new County of Peterborough Official Plan, which was adopted on June 29, 2022, and received by the Ministry of Municipal Affairs and Housing on August 22, 2022.

You will be notified when the Minister takes further steps under the *Planning Act* in relation to this matter.

Sincerely,

A blue ink signature of Steve Clark.

Steve Clark
Minister

c. Brian Weir, Director of Planning and Public Works

City of Peterborough
500 George Street North
Peterborough, ON, K9H 3R9
peterborough.ca | 1-855-738-3755

September 14, 2022

Kari Stevenson, Clerk
County of Peterborough
470 Water Street
Peterborough, ON
K9H 3M3

Dear Kari,

Re: Approval of Eastside Transportation Study Recommendations

The following resolution, supported by the Council of the City of Peterborough, at their meeting on March 28, 2022, is forwarded for your information.

That Council approve the recommendations outlined in Report IPSTR22-002, dated March 14, 2022, of the Interim Commissioner of Infrastructure and Planning Services as follows:

- a) That the presentation by Paradigm Transportation Limited on the Eastside Transportation Study be received;**
- b) That the recommendations of the Eastside Transportation Study be approved in principle;**
- c) That the Eastside Transportation Study project team finalize the master plan process and publish the final report for public review;**
- d) That the Eastside Transportation Study team continue with the Ashburnham Drive Realignment Class Environmental Assessment and report back to Council to seek approval to file the Environmental Assessment Report; and**
- e) That Council request that the Ontario Ministry of Transportation undertake the necessary analysis to determine the need to continue to protect for an East Side by-pass of the City of Peterborough and, if the need is confirmed, to review the designated route and update the route planning study as appropriate, and further, that this resolution be sent to Peterborough County and the local municipalities.**

Sincerely,


John Kennedy
City Clerk

cc:

Martina Chait-Hartwig, Clerk, Township of Douro-Dummer
Heather Scott, Clerk, Township of Otonabee-South Monaghan



**The Corporation of the
County of Peterborough
and
The Corporations of the Townships of
Asphodel-Norwood, Douro-Dummer,
North Kawartha and Selwyn, and Municipality of Trent Lakes**

**Notice of Complete Application and Public Meeting Concerning an Official Plan
Amendment**

Take notice that the Corporation of the County of Peterborough, together with the Townships of Asphodel-Norwood, Douro-Dummer, North Kawartha and Selwyn have initiated an Official Plan Amendment to the Local Component of the County Official Plan in accordance with Section 22 of the Planning Act. The amendment has been assigned file number 15OP-22010.

The Municipality of Trent Lakes is also initiating a similar Amendment to the Municipality's Official Plan. The Amendment has been assigned as Amendment No. 60.

Purpose and Effect of Amendment

The proposed Official Plan Amendment is housekeeping in nature and adds language to the Local Component of the County Official Plan to address and clarify legislative changes made by the More Homes for Everyone Act, 2022 (Bill 109). These new policies allow each Township to determine complete application requirements for site plans and zoning by-law amendments, sets out requirements for consultation and provides authority for delegation to staff for minor zoning by-law amendments.

The Municipality of Trent Lakes is adding similar complete application requirement policies to the Municipality's Official Plan.

Location of Lands Affected

The Amendments are applicable across the entirety of the Townships listed. Accordingly, no key map has been provided.

Public meetings are being held virtually through video conference and have been scheduled as follows:

- For the Townships of Asphodel-Norwood, Douro-Dummer, North Kawartha and Selwyn: **Wednesday October 19th, 2022 at 9:30am** with County Council.
- For the Municipality of Trent Lakes: **Tuesday November 8th, 2022 at 1:00pm** with Municipal Council

Participation in Public Meetings

For the Townships of Asphodel-Norwood, Douro-Dummer, North Kawartha and Selwyn: Registration to speak at the meeting and written submissions must be directed to Kari Stevenson, Manager of Legislative Services/Clerk at kstevenson@ptbocounty.ca or 705-743-0380 ext. 2101 no later than 9:00 a.m. October 18th, 2022. Written and verbal comments received prior to and during the public meeting will be considered by Council prior to rendering a decision on the Amendment.

For the Municipality of Trent Lakes: Any person may attend the virtual public meeting and make written and/or oral submissions either in support of or in opposition to the proposed amendment. In order to make arrangements to attend the virtual meeting please contact clerk@trentlakes.ca on or before Monday, November 7th, 2022. It is the responsibility of the interested member of the public to have technology in place to connect to the meeting. Written and verbal comments received prior to and during the public meeting will be considered by Council prior to rendering a decision on the Amendment.

Any person may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed Official Plan Amendment.

If a person or public body does not make oral submissions at the public meeting or make written submissions to the Corporation of the County of Peterborough in respect of the proposed Official Plan Amendment, before the approval authority gives or refuses to give approval to the amendment, the person or public body is not entitled to appeal the decision of the approval authority to the Ontario Land Tribunal.

If a person or public body does not make oral submission at the public meeting or make written submissions to the Corporation of the County of Peterborough in respect of the proposed Official Plan Amendment before the approval authority gives or refuses to give approval to the amendment, the

person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the decision for these amendments, you must make a written request to the County of Peterborough or the Municipality of Trent Lakes at the address noted below and quote the appropriate file number(s).

Additional information concerning the amendment is available for public inspection during regular office hours at the County of Peterborough and Local Municipal Offices at the addresses shown below.

County of Peterborough

Keziah Holden, Senior Planner
County of Peterborough
470 Water Street
Peterborough, ON K9H 3M3
Tel: (705) 743-0380 ext. 2402
kholden@ptbocounty.ca

Municipality of Trent Lakes

Adele Arbour, Planner
Municipality of Trent Lakes
760 Peterborough County Road 36
Trent Lakes, ON K0M 1A0
Tel: 705-738-3800/1-800-374-4009 Ext. 234
AArbour@trentlakes.ca



Recommendation:

That the Planning-2022-04 Report, dated October 4, 2022, regarding Zoning By-law Amendment – File: R-04-22 be received; and
That Council receive all comments related to Zoning By-law Amendment – File: R-04-22 (Clark); and
That the By-law to enact the amendment be passed at the appropriate time in the meeting.

Overview:

On behalf of the Owner Charlotte S. Clark, her Agent, Holly Richards-Conley, has applied to amend the existing zoning on the property located at 972 Stony Lake – Dodworth Island, being Roll No. 1522-020-005-72000.

The subject property is currently zoned the Special District 242 Zone (S.D. 242). The Application seeks to permit the redevelopment of an existing on-water boathouse. The footprint/foundation of the existing boathouse is not proposed to change, however, the walls of the proposed boathouse will be flush with the foundation which will create a larger structure.

The effect of the Zoning By-law Amendment is to amend the Special District 242 Zone (S.D. 242) to permit the redevelopment of an existing boathouse on the existing footprint/foundation with a maximum length of 9.55 metres, a maximum width of 8.84 metres and a maximum height of 4.57 metres.

A copy of the draft By-law is attached to this Report.

Conformity to Provincial Policy Statement (PPS) and A Place to Grow, Growth Plan for the Greater Golden Horseshoe (Growth Plan):

In correspondence dated September 22, 2022, ORCA indicated that the application is consistent with the applicable sections of the PPS and Growth Plan. A copy of the ORCA correspondence is attached to this Report and summarized in the Comments section.

Conformity to Official Plan:

The subject property is designated Seasonal Residential and Environmental Constraint as illustrated on Schedule 'A4-3' to the Official Plan. The existing boathouse is located over the bed of Stony Lake, however, the following policies are applicable in the review of this application.

Section 6.2.15.3(h) states that existing uses, together with an amount of land sufficient for the siting of those uses at their present location, shall be recognized as conforming uses despite being designated Environmental Constraint. The Township shall discourage the expansion of any existing use beyond the limits recognized in the Zoning By-law.

Section 6.2.5.3 (h) encourages the preservation of the naturally-vegetated shoreline in order to minimize destruction to the shoreline and wetbeach habitat, minimize visual impact on the waterbody, maintain wildlife habitats and corridors and improve water quality.

A boathouse is a permitted use and may encroach into the 30 metre setback provided that the property owner can demonstrate to the Township and the authority having jurisdiction over the waterway (i.e. Parks Canada/Trent Severn Waterway (TSW)), that it will not negatively affect the waterfront environment (S. 6.2.5.3 (h)).

A TSW permit was obtained and a copy is attached to this Report.

Structures legally existing as of October 22, 2008, that do not comply with the required setback provision that require replacement due to structural defects, other natural causes or by permission of the Township are permitted to be replaced on the same footprint and may only be enlarged in accordance with the provisions of the Zoning By-law, and where the enlargement does not further encroach into the 30 metre setback (S. 6.2.5.3 (h)).

A Pre-consultation meeting was held on March 3, 2022. The pre-consultation meeting indicated that the existing boathouse is compromised. The owners request, to rebuild the boathouse on the existing foundation but with the walls flush with the outside edge of the foundation, triggered the need for a zoning by-law amendment since the Township Zoning By-law does not permit the enlargement of the boathouse.

In support of the zoning by-law amendment application, a Planning Justification Report was requested and the need for ORCA and TSW permits were identified. A natural heritage evaluation/hydrological evaluation was not requested since the existing foundation is not changing and will not further encroach into the natural features present on the property.

A Planning Justification Report was prepared by Kevin M. Duguay Community Planning and Consulting Inc., dated June 27, 2022 and a copy is attached to this Report. The Planning Justification Report concluded that the proposed Zoning By-law Amendment is consistent with the PPS, conforms to the Growth Plan, and is in keeping with the general purpose and intent of the policies of the Township Official Plan.

The proposed Zoning By-law Amendment appears to conform to the Official Plan.

Comments:

- Enbridge Gas Inc.: No objections to the application.

- Curve Lake First Nation (CLFN): Questions concerning the enlargement of the boathouse, whether a Parks Canada permit was applied for and the nature thereof and whether the shoreline will be impacted.
- Kawartha Pine Ridge District School Board (KPRDSB): KPRDSB has reviewed the application and has not identified any concerns or issues related to their mandate.
- Otonabee Region Conservation Authority (ORCA): The application is consistent with PPS Section 3.1.4 b) regarding natural hazards (development within a floodway). The application conforms to Growth Plan Section 4.2.3.1 e) regarding key hydrologic features, key hydrologic areas and key natural heritage features. The site is regulated by ORCA and permits from their agency will be required prior to any construction, site alteration or further development. The subject property is not located within an area that is subject to the policies contained in the Source Protection Plan.
- At the time of writing this report, no comments had been received from the public.

Conclusion:

The questions from Curve Lake First Nation were addressed by Township Staff and the Agent for the Owner. In correspondence dated September 16, 2022, CLFN accepted the responses and offered no further questions or concerns. A copy of the correspondence is attached to this Report.

The proposed Zoning By-law Amendment appears to conform to the Official Plan, is consistent with the PPS and conforms to the Growth Plan.

Financial Impact:

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

Strategic Plan Applicability: N/A

Sustainability Plan Applicability: N/A

Report Approval Details

| | |
|----------------------|--|
| Document Title: | Staff Report regarding Zoning By-law Amendment R-04-22 - Clark.docx |
| Attachments: | <ul style="list-style-type: none"> - R-04-22 - Draft By-law.pdf - ORCA R-04-22; Clark 972 Stoney Lake Dodsworth Island; PPLD-2244.pdf - R-04-22 TSW Permit.pdf - KMD Planning Justification Dodsworth-For Submission.pdf |
| Final Approval Date: | Sep 28, 2022 |

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

Martina Chait-Hartwig

Elana Arthurs

The Corporation of the Township of Douro-Dummer

By-law Number 2022-XX

**Being a By-law to amend By-law Number 10-1996, as amended,
otherwise known as "The Township of Douro-Dummer
Comprehensive Zoning By-law"**

Whereas By-law Number 10-1996, as amended, regulates the use of land and the use and erection of buildings and structures within the Township of Douro-Dummer;

And Whereas Section 34 of The Planning Act, RSO 1990, as amended, permits the Council to pass an amending Zoning By-law;

And Whereas the Council of the Township of Douro-Dummer deems it advisable to amend By-law No. 10-1996 as amended;

Now Therefore the Council of the Township of Douro-Dummer hereby enacts as follows:

1. The area affected by this By-law consists of land located at 972 Stony Lake-Dodworth Island, Dummer Ward, in the County of Peterborough, as indicated on Schedule "A" attached hereto, and forming part of this By-law, more particularly described as:

**Part Lot 33, Concession 6 (Dummer Ward)
Lot 15 and Part Lot 16, Plan 6
972 Stony Lake – Dodworth Island
Roll No.: 1522-020-005-72000**

2. Section 21.242 - Special District 242 Zone (S.D. 242) is amended by deleting subsection 21.242.2 in its entirety and replacing it as follows:

21.242.2 Special Provisions

21.242.2.1 Notwithstanding Sections 3.1.6 f) and 3.28.1 c) of By-law No. 10-1996, as amended, the redevelopment of an existing boathouse on the existing foundation with a maximum length of 9.55 metres, a maximum width of 8.84 metres and a maximum height of 4.57 metres shall be permitted subject to the requisite permits being obtained.

21.242.2.2 All minimum setbacks for all buildings and structures, existing at the time of passing of this By-law shall be shown on the Site Plan by Elliot and Parr (Peterborough) LTD., Ontario Land Surveyor, dated August 15, 2022 and attached to this by-law as Schedule 'B'.

All provisions and regulations of the Island Residential (IR) Zone of By-law 10-1996, as amended, shall apply to any further development, not shown on the above noted Plan of Survey, on the subject property.

3. All other relevant provisions of By-law 10-1996, as amended, shall apply.

If no notice of objection is filed with the Acting Clerk within the time provided, this By-law shall become effective on the date of passing hereof, subject to the provisions of The Planning Act, RSO 1990, as amended.

Passed in Open Council this 4th day of October, 2022.

Mayor, J. Murray Jones

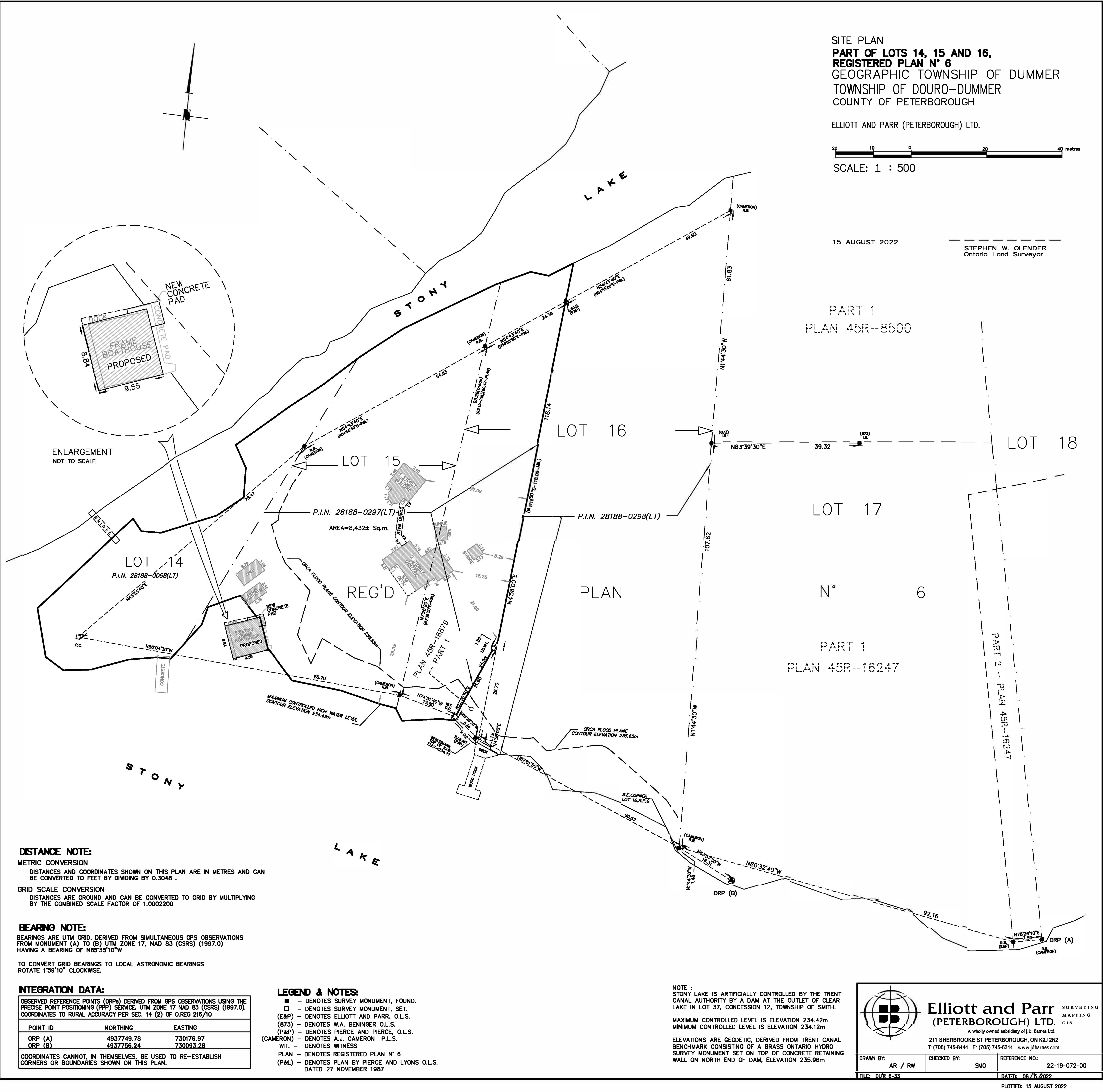
Acting Clerk, Martina Chait-Hartwig

[illegible]

Subject lands zoned 'Special District 242 Zone (S.D. 242)'

Mayor, J. Murray Jones

Acting Clerk, Martina Chait-Hartwig





September 22, 2022

Christina Coulter, Planner
Township of Douro Dummer
Warsaw, Ontario,
K0L 3A0

**Re: File: R-04-22, Clark, 972 Stoney Lake-Dodsworth Island, Township of Douro Dummer;
Roll# 1522.020.005.72000; ORCA File: PPLD-2244**

Dear Christina Coulter,

The Otonabee Region Conservation Authority (Otonabee Conservation/ ORCA) has received the circulated *Planning Act* application to rezone the subject property. Otonabee Conservation staff have reviewed the information in accordance with our mandate and policies and offer the following comments.

According to the circulation, the application proposes to amend the existing zoning of a parcel of land from the current Special District 242 Zone (S.D. 242 to permit the redevelopment of an existing boathouse on the existing foundation with a maximum length of 9.55 metres, a maximum width of 8.84 metres and a maximum height of 4.57 metres.

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

1. *Otonabee Conservation has reviewed this application through our mandated authority under Ontario Regulation 686/21, pursuant to the Conservation Authorities Act, to ensure consistency to natural hazards policies in any policy statement or provincial plan issued under the Planning Act.*

Otonabee Conservation mapping and the survey on file indicates the area of the proposed development is within the flooding hazard (highest recorded elevation) of Stoney Lake. While the Provincial Policy Statement (PPS) typically directs development outside natural hazards, PPS section 3.14b states that: *despite policy 3.1.2, development and site alteration may be permitted in certain areas associated with the flooding hazard along river, stream and small inland lake systems: [a...], b) where the development is limited to uses which by their nature must locate within the floodway, including flood and/or erosion control works or minor additions or passive non-structural uses which do not affect flood flows.*

The application is to permit the redevelopment of an existing in-water boathouse, which by its nature requires to be at that location, and as the foundation is not being enlarged it will not affect flood flows. **Therefore, it is the opinion of Otonabee Conservation that the application is consistent with PPS section 3.14b.**

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

A review of available information indicates the area of the development is within 120 metres of a key hydrologic feature (Stoney Lake). Growth Plan for the Greater Golden Horseshoe Policies (GPGGH) 4.2.3.1e states: *Outside of settlement areas, development or site alteration is not permitted in key natural heritage features that are part of the Natural Heritage System for the Growth Plan or in key hydrologic features, except for...e) expansions to existing buildings and structures, accessory structures and uses, and conversions of legally existing uses which bring the use more into conformity with this Plan, subject to demonstration that the use does not expand into the key hydrologic feature or key natural heritage feature or vegetative protection zone unless there is no other alternative, in which case any expansion will be limited in scope and kept within close geographical proximity to the existing structure.*

As the application intends not to change the existing foundation, the development will not expand further into the key hydrologic feature (Stoney Lake). **Therefore, it is the opinion of Otonabee Conservation that the application conforms to GPGGH 4.2.3.1e.**

3. *Otonabee Conservation has reviewed the application through a regulatory lens. Under Ontario Regulation 167/06, this Authority's 'Development, Interference with Wetlands and Alterations to Shorelines and Watercourses' regulation under Section 28 of the Conservation Authorities Act, any development, interference with or alteration within a*

flooding hazard, erosion hazard, watercourse, wetland and their adjacent lands/areas of interference requires a permit from the Authority. When an application is circulated under the Planning Act will also require an Otonabee Conservation permit, it is the practice of the Authority to establish the policy requirements of both processes during the planning stage.

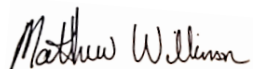
Otonabee Conservation mapping indicates the property is subject to Ontario Regulation 167/06 Otonabee Conservation's "development, interference with wetlands and alterations to shorelines and watercourses" regulation. **The site is regulated by this agency. Permits from this agency will be required prior to any construction, site alteration or further development.**

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

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

If you have any questions, please do not hesitate to call.

Yours truly,

A handwritten signature in black ink that reads "Matthew Wilkinson". The signature is written in a cursive, flowing style.

Matthew Wilkinson
Planner



Trent-Severn Waterway
National Historic Site
parkscanada.gc.ca

Lieu Historique National
de la Voie-Navigable-
Trent-Severn Waterway
parkscanada.gc.ca

PERMIT NO. 200005

Approved February 4, 2021

Extension February 7, 2022

Charlotte Clark
758 Cassia Place
Chula Vista, California
91910

OWNER: Charlotte Clark

LOCATION OF WORK: Fronting Lot 15, Part Lot 16, Plan 6, Township of
Douro-Dummer (Geographic Township of Dummer),
County of Peterborough and locally known as 972
Dodworth Island

PERMISSION IS GRANTED TO:

- 1) Remove existing boathouse
- 2) Install new boathouse

Subject to the project specific special conditions listed in Appendix A attached.

Fronting the above stated property on Stoney Lake this permit is valid until February 7, 2023. **Be advised that no In-Water or Shoreline Works are permitted between October 15 to June 30 (inclusive) of any year.** Only projects for which permission has been granted may be undertaken.

Approved by

TRENT-SEVERN WATERWAY
NATIONAL HISTORIC SITE OF CANADA
2155 Ashburnham Drive
P.O. Box 567
Peterborough, ON K9J 6Z6
Phone: (705) 750-4900
Email: on-tsw-nhst-permits-permits@pc.gc.ca

Page 1 of 9



Parks
Canada

Parcs
Canada

Canada



Appendix A

- **This permit does not come into full force and effect until it is returned to the Trent-Severn Waterway office in Peterborough signed and dated. Once returned it shall be taken as indicating acceptance of the conditions of this approval and acknowledgment that the details of the proposal as described in this permit are a fair and accurate representation of the proposed undertaking.**
- Notice 2 days in advance to the Trent-Severn Waterway is required regarding the commencement of work.
- The applicant agrees that Trent-Severn Waterway staff may visit the site before, during and after construction for the purpose of determining compliance with any conditions set out in this permit.
- It is acknowledged that it is the responsibility of the proponent's project management team which includes the property owner(s), authorized agent and contractors to implement the conditions of this permit.
- A copy of this permit must be on site at all times during the duration of the project.
- The last page of this permit shall be posted in a visible location at the properties entrance and waterfront for the duration of the project.

Print Name: _____ Date: _____

Signed: _____ Date: _____

NOTE: Stoney lake has a coldwater fish timing window which applies to it in addition to the warmwater fish timing window. This coldwater timing window, restricts in-water and shoreline work from occurring between October 15 to May 31 each year.

If either of the following conditions are met the work contained within Appendix A may proceed within the coldwater fish timing window. Documentation of site conditions shall be forwarded to Trent-Severn Waterway Staff to confirm site conditions prior to the start of any work.

- The water level is below the area being worked on and the work area is dry.
- The ice is solid to the bottom and any ice removal required does not create open water and or does not allow water into the work area.

Regardless of the above conditions, no work shall take place between March 15 to June 30 (inclusive) of any year.

At any time during the work if the above conditions are not met all work shall stop immediately and this office shall be contacted and notified of the situation.

This timing window exemption is only for this project and does not extend to other potential projects that front this property or other potential projects fronting other properties on Stoney Lake.



NOTE: Parks Canada's records indicate the potential presence of Species at Risk (SAR) in the terrestrial areas of your application, outside of lands and waters under Parks Canada's jurisdiction. Portions of the project site (or areas potentially impacted by the project), located on non-federal lands are subject to applicable provincial and municipal legislation. Furthermore, for project components located on non-federal lands, the requirement for SAR permitting under the Endangered Species Act must be determined through consultation with the Ontario Ministry of Environment, Conservation and Parks. Please check with your local office for further direction or visit: <https://www.ontario.ca/page/how-get-endangered-species-act-permit-or-authorization>.

NOTE: It is noted that the existing 6 ft. by 24 ft. dock was installed without permit sometime in the past and does not conform to the Trent-Severn Waterway Policies for In-Water and Shoreline Works and Related Activities. A new or different dock other than the one shown in the photo below shall not be re-installed. In the future when the existing dock requires repairs or replacement it will be required to come into compliance with the Policies. This may mean either permanent removal or relocation.



NOTE: The existing concrete pier which is to remain does not conform to the Trent-Severn Waterway Policies for In-Water and Shoreline Works and Related Activities. In the future when it requires repairs or replacement it may be required to conform to the Policies which may require an alternative support structure for the boathouse.

CONDITIONS – REMOVAL OF EXISTING BOATHOUSE

The existing boathouse fronting the property indicated in the photos and project description submitted with the application shall be completely removed from the shoreline and lakebed.

The existing concrete pier being approximately 31 ft. in length and 9 ft. in width may be utilized in the construction of the new boathouse.

The rock from the cribs to be removed may be evenly dispersed on the lake bottom to provide fisheries habitat. Rock rubble constitutes valuable fish habitat. Rock rubble that is natural to the lakebed shall not be removed.



The site is to be left in a neat and tidy condition upon completion of the work and all debris or waste, both organic and inorganic in the water and on the land, is to be removed from the site. Turbidity is to be kept to a practical minimum.

Sediment control measures shall be implemented during any in-water work to control turbidity levels. Turbidity curtains, or other appropriate measures, shall be implemented during any in-water work that may result in sedimentation. These shall remain in place until all suspended sediments have settled.

CONDITIONS – BOATHOUSE OVER THE LAKE BED

The new boathouse shall be installed in the same location as the existing boathouse to be removed.

The outside dimensions of the structure including any cribs, the roof eaves, attached walkway or dock over the lakebed (lake ward from the upper controlled navigation level) must fit within a 29 ft. x 31 ft. 4 in. rectangular area immediately adjacent to the shoreline.

See drawings on pages 5 and 6 of this permit.

Attached walkways or docks must be installed at or immediately above the waterline. Excluding the existing concrete pier all attached walkways or docks shall not exceed 8 ft. in total width and 6 ft. in width from the outside of the boathouse wall. No decks are permitted.

The roofline, being the peak of double pitched or hipped roofs shall be no more than 15 ft. above the upper controlled navigation level. Flat roofs are not allowed. No services other than electricity are permitted. Exterior illumination will be designed to minimize light pollution. Materials and colours that blend in with the surrounding landscape will be used. A boathouse may have up to two openings towards the water. Parks Canada suggests that materials other than asphalt shingles (e.g. cedar shingles or steel) be used, where possible, as a roofing material to reduce the potential for asphalt contaminant to enter into the water body. A maximum of one boathouse or boat port is permitted per lot.

A minimum of 50% of the total length of any supporting structures that extend out from the shoreline (lake ward of the upper controlled navigation level) shall be clear, unobstructed open spans. The maximum footprint of the new supporting structures shall not exceed 12 piles being 5 1/2 inches in diameter on the lakebed as proposed.

All parts of the boathouse over the lakebed shall be set back a minimum of 15 ft. from the nearest side yard property boundary and its projection over the lakebed.

Any and all material excavated in the near shore area (upland of the upper controlled navigation level) must be placed upland at least 50 ft. from any watercourse, or in accordance with requirements of another agency, whichever is greater, and must be stabilized to prevent the dredged material from entering or re-entering the water.

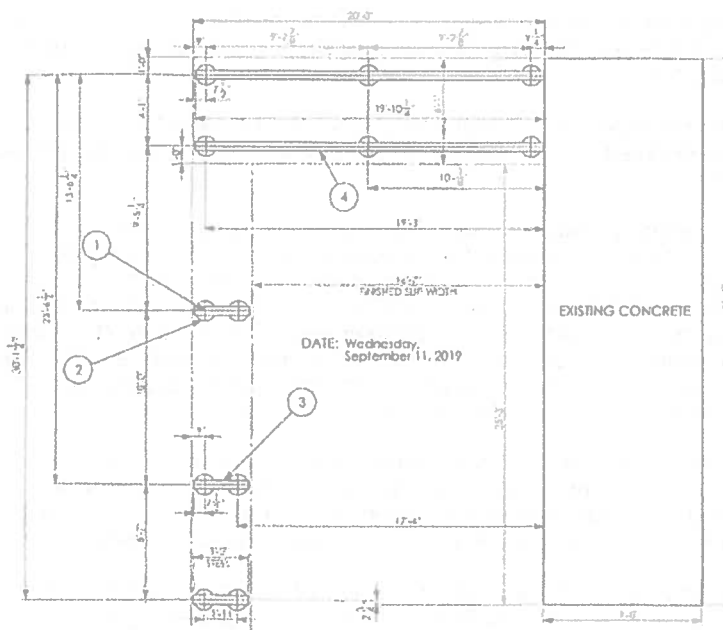
For projects involving the installation of piles, it is the applicant's responsibility to facilitate the removal those piles in the future in cases of compliance notifications or structure modification requirements.

It is the applicant's responsibility to ensure that the approved work meets the requirements of all other Federal and Provincial agencies including the local Township/Municipality.



Extension February 7, 2022

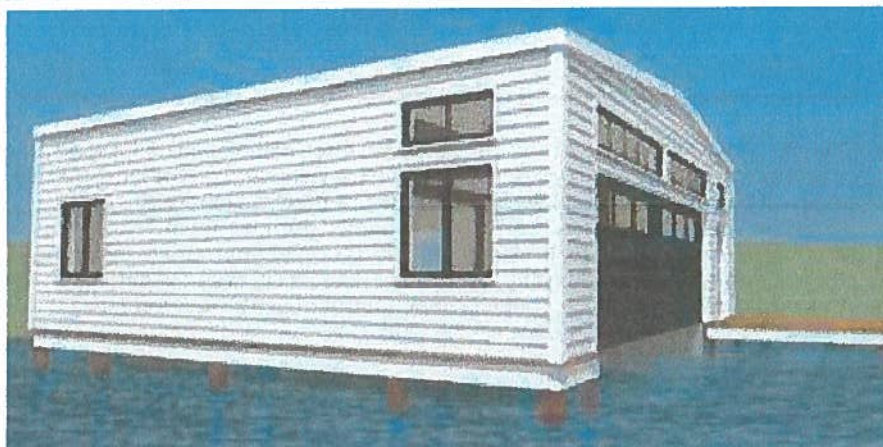
The site is to be left in a neat and tidy condition upon completion of the work and all debris or waste, both organic and inorganic in the water and on the land, is to be removed from the site. Turbidity is to be kept to a practical minimum. Sediment control measures shall be implemented during any work to control turbidity levels if required. Turbidity curtains, or other appropriate measures, shall be implemented during any in-water work that may result in sedimentation. These shall remain in place until all suspended sediments have settled.



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Canada



CONDITIONS – GENERAL (APPLIES TO ALL PROJECTS)

1. Failure to comply with these conditions or limits may be considered a violation of the Historic Canals Regulations, Species at Risk Act and/or the Fisheries Act and may lead to prosecution.
2. The approval is granted based on the information submitted with your application. Any information included with your application found to be falsified, intentionally misleading or incorrect, will result in the immediate cancellation of your approval. Charges under the Historic Canals Regulations or Fisheries Act may result.
3. Applications and approvals to perform work on shorelines and in the waters of the Trent-Severn Waterway are not transferable from one upland property owner to another.
4. No shoreline or in-water work shall be permitted between March 15th and June 30th on the Trent-Severn Waterway and blasting shall not be conducted between March 15th and September 10th.
5. No filling or 'made land' is to take place on the bed of the water body. Made land (fill) placed on the beds of lakes, rivers and streams comprising the Trent-Severn Waterway beyond the upland property owner's deeded property frontage boundary automatically becomes Federal Crown land under the jurisdiction and administration of the Parks Canada Agency. Permanent structures such as boathouses, decks, etc. are considered 'made land'. Care should be taken to ensure that waterfront facilities are constructed on the applicant's upland private property so as not to jeopardize ownership of the facilities.
6. Treated wood will not be allowed where it has contact with the water. Treated wood that meets provincial and federal guidelines will be allowed where it is not in direct contact with water provided the wood is pre-treated and dry. Creosote preservative and wood treated with creosote shall not be used.
7. It is the applicant's responsibility to ensure that the approved work meets the requirements of all other Federal and Provincial agencies and the local municipality. It is the applicant's responsibility to ensure that all federal, provincial, municipal or other agency approvals or permits are obtained prior to commencement of any work.



8. Construction of in-water and shoreline works and related activities may only proceed once all required federal, provincial, municipal or other agency approvals are issued. The work must conform to all required and issued permits. Parks Canada may inspect the work to ensure compliance.
9. The Crown is not responsible for the maintenance or repair of this project or any other work done before or after the period of construction.
10. The Crown is not responsible for any damage, including damage caused by ice or high water.
11. The site is to be left in a neat and tidy condition upon completion of the work and all debris or waste, both organic and inorganic in the water and on the land, is to be removed from the site. Turbidity is to be kept to a practical minimum.
12. The applicant and/or contractor shall not allow any deleterious material as defined in the Fisheries Act (such as sediment), caused by the work to enter or re-enter the water body.
13. Sediment and erosion control measures shall be implemented prior to any shoreline work to prevent entry of sediment into the water. These must be inspected regularly and remain intact and maintained until all disturbed areas have been stabilized following completion of the work.
14. Sediment control measures shall be implemented during any in-water work to control turbidity levels. Turbidity curtains, or other appropriate measures, shall be implemented during any in-water work that may result in sedimentation. These shall remain in place until all suspended sediments have settled.
15. The Department of Fisheries and Oceans has advised that the use of limestone screenings for coffer dams is not an acceptable practice and is therefore not permitted by Parks Canada – Trent-Severn Waterway. Please contact the Department of Fisheries and Oceans directly for advice on appropriate materials to be used for coffer dams, where required.
16. All activities, including maintenance procedures, shall be controlled to prevent the entry of petroleum products, debris, rubble, concrete or other deleterious substances into the water. Vehicular refueling and maintenance shall be conducted away from the water.
17. For project involving the use of concrete, concrete leachate is alkaline and highly toxic to fish and aquatic life. Measures must be taken to prevent any incidence of concrete or concrete leachate from entering the watercourse. All cast in place concrete, grout, mortars etc. should be totally isolated from water and precipitation for a minimum 48 hour period or until significantly cured to allow the pH to reach neutral levels.
18. A copy of this approval must be on site at all times during the duration of the project.
19. The Trent-Severn Waterway retains the right to request that proposed or any on-going shoreline or in-water work be altered or ceased immediately.
20. Should cultural features or artifacts be discovered on the shoreline, the bed of the lake or river or on Federal property, the owner/contractor/agent shall cease work immediately and notify the Trent-Severn Waterway.



Trent-Severn Waterway
National Historic Site
parcsCanada.gc.ca

Lieu Historique National
de la Voie-Navigable
Trent-Severn Waterway
parcsCanada.gc.ca

PERMIT NO. 200005

Approved February 4, 2021

Extension February 7, 2022

21. Unless a written variance has been obtained from the Trent-Severn Waterway and local municipality where applicable (policy 3.1.2), structures that project into the open water from an upland property must be set back a minimum of 4.6 meters (15 ft.) from the nearest side yard property boundary and its projection over the lake or river bed. If the municipal setback in your area is greater, then the municipal setback will apply.
22. Works must not be undertaken fronting municipal shore road allowances and right-of-ways without prior written permission from the Municipality. A copy of any required written consent must accompany the Application for In-Water and Shoreline Works.
23. Shoreline and in-water works fronting right-of-ways require prior written consent from the legal deeded owner(s) of the property. A copy of any required written consent must accompany the Application for In-Water and Shoreline Works.
24. Should the permit time period expire prior to the commencement or completion of in-water or shoreline work, the property owner will be responsible for contacting the Trent-Severn Waterway to request an extension to the work period. Failure to obtain an extension to the work period once a permit has expired is a violation under the Historic Canals Regulations.
25. Disturbance to aquatic and riparian vegetation shall be minimized. There shall be no disturbance to emergent wetland habitat (i.e. cattails and bulrushes). The applicant is responsible for fully restoring any emergent wetland habitat or other habitat inadvertently damaged during construction.
26. Rock rubble, tree stumps and logs on the lake bottom constitute valuable fish habitat. Rock rubble, stumps and logs on the lake bottom shall not be removed and disturbance shall be minimized.
27. It is important to replant trees and shrubs along the shoreline to help stabilize the shoreline and to provide cover for near shore fish habitat.





Trent-Severn Waterway
National Historic Site
parkscanada.gc.ca

Lieu Historique National
de la Voie-Navigable
Trent-Severn Waterway
parkscanada.gc.ca

PERMIT NO. 200005

Approved February 4, 2021

Extension February 7, 2022

Post at property entrance in a visible location

PERMIT FOR SHORELINE AND IN-WATER WORK

PERMIT NO. 200005

LOCATION: 972 DODWORTH ISLAND

WATERBODY: STONEY LAKE

PERMIT VALID: February 7, 2022 to February 7, 2023

For More Information Please Contact

**TRENT-SEVERN WATERWAY
NATIONAL HISTORIC SITE OF CANADA**

2155 Ashburnham Drive

P.O. Box 567

Peterborough, ON K9J 6Z6

Email: on-tsw-vnts.permits-permis@pc.gc.ca

Post at waterfront in a visible location

PERMIT FOR SHORELINE AND IN-WATER WORK

PERMIT NO. 200005

LOCATION: 972 DODWORTH ISLAND

WATERBODY: STONEY LAKE

PERMIT VALID: February 7, 2022 to February 7, 2023

For More Information Please Contact

**TRENT-SEVERN WATERWAY
NATIONAL HISTORIC SITE OF CANADA**

2155 Ashburnham Drive

P.O. Box 567

Peterborough, ON K9J 6Z6

Email: on-tsw-vnts.permits-permis@pc.gc.ca

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Parks
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Parcs
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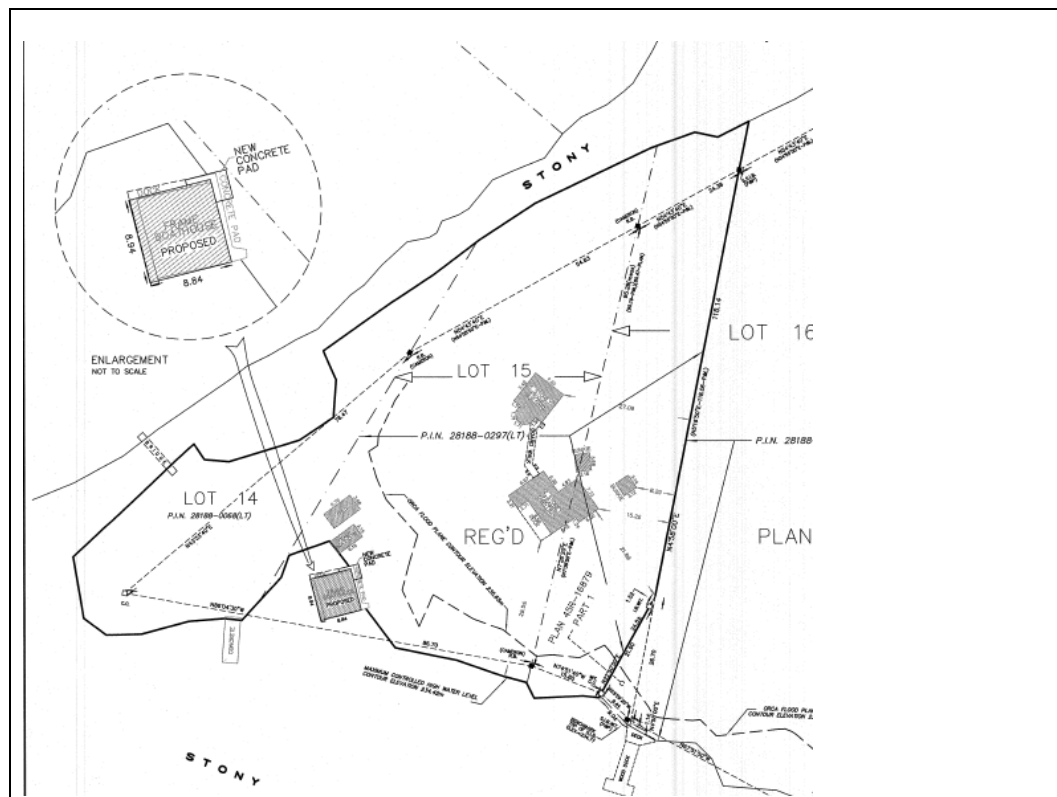


Planning Justification Report (June 27, 2022) Zoning By-law Amendment Application 927 Dodsworth Island, Township of Douro-Dummer County of Peterborough

Introduction

The subject Planning Justification Report has been prepared in support of a Zoning By-law Amendment Application filed with the Township of Douro-Dummer regarding the redevelopment of an on-water existing boathouse located on Stony Lake.

The Property



(Source: Survey, Elliott and Parr, 2022)

The Application seeks to permit the redevelopment of the on-water boathouse located on Stony Lake. The footprint of the existing boathouse is not proposed to change, rather the walls of the proposed boathouse will be flush with the foundation. The walls of the existing boathouse are indented, requiring reconstruction, creating a larger structure. As the Township of Douro-Dummer does not permit new on-water boathouses or the redevelopment which creates a larger boathouse, a Zoning By-law Amendment is required to seek permission for the proposed development.

The proposal requests the following amendments (By-law Exception):

Notwithstanding the provisions in 'Section 8 – Island Residential Zone' and the provisions in 'Section 21.242 – Special District 242 (S.D. 242)', an on-water boathouse shall be permitted with a floor area not exceeding 84.6 square metres.

Analysis

2020 Provincial Policy Statement (2020 PPS)

The 2020 PPS sets forth a series of policies that address a range of land use, planning, development, and related topics on a provincial wide basis.

With respect to the Zoning By-law Amendment Application, the following policies of the 2020 PPS are considered to have direct relevancy:

| Section | Title - Comments |
|----------|--|
| Part III | <p>How to Read the Provincial Policy Statement</p> <p>The provincial policy-led planning system recognizes and addresses the complex inter-relationships among environmental, economic and social factors in land use planning. The Provincial Policy Statement supports a comprehensive, integrated and long-term approach to planning, and recognizes linkages among policy areas.</p> <p>Read the Entire Provincial Policy Statement</p> <p>The Provincial Policy Statement is more than a set of individual policies. It is to be read in its entirety and the relevant policies are to be applied to each situation. When more than one policy is relevant, a decision-maker should consider all of the relevant policies to understand how they work together. The language of</p> |

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| | <p>each policy, including the Implementation and Interpretation policies, will assist decision-makers in understanding how the policies are to be implemented.</p> <p>While specific policies sometimes refer to other policies for ease of use, these cross-references do not take away from the need to read the Provincial Policy Statement as a whole.</p> <p>There is no implied priority in the order in which the policies appear.</p> <p>Opinion: The entire document has been read for the purpose of preparing this Planning Justification Report.</p> |
| 1.0 | <p>Building Strong Healthy Communities</p> <p>Ontario is a vast province with urban, rural, and northern communities with diversity in population, economic activities, pace of growth, service levels and physical and natural conditions. Ontario's long-term prosperity, environmental health and social well-being depend on wisely managing change and promoting efficient land use and development patterns. Efficient land use and development patterns support sustainability by promoting strong, liveable, healthy and resilient communities, protecting the environment and public health and safety, and facilitating economic growth.</p> |
| 1.1.1 | <p>Healthy, liveable and safe communities are sustained by:</p> <ul style="list-style-type: none"> a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term; b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs; c) avoiding development and land use patterns which may cause environmental or public health and safety concerns; d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas |

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| | <p>which are adjacent or close to settlement areas;</p> <p>Opinion: The use of an on-water boathouse is in keeping with development and land use patterns in the local area.</p> |
| 1.1.3 | <p>Settlement Areas</p> <p>Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages and hamlets. Ontario's settlement areas vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of infrastructure available.</p> <p>Opinion: The subject property is not part of a Rural Settlement Area.</p> |
| 1.1.4 | <p>Rural Areas in Municipalities</p> <p>Rural areas are important to the economic success of the Province and our quality of life. Rural areas are a system of lands that may include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and other resource areas. Rural areas and urban areas are interdependent in terms of markets, resources and amenities. It is important to leverage rural assets and amenities and protect the environment as a foundation for a sustainable economy.</p> <p>Ontario's rural areas have diverse population levels, natural resources, geographies and physical characteristics, and economies. Across rural Ontario, local circumstances vary by region. For example, northern Ontario's natural environment and vast geography offer different opportunities than the predominately agricultural areas of southern regions of the Province.</p> <p>Opinion: The property is considered Rural in the Provincial Policy Statement.</p> |
| 1.1.5 | <p>Rural Lands in Municipalities</p> <p>1.1.5.1 When directing development on rural lands, a planning authority shall apply the relevant policies of Section 1: Building Strong Healthy Communities, as well as the policies of Section 2: Wise Use and Management of Resources and Section 3:</p> |

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| | <p>Protecting Public Health and Safety.</p> <p>1.1.5.2 On rural lands located in municipalities, permitted uses are:</p> <p>a) the management or use of resources;</p> <p>c) limited residential development;</p> <p>f) other rural land uses.</p> <p>1.1.5.4 Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.</p> <p>Opinion: The Zoning By-law Amendment Application for the on-water boathouse takes advantage of local resources (Stony Lake).</p> |
| 1.6 | Infrastructure and Public Service Facilities |
| 1.6.6.4 | <p>Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts. In settlement areas, individual on-site sewage services and individual on-site water services may be used for infilling and minor rounding out of existing development.</p> <p>Opinion: The property relies upon private water and waste-water facilities.</p> |
| 2.1 | <p>Natural Heritage</p> <p>2.1.1 Natural features and areas shall be protected for the long term.</p> <p>2.1.6 Development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements.</p> <p>Opinion: The rezoning of this property will have a minimal impact on Natural Heritage as the foundation for the boathouse is not proposed to change.</p> |

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

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

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

Relative to the Zoning By-law Amendment Application, the following policies of the 2019 A Place to Grow Plan are considered to have direct relevancy:

| Policy | Title - Details |
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| 1.2.1 | <p>Guiding Principles</p> <p>The successful realization of this vision for the GGH centres on effective collaboration amongst the Province, other levels of government, First Nations and Métis communities, residents, private and non-profit sectors across all industries, and other stakeholders. The policies of this Plan regarding how land is developed, resources are managed and protected, and public dollars are invested are based on the following principles:</p> <ul style="list-style-type: none">• Support the achievement of complete communities that are designed to support healthy and active living and meet people's needs for daily living throughout an entire lifetime.• Prioritize intensification and higher densities in strategic growth areas to make efficient use of land and infrastructure and support transit viability.• Provide flexibility to capitalize on new economic and employment opportunities as they emerge, while providing certainty for traditional industries, including resource-based sectors.• Support a range and mix of housing options, including second units and affordable housing, to serve all sizes, incomes, and ages of households. |

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| | <ul style="list-style-type: none"> • Improve the integration of land use planning with planning and investment in infrastructure and public service facilities, including integrated service delivery through community hubs, by all levels of government. • Provide for different approaches to manage growth that recognize the diversity of communities in the GGH. • Protect and enhance natural heritage, hydrologic, and landform systems, features, and functions. • Support and enhance the long-term viability and productivity of agriculture by protecting prime agricultural areas and the agri-food network. • Conserve and promote cultural heritage resources to support the social, economic, and cultural well-being of all communities, including First Nations and Métis communities. • Integrate climate change considerations into planning and managing growth such as planning for more resilient communities and infrastructure – that are adaptive to the impacts of a changing climate – and moving towards environmentally sustainable communities by incorporating approaches to reduce greenhouse gas emissions. <p>Opinion: The Application conforms to the policies of Section 1.2.1 of the Plan. The use of the property is compatible with area land uses and does not represent an environmental hazard.</p> |
| 1.2.2 | <p>Legislative Authority</p> <p>This Plan is issued under the authority of section 7 of the Places to Grow Act, 2005. It was approved through an Order in Council under that Act to come into effect on May 16, 2019. This Plan replaces the Growth Plan for the Greater Golden Horseshoe, 2017 that took effect on July 1, 2017.</p> |
| | <p>Read the Entire Plan</p> <p>This Plan is to be read in its entirety and the relevant policies are to be applied to each situation. The language of each policy, including</p> |

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| | <p>the policies in Section 5, will assist decision-makers in understanding how the policies are to be implemented.</p> <p>While some policies refer to other policies for ease of use, these cross-references do not take away from the need to read the Plan as a whole. There is no implied priority in the order in which the policies appear.</p> <p>Opinion: The entire document has been read for the purpose of preparing this Planning Justification Report.</p> |
| 2.2 | <p>Policies for Where and How to Grow</p> <p>2.2.1 Managing Growth</p> <p>1. Population and employment forecasts contained in Schedule 3 will be used for planning and managing growth in the GGH to the horizon of this Plan in accordance with the policies in subsection 5.2.4.</p> <p>2. Forecasted growth to the horizon of this Plan will be allocated based on the following:</p> <p>a) the vast majority of growth will be directed to settlement areas that:</p> <ul style="list-style-type: none"> i. have a delineated built boundary; ii. have existing or planned municipal water and wastewater systems; and iii. can support the achievement of complete communities; <p>Opinion: The property does not form part of a designated rural settlement area.</p> |
| | <p>c) within settlement areas, growth will be focused in:</p> <ul style="list-style-type: none"> i. delineated built-up areas; ii. strategic growth areas; iii. locations with existing or planned transit, with a priority on higher order transit where it exists or is planned; and iv. areas with existing or planned public service facilities; |

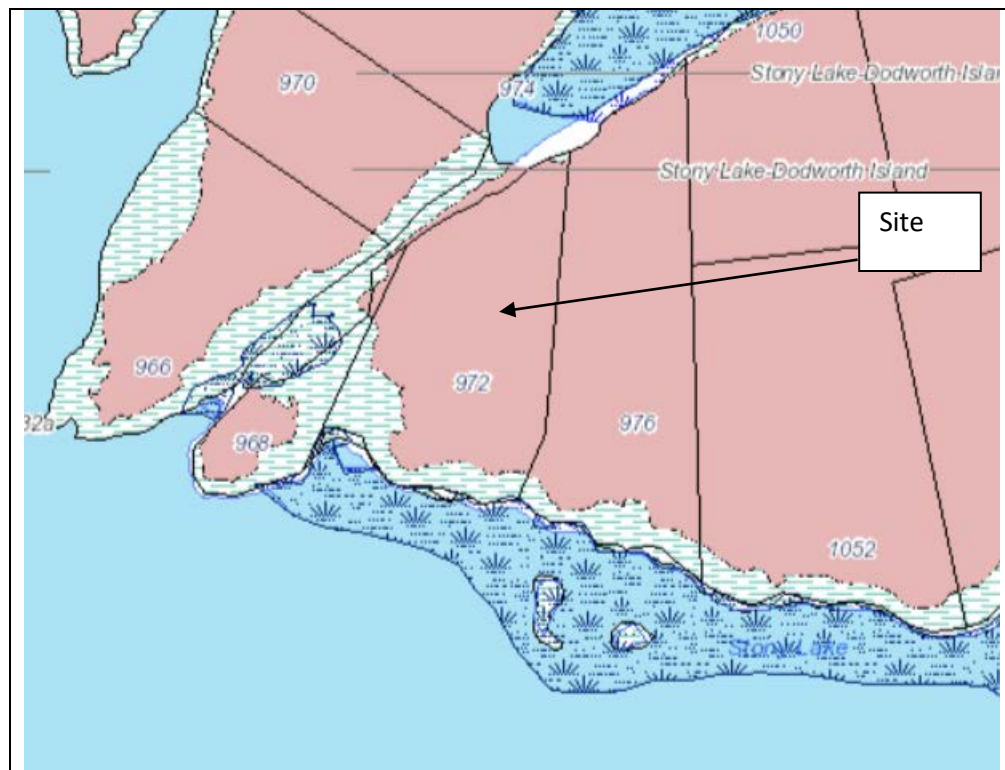
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| | <p>d) development will be directed to settlement areas, except where the policies of this Plan permit otherwise;</p> <p>Opinion: The property does not form part of a designated rural settlement area.</p> |
| 2.2.9 | Rural Areas |
| 2.2.9.1 | <p>1. Municipalities are encouraged to plan for a variety of cultural and economic opportunities within rural settlements to serve the needs of rural residents and area businesses.</p> <p>Opinion: The property does not form part of a rural settlement area, but rather, it forms part of a resource-based area (Stony Lake).</p> |
| 2.2.9 | <p>3. Subject to the policies in Section 4, development outside of settlement areas may be permitted on rural lands for:</p> <p>a) the management or use of resources;</p> <p>b) resource-based recreational uses; and</p> <p>c) other rural land uses that are not appropriate in settlement areas provided they:</p> <p>i. are compatible with the rural landscape and surrounding local land uses;</p> <p>ii. will be sustained by rural service levels; and</p> <p>iii. will not adversely affect the protection of agricultural uses and other resource-based uses such as mineral aggregate operations.</p> <p>Opinion: The use of the property can be sustained by rural service levels and is compatible with area properties.</p> |
| 4.2.3.1 | <p>Outside of settlement areas, development or site alteration is not permitted in key natural heritage features that are part of the Natural Heritage System for the Growth Plan or in key hydrologic features except for:</p> <p>e) expansions to existing buildings and structures, accessory structures and uses and conversions of legally existing uses which bring the use more into conformity with this Plan, subject to</p> |

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| | <p>demonstration that the use does not expand into the key hydrologic feature or key natural heritage feature or vegetative protection zone unless there is no other alternative, in which case any expansion will be limited in scope and kept within close geographical proximity to the existing structure.</p> <p>Opinion: The proposed boathouse will maintain the existing foundation and will not further encroach into the Natural Heritage System.</p> |
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It is our professional planning opinion that the Zoning By-law Amendment Application is in Conformity with the policies of the 2019 Growth Plan.

Township Official Plan

The property is currently designated as "Seasonal Residential" and "Environmental Constraint".



(Source: County of Peterborough Website, June 2022)

County of Peterborough Official Plan

| Section | Title – Comments |
|---------|--|
| 2.3 | <p>Local Official Plans</p> <p>It is the intent, and a requirement of the Planning Act that local official plans shall conform to this Plan and be one of the primary means of implementing the policies herein.</p> <p>In the event of a conflict between the provisions of a local official plan and the provisions of this Plan, the provisions of this Plan shall prevail to the extent of that conflict except where the local plan is more restrictive.</p> |
| 2.4 | <p>Local Zoning By-laws</p> <p>When this Plan or any part thereof takes effect, every local zoning by-law shall be amended by the local municipalities to conform with this Plan pursuant to the Planning Act. The Amendments to the zoning by-laws should occur after the local Official Plan has been amended to conform to this Plan.</p> |
| 6.2.5 | Seasonal Residential |
| 6.2.5.1 | <p>General Principles</p> <p>Tourism and recreational activities are prevalent in the Township due to the presence of the Kawartha Lakes/Trent-Severn Waterway.</p> <p>Small areas of the Township are accessed only by means of private right-of-ways which are not maintained during the winter months or by water access only. This designation and policies are designed to recognize those seasonal land uses and govern their development. For the purposes of this plan, the terms “cottage” and “seasonal residence” are used interchangeably.</p> |
| 6.2.5.2 | <p>Permitted Uses</p> <p>The predominant use of land within the Seasonal Residential designation shall be for seasonal cottages. This category may include retail and service commercial needs of cottage residents.</p> |

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| 6.2.5.3 | <p data-bbox="410 195 812 226">Seasonal Residential Policies</p> <ul style="list-style-type: none"> <li data-bbox="459 275 1422 575">a) The uses permitted in Seasonal Residential areas and regulations for such uses shall be defined in the implementing Zoning By-law. Regard shall be had to the protection of cottages from incompatible uses. Provision will be made for adequate setbacks from property lines, for lands to be set aside in certain cases for landscaping and buffering purposes, for off-street parking facilities, prohibition of nuisances and control over outside storage. <li data-bbox="459 621 1422 730">b) Certain areas designated Seasonal Residential may be zoned in a rural or holding category until required for their ultimate development. <li data-bbox="459 774 1422 961">h) General The preservation of naturally-vegetated shoreline is encouraged in order to minimize destruction to the shoreline and wetbeach habitat, minimize visual impact on the waterbody, maintain wildlife habitats and corridors and improve water quality. <p data-bbox="508 1003 1422 1499">In this regard, structures permitted in the Seasonal Residential designation, including leaching beds of septic systems, on lots created by consent or plan of subdivision after the date Official Plan Amendment No.3 comes into effect, shall be set back a minimum of 30 metres from the shoreline of any lake or major watercourse (i.e. Trent River, Eels Creek, Otonabee River, Rice Lake, Crowe River) in order to ensure adequate protection from changes in water level and flooding and to ensure maintenance of water quality and the protection of fish and wildlife habitats. Applications to create lots within the Seasonal Residential designation, either by consent or plan of subdivision, shall demonstrate that this 30 metre setback requirement can be met on the proposed lot(s).</p> <p data-bbox="508 1537 779 1568">Permitted Exceptions</p> <p data-bbox="508 1608 1422 1829">Notwithstanding anything in this section to the contrary, structures such as pump houses, boat houses, docks, open decks and stairs shall be a permitted use and may encroach into the 30 metre setback without a minor variance provided that the property owner can demonstrate to the Township's satisfaction and, if</p> |
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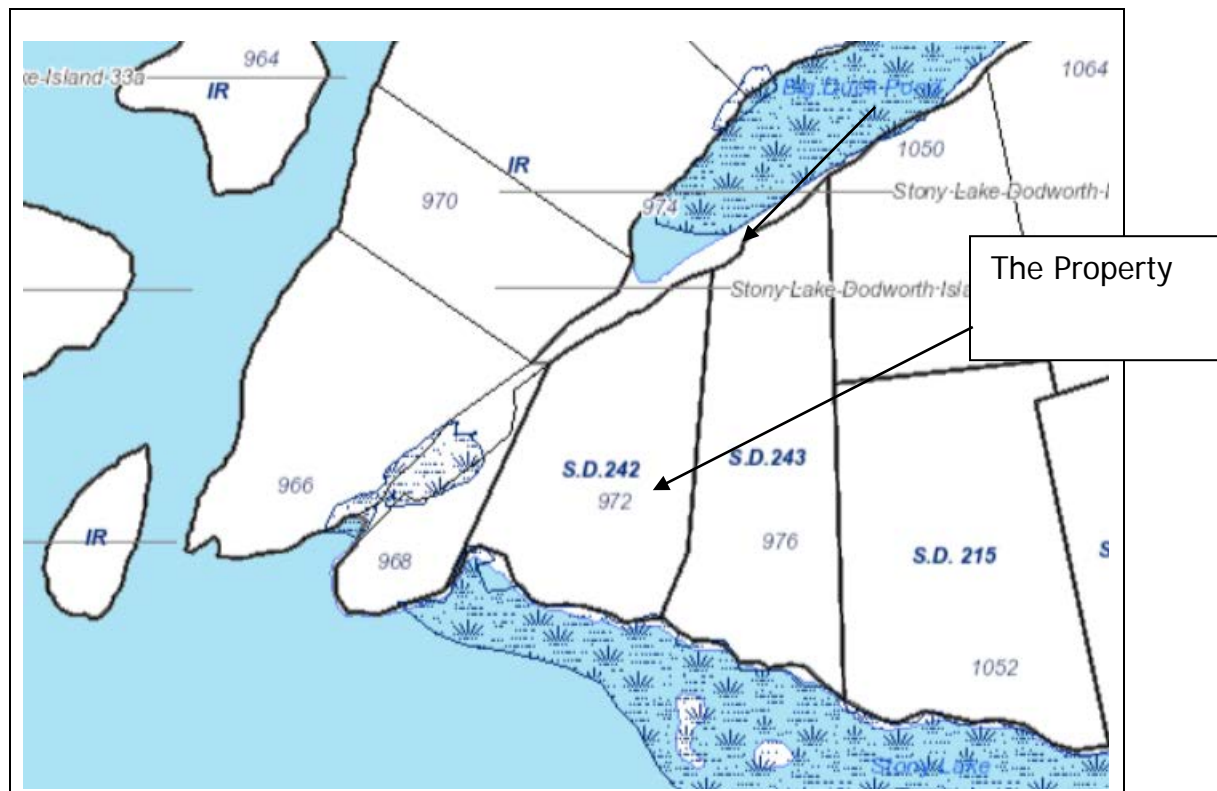
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| | <p>appropriate, the authority having jurisdiction over the waterway, that it does not negatively affect the waterfront environment. If addressed in the Zoning By-law, applicable standards must be met (i.e. deck width, area, etc.).</p> <p>Structures legally existing as of the date Official Plan Amendment No.3 comes into effect (October 22, 2008) that do not comply with the required setback provision that require replacement due to structural defects or destruction by fire or other natural causes or by permission of the Township will be permitted to be replaced on the same footprint and may only be enlarged in accordance with the provisions of the Zoning By-law, and where the enlargement does not further encroach into the 30 metre setback.</p> <p>Sewage system leaching beds requiring replacement due to structural damage or malfunction should be set back a minimum of 30 metres from the high water mark if possible or to the greatest setback that is achievable to the satisfaction of the Peterborough County-City Health Unit. Due to their importance to ensuring public health and/or safety, a minor variance will not be required in the case where the replacement leaching beds must be located within the 30 metre water setback.</p> <p>Opinion: The County of Peterborough permits boat houses within 30 metres of the high water mark. Further, building permits from Trent-Severn Waterway have been obtained regarding the proposed boathouse reconstruction work.</p> |
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It is our professional planning opinion that the proposed Zoning By-law Amendment Application is in keeping with the general purpose and intent of the policies of the Official Plan.

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

The property is currently zoned 'Special District – 242 (S.D. 242)'.

Zoning Map Detail



(Source: County of Peterborough Website, June 2022)

The required amendment is summarized as follows, (By-law exception):

Notwithstanding the provisions in 'Section 8 – Island Residential Zone' and the provisions in 'Section 21.242 – Special District 242 (S.D. 242)', an on-water boathouse shall be permitted with a floor area not exceeding 84.6 square metres.

The property is zoned 'Special District 242 (S.D. 242)' in the Township of Douro-Dummer's Comprehensive Zoning By-law.

The Comprehensive Zoning By-law does not permit on-water boathouses. However, as this is a redevelopment of a legal non-conforming use/building, the proposed reconstruction can proceed by way of a Zoning By-law Amendment.

The proposed boathouse will maintain the footprint/foundation of the existing boathouse. At present, the walls of the existing boathouse sit on the inner lip of the foundation and the proposed boathouse seeks to have the walls bumped out, creating a

slightly larger structure. The use will remain as an on-water boathouse without expanding the foundation.

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

Summary

It is our Professional Planning Opinion that the Zoning By-law Amendment Application, serving to permit the existing on-water boathouse:

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

Respectfully Submitted,

Prepared by:



Laura Stone, Planner

Reviewed by:



Kevin M. Duguay, MCIP, RPP

R-17-21 & Site Plan Application, Paterson & Carrington - 4034 Centre Road

Delegation to Council

We are asking Council to approve our site plan application. We feel that the concerns brought forward by the Bolton family are valid, however, separate from our application as they relate to issues outside the boundaries of our property.

The following summarized highlights support why we believe our application should be approved:

- Concern regarding water direction /flow is a pre-existing condition dating from 2013.
- Proposed site plan (see attached) visibly indicates the culverts in question are outside the boundaries of 4034 Centre Road.
- Proposed site plan clearly indicates water direction/flow to have no negative impact on surrounding properties.
- Proposed landscaping plan (see attached) shows most of the new planting is developed as native landscape, providing a buffer for the west run off collection feature, as well as, shelter, food, and pollination sources for a variety of wildlife.
- The Township peer reviewer, DM Wills, has signed off in support of all facets of the application, including, Site Plan, Environmental Impact Study, Archaeological Study (also approved by the Ministry of Heritage, Sport, Tourism, Culture Industries), and the Landscaping Plan.
- Also, in support of the application are the Otonabee Region Conservation Authority and the Curve Lake First Nation.

NOTATION:

DATA FOR THIS PLAN DERIVED FROM THE ENGINEERING SITE PLAN
OF M.J. DAVENPORT & ASSOCIATES LIMITED - 5883-028 - APRIL 2021

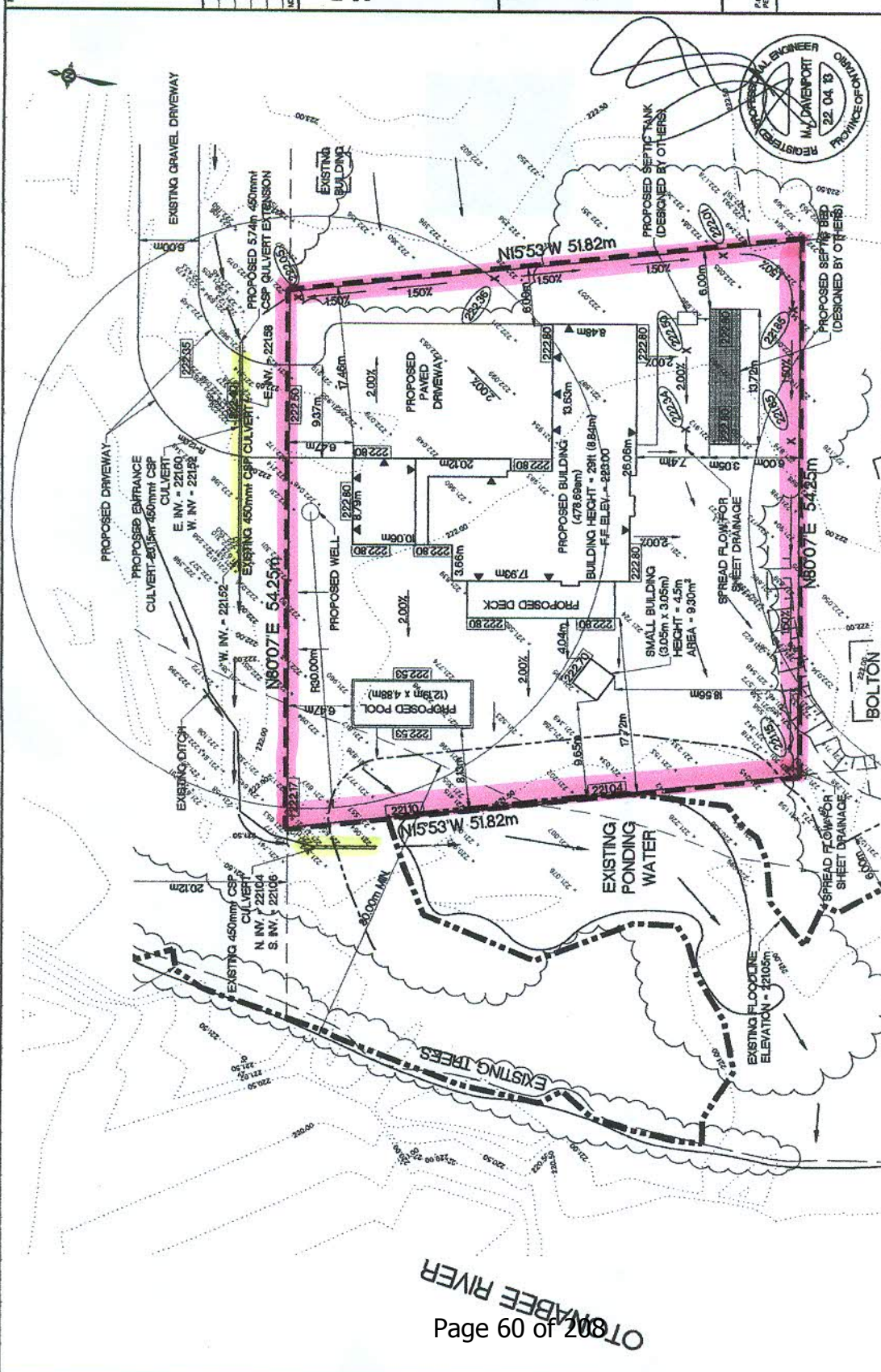
STATEMENT

THIS PLAN INTENDS TO SERVE AS A GUIDELINE FOR YOUR FUTURE
LANDSCAPE DEVELOPMENT. THE FOCUS IS ON THE PERIMETER EDGES
AS THE PRIORITY TO DEMARCAT & TO PROVIDE FOR PRIVACY.

THE MAJORITY OF THE EDGE IS DEVELOPED AS A NATIVE LANDSCAPE
PROVIDING SHELTER, FOOD & POLLINATION SOURCES FOR A VARIETY OF
WILDLIFE.

AS THIS IS A NEWLY CONSTRUCTED RESIDENCE WE RECOMMEND THAT
THE INTERNAL GARDENS SHOULD BE DEVELOPED AFTER A PERIOD OF
OCCUPANCY SO THAT PATTERNS & HABITS ARE ESTABLISHED.





0.25m (MIN)

0.75m (MAX)

6.0m SETBACK FROM EXISTING FLOODLINE

TYPICAL SWALE SECTION

NOTE:
1. THIS DRAWING MUST NOT BE INTERPRETED AS A LOCATION SURVEY PREPARED BY AN ONTARIO LAND SURVEYOR. THIS DRAWING IS FOR GRADING ONLY.

Request to Address Council

If you would like to attend as a delegation before Council for the Township of Douro-Dummer or the Committee of the Whole, you must complete this form and submit it to the Municipal Office. Please note that the deadline for delegation requests is 12-noon, on the Tuesday prior to the meeting date (seven days before the meeting date).

A copy of any presentation or supporting materials is also required to be submitted at 12-noon, on the Tuesday prior to the meeting date. The only formats accepted are as follows: PFD, PowerPoint, Word, Excel or Jpeg.

Please note that as per Procedural By-law 2021-73, only three Delegations shall be scheduled for each meeting. The time limit of 10 minutes shall be strictly enforced.

Name of Individual(s) *

David Paterson; Kathryn Carrington; Ron Davidson and Murray Davenport

Name of Organization:

Please provide the name of the organization you may be representing.

Please Provide an Email Address:

Please provide an email address for contact

Please provide a phone number:

Please provide a phone number for contact

Nature of delegation request: *

Please provide information on what you wish to present or discuss with Council

Please upload any additional information you wish to submit.

File Name



Delegation Highlights.docx

15.0 KB



Hlghlighted site plan Carrington Paterson.pdf

304.0 KB



Landscaping Site Plan Paterson-Carrington.pdf

135.3 KB

Please provide a signature *



For the purposes of the Freedom of Information and Protection of Privacy Act, by submitting this form, I/we authorize and consent to the use by, or the disclosure, to any person or public body or publishing on the Municipal website any information that is contained in this submission and recognize that my/our name may become part of the public record.

Thank You

Change the text for this message.

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 * 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 - Waiting on Payment and Registration | Complete |
| CAO | June 1, 2021 | Council | Future ORV Use in the Township | Complete |
| 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 |

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| CAO | August 3, 2021 | Council | Public Process to Address Short Term Rentals | Appointment of Committee Members Complete – Awaiting Council Appointment after Election |
| Building Department | December 21, 2021 | Council | Building Department Customer Service Policy with Wait Times | October 2022 |
| 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 | Complete |
| Clerks | March 29, 2022 | HR Committee | Revise and Consolidate Township Social Media Policy | Complete |
| Clerks | April 12, 2022 | COW | Update to Complaint Policy | Fall 2022 |
| Corporate | May 3, 2022 | Council | Future Gravel Resources | Winter 2023 |
| Planning | June 7, 2022 | Council/ Province | 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 Pre-Consultation and OP language – Sent letter of support to County |
| Public Works | August 8, 2022 | Committee of the Whole | Update Hard Top Policy with timelines for grandfathered roads | Winter 2023 |

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| Building Department/ Clerks | August 8, 2022 | Committee of the Whole | Special Closed Session to review specific building permit issues. | Complete |
| Councillor Landsmann/ Clerks | August 8, 2022 | Committee of the Whole | Report regarding Santa Claus Parade 2022 | Report to Council – September 6, 2022, Waiting on Update from Committee |
| 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 - Waiting on bidder to pick up dismantle barn | Barn is removed – August 2022 Tender for house demolition and clean up – December 2022 |
| General Government | Employee and Council Compensation Review | Complete |
| General Government | New Cubicle Walls | On hold – 2023 Budget Discussion |
| 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 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 |

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| 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"> - Bunker Gear - Extrication Tools - Fire Helmets - Vehicle Stabilization Kit - Lifting Air Bags - Ground Monitor - Forestry Pump - Electronic Sign | Items to be received throughout 2022 |
| Transportation Services | Fuel Pumps – Douro & Warsaw <ul style="list-style-type: none"> - Waiting on testing from County - Sole Source Procurement | Complete |
| Transportation Services | Replacement of Pickup Truck | Complete |

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| Transportation Services | Replacement of Volvo Grader | Complete |
| Transportation Services | Roads Needs Study | Complete |
| Transportation Services | Loader | Complete |
| 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 | Complete |
| 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 | Complete |
|---------------------------------------|--|----------|

Recommendation:

That the Recreation Facilities-2022-09 report, dated October 4th, 2022 regarding Douro Kraft Hockeyville Winnings be received; and
That \$25,000.00 be allocated to the 2022 budget for the 4 hockey nets and wall mounted benches in the girls change room at the Douro Community Centre.

Overview:

In March of 2022 Douro Minor Hockey made a submission to Kraft Hockeyville for the Township of Douro-Dummer to be crowned Kraft Hockeyville 2022.

After countless hours of planning and organizing events by Douro Minor Hockey, the Township of Douro-Dummer made the top 4 in all of Canada. Through all of the hard work the Douro Minor Hockey received \$10,000.00 to be used for hockey equipment and the Township received \$25,000.00 for facility upgrades.

Douro Minor Hockey has submitted a request to the Township for consideration of options for the winnings. One is to purchase two (2) new hockey nets for both the Douro and Warsaw Community Centres. The other request is to eliminate the existing chairs in the girls change room and provide proper wall mounted benches in the room.

Conclusion:

The Township of Douro-Dummer received the Kraft Hockeyville winnings this summer. It is to be spent on facility upgrades such as the request from Douro Minor Hockey. Staff feel that these items are a very reasonable request given the state of the hockey nets and absence of proper seating in the girls change room at Douro Community Centre.

Financial Impact:

There is no financial impact as a result of the allocation of the \$25,000 Kraft Hockeyville winnings received to the 2022 budget. Any remaining funds will be carried over to 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.

Report Approval Details

| | |
|----------------------|---------------------------------|
| Document Title: | Kraft Hockeyville Winnings.docx |
| Attachments: | |
| Final Approval Date: | Sep 28, 2022 |

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

Martina Chait-Hartwig

Elana Arthurs

Recommendation:

That the Treasurer-2022-14 report, dated October 4, 2022, regarding an Update to the Procurement Policy be received and that Council approve the amended Policy.

Overview:

The Township's Purchasing/Procurement Policy numbered F-2 was originally approved by Council on June 7, 2011 and then revised October 4, 2016. The review cycle stated within the Policy is that it will be reviewed on an as needed basis.

The following are the three areas that staff felt needed to be amended in order to bring the Policy in line with current standards and needs of the Township. The amended Procurement Policy is included in this report as Attachment #1.

1. The Policy does not address the use of Township issued credit cards (P-Cards). Up until recently there has only ever been one credit card for staff to use when making online or routine purchases. This card was shared amongst the managers and other staff with the approval of the CAO. However, this proved to be inefficient at times and therefore an additional card was ordered for the Treasurer and Fire Chief. The Policy now references the use of P-Cards and that staff who receive a P-Card will be required to agree to the rules and guidelines for when and for what a P-Card can be used for.
2. The Policy was worded for paper-based submissions only. Staff will be implementing an online portal called Bids and Tenders that will move the RFP and Tendering process online therefore the Policy needed to allow for and describe the electronic bidding process.
3. The values for purchasing authority and reporting to Council do not allow for efficient operations. The following changes are being recommended to combat supply shortages and vendor backlogs and expedite the procurement process.
 - Direct Acquisition - the first change will be to increase the amount eligible for direct acquisition by department heads from \$2,500 to \$5,000.
 - Written Quotations - for amounts between \$5,001-\$25,000, the Department Head will be required to obtain three written quotations. This requirement currently applies to \$2,501-\$10,000.
 - Request for Quotations - for amounts between \$25,001-\$50,000, the Department Head shall issue a Request for Quotation. This currently applies to \$10,001-\$50,000
 - Amounts over \$50,000 can either be procured through Tender or Request for Proposals; this has not changed.
 - Tenders and Request for Proposals (RFP) – any amount can be put through a Tender or RFP process, this is not a change. The proposed change to the Tender and RFP process relates to approval authority and

reporting requirements. Currently any purchase over \$50,000 requires a report to Council for approval to enter into an agreement to procure the goods or services from the successful proponent. It is proposed that only tenders or RFP's that are \$5,000 or more over the approved budget require Council approval. This recognizes that Council approved the budget during the annual budgeting process and that this Policy requires a tender or RFP process that is fair, equitable and transparent.

Results of all procurement over \$5,000 will continue to be reported to Council through the Capital Status report.

Conclusion:

The proposed changes to the Township's Procurement Policy will enable staff to implement the online bid portal called Bids and Tenders. The changes will also ensure staff can effectively and efficiently complete purchases for the Township that are within budget and have followed the procurement guidelines. Council will continue to be informed of all significant purchases through reporting.

Financial Impact: N/A

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

Report Approval Details

| | |
|----------------------|---|
| Document Title: | Update to Procurement Policy.docx |
| Attachments: | - F2 Procurement Policy September 2022 DRAFT.docx |
| Final Approval Date: | Sep 28, 2022 |

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

Martina Chait-Hartwig

Elana Arthurs

Township of Douro-Dummer
Policy No. F-2

Purchasing/Procurement Policy

Approved by: Council

Approval Date: June 7, 2011

Revision Date: ~~October 4, 2016~~ October 4, 2022

Policy Statement

**This policy will provide a process to
ensure fair and transparent purchasing
practices.**

Purpose: To set a policy for purchasing procedures.

Application: This policy extends to programs, services and facilities directly delivered by the Municipality.

Definitions: N/A

Exclusions: N/A

References & Related Policies:

Consequences of Non-Compliance:

Failure to comply with this policy may result in disciplinary actions being taken against the Manager who fails to follow this policy.

Non-Compliance could result in inconsistent methods of purchasing that isn't fair and transparent.

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

Township of Douro-Dummer
Policy No. F-2

Purchasing/Procurement Policy

Approved by: Council

Approval Date: June 7, 2011

Revision Date: ~~October 4, 2016~~ October 4, 2022

| |
|-------------------|
| Procedures |
|-------------------|

The following steps shall be adhered to in order to implement this policy:
outlines the procedures to be followed in the context of this policy statement.

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**Township of Douro-Dummer
Policy No. F-2**

Purchasing/Procurement Policy

Approved by: Council

Approval Date: June 7, 2011

Revision Date: ~~October 4, 2016~~ October 4, 2022

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Section I Definitions

In this Policy,

1. **Acquisition**
means the process used for obtaining goods and services
2. **Agent**
Means CAO or designate
3. **Agreement**
means a legal document that binds the Corporation of the Township of Douro-Dummer and all other parties, subject to the provisions of the contract
4. **Annual Aggregate Value**
means the total amount anticipated to be spent annually by all departments on a particular type of good or service
5. **Approval**
means authorization to proceed with the purchase or disposal of goods and/or services
6. **Bid**
means an offer or submission received in response to a request for quotation, tender or proposal which is subject to acceptance or rejection
7. **Bid Irregularity**
means a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response (see Schedule B)
8. **Bid Request**
means a written request for bids or a solicitation, which may be in the form of a Request for Quotation, Request for Tender or Request for Proposal
9. **Blanket Order (Supply Contract)**
means a Purchase Order which establishes prices or a method for determining prices, terms and conditions and the period of time during which a vendor agrees to provide goods and services to the purchaser upon the purchaser's demand
10. **Chief Administrative Officer (CAO)**
means the Chief Administrative Officer for the Corporation of the Township of Douro-Dummer
11. **Clerk**
means the Municipal Clerk for the Corporation of the Township of Douro-Dummer

12. **Contract**
means a legally binding agreement between two or more parties. Such agreements will consist in the form of a formal agreement between two or more parties that creates an obligation to provide defined goods and/or perform defined services
13. **Conflict of Interest**
refers to a situation in which private interests or personal considerations may affect an employee's judgment in acting in the best interest of the Township of Douro-Dummer. It includes using an employee's position, confidential information or corporate time, material, or facilities for private gain or advancement or the expectation of private gain or advancement. A conflict may occur when an interest benefits any member of the employee's family, friends, or business associates
14. **Corporate Values**
means the statement of the corporation's values as adopted by Council and as amended from time to time in the Strategic Plan.
15. **Corporate Signing Officer**
means the Mayor, and Municipal Clerk or other individuals designated by Council or this policy
16. **Cost Effective Bid**
means a bid received in response to a request that offers the best value for the dollars expended taking into consideration a quantitative and qualitative selections procedure
17. **Council**
means the Council for the Corporation of the Township of Douro-Dummer
18. **Co-op**
means a Co-operative acquisition venture
19. **Department Head**
means the person responsible for direction and operational control of a Department, or authorized designate
20. **Designate**
Shall mean either the Treasurer or the Clerk/Planning Coordinator.
21. **Direct Appointment**
means to directly appoint a consultant on the basis of defined selection criteria, including but not limited to qualifications and experience
22. **Disposal**
means the removal of materials owned by the Township by sale, trade-in, transfer, auction, alternative use, gift, or destruction which are deemed surplus
23. **Emergency**
means a situation where the purchase of goods and services requires immediate action to prevent or correct dangerous or potentially dangerous safety conditions, further damage, to restore minimum service or ensure the safety of the public

- 24. Evaluation Committee**
Means as required according to purchasing thresholds
- 25. Execute**
means to legally bind the Corporation of the Township of Douro-Dummer to the terms and conditions defined within the Agreement
- 26. Expression of Interest**
means a situation where vendors are solicited by the Township to advise the Township of their ability or desire to undertake Township requirements
- 27. Goods and/or Services**
includes supplies, equipment, property insurance, maintenance, professional and consulting services and service contracts not otherwise provided for
- 28. List of Bidders**
means a list, retained by the Township of those vendors who are interested in submitting bids
- 29. Lowest Responsive Bid**
means the lowest bid price submitted which meets the requirements and specifications as set out in the bid request, minor deviations excepted
- 30. Material Safety Data Sheets (MSDS)**
means Material Safety Data Sheets which must be submitted by the vendor for all hazardous materials, including an index of chemical compounds with details of properties, handling details, precautions and first-aid procedures
- 31. Negotiation**
means the action or process of conferring with one or more vendors leading to an agreement on the acquisition of the required goods and services under the conditions outlined in this Policy
- 32. Open Market Procedure**
means obtaining price quotations from vendors verbally or in writing
- 33. Privilege Clause**
means the standard clause used in bid documents and advertising that reads in part “the lowest or any tender not necessarily accepted”
- 34. Procure/Procurement/Purchase**
means to acquire by purchase, rental or lease of goods and service
- 35. Professional and Consulting Services**
includes architects, auditors, engineers, designers, planners, surveyors, management and financial consultants, brokers, legal services, and any other professional and consulting services rendered on behalf of the Township
- 36. Proponent**
Means one who submits a proposal
- 37. Proposal (Request for Proposal /RFP)**
means an offer to provide goods or services to the Township, where it is not practical to prepare precise specifications, or where “alternatives” to detailed specifications

will be considered, which may be subject to further negotiation. This process allows vendors to propose solutions to arrive at the end product, and allows for evaluation on criteria other than price.

38. **Purchase Order**
means a written offer to purchase goods and services or a written acceptance of an offer where such offer has been made on forms prescribed by the Township
39. **Purchase Requisition**
means a request for goods and/or services initiated by the user, for which budget approval has been granted.
40. **Quotation (Request for Quotation/RFO)**
means an offer to sell goods and services to the Township or an offer to purchase surplus goods from the Township
41. **Real Property**
means land or buildings and any interest, estate or right of easement affecting same
42. **Responsive and Responsible Vendor**
means one who complies with the provisions of the bid solicitation, including specifications, contractual terms and conditions, and who can reasonably be expected to provide satisfactory performance on the proposed contract based on reputation, or references, or performance on previous contracts, and adequate financial and other resources
43. **Senior Management Team**
is comprised of the Chief Administrative Officer (CAO), Clerk/Planning Coordinator, Treasurer, Manager of Recreation Facilities, Manager of Public Works, Manager of Emergency Services/Fire Chief and Chief Building Official.
44. **Single Source**
means there is more than one source in the open market but only for reasons of function or service one vendor is recommended for consideration of the particular goods and/or services
45. **Surety**
means a specified dollar amount in the form of cash, certified cheque, bid bond, performance bond, labour and materials bond, letter of credit or any other form as deemed necessary and stated in any quotation, tender or proposal documents issued by the Township
46. **Tender**
means an offer received from a supplier of goods and/or services in response to a public advertisement requesting tenders sealed in an envelope
47. **Township**
means the Corporation of the Township of Douro-Dummer
48. **Treasurer**
is the Treasurer for the Corporation of the Township of Douro-Dummer

Section II Procurement Principles and Goals

The purchasing principles of the Corporation of the Township of Douro-Dummer are as follows:

1. ~~To~~ procure by purchase, rental or lease the required quality and quantity of goods and/or services, including professional and consulting services in an efficient, timely and cost effective manner;
2. ~~To~~ encourage open competitive bidding for the acquisition and disposal of goods and services where practicable;
3. ~~To~~ consider all costs, including, but not limited to, taxes, delivery, acquisition, operating, training, maintenance, quality, warranty, payment terms, disposal value and disposal costs, in evaluating bid submissions from qualified, responsive and responsible vendors
4. ~~To~~ give full consideration to the annual aggregate value or to consider the total project cost of specific goods and services that will be required by each department and by the Township as a whole prior to determining the appropriate acquisition method;
5. ~~To~~ encourage the procurement of goods and services with due regard for people with disabilities;
6. ~~To~~ monitor and report on the economic climate and legislative changes which may have an impact on the Township of Douro-Dummer and to determine the appropriate actions to be taken through purchasing policies and procedures;
7. ~~To~~ encourage the procurement of goods and services with due regard to the preservation of the natural environment, vendors may be selected to supply goods made by methods resulting in the least damage to the environment and supply goods incorporating recycled materials where practicable.
8. When procuring goods, services and facilities, the Township of Douro-Dummer will comply with the requirements of the Ontarians with Disabilities Act 2001, the Accessibility for Ontarians with Disabilities Act, 2005 and its associated standards enacted through regulation, as well as related Township policies.
9. Fairness: Councillors and employees must not:
 - Acquire any goods and services for personal use in representation of the Township of Douro-Dummer
 - Purchase or offer to purchase, on behalf of the Township of Douro-Dummer, any goods and services, except in accordance with this Policy
 - **Knowingly cause**, permit or omit anything to be done or communicated to anyone which is likely to cause any potential Vendor to have an unfair advantage or disadvantage in obtaining a Contract for the supply of a Commodity to the Township, or any other either jointly or in cooperation with the Township;

- **Knowingly cause**, permit or omit anything to be done which will jeopardize the legal validity or fairness of a Purchase of a Commodity under this policy, or which might subject the Township to any claim, demand, action or proceeding as a result.

10. this policy will be reviewed every 5 years or earlier, to evaluate its effectiveness

11. to investigate the purchase of energy efficient/advanced technology equipment, vehicles, supplies, and appliances wherever possible. This requires that product specifications be compliant with:

- Energy Star guidelines and recommendations; or
- Natural Resources Canada Office of Energy Efficiency (NRCOEE) guidelines and recommendations.

This policy applies to a wide spectrum of products including, but not limited to:

- Appliances
- HVAC Equipment
- Electric Motors
- Office Equipment
- Lighting and Signage
- Consumer electronics
- Vehicles (where applicable)
- Heavy Equipment

All proponents where necessary shall provide manufacturers energy cut/specifications sheets with their proposal.

The obligation to purchase energy efficient products in very exceptional cases, can be waived if there is a substantial reason for not choosing an energy efficient product.

Such justification may, for example be that:

- There is not energy efficient products that meet specific institution specific operational requirements (eg. Products for disabled or elderly), special requirements for product quality (specific requirements for durability, or other) or other special requirements warranted,
- Energy efficient products with significant environmental problems which are not deemed to be outweighed by environmental benefits achieved as a result of lower energy and,
- Additional costs for purchasing the product cannot pay off in saved energy costs during the 1.5- 2 years for appliances with a lifetime of over 6 years or over 4 years for other energy saving products with a lifespan of 20 years or more.

12. for major building renovations and new building construction it is recommended to do/request life cycle cost assessments of the energy, financial and environmental benefits associated with:

- base case design
- performance standards of LEED certified design
- performance standards of LEED silver design.

13. Requirements for Approved Funds

Net Department expenditures are authorized by Council each year as part of either the Capital or Operating Budget process. Pending Council's approval of proposed budgetary estimates, Department Managers are authorized to spend up to 50% of the previous year's approved Operating Budget.

Department Managers are not authorized to overrun net departmental operating budgets, except in accordance with this Policy. Where it is expected that over budgets may occur a report will be presented to Council.

The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within the Council approved Operating budget.

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Section III

General Conditions

1. The C.A.O. or designate shall act as agent in all matters pertaining to the purchasing / procurement function.
2. Where a Department Head is authorized to undertake any act pursuant to this Policy, such act may be undertaken by the Department Head's authorized designate.
3. Any commitments being made where it is recommended that a contract be executed by the Mayor and the Clerk must first be approved by Council by by-law.
4. No expenditure or commitment shall be incurred or made and no account shall be paid by the Township for goods and services, except as approved by Council or as otherwise authorized in accordance with this policy.
5. The CAO or designate in consultation with the Department Head of the requisitioning department may remove a vendor's name from the list of bidders for a period of up to two years on the basis of documented poor performance, non-performance, or conflict of interest.
6. All Township employees shall follow the guidelines of the Strategic Plan Goals as approved by Council, in adhering to the Policy as set out.
7. Material Safety Data Sheets must be maintained on file by the user department for all relevant products whether acquired through tendering, quoting or the proposal process.
8. When using the privilege clause which reads in part "the lowest or any tender may not necessarily be accepted", the specific reasons must be stated why the bids may not be accepted.

9. The C.A.O. or designate will assist in developing evaluation criteria and submission analysis for all procurement needs.
10. Prior to awarding any procurement of goods and/or services, the user department will forward recommendations to the C.A.O. or designate for final review and comments.
11. No employee or elected official shall purchase or offer to purchase, on behalf of the Township, any goods and services, except in accordance with this Policy.
12. Elected Officials shall not approve nor acquire any goods and services.
13. Any employee who intentionally and knowingly acquires or disposes of any goods and services for the Township in contravention of any section of this Policy, as amended from time to time, shall be subject to disciplinary actions in accordance with Township Policy.
- ~~14.~~ All petty cash purchases must exclude tendered goods and services unless approved by the C.A.O. or designate and must not be used to avoid the provisions of this policy.
- ~~14.~~15. Any purchases using a Township issued credit card (P-Card) must follow the guidelines of this policy and the P-Card agreement signed by the manager which dictates when the P-Card may be used.
- ~~15.~~16. No requirement for goods and services may be divided into two or more parts to avoid the provisions of this policy.
- ~~17.~~ Where Electronic Bid submission is indicated, all bids must be submitted using the E bidding process. Electronic bids sent in any manner other than the prescribed solution will be rejected as invalid unless otherwise indicated.
- ~~16.~~18. A Department Head shall not award a contract where the C.A.O. or designate has determined that the provisions of this policy have not been adhered to and has so advised the Department Head.
- ~~17.~~19. The C.A.O. or designate shall, in conjunction with the Department Head, reject all purchase requisitions for services where the services could result in the establishment of an employee-employer relationship.
- ~~20.~~ Opening of Submissions:
 - ~~18.~~ Non-electronic Bid Submission: where the anticipated value of the goods and is in a dollar amount as listed below, the following shall be the protocol for opening of the submissions:
 - _____ Less than \$50,000- the initiating manager of the department plus one other staff member not associated with said department.
 - _____ More than \$50,000- the initiating manager of the department and the CAO or designate.
 - Electronic Bid Submission: the results will be posted on the Township's Bids and Tenders portal.

Section IV

Requirement for Approved Funds

1. Net Departmental expenditures are authorized by Council each year as part of either the Operating or Capital Budget process. Pending Council's approval of proposed budgetary estimates, Department Heads are authorized to spend up to 50% of the previous year's approved Operating Budget. Department heads are not authorized to overrun net departmental operating budgets, except in accordance with this Policy.
2. The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within the Council approved Operating budget.
3. Where goods and services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to:
 - a. the identification and availability of sufficient funds in appropriate accounts for the current year within Council approved estimates, and
 - b. the requirement that the goods and/or services will continue to exist in subsequent years and, in the opinion of the C.A.O. or designate, the required funding can reasonably be expected to be made available, and

The C.A.O. or designate may reject all purchase requests for which sufficient funds are not available and identified. If the Department Head advises the C.A.O. or designate that the deficiency is minimal and alternative funding has been identified, the purchase request may proceed provided appropriate authorizations are met in accordance with this policy.

The Department Head will co-ordinate, with the C.A.O. or designate, all leasing requirements including term capitalization rate, lease vs. buy (or other) analysis, etc. The C.A.O. or designate will ensure that all lease commitments comply with Municipal Act 2001 as amended and regulations made there under.

4. Where this policy prescribes financial limits on a contract that may be awarded under the authority of a Department Head, or provides for financial limits on contracts required to be reported to Council, for the purpose of determining whether a contract falls within these prescribed limits, the contract amount shall be the sum of:
 - a. all costs to be paid to the supplier under the contract, excluding all taxes
 - b. less any rebates

Section V

Specifications

1. The department whose budget provides for the procurement of goods and services shall be responsible, in consultation with the C.A.O. or designate and any other Township department, for the preparation and approval of all specifications and/or Terms of Reference (Scope of Work) to be used for the procurement of such goods and services.
2. Where practical, specifications or Terms of Reference should be considered that are detailed but not brand specific to leave room for potential vendors to provide alternatives in the event an equal or better-proven product or method is available.
3. Vendors or potential vendors should not be requested to expend time, money or effort on design or in developing specifications or otherwise help define a requirement beyond the normal level of service expected from vendors.

When such services are required:

- a. the C.A.O. or designate shall be advised
- b. the contracted vendor will be considered as a consultant and unable to make an offer for the supply of the goods and services
- c. a fee may be paid (if necessary)
- d. the detailed specification shall become the property of the Township of Douro-Dummer for use in obtaining competitive bids

Section VI

Standardization

It will be the policy of the Township of Douro-Dummer, wherever possible, to standardize the procurement of goods and services to allow for:

1. reduced number of goods and services required
2. increased volume on common items or services
3. maximizing volume buying opportunities
4. providing economies of scale
5. reduced handling, training and storage costs
6. minimizing maintenance costs
7. co-operative purchasing activities
8. competitive bid results
9. reduced overall cost

Section VII

Responsibilities and Authorities

1. The Department Heads have responsibility for procurement activities within their departments and are accountable for determining and achieving specific objectives as outlined for each procurement project.
2. Department Heads have the authority to award contracts in the circumstances specified in this policy provided that the delegated power is exercised within the limits prescribed in this policy, and the requirements of this policy are met.
3. The C.A.O. or designate is responsible for:
 - a. providing procurement advice and services to Department Heads,
 - b. monitoring compliance with this policy.
4. Department Heads, in consultation with C.A.O. or designate, shall inform Council if non-compliance with this policy has occurred.
5. The C.A.O. or designate has the authority to instruct the Department Head not to award a contract and may direct staff to submit recommendations to Council for approval and may provide additional restrictions concerning procurement where such action is considered necessary and in the best interests of the Township.
6. The Department Head is required to forward to the C.A.O. or designate, a copy of all legally executed contracts relating to the procurement of goods and services.
7. Copies of all issued and accepted tender documents shall be kept on file in the municipal office and be included on the shared drive.
8. The Department Head is responsible for maintaining current insurance certificates (see Schedule E), WSIB certificates, and compliance certificates to the Occupational Health and Safety Act as called for in the bid documents.

Section VIII

Methods of Procurement

Notwithstanding any other provisions of this Policy, the acquisition of the items listed in Schedule “A” do not fall under the guidelines of the Purchasing Policy and shall be subject to applicable Policies and Procedures established from time to time.

1. Direct Acquisition – under \$5,000

Where it is estimated that the value of the good services including applicable taxes will be less than \$5,000 then the Department Head has the authority to make a direct acquisition.

2. Request for Quotation

Where it is estimated that the value of the goods and services including tax costs, inclusive of all charges will cost:

a. \$0 to \$2500

Direct acquisition is acceptable.

b. \$25,501 to \$25,10,000

The initiating Department in consultation with the C.A.O., or designate, shall obtain three (3) written quotations.

A written report to the C.A.O. or designate is necessary for endorsement prior to commitment to vendor. The C.A.O. or designate has the authority to approve the acquisition.

No report to Council is required.

c. \$1025,001 to \$50,000

The C.A.O. or designate, in consultation with the initiating Department Head, shall issue a Request for Quotation. A minimum of three written proposals (where possible) are to be received before the Township commits to a Vendor.

If less than three (3) quotations are received, the Township may exercise its right to cancel the call for quotations. Quotations are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission.

A report, endorsed by the CAO or designate, to Council is necessary to advise them of the Township’s commitment to a vendor.

d. Over \$50,000

Either a formal Tender or RFP process will be required.

3. Tenders – Defined Requirements Formal detailed process

The C.A.O. or designate in consultation with the Department Manger shall issue a Tender for any approved projects, regardless of the budget, based on defined requirements (specifications are available to readily compare products).

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Tenders require a reply by a designated date and time, signed by a Corporate Officer, authorized to bind the Corporation. Any requested bid deposits, security or bonds must be included with the submission.

Replies to non-electronic Tenders are to be delivered directly to the Municipal Office and are opened at a public tender meeting. If only one tender is received, the Township has the option of not opening the bid and closing the call for tender.

Replies to electronic Tenders will be submitted through the Township's online portal and the results will be posted on the same portal.

~~directly to the Municipal Office and are opened at a public tender meeting. If only one tender is received, the Township has the option of not opening the bid and closing the call for tender.~~

Each sealed bid received in response to a formal tender request shall be ~~opened and~~ reviewed by the initiating Department Head and C.A.O. or designate to determine whether a bid irregularity exists. Action is taken according to the nature of the irregularity (see Schedule B).

a. \$10,001 to \$50,000

~~A report initiated by the issuing Department Head and endorsed by the C.A.O. or designate shall be prepared for Council to advise them of the Township's commitment to a vendor.~~

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b. \$50,001 and over

If the results of the tender are within \$5,000 of the approved budget then the Department Head, with the C.A.O.'s approval may enter into an agreement with the vendor. The funding of any budget overages under \$5,000 must be identified by the Department Head and approved by the Treasurer. Council shall be notified of the Township's commitment to a vendor and the source of funds that will be used to fund any budget overages under \$5,000.

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If the results of the tender are greater than the approved budget by \$5,000 then —
—A report initiated by the issuing Department Head and endorsed by the C.A.O. or designate shall be prepared for Council consideration and approval; the report shall indicate the sources of the additional funds (ie. A reserve and/or funds from a previous under budget project).

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Upon Council's approval, and where deemed necessary by council, the where necessary, the C.A.O. or designate shall ensure that a legally binding agreement is executed, by the Mayor and Clerk by by law.

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3. Requests for Proposals

(Including the engagement of Professional and Consulting Services)

This method of acquisition can be used for **any dollar value** and involves the solicitation of proposals when the requirements for goods and/or services cannot be definitely specified, the requirements of the Township are best described in a general performance specification, and innovative solutions are sought. Depending on its terms, the process may involve negotiations subsequent to the submission of proposals on any or all of the specifications, contract terms, and prices.

The C.A.O. or designate shall maintain a list of suggested evaluation criteria for assistance in formulating an evaluation scoring scheme using a standard Request for Proposal that includes factors such as qualification and experience, strategy, approach, methodology, scheduling, and past performance, facilities, and equipment. Department Heads shall identify appropriate criteria from the list but are not limited to the standard criteria from the list.

Requests for Proposals are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission. If only one proposal is received, the C.A.O. or designate, in consultation with the Department Head, and where applicable the council committee chair, has the option of not opening the bid and closing the call for proposal.

~~Where the required goods or service cannot be specified and it is estimated that the value of the goods and services (excluding all tax rebates) cost:~~

~~a. \$0 to \$2,500~~

~~Direct acquisition is acceptable.~~

~~b. \$2,501 to 10,000~~

~~The initiating Department in consultation with the C.A.O., or designate, shall obtain three (3) written quotations.~~

~~A written report to the C.A.O. or designate is necessary for endorsement prior to commitment to vendor. The C.A.O. or designate has the authority to approve the acquisition.~~

~~No report to Council is required~~

~~c. \$10,001 to \$50,000~~

~~The C.A.O. or designate, in consultation with the initiating Department Head, shall issue a Request for Proposal. A minimum of three written proposals (where possible) are to be received before the Township commits to a Vendor. The three quotations will be evaluated on the basis of quantitative and qualitative criteria.~~

~~If less than three (3) proposals are received, the Township may exercise its right to cancel the request for proposals. Proposals are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission.~~

~~A report, endorsed by the CAO or designate, to Council is necessary to advise them of the Township's commitment to a vendor.~~

~~d. Over \$50,001~~

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Written proposals shall be acquired through the Request for Proposal (RFP) process and evaluated on the basis of quantitative and qualitative criteria.

If the results of the Proposals are within \$5,000 of the approved budget then the Department Head, with the C.A.O.'s approval may enter into an agreement with the vendor. The funding of any budget overages under \$5,000 must be identified by the Department Head and approved by the Treasurer. Council shall be notified of the Township's commitment to a vendor and the source of funds that will be used to fund any budget overages under \$5,000.

If the results of the Proposals are greater than the approved budget by \$5,000 then a report initiated by the issuing Department Head and endorsed by the C.A.O. or designate shall be prepared for Council consideration and approval; the report shall indicate the sources of the additional funds (ie. A reserve and/or funds from a previous under budget project)
~~Written proposals shall be acquired through the Request for Proposal (RFP) process and evaluated on the basis of quantitative and qualitative criteria.~~

~~A report initiated by the issuing Department Head and endorsed by the C.A.O. or designate shall be prepared for Council consideration and approval.~~

Upon approval, where necessary, the C.A.O. or designate shall ensure that a legally binding agreement is executed.
~~Upon Council's approval, and where deemed necessary by council, the C.A.O. or designate shall ensure that a legally binding agreement is executed by the Mayor and Clerk by by-law.~~

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43. Expression of Interest and/or

Request for Pre-Qualification

Used where bidders offer their interest in submitting a bid on a product or service.

Advertised publicly, and information is requested to determine reference checks, past performance, and financial liability. A reply to the Request for Expression of Interest and/or Pre-Qualification is required by a designated date and time to the Municipal Office, signed by an Officer authorized to legally bind the Corporation.

Submissions are reviewed and subsequently a Request for Quotation or Tender is prepared for a short list of invited pre-qualified bidders.

Methods of Procurement – Summary Template

The following are authorized procedures for the procurement of goods, services, and construction, not available from pre-existing agreements.

| Method of Procurement | Type of Quotation | Source of Bids | Type of Contract | Reporting Status |
|---|--|--|---|---|
| 1. Request for Quotation | | | | |
| a. under \$2500 | | | direct acquisition | no report |
| b. \$2,501 – 10,000 | Written quotation required | 3 written quotes to be obtained where possible | | no report to Council required. Report endorsed by C.A.O. |
| c. \$10,001 – 50,000 | Written quotation required | 3 written quotes to be obtained where possible | | Advice report to Council endorsed by C.A.O. |
| Tenders – Defined Requirements | | | | |
| a. \$10,001 – 50,000 | Written quotation acquired by REQUEST FOR TENDER | Advertised on website and/or local media and/or trade paper. | Executed contract or agreement where deemed necessary by council. | Advice report to Council required endorsed by C.A.O. |
| b. over \$50,001 | Written quotation acquired by REQUEST FOR TENDER | Advertised on website and/or local media and/or trade paper. | Executed contract or agreement where deemed necessary by council. | report to Council for approval endorsed by C.A.O. |
| 2. Requests for Proposals (Including the engagement of Professional and Consulting Services) | | | | |
| a. under \$2,500 | | | Direct acquisition | No report |

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| | | | | | | |
| | b. \$2,501 to \$10,000 | Written quotation required | 3 written quotes to be obtained where possible | | No report to Council required. Report Endorsed by C.A.O. | Formatted: Centered, Indent: Left: 0", First line: 0" Formatted: Centered |
| | c. \$10,001 to \$50,000 | Written quotations through REQUEST FOR PROPOSAL | Advertised on website and/or local media and/or trade paper. | Agreement where deemed necessary by council | Advice report to Council required endorsed by C.A.O. | Formatted: Centered, Indent: Left: 0", First line: 0" Formatted: Centered |
| | d. over \$50,000 | Written quotations through REQUEST FOR PROPOSAL | Advertised on website and/or local media and/or trade paper. | Agreement /contract where deemed necessary by council | Solicitor may be requested review report to council for approval endorsed by C.A.O. | Formatted: Centered, Indent: Left: 0", First line: 0" Formatted: Centered |
| 3. Expression of Interest and/or Requests for Pre-Qualification | | | | | | Formatted: Centered |
| | | Request for information only; Expression of Interest/request for pre-qualification | Advertised on website, may advertise in local and/or trade paper | no contract. Followed by further request—RFQ or Tender | no report to Council required | Formatted: Centered, Indent: Left: 0", First line: 0" Formatted: Centered |

Exceptions to Methods of Acquisition

a. Volatile Market Conditions

Notwithstanding the provisions of this policy, where market conditions are such that long term price protection cannot be obtained for goods and services, the C.A.O or designate or initiating department head will obtain competitive prices for short term commitments until such time a reasonable price protection and firm market pricing is restored.

b. Sole Source Procurement

Purchase by negotiation may be adopted, if in the judgment of the C.A.O. or designate and in consultation with the requisitioning Department Head any of the following conditions apply:

- (i) goods and services are in short supply due to market conditions
- (ii) the sources of supply are restricted to the extent that there is not effective price competition, or consideration of substitutes is precluded due to any of the following:
 - a. components or replacement parts for which there is no substitute
 - b. compatibility with an existing product, facility or service is required
 - c. specific standards are adopted by Council
- (iii) there is documented evidence that the extension or reinstatement of an existing contract would prove most cost effective or beneficial (to a maximum of 10% of the original contract)
- (iv) work is required at a location where a contractor has already been secured through a tender process, with established unit prices by another party and it is considered to be beneficial and cost effective to extend the unit prices for the work to be completed for the Township
- (xii) after the RFP process has closed, it may be necessary for discussion to clarify and/or make significant revision(s) to the initially defined requirements of the call for quotations/proposals
- (xiii) when only one bid/proposal is received through the procurement process and it is impractical to recall the requirements of the call for quotations/proposals

c. Emergency Procurement

Notwithstanding the provisions of this policy, the following shall only apply in case of an emergency, when an event occurs that is determined by a Department Head or the CAO to be:

- a threat to public health
- the maintenance of essential Township services
- the welfare of persons or of public property or

- the security of the Township's interests and the occurrence requires the immediate delivery of goods or services and time does not permit for competitive bids

The above criteria are to be applied on the basis of:

(i) **Procurement under \$50,000:**

Wherever feasible, the Department Head with the approval of the C.A.O. or designate, shall secure by the most open market procedure at the lowest obtainable price, any goods and services required.

(ii) **Procurement Over \$50,001:**

The Department Head, with the prior approval of the CAO and the council committee chair (when feasible).

An information report shall be submitted to Council explaining the actions taken and the reason(s) therefore.

d. Co-operative or Joint Ventures

The Township may participate with other Government agencies or public authorities in co-operative procurement/acquisition ventures or utilize a 'piggy back clause' within public sector contracts, whenever it is determined to be in the best interest of the Township to do so.

e. Unsolicited Proposals

Unsolicited proposals received by the Township shall be reviewed by the Department Head. Any procurement activity resulting from the receipt of an Unsolicited Proposal shall comply with the provisions of this policy. A contract resulting from an unsolicited proposal shall be awarded on a non-competitive basis only when the procurement requirements comply with the non-competitive procurement policies and procedures.

Section IX

Bid Analysis

Analyzing of bid responses shall be as follows;

1. Tenders shall be tabulated and analyzed by the initiating department head and C.A.O. or designate, ~~and a recommendation forwarded to Council for approval when required.~~
2. Bid responses dealing with the lease, rental or purchase of physical assets shall be tabulated and analyzed by the initiating department head, and C.A.O. or designate, ~~and a recommendation forwarded to Council for approval.~~
3. All other bid responses shall be tabulated and analyzed by the initiating department Manager, and C.A.O. or designate and a recommendation, when necessary, ~~forwarded to council for approval.~~
4. The analysis of all proposals under the general principle and goals of this policy- Section II- paragraph 10- shall be done using the life cycle analysis process- See Schedule F for detail on life cycle analysis.

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Section X

Reporting

Goods and Services and Professional and Consulting Services

1. Where the;
 - a. value of the goods and services is less than \$105,000, and
 - b. procedures defined by this policy has been followed, and
 - c. acquisition is within the approved departmental net budget amount, and
 - d. lowest responsive bid/or highest evaluation criteria has being recommended.

No report to Council is required. A written report to the C.A.O. or designate is necessary for approval and such shall arrange for a contract (where necessary) to be signed by the Corporate Signing Officer(s).

2. Where the;
 - ~~a. value of the goods and services is more than \$10,000 but less than \$50,000, and~~
 - ~~b. a.~~ procedures defined by this policy has been followed, and
 - ~~b. acquisition is within \$5,000 of the approved budget specific to the good or service, and~~
 - ~~c. any budget overages under \$5,000 can be accommodated acquisition is~~ within the approved departmental net budget ~~a~~ amount, and
 - d. lowest responsive bid/or highest evaluation criteria has being recommended.

An advice report to Council is required. A written report to the C.A.O. or designate is necessary for approval and such shall arrange for a contract (where necessary) to be signed by the Corporate Signing Officer(s).

3. Council approval is required where the:
 - a. acquisition exceeds the approved capital budget amount by more than \$5,000+10%, or value of the goods and services is over \$50,001, or
 - ~~b. purchase is for vehicles or heavy equipment, or~~
 - ~~e. b.~~ purchasing policy is being waived, or
 - ~~d. acquisition exceeds the approved capital budget amount by more than 10%, or~~
 - ~~e. lowest responsive bid/or highest evaluation criteria has being recommended or~~
 - ~~f. c.~~ there was no provision in the budget for the item, or
 - ~~g. d.~~ CAO requests that a report be presented for Council consideration and approval

Upon approval, where necessary, the C.A.O. or designate shall ensure that a legally binding agreement is executed. Based on the above criteria, a contract, when deemed necessary, executed by the Mayor and Clerk in accordance to the reporting guidelines in this policy.

4. All contracts will be held by the Municipal Clerk with copies being sent to the issuing department and filed on shared drive.

Section XI

Disposal of Surplus Goods

1. The Department Head shall notify the C.A.O. or designate once any item has been deemed as surplus assets for sale or disposal. If the value is greater than \$10,000, the Department Head shall obtain the approval of Council prior to sale or disposition.
2. The Department Head shall circulate a list of surplus assets available to all departments free of charge prior to the sale or disposition of such items.

Surplus assets not required by any other department shall be sold or disposed of by Township via formal auction, internet auction, tender, quotation or trade-in.

Section XII

Conflict of Interest

All consultants (eg: architects, engineers, etc.) retained by the Township of Douro-Dummer shall disclose to the Township prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the Township as directed by the Department Head may, at its discretion, withhold the assignment from the consultant until the matter is resolved. And furthermore, if during the conduct of a Township assignment, a consultant is retained by another client giving rise to a potential conflict of interest, then the consultant shall so inform the Township.

Schedule “A”

Goods and Services “Exempt” from Provisions of the Procurement Policies

1. Petty Cash Items

2. Training and Education

- a) Conferences
- b) Courses
- c) Conventions
- d) Memberships
- e) Seminars
- f) Periodicals
- g) Magazines
- h) Staff training
- i) Staff development
- j) Staff workshops
- k) Subscriptions

3. Employee Expenses

- a) Advances
- b) Meal allowances
- c) Travel & Hotel accommodation
- d) Entertainment
- e) Miscellaneous – Non-Travel

4. Employer’s General Expenses

- a) Payroll deduction remittances
- b) Licenses (vehicles, elevators, radios, etc.)
- c) Debenture payments
- d) Grants to agencies
- e) Payments of damages
- f) Tax remittances
- g) Charges to/from other Government or Crown Corporations
- h) Employee income

5. Professional and Special Services

- a) Committee fees
- b) Witness fees
- c) Court reporters’ fees
- d) Honoraria

- e) Arbitrators
- f) Legal settlements
- g) Ongoing computer hardware & software maintenance
- h) Banking services where covered by agreement
- i) Legal services
- j) External audit services

6. Utilities

- a) Postage
- b) Water and sewer charges
- c) Hydro
- d) Cable television, Telephone, Internet/Website hosting charges

Schedule “B”

Bid Irregularities

Bid Irregularity

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, bid irregularities are further classified as "major irregularities" or "minor irregularities".

A "**major irregularity**" is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The C.A.O. or designate must reject any bid, which contains a major irregularity.

A "**minor irregularity**" is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The C.A.O. or designate may permit the bidder to correct a minor irregularity.

Mathematical Errors - Rectified by Staff

The C.A.O. or designate will correct errors in mathematical extensions and/or taxes, and the unit prices will govern.

Action Taken:

The C.A.O. or designate, Township Solicitor, and Department Head may all be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity:

- ✓ major irregularity (automatic rejection)
- ✓ minor irregularity (bidder may rectify)
- ✓ mathematical error (additions or extensions) as above

In the event that the vendor withdraws his bid due to the identification of a major irregularity, the Township may disqualify such vendor from participating in Township quotations/tenders/requests for proposals for a period of up to two years.

Bid Irregularities - Summary

| Item | Description | Major | Minor | Action |
|------|--|-------|-------|--|
| 1. | late bids (by any amount of time) | X | | automatic rejection |
| 2. | bids completed in pencil | X | | automatic rejection |
| 3. | bid surety not submitted with the bid (or any addenda) when indicated that such surety is required | X | | automatic rejection |
| 4. | Execution of Agreement to Bond a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing b. surety company not licensed to do business in Ontario | X | | automatic rejection |
| 5. | Execution of Bid Bonds: a. corporate seal or equivalent proof of authority to bind company or signature of the Bidder or both missing b. corporate seal or equivalent proof of authority to bind company or signature of Bonding Company missing | X | | automatic rejection |
| 6. | Other Bid Security: Cheque which has not been certified | X | | automatic rejection |
| 7. | bidders not attending mandatory site meeting | X | | automatic rejection |
| 8. | unsealed tender envelopes | X | | automatic rejection |
| 9. | proper response envelope or label not used | | X | acceptable if officially received on time |
| 10. | pricing or signature pages missing | X | | automatic rejection |
| 11. | insufficient financial security (ie: no deposit or bid bond or insufficient deposit) | X or | X | where security is required and amount is not specified in request, automatic rejection unless insufficiency is <u>de minimus</u> (trivial or insignificant) -where security is required and amount of security is specified in request, automatic rejection |
| 12. | bid received on documents other than those provided in request | X | | not acceptable unless specified otherwise in the request |
| 13. | Execution of Bid Document proof of authority to bind is missing | X | | automatic rejection |
| 14. | part bids (all items not bid) | X or | X | acceptable unless complete bid has been specified in the request |

| | | | | |
|-----|--|---|---|--|
| 15. | bids containing minor clerical errors | | X | 2 working days to correct initial errors. Township reserves the right to waive initialling and accept bid |
| 16. | uninitialed changes to the request documents which are minor (ie; the bidder's address is amended by overwriting but not initialled) | | X | 2 working days to correct initial errors. Township reserves the right to waive initialling and accept bid |
| 17. | alternate items bid in whole or in part | | X | available for further consideration unless specified otherwise in request |
| 18. | unit prices in the schedule of prices have been changed but not initialled | | X | 2 working days to correct initial errors. Township reserves the right to waive initialling and accept bid |
| 19. | other mathematical errors which are not consistent with the unit prices | | X | 2 working days to initial corrections. Unit prices will govern. |
| 20. | pages requiring completion of information by vendor are missing | X | | automatic rejection |
| 21. | bid documents which suggest that the bidder has made a major mistake in calculations or bid | | | consultation with a Solicitor on a case-by-case basis and referenced within the staff report if applicable |

Note: The above list of irregularities should not be considered all-inclusive. The C.A.O. or designate, in consultation with the requisitioning department will review minor irregularities not listed. The C.A.O. or designate may then accept the bid, or request that the bidder rectify the deviation.

Schedule "C"
Tender Process

Tenders will be called for all work, equipment, and materials with a value exceeding \$50,001 where the product/service is based on a defined requirement by way of public advertising or invitational bid.

The Department Head will send a draft advertisement and tender documents to the C.A.O. or designate for review, providing the following information:

- ✓ dollar value
- ✓ account number & Council authority
- ✓ description of work
- ✓ closing date

The Department Head will forward plans and specifications to the C.A.O. or designate, at least one week before the ad appears.

The C.A.O. or designate will authorize the advertising and distribution of tenders, and book a suitable room for the tender opening:

- ✓ all public tenders are advertised on the Township of Douro-Dummer Website. Additionally, at the discretion of the Department Head, tenders may be advertised in a local, regional, and/or construction newspaper.
- ✓ In some instances the contract may be advertised to pre-qualified potential bidders. Pre-qualification of bidders includes the screening of potential vendors in which such factors as financial capability, reputation, qualified staff and equipment management and product quality are considered. After evaluation of responses, only those contractors who are "pre-qualified" are allowed to submit tenders

Advertisements must include the following information (if applicable): site meeting time/date/location, contact names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

The closing date is usually 15 calendar days after date of issue. However, a tender may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s) being tendered.

Advertised tender packages are available from the Municipal Office, 894 South Street, Warsaw, Ont. K0L 3A0. The tender fee (if applicable) is paid to the Township and information is recorded from bidders as documents are picked up. A copy is available for viewing prior to purchase.

All tender submissions must be addressed to the C.A.O., Township of Douro-Dummer, and returned in a sealed envelope. The Municipal Office will receive all sealed tender submissions and issue a date and time-stamped receipt (if requested).

Tender Process (continued)

Corporate Services will refuse to accept any tender submission that is

- ✓ not sealed
- ✓ received after the 12:00 noon closing deadline
- ✓ submitted after a tender has been cancelled.

Requests for withdrawal of a tender shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed to the C.A.O. by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

Tenders close at 12:00 noon on the appointed day, and are opened publicly as determined in the tender documents.

Each tender is reviewed to determine whether a bid irregularity exists, and action is taken according to the nature of the irregularity (see Schedule B).

Tenders are tabulated and evaluated by the using department.

~~If the results are within \$5,000 of the approved budget then the results may be approved. A report initiated by the issuing Department Head and endorsed by the C.A.O. or designate shall be prepared prior to any commitments and where necessary for Council consideration and approval. If the results are more than \$5,000 over the approved budget then a report to Council will be required to approve the tender results; the report will identify the source of the additional funds. Upon approval, where necessary, the C.A.O. or designate shall ensure that a legally binding agreement is executed.~~

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~~Following Council's approval, the CAO or designate shall ensure that a contract, where necessary, which legally binds the corporation, is executed by the Mayor and Clerk.~~

Tender results, if requested, shall be made public by the C.A.O. or designate.

Schedule "D"
Request for Proposal Process

Requests for Proposals (RFP's) may be called instead of tenders, by way of public advertising or invitational bid:

- ✓ when requirements or services cannot be definitively specified, or
- ✓ when the requirements or services are non-standard or specialized in nature, or
- ✓ the cost is only a minor component making up the award.

The User Department will initiate the RFP process by preparing documents, with input and assistance from the C.A.O. or designate if required.

Prior to printing, documents must be submitted to the C.A.O. or designate for review to ensure that all provisions other than specifications have been included in the proper format.

The C.A.O. or designate will authorize the advertising and distribution of the RFP packages.

All public RFP's are advertised on the Township of Douro-Dummer Website. Additionally, at the discretion of the Department Head, RFP's may be advertised in a local, regional, and/or construction newspaper. Advertisements must include the following information (if applicable): site meeting time/date/location, contact names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

The closing date is usually 15 calendar days after date of issue. However, an RFP may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s).

Public Request for Proposal document packages are available from the Municipal Office, 894 South Street, Warsaw, Ont. K0L 3A0 and on the township website www.dourodummer.on.ca.

Request for Proposal Process (continued)

RFP's must be addressed to the C.A.O. or designate. The Municipal Office will receive all sealed submissions and issue a date and time-stamped receipt, if requested.

The Township of Douro-Dummer will refuse to accept any submission that is

- ✓ not sealed
- ✓ received after the 12:00 noon closing deadline
- ✓ submitted after an RFP has been cancelled.

Requests for withdrawal of an RFP shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed the C.A.O. by letter, or in person by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of an RFP does not disqualify a bidder from submitting another RFP on the same contract.

Proposals shall be opened as determined in the RFP documents on the appointed day for registration of bids. Only names of bidders will be made public.

Proposals received shall be evaluated on the basis of requested quantitative and qualitative criteria by an Evaluation Committee.

RFP's with an anticipated value over \$50,000 may require the Township Solicitor's review prior to issuance.

~~If the results are within \$5,000 of the approved budget then the results may be approved by C.A.O. or designate. If the results are more than \$5,000 over the approved budget then a report to Council will be required to approve the RFP results; the report will identify the source of the additional funds. Upon approval, where necessary, the C.A.O. or designate shall ensure that a legally binding agreement is executed, and a report from the department endorsed by the CAO or designate, to Council for consideration and approval prior to the award. Following Council's approval, a contract must be executed by the Mayor and Clerk when deemed necessary by Council.~~

Once an award is made by Council, the successful proponent report recommending an award shall be a matter of public record.

RFP results, if requested, shall be made public by the C.A.O. or designate.

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Schedule “E” Insurance

1. The standard insurance minimums are as follows:

\$2 million- general liability policy
\$2 million- automobile liability policy
\$2 million- homeowners (e.g. for rental of facilities)
\$5 million- general liability and automobile liability policies- for contract work done for most public works and environmental services projects.
\$2 million- professional errors and omissions liability
Builders Risk- the amount of the project cost.

Bid documents must clearly indicate insurance requirements to be provided by the successful bidder.

2. The successful bidder must furnish the township at his/her cost a “certified copy” of a liability insurance policy covering public liability and property damage for no less than the minimum amounts stated in section 1 of Schedule “E” to the satisfaction of the Township and in force for the entire contract period. The policy must contain:

A “cross liability” clause or endorsement;
An endorsement certifying that the Corporation of the Township of Douro-Dummer and the successful bidder are included as an additional named insured;
An endorsement to the effect that the policy or policies will not be altered, cancelled or allowed to lapse without thirty days prior written notice to the Township of Douro-Dummer.

3. Contractor’s Liability Insurance Policy shall not contain any exclusions of liability for damage, etc. to property, building or land arising from:

The removal or weakening of support of any property, building or land whether such support be natural or otherwise;
The use of explosives for blasting;
The vibration from pile driving or caisson work, provided that the minimum coverage for any such loss or damage shall be \$5,000,000.00

Schedule “F” Life Cycle Costing

1.1 Why use Life Cycle Costing?

The determination of costs is an integral part of the asset management process and is a common element of many of the asset manager’s tools, particularly Economic Appraisal, Financial Appraisal, Value Management, Risk Management and Demand Management.

In the past, comparisons of asset alternatives, whether at the concept or detailed design level, have

been based mainly on initial capital costs.

Growing pressure to achieve better outcomes from assets means that ongoing operating and maintenance costs must be considered as they consume more resources over the asset’s service life. For example, the operating costs of a hospital consume an equivalent of the capital cost every two to three years and can continue to do so for forty years or more. The operating costs of a school can consume the equivalent of its capital cost every four to five years and remain in service for a century.

Both the capital and the ongoing operating and maintenance costs must be considered wherever asset management decisions involving costs are made. This is the Life Cycle Cost approach.

Life Cycle Costing is a process to determine the sum of all the costs associated with an asset or part thereof, including acquisition, installation, operation, maintenance, refurbishment and disposal costs. It is pivotal to the asset management process as an input to the evaluation of alternatives via Economic Appraisal, Financial Appraisal, Value Management, Risk Management and Demand Management.

1.2 What is Life Cycle Costing?

The Life Cycle Cost (LCC) of an asset is defined as:

the total cost throughout its life including planning, design, acquisition and support costs and

any other costs directly attributable to owning or using the asset.

Life Cycle Costing adds all the costs of alternatives over their life period and enables an evaluation on a common basis for the period of interest (usually using discounted costs). This enables decisions on acquisition, maintenance, refurbishment or disposal to be made in the light of full cost implications.

Life cost planning

Life Cost Planning concerns the assessment and comparison of options/alternatives during the design/ acquisition phase. It utilises similar techniques as those for Economic Appraisal in that future, nominal costs are discounted to today’s dollar Discounted Cost.

The application of Discounted Cost analyses to Life Cost Planning differs from that in Economic

Appraisal in that Life Cost Planning generally:

- considers all cost components within asset options over the asset's life
- does not directly consider benefits or revenue streams that are generally assumed to be equal among the options being compared (benefits and revenues are considered in the evaluation of options).

Life cost analysis

Life Cost Analysis enables the creation, operation and disposal costs of a selected alternative to be monitored throughout its life to enable accurate and timely decision-making as to how these costs can be minimised. Where ownership of the asset changes over time, each owner, takes responsibility for decisions required during the period of ownership only.

Life Cost Analysis is used as the basis for monitoring and management of costs over an asset's life. It is essentially a financial management tool costs are generally not expressed as real or discounted costs but as nominal costs (i.e. estimated costs that are to be paid when due) to enable a comparison of the predicted cost and the actual cost. This enables better prediction and adjustment of the Life Cycle Costing model (LCC).

Basic Formula for Calculating Life-Cycle Cost

The formula for calculating life-cycle cost is:

$$LCC = I + \text{Repl} - \text{Res} + E + W + \text{OM\&R} + O$$

LCC: Total life-cycle cost in present value (PV) dollars of a given alternative

I: Initial cost

Repl: PV capital replacement costs

Res: PV residual value (resale value, salvage value) less disposal costs

L: Desired useful life in years of the building or system

E: Total energy cost (PV)

W: Total water costs (PV)

OM&R: Total operating, maintenance, and repair costs (PV)

O: Total other costs, if any—contract administration costs, financing costs, employee salaries and benefits, and so forth (PV)

Recommendation:

That the C.A.O.-2022-30 report, dated October 4, 2022 regarding the Group Benefits Program – November 1, 2022 Renewal Report be received for information.

Overview:

As per the most recent amendments to the Compensation Agreements, staff are to provide the benefit costing to Council annually, prior to the renewal date.

Jeff Fitzpatrick from Mosey and Mosey has provided the renewal report which is attached for Council's review.

The disability premiums experienced no increase as the rates were negotiated last year for a two-year period. There was an increase to the health and dental premiums which is mainly due to rising costs and the additional usage following the challenges faced during the height of the COVID pandemic, specifically while dental offices were closed.

Our benefit program is pooled with the County and the Township benefits from this relationship.

Conclusion:

Overall the program performs well and the increase to the annual premium of 5.7% is well within the industry average for 2022.

Financial Impact:

The increase of 5.7% represents \$12,126 which will be managed within the 2022 operating budget with the increase being reflected in the 2023 budget.

Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.

Group Benefits Program

November 1, 2022 Renewal Report



Township of Douro-Dummer

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1 Executive Summary

The benefits for the Peterborough County-Wide Program are underwritten by Manulife Financial, with the exception of the Accidental Death & Dismemberment insurance, which is underwritten by AIG Insurance. The program is scheduled to renew on November 1, 2022.

Renewal

Outlined in the table below are the proposed and negotiated renewal rate adjustments effective November 1, 2022. Manulife's proposed renewal costs would have resulted in an increase to the annual premium of 7.2%, or \$15,462 for the Township of Douro-Dummer. As a result of Mosey & Mosey's negotiations with Manulife, the finalized renewal will result in an annual premium increase of 5.7%, or \$12,126.

| Benefit | Proposed Renewal Adjustments | Negotiated Renewal Adjustments |
|--------------------------------|------------------------------|--------------------------------|
| Basic Life Insurance | No Change | No Change |
| Basic AD&D Insurance | No Change | No Change |
| Dependent Life Insurance | No Change | No Change |
| Long Term Disability Insurance | No Change | No Change |
| Weekly Indemnity Insurance | No Change | No Change |
| Extended Health Care | 12.3% Increase | 10.1% Increase |
| Dental | 19.9% Increase | 14.3% Increase |
| Employee Assistance Program | No Change | No Change |
| All Benefits Combined | 7.2% Increase | 5.7% Increase |

Section 2 provides our evaluation of the performance of your pooled and experience-rated benefits. Please refer to section 4 for a summary of the negotiated renewal premium rates effective November 1, 2022.

Recommendation

The renewal premium rate adjustments that have been negotiated by Mosey & Mosey with Manulife on behalf of the Peterborough County-Wide Program are reasonable and competitive based on the claims experience. We recommend acceptance of the overall negotiated renewal adjustments.



2 Audit and Review of Benefits

Life Insurance

The Life insurance benefit is underwritten on a partially experience rated/partially pooled basis for all participating members of the County-Wide Program combined. The review period used for the Life experience rating was May 1, 2017 to April 30, 2022. The County-Wide Program's experience is given approximately 25% credibility based on the size of the group. The credibility factor used by Manulife is reasonable. The following factors are considered in calculating the required renewal rate adjustment:

1. Adjusted premiums: in order to determine the experience adjustment that is required to the current rate, it is necessary to adjust the paid premiums for the past periods to the current rate basis. The premium is adjusted to reflect the amount that would have been paid had the current premium rates applied during the entire period being analysed. The total adjusted premium for the period is \$1,000,091.
2. Paid claims: there were \$256,500 in paid Life claims under the County-Wide Program during the past 12 months. Over the past 5 years, \$761,000 has been paid out by Manulife for Life insurance claims.
3. The adjustments required for incurred but not reported claims (IBNR reserves): these are the reserves held by the insurer to reflect the liability for claims that have been incurred, but not yet reported to the insurer. In the event of plan termination, the insurer would use these reserves to pay any claims which were incurred prior to the termination of the plan, but which are settled following the termination.
4. The Waiver of Premium Reserves: these reserves are held by the insurer to reflect the liability for the potential future claim payments to those individuals who are disabled and whose life insurance coverage is being continued without further premium payment. The waiver of premium reserves applicable to the renewal analysis are \$126,796 attributable to 4 active open LTD claims within the 5-year experience analysis period.
5. Demographics (age, sex, and volume of insurance) of the insured employees provides a comparison of the demographic information for the insured employees as at the last renewal of the Life insurance benefit compared to this year. The demographic information indicates that there has been a decrease of 3.1% in the weighted average age for the group over the past year.

As a result of the 2021 marketing, the Life rate is under guarantee until the November 2024 renewal. **The Life rate will not change effective November 1, 2022.**



Accidental Death & Dismemberment (AD&D) Insurance

The AD&D insurance benefit is underwritten on a fully pooled basis by AIG Insurance. This benefit was not included in the marketing, as AIG has continued to provide an extensive benefit at very low cost. Under this arrangement, the premium and claims for the AD&D coverage are combined by AIG in a pool with similar types of employers, and the premium rates are determined based on the overall claims experience of this pool. AIG proposed to maintain your current rate, which we support. **The AD&D rate will not change on November 1, 2022.**

Dependent Life Insurance

The Dependent Life insurance benefit is underwritten in conjunction with the Life benefit. Typically, any rate adjustment to the Dependent Life benefit is based on the insurers' Dependent Life pool performance. As a result of the 2021 marketing, the Dependent Life rate is under guarantee until the November 2024 renewal. **The Dependent Life rate will not change effective November 1, 2022.**

Long Term Disability Insurance (LTD)

The LTD benefit is underwritten on a partially experience-rated/partially pooled basis for all participating members of the County-Wide plan combined. The review period used for the LTD experience rating was May 1, 2017 to April 30, 2022. This is the same type of arrangement that applies to the Life insurance benefit.

This method of underwriting is most appropriate considering the number of employees insured under the plan and the annual premium generated. The premium paid for this coverage is relatively low in comparison with the potentially large, but infrequent claims which can occur. Due to the size of the County-Wide Program, the claims experience is more predictable than that which would be exhibited under a smaller plan, and therefore some credibility can be applied to the claims experience.

The following factors are considered when calculating the required premium rate adjustment:

1. Adjusted Premiums: it is necessary to adjust the paid premiums for the past 5 review periods to the current rate basis. Similar to the Life benefit, the premiums must be adjusted to reflect the amount that would have been paid had the current premium rates applied during the entire period being analysed. When the paid premiums are adjusted to the current rate basis, the total adjusted premium for the five-year review period is approximately \$4,582,659.
2. Paid claims: Manulife only considers the claims experience for the most recent five-year period. Total paid claims during this period were \$869,011.
3. The incurred but not reported claims reserves (IBNR reserves): these are the reserves held by the insurer to reflect the liability for claims that have been incurred, but not yet reported to the insurer. In the event of plan termination, the insurer would use these reserves to pay any claims which were incurred prior to the termination of the plan, but which are settled following the termination.
4. The LTD Reserves: these reserves are held by the insurer to reflect the liability for future claim payments. Only the individuals who were disabled in the past 5 years and are included in the calculation. The LTD reserves for the 4 individuals currently with Active LTD claims opened in the past 5 years are approximately \$1,003,127.



5. As previously mentioned, a level of credibility is applied to the actual claims experience. The County-Wide Program's own experience is given approximately 55% credibility based on the number of insured lives and volume of insurance.
6. Demographics (age, sex, and volume of insurance) of the insured employees provides a comparison of the demographic information for the insured employees as at the last renewal of the Long-Term Disability insurance benefit compared to this year. A review of this information indicates that there has been a decrease of 1.1% in the weighted average age for the group.

There are a total of 4 open LTD claimants for the Peterborough County-Wide Plan (who were disabled as of April 30, 2022), in the current 5-year experience period used for experience rating calculations. There are no new open LTD claims started in the most recent period of May 1, 2021 to April 30, 2022.

There is currently 1 Active LTD claim from the Township of Douro-Dummer at the end of the current review period, as listed below.

| Division | Date of Disability | Net Payment | LTD Reserve | Life Reserve | Status | WOP |
|----------|--------------------|-------------|-------------|--------------|--------|-----|
| 006 | 2020-08-29 | \$4,665 | \$598,884 | \$50,640 | Open | YES |

As a result of the 2021 marketing the LTD rate is under guarantee until the November 2023 renewal. **The LTD rate will not change effective November 1, 2022.**

Employee Assistance Program

The monthly rate for the Employee Assistance Plan is \$2.99 per employee per month. Manulife has proposed to maintain the current rate. **The EAP rate will remain unchanged effective November 1, 2022.**



Fully Experience-Rated Benefits

Underwriting Arrangements

The Weekly Indemnity, Extended Health Care, and Dental benefits are underwritten by Manulife on a non-refund, prospectively experience-rated basis, combined for all participating members of the County-Wide Program. The same renewal premium rate adjustments are applied to all participating members. Under this underwriting arrangement, there is no formal surplus or deficit accounting performed. The premium rates will be established based on the financial results generated by the County-Wide Plan's claims experience for the review period May 1, 2021 to April 30, 2022.

The plan costs are the following:

1. The eligible claims paid under the plan;
2. The adjustment required to the reserves for incurred but not reported claims (IBNR reserves). In the event the plan should terminate with Manulife, these reserves would fund eligible claims which have been incurred prior to the date of termination but which are submitted for settlement following the termination;
3. Manulife's administration expenses associated with the plan. The level of these administration expenses is typically identified as the "target loss ratio."

The amount of the anticipated claims during the next policy year is determined based on the past claims experience. This claims experience is adjusted to reflect any expected increases resulting from inflation and increases in utilization, typically identified as "trend."

To protect the plan costs against the impact of any unusual claiming levels, a pooling arrangement for the Extended Health Care benefit has been included. Under this pooling arrangement all in-Canada Health care claims in excess of \$15,000 per individual are removed from the claims experience for renewal rate purposes. The current Stop-Loss pooling charge is 21.0% of adjusted premium. Manulife has reduced this charge to 20.25% of adjusted premium for the 2022-2023 period. This charge is normal for this pooling arrangement and size of group. If an individual should incur any Extended Health Care claims outside Canada, the full amount of such claims are removed from the claims experience for renewal rate purposes.



Weekly Indemnity Insurance

Due to the potential volatility of Weekly Indemnity claims, three years of claims experience is typically considered in the renewal analysis. The experience period used is from May 1 to April 30. Therefore, the renewal adjustment is based on the average claims experience for the period May 1, 2019 to April 30, 2022. Manulife proposed to maintain the current Weekly Indemnity rates, which is in line with Mosey & Mosey's calculation of required Weekly Indemnity premium for the upcoming policy year. **The Weekly Indemnity rates will not change effective November 1, 2022.**

Extended Health and Dental Renewal Methodology

Each member group of the Peterborough County-Wide consortium group will be given their own Health rate adjustment and Dental rate adjustment based equally on the consortium's overall experience, and the members' individual experience during the review period. This means 50% of your rate adjustment will be based on the Consortium's performance and 50% of your rate adjustment will be based on the Township's individual performance. A detailed calculation of the required adjustments is provided on the following pages.



Extended Health Care

Mosey & Mosey's calculations support an increase of 10.1% to the Extended Health Care premium rates. Manulife initially proposed an increase of 12.3% to the Extended Health Care premium rates. As a result of Mosey and Mosey's negotiations Manulife agreed to our calculation. **The Extended Health Care rates will be adjusted by +10.1% effective November 1, 2022.**

| | Consortium | Duoro-Dummer |
|--|-------------------|---------------------|
| A) Paid Premium | \$1,069,036 | \$78,847 |
| B) Adjusted Premium | \$1,024,837 | \$76,030 |
| C) Paid Claims | \$817,187 | \$47,587 |
| D) Pooling Credit | (\$151,271) | \$0 |
| E) Pooling Charge | \$207,529 | \$15,396 |
| F) Reserve adjustment | (\$45) | (\$465) |
| G) Total Incurred Claims Charges | \$873,399 | \$62,518 |
| H) Incurred Loss Ratio (G ÷ B) | 85.2% | 82.2% |
| I) Inflation / Utilization Trend (15.75% adjusted for 18 months) | 98.6% | 95.1% |
| J) Expenses (12%) – 88% Target loss ratio | 112.0% | 108.0% |
| Required Rate Adjustment: | +12.0% | +8.1% |
| Application of 50% Credibility | 6.0% | 4.1% |
| Blended Adjustment: | +10.1% | |

Glossary for Table:

- B) Adjusted Premium: Paid premiums for your group have been adjusted to reflect last year's renewal rate adjustment of -6.9% effective November 1, 2021.
- D) The consortium has total pooling credits of \$151,271 for individual claims in excess of the \$15,000 individual stop-loss arrangement and Out-Of-Canada claims. The Township of Douro-Dummer had no pooled claims.
- F) The pooling charge for \$15,000 individual stop-loss and Out-Of-Canada pooling is 20.25% of adjusted premium.
- H) Reserve represents 8.5% of current paid claims.
- K) The annual inflation / utilization trend factor of 10.5% has been adjusted to 15.75% to reflect the six-month lag time from the end of the claims experience review period and the effective date of the renewal. Industry standards range from 10% to 14% per annum.



Dental

Mosey & Mosey's calculations support an increase of 19.3% to the Dental premium rates. Manulife initially proposed an increase of 19.9%. Mosey and Mosey was able to negotiate a cap on the overall consortium Dental adjustment of 20%, a 5% reduction from the calculated consortium required adjustment. This 5% comes off the required blended adjustment and applied to the participants of the County-Wide Plan accordingly. **Therefore, the Dental rates will be adjusted by +14.3% effective November 1, 2022.**

| | Consortium | Duoro-Dummer |
|--|---------------|---------------|
| A) Paid Premium | \$484,334 | \$30,022 |
| B) Adjusted Premium | \$450,821 | \$25,256 |
| C) Paid Claims | \$432,483 | \$22,139 |
| D) Reserve adjustment | \$1,228 | (\$20) |
| E) Total Incurred Claims Charges | \$433,711 | \$22,119 |
| F) Incurred Loss Ratio (E ÷ B) | 96.2% | 87.6% |
| G) Inflation / Utilization Trend (9% adjusted for 18 months) plus ODA fee guide adjustment 4.75% | 110.0% | 100.0% |
| H) Expenses (12%) – 88% Target loss ratio | 125.0% | 113.6% |
| Required Rate Adjustment: | +25.0% | +13.6% |
| Application of 50% Credibility | 12.5% | 6.8% |
| Blended Adjustment: | +19.3% | |
| Negotiated Reduction | -5.0% | |
| Renewal Adjustment | +14.3% | |

Glossary for Table:

- B) Adjusted Premium: Paid premiums for your group have been adjusted to reflect last year's renewal rate adjustment of -27.4% effective November 1, 2021.
- D) Reserve represents 10.5% of current paid claims.
- I) Annual inflation / utilization trend factor of 6% adjusted to 9% to reflect the six-month lag time from the end of the claims experience period and the effective date of the renewal. Industry standards range from 5% to 8% per annum. A cost factor of 4.75% has been applied to reflect the change in O.D.A. fee schedule applicable to the Dental claims.
- J) Expenses remain at 12% of premium.

Summary

As a result of the pre-existing rate guarantees and Mosey & Mosey's negotiations with Manulife on behalf of the Township of Douro-Dummer the overall premium will increase by 5.7%, or \$12,126 per year. We recommend the Township of Douro-Dummer accept the negotiated renewal, effective November 1, 2022.



3 Health and Dental Claims Analysis

Health and Dental Claims Analysis

In conjunction with the renewal, we have reviewed the claims under the Extended Health Care and Dental benefits for the most recent policy year, May 1, 2021 to April 30, 2022, focusing on the breakdown of the claims to determine if there were any unusual claiming trends being exhibited under the plans. For comparative purposes, the claims for the previous policy year, May 1, 2020 to April 30, 2021 have also been provided.

Extended Health Care

Below is a review of the Extended Health Care information for the Township of Douro-Dummer.

| Health Care Service Category Township of Douro-Dummer | Paid Claims 2020/2021 | Percent of Total Paid Claims | Paid Claims 2021/2022 | Percent of Total Paid Claims | Percent change year over year |
|--|--------------------------|------------------------------------|--------------------------|------------------------------------|-------------------------------------|
| Prescription Drugs | \$38,659 | 77.2% | \$31,955 | 67.2% | -17.3% |
| Vision | \$3,211 | 6.4% | \$5,075 | 10.7% | +58.0% |
| Medical Services & Supplies | \$3,568 | 7.1% | \$4,400 | 9.2% | +23.3% |
| Massage Therapy | \$1,707 | 3.4% | \$2,430 | 5.1% | +42.4% |
| Chiropractor | \$1,018 | 2.0% | \$1,206 | 2.5% | +18.5% |
| Orthotics & Orthopaedic Shoes | \$490 | 1.0% | \$985 | 2.1% | +101.0% |
| Physiotherapy | \$455 | 0.9% | \$630 | 1.3% | +38.5% |
| Miscellaneous Practitioners | \$385 | 0.8% | \$410 | 0.9% | +6.5% |
| Hospital | \$240 | 0.5% | \$255 | 0.5% | +6.3% |
| Mental Health Practitioners | \$320 | 0.6% | \$240 | 0.5% | -25.0% |
| Total Health Care Claims Paid* | \$50,053 | 100.0% | \$47,587 | 100.0% | -4.9% |
| Less: Pooled Claims | \$0 | | \$0 | | |
| Net of Pooled Claims** | \$50,053 | | \$47,587 | | -4.9% |
| Number of Subscribers | 25 | | 26 | | +4.0% |
| Average Paid Claims Per Subscriber | \$2,002 | | \$1,830 | | -8.6% |

*Includes all stop loss pooling credits and out-of-country claims

**Excludes all stop loss pooling credits and out-of-country claims

Prescription drug claims are usually the main driver of Extended Health Care claims, normally in the range of 65% to 75% of all EHC claims. Township of Douro-Dummer drug claims are within this level. Drug claims decreased by 17.3% over the previous year.

Paid claims have decreased by 4.9% since last year, while the number of subscribers has increased by 4.0%. Therefore, the average cost per subscriber has decreased by 8.6%.



Below is a review of the Extended Health Care information for the Peterborough County-Wide Plan.

| Health Care Service Category Peterborough County-Wide Plan | Paid Claims 2020/2021 | Percent of Total Paid Claims | Paid Claims 2021/2022 | Percent of Total Paid Claims | Percent change year over year |
|---|--------------------------|------------------------------------|--------------------------|------------------------------------|-------------------------------------|
| Prescription Drugs | \$578,840 | 75.7% | \$595,848 | 72.9% | +2.9% |
| Vision | \$63,977 | 8.4% | \$69,412 | 8.5% | +8.5% |
| Massage Therapy | \$34,999 | 4.6% | \$37,323 | 4.6% | +6.6% |
| Medical Services & Supplies | \$19,114 | 2.5% | \$29,917 | 3.7% | +56.5% |
| Hospital | \$8,510 | 1.1% | \$24,170 | 3.0% | +184.0% |
| Chiropractor | \$26,981 | 3.5% | \$23,969 | 2.9% | -11.2% |
| Physiotherapy | \$14,088 | 1.8% | \$17,947 | 2.2% | +27.4% |
| Orthotics & Orthopaedic Shoes | \$15,080 | 2.0% | \$13,535 | 1.7% | -10.2% |
| Out-of-Country / Travel | \$151 | 0.0% | \$1,512 | 0.2% | +898.5% |
| Miscellaneous Practitioners | \$2,125 | 0.3% | \$2,723 | 0.3% | +28.1% |
| Mental Health Practitioners | \$544 | 0.1% | \$830 | 0.1% | +52.7% |
| Total Health Care Claims Paid* | \$764,409 | 100.0% | \$817,187 | 100.0% | +6.9% |
| Less: Pooled Claims | \$143,823 | | \$151,271 | | |
| Net of Pooled Claims** | \$620,587 | | \$665,916 | | +7.3% |
| Number of Subscribers | 367 | | 374 | | +1.9% |
| Average Paid Claims Per Subscriber | \$2,083 | | \$2,185 | | +4.9% |

On a County-Wide basis, overall claims increased by 6.9% compared to the previous year. The number of subscribers increased by 1.9% since last year. The average cost per subscriber has increased by 4.9%.



Prescription Drugs

The table below provides a listing of the top ten medical conditions based on the amount of drug claims paid, for the Township of Douro-Dummer.

**TOP 10 DRUG CLAIMS PAID BY DIN
MAY 2021 TO APRIL 2022**

| Rank | Drug Name | Medical Condition | Total Drug Claims Paid | Percent of Total Drug Claims Paid | Number of Drug Claims | Percent of Total Drug Claims Paid | Average Cost |
|---|--------------------------------|---------------------------|------------------------|-----------------------------------|-----------------------|-----------------------------------|-----------------|
| 1 | SUPEUDOL 10 | Pain, Narcotic Analgesics | \$1,775 | 5.6% | 13 | 2.2% | \$136.55 |
| 2 | ENTRESTO | Cardiovascular Disease | \$1,575 | 4.9% | 3 | 0.5% | \$525.10 |
| 3 | TEVA-MORPHINE SR | Pain, Narcotic Analgesics | \$1,438 | 4.5% | 13 | 2.2% | \$110.61 |
| 4 | TOUJEO SOLOSTAR | Diabetes | \$1,407 | 4.4% | 3 | 0.5% | \$469.14 |
| 5 | FIASP | Diabetes | \$1,183 | 3.7% | 6 | 1.0% | \$197.22 |
| 6 | ENTRESTO | Cardiovascular Disease | \$1,059 | 3.3% | 3 | 0.5% | \$353.07 |
| 7 | TRESIBA | Diabetes | \$982 | 3.1% | 4 | 0.7% | \$245.49 |
| 8 | RESTASIS | Eye Disease, Misc | \$865 | 2.7% | 4 | 0.7% | \$216.23 |
| 9 | FREESTYLE PRECISION TEST STRIP | Diabetic Supplies | \$855 | 2.7% | 5 | 0.9% | \$171.06 |
| 10 | VAGIFEM 10 | Hormone Replacement | \$753 | 2.4% | 5 | 0.9% | \$150.52 |
| | All Other Drugs | | \$20,062 | 62.8% | 526 | 89.9% | \$38.14 |
| TOTAL OF TOP 10 CLASSIFICATIONS: | | | \$11,893 | 37.2% | 59 | 10.1% | \$201.58 |
| TOTAL ALL DRUG CLAIMS PAID: | | | \$31,955 | 100.0% | 585 | 100.0% | \$54.62 |

Supeudol 10 has moved to the top ranked drug, followed by Ernesto, and TEVA-Morphine as the top three by claims paid. These drugs were ranked 2nd, 3rd, and 4th last year respectively.



Dental

A review of the Dental care information for the Township of Douro-Dummer indicates the following.

| Dental Care Service Category Township of Douro-Dummer | Paid Claims 2020/2021 | Percent of Total Paid Claims | Paid Claims 2021/2022 | Percent of Total Paid Claims | Percent change year over year |
|--|--------------------------|------------------------------------|--------------------------|------------------------------------|-------------------------------------|
| Basic Services | \$11,130 | 59.8% | \$12,752 | 57.6% | +14.6% |
| Periodontics | \$4,627 | 24.8% | \$5,689 | 25.7% | +23.0% |
| Surgery & Anaesthetic | \$1,795 | 9.6% | \$2,586 | 11.7% | +44.1% |
| Major Restorative | \$0 | 0.0% | \$1,077 | 4.9% | +++ |
| Orthodontics | \$451 | 2.4% | \$36 | 0.2% | -92.1% |
| Endodontics | \$621 | 3.3% | \$0 | 0.0% | -100.0% |
| Total Dental Care Claims Paid | \$18,623 | 100.0% | \$22,139 | 100.0% | +18.9% |
| Number of Subscribers | 23 | | 24 | | +4.3% |
| Average Paid Claims Per Subscriber | \$810 | | \$922 | | +13.9% |

Paid claims have increased by 18.9% since last year, while the number of subscribers has increased by 4.3%. Therefore, the average cost per subscriber has increased by 13.9%.

Below is a review of the Dental claims information for the Peterborough County-Wide Plan.

| Dental Care Service Category Peterborough County-Wide Plan | Paid Claims 2020/2021 | Percent of Total Paid Claims | Paid Claims 2021/2022 | Percent of Total Paid Claims | Percent change year over year |
|---|--------------------------|------------------------------------|--------------------------|------------------------------------|-------------------------------------|
| Basic Services | \$166,662 | 47.5% | \$213,723 | 49.4% | +28.2% |
| Periodontics | \$83,770 | 23.9% | \$91,086 | 21.1% | +8.7% |
| Major Restorative | \$46,040 | 13.1% | \$60,114 | 13.9% | +30.6% |
| Surgery & Anaesthetic | \$37,504 | 10.7% | \$41,903 | 9.7% | +11.7% |
| Orthodontics | \$8,581 | 2.4% | \$13,680 | 3.2% | +59.4% |
| Endodontics | \$8,333 | 2.4% | \$11,976 | 2.8% | +43.7% |
| Total Dental Care Claims Paid | \$350,890 | 100.0% | \$432,483 | 100.0% | +23.3% |
| Number of Subscribers | 364 | | 368 | | +1.1% |
| Average Paid Claims Per Subscriber | \$964 | | \$1,175 | | +21.9% |

On a County-Wide basis, overall claims increased by 23.3% compared to the previous year. The number of subscribers has increased, by 1.1% since last year; therefore, the average cost per subscriber has increased by 21.9%. The increase in Dental claims has been affected by the lower than usual claims in the previous period due to Covid-19 Dental office closures in 2020. This is likely the main factor for the unusually high year over year increase in Dental claims.



4 Monthly Renewal Rate and Cost Summary

THE COUNTY OF PETERBOROUGH, COUNTY-WIDE PROGRAM Group No. 106228

Township of Douro-Dummer, Acct. 006 November 2022 Renewal

| Benefit | | Current Cost | | Manulife Negotiated Renewal | | |
|---|-----------|--------------|------------------|-----------------------------|-----------------|------------|
| | | Unit Rate | Monthly Premium | Unit Rate | Monthly Premium | Adjustment |
| Basic Life | 3,446,000 | \$ 0.372 | \$1,282 | \$ 0.372 | \$1,282 | 0.0% |
| Basic AD&D (AIG) | 3,446,000 | 0.030 | \$103 | 0.030 | \$103 | 0.0% |
| Dependent Life - Class C | 18 | 4.59 | \$83 | 4.59 | \$83 | 0.0% |
| Dependent Life - Classes C2, CR | 1 | 4.48 | \$4 | 4.48 | \$4 | 0.0% |
| Long Term Disability | 90,565 | 6.179 | \$5,596 | 6.179 | \$5,596 | 0.0% |
| Weekly Indemnity | 17,122 | 0.928 | \$1,589 | 0.928 | \$1,589 | 0.0% |
| Extended Health Care | | | | | | |
| | Single 6 | 129.22 | \$775 | 142.27 | \$854 | |
| | Family 20 | 297.17 | \$5,943 | 327.18 | \$6,544 | 10.1% |
| Dental | | | | | | |
| | Single 6 | 38.60 | \$232 | 44.12 | \$265 | |
| | Family 19 | 110.03 | \$2,091 | 125.76 | \$2,389 | 14.3% |
| Employee Assistance Program | 26 | 2.99 | \$78 | 2.99 | \$78 | 0.0% |
| TOTAL MONTHLY PREMIUM - ALL BENEFITS | | | \$17,776 | \$18,786 | | |
| TOTAL ANNUAL PREMIUM - ALL BENEFITS | | | \$213,311 | \$225,437 | | |
| Variance To Current Cost | | | | \$12,126 5.7% | | |



5 EP3 Statement

Please refer to the following page for the Inter-Company EP3 statement from Manulife for the Township of Douro-Dummer.



Inter-company EP3 statement

This statement confirms that, for the November 2022 renewal, The Township of Douro-Dummer is covered by Manulife's Extended Drug Policy Protection Plan (EP3).

This EP3 meets the Canadian Drug Insurance Pooling Corporation's (CDIPC) EP3 minimum standards for drug insurance. Manulife reserves the right to change the terms of the EP3 as permitted by CDIPC standards.

Please note that should any provision of Manulife's EP3 conflict with any provision contained in any provincial drug insurance pooling legislation, such legislation takes precedence over Manulife's EP3. In addition, any exclusions from Manulife's EP3 apply for the purposes of the CDIPC pooling agreement only.

Section 1:

| | |
|-------------------------------------|-------------------------------|
| Insurer: | Manulife |
| Statement issue date: | Jun/02/2022 |
| Plan Sponsor / Group Policy Holder: | Peterborough County-Wide plan |

| Policy | Class | Plan |
|--------|-------|----------------------------------|
| 106228 | 001 | A, A, A2, A2, I, I, M, M, M1, M1 |
| 106228 | 002 | F, F |
| 106228 | 003 | H, H |
| 106228 | 004 | K, K, K2, K2, K5, K5 |
| 106228 | 005 | D1, D1, G, G |
| 106228 | 006 | C, C, C2, C2, C3, C3, CR, CR |
| 106228 | 007 | E, E, J, J, L, L |
| 106228 | 008 | A3, A3, AU, AU, |

| Policy | Class | Plan |
|--------|-------|--------------------------------------|
| | | AV, AV, AW, AW, AX, AX, R, R, R1, R1 |
| 106228 | 009 | B, B, B1, B1, BR, BR |
| 106228 | 010 | F1, F1, F2, F2 |
| 106228 | 011 | K3, K3, K4, K4, K6, K6 |

Section 2:

Pooling level for drug claims

For residents of all provinces/territories except Quebec: The pooling level is the lower of \$10,000 per individual and the CDIPC ongoing threshold per certificate for plans with 49 participating EHC lives or less. For plans with more than 49 participating EHC lives, the pooling level is the lower of \$15,000 per individual and the CDIPC ongoing threshold per certificate.

For residents of Quebec: Only Quebec Drug Insurance Pooling Corporation pooling applies for plans with 49 participating EHC lives or less. For plans with more than 49 participating EHC lives, the EP3 pooling level is the lower of \$15,000 per individual and the CDIPC ongoing threshold per certificate.

Recommendation:

That the C.A.O.-2022-31 report, dated October 4, 2022 regarding COVID Vaccination Policy Review be received for information.

Overview:

In October 2021, Council unanimously approved the Township of Douro-Dummer COVID Vaccination Policy which required all existing staff, volunteers and any new staff to be fully vaccinated for COVID-19. Fully vaccinated for the purpose of the policy was achieved with 2 doses of the approved vaccinations.

In January of 2022 the following Resolution was adopted:

Resolution

That the CAO and the Human Resource Consultant will review the Township's Vaccination Policy on a monthly basis.

Over the last year, staff have continued to monitor the current environment and have noted many updates and recommendations from Peterborough Public Health as well as our SHRP, our HR Consultant. The message has been consistent in maintaining the existing policy until the end of 2022.

There have been constant developments in the pandemic and a wide range of changes from enhanced protocols to protect individuals from the virus to most recently a lifting of restrictions as of September 30, 2022.

In June of 2022 the following resolution was adopted:

Resolution

That the update regarding Township of Douro-Dummer Mandatory Vaccination Policy be received and review comments of Committee and ask Dr. Thomas Piggott to attend Council Meeting.

Due to some scheduling conflicts, Dr. Piggott was unable to attend our meeting although Donna Churipuy, Director of Health Protection & Chief Nursing Officer is attending on his behalf to answer any questions or concerns Council has.

Conclusion:

Following the advice from the professionals, it is being recommended that the policy remain in place until the end of 2022 and that staff bring back a report for further consideration on the policy.

Financial Impact:

There is no financial impact with this report.

Recommendation:

That the Clerk's Office-2022-17 report, dated October 4, 2022 regarding a draft Customer Service Policy be received and that the Policy be added to the Township Policy Manual as A-30 – Customer Service Standard and Conduct Policy.

Overview:

Customer Service is integral to the work of the Township and forms the foundations of the relationships between the Township, residents and community stakeholders. As our Township has grown and the services that the Township provides have become more complex, discussions have been had regarding implementing a Customer Service Policy to formalize the internal standards that were already in place and to provide clear guidance to staff and the public on the expectations for service delivery.

The Policy that is attached as Draft Policy A-30 – Customer Service Standards and Customer Conduct Policy, sets out various goals that should be met in the delivery of service to residents and stakeholders. Some of those goals are: Accountability, Dedication, Honesty, Innovation and Teamwork.

This Policy also allows for the creation of specific procedures that can be created and implemented to carry of the Policy decision. For example, a Customer Service Standards Procedure is attached to this report which if Council choses to approve the Draft Policy could be put in place immediately to codify the procedures necessary to meet the policy direction set by Council.

Conclusion:

In reviewing the Service Delivery and Organizational Review, there was a lengthy discussion on the need for the Township to modernizer it's policies and to create a separation between Policies and Procedures. This Policy and it's accompanying Procedure reflect the recommendation presented in the Review. The Procedure document speaks to who is responsible, who the procedure applies to and direction on how it will be carried out.

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

Financial Impact: None

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

Report Approval Details

| | |
|----------------------|---|
| Document Title: | Draft Customer Service Policy A-30.docx |
| Attachments: | - Draft - A30 - Customer Service Standard and Conduct Policy.docx - Draft - A30a - Customer Service Standards Procedure.docx |
| Final Approval Date: | Sep 28, 2022 |

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

Elana Arthurs

Customer Service Standards and Customer Conduct Policy

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

Policy Statement

The Corporation of the Township of Douro-Dummer is committed to delivering excellent, impartial and accessible customer service.

Staff will provide the best customer service possible and are empowered to make decisions to ensure that each customer experience is meaningful, fair and respectful.

Equally, our customers are responsible for behaving in a respectful manner to promote an environment that can be shared by all. The success of the Township depends on our ability to work and perform functions in the most effective and efficient ways, balancing the needs of the individual with the overall needs of the community as a whole.

Purpose:

To ensure all communications follow the Township's customer service goals:

- Accountability – Customer service is everyone's responsibility
- Dedication – Our customers are the reason we are here. Go the extra mile to provide excellent service to our customers
- Honesty – Always fulfill your commitments. If you say you are going to do something, do it!
- Innovation – Strive to continuously improve service. Leave our customers feeling satisfied with the information, program or service they receive from the Township
- Respect – Treat customers with respect and build strong, lasting relations wherever possible
- Teamwork – Through teamwork and sharing of our knowledge and experience, we will achieve our commitment to customer service excellence

To establish procedures for:

- The Township's customer service standard ensure a consistent, standard practice that reflects the Township's commitment to customer service excellence

- Expectations for appropriate conduct by customers;
- Handling process for complaints and compliments about a Township employee, member of a Township committee or volunteers acting on behalf of the Township.

Application: This policy applies to all forms of customer service by municipal employees to the community, and appropriate conduct by customers requesting information, a service, filing a complaint or compliment, or providing feedback, and includes but is not limited to online, electronic, print and verbal communications.

References & Related Policies:

Customer Service Standards Procedure
Policy A23 – Township Complaint Policy

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 as per the HR Handbook.

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

Customer Service Standards Procedure

Approved By: CAO

Approval Date:

Effective Date:

Revision Date:

Procedure Statement

To establish customer service standards for the Corporation of the Township of Douro-Dummer to ensure a consistent, standard practice that reflects the Township's commitment to customer service excellence and accessibility.

Scope:

This procedure applies to all forms of customer service by Township employees to each other and the community and includes but is not limited to online, electronic, print and verbal communications.

Application:

This policy applies to all forms of customer service by Township employees to the community, and appropriate conduct by customers requesting information, a service, filing a complaint or compliment, or providing feedback, and includes but is not limited to online, electronic, print and verbal communications.

References & Related Policies and Procedures:

Building & By-law Enforcement Customer Service Policy P9

Customer Service Standards Procedure

Policy A23 – Township Complaint Policy

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 procedure may result in disciplinary actions as per the HR Handbook.

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

Procedures

The following customer service standards shall be followed by Township employees and where applicable, shall be applied in accordance with the Township's accessibility and other related policies and procedures:

Telephone/voice mail

- Answer calls within three rings when feasible
- Update voice mail with an informative message when needed
- Check voice mail daily, unless there is an extended absence notification
- Provide an alternate contact on voice mail. If alternate contact is a department line, ensure the voice mail has been updated
- Senior management voice mail should be directed to a live person
- Respond to high priority (related to non-emergency public safety) voice mail within one business day
- Respond to voice mail by end of next business day

Written correspondence (emails, letters, memos, faxes, etc.)

- Respond to email by end of next business day whenever feasible
- Respond to high priority (related to non-emergency public safety) emails within one business day whenever feasible
- Ensure automatic or same business day acknowledgments for high volume areas or when unable to respond fully within the required amount of time.
- Provide a response time estimate based on the complexity of the inquiry and availability of staff. Total time should not exceed 15 business days
- Respond to faxes, letters and memos within 15 business days of receipt if required

In person

- Attend to walk-in customers immediately
- Serve customers in the order in which they appear, except when a customer has a scheduled appointment

After-hours inquiries

- All after-hours high priority or public safety issues should be directed to the Township's after-hours emergencies call handling service.
- To maintain work/life balance, respond to general inquiries received during non-business hours (evenings, Saturdays, Sundays, and statutory holidays) within two business days of the next business day.

Response times

- If unable to respond fully within the required amount of time, provide a response time estimate based on the complexity of the inquiry and availability of staff. Total time should not exceed 15 business days.

Responsibilities

Employees are responsible for:

Complying with this procedure and speaking to their supervisor when it is not possible.

Recommendation:

That the Clerk's Office-2022-16 report, dated October 4, 2022 regarding an update to Policy A-23 – Complaint Handling Policy be received and that the Policy be updated in the Township's Policy Manual and provided to the public via the Township website.

Overview:

The Township's current Complaint Policy has been in place since the Fall of 2016. It was implemented to meet the requirements of Bill 8 - Public Sector and MPP Accountability and Transparency Act, 2014 which provides the Ontario Ombudsman the power to investigate and resolve complaints about municipalities.

In the use of the current policy, staff have encountered various issues and speed bumps with the procedures prescribed by the Policy. One of the issues is that the Policy removed the Manager of the department from the resolution process until the end instead of making them an active participant in the process. The procedures set out in the Policy were convoluted and creates confusion as to who does what and when and also created confusion for the public as calls for service or reports of concerns processed were being used for formal complaints and vice-versa. In drafting the Policy and Procedures that are attached to this report, staff have taken this issue into consideration and provided clarity and transparency to make the Policy more effective.

When the Policy was implemented in 2016, the Township through Council direction began using Marmak software to track complaints. The system appointed one staff member to administer the software and complete all inputs. Over the course of 2020 the present staff have found that the software is not providing good value for money and efficient operation. In lieu of the software, staff have created an Excel based tracking sheet which is able to fulfill the same role as the software at no cost and allow staff to provide a summary of complaints to Council and provide any required information to the Ombudsman in the event of an investigate.

Lastly staff have split the Policy into new Policy and Procure documents and have created a new Formal Complaint Form. This is to follow through on the recommendations from the Service Delivery and Organizational Review regarding the Township reforming and reviewing the Policies and their implementation and providing customer centered services.

Conclusion:

It is required by legislation that the Township have a complaint policy as per Bill 8. The revised policy that is being presented meets the requirements of the legislation, allows for accountability for all persons involved and allows information to be provided to Council and the Ombudsman.

Financial Impact:

The removal of the Marmak software creates a savings of a minimum of \$200.00 a month in fees.

Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.

Report Approval Details

| | |
|----------------------|---|
| Document Title: | Revisions to Policy A23 - Township Complaint Policy.docx |
| Attachments: | - Draft 2022 Update - A23 - Complaint Handling Policy - Form.docx - Draft 2022 - A23-a - Public Complaint Procedure.docx - Draft 2022 Update - A23 - Complaint Handling Policy.docx |
| Final Approval Date: | Sep 28, 2022 |

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

Elana Arthurs

Complaint Handling Policy

Approved By: Council
Approval Date: November 1, 2016
Effective Date:
Revision Date: October 4, 2022

Policy Statement

The Corporation of the Township of Douro-Dummer is committed to a consistent and uniform process to respond to formal complaints received from members of the public and to ensure an approach where all complaints are dealt with fairly in a respectful and timely manner. This policy shall govern the process to be followed and the service standards for the handling of complaints

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Purpose: The purpose of this policy is to provide a consistent and uniform process to respond to public complaints regarding programs, facilities, services provided by the administration of the Township of Douro-Dummer, staff or operational procedures. This policy is also intended to satisfy Bill 8 - Public Sector and MPP Accountability and Transparency Act, 2014 which provides the Ontario Ombudsman the power to investigate and resolve complaints about municipalities. The information gained from complaints contributes to the helps improvement of the quality of the services and operations of the Township provided by the Township.

Application: This policy extends to programs, services and facilities directly delivered by the Municipality. This policy applies to complaints that are received by e-mail, by mail, by social media, phone or by fax.

- This policy applies to all Township departments, services, operations and employees.
- This policy shall be made available and accessible to those accessing services provided by the administration of the Township of Douro-Dummer.
- Complaints subject to this Policy must be submitted and considered in accordance with this Policy prior to being filed with the Ombudsman.

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Definitions:

Complaint means any expression of dissatisfaction about the action or lack of action taken regarding operations, facilities or services

provided by the Municipality or by a person or body acting on behalf of the Township. ~~The term dissatisfaction is key to the definition of a complaint. Feedback of a positive or general nature, comments on a service or facility that do not require a response, or requests for service are not complaints. Complaints imply that the complainant is unhappy with the service received and that they require a follow-up response in regards to the issue.~~

Complainant means –the person who is dissatisfied and filing the complaint. Anyone who uses or is affected by municipal services can make a complaint including residents, people who work in or visit the municipality, local businesses or community groups.

Compliment means –an expression of appreciation for satisfactory or above-satisfactory service.

Feedback means –input from client that is neither positive, nor negative, but provides input or ideas.

Formal Complaint means a written Complaint submitted on a form prescribed by the Township Clerk.

Frivolous or Vexatious Complaint means the Complaint is initiated with malicious intent or is part of a pattern of conduct by the Complainant that amounts to an abuse of the Complaint process. For greater clarity "frivolous" means lacking basis or merit; a matter that has little prospect of success; not serious, not reasonably purposeful. For greater clarity "vexatious" means without reasonable or probable cause or excuse; harassing; annoying; instituted maliciously or on the basis of improper motives; intended to harass or annoy.

Ombudsman means the individual designated and appointed by the Council of the Township of Douro-Dummer as an Ombudsman in accordance with the Municipal Act, or an Ombudsman having jurisdiction in accordance with the Ombudsman Act.

Request for Service means –a request for a specific service provided, or could be provided, by the ~~municipality~~Township.

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Exclusions:

*This policy does not apply to:

- Outside boards and agencies
- Requests for service

- Feedback and inquiries
- Compliments
- Anonymous complaints
- Requests for accommodations
- Matters before the courts or administrative tribunals

*these communications and requests are handled through other mechanisms.

References & Related Policies:

- Bill 8 - the Public Sector and MPP Accountability and Transparency Act.
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)}
- Township of Douro-Dummer Public Complaint Procedure

Complaint records shall be retained in accordance with the Township Records Retention By-Law and records containing personal information shall be protected in accordance with MFIPPA.

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Consequences of Non-Compliance:

Failure to follow this policy may result in disciplinary action against the person not following this policy. It may also result in an investigation by the Ontario Ombudsman.

Review Cycle: This policy will be reviewed on an annual basis.

Procedures Guidelines

What is a Complaint?

The following are examples of Complaints covered by this policy:

- Concern that a matter was not completed or carried out in accordance with Township policies or standards (i.e. requirement to provide proper public notice in accordance with Council's Policy and By-laws);
- Receiving poor customer service (i.e. poor interaction with a Township employee);
- The timeliness through which a service was provided (i.e. delay in issuance of a permit or licence beyond standard service timelines); or
- The quality of a service provided (i.e. service requested was not the service provided).

A Complaint is distinct from:

- a request for service made on behalf of a citizen for a specific service;
- a general enquiry or specific request for information regarding a municipal service;
- a request to increase service levels or provide a new service;
- an opinion or feedback, comment and expression of interest in a program or service;
- an expression of approval or compliment for municipal staff member, program, product or process; and,
- a suggestion or idea submitted with the aim of improving services, programs, products or processes.

The following Complaints will not be accepted or investigated in accordance with this Policy:

- A Frivolous or Vexatious Complaint;
- Anonymous Complaints;

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- Complaints regarding a decision or recommendation of Council or a Committee of Council;
- Complaints against a Member of Council, Advisory Committee or Board for matters subject to a Code of Conduct duly approved by Council (subject to review by the Township's appointed Integrity Commissioner;
- Complaints regarding whether a meeting of Council was properly held in accordance with the Municipal Act (subject to review by the Township's appointed Closed Meeting Investigator);
- Complaints which involve ongoing litigation;
- Any decision, recommendation, act or omission of any person acting as a legal adviser to the Township or acting as counsel to them in relation to any proceedings;
- The outcome of an insurance claim processed by the Township's insurer;
- Matters pertaining to a Board under the Public Libraries Act;
- Any decision, recommendation, act or omission by the Township, in respect of which there is, under any Act, a right of appeal or objection, or a right to apply for a hearing or review, on the merits of the case to any court, or to any tribunal constituted by or under any Act

Complaint Submission and Processing

The Township Clerk shall intake and process complaints, and departments review and respond to complaints in accordance with this Public Complaint Procedure prescribed by the Township Clerk and approved by the CAO.

Complaint Resolution – Guiding Principles

Any person impacted by any decision or recommendation made or act done or omitted in the course of the administration of the Township may submit a Formal Complaint. If a person requires assistance submitting a complaint, an individual acting on the Complainant's behalf may submit the Complaint and provide evidence that the Complainant has provided their consent for said person to act as their agent.

It is in the interest of all parties that complaints are dealt with promptly and resolved in an expeditious manner. Complaints submitted to the Township Clerk will be referred to the appropriate department for review.

All Complaints will be treated in a confidential manner in order to protect the Complainant's privacy in accordance with the Municipal Freedom of Information and Protection of Privacy Act, subject to the need to disclose such information as required by law or as may reasonably be necessary in order to properly investigate the matter. Where possible and deemed necessary, the Township shall protect the privacy of any employee who is the

subject of a Complaint.

Review of complaints shall be impartial and respectful to the parties involved.

Complainants are to be provided with clear and understandable reasons for how decisions on the Complaint were determined.

Complainants shall be provided with the contact information for the Ombudsman in the event that they are dissatisfied with the final Complaint resolution or response by the Township. The following steps shall be adhered to in order to implement this policy:

1. — The identity of the Complainant will be made known only to those who need to know in order to consider the Complaint. All participants in the complaint process shall keep the details of the Complainant confidential except as may be required by law. If the matter goes to arbitration or through the court process, the Complainant's information will be managed in accordance with the applicable legislated process.
2. — Some Complainants may require assistance to make a Complaint and Complaints can be made on their behalf, provided the person affected has given their consent in writing.
3. — Anonymous Complaints will not be acted upon.
4. — All complaints necessitate a review/investigation and a written response.
5. — The Clerk, or designate, of the Township shall have the responsibility for managing the Complaint process.
6. — All complaints shall note the date of Complaint and be entered, by the designated staff member, into the appropriate complaint tracking software or other process that may be adopted to track complaints, and be assigned a tracking number.
7. — Once a Complaint has been assigned a tracking number, the Complaint shall be forwarded directly to the appropriate department manager responsible and a copy to the CAO.
8. — Complainants must receive an acknowledgement of receipt of their Complaint, which includes the tracking number, within five (5) business days of receiving the complaint.
9. — This acknowledgement must identify who will be following up on the Complaint as well as their contact information.
10. — The Complainant may be contacted to clarify the Complaint. The Complaint may be closed at this point if a resolution is mutually determined. A written response to the complainant summarizing the resolution will be provided.
11. — Within 20 business days, a response is to be provided to Complainants, barring exceptional circumstances.

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12. — Should there be a need for additional response time the Complainant will be advised within the 20 day time frame that additional time is required including the anticipated time frame for a response.
13. — The response to the Complaint will include:
 - a. — Background related to the Complaint and an outline of the investigation/review process including reviewing service request documentation.
 - b. — Action being taken to address the Complaint
 - c. — A clear and understandable explanation for how a decision on the resolution to the Complaint was made.
14. — If the Complainant is satisfied, the Complaint is closed and documented in the appropriate manner with all the necessary detail required.
15. — If the Complainant is not satisfied, contact the CAO and/or Mayor depending on the nature of the complaint.
16. — If the Complainant is still not satisfied, contact the Ombudsman.
17. — The resolution of the Complaint may also include an apology, reconsideration, reimbursement, restitution and/or change in policy as possible remedies. The Apology Act provides that apologies are not admissible as evidence of fault or liability.
18. — The CAO will be informed of all Complaints and will be provided with a copy of the response to the Complaint. The CAO may assist with the investigation/review of the Complaint.
19. — The staff member responsible for entering and tracking the Complaints, shall be provided with copies of all communications between the Complainant and the responsible Department Manager so that a complete record can be achieved of how the Complaint was handled.
20. — Once a complaint is closed a complete copy of all communications and documents shall be placed in the appropriate property file.

Complaint Process:

1. — Complaints should be in writing, on the attached form, and include information such as:
 - a. — Details of what happened.
 - b. — Where did it happen? Is it within the municipality's area of responsibility?
 - c. — When it happened?
 - d. — Who was involved?
 - e. — What was said or done, or not done?
 - f. — What kind of resolution is being sought?
 - g. — Contact details of the Complainant
 - h. — Any other details that are relevant to the Complaint.

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Public Complaint Procedure

Approved By: CAO
Approval Date: October 4, 2022
Effective Date:
Revision Date:

Purpose: The purpose of this procedure is to identify specific responsibilities of Staff for the receipt, coordination, and departmental review and response to any Formal Complaints that are submitted to the Township by members of the public.

Application:

This procedure applies only to Formal Complaints that are submitted to the Township Clerk on a form prescribed by the Clerk.

Definitions:

Complainant means the person who is dissatisfied and filing the complaint. Anyone who uses or is affected by municipal services can make a complaint including residents, people who work in or visit the municipality, local businesses or community groups.

Complaint means an expression of dissatisfaction about the action or lack of action taken regarding operations, facilities or services provided by the Municipality or by a person or body acting on behalf of the Township.

Formal Complaint means a written Complaint submitted on a form prescribed by the Township Clerk.

Ombudsman means the individual designated and appointed by the Council of the Township of Douro-Dummer as an Ombudsman in accordance with the Municipal Act, or an Ombudsman having jurisdiction in accordance with the Ombudsman Act.

Procedures

Responsibilities

Chief Administrative Officer to:

- Mandate compliance with this Procedure to ensure that Formal Complaints are handled in a timely and fair manner.

Department Manager to:

- Ensure Staff follow this procedure when reviewing and responding to Formal Complaints;
- Provide the Clerk's Department the collection of records regarding the Formal Complaint related to their department; and,
- Consult with the CAO and Clerk as required to determining the final response to a complaint.

Township Clerk to:

- Receive and track all Complaints submitted by members of the public;
- Forward all Complaints received to the department responsible for review and response.
- Work with Department Management and CAO in the preparation of the resolution and/or response to a Formal Complaint.

Complaint Submission and Processing

- The identity of the Complainant will be made known only to those who need to know in order to consider the Complaint. All participants in the complaint process shall keep the details of the Complainant confidential except as may be required by law. If the matter goes to arbitration or through the court process, the Complainant's information will be managed in accordance with the applicable legislated process.
- All Formal Complaints shall be submitted to the Clerk on a form prescribed by Clerk for that purpose.
- Once a Complaint has been assigned a tracking number, the Complaint shall be forwarded directly to the appropriate department manager responsible and a copy to the CAO.
- Complainants must receive an acknowledgement of receipt of their Complaint, which includes the tracking number, within five (5) business days of receiving the complaint.
- This acknowledgement must identify who will be following up on the Complaint as well as their contact information.

Review and Response

- Having reviewed the complaint and proposed a response and/or resolution, the Department Manager shall review the proposed response and/or resolution created by the Clerk to note their concurrence. When necessary, the Clerk and Department Manager shall consult with the CAO.
- Within 20 business days, a response is to be provided to Complainants, barring exceptional circumstances.
- Should there be a need for additional response time the Complainant will be advised within the 20-day time frame that additional time is required including the anticipated time frame for a response.
- Having reviewed the complaint and proposed a response and/or resolution, the Department Manager shall review the proposed response and/or resolution to note their concurrence. When necessary, the Department Head shall consult with the CAO.
- Staff shall respond to the Complainant. The response shall indicate that if the complainant is dissatisfied with the response or resolution, they may pursue further review by the Township Ombudsman.

Douro-Dummer Historical Committee Minutes
Meeting Date September 15, 2022
Held at the Douro-Dummer Library Building
(435 Douro Fourth Line)
7:00 p.m.

Present:

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

Regrets:

Judy Bryan

1. Chair called the meeting to order at 7:06 p.m.

2. Adoption of the Agenda - Agenda not distributed

3. Adoption of Minutes and Business arising from previous meeting on June 16, 2022:
Motion to accept Ruth Benson, 2nd by Annette Dunford, Carried

4. Lime Kiln:

Weity will be contacted by Shelagh Landsman to halt an work on the retaining wall and focus our attention on a grate to cover the top opening of the kiln. Resolution is to take this to council for solutions to make the kiln safe. The opening of the kiln is ~ 80" x 100". Motion make by Ruth Benson, 2nd by Roberta Thompson, carried.

We would like to ask council if the grass is being cut and area sprayed for poison ivy beginning in the spring of 2023 by the public works department.

5. New Business:

Paul Meade has donated a Diary written by Mrs. Elwood Garbutt dated 1938 to 1939.
The Diary was placed in the archives.

6. Future Business:

Resolution for grate for the lime kiln

7. Next Meeting:

The next meeting will be held on October 20th, 2022 at 7:00 p.m. at the Douro Library

8. Adjournment:

Annette Dunford made a motion to adjourn, 2nd by Roberta Thompson, Carried.
Meeting was adjourned at 7:44 p.m.

Minutes of the Township of Douro-Dummer Planning Committee Meeting

September 23, 2022, 9:00 AM

Township Douro-Dummer YouTube Channel

https://www.youtube.com/channel/UCPpzm-uRBZRDjB89o2X6R_A

Member Present: **Chair, Deputy Mayor - Karl Moher**
 Member - Wendy Dunford
 Member - Jim Patterson
 Member - Jim Molloyhan
 Member - Rod Manley

Staff Present: **Acting Clerk - Martina Chait-Hartwig**
 Planner - Christina Coulter

1. Call to Order by Chair:

The Chair called the meeting to order at 9:01 a.m.

2. Disclosure of Pecuniary Interest:

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

3. Approval of Minutes:

3.1 Planning Committee Minutes - August 19, 2022

Resolution Number 27-2022

Moved By: Jim Patterson

Seconded By: Jim Molloyhan

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

Carried

4. Severance Applications:

4.1 B-71-22, Irwin Inn of Stony Lake Inc., Planning Department-2022-09

Location - 1390 Irwin Road

Part Lot 31 and Lot 32, Concession 9 (Dummer)

Roll No. 1522-020-005-42700

Purpose of the application - Addition to a lot together with a right-of-way

Christina Coulter, Planner reviewed the planning report for the application.

In attendance: None

Resolution Number 28-2022

Moved By: Rod Manley

Seconded By: Jim Patterson

That it be recommended to Council that Severance Application B-71-22 for Irwin Inn on Stony Lake Inc. be supported, and if approved by the Peterborough County Land Division Committee that the following Township conditions be imposed:

- That a Merger Agreement be entered into between the Transferor, Transferee and municipality, pursuant to Section 51(26) and Section 53(12) of the Planning Act R.S.O. 1990, and registered on title to merge the severed parcel with the abutting land identified by property Roll No. 1522-020-005-41901, such that these 2 parcels shall be considered as one lot and shall not be dealt with separately or the solicitor for the applicant is to provide an undertaking, whereby they inform the Land Division Committee, in writing, that the lands are being conveyed to an abutting property.
- That a \$250 Merger Agreement Fee be paid to the Township.

Carried

4.2 B-96-22, Cain/Ross, Planning Department-2022-10

Location - 639 County Road 4

Part Lot 5, Concession 7 (Douro)

Roll No. 1522-010-003-11000

Purpose of the application – Addition to a lot (moving/adjusting lot line)

Christina Coulter, Planner reviewed the planning report for the application.

In attendance: Rob Cain, Agent – In Support

Resolution Number 29-2022

Moved By: Jim Mollohan

Seconded By: Jim Patterson

That it be recommended to Council that Severance Application B-96-22 for Bernard Cain & Joseph Ross be supported, and if approved by the Peterborough County Land Division Committee that the following Township conditions be imposed:

- That a Merger Agreement be entered into between the Transferor, Transferee and municipality, pursuant to Section 51(26) and Section 53(12) of the Planning Act R.S.O. 1990, and registered on title to merge the severed parcel with the abutting land identified by property Roll No. 1522-010-003-11001, such that these 2 parcels shall be considered as one lot and shall not be dealt with separately or the solicitor for the applicant is to provide an undertaking, whereby they inform the Land Division Committee, in writing, that the lands are being conveyed to an abutting property.
- That a \$250 Merger Agreement Fee be paid to the Township.

Carried

4.3 B-21-22 and B-22-22, Bolton, Planning Department-2022-11

Location: 4131 County Road 32

Part Lot 12, Concession 8, (Douro Ward)

Roll No. 1522-010-003-14620

Purpose of the applications – Creation of two new residential lots.

Christina Coulter, Planner reviewed the planning report for the application.

In attendance: Gary Bolton, Owner – In Support

Resolution Number 30-2022

Moved By: Jim Mollohan

Seconded By: Jim Patterson

That it be recommended to Council that Severance Applications B-21-22 and B-22-22 for Gary Bolton be supported, and if approved by the Peterborough County Land Division Committee that the following conditions be imposed:

- \$1250.00 cash-in-lieu of parkland be paid to the municipality for each lot.
- That a survey be prepared which demonstrates there is a sufficient building envelope to accommodate a residential dwelling and private well and septic services on each of the severed parcels.
- That a rezoning of the severed parcels be obtained to the satisfaction of the Municipality, to recognize a lack of lot frontage and, if necessary, to accommodate a sufficient building envelope on each lot.
- That a rezoning of the retained lot be obtained to the satisfaction of the Municipality which would address the deficient lot area and the lack of frontage within the portion of the retained parcel that is zoned (RU).
- That a Mitigation Measures Agreement is to be entered into between the Owner and the Municipality and registered on title at the owner's expense, which would recognize the recommendations included in Section 11.0 of the Natural Heritage Evaluation prepared by Oak Ridge Environmental Ltd., dated December, 2021 and the additional recommendations contained in the June 24, 2022 ORE Response to Concerns ORCA

Comments, including updating the reference from NHE Figure 7 to NHE Figure 7r.

- That an easement be granted by the County of Peterborough to allow access to the severed parcels over the Lakefield Trail from County Road 32.

- That test holes for the septic systems be inspected. There is a fee to inspect test holes to ensure a septic system would be viable – current fees are \$150 per lot and the applicant is responsible for the digging of the test holes.

Carried

5. Next Meeting Date: October 20, 2022

6. Adjournment

Resolution Number 31-2022

Moved By: Wendy Dunford

Seconded By: Jim Mollohan

That this meeting adjourn at 9:26 a.m.

Carried

Chair, Karl Moher

Secretary, Martina Chait-Hartwig

From: Shelagh Landsmann

Date: October 4, 2022

Re: Warsaw Santa Claus Parade

Recommendation:

That Council approve the decision by the Santa Claus Parade Committee to once again hold the Santa Claus Parade in person in 2022.

Background:

Following the September 6, 2022 Council meeting, it was requested that the Parade Committee come up with some suggestions/ideas for the 2022 Parade and report back to Council. (Resolution Number 262-2022)

The Santa Claus Parade Committee held a meeting on September 19, 2022. At that time, the Committee made the decision to go ahead with planning and organizing the return of the Parade in 2022, as planning time was starting to become a concern.

The decision was based on the fact that the Parade had been missed by many; more people are vaccinated; and the general feeling that people knew the risks. It was felt that although some parade areas become congested during the parade, people should decide for themselves whether or not to be in close proximity to others

The parade will be held on Saturday, November 26, 2022, starting at 5:00 p.m. It will take the same route as in 2019, and generally be the same format. A call has been put out for additional volunteers.

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Council - 0240

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-----------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$124,046.58 | \$124,297.91 | \$93,194.42 | \$126,566.37 | \$83,844.75 | \$42,721.62 | 33.8% |
| Mileage & Travel | 13,400.00 | 2,902.48 | 2,547.30 | 10,200.00 | 2,370.04 | 7,829.96 | 76.8% |
| Contracted Services | 35,500.00 | 4,953.10 | 4,550.14 | 12,000.00 | 7,158.45 | 4,841.55 | 40.3% |
| Material & Supplies | 6,643.00 | 4,219.45 | 1,618.87 | 3,543.00 | 850.81 | 2,692.19 | 76.0% |
| Repairs & Maintenance | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 | 500.00 | 100.0% |
| Other Expenses | 3,900.00 | 1,600.00 | 1,550.00 | 3,900.00 | 1,850.00 | 2,050.00 | 52.6% |
| Total Expenses | 183,989.58 | 137,972.94 | 103,460.73 | 156,709.37 | 96,074.05 | 60,635.32 | 38.7% |

Revenues**Funding**

| | | | | | | | |
|----------------|------------|------------|------------|------------|-----------|-----------|-------|
| Total Expenses | 183,989.58 | 137,972.94 | 103,460.73 | 156,709.37 | 96,074.05 | 60,635.32 | 38.7% |
| NET | 183,989.58 | 137,972.94 | 103,460.73 | 156,709.37 | 96,074.05 | 60,635.32 | 38.7% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Election - 0241

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|--------------------------|------------------|-----------------|-----------------|--------------------|-------------------|--------------------|---------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Mileage & Travel | \$0.00 | \$407.04 | \$0.00 | \$0.00 | \$582.42 | (\$582.42) | 0 |
| Contracted Services | 1,500.00 | 1,450.08 | 1,450.08 | 58,500.00 | 1,450.08 | 57,049.92 | 97.5% |
| Material & Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 3.36 | (3.36) | 0 |
| Total Expenses | 1,500.00 | 1,857.12 | 1,450.08 | 58,500.00 | 2,035.86 | 56,464.14 | 96.5% |
| Revenues | | | | | | | |
| Other Revenue | 0.00 | 0.00 | 0.00 | 0.00 | (1,100.00) | 1,100.00 | 0 |
| Total Revenues | 0.00 | 0.00 | 0.00 | 0.00 | (1,100.00) | 1,100.00 | 0 |
| Funding | | | | | | | |
| Transfer From Reserves : | 0.00 | 0.00 | 0.00 | (42,000.00) | 0.00 | (42,000.00) | 100.0% |
| Transfer to Reserves | 14,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Total Funding | 14,000.00 | 0.00 | 0.00 | (42,000.00) | 0.00 | (42,000.00) | 100.0% |
| Total Expenses | 1,500.00 | 1,857.12 | 1,450.08 | 58,500.00 | 2,035.86 | 56,464.14 | 96.5% |
| Total Revenue & Funding | 14,000.00 | 0.00 | 0.00 | (42,000.00) | (1,100.00) | (40,900.00) | 97.4% |
| NET | 15,500.00 | 1,857.12 | 1,450.08 | 16,500.00 | 935.86 | 15,564.14 | 94.3% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Corporate Management - 0250

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$716,755.44 | \$611,508.97 | \$430,997.68 | \$851,089.76 | \$542,560.52 | \$308,529.24 | 36.3% |
| Mileage & Travel | 19,900.00 | 14,534.37 | 11,262.25 | 20,000.00 | 16,585.76 | 3,414.24 | 17.1% |
| Other Expenses | 0.00 | 3,196.42 | 2,327.69 | 0.00 | 5,238.71 | (5,238.71) | 0 |
| Contracted Services | 319,362.00 | 186,260.79 | 140,412.40 | 240,761.62 | 138,615.54 | 102,146.08 | 42.4% |
| Material & Supplies | 32,600.00 | 31,680.48 | 23,664.96 | 38,400.00 | 39,112.46 | (712.46) | (1.9%) |
| Repairs & Maintenance | 79,730.00 | 66,299.10 | 44,730.49 | 76,830.00 | 39,083.38 | 37,746.62 | 49.1% |
| Minor Capital | 0.00 | 3,196.42 | 2,327.69 | 0.00 | 5,238.71 | (5,238.71) | 0 |
| Other Expenses | (20,369.96) | 6,701.82 | 4,778.71 | (20,369.96) | 3,701.84 | (24,071.80) | 118.2% |
| Investments in TCA | 181,850.00 | 4,161.98 | 2,991.74 | 180,000.00 | 6,583.87 | 173,416.13 | 96.3% |
| Total Expenses | 1,329,827.48 | 927,540.35 | 663,493.61 | 1,386,711.42 | 796,720.79 | 589,990.63 | 42.5% |
| Revenues | | | | | | | |
| Grants | (884,518.00) | (803,518.33) | (627,946.83) | (753,900.00) | (283,746.96) | (470,153.04) | 62.4% |
| Contract Revenue | (200.00) | (2,000.00) | (1,220.00) | (200.00) | (2,304.30) | 2,104.30 | (1052.2%) |
| Sales Revenue | (295.00) | (91.97) | (91.97) | (195.00) | (6.80) | (188.20) | 96.5% |
| Other Revenue | (109,010.00) | (44,467.55) | (30,531.74) | (109,000.00) | (31,376.23) | (77,623.77) | 71.2% |
| Total Revenues | (994,023.00) | (850,077.85) | (659,790.54) | (863,295.00) | (317,434.29) | (545,860.71) | 63.2% |
| Funding | | | | | | | |
| Total Expenses | 1,329,827.48 | 927,540.35 | 663,493.61 | 1,386,711.42 | 796,720.79 | 589,990.63 | 42.5% |
| Total Revenue & Funding | (994,023.00) | (850,077.85) | (659,790.54) | (863,295.00) | (317,434.29) | (545,860.71) | 63.2% |
| NET | 335,804.48 | 77,462.50 | 3,703.07 | 523,416.42 | 479,286.50 | 44,129.92 | 8.4% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Town Hall - 0251

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-------------------------|-------------------|-------------------|------------------|-------------------|------------------|-------------------|----------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$7,418.11 | \$5,355.97 | \$4,731.14 | \$7,900.94 | \$0.00 | \$7,900.94 | 100.0% |
| Mileage & Travel | 225.78 | 0.00 | 0.00 | 228.00 | 0.00 | 228.00 | 100.0% |
| Contracted Services | 3,324.51 | 19,117.47 | 17,715.66 | 3,334.05 | 20,863.72 | (17,529.67) | (525.8%) |
| Material & Supplies | 617.71 | 0.00 | 0.00 | 617.71 | 0.00 | 617.71 | 100.0% |
| Repairs & Maintenance | (10,215.52) | 1,982.67 | 1,799.51 | 6,500.00 | 773.25 | 5,726.75 | 88.1% |
| Investments in TCA | 65,900.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Total Expenses | 67,270.59 | 26,456.11 | 24,246.31 | 18,580.70 | 21,636.97 | (3,056.27) | (16.4%) |
| Revenues | | | | | | | |
| Rental Revenues | (2,530.21) | (1,655.44) | 0.00 | (5,000.00) | (768.95) | (4,231.05) | 84.6% |
| Total Revenues | (2,530.21) | (1,655.44) | 0.00 | (5,000.00) | (768.95) | (4,231.05) | 84.6% |
| Funding | | | | | | | |
| Total Expenses | 67,270.59 | 26,456.11 | 24,246.31 | 18,580.70 | 21,636.97 | (3,056.27) | (16.4%) |
| Total Revenue & Funding | (2,530.21) | (1,655.44) | 0.00 | (5,000.00) | (768.95) | (4,231.05) | 84.6% |
| NET | 64,740.38 | 24,800.67 | 24,246.31 | 13,580.70 | 20,868.02 | (7,287.32) | (53.7%) |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Fire 04-0410

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|--------------------------|---------------------|---------------------|---------------------|--------------------|--------------------|--------------------|---------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$333,804.81 | \$356,543.28 | \$264,147.45 | \$375,926.56 | \$246,562.18 | \$129,364.38 | 34.4% |
| Mileage & Travel | 52,620.00 | 35,647.40 | 26,794.32 | 43,220.00 | 20,834.66 | 22,385.34 | 51.8% |
| Contracted Services | 138,246.69 | 137,209.22 | 94,867.30 | 141,171.69 | 111,811.14 | 29,360.55 | 20.8% |
| Material & Supplies | 33,350.00 | 24,775.58 | 21,793.53 | 32,750.00 | 9,614.23 | 23,135.77 | 70.6% |
| Repairs & Maintenance | 66,225.00 | 72,240.84 | 43,974.18 | 72,850.00 | 38,475.12 | 34,374.88 | 47.2% |
| Other Expenses | 0.00 | 17.47 | 14.79 | 0.00 | 0.00 | 0.00 | 0 |
| Investments in TCA | 467,000.00 | 652,282.35 | 576,566.66 | 130,500.00 | 441,450.34 | (310,950.34) | (238.3%) |
| Total Expenses | 1,091,246.50 | 1,278,716.14 | 1,028,158.23 | 796,418.25 | 868,747.67 | (72,329.42) | (9.1%) |
| Revenues | | | | | | | |
| Grants | (100,000.00) | (6,200.00) | (6,200.00) | (22,000.00) | 0.00 | (22,000.00) | 100.0% |
| Contract Revenue | (30,900.00) | (19,008.60) | (1,805.00) | (30,900.00) | (8,732.83) | (22,167.17) | 71.7% |
| Permits & Fees | (10,000.00) | (19,429.17) | (18,779.17) | (10,000.00) | (12,940.00) | 2,940.00 | (29.4%) |
| Sales Revenue | (1,000.00) | (2,051.29) | (1,280.00) | (1,000.00) | (1,035.32) | 35.32 | (3.5%) |
| Other Revenue | 0.00 | (7,520.20) | (6,950.20) | 0.00 | (3,009.31) | 3,009.31 | 0 |
| Total Revenues | (141,900.00) | (54,209.26) | (35,014.37) | (63,900.00) | (25,717.46) | (38,182.54) | 59.8% |
| Funding | | | | | | | |
| Transfer From Reserves : | (10,000.00) | 0.00 | 0.00 | (10,000.00) | 0.00 | (10,000.00) | 100.0% |
| Transfer to Reserves | 0.00 | (26,813.93) | (22,645.97) | 0.00 | 0.00 | 0.00 | 0 |
| Total Funding | (10,000.00) | (26,813.93) | (22,645.97) | (10,000.00) | 0.00 | (10,000.00) | 100.0% |
| Total Expenses | 1,091,246.50 | 1,278,716.14 | 1,028,158.23 | 796,418.25 | 868,747.67 | (72,329.42) | (9.1%) |
| Total Revenue & Funding | (151,900.00) | (81,023.19) | (57,660.34) | (73,900.00) | (25,717.46) | (48,182.54) | 65.2% |
| NET | 939,346.50 | 1,197,692.95 | 970,497.89 | 722,518.25 | 843,030.21 | (120,511.96) | (16.7%) |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Police - 0420

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|--------------------------|--------------------|-------------------|-------------------|--------------------|-------------------|--------------------|---------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$1,626.77 | \$2,143.96 | \$1,123.15 | \$1,670.55 | \$1,051.96 | \$618.59 | 37.0% |
| Mileage & Travel | 2,100.00 | 0.00 | 0.00 | 2,100.00 | 0.00 | 2,100.00 | 100.0% |
| Contracted Services | 988,198.00 | 976,714.35 | 735,012.23 | 972,094.00 | 633,346.89 | 338,747.11 | 34.8% |
| Material & Supplies | 700.00 | 0.00 | 0.00 | 700.00 | 0.00 | 700.00 | 100.0% |
| Total Expenses | 992,624.77 | 978,858.31 | 736,135.38 | 976,564.55 | 634,398.85 | 342,165.70 | 35.0% |
| Revenues | | | | | | | |
| Grants | (6,000.00) | (6,480.63) | (6,480.63) | (6,000.00) | 0.00 | (6,000.00) | 100.0% |
| Other Revenue | (5,000.00) | (176.83) | (176.83) | (5,000.00) | 0.00 | (5,000.00) | 100.0% |
| Total Revenues | (11,000.00) | (6,657.46) | (6,657.46) | (11,000.00) | 0.00 | (11,000.00) | 100.0% |
| Funding | | | | | | | |
| Transfer From Reserves : | (500.00) | 0.00 | 0.00 | (500.00) | 0.00 | (500.00) | 100.0% |
| Total Funding | (500.00) | 0.00 | 0.00 | (500.00) | 0.00 | (500.00) | 100.0% |
| Total Expenses | 992,624.77 | 978,858.31 | 736,135.38 | 976,564.55 | 634,398.85 | 342,165.70 | 35.0% |
| Total Revenue & Funding | (11,500.00) | (6,657.46) | (6,657.46) | (11,500.00) | 0.00 | (11,500.00) | 100.0% |
| NET | 981,124.77 | 972,200.85 | 729,477.92 | 965,064.55 | 634,398.85 | 330,665.70 | 34.3% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Otonabee CA - 0430

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-----------------------|------------------|-------------------|-------------------|-------------------|------------------|------------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Other Expenses | \$99,313.00 | \$245,281.00 | \$220,452.75 | \$102,657.00 | \$76,992.75 | \$25,664.25 | 25.0% |
| Total Expenses | 99,313.00 | 245,281.00 | 220,452.75 | 102,657.00 | 76,992.75 | 25,664.25 | 25.0% |
| Revenues | | | | | | | |
| Funding | | | | | | | |
| Total Expenses | 99,313.00 | 245,281.00 | 220,452.75 | 102,657.00 | 76,992.75 | 25,664.25 | 25.0% |
| NET | 99,313.00 | 245,281.00 | 220,452.75 | 102,657.00 | 76,992.75 | 25,664.25 | 25.0% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Source Water Protection - 0431

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Contracted Services | \$8,000.00 | \$8,000.00 | \$4,000.00 | \$8,000.00 | \$4,000.00 | \$4,000.00 | 50.0% |
| Total Expenses | 8,000.00 | 8,000.00 | 4,000.00 | 8,000.00 | 4,000.00 | 4,000.00 | 50.0% |
| Revenues | | | | | | | |
| Funding | | | | | | | |
| Total Expenses | 8,000.00 | 8,000.00 | 4,000.00 | 8,000.00 | 4,000.00 | 4,000.00 | 50.0% |
| NET | 8,000.00 | 8,000.00 | 4,000.00 | 8,000.00 | 4,000.00 | 4,000.00 | 50.0% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

By Law Enforcement - 0440

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$142,133.77 | \$199,294.97 | \$139,067.36 | \$315,514.91 | \$226,235.60 | \$107,767.39 | 34.2% |
| Mileage & Travel | 4,100.00 | 5,033.68 | 2,114.18 | 7,000.00 | 2,938.70 | 4,061.30 | 58.0% |
| Other Expenses | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 2,475.81 | (975.81) | (65.1%) |
| Contracted Services | 58,100.00 | 38,471.49 | 14,742.92 | 74,920.00 | 43,624.63 | 31,295.37 | 41.8% |
| Material & Supplies | 3,287.50 | 3,744.08 | 3,411.70 | 4,950.00 | 1,439.86 | 3,510.14 | 70.9% |
| Repairs & Maintenance | 2,000.00 | 3,510.93 | 2,152.33 | 5,000.00 | 800.60 | 4,199.40 | 84.0% |
| Minor Capital | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 2,475.81 | (975.81) | (65.1%) |
| Other Expenses | 24,669.96 | 3.96 | 3.96 | 24,669.96 | 0.00 | 24,669.96 | 100.0% |
| Investments in TCA | 0.00 | 114.48 | 114.48 | 191,250.00 | 0.00 | 191,250.00 | 100.0% |
| Total Expenses | 237,291.23 | 250,173.59 | 161,606.93 | 626,304.87 | 279,991.01 | 364,801.94 | 58.2% |
| Revenues | | | | | | | |
| Grants | 0.00 | 0.00 | 0.00 | (10,904.00) | (2,993.34) | (7,910.66) | 72.5% |
| Permits & Fees | (273,294.84) | (618,754.61) | (530,557.46) | (462,815.96) | (532,799.46) | 69,983.50 | (15.1%) |
| Other Revenue | 0.00 | (675.00) | (675.00) | 0.00 | 0.00 | 0.00 | 0 |
| Total Revenues | (273,294.84) | (619,429.61) | (531,232.46) | (473,719.96) | (535,792.80) | 62,072.84 | (13.1%) |
| Funding | | | | | | | |
| Transfer From Reserves : | 0.00 | 0.00 | 0.00 | (186,250.00) | 0.00 | (186,250.00) | 100.0% |
| Transfer to Reserves | 7,722.57 | 0.00 | 0.00 | 35,165.09 | 0.00 | 35,165.09 | 100.0% |
| Total Funding | 7,722.57 | 0.00 | 0.00 | (151,084.91) | 0.00 | (151,084.91) | 100.0% |
| Total Expenses | 237,291.23 | 250,173.59 | 161,606.93 | 626,304.87 | 279,991.01 | 364,801.94 | 58.2% |
| Total Revenue & Funding | (265,572.27) | (619,429.61) | (531,232.46) | (624,804.87) | (535,792.80) | (89,012.07) | 14.2% |
| NET | (28,281.04) | (369,256.02) | (369,625.53) | 1,500.00 | (255,801.79) | 275,789.87 | 18386.0% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Small Animal Control - 0444

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Contracted Services | \$12,000.00 | \$9,680.54 | \$5,730.46 | \$12,000.00 | \$2,557.92 | \$9,442.08 | 78.7% |
| Material & Supplies | 230.00 | 218.51 | 218.51 | 230.00 | 0.00 | 230.00 | 100.0% |
| Repairs & Maintenance | 338.13 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Total Expenses | 12,568.13 | 9,899.05 | 5,948.97 | 12,230.00 | 2,557.92 | 9,672.08 | 79.1% |
| Revenues | | | | | | | |
| Permits & Fees | 0.00 | (150.00) | (150.00) | 0.00 | 0.00 | 0.00 | 0 |
| Sales Revenue | (5,000.00) | (4,405.00) | (4,220.00) | (5,000.00) | (4,190.00) | (810.00) | 16.2% |
| Total Revenues | (5,000.00) | (4,555.00) | (4,370.00) | (5,000.00) | (4,190.00) | (810.00) | 16.2% |
| Funding | | | | | | | |
| Total Expenses | 12,568.13 | 9,899.05 | 5,948.97 | 12,230.00 | 2,557.92 | 9,672.08 | 79.1% |
| Total Revenue & Funding | (5,000.00) | (4,555.00) | (4,370.00) | (5,000.00) | (4,190.00) | (810.00) | 16.2% |
| NET | 7,568.13 | 5,344.05 | 1,578.97 | 7,230.00 | (1,632.08) | 8,862.08 | 122.6% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Emergency Services - 0450

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|--------------------------|------------------|------------------|------------------|--------------------|------------------|--------------------|---------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$21,190.72 | \$21,889.67 | \$16,486.21 | \$22,174.14 | \$11,294.19 | \$10,879.95 | 49.1% |
| Mileage & Travel | 405.00 | 236.46 | 236.46 | 405.00 | 87.89 | 317.11 | 78.3% |
| Other Expenses | 0.00 | 2,837.06 | 2,837.06 | 0.00 | 0.00 | 0.00 | 0 |
| Contracted Services | 1,000.00 | 2,867.57 | 2,106.32 | 1,000.00 | 839.57 | 160.43 | 16.0% |
| Material & Supplies | 150.00 | 9,570.48 | 9,518.62 | 150.00 | 137.76 | 12.24 | 8.2% |
| Repairs & Maintenance | 0.00 | 1,303.02 | 1,303.02 | 500.00 | 0.00 | 500.00 | 100.0% |
| Minor Capital | 0.00 | 2,837.06 | 2,837.06 | 0.00 | 0.00 | 0.00 | 0 |
| Total Expenses | 22,745.72 | 41,541.32 | 35,324.75 | 24,229.14 | 12,359.41 | 11,869.73 | 49.0% |
| Revenues | | | | | | | |
| Funding | | | | | | | |
| Transfer From Reserves : | 0.00 | 0.00 | 0.00 | (10,000.00) | 0.00 | (10,000.00) | 100.0% |
| Total Funding | 0.00 | 0.00 | 0.00 | (10,000.00) | 0.00 | (10,000.00) | 100.0% |
| Total Expenses | 22,745.72 | 41,541.32 | 35,324.75 | 24,229.14 | 12,359.41 | 11,869.73 | 49.0% |
| Total Revenue & Funding | 0.00 | 0.00 | 0.00 | (10,000.00) | 0.00 | (10,000.00) | 100.0% |
| NET | 22,745.72 | 41,541.32 | 35,324.75 | 14,229.14 | 12,359.41 | 1,869.73 | 13.1% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Roads - 0600

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$734,237.87 | \$629,454.19 | \$436,295.58 | \$802,801.37 | \$512,779.72 | \$290,021.65 | 36.1% |
| Mileage & Travel | 13,400.00 | 2,046.14 | 4,051.03 | 13,400.00 | 11,125.36 | 2,274.64 | 17.0% |
| Other Expenses | 3,500.00 | 3,866.88 | 0.00 | 3,500.00 | 0.00 | 3,500.00 | 100.0% |
| Contracted Services | 287,894.10 | 314,439.85 | 149,361.81 | 180,623.71 | 204,516.14 | (23,892.43) | (13.2%) |
| Material & Supplies | 282,418.00 | 367,454.74 | 206,520.91 | 282,418.00 | 308,159.39 | (25,741.39) | (9.1%) |
| Repairs & Maintenance | (94,248.00) | 60,559.81 | 42,398.55 | 62,473.00 | 56,126.66 | 6,346.34 | 10.2% |
| Minor Capital | 3,500.00 | 3,866.88 | 0.00 | 3,500.00 | 0.00 | 3,500.00 | 100.0% |
| Other Expenses | 0.00 | 2.98 | 2.98 | 0.00 | 0.00 | 0.00 | 0 |
| Investments in TCA | 2,160,281.20 | 1,427,465.60 | 833,878.55 | 1,828,359.80 | 1,408,927.67 | 419,432.13 | 22.9% |
| Total Expenses | 3,390,983.17 | 2,809,157.07 | 1,672,509.41 | 3,177,075.88 | 2,501,634.94 | 675,440.94 | 21.3% |
| Revenues | | | | | | | |
| Grants | (327,825.16) | (417,325.49) | (417,325.49) | (316,320.00) | (2,993.33) | (313,326.67) | 99.1% |
| Contract Revenue | (250.00) | 0.00 | 0.00 | (250.00) | 0.00 | (250.00) | 100.0% |
| Permits & Fees | (6,500.00) | (15,621.15) | (6,620.20) | (6,500.00) | (8,991.21) | 2,491.21 | (38.3%) |
| Other Revenue | (52,500.00) | (62,783.62) | (62,783.62) | (52,500.00) | (49,549.89) | (2,950.11) | 5.6% |
| Total Revenues | (387,075.16) | (495,730.26) | (486,729.31) | (375,570.00) | (61,534.43) | (314,035.57) | 83.6% |
| Funding | | | | | | | |
| Internal Rental Recoverie: | (715,312.00) | (453,461.25) | (314,058.75) | (549,306.00) | (387,341.00) | (161,965.00) | 29.5% |
| Transfer From Reserves : | (6,770.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Transfer to Reserves | 51,658.76 | (107,456.63) | (90,596.27) | 79,263.54 | 0.00 | 79,263.54 | 100.0% |
| Total Funding | (670,423.24) | (560,917.88) | (404,655.02) | (470,042.46) | (387,341.00) | (82,701.46) | 17.6% |
| Total Expenses | 3,390,983.17 | 2,809,157.07 | 1,672,509.41 | 3,177,075.88 | 2,501,634.94 | 675,440.94 | 21.3% |
| Total Revenue & Funding | (1,057,498.40) | (1,056,648.14) | (891,384.33) | (845,612.46) | (448,875.43) | (396,737.03) | 46.9% |
| NET | 2,333,484.77 | 1,752,508.93 | 781,125.08 | 2,331,463.42 | 2,052,759.51 | 278,703.91 | 12.0% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Solar Panels - 0603

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|--------------------------|--------------------|--------------------|--------------------|--------------------|-------------------|--------------------|---------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Contracted Services | \$200.00 | \$167.42 | \$132.15 | \$200.00 | \$0.00 | \$200.00 | 100.0% |
| Repairs & Maintenance | 2,200.00 | 1,383.83 | 1,261.75 | 2,200.00 | 2,045.34 | 154.66 | 7.0% |
| Total Expenses | 2,400.00 | 1,551.25 | 1,393.90 | 2,400.00 | 2,045.34 | 354.66 | 14.8% |
| Revenues | | | | | | | |
| Sales Revenue | (25,000.00) | (21,345.30) | (16,049.03) | (25,000.00) | (5,544.15) | (19,455.85) | 77.8% |
| Total Revenues | (25,000.00) | (21,345.30) | (16,049.03) | (25,000.00) | (5,544.15) | (19,455.85) | 77.8% |
| Funding | | | | | | | |
| Transfer From Reserves : | (50,000.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Transfer to Reserves | 17,700.00 | 0.00 | 0.00 | 17,700.00 | 0.00 | 17,700.00 | 100.0% |
| Total Funding | (32,300.00) | 0.00 | 0.00 | 17,700.00 | 0.00 | 17,700.00 | 100.0% |
| Total Expenses | 2,400.00 | 1,551.25 | 1,393.90 | 2,400.00 | 2,045.34 | 354.66 | 14.8% |
| Total Revenue & Funding | (57,300.00) | (21,345.30) | (16,049.03) | (7,300.00) | (5,544.15) | (1,755.85) | 24.1% |
| NET | (54,900.00) | (19,794.05) | (14,655.13) | (4,900.00) | (3,498.81) | (1,401.19) | 28.6% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Waste Management - 0800

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$618.24 | (\$618.24) | 0 |
| Mileage & Travel | 50.00 | 0.00 | 0.00 | 50.00 | 0.00 | 50.00 | 100.0% |
| Contracted Services | 208,055.00 | 209,302.23 | 138,085.50 | 208,055.00 | 164,123.16 | 43,931.84 | 21.1% |
| Material & Supplies | 2,000.00 | 531.00 | 531.00 | 2,000.00 | 1,770.83 | 229.17 | 11.5% |
| Repairs & Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 132.29 | (132.29) | 0 |
| Total Expenses | 210,105.00 | 209,833.23 | 138,616.50 | 210,105.00 | 166,644.52 | 43,460.48 | 20.7% |
| Revenues | | | | | | | |
| Sales Revenue | (2,000.00) | (1,412.29) | (1,201.65) | (2,000.00) | (599.87) | (1,400.13) | 70.0% |
| Total Revenues | (2,000.00) | (1,412.29) | (1,201.65) | (2,000.00) | (599.87) | (1,400.13) | 70.0% |
| Funding | | | | | | | |
| Total Expenses | 210,105.00 | 209,833.23 | 138,616.50 | 210,105.00 | 166,644.52 | 43,460.48 | 20.7% |
| Total Revenue & Funding | (2,000.00) | (1,412.29) | (1,201.65) | (2,000.00) | (599.87) | (1,400.13) | 70.0% |
| NET | 208,105.00 | 208,420.94 | 137,414.85 | 208,105.00 | 166,044.65 | 42,060.35 | 20.2% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Waste Douro - 0801

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-------------------------|--------------------|---------------------|--------------------|--------------------|--------------------|--------------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Contracted Services | \$26,563.10 | \$33,714.36 | \$17,861.55 | \$26,563.10 | \$15,626.18 | \$10,936.92 | 41.2% |
| Repairs & Maintenance | 0.00 | 497.92 | 497.92 | 0.00 | 0.00 | 0.00 | 0 |
| Total Expenses | 26,563.10 | 34,212.28 | 18,359.47 | 26,563.10 | 15,626.18 | 10,936.92 | 41.2% |
| Revenues | | | | | | | |
| Rental Revenues | (90,000.00) | (102,183.84) | (59,401.07) | (90,000.00) | (63,313.75) | (26,686.25) | 29.7% |
| Total Revenues | (90,000.00) | (102,183.84) | (59,401.07) | (90,000.00) | (63,313.75) | (26,686.25) | 29.7% |
| Funding | | | | | | | |
| Total Expenses | 26,563.10 | 34,212.28 | 18,359.47 | 26,563.10 | 15,626.18 | 10,936.92 | 41.2% |
| Total Revenue & Funding | (90,000.00) | (102,183.84) | (59,401.07) | (90,000.00) | (63,313.75) | (26,686.25) | 29.7% |
| NET | (63,436.90) | (67,971.56) | (41,041.60) | (63,436.90) | (47,687.57) | (15,749.33) | 24.8% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Waste Hall's Glen - 0802

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$36,271.48 | \$45,025.63 | \$35,087.66 | \$39,757.24 | \$33,761.33 | \$5,995.91 | 15.1% |
| Mileage & Travel | 255.00 | 45.01 | 45.01 | 255.00 | 65.00 | 190.00 | 74.5% |
| Other Expenses | 0.00 | 443.67 | 443.67 | 0.00 | 0.00 | 0.00 | 0 |
| Contracted Services | 19,101.15 | 24,823.49 | 16,145.62 | 19,101.15 | 15,047.29 | 4,053.86 | 21.2% |
| Material & Supplies | 1,575.00 | 1,687.68 | 1,138.27 | 1,575.00 | 213.68 | 1,361.32 | 86.4% |
| Repairs & Maintenance | 41,330.00 | 33,873.68 | 23,540.06 | 41,330.00 | 19,212.33 | 22,117.67 | 53.5% |
| Minor Capital | 0.00 | 443.67 | 443.67 | 0.00 | 0.00 | 0.00 | 0 |
| Investments in TCA | 50,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Total Expenses | 148,532.63 | 106,342.83 | 76,843.96 | 102,018.39 | 68,299.63 | 33,718.76 | 33.1% |
| Revenues | | | | | | | |
| Sales Revenue | (1,500.00) | (1,596.00) | (969.00) | (1,500.00) | (1,311.00) | (189.00) | 12.6% |
| Other Revenue | (27,000.00) | (31,769.91) | (24,273.06) | (27,000.00) | (21,699.44) | (5,300.56) | 19.6% |
| Total Revenues | (28,500.00) | (33,365.91) | (25,242.06) | (28,500.00) | (23,010.44) | (5,489.56) | 19.3% |
| Funding | | | | | | | |
| Total Expenses | 148,532.63 | 106,342.83 | 76,843.96 | 102,018.39 | 68,299.63 | 33,718.76 | 33.1% |
| Total Revenue & Funding | (28,500.00) | (33,365.91) | (25,242.06) | (28,500.00) | (23,010.44) | (5,489.56) | 19.3% |
| NET | 120,032.63 | 72,976.92 | 51,601.90 | 73,518.39 | 45,289.19 | 28,229.20 | 38.4% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Cementaries -1040

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Repairs & Maintenance | \$2,500.00 | \$1,832.86 | \$1,240.24 | \$2,500.00 | \$1,185.24 | \$1,314.76 | 52.6% |
| Total Expenses | 2,500.00 | 1,832.86 | 1,240.24 | 2,500.00 | 1,185.24 | 1,314.76 | 52.6% |
| Revenues | | | | | | | |
| Funding | | | | | | | |
| Total Expenses | 2,500.00 | 1,832.86 | 1,240.24 | 2,500.00 | 1,185.24 | 1,314.76 | 52.6% |
| NET | 2,500.00 | 1,832.86 | 1,240.24 | 2,500.00 | 1,185.24 | 1,314.76 | 52.6% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Parks & Recreation - 1600

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|----------------------------|--------------------|--------------------|--------------------|---------------------|--------------------|---------------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$59,275.47 | \$47,159.76 | \$42,798.97 | \$85,706.19 | \$51,886.98 | \$33,819.21 | 39.5% |
| Mileage & Travel | 3,450.00 | 331.90 | 180.83 | 2,950.00 | 658.76 | 2,291.24 | 77.7% |
| Contracted Services | 9,701.50 | 7,797.56 | 7,576.00 | 9,701.50 | 7,823.68 | 1,877.82 | 19.4% |
| Material & Supplies | 11,750.00 | 2,327.31 | 2,167.04 | 5,900.00 | 1,993.49 | 3,906.51 | 66.2% |
| Repairs & Maintenance | 30,850.00 | 32,836.43 | 26,825.99 | 33,150.00 | 18,305.78 | 14,844.22 | 44.8% |
| Investments in TCA | 15,000.00 | 106,977.30 | 76,465.69 | 447,000.00 | 33,201.57 | 413,798.43 | 92.6% |
| Total Expenses | 130,026.97 | 197,430.26 | 156,014.52 | 584,407.69 | 113,870.26 | 470,537.43 | 80.5% |
| Revenues | | | | | | | |
| Grants | 0.00 | (7,600.00) | 0.00 | (320,000.00) | (2,993.33) | (317,006.67) | 99.1% |
| Rental Revenues | (5,000.00) | (4,260.00) | (4,700.00) | (7,500.00) | (2,217.23) | (5,282.77) | 70.4% |
| Sales Revenue | (1,000.00) | (485.00) | (185.00) | (1,500.00) | (3,012.34) | 1,512.34 | (100.8%) |
| Total Revenues | (6,000.00) | (12,345.00) | (4,885.00) | (329,000.00) | (8,222.90) | (320,777.10) | 97.5% |
| Funding | | | | | | | |
| Internal Rental Recoverie: | (8,000.00) | (11,680.00) | (10,927.50) | (10,000.00) | (13,107.50) | 3,107.50 | (31.1%) |
| Transfer From Reserves : | (15,000.00) | 0.00 | 0.00 | (80,000.00) | 0.00 | (80,000.00) | 100.0% |
| Transfer to Reserves | 0.00 | (24,101.62) | (14,904.18) | 0.00 | (14,000.00) | 14,000.00 | 0 |
| Total Funding | (23,000.00) | (35,781.62) | (25,831.68) | (90,000.00) | (27,107.50) | (62,892.50) | 69.9% |
| Total Expenses | 130,026.97 | 197,430.26 | 156,014.52 | 584,407.69 | 113,870.26 | 470,537.43 | 80.5% |
| Total Revenue & Funding | (29,000.00) | (48,126.62) | (30,716.68) | (419,000.00) | (35,330.40) | (383,669.60) | 91.6% |
| NET | 101,026.97 | 149,303.64 | 125,297.84 | 165,407.69 | 78,539.86 | 86,867.83 | 52.5% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Douro Rec Centre - 1601

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-------------------------|-------------------|-----------------|-----------------|-----------------|-----------------|---------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$509.52 | (\$509.52) | 0 |
| Contracted Services | 3,500.00 | 4,005.29 | 2,922.64 | 3,500.00 | 3,389.28 | 110.72 | 3.2% |
| Material & Supplies | 25.00 | 21.74 | 21.74 | 25.00 | 0.00 | 25.00 | 100.0% |
| Repairs & Maintenance | 1,030.00 | 0.00 | 0.00 | 1,030.00 | 0.00 | 1,030.00 | 100.0% |
| Total Expenses | 4,555.00 | 4,027.03 | 2,944.38 | 4,555.00 | 3,898.80 | 656.20 | 14.4% |
| Revenues | | | | | | | |
| Rental Revenues | (1,000.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Total Revenues | (1,000.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Funding | | | | | | | |
| Total Expenses | 4,555.00 | 4,027.03 | 2,944.38 | 4,555.00 | 3,898.80 | 656.20 | 14.4% |
| Total Revenue & Funding | (1,000.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| NET | 3,555.00 | 4,027.03 | 2,944.38 | 4,555.00 | 3,898.80 | 656.20 | 14.4% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Historical Committee - 1607

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-------------------------|------------------|------------------|-----------------|------------------|-------------|------------------|---------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$0.00 | \$9,365.69 | \$6,155.71 | \$0.00 | \$0.00 | \$0.00 | 0 |
| Material & Supplies | 3,250.00 | 1,405.96 | 0.00 | 3,250.00 | 0.00 | 3,250.00 | 100.0% |
| Investments in TCA | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 10,000.00 | 100.0% |
| Total Expenses | 13,250.00 | 10,771.65 | 6,155.71 | 13,250.00 | 0.00 | 13,250.00 | 100.0% |
| Revenues | | | | | | | |
| Sales Revenue | 0.00 | (115.00) | (115.00) | 0.00 | 0.00 | 0.00 | 0 |
| Other Revenue | 0.00 | (50.00) | (50.00) | 0.00 | 0.00 | 0.00 | 0 |
| Total Revenues | 0.00 | (165.00) | (165.00) | 0.00 | 0.00 | 0.00 | 0 |
| Funding | | | | | | | |
| Total Expenses | 13,250.00 | 10,771.65 | 6,155.71 | 13,250.00 | 0.00 | 13,250.00 | 100.0% |
| Total Revenue & Funding | 0.00 | (165.00) | (165.00) | 0.00 | 0.00 | 0.00 | 0 |
| NET | 13,250.00 | 10,606.65 | 5,990.71 | 13,250.00 | 0.00 | 13,250.00 | 100.0% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Douro Arena - 1610
 OPERATING & CAPITAL
 Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|--------------------------|--------------------|---------------------|--------------------|---------------------|---------------------|--------------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$128,455.48 | \$114,360.57 | \$55,936.79 | \$179,323.62 | \$107,425.14 | \$71,898.48 | 40.1% |
| Mileage & Travel | 4,650.00 | 1,539.20 | 1,123.44 | 4,300.00 | 1,536.35 | 2,763.65 | 64.3% |
| Contracted Services | 130,220.00 | 111,849.54 | 85,014.75 | 149,865.00 | 100,208.57 | 49,656.43 | 33.1% |
| Material & Supplies | 6,740.00 | 5,632.56 | 3,841.17 | 6,700.00 | 1,214.08 | 5,485.92 | 81.9% |
| Repairs & Maintenance | 55,725.00 | 44,016.79 | 26,617.86 | 63,200.00 | 21,389.72 | 41,810.28 | 66.2% |
| Other Expenses | 0.00 | 2.98 | 2.98 | 0.00 | 0.00 | 0.00 | 0 |
| Investments in TCA | 103,900.00 | 14,756.42 | 0.00 | 19,000.00 | 0.00 | 19,000.00 | 100.0% |
| Total Expenses | 429,690.48 | 292,158.06 | 172,536.99 | 422,388.62 | 231,773.86 | 190,614.76 | 45.1% |
| Revenues | | | | | | | |
| Rental Revenues | (69,656.67) | (131,502.41) | (26,764.94) | (220,810.00) | (119,825.80) | (100,984.20) | 45.7% |
| Other Revenue | (880.60) | (5,375.22) | 0.00 | (4,561.00) | (6,149.96) | 1,588.96 | (34.8%) |
| Total Revenues | (70,537.27) | (136,877.63) | (26,764.94) | (225,371.00) | (125,975.76) | (99,395.24) | 44.1% |
| Funding | | | | | | | |
| Transfer From Reserves : | (18,900.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Total Funding | (18,900.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Total Expenses | 429,690.48 | 292,158.06 | 172,536.99 | 422,388.62 | 231,773.86 | 190,614.76 | 45.1% |
| Total Revenue & Funding | (89,437.27) | (136,877.63) | (26,764.94) | (225,371.00) | (125,975.76) | (99,395.24) | 44.1% |
| NET | 340,253.21 | 155,280.43 | 145,772.05 | 197,017.62 | 105,798.10 | 91,219.52 | 46.3% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Douro Bar - 1612

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-------------------------|---------------|---------------|-------------|---------------|-------------------|-----------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Contracted Services | \$450.00 | \$0.00 | \$0.00 | \$450.00 | \$0.00 | \$450.00 | 100.0% |
| Material & Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 193.36 | (193.36) | 0 |
| Total Expenses | 450.00 | 0.00 | 0.00 | 450.00 | 193.36 | 256.64 | 57.0% |
| Revenues | | | | | | | |
| Sales Revenue | 0.00 | 0.00 | 0.00 | 0.00 | (1,527.42) | 1,527.42 | 0 |
| Total Revenues | 0.00 | 0.00 | 0.00 | 0.00 | (1,527.42) | 1,527.42 | 0 |
| Funding | | | | | | | |
| Total Expenses | 450.00 | 0.00 | 0.00 | 450.00 | 193.36 | 256.64 | 57.0% |
| Total Revenue & Funding | 0.00 | 0.00 | 0.00 | 0.00 | (1,527.42) | 1,527.42 | 0 |
| NET | 450.00 | 0.00 | 0.00 | 450.00 | (1,334.06) | 1,784.06 | 396.5% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Douro Kitchen - 1613

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-------------------------|-----------------|---------------|--------------|-----------------|----------------|-----------------|---------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$0.00 | \$56.60 | \$56.60 | \$0.00 | \$0.00 | \$0.00 | 0 |
| Repairs & Maintenance | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 1,000.00 | 100.0% |
| Total Expenses | 1,000.00 | 56.60 | 56.60 | 1,000.00 | 0.00 | 1,000.00 | 100.0% |
| Revenues | | | | | | | |
| Other Revenue | (500.00) | 0.00 | 0.00 | (500.00) | (75.00) | (425.00) | 85.0% |
| Total Revenues | (500.00) | 0.00 | 0.00 | (500.00) | (75.00) | (425.00) | 85.0% |
| Funding | | | | | | | |
| Total Expenses | 1,000.00 | 56.60 | 56.60 | 1,000.00 | 0.00 | 1,000.00 | 100.0% |
| Total Revenue & Funding | (500.00) | 0.00 | 0.00 | (500.00) | (75.00) | (425.00) | 85.0% |
| NET | 500.00 | 56.60 | 56.60 | 500.00 | (75.00) | 575.00 | 115.0% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Warsaw Arena - 1620

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-------------------------|--------------------|--------------------|-------------------|---------------------|--------------------|---------------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$103,052.81 | \$70,219.50 | \$28,399.24 | \$157,050.99 | \$40,964.40 | \$116,086.59 | 73.9% |
| Mileage & Travel | 3,050.00 | 1,539.19 | 1,123.44 | 2,700.00 | 1,536.36 | 1,163.64 | 43.1% |
| Contracted Services | 86,511.00 | 62,549.74 | 42,124.14 | 96,636.00 | 53,652.08 | 42,983.92 | 44.5% |
| Material & Supplies | 6,300.00 | 5,545.42 | 4,055.31 | 6,300.00 | 515.31 | 5,784.69 | 91.8% |
| Repairs & Maintenance | 43,700.00 | 39,974.69 | 14,519.39 | 55,150.00 | 12,993.66 | 42,156.34 | 76.4% |
| Investments in TCA | 27,500.00 | 30,018.92 | 21,369.61 | 0.00 | 99,400.00 | (99,400.00) | 0 |
| Total Expenses | 270,113.81 | 209,847.46 | 111,591.13 | 317,836.99 | 209,061.81 | 108,775.18 | 34.2% |
| Revenues | | | | | | | |
| Rental Revenues | (44,555.45) | (59,107.27) | (2,740.00) | (117,750.00) | (13,700.72) | (104,049.28) | 88.4% |
| Other Revenue | 0.00 | (1,600.00) | (300.00) | (2,250.00) | (2,567.75) | 317.75 | (14.1%) |
| Total Revenues | (44,555.45) | (60,707.27) | (3,040.00) | (120,000.00) | (16,268.47) | (103,731.53) | 86.4% |
| Funding | | | | | | | |
| Total Expenses | 270,113.81 | 209,847.46 | 111,591.13 | 317,836.99 | 209,061.81 | 108,775.18 | 34.2% |
| Total Revenue & Funding | (44,555.45) | (60,707.27) | (3,040.00) | (120,000.00) | (16,268.47) | (103,731.53) | 86.4% |
| NET | 225,558.36 | 149,140.19 | 108,551.13 | 197,836.99 | 192,793.34 | 5,043.65 | 2.5% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Library - 1640

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-------------------------|--------------------|--------------------|-------------------|--------------------|------------------|--------------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$69,557.99 | \$52,309.92 | \$35,186.24 | \$89,683.20 | \$49,020.15 | \$40,663.05 | 45.3% |
| Mileage & Travel | 2,890.00 | 1,394.67 | 8.13 | 2,890.00 | 2,127.50 | 762.50 | 26.4% |
| Other Expenses | 5,027.00 | 1,707.53 | 0.00 | 4,200.00 | 5,815.29 | (1,615.29) | (38.5%) |
| Contracted Services | 17,931.60 | 15,628.37 | 14,216.95 | 17,931.60 | 14,868.51 | 3,063.09 | 17.1% |
| Material & Supplies | 6,900.00 | 3,361.98 | 2,024.13 | 6,900.00 | 3,604.02 | 3,295.98 | 47.8% |
| Repairs & Maintenance | 10,304.00 | 5,217.47 | 3,635.29 | 10,304.00 | 7,700.00 | 2,604.00 | 25.3% |
| Minor Capital | 5,027.00 | 1,707.53 | 0.00 | 4,200.00 | 5,815.29 | (1,615.29) | (38.5%) |
| Other Expenses | 30.00 | 30.72 | 28.58 | 30.00 | 12.00 | 18.00 | 60.0% |
| Investments in TCA | 13,500.00 | 11,640.76 | 6,559.75 | 14,000.00 | 8,296.61 | 5,703.39 | 40.7% |
| Total Expenses | 131,167.59 | 92,998.95 | 61,659.07 | 150,138.80 | 97,259.37 | 52,879.43 | 35.2% |
| Revenues | | | | | | | |
| Grants | (13,500.00) | 0.00 | 0.00 | (14,000.00) | 0.00 | (14,000.00) | 100.0% |
| Permits & Fees | (408.00) | (52.10) | (50.10) | (408.00) | 0.00 | (408.00) | 100.0% |
| Sales Revenue | (234.09) | (276.15) | (271.40) | (234.09) | (148.65) | (85.44) | 36.5% |
| Other Revenue | (485.55) | (621.25) | (231.85) | (485.55) | (1.00) | (484.55) | 99.8% |
| Total Revenues | (14,627.64) | (949.50) | (553.35) | (15,127.64) | (149.65) | (14,977.99) | 99.0% |
| Funding | | | | | | | |
| Transfer to Reserves | 0.00 | (10,505.43) | (8,857.07) | 0.00 | 0.00 | 0.00 | 0 |
| Total Funding | 0.00 | (10,505.43) | (8,857.07) | 0.00 | 0.00 | 0.00 | 0 |
| Total Expenses | 131,167.59 | 92,998.95 | 61,659.07 | 150,138.80 | 97,259.37 | 52,879.43 | 35.2% |
| Total Revenue & Funding | (14,627.64) | (11,454.93) | (9,410.42) | (15,127.64) | (149.65) | (14,977.99) | 99.0% |
| NET | 116,539.95 | 81,544.02 | 52,248.65 | 135,011.16 | 97,109.72 | 37,901.44 | 28.1% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

 Planning & Development
 OPERATING & CAPITAL
 Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$106,606.17 | \$50,962.69 | \$35,045.76 | \$88,658.03 | \$36,115.60 | \$52,542.43 | 59.3% |
| Mileage & Travel | 765.00 | 549.50 | 549.50 | 765.00 | 189.14 | 575.86 | 75.3% |
| Contracted Services | 32,200.00 | 1,924.83 | 1,841.80 | 72,200.00 | 1,139.71 | 71,060.29 | 98.4% |
| Material & Supplies | 1,500.00 | 136.71 | 136.71 | 1,500.00 | 1,799.58 | (299.58) | (20.0%) |
| Investments in TCA | 0.00 | 1,411.92 | 0.00 | 0.00 | 4,011.38 | (4,011.38) | 0 |
| Total Expenses | 141,071.17 | 54,985.65 | 37,573.77 | 163,123.03 | 43,255.41 | 119,867.62 | 73.5% |
| Revenues | | | | | | | |
| Grants | 0.00 | 0.00 | 0.00 | (40,000.00) | 0.00 | (40,000.00) | 100.0% |
| Permits & Fees | (26,100.00) | (44,297.30) | (37,669.30) | (40,500.00) | (15,991.00) | (24,509.00) | 60.5% |
| Other Revenue | 300.00 | (200.00) | (100.00) | 300.00 | (750.00) | 1,050.00 | 350.0% |
| Total Revenues | (25,800.00) | (44,497.30) | (37,769.30) | (80,200.00) | (16,741.00) | (63,459.00) | 79.1% |
| Funding | | | | | | | |
| Total Expenses | 141,071.17 | 54,985.65 | 37,573.77 | 163,123.03 | 43,255.41 | 119,867.62 | 73.5% |
| Total Revenue & Funding | (25,800.00) | (44,497.30) | (37,769.30) | (80,200.00) | (16,741.00) | (63,459.00) | 79.1% |
| NET | 115,271.17 | 10,488.35 | (195.53) | 82,923.03 | 26,514.41 | 56,408.62 | 68.0% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Committee of Adjustment - 1805

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-----------------------|------------------|------------------|------------------|------------------|-----------------|------------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$15,024.51 | \$12,064.12 | \$8,183.68 | \$4,671.59 | \$37.26 | \$4,634.33 | 99.2% |
| Mileage & Travel | 4,750.00 | 1,106.65 | 1,077.43 | 7,010.00 | 141.72 | 6,868.28 | 98.0% |
| Contracted Services | 3,500.00 | 2,945.00 | 2,660.00 | 3,500.00 | 1,805.00 | 1,695.00 | 48.4% |
| Material & Supplies | 50.00 | 50.01 | 50.01 | 50.00 | 0.00 | 50.00 | 100.0% |
| Repairs & Maintenance | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 | 100.00 | 100.0% |
| Total Expenses | 23,424.51 | 16,165.78 | 11,971.12 | 15,331.59 | 1,983.98 | 13,347.61 | 87.1% |
| Revenues | | | | | | | |
| Funding | | | | | | | |
| Total Expenses | 23,424.51 | 16,165.78 | 11,971.12 | 15,331.59 | 1,983.98 | 13,347.61 | 87.1% |
| NET | 23,424.51 | 16,165.78 | 11,971.12 | 15,331.59 | 1,983.98 | 13,347.61 | 87.1% |

TOWNSHIP OF DOURO-DUMMER

9/28/2022

Economic Development - 1810

OPERATING & CAPITAL

Friday, September 30, 2022

| | 2021 | 2021 | 2021 | 2022 | 2022 | REMAINING | REMAINING |
|-------------------------|--------------------|------------------|-----------------|------------------|-----------------|------------------|--------------|
| | Budget | Annual Actual | YTD Actual | Budget | YTD Actual | Budget (\$) | Budget (%) |
| Expenses | | | | | | | |
| Salaries & Wages | \$13,883.96 | \$12,525.73 | \$8,036.72 | \$14,444.91 | \$3,961.41 | \$10,483.50 | 72.6% |
| Mileage & Travel | 45.00 | 0.00 | 0.00 | 45.00 | 0.00 | 45.00 | 100.0% |
| Material & Supplies | 42,900.00 | 0.00 | 0.00 | 11,200.00 | 0.00 | 11,200.00 | 100.0% |
| Total Expenses | 56,828.96 | 12,525.73 | 8,036.72 | 25,689.91 | 3,961.41 | 21,728.50 | 84.6% |
| Revenues | | | | | | | |
| Grants | (10,000.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Sales Revenue | (150.00) | 0.00 | 0.00 | (150.00) | (13.27) | (136.73) | 91.2% |
| Total Revenues | (10,150.00) | 0.00 | 0.00 | (150.00) | (13.27) | (136.73) | 91.2% |
| Funding | | | | | | | |
| Total Expenses | 56,828.96 | 12,525.73 | 8,036.72 | 25,689.91 | 3,961.41 | 21,728.50 | 84.6% |
| Total Revenue & Funding | (10,150.00) | 0.00 | 0.00 | (150.00) | (13.27) | (136.73) | 91.2% |
| NET | 46,678.96 | 12,525.73 | 8,036.72 | 25,539.91 | 3,948.14 | 21,591.77 | 84.5% |

The Corporation of the Township of Douro-Dummer

By-law Number 2022-48

**Being a By-law to amend By-law Number 10-1996, as amended,
otherwise known as "The Township of Douro-Dummer
Comprehensive Zoning By-law"**

Whereas By-law Number 10-1996, as amended, regulates the use of land and the use and erection of buildings and structures within the Township of Douro-Dummer;

And Whereas Section 34 of The Planning Act, RSO 1990, as amended, permits the Council to pass an amending Zoning By-law;

And Whereas the Council of the Township of Douro-Dummer deems it advisable to amend By-law No. 10-1996 as amended;

Now Therefore the Council of the Township of Douro-Dummer hereby enacts as follows:

1. The area affected by this By-law consists of land located at 972 Stony Lake-Dodworth Island, Dummer Ward, in the County of Peterborough, as indicated on Schedule "A" attached hereto, and forming part of this By-law, more particularly described as:

Part Lot 33, Concession 6 (Dummer Ward)
Lot 15 and Part Lot 16, Plan 6
972 Stony Lake – Dodworth Island
Roll No.: 1522-020-005-72000

2. Section 21.242 - Special District 242 Zone (S.D. 242) is amended by deleting subsection 21.242.2 in its entirety and replacing it as follows:

21.242.2 Special Provisions

21.242.2.1 Notwithstanding Sections 3.1.6 f) and 3.28.1 c) of By-law No. 10-1996, as amended, the redevelopment of an existing boathouse on the existing foundation with a maximum length of 9.55 metres, a maximum width of 8.84 metres and a maximum height of 4.57 metres shall be permitted subject to the requisite permits being obtained.

21.242.2.2 All minimum setbacks for all buildings and structures, existing at the time of passing of this By-law shall be shown on the Site Plan by Elliot and Parr (Peterborough) LTD., Ontario Land Surveyor, dated August 15, 2022 and attached to this by-law as Schedule 'B'.

All provisions and regulations of the Island Residential (IR) Zone of By-law 10-1996, as amended, shall apply to any further

development, not shown on the above noted
Plan of Survey, on the subject property.

3. All other relevant provisions of By-law 10-1996, as amended, shall apply.

If no notice of objection is filed with the Acting Clerk within the time provided,
this By-law shall become effective on the date of passing hereof, subject to the
provisions of The Planning Act, RSO 1990, as amended.

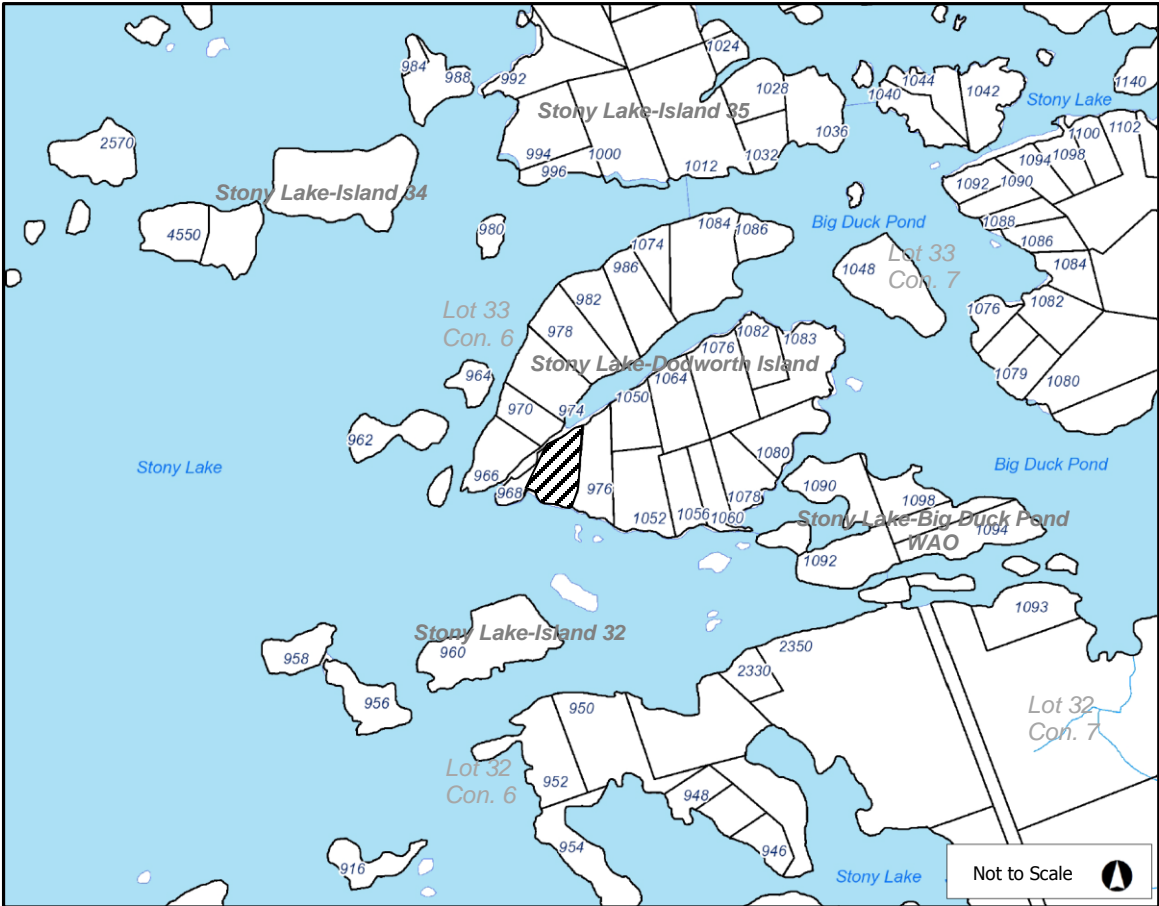
Passed in Open Council this 4th day of October, 2022.

Mayor, J. Murray Jones

Acting Clerk, Martina Chait-Hartwig

File: R-04-22
Roll No. 1522-020-005-72000

Schedule "A" to By-law 2022-48



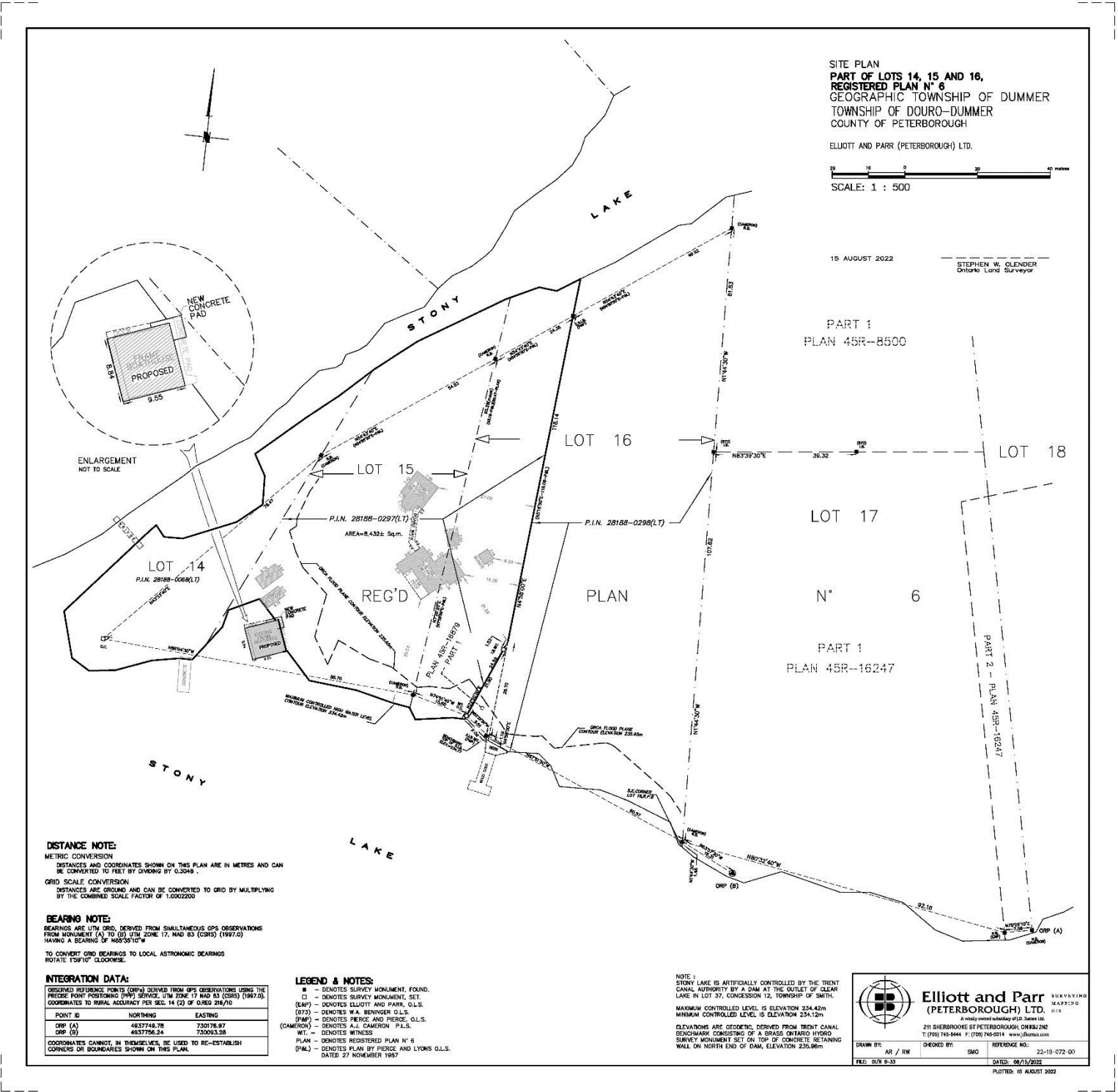
**Subject lands zoned 'Special District 242
Zone (S.D. 242)'**

**This is Schedule 'A' to By-law
No. 2022-48 passed this
4th day of October, 2022.**

Mayor, J. Murray Jones

Acting Clerk, Martina Chait-Hartwig

Schedule “B” to By-law 2022-48



| | | | | |
|-----------------|--------------------|----------------------------|--------------------------------|------------|
| System: | 9/27/2022 | 11:20:14 AM | Township of Douro-Dummer | |
| User ID: | Donnak | Council Summary Report | | |
| Cheque Date: | 9/13/2022 | 9/27/2022 | | |
| | | | | |
| Cheque | Voucher | Vendor | | |
| Number | Number | Name | Description | Amount |
| 0 | | | | |
| 2 | General Government | | | |
| 55681 | 67879 | BELL CANADA | OFFICE TOLL FREE | \$13.64 |
| 00-02-0250-3300 | | | | |
| 55685 | 67886 | PETERBOROUGH COUNTY PLOWMA | COUNCIL DONATION | \$250.00 |
| 00-02-0240-7500 | | | | |
| 55686 | 67887 | PETTY CASH - GENERAL | REPLENISH PETTY CASH | \$46.40 |
| 00-02-0250-4114 | | | | |
| 55687 | 67894 | T.G. QUIRK GARAGE | OFFICE WATER | \$52.50 |
| 00-02-0250-4114 | | | | |
| 55687 | 67895 | T.G. QUIRK GARAGE | OFFICE WATER | \$56.00 |
| 00-02-0250-4114 | | | | |
| 55687 | 67896 | T.G. QUIRK GARAGE | OFFICE WATER | \$45.00 |
| 00-02-0250-4114 | | | | |
| EFT000000006572 | 67890 | AIRD BERLIS | LEGAL FEES-SHORT TERM RENTALS | \$7,509.89 |
| 00-02-0250-3810 | | | | |
| EFT000000006572 | 67891 | AIRD BERLIS | LEGAL FEES-MUN LIABILITY OPINI | \$1,063.39 |
| 00-02-0250-3810 | | | | |
| EFT000000006575 | 67878 | | STAFF BBQ | \$107.63 |
| 00-02-0240-4700 | | | | |
| EFT000000006575 | 67878 | | STAFF BBQ | \$5.00 |
| 00-02-0250-2602 | | | | |
| EFT000000006575 | 67878 | | STAFF BBQ | \$17.60 |
| 00-02-0240-4700 | | | | |
| EFT000000006588 | 67927 | HYDRO ONE INC. | INVOICE DATED SEPT 6, 2022 | \$772.61 |
| 00-02-0250-3110 | | | | |
| EFT000000006588 | 67927 | HYDRO ONE INC. | INVOICE DATED SEPT 6, 2022 | \$257.53 |
| 00-02-0251-3110 | | | | |
| EFT000000006591 | 67880 | METROLAND MEDIA | PUB WORKS & IT COORDINATOR AD | \$512.87 |
| 00-02-0250-4300 | | | | |
| EFT000000006592 | 67876 | MICRO AGE COMPUTER STORES | CONTRACT SUPPORT | \$484.38 |
| 00-02-0250-5170 | | | | |
| EFT000000006592 | 67877 | MICRO AGE COMPUTER STORES | MANAGED SERVICES | \$1,345.27 |

| Cheque Number | Voucher Number | Vendor Name | Description | Amount |
|----------------------|-------------------|----------------------------|-------------------------------|-------------|
| 00-02-0250-5180 | | | | |
| EFT000000006593 | 67889 | NATIONAL SANITATION & SUPP | OFFICE CLEANING SUPPLIES | \$199.35 |
| 00-02-0250-4111 | | | | |
| EFT000000006594 | 67897 | | STAFF BBQ | \$40.69 |
| 00-02-0240-4700 | | | | |
| EFT000000006595 | 67925 | NEXICOM INC. | INTERNET, CONFERENCE CALLING | \$101.76 |
| 00-02-0250-3900 | | | | |
| EFT000000006598 | 67893 | SHRP LIMITED | CONSULTING SERVICES | \$1,017.60 |
| 00-02-0250-3832 | | | | |
| EFT000000006606 | 67924 | WSCS CONSULTING INC. | FINANCE REVIEW | \$1,816.41 |
| 00-02-0250-3832 | | | | |
| EFT000000006607 | 67892 | XEROX CANADA LTD. | COPIER USAGE | \$98.93 |
| 00-02-0250-5164 | | | | |
| | | | | |
| General Government | | | | |
| Total For Department | 2 | \$15,814.45 | | |
| | 4 | Protection Services | | |
| 55681 | 67934 | BELL CANADA | F/H #5 | \$59.05 |
| 00-04-0410-3300 | | | | |
| 55682 | 67909 | BELL MOBILITY INC. | FIRE & BLEO TABLETS | \$183.18 |
| 00-04-0410-3310 | | | | |
| 55682 | 67909 | BELL MOBILITY INC. | FIRE & BLEO TABLETS | \$22.39 |
| 00-04-0440-3310 | | | | |
| 55683 | 67923 | (DLL)DE LAGE LANDEN FINANC | BUILDING DEPT XEROX | \$303.39 |
| 00-04-0440-3210 | | | | |
| 55686 | 67887 | PETTY CASH - GENERAL | REPLENISH PETTY CASH | \$0.90 |
| 00-04-0440-2500 | | | | |
| EFT000000006571 | 67908 | AGL SIGNS AUTO GRAPHICS LT | ENTRY TAGS, HELMET DECAL | \$20.35 |
| 00-04-0410-4600 | | | | |
| EFT000000006572 | 67881 | AIRD BERLIS | OBC ORDERS CROWES LDG RD | \$10,523.00 |
| 00-04-0440-3810 | | | | |
| EFT000000006573 | 67905 | A.J.STONE COMPANY LTD | O-RING(20),CLAMP REPLACE KIT | \$116.10 |
| 00-04-0410-4600 | | | | |
| EFT000000006584 | 67907 | EASTERN ONTARIO EMERGENCY | HAZARDOUS MAT OPERATION CLASS | \$450.00 |
| 00-04-0410-2604 | | | | |
| EFT000000006587 | 67930 | HOLLAND, GREG | RETORQUE ALL WHEELS | \$40.70 |
| 00-04-0410-5195 | | | | |

| Cheque Number | Voucher Number | Vendor Name | Description | Amount |
|----------------------|-------------------|----------------------------|-------------------------------|------------|
| EFT000000006587 | 67931 | HOLLAND, GREG | DIAGNOSE CHECK ENGINE LGHT | \$244.22 |
| 00-04-0410-5195 | | | | |
| EFT000000006588 | 67927 | HYDRO ONE INC. | INVOICE DATED SEPT 6, 2022 | \$530.73 |
| 00-04-0410-3110 | | | | |
| EFT000000006592 | 67876 | MICRO AGE COMPUTER STORES | CONTRACT SUPPORT | \$207.59 |
| 00-04-0410-5170 | | | | |
| EFT000000006592 | 67910 | MICRO AGE COMPUTER STORES | | \$1,235.37 |
| 00-04-0440-5370 | | | | |
| EFT000000006595 | 67925 | NEXICOM INC. | INTERNET, CONFERENCE CALLING | \$71.17 |
| 00-04-0410-3320 | | | | |
| EFT000000006596 | 67932 | NOYES' REPAIR CENTRE | REPL BOTH REAR BRAKE CHAMBERS | \$274.75 |
| 00-04-0410-5195 | | | | |
| EFT000000006596 | 67933 | NOYES' REPAIR CENTRE | REPL BRAKE MASTER CYLINDER | \$377.11 |
| 00-04-0410-5195 | | | | |
| EFT000000006597 | 67903 | | REIMBURSE PRINCESS AUTO PURCH | \$25.92 |
| 00-04-0410-4600 | | | | |
| EFT000000006600 | 67902 | TAS-PAGE COMMUNICATIONS & | FIRE PAGER AIR TIME | \$1,282.18 |
| 00-04-0410-3330 | | | | |
| EFT000000006601 | 67904 | THE DUMMER NEWS | BURN PERMIT AD | \$36.63 |
| 00-04-0410-4300 | | | | |
| EFT000000006602 | 67882 | | LVSTK CLAIM AUG 12 | \$80.00 |
| 00-04-0443-3901 | | | | |
| EFT000000006602 | 67882 | | LVSTK CLAIM AUG 12 | \$12.56 |
| 00-04-0443-2500 | | | | |
| EFT000000006602 | 67883 | | LVSTK CLAIM JULY 26 | \$80.00 |
| 00-04-0443-3901 | | | | |
| EFT000000006602 | 67883 | | LVSTK CLAIM JULY26 | \$18.67 |
| 00-04-0443-2500 | | | | |
| EFT000000006605 | 67929 | WINSLOW-GEROLAMY MOTORS LT | PIGGY L/S | \$203.41 |
| 00-04-0410-5195 | | | | |
| | | | | |
| Protection Services | | | | |
| Total For Department | 4 | \$16,399.37 | | |
| 6 | | Transportation Services | | |
| 55684 | 67918 | | ENTRANCE DEP REFUND | \$500.00 |
| 00-06-0600-8110 | | | | |
| 55687 | 67937 | T.G. QUIRK GARAGE | CHAINSAW GAS | \$22.73 |

| Cheque Number | Voucher Number | Vendor Name | Description | Amount |
|------------------|-------------------|----------------------------|-------------------------------|------------|
| 00-06-0600-5191 | | | | |
| 55687 | 67938 | T.G. QUIRK GARAGE | CHAINSAW GAS | \$19.80 |
| 00-06-0600-5191 | | | | |
| 55687 | 67939 | T.G. QUIRK GARAGE | CHAINSAW GAS | \$19.80 |
| 00-06-0600-5191 | | | | |
| 55687 | 67940 | T.G. QUIRK GARAGE | CHAINSAW GAS | \$15.30 |
| 00-06-0600-5191 | | | | |
| 55687 | 67941 | T.G. QUIRK GARAGE | CHAINSAW GAS | \$15.75 |
| 00-06-0600-5191 | | | | |
| 55687 | 67942 | T.G. QUIRK GARAGE | CHAINSAW GAS | \$18.91 |
| 00-06-0600-5191 | | | | |
| 55688 | 67936 | TRILAND EXCAVATING & HAULA | STORM - GRIND BRUSH TSF STN | \$8,649.60 |
| 00-06-0600-3900 | | | | |
| EFT000000006576 | 67949 | ATTERSLEY TIRE SERVICE INC | SERVICE CALL | \$132.28 |
| 00-06-0600-5160 | | | | |
| EFT000000006576 | 67950 | ATTERSLEY TIRE SERVICE INC | TORQUE | \$7.12 |
| 00-06-0600-5160 | | | | |
| EFT000000006577 | 67952 | B.M.R. MFG. INC. | SIGN | \$26.30 |
| 00-06-0600-4600 | | | | |
| EFT000000006577 | 67953 | B.M.R. MFG. INC. | SIGNS | \$413.89 |
| 00-06-0600-4600 | | | | |
| EFT000000006579 | 67912 | CAVENDISH RADIO AND TOWERS | SEPT ROADS RADIO AIR TIME | \$251.86 |
| 00-06-0600-3330 | | | | |
| EFT000000006585 | 67916 | GHD LIMITED | 2022 BRIDGE & CULVERT INSPECT | \$1,399.20 |
| 00-06-0600-3820 | | | | |
| EFT000000006586 | 67955 | GIP PAVING INC. | COLD MIX | \$1,697.01 |
| 00-06-0600-4600 | | | | |
| EFT000000006587 | 67954 | HOLLAND, GREG | REPL REAR BRAKE CHAMBER | \$300.43 |
| 00-06-0600-5195 | | | | |
| EFT000000006588 | 67927 | HYDRO ONE INC. | INVOICE DATED SEPT 6, 2022 | \$608.21 |
| 00-06-0600-3110 | | | | |
| EFT000000006591 | 67880 | METROLAND MEDIA | PUB WORKS & IT COORDINATOR AD | \$637.44 |
| 00-06-0600-4300 | | | | |
| EFT000000006592 | 67876 | MICRO AGE COMPUTER STORES | CONTRACT SUPPORT | \$138.39 |
| 00-06-0600-5170 | | | | |
| EFT000000006593 | 67913 | NATIONAL SANITATION & SUPP | ROADS - CLEANING SUPPLIES | \$219.88 |
| 00-06-0600-4600 | | | | |

| Cheque Number | Voucher Number | Vendor Name | Description | Amount |
|------------------------------------|-------------------|----------------------------|-------------------------------|-------------|
| EFT000000006595 00-06-0600-3320 | 67925 | NEXICOM INC. | INTERNET, CONFERENCE CALLING | \$71.17 |
| EFT000000006600 00-06-0600-3240 | 67911 | TAS-PAGE COMMUNICATIONS & | CALL PROCESSING & MSG CENTRE | \$390.03 |
| EFT000000006603 00-06-0600-3250 | 67944 | WASTE CONNECTIONS OF CANAD | WASTEBINS,CURBSIDE, GREEN BIN | \$42.73 |
| EFT000000006603 00-06-0600-3250 | 67959 | WASTE CONNECTIONS OF CANAD | WASTEBINS,CURBSIDE, GREEN BIN | \$42.73 |
| EFT000000006605 00-06-0600-5160 | 67914 | WINSLOW-GEROLAMY MOTORS LT | 10 INSP BOOKS | \$81.31 |
| EFT000000006605 00-06-0600-5195 | 67945 | WINSLOW-GEROLAMY MOTORS LT | BRAKE CHAMBER | \$144.44 |
| EFT000000006605 00-06-0600-5195 | 67946 | WINSLOW-GEROLAMY MOTORS LT | NITROGEN SENSOR | \$1,266.22 |
| Transportation Services | | | | |
| Total For Department | 6 | \$17,132.53 | | |
| 8 Environmental Services | | | | |
| EFT000000006580 00-08-0800-3900 | 67920 | CITY OF PETERBOROUGH | JULY GREEN WASTE 7.78 TONNES | \$357.88 |
| EFT000000006588 00-08-0802-3110 | 67927 | HYDRO ONE INC. | INVOICE DATED SEPT 6, 2022 | \$38.82 |
| EFT000000006589 00-08-0802-3900 | 67917 | JOHNNY ON THE SPOT | HG TSF STN PORTABLE TOILET | \$101.76 |
| EFT000000006603 00-08-0800-3900 | 67944 | WASTE CONNECTIONS OF CANAD | WASTEBINS,CURBSIDE, GREEN BIN | \$1,376.42 |
| EFT000000006603 00-08-0800-3251 | 67944 | WASTE CONNECTIONS OF CANAD | WASTEBINS,CURBSIDE, GREEN BIN | \$17,532.16 |
| EFT000000006603 00-08-0802-5121 | 67944 | WASTE CONNECTIONS OF CANAD | WASTEBINS,CURBSIDE, GREEN BIN | \$1,632.22 |
| EFT000000006603 00-08-0800-3900 | 67959 | WASTE CONNECTIONS OF CANAD | WASTEBINS,CURBSIDE, GREEN BIN | \$467.32 |
| EFT000000006603 00-08-0800-3251 | 67959 | WASTE CONNECTIONS OF CANAD | WASTEBINS,CURBSIDE, GREEN BIN | \$17,847.76 |
| EFT000000006603 00-08-0802-5121 | 67959 | WASTE CONNECTIONS OF CANAD | WASTEBINS,CURBSIDE, GREEN BIN | \$1,758.22 |

| Cheque Number | Voucher Number | Vendor Name | Description | Amount |
|-----------------------------------|-------------------|----------------------------|------------------------------|------------|
| Environmental Services | | | | |
| Total For Department | 8 | \$41,112.56 | | |
| 16 Recreation & Cultural Services | | | | |
| 55681 | 67921 | BELL CANADA | DOURO CC | \$34.31 |
| 00-16-1610-3300 | | | | |
| 55681 | 67921 | BELL CANADA | DOURO CC | \$34.30 |
| 00-16-1620-3300 | | | | |
| 55681 | 67922 | BELL CANADA | DOURO CC | \$35.18 |
| 00-16-1610-3300 | | | | |
| 55681 | 67922 | BELL CANADA | DOURO CC | \$35.18 |
| 00-16-1620-3300 | | | | |
| EFT000000006588 | 67927 | HYDRO ONE INC. | INVOICE DATED SEPT 6, 2022 | \$91.48 |
| 00-16-1600-3110 | | | | |
| EFT000000006588 | 67927 | HYDRO ONE INC. | INVOICE DATED SEPT 6, 2022 | \$306.71 |
| 00-16-1640-3110 | | | | |
| EFT000000006588 | 67927 | HYDRO ONE INC. | INVOICE DATED SEPT 6, 2022 | \$1,840.50 |
| 00-16-1610-3110 | | | | |
| EFT000000006588 | 67927 | HYDRO ONE INC. | INVOICE DATED SEPT 6, 2022 | \$684.75 |
| 00-16-1620-3110 | | | | |
| EFT000000006588 | 67927 | HYDRO ONE INC. | INVOICE DATED SEPT 6, 2022 | \$505.23 |
| 00-16-1601-3110 | | | | |
| EFT000000006592 | 67876 | MICRO AGE COMPUTER STORES | CONTRACT SUPPORT | \$622.77 |
| 00-16-1640-5170 | | | | |
| EFT000000006592 | 67901 | MICRO AGE COMPUTER STORES | LIBRARY LAPTOP | \$970.79 |
| 00-16-1640-5370 | | | | |
| EFT000000006593 | 67898 | NATIONAL SANITATION & SUPP | LIBRARY CLEANING SUPPLIES | \$29.39 |
| 00-16-1640-4111 | | | | |
| EFT000000006595 | 67899 | NEXICOM INC. | LIBRARY INTERNET | \$103.65 |
| 00-16-1640-3320 | | | | |
| EFT000000006595 | 67925 | NEXICOM INC. | INTERNET, CONFERENCE CALLING | \$71.17 |
| 00-16-1610-3320 | | | | |
| EFT000000006599 | 67900 | SIGN-A-RAMA | LIBRARY NAME TAGS | \$111.94 |
| 00-16-1640-4110 | | | | |
| | | | | |
| Recreation & Cultural Services | | | | |
| Total For Department | 16 | \$5,432.51 | | |
| Total For Fund | 0 | \$95,891.42 | | |

| Cheque Number | Voucher Number | Vendor Name | Description | Amount |
|--------------------------------|--------------------------------|----------------------------|--------------------------------|--------------|
| 5 | | | | |
| 4 | Protection Services | | | |
| EFT000000006573 | 67935 | A.J.STONE COMPANY LTD | BUNKER GEAR - 6 | \$15,966.15 |
| 05-04-0410-0361 | | | | |
| Protection Services | | | | |
| Total For Department | 4 | \$15,966.15 | | |
| 6 | Transportation Services | | | |
| EFT000000006570 | 67957 | ACTION CAR AND TRUCK ACCES | TRCK 35 INSTALL | \$96.67 |
| 05-06-0600-0391 | | | | |
| EFT000000006570 | 67958 | ACTION CAR AND TRUCK ACCES | SEAT COVERS, WRNG LGHT,FLR CVR | \$1,330.90 |
| 05-06-0600-0391 | | | | |
| EFT000000006574 | 67915 | ARMTEC INC. | CULVERTS | \$4,615.83 |
| 05-06-0600-0212 | | | | |
| EFT000000006578 | 67947 | BRANDT TRACTOR LTD. | PURCHASE 2022 JD 544P LOADER | \$290,566.32 |
| 05-06-0600-0361 | | | | |
| EFT000000006583 | 67948 | DRAIN BROS. EXCAVATING | GRAN A | \$17,342.44 |
| 05-06-0600-0401 | | | | |
| EFT000000006586 | 67951 | GIP PAVING INC. | ASPHALT DISPOSAL | \$188.40 |
| 05-06-0600-0401 | | | | |
| EFT000000006586 | 67956 | GIP PAVING INC. | ASPHALT DISPOSAL | \$291.90 |
| 05-06-0600-0401 | | | | |
| EFT000000006590 | 67943 | LEAHY EXCAVATIONS INC. | TOPSOIL | \$256.43 |
| 05-06-0600-0401 | | | | |
| Transportation Services | | | | |
| Total For Department | 6 | \$314,688.89 | | |
| 16 | Recreation & Cultural Services | | | |
| EFT000000006604 | 67928 | WHITEHOTS INC. | LIBRARY BOOKS | \$1,419.16 |
| 05-16-1640-0361 | | | | |
| Recreation & Cultural Services | | | | |
| Total For Department | 16 | \$1,419.16 | | |
| 18 | Planning & Development | | | |
| EFT000000006582 | 67884 | D.M. WILLS ASSOCIATES LIMI | PEER RVW TURTLE CONSERV CENTRE | \$419.76 |
| 05-18-1800-0591 | | | | |
| EFT000000006582 | 67885 | D.M. WILLS ASSOCIATES LIMI | PEER REVIEW 162 COUNTY RD 4 | \$1,832.19 |
| 05-18-1800-0592 | | | | |
| Planning & Development | | | | |
| Total For Department | 18 | \$2,251.95 | | |

The Corporation of the Township of Douro-Dummer

By-law Number 2022-49

Being a By-law of The Corporation of the Township of Douro-Dummer to confirm the proceedings of the Special Electronic Meeting of Council held on the 4th day of October, 2022 and the Regular Electronic Meeting of Council held on the 4th day of October, 2022.

The Municipal Council of The Corporation of the Township of Douro-Dummer Enacts as follows:

1. **That** the action of the Council at its special electronic meeting held on the October 4, 2022 and regular electronic meeting held on October 4, 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 4th day of October, 2022.

Mayor, J. Murray Jones

Acting Clerk, Martina Chait-Hartwig