



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

Tuesday, January 17, 2023, 5:00 p.m.

Township 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

Regular and Special meetings of Council are being held in person and electronically. Regular Meetings will be recorded and live-streamed on the Township YouTube channel. Special Meetings will be recorded and live-streamed where feasible.

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: January 5, 2023	
6. Adoption of Minutes:	
6.1 Council Meeting Minutes - December 20, 2022	1
7. Consent Agenda (Reports voted upon by ONE motion) - No Debate	
7.1 Township of Douro-Dummer - Notice of Complete Application and Public Meeting for Zoning By-law Amendment Application R-05-22	10
This Public Meeting has been re-scheduled to February 7, 2023	
8. Delegations, Petitions, Presentations or Public Meetings:	

8.1	Public Meeting: Draft 2023 Capital and Operating Budget, Treasurer-2023-01	12
	Paul Creamer, Interim Treasurer, will review the draft budget and a public meeting shall take place to hear from the public and various Municipal Boards and Committees.	
9.	Staff Reports	
9.1	Report and Capital Project Status	31
9.2	Short-Term Rental Advisory Committee, C.A.O.-2023-02	34
9.3	Delegation of Authority - Consent Applications, Planning-2023-06	35
9.4	2022 Municipal Election Accessibility Report, Clerk's Office-2023-01	40
10.	Committee Minutes and Other Reports:	
10.1	Deputy Mayor Nelson – Update on County Council Matters	
10.2	Douro-Dummer Arena Facilities Future Ad-Hoc Committee Minutes - October 12, 2022, January 5, 2023 and Draft Minutes from January 10, 2023	45
10.3	Douro-Dummer Public Library Board Minutes - November 10, 2022	51
11.	Correspondence – Action Items: None	
12.	By-laws:	
12.1	A By-law 2023-01 - To authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2023	54
12.2	A By-law 2023-02 - To provide for an Interim Tax Levy and the Payment of Interim Taxes for the Year 2023	56
12.3	A By-law 2023-03 - To appoint a Property Standards Committee	58
12.4	A By-law 2023-04 - To Amend By-law 2022-43 - Appoint members to the Short-Term Rental Advisory Committee	59
12.5	A By-law 2023-05 - To Amend By-law Number 2022-14, as amended, to Delegate Certain Powers of Council	60
13.	Account: None	

14. Reports derived from previous Notice of Motions

15. Notices of Motion - No Debate

16. Announcements:

17. Closed Session:

Section 239 (2) of the Municipal Act, 2001, S.O. 2001, c. 25

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

18. Rise from Closed Session with or without a Report

19. Matters Arising from Closed Session

20. Confirming By-law: 2023-06

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21. Next Meeting

Regular Council Meeting - February 7, 2023

Committee of the Whole - February 14, 2023

22. Adjournment

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

**December 20, 2022, 5:00 PM
Council Chambers in the Municipal Building**

Member Present: **Mayor - Heather Watson**
 Deputy Mayor - Harold Nelson
 Councillor, Dummer Ward - Adam Vervoort
 Councillor, Douro Ward - Ray Johnston
 Councillor at Large - Thomas Watt

Staff Present: **CAO - Elana Arthurs**
 Acting Clerk - Martina Chait-Hartwig
 Interim Treasurer - Paul Creamer
 Manager of Recreation Facilities - Mike Mood
 Temporary CBO - Don Helleman
 Planner - Christina Coulter

1. Call to Order

With a quorum of Council being present, the Mayor called the meeting to order at 5:02 p.m.

2. Land Acknowledgement

The Mayor recited the Land Acknowledgement.

3. Moment of Silent Reflection

Council observed a moment of silent reflection.

4. Disclosure of Pecuniary Interest:

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

5. Adoption of Agenda: December 20, 2022

Resolution Number 351-2022

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

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

6. Adoption of Minutes:

6.1 Special Meeting Minutes - November 22, 2022

6.2 Special Meeting Minutes - November 29, 2022

6.3 Special Meeting Minutes - December 6, 2022

6.4 Council Meeting Minutes - December 6, 2022

Resolution Number 352-2022

Moved by: Councillor Watt

Seconded by: Councillor Vervoort

That the Minutes from the Special Council Meeting, held on November 22, 2022, Special Council Meeting, held on November 29, 2022, Special Council Meeting, held on December 6, 2022 and Regular Council Meeting Minutes, held on December 6, 2022, all be received and adopted, as circulated. Carried

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

8. Delegations, Petitions, Presentations or Public Meetings:

8.1 Presentation - Awards to J. Murray Jones, Karl Moher and Shelagh Landsmann

Presentation of awards to J Murray Jones, Karl Moher and Shelagh Landsmann took place in recognition of their years of service to the Douro-Dummer community.

8.2 Public Meeting - Official Plan Amendment OPA File No. 15OP-22006 (Robinson-Duguay), Planning-2022-11

Removal of Extractive Industrial Designation
Part Lot 10, Concession 3,
Douro Ward in the Township of Douro-Dummer,
1110 County Road 4

Resolution Number 353 - 2022

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That the Public Meeting regarding the Official Plan Amendment OPA File No. 15OP-22006 (Robinson-Duguay), be declared open. (5:12p.m.)

Carried

In Attendance:

Jim Whelan, Deputy Mayor – North Kawartha Township, County Council
Representation - In support

Kevin M Duguay, KDM Planning - In support

Malini Menon, Planner, County of Peterborough - In support

Christina Coulter, Planner and Malini Menon, Planner at county of
Peterborough explained the Official Plan Amendment OPA File No. 15OP-
22006 (Robinson-Duguay)

Comments received:

Enbridge Gas Inc. – In Support

Kawartha Pine Ridge District School Board (KPRDSB) – In Support

County of Peterborough Public Works – In Support

Otonabee Region Conservation Authority (ORCA) – In Support

Resolution Number 354-2022

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That the Public Meeting for the regarding the Official Plan Amendment OPA File No.15OP-22006 (Robinson-Duguay) be declared closed. (5:24 p.m.).

Carried

Resolution Number 355-2022

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That Report, dated December 20, 2022, regarding the Official Plan Amendment OPA File No. 15OP-22006 (Robinson-Duguay) be received; and,

That Council receive all comments related to regarding the Official Plan Amendment OPA File No. 15OP-22006 (Robinson-Duguay); and further

That Council advise the County of Peterborough that the Township of Douro-Dummer supports proposed Official Plan Amendment File No. 15OP-22006 which represents Amendment No. 72 to the County Official Plan as described in the document prepared by the County of Peterborough Planning Department and attached to this Report. Carried

8.3 Departmental Presentation - Building Department

Resolution Number 356-2022

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That the presentation from Don Helleman Temporary Chief Building Official regarding the Council Orientation of the Building Department be received.

Carried

9. Staff Reports:

9.1 Report and Capital Project Status

Resolution Number 357-2022

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That the report and capital project status for November 2022 be received.
Carried

9.2 Amendment to Site Plan Control By-law (Housekeeping), Planning-2022-12

Resolution Number 358-2022

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the report, dated December 20, 2022, regarding housekeeping amendments to the Site Plan Control By-law (By-law No. 2022-32) be received and;

That at the appropriate time during the meeting Council pass the Revised Site Plan Control By-law as per the changes that are outlined in the attached track changes version.
Carried

9.3 Appointment of Alternate to County Council, Clerk's Office-2022-19

Resolution Number 359-2022

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the report, dated December 20, 2022 regarding the appointment of an alternate member to County Council be received and that a By-law to appoint Councillor Watt as the alternate be passed at the appropriate time during the meeting.
Carried

9.4 Request for Removal of No Habitation Agreement, Clerk's Office-2022-20

Resolution Number 360-2022

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the report, dated December 20, 2022, regarding a request to have the No Habitation Agreement which is registered on title for 64 Valleyview Avenue be received and that Council approve the request to have the agreement removed from title at the expense of the property owner.

Carried

9.5 Community Centre Tables and Chairs, Recreation Facilities-2022-10

Resolution Number 361-2022

Moved by: Councillor Vervoort

Seconded by: Councillor Watt

That the Recreation Facilities-2022-10 report, dated December 20, 2022, regarding Tables and Chairs be received; and

That 40 tables be purchased from School House Products in the amount of \$9,200 + H.S.T. and freight and that the remaining budgeted money be placed into reserves for the future purchase of chairs.

Carried

9.6 Staff Recommendation Regarding Zoning By-law Amendment – File: R-17-21, Planning-2022-07

Resolution Number 362-2022

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That the Report, dated December 20, 2022, regarding Staff Recommendation Regarding Zoning By-law Amendment - File: R-17-21 (Paterson & Carrington) be received; and

That the Holding (H) Symbol be removed from the subject property; and further

That the By-law to enact the Amendment be passed at the appropriate time in the meeting.

Carried

10. Committee Minutes and Other Reports:

10.1 Deputy Mayor Nelson – Update on County Council Matters

Resolution Number 363-2022

Moved by: Councillor Vervoort

Seconded by: Councillor Watt

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

11. Correspondence - Action Items:

11.1 Municipality of Magnetawan and Municipality of Marmora Lake - Letters regarding Bill 23 Strong Mayor, Building Homes Act

Resolution Number 364-2022

Moved by: Councillor Johnston

Seconded by: Councillor Watt

That the letters in opposition from the Municipality of Magnetawan and Municipality of Marmora Lake dated December 7, 2022, regarding Bill 103, Strong Mayor, Building Homes Act all be received. Carried

12. By-laws:

12.1 By-law 2022-58 - To designate the Township of Douro-Dummer as a Site Plan Control Area

12.2 By-law 2022-59 - To Amend Zoning By-law - File R-17-21, Roll No: 1522-010-004-08100

12.3 By-law 2022-60 - To Appoint an Alternate Member to Peterborough County Council

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That the By-law 2022-58, being a By-law to designate the Township of Douro-Dummer as a Site Plan Control Area; and

That the By-law 2022-59, being a By-law to amend By-law Number 10-1996, as amended, otherwise known as "The Township of Douro-Dummer Comprehensive Zoning By-law" (File R-17-21, Roll No: 1522-010-004-08100, Paterson and Carrington); and

That the By-law 2022-60, being a By-law to appoint an Alternate Member to the Council of the County of Peterborough for the 2022-2026 Term of Council;

All be approved in open Council this 20th day of December 2022, and that the Mayor and the Acting Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

13. Account: None

14. Reports derived from previous Notice of Motions: None

15. Notices of Motion: No Debate: None

16. Announcements:

Mayor Watson announced that the garbage and recycling pick-up schedule will not change over the holidays. The Transfer Station will be open to the Township Residents on the 28th and 31st of December, 2022.

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: By-law 2022-61

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That By-law Number 2022-61, being a By-law to confirm the proceedings of the Regular Meeting of Council, held on the 20th day of December, 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:

Committee of Adjustment Meeting - January 13, 2023

Planning Committee Meeting - January 13, 2023

Regular Council Meeting - January 17, 2023

22. Adjournment

Resolution Number 365-2022

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That this meeting adjourn 6:09 p.m.

Carried

Mayor, Heather Watson

Acting Clerk, Martina Chait-Hartwig



Township of Douro-Dummer
Notice of Complete Application and Public Meeting
Concerning a proposed Zoning By-law Amendment
Application R-05-22
REVISED

The meeting will be held in person and electronically

Take Notice that the Council of The Corporation of the Township of Douro-Dummer has received a complete application for Zoning By-law Amendment and will hold a public meeting to consider the proposed amendment to the Township of Douro-Dummer Comprehensive Zoning By-law under Section 34 of the Planning Act, R.S.O., 1990.

Date and Time: **Tuesday, February 7, 2023 at 5:00 p.m.**
Location: Council Chambers of the Municipal Office
894 South Street, Warsaw ON and
Electronic Meeting Site

Public Hearing: While the meeting will be held in person, given the ongoing Covid-19 concerns, any person wishing to make written and/or oral submissions either in support of or opposition to the proposal is invited to make arrangements to attend the hearing virtually. In order to make arrangements to attend the virtual (electronic) hearing please contact the Acting Clerk by email at martinac@dourodummer.on.ca no later than 9:00 a.m. on the day of the scheduled public hearing. Although it is possible for members of the public to “attend” a meeting electronically, and provide verbal submissions, we encourage you to communicate with Council by forwarding written comments in support or in opposition to martinac@dourodummer.on.ca.

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

Legal Description/ Address:	Part Lot 12, Concession 8 (Douro Ward) 4131 County Road 32 Roll No.: 1522-010-003-14620 A Key Map is provided on the next page
Owner/Applicant:	Gary Michael Bolton (Owner)
File Name:	R-05-22

Purpose and Effect of Application:
The effect of the Zoning By-law Amendment is to rezone the severed parcels (Lot A and Lot B) from the Rural Zone (RU) to the Special District 255 Zone (S.D. 255) to address a lack of frontage (the parcels front on the Rotary Greenway Trail).

A portion of the retained parcel is proposed to be rezoned from the Rural Zone (RU) to the Special District 256 Zone (S.D. 256) to address a reduced lot area and to address a lack of frontage (this portion of the property fronts on the Rotary Greenway Trail). In addition, the Special District 43 Zone (S.D. 43) is proposed to be amended to accurately reflect the location based on the survey prepared by J.B. Fleguel, dated January 28, 2005 and to recognize the existing buildings and structures and their setbacks.

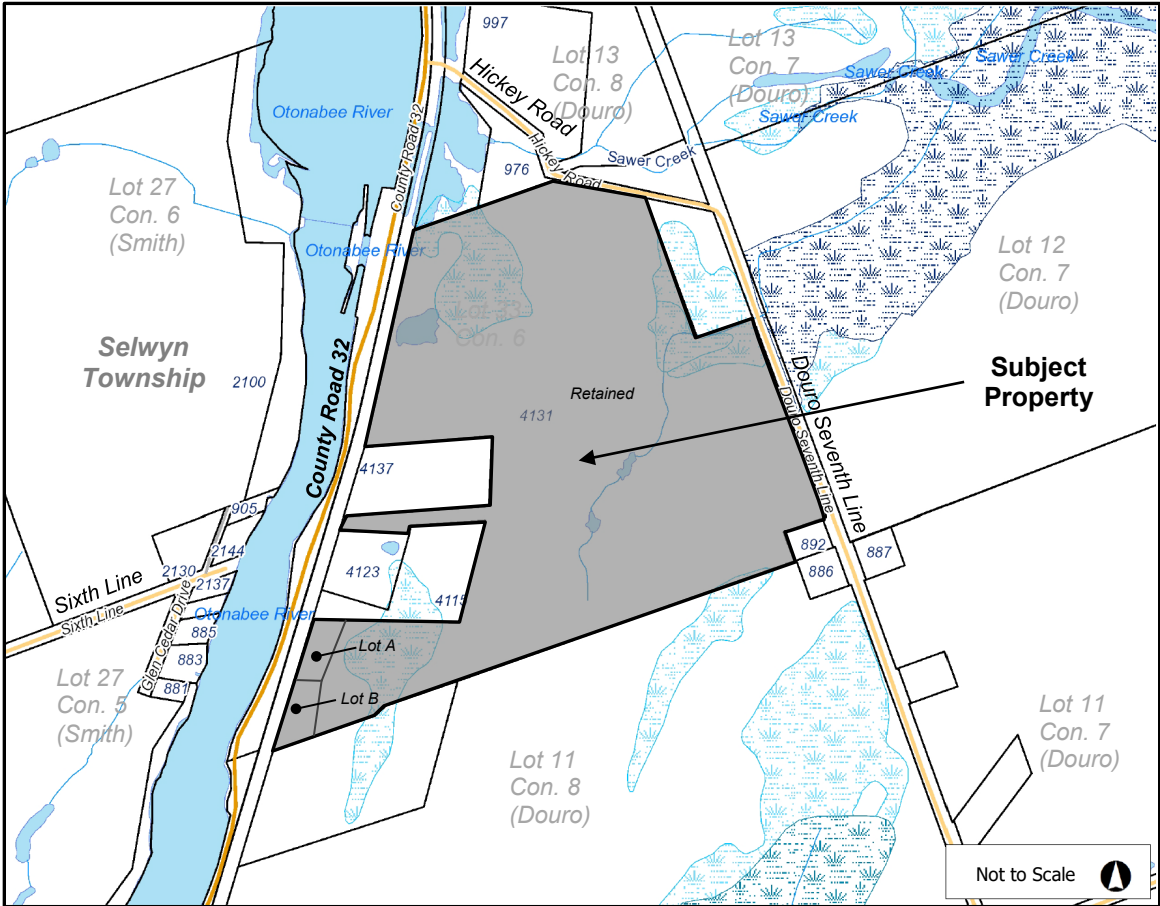
This rezoning is required as a condition of **Consent Applications (Files B-21-22 and B-22-22)**, that were conditionally approved by Peterborough County on November 2, 2022.

Additional Information relating to the proposed zoning by-law amendment is available by contacting the undersigned or by visiting the Township Website at:
<https://www.dourodummer.ca/modules/news/en>.

Accessibility: If you have accessibility needs and require alternative formats or other accommodations, please contact the undersigned.

Notification: If you wish to be notified of the decision of the Council of the Township of Douro-Dummer on the proposed zoning by-law amendment, you must make a written request to the Acting Clerk of the Township of Douro-Dummer using the contact information provided below.

Key Map:



The Right to Appeal

If a person or public body would otherwise have an ability to appeal the decision of the Township of Douro-Dummer to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Douro-Dummer before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Douro-Dummer before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Any person may attend the electronic/virtual public meeting and make written and/or verbal submissions either in support of or in opposition to the proposed zoning by-law amendment. In order to make arrangements to attend the virtual meeting, please contact the Acting Clerk by email at martinac@dourodummer.on.ca no later than 9:00 a.m. on the day prior to the scheduled meeting. It is the responsibility of the interested member of the public to have technology in place to connect to the meeting.

Privacy Disclosure: All written submissions, documents, correspondence, e-mails or other communications (including your name and address) are collected under the authority of the *Planning Act* and become part of the public record and may be made available for public viewing or distribution. Please note that by submitting any of this information, you are providing the Township with your consent to use and disclose this information as part of the planning process.

Dated this 10th day of January, 2023 at the Township of Douro-Dummer.

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

Christina Coulter
Planner
705-652-8392 Ext. 205
christinac@dourodummer.on.ca

Recommendation:

That the Treasurer-2023-01 report, dated January 17, 2023, regarding a 2023 Budget Update as at January 17th be received; and
That Council provide further direction on any changes they would like to see demonstrated for the next budget presentation.

Overview:

Staff presented the first draft of the 2023 Operating and Capital Budget on December 6, 2022. The draft presented was a working draft and was not the recommended budget from staff. Staff indicated that additional reviews of the budget would be taking place and additional information would be provided to Council regarding reserve balances. This report provides that information.

Part 1 – Staff Recommended 2nd Draft Revisions

Based on the revisions included in this report the levy increase would be consistent with inflationary pressures the Township is facing. The following table summarizes the changes to the budget since the previous draft:

		Impact on Levy	
Staff Recommended 2nd Draft Changes		\$	%
Development Charges	The Township's Development Charges prior to 2021 were being used faster than what was being collected which was putting all of the reserve accounts into negatives. The reserves have returned to positive balances and this amount can be used in the budget.	-\$195,741	-3.27%
Fire Helmets	The Fire Department was able to accommodate the Helmet purchases in the 2022 equipment budget.	-\$2,500	-0.04%
Fire Bunker Gear	Reduction in the need of bunker gear due to needing less gear than anticipated after fitting the new recruits.	-\$3,000	-0.05%
Municipal Office Front Doors	The front doors into the Municipal Office need repair and replacement.	\$10,000	0.17%

Zoning By-law	At the December 6th budget meeting it was suggested by Councillor Johnston suggested holding off on the Zoning By-law Update. In discussion with the Planner it was determined that we will need to start the process in mid to late 2023 in order to meet the statutory deadline; therefore, the project will carryover into 2024 and we were able to move \$20,000 of the funding into 2024.	-\$20,000	-0.33%
Brushing Unit	When reviewing the budget for potential ways to reduce the 2023 Levy, the purchase of a Brushing Unit was deemed to be an increase to the level of service and the option to continue to rent the necessary equipment when needed is still viable. It should be noted that in 2024 the Public Works department will be required to replace two plows at a cost of \$350,000 each. This demonstrates that there are future asset replacement needs that will continue to make it difficult to make purchases that increase the Township's service levels like this brushing unit difficult.	-\$107,500	-1.80%
Excavator	A review of the cost estimate for the Excavator was completed and based on information received the cost will be \$540,000, which is \$40,000 more than originally anticipated.	\$40,000	0.67%
Minor Operating Adjustments	A few minor operating line items were amended to reflect updated costs received from vendors.	\$1,173	0.02%
Tax Rate Impact of 2nd Draft Changes		-\$277,568	-4.64%
1st Draft Tax Rate Impact		\$870,041	13.26%
Tax Rate Impact after 2nd Draft Changes		\$592,473	8.63%

The following table summarizes the impact of a 8.63% tax increase on households within the Township:

	2022	2023	Annual Change	Monthly Change
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Residential Impact Per \$100,000 of Assessment	\$422.12	\$458.53	\$36.42	\$3.03
Impact on Median Property of \$256,000	\$1,080.62	\$1,173.84	\$93.22	\$7.77

Part 2 – Arena Facilities Future Ad-Hoc Committee Request

At a meeting held on Tuesday, January 10, 2023, the Township of Douro-Dummer Arena Facilities Future Ad-Hoc Committee passed the following motion,

“That the Township of Douro-Dummer Arena Facilities Future Ad-Hoc Committee update its request for the 2023 Budget to \$50,000 from the original request of \$25,000 to ensure that there is sufficient funds to conduct community outreach and a feasibility study; and that this updated request be presented by the Committee to the Council of the Township of Douro-Dummer at the public Budget Meeting taking place on January 17, 2023.”

This request would increase the levy by an additional 0.84%.

Part 3 - Reserve Forecast as at December 31st 2023

The following table summarizes the current reserve forecast including the proposed funding of projects included in the 2023 budget. It should be noted that work continues to finalize 2020 and 2021 audit and therefore these figures could change during those audits. Based on current figures for 2020, a conservative estimate of \$250,000 for the 2020 surplus has been added to the Capital Project/Purchases reserve. This should be finalized in the coming weeks and 2021 will follow.

Reserves and Reserve Funds	Opening Balance	Contributions	Draws	Forecasted Balance
Reserve For Working Funds	\$1,836,691		\$0	\$1,836,691
Self Insurance	\$43,221		\$0	\$43,221
Accessibility Plan	\$27,887		\$0	\$27,887
Retirement Benefits	\$69,156		\$0	\$69,156
Capital Project/Purchases	\$2,198,712		\$1,410,000	\$788,712
Elections	\$28,900		\$0	\$28,900
Office Equipment	\$31,213		\$0	\$31,213

Reserves and Reserve Funds	Opening Balance	Contributions	Draws	Forecasted Balance
Town Hall	\$15,838		\$0	\$15,838
Protection Services	-\$4,330		\$0	-\$4,330
Protection Services Hall #5 Construction	\$100		\$0	\$100
O.P.P. Recoverable Expense	\$98,367		\$0	\$98,367
Policing Contract	\$160,752		\$0	\$160,752
Source Water Protection	\$0		\$0	\$0
Building Department	\$364,044		\$11,250	\$352,794
Emergency Preparedness	\$45,246		\$0	\$45,246
Gravel Pit Purchase Reserve	\$99,678	\$101,763	\$99,521	\$101,920
Gravel Pit License Reserve	\$65,349	\$47,010	\$0	\$112,359
Roads Severe Weather	\$100,000		\$0	\$100,000
Roads Equipment	\$34,541		\$0	\$34,541
Road Construction	-\$46,622		\$0	-\$46,622
Solar Panels	\$168,815		\$0	\$168,815
Waste Disposal	\$70,949		\$0	\$70,949
Cenotaph	\$31,230		\$0	\$31,230
Park Improvement	\$18,787		\$0	\$18,787
Parks Equipment	\$74,036		\$0	\$74,036
Fall Fair	\$0		\$0	\$0
Santa Claus Parade	\$0		\$0	\$0
Historical Society	\$0		\$0	\$0
Douro CC	-\$6,617		\$0	-\$6,617
Warsaw CC	-\$6,838		\$0	-\$6,838
Library	\$49,006		\$31,100	\$17,906
Planning & Development	\$2,000		\$0	\$2,000
Economic Development	\$11,546		\$0	\$11,546
Centennial Publication Committee	\$8,783		\$0	\$8,783
Policing Emergency	\$46,318		\$0	\$46,318
TV Road Reserve	\$80,030		\$0	\$80,030
Donwood	\$10,514		\$0	\$10,514
Warsaw Playground	\$0		\$0	\$0
Proceeds From Indacom Drv	\$15,597		\$0	\$15,597
Parkland	\$6,181	\$18,750	\$0	\$24,931
Total	\$5,749,078	\$167,523	\$1,551,871	\$4,364,730

Development Charge Reserves	Opening Balance	Contributions	Draws	Forecasted Balance
Protection Services	\$21,777	\$23,820	\$0	\$45,597
Gen Gov't	\$27,958	\$2,422	\$30,000	\$380
Library	\$49,736	\$9,420	\$0	\$59,156
Recreation	\$99,471	\$2,557	\$0	\$102,028
Roads	\$198,942	\$96,355	\$196,043	\$99,255
Total	\$397,884	\$134,575	\$226,043	\$306,416

Additional work will be completed in 2023 to review the long-term financial needs of the Township and the required reserves levels to adequately fund all projects. This work will include the development of a Reserve and Reserve Fund policy.

Conclusion:

The January 17, 2023 Council meeting will begin with a Public Meeting presentation. Any feedback received at this meeting will be summarized and considered by Council at the February 7th Council meeting. The intention is also for Council to hold final budget deliberations at the February 7th meeting and pass the budget February 21st.

Financial Impact:

The changes proposed in this budget reduce the first draft by 4.64% which means the current tax rate impact would be 8.63%.

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:	2023 Budget Update as at January 17th.docx
Attachments:	
Final Approval Date:	Jan 12, 2023

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

Martina Chait-Hartwig

Elana Arthurs



2023 Budget – Public Meeting

Township of Douro-Dummer

January 17, 2023

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Meeting Agenda

1. 2023 Budget Summary
2. Budget Process
3. Impact to the Levy
4. Key Operating Changes
5. Capital Overview
6. Joint Public Works and Fire Hall Building
7. Historical Tax Increases and Comparisons

Budget Process

Meeting Schedule:

- December 6th @ 1pm – Budget Meeting #1
 - The budget being presented at this meeting is not the recommended budget, rather it is starting point for budget discussions.
- January 17th @ 5pm – Budget Meeting #2/Public Meeting
 - Additional budget information and any changes that staff have made provided to Council at the regular meeting of Council.
 - Additional information regarding current reserve balances and a forecast based on upcoming needs will be provided.
- February 7th – Budget Meeting #3 - Updated Draft and Budget Deliberation
- February 21st – Budget Adoption

2023 Budget Summary

1. Inflation

- Bank of Canada has increased interest rates 3.5% since the beginning of the year from 0.25% to 3.75%. Further rate increases can be expected.
- CPI currently is 6.9% from last October.
- The Non-Residential Construction Price Index has increased 25.9% in the Toronto area.

2. Significant capital needs/purchases along with aging infrastructure

- The Joint Fire Hall and Public Works Facility was proposed to have an annual debenture cost of \$475k going into 2022, with costs increasing and higher interest rates this has almost doubled to \$915k.
- Previously committed to Gravel Pit purchase.
- Currently completing the asset management plan, this will help illustrate to Council our future funding needs.
- Have been using previous surpluses to fund current year capital; this is not a sustainable approach as there may not always be surpluses. More work is needed to determine a sustainable approach; this work will not need to be fully completed for this budget process but this will be a key focus of 2023 for future budgets.

Impact to the Levy

As at first draft the projected Operating Budget impacts the levy by 6.41% and the Capital Budget by 7.11% with an additional 1.18% added for the Joint Public Works and Fire Hall Building. Assessment increased by 1.27% in 2022 which means the change to the net levy is 13.27%. The proposed second draft changes reduce the budget by 4.64% resulting in a tax rate change of 8.64%. This increase in the levy results in an extra \$36.42 annually, or \$3.03 per month per \$100,000 of Assessment; for the median property of \$256,000 there would be an increase of \$93.22 annually and \$7.77 monthly.

	2022	2023	\$ Change	% Change	Levy Impact
Operating Expenses	\$4,516,601	\$4,890,757	\$374,156	8.28%	6.25%
Transfer to Capital	-\$31,920	-\$22,260	\$9,660	-30.26%	0.16%
Net Operating Levy	\$4,484,681	\$4,868,497	\$383,816	8.56%	6.41%
Capital	\$1,401,952	\$1,827,745	\$425,793	30.37%	7.11%
Capital Levy For Joint Building	\$67,872	\$138,512	\$70,640		1.18%
Levy Requirement	\$5,986,425	\$6,857,014	\$870,589	14.54%	14.54%
Less: Assessment Growth in 2022					-1.27%
Percent Change to the Tax Rate - 1st Draft					13.27%
Less - Proposed Second Draft Changes					-4.64%
Percent Change to the Tax Rate - 2nd Draft					8.64%

	2022	2023	Annual Change	Monthly Change
Residential Impact Per \$100,000 of Assessment	\$422.12	\$458.53	\$36.42	\$3.03
Impact on Median Property of \$256,000	\$1,080.62	\$1,173.84	\$93.22	\$7.77

Summary of Key Operating Changes

		Impact on Levy	
Inflationary Pressures		\$	%
Salary and Wage Cost of Living Adjustment	As part of the employee Compensation Agreement Council approves a salary grid increase as per the annual OMERS pension inflation index. OMERS uses the average of the CPI for the 12-month period ending in October and compares it to the average for the same period the previous year. If the CPI increase is greater than 6%, the inflation adjustment is 6% and the increase in CPI over 6% is carried forward for application in a future year when the CPI increase is less than 6%. Given CPI is 6.9%, the annual adjustment will be 6%.	\$147,391	2.46%
Insurance	All across the country municipalities are continuing to see large increases in general liability insurance costs. The total amount of insurance paid for by the Township in 2023 will be \$216,277; this represent a \$60,873 increase, or 39%, from the previous budget. Part of this is due to underbudgeting in 2022 but we are seeing a 15% increase in our premiums from 2022.	\$60,873	1.02%
Fuel Costs	Fuel has increased by 20 cents, or 13.8% to \$1.64 per litre from November 2021 to 2022. Diesel has increased 73.6 cents per litre, or 51.5% to \$2.16 per litre during the same period.	\$15,000	0.25%
Departmental Adjustments			
Fire - Paging Costs	The Township will need to find a new provider for paging services, this is the estimated increase in costs but additional information will be provided once known.	\$34,800	0.58%
Public Works - Material Costs	Material costs related to calcium for dust control on gravel roads have increased both due to price and an increase in resident complaints. The budget has been increased for sand and salt to reflect recent actuals. 2021 costs were higher than in previous years due the Township no longer contracting out the sanding and salting of municipal lots. Costs of sand and salt have also increased.	\$63,273	1.06%
Police Contract	The OPP set the annual contract based on a variety of factors, which results in a 0.35% decrease this year.	-\$21,035	-0.35%
Other operating adjustments	These reflect the adjustments that staff make to various line items to reflect recent spending and current needs.	\$72,197	1.21%

Summary of Key Operating Changes

Staffing Changes			
OMERS for Part-time Staff	Starting in January 2023 the Township will be obligated to offer enrollment in OMERS to all part-time staff. It is not currently known which part-time staff will choose to enroll but the current estimate of the impact is \$26,253.	\$26,253	0.44%
IT Analyst	Approved by Council in 2022, the Township is hiring an IT Analyst to manage IT Services for the Township. This will provide a significant increase in the level of IT Services provided to staff which. It is anticipated that this change will allow for further modernization of our services which will result in efficiencies and a better experience for the public.	\$28,691	0.48%
Summer Labourer	Starting in 2023 the Parks department will be responsible for mowing the grass at Township facilities which has previously been completed by a third party. The financial impact is minimal but this is an operational change for the Parks department.	\$387	0.01%
Part-time to Full-time Operator	In 2022 Council approved the Public Works department request to convert one of their seasonal operators to full-time in order to accommodate the additional plowing of the Township facilities that were previously completed by a third party.	\$5,938	0.10%
Compensation Review	During 2022 the Township completed and approved a Compensation Review that ensured Township wages continue to be at market levels. This is an important exercise given the current state of the labour market.	\$33,031	0.55%
Employee Gapping	It is anticipated that some positions will remain vacant in 2023 due to various circumstances.	-\$92,644	-1.55%
Total Operating Impact		\$374,156	6.25%

Council Options and Challenges

The following are some options Council may consider to reduce the levy increase:

- Option - Use reserves and reserve funds to fund various capital projects.
- Challenge – Substantial reserves are needed to fund the Joint Building and gravel pit purchase.
- Option – Delay capital projects
- Challenge – Early findings of the Asset Management Plan indicate that there is a shortfall in the funding of the Township's assets. Pushing back replacement is only delaying the inevitable. Staff will be providing further information on the longer-term capital needs of the Township at the next budget meeting.
- Option – Increase taxes on the basis that our taxes are insufficient to be sustainable going forward and low compared to surrounding municipalities.
- Challenge – Everyone is experiencing cost increases and additional property taxes will only add to that burden.

It should be noted that this is a second draft and staff are going to continue to review the budget prior to the final meeting.

Capital Funding Summary

This table shows how the capital program is being funded in 2023 compared to 2022.

	2022	2023
DCs		
Gen Gov't		\$30,000
DCs Total		\$30,000
Grant		
Gas Tax	\$290,826	\$217,067
ICIP Library	\$14,000	\$14,000
Municipal Modernization Program	\$252,000	
OCIF	\$117,203	\$198,943
Other - Federal	\$408,026	
Grant Total	\$1,082,055	\$430,010
Levy		
Levy	\$1,777,232	\$1,857,078
Levy Total	\$1,777,232	\$1,857,078
Reserves		
Building Department	\$186,250	\$11,250
Capital Project/Purchases	\$395,000	\$1,600,000
Emergency Preparedness	\$10,000	
Parkland	\$80,000	
Library		\$31,100
Roads Equipment		\$92,500
Reserves Total	\$671,250	\$1,734,850
Grand Total	\$3,530,537	\$4,051,939

Joint Public Works and Fire Hall Building

- Background:

- Through the 2022 Budget Council approved a new joint Public Works and Fire Hall Building pending approval of the final design and cost once procurement was completed.
- The plan presented in the 2022 Budget to finance the project was as follows:
 - Debt finance the entire cost of \$7.5 million, the interest rate at the time was 2.67%.
 - Use approx. \$1 million of reserves to mitigate the initial impact of the debt payments.
 - Apply a capital an annual capital levy of 1.18% from 2022-2028 to raise sufficient funds for the debt payments.

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

- During 2022 progress was made on the design of the building, however, there were some other pending issues with the property that required resolution before proceeding to the final design stage.
- During the redesign work the consultant estimated that the cost would be closer to \$12 million based on recent similar projects completed by other municipalities.

Joint Public Works and Fire Hall Building

- Moving forward:

- Given the increase in cost estimates from \$7.5 million to \$12 million and the increase in interest rates from 2.67% to 4.40% the existing financing strategy is no longer feasible.
- Reserves of \$1 million can still be committed to help mitigate the impact but a significant initial increase to the levy will be required.
- Option 1 – Maintain existing plan until the \$1 million of reserves has been used.

Year	Reserves	Levy	Debt Payment	% Increase
2022		\$ 67,872		1.18%
2023		\$ 138,512		1.18%
2024	\$ 705,385.36	\$ 209,152	\$ 914,537.36	1.18%
2025	\$294,614.64	\$ 619,923	\$ 914,537.36	6.86%
2026		\$ 914,537	\$ 914,537.36	4.92%

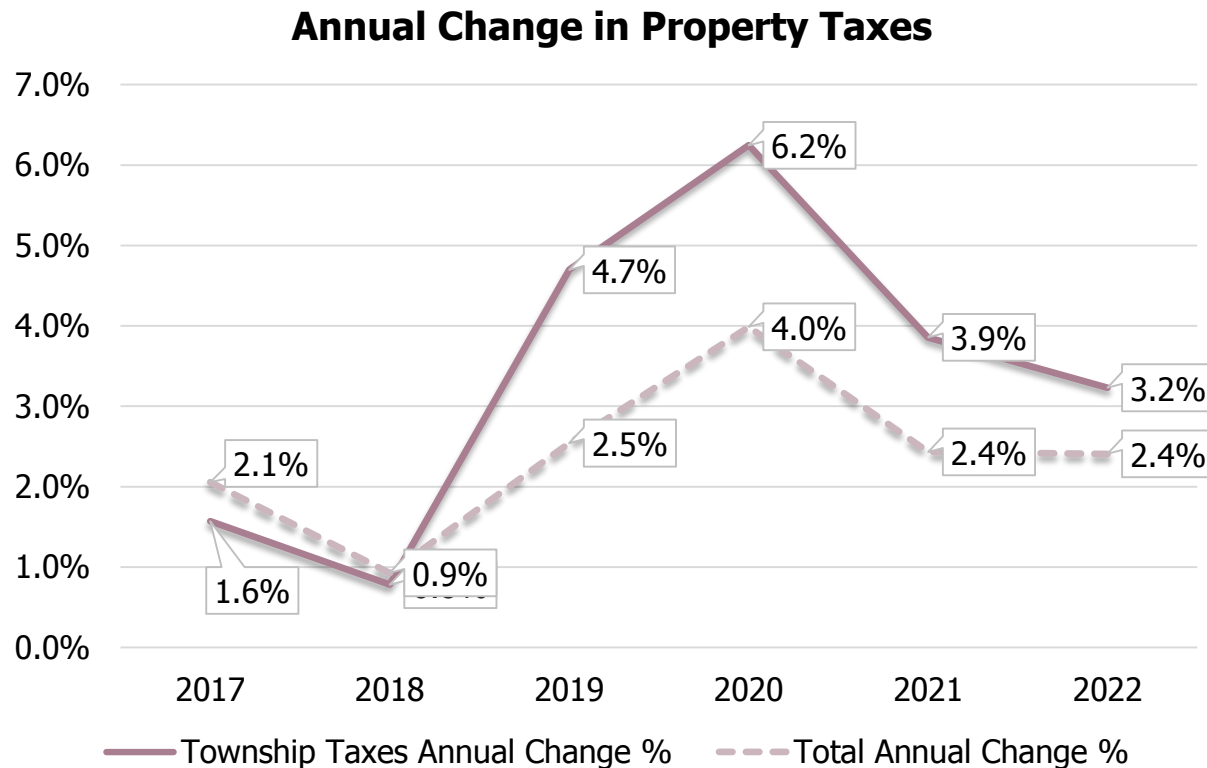
- Option 2 – Smooth out the impact beginning in 2024

Year	Reserves	Levy	Debt Payment	% Increase
2022		\$ 67,872		1.18%
2023		\$ 138,512		1.18%
2024	\$ 550,000.00	\$ 364,537	\$ 914,537.36	3.78%
2025	\$325,000.00	\$ 589,537	\$ 914,537.36	3.76%
2026	\$125,000.00	\$ 789,537	\$ 914,537.36	3.34%

- It should be noted that these are high level scenarios. Further work is required to finalize costs and also ensure all financing options and costs are explored.

Historical Property Tax Increases

The following graph demonstrates the property tax changes for the median property since 2016. The average increase over this time was 3.4% for the Township share and 2.4% for total tax bill including the County and Education taxes. For reference CPI over the same time frame increase on average 3.0%.



Property Tax Comparisons

The following table shows some property tax comparisons to surrounding municipalities. Comparing property taxes can be difficult due to varying service levels, amenities within a municipality and the different ratio of residential to non-residential. Douro-Dummer has low non-residential assessment which means almost the entire tax burden falls on the residential class.

The info below shows that amongst the comparators Douro-Dummer has the second lowest lower-tier taxes; the median property in each Township is shown to illustrate the “typical” property in the Township. There are properties that are much higher and lower than the values shown below.

	Median Assessment Value in 2022	Average Annual Change since 2016	Median Total Tax Bill in 2022	Median LT Taxes in 2022
OSM	\$289,000	3.87%	\$3,222	\$1,721
Norwood	\$213,000	2.32%	\$2,613	\$1,506
Selwyn	\$273,000	-1.89%	\$2,684	\$1,266
Havelock	\$179,000	1.72%	\$2,069	\$1,142
Douro-Dummer	\$256,000	3.38%	\$2,314	\$983
North Kawartha	\$186,000	2.80%	\$1,643	\$676

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
Public Works / CAO	May 17, 2022	Council	Speed Limit Reduction Request Policy & Follow up on Birchview Road Speed Study Report	March 2023
CAO	August 3, 2021	Council	Public Process to Address Short Term Rentals	Setting up Committee Meeting
Building Department	December 21, 2021	Council	Building Department Customer Service Policy with Wait Times	Spring 2023 – Delayed due to Building Department Personnel Change
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	Changes pending release of final provincial regulations
Public Works	August 8, 2022	Committee of the Whole	Update Hard Top Policy with timelines for grandfathered roads	February 2023

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 – Required
General Government	New Sloped Roof - Town Hall	RFP in Spring 2023
General Government	Asset Management Plan	Ongoing
General Government	Computer Modernization	Ongoing
General Government	Finance Modernization	In progress – will continue into 2023 - New Payroll Module in place – Jan 2023
Building Department	Boat and Trailer	Deferred to 2023
Fire	Douro Station Reconfiguration	Ongoing
Fire	Station 2 Pumper	RFP Awarded
Fire	Equipment: - Bunker Gear - Extrication Tools - Fire Helmets - Vehicle Staging Unit	Items to be received throughout 2022

	<ul style="list-style-type: none"> - Lifting Air Bags - Ground Monitor - Forestry Pump - Electronic Sign 	
Transportation Services	One Ton Pickup Truck with snow plow	Awarded – Waiting on delivery
Parks and Recreation	Harvest Room Floor	To be completed December 2022
Parks and Recreation	Parks and Rec Master Plan - Implementation	On hold due to Covid-19
Parks and Recreation	Tables and Chairs	Tables on order
Parks and Recreation	Lime Kiln Restoration – 2022 Budget	Fall 2022

Recommendation:

That the C.A.O.-2023-02 report, dated January 17, 2023 regarding the Short-Term Rental Advisory Committee be received; and

That By-law Number 2022-43 being a by-law to appoint members to the Short-Term Rental Advisory Committee be amended to replace Shauna Lawrie with Jeff Martin.

Overview:

Following the August 2, 2022 Council Meeting staff advertised and recruited for members who wished to participate in the Short-Term Rental Advisory Committee. At the September 6, 2022 meeting Council directed staff to prepare a by-law to appoint the six (6) applicants who had submitted their interest in the Committee. In October 2022 one of the members contacted staff to advise that they would be selling their cottage and would no longer comply with the requirements to be a member. There was one additional individual who had contacted staff after the original posting had closed advising that they would be interested if there was another opportunity.

Conclusion:

With the resignation of Shauna Lawrie, staff is recommending that Jeff Martin be added to the members of the Short-Term Rental Advisory Committee as a replacement.

Financial Impact:

There is no financial impact at this time.

Recommendation:

That the Planning-2023-06 report, dated January 17, 2023, regarding Delegation of Authority By-law be received; and

That Council authorize Delegated Authority to the Planner as it relates to making recommendations to the Peterborough County Land Division about whether or not the Township supports the severance application and any conditions to be imposed; and

That the By-law be approved at the appropriate point in the meeting.

Overview:

The Planning Act, R.S.O. 1990, as amended, is provincial legislation that sets out the ground rules for land use planning in Ontario. Under the Planning Act, municipalities can put approval processes in place that help make planning work clearer and faster, where it is possible and appropriate ([Citizen's guide to land use planning, the Planning Act](#)).

The Planning Act also allows municipal councils to delegate certain decisions such as minor zoning by-law amendments, site plan approval and building permits, to a committee or staff. Delegated Authority is provided through a municipal delegation by-law, which stipulates the parameters needed to maintain trust between council and their delegate.

Section 23.1(1) of the Municipal Act, 2001, as amended, provides the general power to authorize a municipality to delegate its powers and duties to a person or body subject to the restrictions set out in the Act.

With the specific criteria in place, there are benefits to the process through appropriate delegation. Some of these benefits include:

- Freeing municipal staff time and resources by avoiding the need to prepare Council reports on what could be considered "rubber stamp" matters;
- Freeing up Council time to focus on other more important/priority matters;
- Working towards meeting Planning Act timelines; and
- Avoiding unnecessary delays on applications that implement approved policies and regulations (i.e. streamlining).

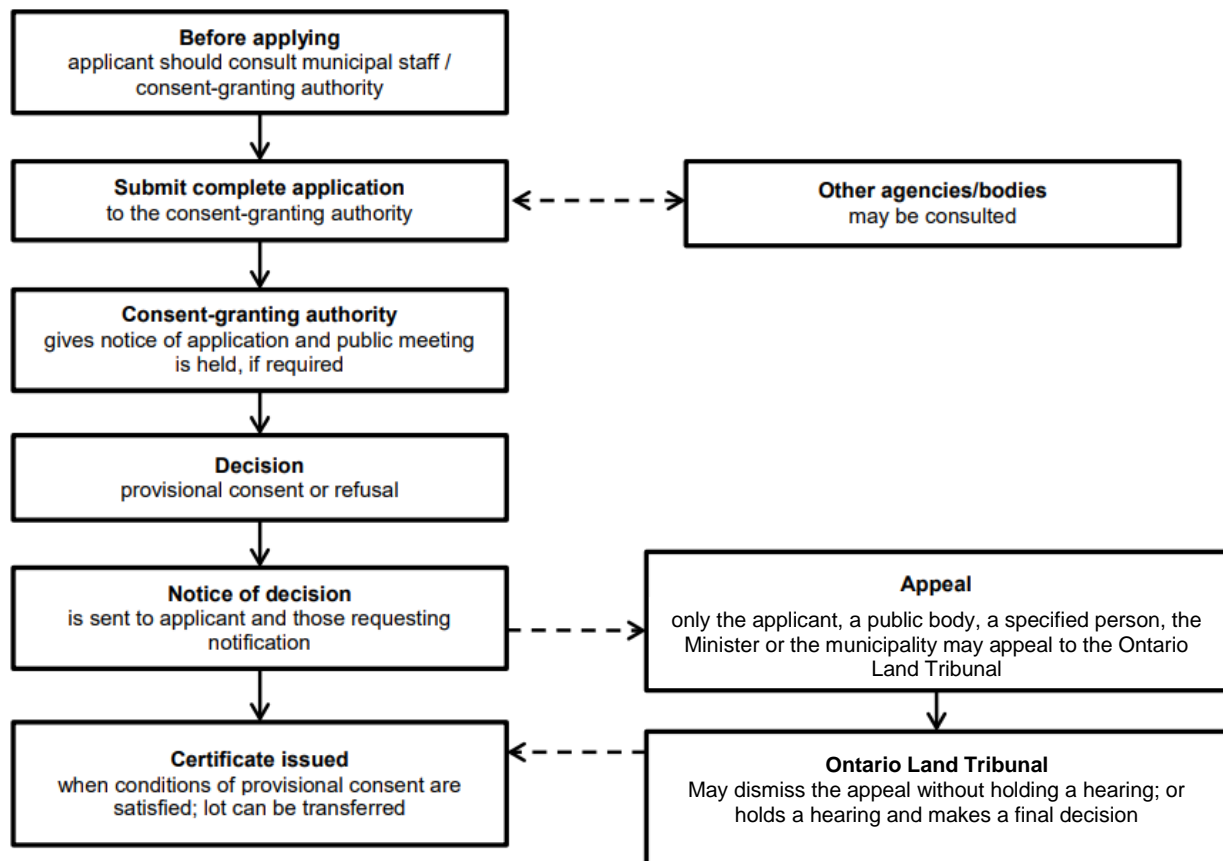
Peterborough County is the Approval Authority for severances and the Township is a commenting agency providing recommendations for the County's consideration.

Historically, the Township of Douro-Dummer has utilized a Planning Committee to make recommendations to Council on severance proposals and consent applications. The Committee consists of one member of Council and four citizen members appointed for a four-year term which runs with Council. The Committee provides recommendations to property owners and the Peterborough County Land Division about whether or not the Township supports the severance application and any conditions to be imposed.

As noted above, Peterborough County is the Consent Granting (Approval) Authority for consent (severance) applications. The County has delegated decision making authority for straight-forward applications (i.e. applications that conform to and do not conflict with policy and where there are no objections) to Staff. Applications which are not straight-forward require a decision to be made by the Peterborough County Land Division Committee.

The general process a formal severance application takes is outlined below:

Flowchart: Land Severance Process



The Township falls under the “Other agencies/bodies” box that may be consulted on the application.

In order for the Township to provide comment to the County, a meeting of the Planning Committee must be scheduled, Staff must prepare a report for the Committee, and an Agenda is prepared. After completion of the Planning Committee Meeting, the Minutes of the meeting are provided to Council. Once the minutes are adopted by Council, the Municipal Appraisal Form (MAF) outlining policy compliance and any conditions of the Township is forwarded to the County.

The current process can cause significant delays. For example, there are presently ten (10) severance applications that are ready for comment, and are waiting to be scheduled for the next Planning Committee meeting. Due to the municipal election, some of these applications have been ready since November 3, 2022, but have not been able to be processed until a new Planning Committee could be established.

It is not possible for all of these applications to be received at the January 13th Planning Committee meeting. For the applications that are heard, typically no more than five, the minutes of the meeting would be placed on the February 7th Council meeting and the MAF would not be forwarded to the County until February 8th. This represents a delay of 3 months for some of the applications.

Once all of the agency comments are received, including the Township MAF, the County Planner prepares a report. As mentioned above, if the application is straight-forward, a decision, on the application, is made by the Director of Planning. If the application is not straight-forward, a decision, on the application, is made by the Land Division Committee.

Often times, the Township Planning Committee decision causes confusion for the Applicant, as they believe they have received approval of their application and that only the conditions of the Township must be fulfilled in order to receive their severance. Township Staff spend time explaining that the Township is only a commenting agency in the process and that the County is the Approval Authority and that updates on the status of their application must be directed toward the County.

There is an opportunity for this process to be less confusing and streamlined to avoid delays in the severance application process if Council authorized delegated authority to the Planner as it relates to making recommendations to the Peterborough County Land Division Committee.

Through delegated authority, the Planner will still circulate the severance application to senior staff for comment, will complete the MAF in a timely manner and provide comments to the County. Staff have canvassed neighbouring municipalities and are aware that both Selwyn and Cavan Monaghan Townships have delegated this process to their planning staff.

Council will still be apprised of the severance applications as Staff are proposing to attach each MAF to the Consent section of the Regular Council Meeting Agenda.

For controversial or applications requiring Council input, Staff propose to bring forward those applications to the next Regular Meeting of Council for direction.

Conclusion:

The Township of Douro-Dummer is committed ensuring and enabling an effective and efficient municipal administration. The Planning Department is committed to enhancing customer service/experience and realizing efficiencies at the local level. Staff are recommending that the measures outlined in this report be approved by Council as a step towards achieving some of these process improvements.

Financial Impact:

While the Committee of Adjustment would still continue, there will be a cost savings to the Township as the Planning Committee would disbanded.

Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.

Sustainability Plan Applicability:

N/A

Report Approval Details

Document Title:	Delegation of Authority Staff Report.docx
Attachments:	
Final Approval Date:	Jan 11, 2023

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

Martina Chait-Hartwig

Elana Arthurs

Recommendation:

That the Clerk's Office-2023-01 report, dated January 17, 2023 regarding the Accessibility Report for the 2022 Municipal Election be received for information.

Report:

It was the goal of the Township of Douro-Dummer to ensure that all electors in the Township who have a disability or an issue with accessibility were provided with the best opportunity to vote as independently as possible in the 2022 Municipal Election.

The Post-Election Accessibility Report will evaluate the accessibility of the services offered to all electors and candidates in the 2022 Municipal Election.

Section 12.1 (3) of the Municipal Elections Act, 1996, as amended, requires the Clerk to prepare a report about the identification, removal, and prevention of barriers that affect electors and candidates with disabilities and make the report available to the public within 90 days after a regular election.

Post-Election Reporting

Accessibility Plan and Elector and Candidate Information

Section 12.1 (2) of the Municipal Elections Act, 1996, as amended, requires the Clerk to prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and make the plan available to the public before voting day in a regular election.

The 2022 Municipal Election Accessibility Plan, created March 23, 2022, supported accessible elections and the Township's commitment to the needs of persons with disabilities. The Plan supported electors and candidates to be accompanied by a service animal or support person. A copy of the 2022 Municipal Election Accessibility Plan was posted on the website and available in a paper copy or accessible format upon request.

The Election Page on the Township website included information regarding Accessibility and included the following statement, "The Township of Douro-Dummer recognizes that persons with disabilities should be provided with an equal opportunity to access goods, services and information in a manner consistent with the principles of independence, dignity, integration and equality".

The Township website, is WCAG 2.0 Level AA compliant. The website was updated regularly with election information and any temporary service disruptions. Election Information was provided through the website, social media, and newspapers.

Further to the more traditional methods of communicating information to the community regarding elections, staff also created a series of short, easy to understand

YouTube videos discussing the upcoming elections. At the time of writing this report the videos have been viewed 645 times.

The Nomination Package for candidates included a copy of the Association of Municipal Managers Clerks and Treasurers of Ontario (AMCTO) Candidate's Guide to Accessible Elections. A form to request accessible formats was provided to candidates. All accessibility information was available on the website as well as in paper format or accessible format upon request.

The Township did not receive any requests for accessible formats or accommodation.

Voting System

Simply Voting's Internet voting system supports a minimum of WCAG 2.0 Level AA accessibility standards and is compatible with all market leading screen readers and web accessible devices. Simply Voting's system fully complies with AODA requirements for optimal user experience.

Voting Location

The Voting Place was located in the Township Office and was assessed in order to identify any barriers to accessibility. Provincial Election Staff also review this location as it is used in Provincial Elections. No barriers were identified. Accessible parking spaces were clearly marked and available close to the main entrance to the Voting Place / Municipal Office. Chairs were available for those who needed a rest spot while waiting to vote. The two voting kiosks and a telephone were placed on desks that could accommodate mobility devices.

An Election Help Centre was established at the Township Office on the main floor and opened the following dates and times for those electors who needed assistance: October 11, 2022 to October 23, 2022, during normal business hours.
Monday, October 24, 2022 9:00 a.m. to 8:00 p.m.

Two voting computers and one telephone was provided in the Election Help Centre. The two voting computers included keyboards and two types of mice for those with hand agility concerns.

Signage in large font was posted throughout the municipal building as well as outside on the front doors.

Staff Training

Staff who carried out election duties received accessibility training to ensure that persons with disabilities were served in a way that accommodated their needs. Election Staff were all municipal employees trained in accessibility and experienced in serving the needs of the public. Attention was given to the voting process to determine any

barriers that may arise and how these would be dealt with. Election staff were available to the public by phone, in-person and by email.

Assistance to Candidates

The Accessibility Plan permitted candidates and scrutineers to be accompanied by a service animal at the Voter Help Centre/Municipal Office. The Plan included a statement that expenses related to a disability are excluded from the spending limit. Accessibility Information to assist candidates with their campaign was made available on the Township website and in their nomination package, including a form to request accessible formats.

The Township did not receive any requests from Candidates for accessible formats or accommodations.

Assistance to Electors

Internet and Telephone Voting

The Township of Douro-Dummer used Vote-By-Internet and Telephone in the 2022 Municipal Election. Internet voting and telephone voting provided easy access for voters to vote independently from the privacy of their home and accommodated a variety of disabilities. The Voter Information Letter was in an accessible font and informed electors how to request assistance to vote.

Voters had the option to use assistive devices on their home computers or telephone to cast their vote. Voters also had the option to attend the voting place where election staff were prepared to assist them to vote using either a laptop within a voting kiosk or the telephone. The laptops were easily mobile and therefore could accommodate a person with mobility issues by taking the laptop to a vehicle in the parking lot or a home, if needed.

Two voting kiosks and a telephone were available in the Help Center at the voting place where the voter could vote by calling into the voter system using the phone or use a touch pad or cordless mouse to use a laptop to vote. Some persons found the laptops hard to use and staff were on hand to assist if requested. If this was found to be difficult for a voter they could easily switch to vote using the telephone.

Election staff were trained and available to provide individual assistance to the Voter. Assistance was offered and was provided upon request at the voting place. Internet and Telephone voting continued to be well received and many commented that they found the experience quite easy.

In advance of the election, Voter Lookup, as provided by the Municipal Property Assessment Corporation (MPAC), was available on the Township website and at the

front counter so electors could check the voters' list on their own or could visit the Township Office. When Voter Lookup was closed staff provided services for electors to confirm if they were on the voters list and register if they were not. Electors filled in a registration form, confirmed the information provided and uploaded their identification with their qualifying address. The form and identification were received by an Election Official who then communicated back with them and emailed them their Voter Information Letter to vote from the comfort of their own home.

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

Report Approval Details

Document Title:	2022 Municipal Election Accessibility Report.docx
Attachments:	
Final Approval Date:	Jan 11, 2023

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

Elana Arthurs

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

Date: October 12th, 2022 6:30 p.m.

Township Zoom Account

Committee Member: **Chair – Councillor Heather Watson**
 Vice Chair – Jim Bailey
 Committee Member – Gerard Sullivan

Committee Member Absent: **Committee Member – Liam Ryan**
 Committee Member – Kerri Riel

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

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

1. Chair to call meeting to order

The chair called the meeting to order at 6:30 p.m.

2. Disclosure of Pecuniary Interest

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

3. Approval of Agenda: October 12, 2022

The agenda for the Arena Facilities Future Ad-Hoc committee Meeting dated October 12, 2022, be adopted.

4. Approval of Minutes: September 14, 2022

Moved By: Jim Bailey

Seconded By: Gerard Sullivan

That the minutes from the Arena facilities Future Ad-Hoc Meeting, held on September 14, 2022, be received and adopted. Carried

5. Business Arising from Minutes: None

6. Other Business

6.1 Review - Recreational Draft Survey Questions

The Committee reviewed the survey and updated the questions.

6.2 Engagement Plan

The item has been deferred until the next meeting.

7. New Business

7.1 Round table Discussion: None

8. Closed Session: None

9. Next Meeting Date: To be announced after Municipal Election.

10. Adjournment

That this meeting be adjourned at 7:30 p.m.

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

Date: January 5th, 2023 5:30 p.m.

Township Zoom Account

Committee Member: Chair – Heather Watson
Vice Chair – Jim Bailey
Committee Member – Gerard Sullivan
Committee Member – Kerri Riel

Committee Member Absent: Committee Member – Liam Ryan

Staff Present: Manager of Recreation Facilities – Mike Mood
Temporary CBO – Don Helleman
Legislative Assistant – Anu Mundahar

1. Chair to call meeting to order

The Chair called the meeting to order at 5:43 p.m.

2. Disclosure of Pecuniary Interest

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

3. Approval of Agenda: January 5, 2023

Moved By: Kerri Riel

Seconded By: Gerard Sullivan

The agenda for the Arena Facilities Future Ad-Hoc committee Meeting dated January 5, 2023, be adopted. Carried

4. Approval of Minutes: October 12, 2022

Moved By: Kerri Riel

Seconded By: Jim Bailey

That the minutes from the Arena facilities Future Ad-Hoc Meeting, held on October 12, 2022, be received and adopted. Carried

5. **Business Arising from Minutes:** None

6. **Other Business**

6.1 **Review - Recreational Draft Survey Questions:** Deferred to future meeting.

6.2 **Engagement Plan:** Deferred to future meeting.

7. **New Business**

7.1 **Round table Discussion:**

A discussion regarding a presentation to Council regarding requests for the 2023 budget.

Moved By: Jim Bailey

Seconded By: Kerri Riel

That the Committee will make a presentation to Council in Regular Meeting on January 17th 2023, regarding a budget request for 2023. A request for \$25,000 will be presented to Council to upgrade the Douro and Warsaw Community Centers. Carried

8. **Closed Session:** None

9. **Next Meeting Date:** TBA

10. **Adjournment**

Moved By: Kerri Riel

Seconded By: Gerard Sullivan

That this meeting be adjourned at 6:22 p.m.

Carried

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

Date: January 10th, 2023 4:30 p.m.

Township Zoom Account

Committee Member: Chair – Heather Watson
Vice Chair – Jim Bailey
Committee Member – Gerard Sullivan
Committee Member – Kerri Riel

Committee Member Absent: Committee Member – Liam Ryan

Staff Present: Manager of Recreation Facilities – Mike Mood
Acting Clerk – Martina Chait-Hartwig

1. Chair to call meeting to order

The Chair called the meeting to order at 4:41 p.m.

2. Disclosure of Pecuniary Interest

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

3. Approval of Agenda: January 10, 2023

Moved by: Jim Bailey

Seconded by: Kerri Riel

The agenda for the Arena Facilities Future Ad-Hoc committee Meeting dated January 10, 2023, be received. Carried

4. Approval of Minutes: January 5, 2023

Moved by: Kerri Riel

Seconded by: Gerrard Sullivan

The minutes for the Arena Facilities Future Ad-Hoc committee Meeting dated January 05, 2023, be approved. Carried

5. Business Arising from Minutes

5.1 Review and Refinement of 2023 Budget Request

Moved by: Kerri Riel

Seconded by: Jim Bailey

That the Township of Douro-Dummer Arena Facilities Future Ad-Hoc Committee update its request for the 2023 Budget to \$50,000 from the original request of \$25,000 to ensure that there is sufficient funds to conduct community outreach and a feasibility study; and that this updated request be presented by the Committee to the Council of the Township of Douro-Dummer at the public Budget Meeting taking place on January 17, 2023.

Carried

6. Next Meeting Date: To Be Announced

7. Adjournment

Moved by: Kerri Riel

Seconded by: Jim Bailey

That this meeting adjourn at 4:49 p.m.

Carried

(Approved)

**Minutes of a Meeting of the Township of Douro-Dummer Public Library Board
held on Thursday November 10th, 2022, at 3:00 p.m. in the DDPL Board
Room**

Mission Statement: The Douro-Dummer Public Library is committed to providing access to resources and opportunities for reading, life-long learning, personal development, and community enrichment.

Present: Board Chair: Georgia Gale-Kidd
Vice Chair: Darla Milne
Board Member: Sharon McKeiver
Diane Bonner (member of public)

Absent: Board Member: Clara Leahy
Board Member: Councillor Heather Watson

Recording Secretary: Douro-Dummer Public Library CEO: Maggie Pearson

1. **Call meeting to order:** The Chair called the meeting to order at 4:11pm.
2. **Disclosure of Pecuniary Interest:** The Chair reminded the Board of their obligation to declare any pecuniary interest. None were declared.
3. **Adoption of the Sept 27th, 2022, Minutes:**

Resolution Number 54-2022

Moved by: Darla Milne

Seconded by: Sharon McKeiver

That the Board approves the September 27th, 2022, Library Board minutes.

Carried

4. Business arising from Minutes:

a) Committee Reports

- i) Art Gallery – Verbal report from Sharon McKeiver. Art Gallery is booked until the end of the spring season. Lakefield Creative Arts Group will hang their show the first week of January. Sue Sydney and another artist will hang the following show. Delivering art workshops is still a possibility. Township is interested in hanging art on new council chamber walls; Sharon suggested connecting with schools for art, particularly T.A.S.S. with its Arts Program.
- ii) Schools – Verbal report from Maggie Pearson. Averaging two class visits per week. Have also reached out to Warsaw Public School to remind them of our

resources for teachers and students. Suggested: send pop up library to Warsaw school next year.

- iii) Friends of the Library – Verbal report from Georgia Gale-Kidd. The Friends are planning spring programs, including the week of March break: game day, movie afternoon, blind date with a book. Late spring: plant and seeds sale.

Resolution Number 55-2022

Moved by: Sharon McKeiver

Seconded by: Darla Milne

That Library Board Receives the Committee Reports 4 a) i) through iii) for information.

Carried

- b) Township/ Library Agreement – Board reviewed section 6 and adds that the Treasurer should attend a reasonable number of board meetings per year (3?) to promote transparency. Advised CEO to clarify section 8, with careful attention to other common practices in the OLS for handling library reserves. Lastly, the Board reiterated that the agreement should be more explicit about exactly which department is responsible for library building maintenance and improvement that falls outside of the scope of the Library Board's responsibilities.

Resolution Number 56-2022

Moved by: Georgia Gale-Kidd

Seconded by: Darla Milne

That the Library Board receives Reports 4b from Business Arising from the Minutes. Defer and review next draft of Township/ Board MOU until after CAO/CEO meet again. Motion to defer agreement until new Board is formed.

Carried

5. Financial Report – Report Dated Sept 21st, 2022

This report includes the first draft of the capital and operating budget for 2023. Board increased programming budget line to 1500, with 500 to be used by the Art Gallery Committee.

Resolution Number 57-2022

Moved by: Darla Milne

Seconded by: Georgia Gale-Kidd

That the Library Board receives the Financial Report dated September 21st 2022.

Motion to approve operating and capital budget draft with minor adjustments by Paul Creamer and Maggie.

Carried

Librarian's Report – Reports dated September 1st and October 1st, 2022.

Resolution Number 58-2022

Moved by: Darla Milne

Seconded by: Sharon McKeiver

That the Library Board receives and approves the Librarian's Reports dated September 1st 2022 and October 1st 2022.

Carried

6. **New Business** - None
7. **Correspondence** – None
8. **Closed Session** – None

Adjournment:

Resolution Number 59-2022

Moved by: Georgia Gale-Kidd

That the Board Meeting be adjourned at 5:00PM

Seconded by: Sharon McKeiver

Carried

Next Meeting: Tuesday January 10th at 4:00PM in the Douro-Dummer Public Library Board Room.

Georgia Gale-Kidd,
Board Chair

Maggie Pearson,
Recording Secretary

The Corporation of the Township of Douro-Dummer

By-law Number 2023-01

Being a By-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2023

Whereas the Municipal Act, 2001, S.O. 2001, c. 25, as amended, Section 407, provides authority for a council by By-law to authorize the head of council and the Treasurer to borrow from time to time, by way of promissory note or banker's acceptance, such sums as the council considers necessary to meet, until taxes are collected and others revenues received, the current expenditures of The Corporation for the year; and

Whereas the total amount which may be borrowed from all sources at any one time to meet the current expenditures of The Corporation, except with the approval of the Municipal Board, is limited by Section 407 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended;

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

1. The head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note or banker's acceptance during the year 2023 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of The Corporation and the other amounts that are set out in Subsection 407(1) of the Municipal Act, 2001, S.O. 2001, as amended.
2. The lender(s) from whom amounts may be borrowed under authority of this By-law shall be the Royal Bank of Canada and such other lender(s) as may be determined from time to time by Resolution of Council.
3. The total amount which may be borrowed at any one time under this By-law, together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1st to September 30th of the current year, 50 percent of the total, and from October 1st to December 31st of the current year, 25 percent of the total of the estimated revenues of The Corporation as set forth in the estimates adopted for the current year or \$750,000.00, whichever is less.
4. The Treasurer shall, at the time when any amount is borrowed under this By-law, ensure that the lender is or has been furnished with a certified copy of this By-law, (a certified copy of the resolution mentioned in section 2 determining the lender) if applicable and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of Section 407 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, that have been repaid.
5. (a) If the estimates for the current year have not been adopted at the time an amount is borrowed under this By-law, the limitation on total borrowing, as set out in section 3 of this By-law, shall be calculated for the time being upon the estimated revenues of The Corporation as set forth in the estimates adopted for the previous year.
(b) If the estimates for the current year have not been adopted at the time an amount is borrowed under this By-law, the statement furnished under

section 4 shall show the nature and amount of the estimated revenues of The Corporation as set forth in the estimates adopted for the previous year and the nature and amount of the revenues received for and on account of the current year.

- 6. All or any sums borrowed under this By-law shall, with interest thereon, be a charge upon the whole of the revenues of The Corporation for the current year and for any preceding years as and when such revenues are received; provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.
- 7. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this By-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
- 8. Promissory Notes or banker's acceptances made under section 1 shall be signed by the Treasurer and the head of council or by such other person as is authorized by By-law to sign it.

This By-law shall take effect on January 17, 2023.

Passed in open Council this 17th day of January, 2023.

Mayor, Heather Watson

Acting Clerk, Martina Chait-Hartwig

The Corporation of the Township of Douro-Dummer

By-law Number 2023-02

"A By-Law to provide for an Interim Tax Levy and the Payment of Interim Taxes for the Year 2023"

Whereas Section 317 of the Municipal Act provides that the Council of a local municipality may pass a by-law to impose an interim levy on the assessment roll for taxation in the current year for property in the municipality rateable for local municipality purposes;

And Whereas Section 317 of the Municipal Act provides a set of rules for determining the interim tax payable, which are also subject to the municipality's discretion under Section 317(9) of the Municipal Act to decrease or increase the interim tax payable where it is felt that the interim amount would otherwise be too high or too low in relation to the total taxes that are anticipated to be levied on the property in the year;

And Whereas the Council of this municipality deems it appropriate to be provided for such interim levy on the assessment of property in this municipality;

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

1. Interim tax levies are hereby imposed on the whole of the assessment for real property for all property classes according to the assessment roll for taxation in the current year, and shall be in the amount equal to fifty per cent (50%) of the final 2022 taxes on the property.
2. When calculating the total amount of the taxes for the year 2023 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2022, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. The said interim tax levy shall become due and payable in two installment(s) due and payable on the 28th of February and the 30th day of April and non-payment of the amount on the dates stated in accordance with this section shall constitute default.
4. The Treasurer of the Township of Douro-Dummer shall add to the amount of all taxes due and unpaid, interest at the rate of 1.25 percent per month or fraction thereof, being 15 percent per annum, and all by-laws and parts of by-laws inconsistent with this paragraph are hereby superseded.
5. Interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
6. The Treasurer shall cause to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a notice specifying the amount of taxes payable.

- 7. A failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment, does not affect the timing of default or the date from which interest shall be imposed.
- 8. The Treasurer of the Township of Douro-Dummer may accept part payment on account of any taxes due, but such acceptance shall not affect interest under Section 4 of this By-Law.
- 9. This By-Law shall be deemed to come to force and effect on January 1, 2023 and shall apply to properties on the assessment roll for taxation in the current year as listed on that date or which were added to the roll after that date, including properties added after the date this By-law is passed.

Passed in open Council this 17th day of January, 2023.

Mayor, Heather Watson

Acting Clerk, Martina Chait-Hartwig

The Corporation of the Township of Douro-Dummer

By-law Number 2023-03

Being a By-law to appoint a Property Standards Committee

Whereas it is deemed necessary to appoint members to the Township of Douro-Dummer Property Standards Committee as provided by the Building Code Act R.S.O. 1992, c.23;

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

1. That the following members be appointed to serve as members of the Douro-Dummer Property Standards Committee for the Term of Council:
 1. Mayor Heather Watson
 2. Deputy Mayor Harold Nelson
 3. Councillor Adam Vervoort
 4. Councillor Raymond Johnston
 5. Councillor Tom Watt
2. That this By-law shall come into full force and effect January 17, 2023.
3. That this By-law shall remain in effect until November 14, 2026.

Passed in open council this 17th day of January, 2023.

Mayor, Heather Watson

Acting Clerk, Martina Chait-Hartwig

The Corporation of the Township of Douro-Dummer

By-law Number 2023-04

Being a By-law to Amend By-law 2022-43 - Appoint members to the Short-Term Rental Advisory Committee

Whereas it is deemed necessary to appoint Citizens to the Douro-Dummer Short-Term Rental Advisory Committee;

And Whereas the Council of the Township of Douro-Dummer deems it advisable to amend By-law Number 2022-43;

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

1. That Shauna Lawrie be removed from the Committee effective January 17th, 2023.
2. That Jeff Martin be appointed to the Committee effective January 17th, 2023.
3. That this By-law shall come into force and effect on the date of passage.

Passed in open council this 17th day of January, 2023.

Mayor, Heather Watson

Acting Clerk, Martina Chait-Hartwig

The Corporation of the Township of Douro-Dummer

By-law Number 2023-05

Being a By-law to Amend By-law Number 2022-14, as amended, to Delegate Certain Powers of Council

Whereas By-Law Number 2022-14, was passed to delegate certain powers of Council;

And Whereas it is deemed necessary to amend said By-Law Number 2022-14;

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

1. That a new section, Item 21 be added to Appendix "A" to By-law Number 2022-14, immediately following Item 20 to read as follows:

21	<p><u>Consent to Sever – Township Review</u></p> <p>The County of Peterborough authorizes applications for consent to sever land. The Township submits recommendations for the County to consider when considering an application. These recommendations are based on adopted Township By-laws and/or policies (e.g. cash in lieu of parkland, Zoning By-law).</p>	<p>Planner</p>	<p>The Planner or designate is delegated the authority to:</p> <ul style="list-style-type: none">- The Planning Department will review the consent to sever applications for conformance with relevant legislation and policies and make recommendations to the County of Peterborough Land Division Committee, based on approved Township By-laws and policies, on behalf of the Township. <p>Required: Staff will provide Council copies of the comments submitted to Land Division at the next Council meeting.</p>
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2. That this By-law shall come into force and effect immediately upon passing.

Passed in open council this 17th day of January, 2023.

Mayor, Heather Watson

Acting Clerk, Martina Chait-Hartwig

The Corporation of the Township of Douro-Dummer

By-law Number 2023-06

Being a By-law of The Corporation of the Township of Douro-Dummer to confirm the proceedings of the Special Meeting of Council held on the 10th day of January, 2023 and the Regular Council Meeting held on the 17th day January, 2023 in the Township Council Chambers

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 meeting held on January 10th, 2023 and regular meeting held on January 17th, 2023 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 Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

Passed in Open Council this 17th day of January, 2023.

Mayor, Heather Watson

Acting Clerk, Martina Chait-Hartwig