



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

**Tuesday, May 16, 2023, 5:00 p.m.
Council Chambers in the Municipal Building**

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 are recorded and live-streamed on the Township YouTube channel. Special Meetings will be recorded and live-streamed where feasible.

To watch the meeting live or access a recording please visit the Township's YouTube Channel
https://www.youtube.com/channel/UCPpzm-uRBZRDjB89o2X6R_A

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: May 16, 2023	
6. Adoption of Minutes and Business Arising from the Minutes	
6.1 Council Meeting Minutes - May 2, 2023	1
6.2 Appointment of Council Member to Events Committee	
As per Resolution Number 145-2023 a member of Council is required to be appointed as Chair of the Events Committee.	
7. Consent Agenda (Reports voted upon by ONE motion) - No Debate	
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7.5	AMCTO Accredited Ontario Municipal Clerk Designation Awarded to Martina Chait-Hartwig	20
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9.	Staff Reports	
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12.	By-laws: None	
13.	Reports derived from previous Notice of Motions	
14.	Notices of Motion - No Debate	
15.	Announcements:	
16.	Closed Session: None	
17.	Rise from Closed Session with or without a Report	
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20.	Next Meeting	
	Short-Term Rental Committee Meeting - May 18, 2023	
	Regular Council Meeting - June 6, 2023	
21.	Adjournment	

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

**May 2, 2023, 5:00 PM
Council Chambers in the Municipal Building**

Member Present: **Deputy Mayor Harold Nelson
Councillor Adam Vervoort
Councillor Ray Johnston**

Member Absent: **Mayor Heather Watson
Councillor Thomas Watt**

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

1. Call to Order

With a quorum of Council being present, the Deputy Mayor called the meeting to order at 5:01 p.m.

2. Land Acknowledgement

The Deputy Mayor recited the Land Acknowledgement.

3. Moment of Silent Reflection

Council observed a moment of silent reflection.

4. Disclosure of Pecuniary Interest:

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

5. Adoption of Agenda: May 2, 2023

Resolution Number 137-2023

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That the agenda for the Regular Council Meeting, dated May 2, 2023, be adopted, as circulated.

Carried

6. Adoption of Minutes and Business Arising from the Minutes

6.1 Regular Council Minutes - April 25, 2023

Resolution Number 138-2023

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the minutes for the Regular Council Meeting, dated April 25, 2023, be received and approved, as circulated.

Carried

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

Resolution Number 139-2023

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That the Consent Agenda, dated May 2, 2023, be received, as circulated. Carried

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

9. Staff Reports

9.1 Report and Capital Project Status

Resolution Number 140-2023

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That the report and capital project status for May 2023 be received.

Carried

9.2 Parks Trailer, Recreation Facilities-2023-04

Resolution Number 141-2023

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the report, dated May 2, 2023 regarding Parks Trailer be received and that Council approves the purchase of the trailer to be funded from the sale of surplus inventory and the Parks Equipment Reserve. Carried

9.3 2023 Surface Treatment, Public Works-2023-07

Resolution Number 142-2023

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That the report, dated May 2, 2023 regarding the 2023 Surface Treatment tender be received and approved;

And Dufferin Construction be awarded the 2023 Surface Treatment tender for the Township's surface treatment requirements. Carried

9.4 2023 Gravel Crushing and Haulage, Public Works-2023-08

Resolution Number 143-2023

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the report, dated May 2, 2023 regarding the 2023 Gravel Crushing and Haulage tender be received;

Drain Bros. be awarded the tender for the Township's 2023 Gravel Crushing and Haulage requirements. Carried

9.5 Application to Remove Holding Symbol – File: R-02-23, Planning-2023-16

Resolution Number 144-2023

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That the Report, dated May 2, 2023, regarding Application to Remove Holding Symbol – File: R-02-23 be received and that the Zoning By-law Amendment, By-law No. 2023-25, be approved as presented. Carried

9.6 Results – Events Committee Recruitment, Clerk's Office-2023-14

Resolution Number 145-2023

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That the report, dated May 2, 2023 regarding the results of the recruitment of the Events Committee be received, that Julie Chatten, Alyssa Heffernan and Angela O'Grady all be appointed to the Committee for the term of Council, that the Terms of Reference for the Committee be approved and finally that the appointment of a Council member as Chair be deferred to the next Council meeting date. Carried

10. Committee Minutes and Other Reports: None

11. Correspondence – Action Items:

11.1 The Federation of Northern Ontario Municipalities and the Chief of Police Associations in Northern Ontario - Resolution regarding Bail Reform

Resolution Number 146-2023

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That the resolution from the Federation of Northern Ontario Municipalities and the Chief of Police Associations in Northern Ontario dated April 24, 2023, regarding Bail reform Resolution be received and supported.

Carried

11.2 Peterborough County Ploughmen's Association - Request for Funding

Resolution Number 147-2023

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That a letter from the Peterborough County Plowmen's Association dated April 25, 2023, asking for the Township's support with annual plowing match on September 30th, 2022 be received and that a donation of \$200.00 be provided.

Carried

12. By-laws:

12.1 By-law 2023-25 - 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 (R-02-23)"

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That the By-law 2023-25, 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" be passed, in open council this 2nd day of

May, 2023 and that the Mayor and the Acting Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

13. Reports derived from previous Notice of Motions: None

14. Notices of Motion - No Debate: None

15. Announcements: None

16. Closed Session: None

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

18. Matters Arising from Closed Session: None

19. Confirming By-law - 2023-26

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That By-law Number 2023-26, being a By-law to confirm the proceedings of the Regular Meeting of Council, held on the 2nd day of May, 2023, 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

20. Next Meeting: Regular Council Meeting – May 16, 2023

21. Adjournment

Resolution Number 148-2023

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That this meeting adjourn at 5:23 p.m. Carried

Deputy Mayor, Harold Nelson

Acting Clerk, Martina Chait-Hartwig



COUNTY OF PETERBOROUGH
MUNICIPAL APPRAISAL FORM

APPLICANT: David & Sylvia Robinson (Kevin Duguay, Agent)

FILE B – **28-23**

LOT: 10, CON.: 3 MUNICIPAL WARD: Douro

911 address: 1110 County Road 4, Roll #: 1522-010-002-12000, Island # or other: _____

APPLICATION FOR: Creation of a new lot - Residential

RECOMMENDATION:

Application **conforms** to the Official Plan. Severed parcel **conforms** to the Zoning By-Law. Retained parcel **conforms** to the Zoning By-Law. The Township **recommends** this application. If the application is approved, the following conditions are requested:

1. ☒ **\$1250** Cash-in-lieu of parkland fee be paid to the Municipality.
2. ☐ Rezoning of the severed parcel to the satisfaction of the Municipality.
3. ☐ Rezoning of the retained parcel to the satisfaction of the Municipality.
4. ☐ Minor Variance for the severed parcel to the satisfaction of the Municipality.
5. ☐ Minor Variance for the retained parcel to the satisfaction of the Municipality.
6. ☒ A 3-metre strip of frontage from the severed parcel be deeded to the Township for road widening purposes. Cost to be incurred by the applicant.
7. ☒ 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 outlined in Section 6.1 & 6.1.1 of the Scoped Environmental Impact Study prepared by Beacon Environmental Limited dated May 2022.
8. ☒ A test hole for the septic system be inspected. Note: the fee has been paid, however the owner wishes to hold off on the inspection until the crop comes off in July.
9. ☐ _____
10. ☐ _____

Comments: Note: Culvert road crossing at this location, review site grading plan to ensure no future road drainage issues.

OFFICIAL PLAN:

Application **conforms** to the Township Official Plan policies, Section(s) **6.2.2.2, 6.2.2.3 (d), 6.2.2.5 (a), (d) & (e), 6.1.1 and 7.12.**

Severed Parcel:

- a) Proposed Use: Residential.
- b) Land Use Designation(s): Rural.
- c) The proposed use **is** a permitted one.
- d) Special policies affecting the severed parcel (i.e. OPA): OPA No. 72 (15OP-22006).

Retained Parcel(s):

- a) Proposed Use: Agricultural.
- b) Land Use Designation(s): Rural & Extractive Industrial.
- c) The proposed use **is** a permitted one.
- d) Special policies affecting the retained parcel (i.e. OPA): _____.

ZONING BY-LAW:

Severed Parcel:

- a) The severed parcel **conforms** to the Township Zoning By-Law provisions, Section(s) **9.1.5, 9.2.4 (a) & (b).**
- b) ☒ A rezoning **is not** required for the severed parcel.
- c) ☒ A minor variance **is not** required for the severed parcel.
- d) The existing zoning of the severed parcel is: Rural (RU).
- e) The recommended zoning of the severed parcel would be: _____.

Retained Parcel(s):

- a) The retained parcel **conforms** to the Township Zoning By-Law provisions, Section(s) **3.27 (b), 9.1.1, 9.2.1 (a) & (b), 19.1.1.**
- b) ☒ A rezoning **is not** required for the retained parcel.
- c) ☒ A minor variance **is not** required for the retained parcel.
- d) The existing zoning of the retained parcel is: Rural (RU) & Environmental Conservation (EC).
- e) The recommended zoning of the retained parcel would be: _____.

General:

- a) If the severed and/or retained parcel(s) do not conform to the Zoning By-Law, Council **supports** a rezoning and/or minor variance.

Completed By: Christina Coulter

Date: May 9, 2023

Amended Date: _____



COUNTY OF PETERBOROUGH
MUNICIPAL APPRAISAL FORM

APPLICANT: David & Sylvia Robinson (Kevin Duguay, Agent)

FILE B – **29-23**

LOT: 10, CON.: 3 MUNICIPAL WARD: Douro

911 address: 1110 County Road 4, Roll #: 1522-010-002-12000, Island # or other: _____

APPLICATION FOR: Creation of a new lot - Residential

RECOMMENDATION:

Application **conforms** to the Official Plan. Severed parcel **conforms** to the Zoning By-Law. Retained parcel **conforms** to the Zoning By-Law. The Township **recommends** this application. If the application is approved, the following conditions are requested:

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4. ☐ Minor Variance for the severed parcel to the satisfaction of the Municipality.
5. ☐ Minor Variance for the retained parcel to the satisfaction of the Municipality.
6. ☒ A 3-metre strip of frontage from the severed parcel be deeded to the Township for road widening purposes. Cost to be incurred by the applicant.
7. ☒ 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 outlined in Section 6.1 & 6.1.1 of the Scoped Environmental Impact Study prepared by Beacon Environmental Limited dated May 2022.
8. ☒ A test hole for the septic system be inspected. Note: the fee has been paid, however the owner wishes to hold off on the inspection until the crop comes off in July.
9. ☐ _____
10. ☐ _____

Comments: Note: Culvert road crossing near this location, review site grading plan to ensure no future road drainage issues.

OFFICIAL PLAN:

Application **conforms** to the Township Official Plan policies, Section(s) **6.2.2.2, 6.2.2.3 (d), 6.2.2.5 (a), (d) & (e), 6.1.1 and 7.12.**

Severed Parcel:

- a) Proposed Use: Residential.
- b) Land Use Designation(s): Rural.
- c) The proposed use **is** a permitted one.
- d) Special policies affecting the severed parcel (i.e. OPA): OPA No. 72 (15OP-22006).

Retained Parcel(s):

- a) Proposed Use: Agricultural.
- b) Land Use Designation(s): Rural & Extractive Industrial.
- c) The proposed use **is** a permitted one.
- d) Special policies affecting the retained parcel (i.e. OPA): _____.

ZONING BY-LAW:

Severed Parcel:

- a) The severed parcel **conforms** to the Township Zoning By-Law provisions, Section(s) **9.1.5, 9.2.4 (a) & (b).**
- b) ☒ A rezoning **is not** required for the severed parcel.
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- e) The recommended zoning of the severed parcel would be: _____.

Retained Parcel(s):

- a) The retained parcel **conforms** to the Township Zoning By-Law provisions, Section(s) **3.27 (b), 9.1.1, 9.2.1 (a) & (b), 19.1.1.**
- b) ☒ A rezoning **is not** required for the retained parcel.
- c) ☒ A minor variance **is not** required for the retained parcel.
- d) The existing zoning of the retained parcel is: Rural (RU) & Environmental Conservation (EC).
- e) The recommended zoning of the retained parcel would be: _____.

General:

- a) If the severed and/or retained parcel(s) do not conform to the Zoning By-Law, Council **supports** a rezoning and/or minor variance.

Completed By: Christina Coulter

Date: May 9, 2023

Amended Date: _____

B-29-23 MAF

Treasury Board Secretariat

Emergency Management Ontario
25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1200

Secrétariat du Conseil du Trésor

de la gestion des situations d'urgence
Ontario
25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1200



May 04, 2023

Township of Douro-Dummer

Dear Chuck Pedersen - CEMC:

Emergency Management Ontario (EMO) is proud to support your efforts to deliver on our common mission to ensure Ontarians are safe, practiced and prepared before, during and after emergencies.

The Emergency Management and Civil Protection Act (EMCPA) requires each municipality to develop and implement an Emergency Management (EM) program that includes:

- Municipal hazard and identification risk assessment;
- Municipal critical infrastructure list;
- Municipal emergency plan;
- Program By-law;
- Annual Review;
- Annual training;
- Annual exercise;
- Public education program;
- An Emergency Operations Center;
- A Community Emergency Management Coordinator;
- An Emergency Management Program Committee;
- A Municipal Emergency Control Group (MECG) and;
- An Emergency Information Officer.

Emergency Management Ontario (EMO) assists municipalities by making available our Field Officers and other resources to provide advice and guidance, deliver training, participate in exercises, and other advisory services including annually advising municipalities on achieving their EMCPA requirements.

Thank you for sharing your EM program related information and the effort undertaken to do so. Upon review of the documentation submitted, EMO is pleased to advise that our assessment indicates that your municipality has satisfied all thirteen (13) program elements required under the EMCPA 2023.

Congratulations on your municipality's efforts in meeting your EMCPA requirements in

2023.

You may also be interested in learning of the following information for further context:

- 398 of 444 municipalities sought EMO's advice on their progress to meet their EMCPA requirements in 2022, of which 393 were advised they appeared to satisfy their EMCPA requirements.
- Of the 5 municipalities who were advised they did not appear to meet all 13 program elements required under the EMCPA, the most prevalent reasons were:
 - Not conducting an annual exercise as prescribed;
 - CEMC did not complete training;
 - Not completing the annual MCEG training; and/or
 - Not completing an annual review of their EM program.

There is nothing more important than the safety and wellbeing of our families and loved ones, and the importance of ensuring that your municipality is as prepared as possible for any potential emergency cannot be understated.

Once again, EMO is here to assist municipalities in achieving their EMCPA requirements. For further information or if you have any questions or concerns about this letter, please contact our Field Officer assigned to your Sector; their contact information is below.

Name: Simone Stawicki

Email: simone.stawicki@ontario.ca

Phone: 905-431-5140

Sincerely,

Teepu Khawja
Assistant Deputy Minister and Chief, Emergency Management
Treasury Board Secretariat

cc: Mayor Heather Watson

May 2, 2023

Your Worship and Members of Council,

We are writing today as we've heard from many of you regarding the introduction of a locate charge, and we'd would like to provide some context and background regarding our approach. We are also seeing a lot of misinformation circulate, resulting in misunderstanding, and we'd like to correct the record.

We, along with **all** underground infrastructure owners, are required to comply with the recently released regulations related to locate delivery ([Bill 93](#)). In order to recover our compliance costs and protect the interests of our customers, we introduced a locate charge for **third party and for-profit locate requestors**. We want to reassure you that locates for private property owners and existing natural gas customers **remain at no charge**.

As we shared, the third-party locate charge is currently on pause as we continue to explore pathways and consult with our stakeholders and industry partners, including a phased approach focused on the adoption of a dedicated locator model for large infrastructure owners. Within a dedicated locator model, large excavators hire their own locators trained by infrastructure owners to locate all underground utilities on their projects, which leads to significant efficiencies in locate delivery.

In addition, misinformation is circulating that Enbridge Gas operates its infrastructure in municipal right of ways at no cost – **and this is simply not true**. Enbridge pays more than \$135 million in annual municipal taxes based upon the infrastructure we operate. We also pay additional fees where required when we install new pipe or initiate work to maintain existing assets. We deliver natural gas service to approximately 3.9 million customers in 313 municipalities across Ontario, through a network of 154,000 kilometers of pipeline. We complete approximately 1.2 million locate requests annually. And, in 2023, we will invest \$550 million to maintain and add customers to our natural gas system. We are a proud contributor to the communities in which we operate, and our commitment to the safe, reliable delivery of natural gas underpins everything we do.

We encourage you to call upon the Government of Ontario to enact a dedicated locator model for large infrastructure owners, and to support a phased approach to regulation adoption.

Please reach out should you have any questions.

Sincerely,



Steve McGivery

Director, GTA East Operations

ENBRIDGE GAS INC.

TEL: 905-927-3184 | steve.mcgivery@enbridge.com
101 Honda Blvd, Markham, Ontario L6C 0H9



Mike McGivery

Director, Distribution Protection

ENBRIDGE GAS INC.

TEL: 416-758-4330 | michael.mcgivery@enbridge.com
500 Consumers Road, North York, Ontario M2J 1P8

CC: Hon. Todd Smith, Minister of Energy
Hon. Kaleed Rasheed, Minister of Public and Business Service Delivery
Colin Best, President, Association of Municipalities of Ontario



May 4, 2023

Dear Colleague:

Ontario has been experiencing an outbreak of spongy moth (previously referred to as gypsy moth and LDD) since 2017, particularly in southern Ontario and parts of the northeast region of the province. The outbreak peaked in 2021 and declined significantly in 2022.

Last year, the Ministry of Natural Resources and Forestry (MNRF) conducted aerial and ground surveys to map damaged areas and [forecast](#) defoliation for 2023. The results suggest the outbreak area and severity will continue to decline in 2023. Some areas, mostly in the southwestern part of the province, may still experience severe defoliation, but it's expected that large contiguous areas of defoliation will be limited.

Severe spongy moth infestations are cyclical, occurring every seven to 10 years, and usually last three to five years. The ministry will continue to monitor spongy moth throughout the current outbreak cycle.

Although the ministry conducts pest management programs on Crown land to protect foliage of high value stands (e.g., jack pine and spruce budworm programs), management of spongy moth on private land is the responsibility of the landowner or municipality. The ministry supports these efforts by providing [information on forest pests](#) and options for reducing defoliation by spongy moth. [Ontario's Invasive Species Centre](#) also offers resources and information to help people prevent spongy moth from damaging their trees.

In the spring and early summer, spongy moth larvae consume leaves, defoliating trees and leaving them looking nearly dead. Spongy moth prefer oak trees, but during severe outbreaks other hardwoods and, in some cases, conifer will be defoliated. Hardwood trees can produce a second crop of leaves during the growing season allowing them to continue growing and storing nutrients into the fall and winter months. Since conifers can't produce a second crop of foliage, they may be impacted by severe defoliation. Healthy growing trees can withstand a few seasons of severe defoliation before branch and twig dieback start to occur.

In the spring, landowners can put bands of burlap around their trees. This gives the larvae a place to congregate during warm days and they can be physically removed and killed. In the fall, landowners can remove and destroy egg masses.

Landowners wishing to reduce impacts on their property can also have trees sprayed with registered pesticide in the spring by a licensed insecticide application company. This is best carried out by coordinating efforts with other local landowners.

If landowners are considering having their property sprayed, it is best to engage a licensed insecticide application company as early as possible.

There are also natural controls on spongy moth populations in Ontario:

- Cool, wet conditions provide an ideal environment for a natural fungus (*Entomophaga maimaiga*) known to contribute to spongy moth population collapse.
- A viral infection (nuclear polyhedrosis virus or NPV) also kills spongy moth larvae.
- There are other natural enemies of spongy moth as well, including parasitic insects and predators such as birds and mammals.

I have attached a fact sheet and a roles and responsibilities document to help your office assist your constituents who may have questions about managing spongy moths during the outbreak period.

Sincerely,

A handwritten signature in black ink, appearing to read 'Graydon Smith', with a stylized flourish at the end.

The Honourable Graydon Smith
Minister of Natural Resources and Forestry

Attachments

Provincial forest health monitoring

Forest health is monitored every year by the Ministry of Natural Resources and Forestry (MNRF). The ministry conducts ground and aerial surveys to map major forest health disturbances on the landscape. When pest populations reach outbreak levels, MNRF may complete pest-specific surveys to help predict defoliation for future years.

The forest health monitoring program provides scientific advice and supports training and interpretation of forest health disturbances.

Spongy moth information

MNRF provides information on spongy moth (previously referred to as LDD and gypsy moth), defoliation maps and forecasts, and control options at www.ontario.ca/page/spongy-moth.

Spongy moth monitoring

MNRF's aerial forest health surveys include determining the severity and extent of the spongy moth defoliation. The ministry also conducts egg mass surveys to collect forecast data to guide activities, including monitoring of virus and fungus impacts on the population.

In 2023, MNRF expects a continuing decline in the total area and severity of the outbreak. Some areas, particularly in southwestern Ontario may still experience severe defoliation, but large contiguous areas of defoliation are expected to be limited.

As part of the annual monitoring program, the ministry also works with the Canadian Food Inspection Agency to deploy pheromone traps outside the area where spongy moth infestations are known to occur. These traps are used as an early detection tool.

The forest health program will continue to conduct surveys to monitor this pest throughout the duration of its outbreak cycle.

MNRF works with Canadian Forest Service (CFS, Natural Resources Canada) to support the development of science and evaluate sampling methodologies.

Federal regulation and enforcement

Spongy moth is a regulated pest by the [Canadian Food Inspection Agency \(CFIA\)](#). The CFIA is responsible for establishing and maintaining standards to prevent the introduction and spread of plant pests in Canada.

Pesticide regulation

The Health Canada Pest Management Regulatory Agency (PMRA) is responsible for pesticide regulation in Canada. Pesticides are stringently regulated in Canada to ensure they pose minimal risk to human health and the environment. Under authority of the Pest Control Products Act, Health Canada requires thorough scientific evaluation to determine that pesticides are acceptable for a specific use and that registered pesticides remain acceptable for use once on the market.

Ministry of the Environment, Conservation and Parks (MECP) regulates the sale, storage, use, transportation and disposal of pesticides in Ontario. Ontario regulates pesticides by placing appropriate education, licensing and/or permit requirements on their use under the Pesticides Act and Ontario Regulation 63/09 (O. Reg. 63/09).

Insect management on Crown land

In Ontario, to achieve sustainable forest management on Crown land, there is a forest management planning system under the Crown Forest Sustainability Act (CFSA). For more information about this process visit [Sustainable forest management](#).

The CFSA and the Forest Management Planning Manual dictate acceptable forest management activities on Crown land in Ontario. Decisions to conduct an insect control program on Crown land are science-based and involve MNRF staff and local forest managers.

Some insect outbreaks can cause extensive tree mortality on high-value stands that may lead to significant economic and cultural impacts and increase the risk of fire to northern communities. During these outbreaks, usually in Northern Ontario, an insect pest management program is developed as required in the Forest Management Planning Manual to evaluate all options. If the pest management program involves aerial application of insecticides, the Forest Management Planning Manual outlines a specific process which includes creating project proposals, First Nation and Métis community involvement, and public consultation.

Currently, there is no alternative process for private landowners to request permission to spray on Crown land.

Insect management on private land

MNRF does not manage spongy moth on private land; insect management on private land is the responsibility of property owner. The ministry does provide information on forest pests that includes suggestions for landowners on how to control localized populations. The ministry also leverages partners such as [Ontario's Invasive Species Centre](#), and the [Ontario Federation of Anglers and](#)

[Hunters' Invading Species Awareness Program](#) to provide information to landowners, and to assist with tracking citizen reports of spongy moth.

Municipalities and conservation authorities may choose to develop integrated pest management plans to manage trees, parks and other green spaces within their jurisdiction.

Spongy moth (*Lymantria dispar dispar*) in Ontario

Spongy moth (*Lymantria dispar dispar*, formerly known as LDD moth or gypsy moth) is an invasive species that is native to Europe. It was first detected in Ontario in 1969. This defoliator feeds on a variety of hardwood species, preferring oak, birch, and aspen. During severe outbreaks, softwoods such as eastern white pine, balsam fir, and Colorado blue spruce may be affected. Spongy moth outbreaks have become cyclical, typically occurring every seven to 10 years, with outbreaks lasting three to five years.



What does spongy moth do to forests?

- Larvae (caterpillars) feed on new foliage.
- After defoliation, hardwood trees can produce a second crop of leaves during the growing season enabling them to continue to grow.
- Conifers can't produce a second crop of foliage but healthy trees can withstand repeated years of defoliation before branch and twig dieback start to occur.
- Defoliation stresses trees making them more susceptible to damage from secondary pests, drought, and poor growing conditions.

Spongy moth life cycle

1. Overwinters in the egg stage — tan-coloured masses — often on the bark of trees.
2. In spring, eggs hatch and larvae ascend the trees to feed on the new foliage. Initially, larvae feed during the day but as they mature feeding occurs mainly at night.
3. Mature larvae, seen in early summer, are about 50 mm long, dark-coloured, hairy, with a double row of five pairs of blue spots down their backs followed by a double row of six pairs of red spots.
4. By July, the larvae are done feeding, pupate for 1 to 2 weeks, then hatch into moths.
5. Male moths are light brown and slender-bodied, while females are white, wingless, and heavy-bodied. They live only long enough to mate and lay eggs.





Control methods

The ministry does not manage spongy moth on private land. Landowners can find licensed insect control service providers with experience in controlling spongy moth populations by checking their local listings.

In spring, placing burlap bands around the tree stem gives the travelling larvae a place to congregate during warm days. The larvae can then be removed and killed.

After larvae have emerged, registered insecticides can also be applied to help protect trees from defoliation. Landowners considering spraying their property should engage a licensed insecticide application business as early as possible, as commercial capacity may be limited.

In fall and winter, removal of egg masses is also effective.

Tip: During a drought year, help your trees by watering them into the fall where appropriate to do so (ornamental or open grown trees). In a woodlot setting, manage trees to allow proper spacing and light to promote a healthy forest. Plant a diversity of species for a forest that is more resilient to insect and disease disturbances!

Ontario's forest health monitoring

The ministry monitors forest health across the province every year. Previous years' spongy moth defoliation information is included in our annual Forest Health Conditions in Ontario reports, available at ontario.ca/page/forest-health-conditions.

Related information

ontario.ca/page/spongy-moth

Invasive Species Centre

invasivespeciescentre.ca/invasive-species/meet-the-species/invasive-insects/gypsy-moth/

Invading Species Awareness Program

invadingspecies.com/invaders/forest/spongy-moth/



May 10th, 2023

Martina Chait-Hartwig, AOMC, Dipl.M.A.
Acting Clerk
Township of Douro-Dummer
894 South St.
P.O. Box 92
Warsaw, ON K0L 3A0

Re: Recipient of Accredited Ontario Municipal Clerk Designation

On behalf of AMCTO, I am pleased to inform you that the Board of Directors has approved you to receive the Accredited Ontario Municipal Clerk (AOMC) designation. Through this letter, we are pleased to recognize you for this accomplishment.

Doing all that extra work while continuing in your full-time position was extremely ambitious and took a lot of effort and dedication. I know that your achievement will make a positive difference in your professional development.

You now join a select and proud group of other municipal professionals who hold professional designations with AMCTO. You have clearly demonstrated a commitment to maintaining the required standard of excellence in municipal administration and are therefore deserving to be called an Accredited Ontario Municipal Clerk.

This letter can be used as official confirmation for your own records. You will be notified of the need to submit your first PDU log starting in early 2027.

On behalf of AMCTO, I sincerely congratulate you on this significant achievement.



Elana Arthurs, CMO, AOMC
President, AMCTO

Cc: Heather Watson, Mayor
Elana Arthurs, Chief Administrative Officer

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
CAO	August 3, 2021	Council	Committee Recommendation on Short-Term Rentals	August 2023
Corporate	May 3, 2022	Council	Future Gravel Resources	Spring 2023
Clerk	February 14, 2023	Council	Review of Records Retention By-law	Summer 2023
Finance/Clerk	February 21, 2023	Council	Policy/Program for Community Grants	Spring 2023
Finance/Clerk	February 21, 2023	Council	Policy to allow for multi-year budgets	Summer 2023
Planning	June 7, 2022	Council/ Province	Bill 109 – Update to Site Plan Control By-law, Create Pre-Consultation By-law, ensure the language in Official Plan allows for Peer Review as part of Complete Application	Changes pending release of final provincial regulations
Public Works/CAO	March 7, 2023	Council	Indacom Drive Lot 3	Summer 2023

Public Works	April 4, 2023	Council	Culvert Pipe Supply	Complete
Clerks and Parks and Recreation	March 21, 2023	Council	More information regarding Bat Houses	Complete
CAO	April 11, 2023	COW	Report regarding Tree Seedling Program	Summer 2023
CAO and Clerk	April 11, 2023	COW	Report to Council re ORV use in Township	Summer 2023
Clerk	April 4, 2023	Council	Routine Disclosure Policy and Freedom of Information	Complete
Clerk	May 2, 2023	Council	Event Committee Recruitment	Complete
Clerk	April 4, 2023	Council	Terms of Reference for Historical Committee	Spring 2023
Finance/Planning	May 2, 2023	Council	Information Request regarding Audit of Development Charges	May 16, 2023

Capital Project Status

Department	Capital Project List	Status
Fire	Douro Station Reconfiguration	Ongoing
Fire	Resurfacing of the parking lot at Fire Station 2	Summer 2023
Fire	Station 2 Pumper	RFP Awarded – waiting on date for delivery
Fire	Fans for the Trucks	2023
Fire	Paging Infrastructure Fees	Spring 2023
Fire	Bunker Gear	Ordered – awaiting arrival
Fire	Master Fire Plan & Community Risk Assessment	Due 2024
General Government	Demolition of Old House at Fifth Line	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
General Government	Municipal Office Front Door Replacement	Summer 2023
General Government	Pay Equity Review	Summer 2023
General Government	Development Charge Study	2023
General Government	Strategic Plan	Starting March 2023
General Government	Marriage License and Civil Marriage Ceremonies	Spring 2023
Parks and Recreation	Parks and Rec Master Plan – Implementation	On hold due to Covid-19
Parks and Recreation	Tables and Chairs	Tables Delivered
Parks and Recreation	Lime Kiln Restoration – 2022 Budget	Spring 2023
Parks and Recreation	Consultant Fees - Arena Facilities Future Ad-Hoc Committee	Summer 2023
Parks and Recreation	Back Dam Shelter Roof	Due 2023

Parks and Recreation	New Parks Mower	Obtaining/Reviewing Quotes
Parks and Recreation	Garage Door Replacement – Douro Community Centre	Due 2023
Parks and Recreation	Water Softener Replacement – Warsaw Community Centre	2023
Parks and Recreation	Compressor Replacement Reserve Contribution	2024
Parks and Recreation	New Park Trailer	Approved May 2023
Planning	Zoning By-Law Update	On hold until Province Approves OP
Public Works	Spot Gravel Repairs - Centre Dummer Road	2023
Public Works	Gravel Pit Purchase	Late 2023
Public Works	Snowblower	Complete
Public Works	Excavator with Brush head (John Deere 190)	2023
Public Works	ORV's on Select County Roads	Complete
Public Works	2023 Surface Treatment Tender	Completed May 2023

Public Works	2023 Gravel Crushing and Haulage Tender	Completed May 2023
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Recommendation:

That the Treasurer-2023-11 report, dated May 16, 2023, regarding Finance Staffing Update be received and that Council approve the hiring of a Junior Financial Analyst in advance of the upcoming retirement and the costs of the overlap of the staff be funded from the Working Reserve.

Overview:

In February 2023, the current Deputy Treasurer – Tax Clerk, provided her six months notice of retirement to be effective September 29, 2023 with all of September being used as vacation. This report is to outline the costs associated with the retirement and request the ability to hire replacement prior to the retirement date to allow for training and effective transition.

1. Costs related to retirement:

Section 4 (c) of the Compensation Agreement, By-Law No. 2022-45, states:

A permanent employee who is retiring to an OMERS pension and who provides a minimum of six (6) months written notice to their supervisor of his/her pending retirement is entitled:

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

The intent of this clause is twofold, first, this entitlement provides financial recognition of the employee's service to the Township and secondly it allows the Township to plan accordingly and ensure the replacement is hired in time to allow for a successful transition to the new employee.

The cost of this retirement benefit is approximately \$10,000.

2. Costs related to overlap of staff:

The current Deputy Treasurer – Accounts Payable/Payroll Clerk, has accepted the opportunity to move to the Tax Clerk role. This is advantageous to the Department as training has been ongoing for the past few months and tasks that only occur annually have been covered in training. As well, the staff member already possesses knowledge of the system and some of the processes.

Whenever there is a vacancy created in the Department, it is an opportunity to review the roles and responsibilities of each position. Therefore, the vacant position will be amended to be a Junior Financial Analyst. This position will have a capital focus and will see capital projects from the beginning to end by assisting with the budget, grant monitoring/applications/reporting, co-ordinating procurement, budget monitoring, tangible capital asset accounting and finally planning for the replacement through asset management.

It is being proposed to advertise for this position immediately after approval from Council as the typical recruitment process takes 6-8 weeks which means the new employee would begin working in early July. This would mean that there will be three months of additional costs due to overlap but due to vacations there will only be two months of overlap in the office.

As Council is aware, the Finance Department has been trying to catch-up on financial reporting for the past couple of years and we are now gaining momentum and hiring the Junior Financial Analyst in July will allow us to continue that momentum. Advertising the vacancy in May might also attract any recent graduates who are looking for work.

It is estimated that hiring the Junior Analyst in July will cost \$20,000

Conclusion:

The costs related to the monetary retirement benefit and hiring the replacement employee in July will total approximately \$30,000. These costs are proposed to be funded through the Working Fund Reserve. These costs are part of the cycle of employment and the Township was lucky to have this staff members for the past 34 years.

Financial Impact:

Costs related to retirement:	\$10,000
Costs related to overlap of staff:	<u>\$20,000</u>
Total:	\$30,000

These additional costs are proposed to be funded through the Working Fund Reserve.

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

Report Approval Details

Document Title:	Finance Staffing Update.docx
Attachments:	
Final Approval Date:	May 9, 2023

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

Martina Chait-Hartwig

Elana Arthurs

Recommendation:

That the Treasurer-2023-12 report, dated May 16, 2023, being the 2023 Financial Report – 1st Quarter be received.

Overview:

The Financial Report for the 1st Quarter ending March 30th, 2023 is attached for Council's information. The intent for the report is to provide Council with an update on departmental spending to date.

There are a couple of limitations about the data shown:

- We will not have received all invoices for expenses incurred prior to April 30th and those expenses are not reflected in the report.
- Expenses and Revenues are not incurred equally throughout the year; some line items are seasonal (ie. Winter maintenance) or one time throughout the year (ie. Software subscription expenses and grants revenues).
- Account coding is continually reviewed throughout the year and some amounts can and will be moved between accounts/departments.

Going forward staff will provide quarterly reports as follows:

- 1st Quarter – the first meeting in May. 1st quarter can be difficult to draw many conclusions from but going forward the report will include some additional commentary on major events that will impact the financial position.
- 2nd Quarter – the first meeting in September and will highlight major variances.
- 3rd Quarter - the first meeting in December and/or with the budget presentation; major variances will be discussed and incorporated into the budget.
- 4th Quarter – the first meeting in February, this will be a preliminary look at the year end position prior to audit.

Conclusion:

Even though the report has the above limitations it does provide some information to Council to be informed on the financial position after the first quarter.

Financial Impact:

There is not financial impact to this report.

Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.

Sustainability Plan Applicability:

N/A

Report Approval Details

Document Title:	2023 Financial Report - 1st Quarter.docx
Attachments:	- 1st Quarter Report.pdf
Final Approval Date:	May 10, 2023

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

Martina Chait-Hartwig

Elana Arthurs

TOWNSHIP OF DOURO-DUMMER

Corporate - 000

OPERATING & CAPITAL

Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Material & Supplies	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.0%
Other Expenses	0.00	25,000.00	8,082.21	16,917.79	67.7%
Total Expenses	0.00	35,000.00	8,082.21	26,917.79	76.9%
Revenues					
Other Revenue	-26,743.41	-136,340.00	-29,546.09	-106,793.91	78.3%
Taxation Revenue	-2,887,768.99	-6,423,730.53	-3,033,276.88	-3,390,453.65	52.8%
Total Revenues	-2,914,512.40	-6,560,070.53	-3,062,822.97	-3,497,247.56	53.3%
Funding					
Transfer From Reserves and Reserve Funds	0.00	-1,650,000.00	0.00	-1,650,000.00	100.0%
Transfer to Reserves	-41,209.00	27,500.00	-400.00	27,900.00	101.5%
Total Funding	-41,209.00	-1,622,500.00	-400.00	-1,622,100.00	100.0%
Total Expenses	0.00	35,000.00	8,082.21	26,917.79	76.9%
Total Revenue & Funding	-2,955,721.40	-8,182,570.53	-3,063,222.97	-5,119,347.56	62.6%
NET	-2,955,721.40	-8,147,570.53	-3,055,140.76	-5,092,429.77	62.5%

TOWNSHIP OF DOURO-DUMMER

Council - 0240

OPERATING & CAPITAL

Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Salaries & Wages	\$31,439.75	\$142,699.82	\$32,721.33	\$109,978.49	77.1%
Mileage & Travel	1,742.78	10,200.00	9,663.56	536.44	5.3%
Contracted Services	5,502.56	30,595.00	7,440.24	23,154.76	75.7%
Material & Supplies	207.37	3,543.00	325.29	3,217.71	90.8%
Repairs & Maintenance	0.00	500.00	0.00	500.00	100.0%
Other Expenses	1,000.00	3,900.00	0.00	3,900.00	100.0%
Total Expenses	39,892.46	191,437.82	50,150.42	141,287.40	73.8%
Revenues					
Funding					
Total Expenses	39,892.46	191,437.82	50,150.42	141,287.40	73.8%
NET	39,892.46	191,437.82	50,150.42	141,287.40	73.8%

TOWNSHIP OF DOURO-DUMMER

Corporate Management - 0250

OPERATING & CAPITAL

Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Salaries & Wages	\$150,362.79	\$905,985.39	\$184,920.31	\$721,065.08	79.6%
Mileage & Travel	8,914.97	20,000.00	9,704.63	10,295.37	51.5%
Other Expenses	1,552.01	0.00	0.00	0.00	0
Contracted Services	56,427.26	184,484.11	98,589.78	85,894.33	46.6%
Material & Supplies	23,849.06	38,400.00	20,866.80	17,533.20	45.7%
Repairs & Maintenance	12,004.23	54,380.00	6,065.32	48,314.68	88.8%
Minor Capital	1,552.01	0.00	0.00	0.00	0
Other Expenses	1,896.51	-19,869.96	1,826.05	-21,696.01	109.2%
Investments in TCA	5,381.83	10,000.00	8,496.54	1,503.46	15.0%
Total Expenses	261,940.67	1,193,379.54	330,469.43	862,910.11	72.3%
Revenues					
Grants	-140,396.96	-573,400.00	-340,368.04	-233,031.96	40.6%
Contract Revenue	-624.30	-200.00	-420.00	220.00	(110.0%)
Sales Revenue	-0.90	-195.00	-41.09	-153.91	78.9%
Other Revenue	-9,830.28	-109,000.00	-48,506.50	-60,493.50	55.5%
Total Revenues	-150,852.44	-682,795.00	-389,335.63	-293,459.37	43.0%
Funding					
Total Expenses	261,940.67	1,193,379.54	330,469.43	862,910.11	72.3%
Total Revenue & Funding	-150,852.44	-682,795.00	-389,335.63	-293,459.37	43.0%
NET	111,088.23	510,584.54	-58,866.20	569,450.74	111.5%

TOWNSHIP OF DOURO-DUMMER

Town Hall - 0251

OPERATING & CAPITAL

Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Salaries & Wages	\$0.00	\$14,230.39	\$0.00	\$14,230.39	100.0%
Mileage & Travel	0.00	228.00	0.00	228.00	100.0%
Contracted Services	18,199.46	23,303.10	21,069.69	2,233.41	9.6%
Material & Supplies	0.00	617.71	329.37	288.34	46.7%
Repairs & Maintenance	468.10	6,000.00	0.00	6,000.00	100.0%
Total Expenses	18,667.56	44,379.20	21,399.06	22,980.14	51.8%
Revenues					
Rental Revenues	-127.05	-5,000.00	-535.34	-4,464.66	89.3%
Total Revenues	-127.05	-5,000.00	-535.34	-4,464.66	89.3%
Funding					
Total Expenses	18,667.56	44,379.20	21,399.06	22,980.14	51.8%
Total Revenue & Funding	-127.05	-5,000.00	-535.34	-4,464.66	89.3%
NET	18,540.51	39,379.20	20,863.72	18,515.48	47.0%

TOWNSHIP OF DOURO-DUMMER

Fire and Emergency Services

OPERATING & CAPITAL

Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Salaries & Wages	\$95,614.22	\$430,004.94	\$102,414.63	\$327,590.31	76.2%
Mileage & Travel	7,569.83	43,375.00	19,664.09	23,710.91	54.7%
Contracted Services	68,529.26	228,342.43	76,222.45	152,119.98	66.6%
Material & Supplies	1,837.43	30,950.00	8,056.44	22,893.56	74.0%
Repairs & Maintenance	20,062.53	71,150.00	8,045.09	63,104.91	88.7%
Investments in TCA	368,922.89	49,500.00	3,290.16	46,209.84	93.4%
Total Expenses	562,536.16	853,322.37	217,692.86	635,629.51	74.5%
Revenues					
Contract Revenue	0.00	-30,900.00	-2,145.84	-28,754.16	93.1%
Permits & Fees	-4,450.00	-12,000.00	-6,080.00	-5,920.00	49.3%
Sales Revenue	-376.48	-1,000.00	-329.68	-670.32	67.0%
Other Revenue	-949.31	0.00	0.00	0.00	0
Total Revenues	-5,775.79	-43,900.00	-8,555.52	-35,344.48	80.5%
Funding					
Transfer to Reserves	0.00	9,500.00	-1,351.85	10,851.85	114.2%
Total Funding	0.00	9,500.00	-1,351.85	10,851.85	114.2%
Total Expenses	562,536.16	853,322.37	217,692.86	635,629.51	74.5%
Total Revenue & Funding	-5,775.79	-34,400.00	-9,907.37	-24,492.63	71.2%
NET	556,760.37	818,922.37	207,785.49	611,136.88	74.6%

TOWNSHIP OF DOURO-DUMMER

Police - 0420

OPERATING & CAPITAL

Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Salaries & Wages	\$353.90	\$0.00	\$371.30	(\$371.30)	0
Mileage & Travel	0.00	2,100.00	0.00	2,100.00	100.0%
Contracted Services	239,271.67	951,059.00	235,853.97	715,205.03	75.2%
Material & Supplies	0.00	700.00	0.00	700.00	100.0%
Total Expenses	239,625.57	953,859.00	236,225.27	717,633.73	75.2%
Revenues					
Grants	0.00	-6,000.00	0.00	-6,000.00	100.0%
Other Revenue	0.00	-5,000.00	0.00	-5,000.00	100.0%
Total Revenues	0.00	-11,000.00	0.00	-11,000.00	100.0%
Funding					
Transfer From Reserves and Reserve Funds	0.00	-500.00	0.00	-500.00	100.0%
Total Funding	0.00	-500.00	0.00	-500.00	100.0%
Total Expenses	239,625.57	953,859.00	236,225.27	717,633.73	75.2%
Total Revenue & Funding	0.00	-11,500.00	0.00	-11,500.00	100.0%
NET	239,625.57	942,359.00	236,225.27	706,133.73	74.9%

TOWNSHIP OF DOURO-DUMMER
Otonabee CA - 0430
OPERATING & CAPITAL
Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Other Expenses	\$25,664.25	\$104,563.00	\$26,140.75	\$78,422.25	75.0%
Total Expenses	25,664.25	104,563.00	26,140.75	78,422.25	75.0%
Revenues					
Funding					
Total Expenses	25,664.25	104,563.00	26,140.75	78,422.25	75.0%
NET	25,664.25	104,563.00	26,140.75	78,422.25	75.0%

TOWNSHIP OF DOURO-DUMMER

By Law Enforcement - 0440

OPERATING & CAPITAL

Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Salaries & Wages	\$55,049.19	\$556,493.27	\$106,192.50	\$450,300.77	80.9%
Mileage & Travel	1,575.86	7,075.00	555.00	6,520.00	92.2%
Other Expenses	966.71	1,500.00	77.34	1,422.66	94.8%
Contracted Services	21,100.24	75,883.21	21,251.55	54,631.66	72.0%
Material & Supplies	226.14	4,700.00	550.10	4,149.90	88.3%
Repairs & Maintenance	147.41	6,000.00	12,791.88	-6,791.88	(113.2%)
Minor Capital	966.71	1,500.00	77.34	1,422.66	94.8%
Other Expenses	0.00	24,669.96	0.00	24,669.96	100.0%
Total Expenses	80,032.26	677,821.44	141,495.71	536,325.73	79.1%
Revenues					
Grants	-2,993.34	-4,464.00	0.00	-4,464.00	100.0%
Permits & Fees	-223,747.68	-739,043.18	-157,697.87	-581,345.31	78.7%
Total Revenues	-226,741.02	-743,507.18	-157,697.87	-585,809.31	78.8%
Funding					
Transfer to Reserves	0.00	67,185.74	0.00	67,185.74	100.0%
Total Funding	0.00	67,185.74	0.00	67,185.74	100.0%
Total Expenses	80,032.26	677,821.44	141,495.71	536,325.73	79.1%
Total Revenue & Funding	-226,741.02	-676,321.44	-157,697.87	-518,623.57	76.7%
NET	-146,708.76	1,500.00	-16,202.16	17,702.16	1180.1%

TOWNSHIP OF DOURO-DUMMER

Livestock - 0443

OPERATING & CAPITAL

Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Mileage & Travel	\$27.46	\$450.00	\$0.00	\$450.00	100.0%
Contracted Services	80.00	5,750.00	378.04	5,371.96	93.4%
Material & Supplies	0.00	200.00	0.00	200.00	100.0%
Total Expenses	107.46	6,400.00	378.04	6,021.96	94.1%
Revenues					
Other Revenue	0.00	-5,200.00	-1,410.00	-3,790.00	72.9%
Total Revenues	0.00	-5,200.00	-1,410.00	-3,790.00	72.9%
Funding					
Total Expenses	107.46	6,400.00	378.04	6,021.96	94.1%
Total Revenue & Funding	0.00	-5,200.00	-1,410.00	-3,790.00	72.9%
NET	107.46	1,200.00	-1,031.96	2,231.96	186.0%

TOWNSHIP OF DOURO-DUMMER

Small Animal Control - 0444

OPERATING & CAPITAL

Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Contracted Services	\$0.00	\$12,000.00	\$0.00	\$12,000.00	100.0%
Material & Supplies	0.00	230.00	0.00	230.00	100.0%
Total Expenses	0.00	12,230.00	0.00	12,230.00	100.0%
Revenues					
Sales Revenue	-2,475.00	-5,000.00	-2,445.00	-2,555.00	51.1%
Total Revenues	-2,475.00	-5,000.00	-2,445.00	-2,555.00	51.1%
Funding					
Total Expenses	0.00	12,230.00	0.00	12,230.00	100.0%
Total Revenue & Funding	-2,475.00	-5,000.00	-2,445.00	-2,555.00	51.1%
NET	-2,475.00	7,230.00	-2,445.00	9,675.00	133.8%

TOWNSHIP OF DOURO-DUMMER

Roads - 0600

OPERATING & CAPITAL

Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Salaries & Wages	\$153,887.48	\$879,201.54	\$222,906.77	\$656,294.77	74.6%
Mileage & Travel	5,006.39	13,440.00	3,247.55	10,192.45	75.8%
Other Expenses	0.00	3,500.00	0.00	3,500.00	100.0%
Contracted Services	54,089.37	167,734.63	56,873.88	110,860.75	66.1%
Material & Supplies	116,604.42	350,283.00	11,910.33	338,372.67	96.6%
Repairs & Maintenance	63,032.66	104,219.00	32,155.06	72,063.94	69.1%
Minor Capital	0.00	3,500.00	0.00	3,500.00	100.0%
Total Expenses	392,620.32	1,521,878.17	327,093.59	1,194,784.58	93.1%
Revenues					
Grants	-2,993.33	-416,010.14	0.00	-416,010.14	100.0%
Contract Revenue	0.00	-250.00	0.00	-250.00	100.0%
Permits & Fees	-5,074.21	-10,000.00	-2,452.00	-7,548.00	75.5%
Sales Revenue	-848.19	-25,000.00	-1,679.39	-23,320.61	93.3%
Other Revenue	0.00	-52,500.00	0.00	-52,500.00	100.0%
Total Revenues	-8,915.73	-503,760.14	-4,131.39	-499,628.75	99.2%
Funding					
Internal Rental Recoveries	-133,380.00	-524,786.00	0.00	-524,786.00	100.0%
Transfer From Reserves and Reserve Funds	0.00	-177,900.65	0.00	-177,900.65	100.0%
Transfer to Reserves	0.00	166,473.14	-471.50	166,944.64	100.3%
Total Funding	-133,380.00	-536,213.51	-471.50	-535,742.01	99.9%
Total Expenses	392,620.32	1,521,878.17	327,093.59	4,693,829.16	93.1%
Total Revenue & Funding	-142,295.73	-1,039,973.65	-4,602.89	-1,035,370.76	99.6%
NET	250,324.59	481,904.52	322,490.70	3,658,458.40	91.4%

TOWNSHIP OF DOURO-DUMMER

Waste Management - 0800

OPERATING & CAPITAL

Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Mileage & Travel	\$0.00	\$50.00	\$0.00	\$50.00	100.0%
Contracted Services	34,933.54	208,055.00	40,851.53	167,203.47	80.4%
Material & Supplies	249.83	2,000.00	0.00	2,000.00	100.0%
Repairs & Maintenance	132.29	0.00	0.00	0.00	0
Total Expenses	35,315.66	210,105.00	40,851.53	169,253.47	80.6%
Revenues					
Sales Revenue	-149.16	-2,000.00	-121.51	-1,878.49	93.9%
Total Revenues	-149.16	-2,000.00	-121.51	-1,878.49	93.9%
Funding					
Total Expenses	35,315.66	210,105.00	40,851.53	169,253.47	80.6%
Total Revenue & Funding	-149.16	-2,000.00	-121.51	-1,878.49	93.9%
NET	35,166.50	208,105.00	40,730.02	167,374.98	80.4%

TOWNSHIP OF DOURO-DUMMER

Waste Douro - 0801

OPERATING & CAPITAL

Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Contracted Services	\$1,070.28	\$26,230.07	\$1,581.62	\$24,648.45	94.0%
Total Expenses	1,070.28	26,230.07	1,581.62	24,648.45	94.0%
Revenues					
Rental Revenues	-12,419.09	-90,000.00	-13,518.30	-76,481.70	85.0%
Total Revenues	-12,419.09	-90,000.00	-13,518.30	-76,481.70	85.0%
Funding					
Total Expenses	1,070.28	26,230.07	1,581.62	24,648.45	94.0%
Total Revenue & Funding	-12,419.09	-90,000.00	-13,518.30	-76,481.70	85.0%
NET	-11,348.81	-63,769.93	-11,936.68	-51,833.25	81.3%

TOWNSHIP OF DOURO-DUMMER

Waste Hall's Glen - 0802

OPERATING & CAPITAL

Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Salaries & Wages	\$5,353.61	\$44,839.15	\$5,338.14	\$39,501.01	88.1%
Mileage & Travel	65.00	255.00	0.00	255.00	100.0%
Contracted Services	2,137.31	18,795.07	5,935.72	12,859.35	68.4%
Material & Supplies	41.16	1,575.00	127.19	1,447.81	91.9%
Repairs & Maintenance	2,638.16	41,330.00	2,156.90	39,173.10	94.8%
Total Expenses	10,235.24	106,794.22	13,557.95	93,236.27	87.3%
Revenues					
Sales Revenue	-168.00	-1,500.00	-435.00	-1,065.00	71.0%
Other Revenue	-3,289.60	-27,000.00	-3,646.95	-23,353.05	86.5%
Total Revenues	-3,457.60	-28,500.00	-4,081.95	-24,418.05	85.7%
Funding					
Total Expenses	10,235.24	106,794.22	13,557.95	93,236.27	87.3%
Total Revenue & Funding	-3,457.60	-28,500.00	-4,081.95	-24,418.05	85.7%
NET	6,777.64	78,294.22	9,476.00	68,818.22	87.9%

TOWNSHIP OF DOURO-DUMMER

Parks & Recreation - 1600

OPERATING & CAPITAL

Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Salaries & Wages	\$2,254.00	\$101,786.81	\$16,716.72	\$85,070.09	83.6%
Mileage & Travel	483.35	3,850.00	359.54	3,490.46	90.7%
Contracted Services	6,970.98	10,706.91	9,151.53	1,555.38	14.5%
Material & Supplies	0.00	5,500.00	259.34	5,240.66	95.3%
Repairs & Maintenance	515.67	29,650.00	340.86	29,309.14	98.9%
Total Expenses	10,224.00	151,493.72	26,827.99	124,665.73	26.8%
Revenues					
Grants	-2,993.33	0.00	0.00	0.00	0
Rental Revenues	0.00	-7,500.00	0.00	-7,500.00	100.0%
Sales Revenue	0.00	-3,000.00	-90.00	-2,910.00	97.0%
Other Revenue	0.00	0.00	-330.00	330.00	0
Total Revenues	-2,993.33	-10,500.00	-420.00	-10,080.00	96.0%
Funding					
Internal Rental Recoveries	-290.00	-10,000.00	0.00	-10,000.00	100.0%
Transfer to Reserves	-3,750.00	0.00	-11,072.73	11,072.73	0
Total Funding	-4,040.00	-10,000.00	-11,072.73	1,072.73	(10.7%)
Total Expenses	10,224.00	151,493.72	26,827.99	47,676.74	26.8%
Total Revenue & Funding	-7,033.33	-20,500.00	-11,492.73	-9,007.27	43.9%
NET	3,190.67	130,993.72	15,335.26	38,669.47	24.6%

TOWNSHIP OF DOURO-DUMMER
Douro Community Center - 1601-1613
OPERATING & CAPITAL
Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Salaries & Wages	\$46,376.02	\$188,847.11	\$45,457.67	\$143,389.44	75.9%
Mileage & Travel	475.00	4,300.00	353.33	3,946.67	91.8%
Contracted Services	69,356.81	185,223.38	82,354.56	102,868.82	55.5%
Material & Supplies	882.38	6,325.00	1,304.03	5,020.97	79.4%
Repairs & Maintenance	8,201.52	45,230.00	10,700.43	34,529.57	76.3%
Total Expenses	125,291.73	429,925.49	140,170.02	289,755.47	68.7%
Revenues					
Rental Revenues	-44,552.96	-222,000.00	-43,494.80	-178,505.20	80.4%
Sales Revenue	0.00	-400.00	-1,688.93	1,288.93	(322.2%)
Other Revenue	-3,296.34	-4,800.00	-158.42	-4,641.58	96.7%
Total Revenues	-47,849.30	-227,200.00	-45,342.15	-181,857.85	80.0%
Funding					
Total Expenses	125,291.73	429,925.49	140,170.02	298,855.47	68.7%
Total Revenue & Funding	-47,849.30	-227,200.00	-45,342.15	-181,857.85	80.0%
NET	77,442.43	202,725.49	94,827.87	116,997.62	56.3%

TOWNSHIP OF DOURO-DUMMER
Warsaw Community Center
OPERATING & CAPITAL
Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Salaries & Wages	\$13,214.66	\$143,258.65	\$29,197.13	\$114,061.52	79.6%
Mileage & Travel	475.00	3,300.00	353.33	2,946.67	89.3%
Contracted Services	41,396.85	110,455.02	52,528.10	57,926.92	52.4%
Material & Supplies	121.88	4,950.00	853.02	4,096.98	82.8%
Repairs & Maintenance	8,483.26	33,150.00	2,833.68	30,316.32	91.5%
Investments in TCA	0.00	25,000.00	0.00	25,000.00	100.0%
Total Expenses	63,691.65	320,113.67	85,765.26	234,348.41	73.2%
Revenues					
Rental Revenues	-12,880.70	-117,750.00	-17,896.99	-99,853.01	84.8%
Other Revenue	-1,892.75	-2,550.00	-56.00	-2,494.00	97.8%
Total Revenues	-14,773.45	-120,300.00	-17,952.99	-102,347.01	85.1%
Funding					
Total Expenses	63,691.65	320,113.67	85,765.26	234,348.41	73.2%
Total Revenue & Funding	-14,773.45	-120,300.00	-17,952.99	-102,347.01	85.1%
NET	48,918.20	199,813.67	67,812.27	132,001.40	66.1%

TOWNSHIP OF DOURO-DUMMER

Library - 1640

OPERATING & CAPITAL

Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Salaries & Wages	\$13,142.12	\$107,230.54	\$22,303.34	\$84,927.20	79.2%
Mileage & Travel	350.00	2,990.00	515.95	2,474.05	82.7%
Other Expenses	0.00	4,200.00	0.00	4,200.00	100.0%
Contracted Services	10,631.81	18,806.48	8,213.97	10,592.51	56.3%
Material & Supplies	288.75	6,900.00	3,584.91	3,315.09	48.0%
Repairs & Maintenance	2,480.14	6,004.00	1,951.42	4,052.58	67.5%
Minor Capital	0.00	4,200.00	0.00	4,200.00	100.0%
Other Expenses	0.00	30.00	0.00	30.00	100.0%
Investments in TCA	1,731.72	40,100.00	2,218.46	37,881.54	94.5%
Total Expenses	28,624.54	190,461.02	38,788.05	151,672.97	79.6%
Revenues					
Grants	0.00	-14,000.00	0.00	-14,000.00	100.0%
Permits & Fees	0.00	-408.00	0.00	-408.00	100.0%
Sales Revenue	0.00	-182.07	0.00	-182.07	100.0%
Other Revenue	0.00	-485.55	0.00	-485.55	100.0%
Total Revenues	0.00	-15,075.62	0.00	-15,075.62	100.0%
Funding					
Transfer From Reserves and Reserve Funds	0.00	-26,100.00	0.00	-26,100.00	100.0%
Transfer to Reserves	0.00	0.00	-127.98	127.98	0
Total Funding	0.00	-26,100.00	-127.98	-25,972.02	99.5%
Total Expenses	28,624.54	190,461.02	38,788.05	151,672.97	79.6%
Total Revenue & Funding	0.00	-41,175.62	-127.98	-41,047.64	99.7%
NET	28,624.54	149,285.40	38,660.07	110,625.33	74.1%

TOWNSHIP OF DOURO-DUMMER

Planning & Development

OPERATING & CAPITAL

Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Salaries & Wages	\$10,034.44	\$89,215.80	\$26,872.84	\$62,342.96	69.9%
Mileage & Travel	0.00	2,450.00	1,691.15	758.85	31.0%
Contracted Services	1,139.71	24,000.00	0.00	24,000.00	100.0%
Material & Supplies	0.00	1,650.00	0.00	1,650.00	100.0%
Repairs & Maintenance	0.00	5,000.00	5,088.00	-88.00	(1.8%)
Total Expenses	11,174.15	122,315.80	33,651.99	88,663.81	72.5%
Revenues					
Permits & Fees	-6,619.00	-41,500.00	-7,885.00	-33,615.00	81.0%
Other Revenue	0.00	300.00	-1,350.00	1,650.00	550.0%
Total Revenues	-6,619.00	-41,200.00	-9,235.00	-31,965.00	77.6%
Funding					
Total Expenses	11,174.15	122,315.80	33,651.99	88,663.81	72.5%
Total Revenue & Funding	-6,619.00	-41,200.00	-9,235.00	-31,965.00	77.6%
NET	4,555.15	81,115.80	24,416.99	56,698.81	69.9%

TOWNSHIP OF DOURO-DUMMER
Historical Committee - 1607
OPERATING & CAPITAL
Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Material & Supplies	\$0.00	\$3,250.00	\$0.00	\$3,250.00	100.0%
Total Expenses	0.00	3,250.00	0.00	3,250.00	100.0%
Revenues					
Funding					
Total Expenses	0.00	3,250.00	0.00	3,250.00	100.0%
NET	0.00	3,250.00	0.00	3,250.00	100.0%

TOWNSHIP OF DOURO-DUMMER
Committee of Adjustment - 1805
OPERATING & CAPITAL
Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Salaries & Wages	\$2,285.55	\$0.00	\$0.00	\$0.00	0
Mileage & Travel	0.00	7,010.00	47.39	6,962.61	99.3%
Contracted Services	380.00	3,500.00	380.00	3,120.00	89.1%
Material & Supplies	0.00	50.00	0.00	50.00	100.0%
Repairs & Maintenance	0.00	100.00	0.00	100.00	100.0%
Total Expenses	2,665.55	10,660.00	427.39	10,232.61	96.0%
Revenues					
Funding					
Total Expenses	2,665.55	10,660.00	427.39	10,232.61	96.0%
NET	2,665.55	10,660.00	427.39	10,232.61	96.0%

TOWNSHIP OF DOURO-DUMMER
Economic Development - 1810
OPERATING & CAPITAL
Friday, March 31, 2023

	2022	2023	2023	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Salaries & Wages	\$3,386.23	\$19,864.08	\$3,917.95	\$15,946.13	80.3%
Mileage & Travel	0.00	45.00	0.00	45.00	100.0%
Material & Supplies	0.00	11,200.00	0.00	11,200.00	100.0%
Total Expenses	3,386.23	31,109.08	3,917.95	27,191.13	87.4%
Revenues					
Sales Revenue	0.00	-150.00	-21.24	-128.76	85.8%
Total Revenues	0.00	-150.00	-21.24	-128.76	85.8%
Funding					
Total Expenses	3,386.23	31,109.08	3,917.95	27,191.13	87.4%
Total Revenue & Funding	0.00	-150.00	-21.24	-128.76	85.8%
NET	3,386.23	30,959.08	3,896.71	27,062.37	87.4%

Recommendation:

That the Clerk's Office-2023-13 report, dated May 16, 2023 regarding the results of the tender for agricultural land lease received for information.

Overview:

The Township has agricultural lands located at the Douro South Park and on the Fifth Line North Dummer that are rented out on two-year terms.

Staff put out a tender requesting potential leasees to submit bids on the lands for a four-year lease. Notices were circulated to the farming community and residents via local associations, the Township website, Twitter and a notice in the paper.

One bid was received for each property.

Conclusion:

The bid for the Douro South Parks lands was from Harry Ellis, \$2650.00 per year for four years. The bid for the Fifth Line property was from Peter Milne, \$1000.00 for two years.

Both bids state that the lands will be used for agricultural purposes and that they are prepared to sign the lease as it was presented and provide proof of insurance. Staff have executed the leases with both parties under the Delegated Authority By-law.

Financial Impact:

The rent from the Fifth Line property is consistent with past leases and the rent from the Douro South Park will generate \$600 more per year than in the past.

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:	Results - Tender for Agricultural Land Lease.docx
Attachments:	
Final Approval Date:	May 8, 2023

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

Elana Arthurs

Recommendation:

That the Clerk's Office-2023-15 report, dated May 16, 2023 regarding the results of the tender for the water lot leases at Crowe's Landing be received for information.

Overview:

The Township has two water lots adjacent to the municipal wharf at Crowe's Landing. These are typically leased out on two- or four-year leases.

Staff put out a tender requesting potential leasees to submit bids on the lands for a two year term with the possibility of a two year extension. Notices were circulated to the Stoney Lake community and residents via local associations, the Township website, Twitter and a notice in the paper.

Conclusion:

In total four bids were received. One bid for Part 1 and three bids for Part 3. The bid for Part 1 was from Rob Knox in the amount of \$500.00 per year for term of the lease. The winning bid for Part 3 was also from Mr. Knox in the amount of \$2002.00 per year for the term of the lease.

Financial Impact:

The lease fee for Part 1 will generate an additional \$287.02 in revenue a year and the lease fee for Part 3 will generate an additional \$1153.03 a year over the amounts received in the past.

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:	Results - Tender for Water Lot Leases.docx
Attachments:	
Final Approval Date:	May 10, 2023

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

Elana Arthurs

Recommendation:

That the C.A.O.-2023-11 report, dated May 16, 2023, regarding the Township of Library MOU be approved.

Overview:

The staff at the Township and the Library have a good working relationship and Township staff would like to continue supporting the Library as needed. At times there have been challenges with being able to do this effectively due to resources and efficiently as there were no parameters in place.

In discussions between the Library CEO and the Township CAO we felt it would be prudent to develop a memorandum of understanding to ensure that both parties had clear expectations and the ability to support one and other.

A draft MOU attached was created with the assistance of the Township Treasurer and has been reviewed and accepted by the Douro-Dummer Library Board, pending approval by Council.

Conclusion:

The MOU clearly defines who is responsible for what tasks and establishes a financial threshold to ensure fiscal responsibility.

Financial Impact:

There is no financial impact at this time.

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.

Memorandum of Understanding

Between:

The Township of Douro-Dummer
(herein referred to as the "Township")

-and-

Douro-Dummer Public Library Board
(herein referred to as the "Board")

Whereas the Board is a Public Library Board that has been established pursuant to the provisions of the Public Libraries Act, R.S.O., 1990, c. P.44 (hereinafter referred to as "the PLA") as amended and which operates the public libraries within the geographic boundaries of the Township of Douro-Dummer in accordance with provisions of that Act;

Whereas the Township is a municipal corporation incorporated pursuant to the provisions of the Municipal Act, 2001, SO., 2002, c.25 as amended;

Whereas the Township employees have developed expertise in areas that include administration, human resources, financial services, building and facilities management;

Whereas it is important to the Township and the Board to improve efficiency in delivering municipal services, including library services, to the residents of the Township;

And Whereas the Township and Board wish to enter into a Memorandum of Understanding to outline the services and support the Township is prepared to provide to the Board in providing public library services to the public;

Now therefore the Township and the Board hereby state as follows:

1. The Township and the Board hereby acknowledge:
 - a. The Board is an independent entity and separate from the Township, subject to the provisions of the PLA, and has been established to provide public library services to the residents to the Township;
 - b. The Township is an independent entity and separate from the Board and provides municipal services to the residents of the Township pursuant to the provisions of the Municipal Act, 2001 and related legislation; and
 - c. The Council of the Township of Douro-Dummer annually reviews and approves budgetary estimates received from the Board for the operation of the Board in accordance with Section 24 of the PLA.

2. The Township agrees that it will provide and make available to the Board during the term of this Memorandum of Understanding those services that are listed and more particularly described in Schedule A attached hereto and form part of this Memorandum of Understanding. The Township and the Board acknowledge that this Memorandum of Understanding applies only to those services listed and described in the schedules attached hereto.
3. The Board and the Township agree that while the Board empowers the Township as its agent in order to provide services to the Board, the Board may establish its own policies, procedures and management directives. Services provided by the Township to the Board will be in accordance with Municipal policies and directives.
4. The Board and the Township acknowledge that the Township is able to provide those services as set out in Schedule A attached hereto with existing Township staff and equipment. In the event the Township requires additional staff, equipment, or software to provide the services to the Board as set out in Schedules attached hereto, the cost of engaging staff or acquiring the equipment or software shall be borne by the Board. The parties agree that no new costs will be charged to the Board unless the cost has been approved in writing by the Board prior to any expenditure by the Township.
5. The Chief Administrative Officer (CAO) for the Township and the Chief Executive Officer (CEO) for the Board shall each designate members of their respective staff to address any issues that may arise out of the operation of this Memorandum of Understanding. If designated staff cannot resolve operational issues, then the CAO and CEO will discuss the issue and will make best efforts to reach a consensus.
6. The Township and the Board hereby agree that the Board will appoint the Municipal Treasurer as the Treasurer of the Board in order to allow the Township to act as the Board's agent in regards to financial matters. The Treasurer will attend 3 meetings per year.
7. The Board will present its proposed annual operating and capital budget to Council in the format requested (Public Libraries Act, R.S.O., 1990, c. P.44, s. 24.). The Board acknowledges and agrees that the Township has discretion to amend the proposed budget presented to it by the Board prior to approval. Throughout an operating year, the Township may by by-law or resolution of Council further amend the budget originally approved for library services for that year, only at the request of the Board.

8. A library Operating Reserve will be established which will be under the control of the Library Board and may be used to cover any potential future library deficits or future Council approved library needs. The reserve will not exceed \$20,000. A Library Capital Reserve will also be established which will be under control of the Township and may be used to cover any potential future capital expenses. A capital expense is considered to be anything over \$5,000.
9. The Board will be responsible for monitoring expenditures throughout the year and the Township is not responsible for any costs or deficits incurred by the Board in excess of its approved (as may be amended) operating budget for a particular year. Any annual operating surpluses will be used to top up the Operating Reserve to a maximum balance of \$20,000 and any remaining funds will be placed into the Capital Reserve.
10. Ownership (including tenancy rights and obligations) of all real and personal property of the property managed by the Board is the property of the Township. This includes all library locations as may be changed from time to time, and all chattels within those locations. Cash and bank accounts are managed by the Township.
11. Ownership of all intellectual property used, managed or created by or for the Board's purposes in operating library services in the Township of Douro-Dummer is the property of the Township, with the exception of the following: patron database, bibliographic records, electronic resources and licenses. These remain the intellectual property of the Library Board.
12. The Township and the Board hereby agree that this Memorandum of Understanding will come into effect on the 1st day of May, 2023 and shall continue until such time as either party amends or terminates this Memorandum of Understanding in accordance with the provisions of paragraphs 12 and 13 below.
13. This is the entire operating agreement between the Township and the Board. Any amendments to this Memorandum of Understanding will be reduced to writing and signed by the approved signing officers below.
14. The Township and the Board hereby agree that either party to this Memorandum of Understanding may terminate the agreement upon providing to the other party no less than six (6) months prior written notice, including a motion of Council or the Board, of its intention to terminate this Memorandum of Understanding.

15. Any matters in dispute between the parties in relation to this Memorandum of Understanding (and amendments thereto) may be referred by either party to binding mediation by an agreed-upon mediator.
16. The Board and the Township acknowledge that the CAO and the CEO each have the authority to execute this Memorandum of Understanding on behalf of the Township and Board respectively and also have the authority to make such amendments to this Memorandum of Understanding as may be necessary including the authority to terminate this Memorandum of Understanding in accordance with the provisions of paragraph 13.
17. Any notice or other communication to be given in connection with this Memorandum of Understanding shall be given in writing and may be given by personal delivery, facsimile, email or by registered mail addressed to the recipient as follows:

To the Township:

The Corporation of the Township of Douro-Dummer
894 South St.
Warsaw, ON K0L 3A0
Attention: Chief Administrative Officer

To the Board:

Douro-Dummer Public Library Board
435 4th Line of Douro
Douro-Dummer, ON K0L 2H0
Attention: Chief Executive Officer

or such other address or individual as may be designated by written notice by either party to the other. Any notice given by personal delivery or facsimile shall be conclusively deemed to have been given on the day of actual delivery or transmission thereof and if made or given by registered mail, on the third day not counting Saturday, Sunday or statutory holiday in Ontario, following the deposit thereof in the mail.

18. This Memorandum of Understanding shall be governed by and construed in accordance with the laws of the Province of Ontario.
19. Neither this Memorandum of Understanding nor any of the rights or obligations of either of the parties hereunder may be assigned without the prior written consent of the other party to this Memorandum of Understanding.

In Witness Whereof the parties have executed this Memorandum of Understanding

Signed, Sealed and Delivered

in the presence of

The Corporation of the Township of Douro-Dummer

Elana Arthurs, CAO

The Douro-Dummer Public Library Board

Maggie Pearson, CEO

Schedule A

Memorandum of Understanding

Between:

The Township of Douro-Dummer

and

The Douro-Dummer Public Library Board

Services Provided by the Township to the Library Board

Accounting Services

The Township annually reviews and approves a monetary grant allocation to the Library Board for the provision of public library services to the Township of Douro-Dummer. As such, once the allocation is approved by Council, the funds then come under the control of the Library Board in accordance with the Public Libraries Act, R.S.O. 1990, Section 24. In addition to this grant, the Township provides an in-kind contribution in the form of the following administrative services.

- Payroll Administration, including all payroll related activities, benefit administration and pension requirements
- Accounts Payable
- Deposit record and reconciliation
- Banking/Cash Management/Investment Services
- Annual Budget administration, including preparation and assistance within Board approved budget lines
- Annual Audit requirements, including Financial Statements
- Asset Management
- Monthly* Reports for the Board's Review (*or as required) which will include current reserve balances.
- Insurance
- Official Income Tax Receipts for Donations to the Library
- HST remittance and reconciliation
- Grant application/submission assistance for grants pertaining to Municipal Services or those using the Township's Business Number
- Calculation of Annual Development Charges
- Maintenance of Library Reserve and Reserve Fund Accounts

Human Resources

Pay Equity

The Township will support and assist the Library in matters pertaining to Pay Equity. This support will include:

- Assistance in amending and/or creating new job descriptions
- Advice and assistance in the maintenance of the Plan

Labour Relations

The Township will support and assist the Library in matters pertaining to Labour Relations. This support will include:

- Advice and assistance to the Library on performance management and labour relations
- Advice and assistance to the Library in the preparation and implementation of policies related to labour relations
- All requests for human resources assistance from the Library and responses by the Township will be in writing between the CEO of the Library and the CAO of the Township
- All employment status matters, e.g. lay off and recruitment, must be communicated to the Township through a resolution of the Library Board prior to any action being taken by the Township
- The Township will seek out and coordinate any required legal advice and opinions pertaining to human resource matters on behalf of the Library at the Library's expense

Recruitment

Advice and assistance to the Library in matters pertaining to recruitment. This support will include:

- The development of job descriptions, remuneration levels and job postings
- Oversight of the job competition process including committee formation, interview questions, participant selection and recommended candidate

Training

The Township will include Library Staff in any mandatory or related training that is offered to Township Staff.

Facilities

The Township owns the facilities occupied by the Board for the purposes of library services. The Township will provide the services listed below to the Library in accordance with the Township's standards, policies and directives:

- Capital maintenance projects, e.g. furnace repair
- Coordination of Library-funded leasehold improvement projects
- Energy management
- Repairs and maintenance as required for the exterior structures
- Grass cutting and trimming

Winter Control

The Township will plow and salt the parking lot of the library to the same standard used at all municipally owned facilities. Snow will be removed from parking lots as needed or time allows.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Requests

The Board agrees to operate under MFIPPA. Formal MFIPPA requests for information will be processed by the Clerk.

Township and Library Interaction

The Municipal CAO and Library CEO will meet as required to discuss matters of common interest and concern between the Township and Library.

The Board shall manage their budget for all matters relating to the day to day operation of the Library (staff costs, office supplies, janitorial services, phone lines, hydro, propane, and the purchase and/or replacement of the following types of capital assets:

IT	Equipment	Furniture	Books
Monitors	Appliances	Tables/ chairs	Library books
Printers		Carpet/ flooring	E-books
Telephones		Cabinets	DVDs
Computers		Shelving	Audio Books
Tablets, e-readers, accessibility devices			

The Township shall budget for the following capital assets and the maintenance of same as required in the condition assessment and replacement plan:

Building Improvements	Land Improvements
Exterior Brick/ Masonry/ Steel/ Vinyl/ Wood	Parking Lots
Roofing	Ramps
Windows	Flag Pole
Electrical	Grass Cutting
Mechanical Systems/ Piping/ Fixtures	
HVAC Systems	
Septic Tank and Water System	

Minutes of a meeting of the Douro-Dummer Police Services Board, held on February 3, 2023 in the Township of Douro-Dummer Council Chambers

Present: Heather Watson
Ken Jackman
Caroline Goodenough
Chris Galeazza, OPP
Carol Anne Nelson, Secretary

1. Opening of the meeting – The meeting was opened at 9:30 am by the Secretary.

Oath of Office – Mayor Watson

Mayor Heather Watson accepted and signed the oath office, read by the Secretary.

Call for nominations for Chair

Caroline nominated Ken

Heather seconded the nomination

There were no further nominations

Ken accepted the nomination.

Ken took over the meeting.

Call for nominations for Deputy-Chair

Caroline nominated Heather

Ken seconded the nomination

There were no further nominations

Heather accepted the nomination

2. Disclosure of Pecuniary Interest – none

3. Adoption of the Minutes

Resolution

Moved by: Caroline Goodenough

Seconded by: Ken Jackman

That the minutes of the October 20, 2022 meeting be received.

Carried

4. Delegations - none

5. Business Arising from the Minutes

- a) Update on amalgamated boards

Chris updated the board that the new composition of a joint board should be in place by end of 2023. Royal assent is anticipated in June of 2023 but it is unsure at this time what the board composition will be.

6. Correspondence

a) OPP Report – 4th quarter – October 1-December 31, 2022

Chris reviewed the reports with the Board, highlighting items of interest.

b) Black Cat Reports – County Rd 8 at Douro Fifth Line

Chris updated the Board on the Black Cat report that was presented.

Resolution

Moved by: Caroline Goodenough

Seconded by: Heather Watson

That the OPP 4th quarter report and the black cat report be received.

Carried

Additional correspondence item added to the agenda:

Letter from OPP Commissioner Thomas Carrique regarding Tragic Event in Memphis Tennessee – Tyre Nichols

This item was received as correspondence.

Resolution

Moved by: Heather Watson

Seconded by: Caroline Goodenough

That the correspondence from OPP Commissioner Thomas Carrique be received.

Carried

7. Accounts – none

8. By-laws – none

9. Other/New Business

a) OPP video

The general information video provided by the OPP was viewed by members prior to the meeting.

b) By-law discussion

The OPP are looking for support to consolidate by-laws and be provided guidance on what by-laws they are to enforce. There was discussion on whether this could be brought forward at the County Council level.

c) Special events permits and applications process

Chris indicated that the OPP would like to see a special events application process created where more notice is given to the OPP for special events and road closure requests.

Resolution

Moved by: Caroline Goodenough

Seconded by: Heather Watson

That Council be requested to look into a special events application process.

Carried

d) PSB – presentations

There was discussion pertaining to the OPP hosting presentations at one of our facilities for the benefit of the public. The Secretary will look into if there is money in the budget for these types of events and if there would be a charge to use a township owned facility.

There was discussion pertaining to attending the OAPSB Zone 3 meeting in Baltimore on February 24th as well as the OAPSB conference in Collingwood in the spring.

10. In Camera – none

11. Confirming By-Law No. 2023-1
Resolution

Moved by: Ken Jackman

Seconded by: Caroline Goodenough

That Confirming By-law 2023-1 be enacted and passed this 3rd of February, 2023.

Carried

12. Next meeting date – to be determined

13. Adjournment

Resolution

Moved by: Caroline Goodenough

Seconded by: Heather Watson

That this meeting be adjourned at 11:00 am

Carried

Chair

Secretary

(DRAFT)

Minutes of the Township of Douro-Dummer Public Library Board Meeting

April 3, 2023, 4:00 PM

Present:

**Councillor Thomas Watt
Darla Milne
Georgia Gale-Kidd
Diane Bonner
Gary Rose**

Staff Present

Library CEO Maggie Pearson

1. Call to Order

The Secretary called the meeting to order at 4:00 p.m.

2. Disclosure of any Pecuniary Interest

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

3. Approval of March 14, 2023 Minutes

Resolution Number 32-2023

Moved by: Darla Milne

Seconded by: Georgia Gale-Kidd

That the minutes from the March 13th, 2023 Board meeting be approved.

Carried

4. Business Arising from Minutes

4.1 Committee Reports

4.1.1 Friends of the Library

Verbal report from Georgia Gale-Kidd on programming (family games day and speaker series a success, marketing, registration, and logistics for Eat Pizza Talk Money workshop.)

4.1.2 Art Gallery

Verbal report from Sharon McKeiver on new show hanging by artist Lynda Todd which will run until the summer. Gallery to be empty for the summer – CEO suggested staff show. Tim Sheehan booked for autumn show.

Resolution Number 33-2023

Moved by: Darla Milne

Seconded by: Diane Bonner

That these reports be accepted for information.

Carried

4.2 Action Plan

Resolution Number 34-2023

Moved by: Sharon McKeiver

Seconded by: Gary Rose

That the Policy Committee create its own schedule for the action plan, and that its review is tracked and reported back to the Board regularly.

4.3 Updated Library/ Twp. MOU

Resolution Number 35-2023

Moved by: Darla Milne

Seconded by: Diane Bonner

That the Board is satisfied with the final document and when a report is drafted it can be taken to Council as is.

4. Financial Report

Resolution Number 36-2023

Moved by: Darla Milne

Seconded by: Diane Bonner

That the report be accepted for information and that,
The treasurer includes 2023 budget to actuals and reserves in the May report, as well as attend the meeting.

6. Librarian Reports

6.1 Report to Board: Stats March 2023

6.2 Verbal Report to Board: Staffing

Resolution Number 37-2023

Moved by: Diane Bonner

Seconded by: Sharon McKeiver

That these reports be accepted for information and that Georgia Gale-Kidd and Sharon McKeiver join the interview panel for hiring the new Library Assistant.

7. New Business

7.1 Reciprocal Borrowing with PPL

Resolution Number 38-2023

Moved by: Diane Bonner

Seconded by: Gary Rose

That the Board directs the CEO to sign the reciprocal borrowing agreement with Peterborough Public Library.

7.2 Policy Review/ Adoption

That policy adoption be deferred to next meeting after policy committee has met and that,

In future, policy committee reports be included in committee reports.

8. Adjournment

Moved by: Darla Milne

Seconded by: Councillor Tom Watt

That the meeting be adjourned at 5:05PM

9. Next Meeting: May 9th, 2023, 4PM in the Harvest Room of the Douro Community Centre

Chair, Georgia Gale-Kidd

Secretary, Maggie Pearson

Tony E. Fleming
Direct Line: 613.546.8096
E-mail: tfleming@cswan.com

May 3, 2023

SENT BY EMAIL TO: MartinaC@dourodummer.on.ca

The Township of Douro-Dummer
c/o Martina Chait-Hartwig, Acting Clerk
894 South Street
P.O. Box 92
Warsaw, Ontario
K0L 3A0

Dear Mayor and Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2022
The Township of Douro-Dummer
Our File No. 35050-1**

Background

Effective September 1, 2020, Tony Fleming of Cunningham Swan in Kingston, Ontario, was appointed as the Integrity Commissioner for the Township of Douro-Dummer in accordance with section 223.3(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25 (the “Act”).

This report summarizes the services provided by the Integrity Commissioner to the Township of Douro-Dummer in 2022, in accordance with section 223.6 (1) of the *Act*.

Role of the Integrity Commissioner

The Act mandates that the Integrity Commissioner is responsible for providing the following functions:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.

01011160.DOCX:

TEL: 613-544-0211
FAX: 613-542-9814
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)
WEB: WWW.CSWAN.COM

2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* (“MCIA”) to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the MCIA.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality’s codes of conduct for members of council and members of local boards and about the MCIA.¹

Integrity Commissioner Activity re: the Township of Douro-Dummer

If Council requires ongoing training under the Code of Conduct and the MCIA, Mr. Fleming is available upon request. Individual members may request advice from the Integrity Commissioner at any time. Council or members may contact Mr. Fleming in the following ways:

- 1) Council may pose a question to the Integrity Commissioner in writing regarding the broad obligations of all members (not specific to any one member);
- 2) Individual members may request advice in writing from the Integrity Commissioner in accordance with the Act about their personal obligations.

Requests for Advice

We received one request for advice in 2022 under the Code of Conduct or potential conflicts of interests under the *Municipal Conflict of Interest Act*. These are the most common areas for which we provide advice as Integrity Commissioner.

¹ *Municipal Act*, section 223.3(1).

We encourage members of Council and Local Boards for the Township of Douro-Dummer to contact us in writing should they find themselves unsure of their obligations under the Code or the *Municipal Conflict of Interest Act*. If a member requests and follows our advice, that advice may be relied on should there be a complaint to the Integrity Commissioner on the same facts in the future.

Complaints/Applications for Inquiry

There was one complaint submitted to the Integrity Commissioner for the Township of Douro-Dummer in 2022.

We cannot discuss the details of the complaint received due to the obligation to preserve confidentiality imposed by the *Municipal Act*.

Closing Remarks

We thank the Township of Douro-Dummer for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a member's obligations under the Code of Conduct and the MCIA. We note that this service provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

Members are held to the highest standards of office in their elected positions, and we thank members for their continued attention to the ethical obligations expected of them.

Please contact us with any follow-up questions.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP



Tony E. Fleming, C.S.
LSO Certified Specialist in Municipal Law
(Local Government / Land Use Planning)
Anthony Fleming Professional Corporation
TEF:mj

SENT BY EMAIL

May 10, 2023

Council
Township of Douro-Dummer
894 South Street, P.O. Box 92
Warsaw Ontario, K0L 3A0

Dear Members of Council for the Township of Douro-Dummer:

Re: Complaint concerning the October 5, 2021 council meeting

The Ombudsman received a complaint about a special meeting of council for the Township of Douro-Dummer (the “Township”) held on October 5, 2021. The complaint raised concerns that council’s closed session discussion about the effects of building activity on a road within the community did not fit into the closed meeting exceptions cited by council.

Ombudsman’s role and authority

As of January 1, 2008, the *Municipal Act, 2001*¹ gives anyone the right to request an investigation into whether a municipality has complied with the Act in closing a meeting to the public. Municipalities may appoint their own investigator. The Act designates the Ombudsman as the default investigator for municipalities that have not appointed their own. The Ombudsman is the closed meeting investigator for the Township of Douro-Dummer.

My Office has investigated hundreds of closed meetings since 2008. To assist municipal councils, staff, and the public, we have developed an online digest of closed meeting cases. This searchable repository was created to provide easy access to the Ombudsman’s decisions on, and interpretations of, the open meeting rules. Council

¹ SO 2001, c 25.

members and staff can consult the digest to inform their discussions and decisions on whether certain matters can or should be discussed in closed session, as well as issues related to open meeting procedures. Summaries of the Ombudsman's previous decisions can be found in the digest: www.ombudsman.on.ca/digest.

Our review

In response to the complaint, my Office reviewed the meeting records from council meetings on September 7 and October 5, 2021, including the agenda and the closed and open meeting minutes. We also reviewed the Township's procedure by-law and spoke to the Township's Clerk.

Background

During a council meeting on September 7, 2021, a member of the community delegated to council about the negative effects that building activity was having on a road located in the Township. The meeting minutes state that after receiving the delegation, council directed the Township's Chief Administrative Officer to "report back to council in caucus at a future meeting" on the matter.

A special meeting of council was called on October 5, 2021. According to the meeting minutes, council passed a resolution to proceed into closed session under the "personal matters" and "advice subject to solicitor-client privilege" exceptions to the open meeting rules. The resolution did not include a general description of the matter to be discussed in closed session. However, the meeting agenda indicated that a staff report on the issues raised by the delegation on September 7 would be considered in the closed session.

The Clerk told my Office that while in closed session, council discussed the information contained in the staff report. Council's discussion also included personal information about identifiable individuals. The Clerk confirmed that the Township's lawyer was present during the closed session and provided council with legal advice regarding the matter. The closed session minutes reflect the Clerk's recollection of the meeting.

Analysis

The resolution to move into closed session

Section 239(4) of the Act requires that, before holding a closed meeting, council must state by resolution "the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting." The Ontario Court of Appeal

483 Bay Street, 10th Floor, South Tower / 483, rue Bay, 10^e étage, Tour sud
Toronto, ON M5G 2C9

Tel./Tél. : 416-586-3300 Facsimile/Télécopieur : 416-586-3485 TTY/ATS : 1-866-411-4211

www.ombudsman.on.ca

Facebook : facebook.com/OntarioOmbudsman Twitter : twitter.com/Ont_Ombudsman YouTube : youtube.com/OntarioOmbudsman



noted in *Farber v. Kingston* that a resolution to go into a closed meeting should provide a general description of the issue to be discussed in a way that maximizes the information available to the public while not undermining the reason for proceeding into closed session.²

In this case, the agenda for the October 5 meeting contained a description of topics to be discussed in closed session. However, the resolution passed by council to move into closed session failed to provide any description of the items to be discussed, and only cited the exceptions relied on. In future, council should ensure that its resolution to proceed *in camera* provides the general nature of the matter to be discussed as required by the Act.

The closed session discussion

Council relied on the exceptions for personal matters and advice subject to solicitor-client privilege to discuss the staff report in closed session.

The “personal matters” exception, found in section 239(2)(b) of the Act, applies to discussions that reveal personal information about an identifiable individual. In order to qualify as personal information, it must be reasonable to expect that an individual could be identified if the information were disclosed publicly.³ The exception for advice subject to solicitor-client privilege, found in section 239(2)(f) of the Act, applies where the discussion includes communications between the municipality and its solicitor in seeking or receiving legal advice intended to be confidential. The purpose of the exception is to ensure that municipal officials can speak freely about legal advice without fear of disclosure.

In this case, council’s *in camera* discussion focused on the staff report that reviewed the issues raised by the delegation at the September 7, 2021 meeting. The discussion also included detailed personal information about identifiable individuals. As mentioned above, our review confirmed that the Township’s lawyer was present throughout the discussion and provided council with legal advice.

Accordingly, council’s discussions fit within both the exceptions for personal matters about an identifiable individual and advice subject to solicitor-client privilege.

² 2007 ONCA 173, online: <<https://canlii.ca/t/1qtzl>>.

³ *Ontario (Ministry of Correctional Services) v. Goodis* [2008], OJ No 289 at para 69.

Conclusion

My review has determined that council for the Township of Douro-Dummer did not contravene the open meeting rules in the *Municipal Act, 2001* when it discussed the effects of building activity on a road in closed session on October 5, 2021. However, council must provide a general description of the issue to be discussed in its resolution to move *in camera*.

I thank the Township for its co-operation during my review. The Clerk has confirmed that this letter will be included as correspondence at an upcoming council meeting.

Sincerely,



Paul Dubé
Ombudsman of Ontario

483 Bay Street, 10th Floor, South Tower / 483, rue Bay, 10^e étage, Tour sud
Toronto, ON M5G 2C9

Tel./Tél. : 416-586-3300 Facsimile/Télécopieur : 416-586-3485 TTY/ATS : 1-866-411-4211
www.ombudsman.on.ca

Facebook : facebook.com/OntarioOmbudsman Twitter : twitter.com/Ont_Ombudsman YouTube : youtube.com/OntarioOmbudsman



[About AMCTO \(/About\)](#)[Education & Professional Development \(/Education-Events\)](#)[Professional Accreditation \(/Professional-Accreditation\)](#)[Resources & Publications \(/Resources-Publications\)](#)[Advocacy & Policy \(/Advocacy-Policy\)](#)[Policy Blog \(/Advocacy-Policy/Policy-Updates\)](#)[Reports & Positions \(/Advocacy-Policy/Reports-Positions\)](#)[Legislative & Policy Advisory Committee Members \(/Advocacy-Policy/Legislative-Policy-Advisory-Committee\)](#)[Connecting \(/Connecting\)](#)[Municipal Careers \(/Municipal-Careers\)](#)[May 2023](#)

Third Party Audits of Municipal Finances and Development Charges

2023-05-05 10:37:44 AM

CATEGORIES: [Planning \(/Advocacy-Policy/Policy-Updates?topicCatID=24\)](#), [Infrastructure \(/Advocacy-Policy/Policy-Updates?topicCatID=29\)](#), [Municipal Legislation \(/Advocacy-Policy/Policy-Updates?topicCatID=32\)](#), [Advocacy \(/Advocacy-Policy/Policy-Updates?topicCatID=36\)](#), [Finance \(/Advocacy-Policy/Policy-Updates?topicCatID=48\)](#)

As has been widely covered, Bill 23 More Homes Built Faster Act, 2022 (<https://www.amcto.com/Blog/November-2022/Advocacy-Update-AMCTO-Responds-to-Bill-23>) contained sweeping changes with financial impacts for municipalities. Multiple municipal associations, including AMCTO, flagged concerns to the Province about the impacts of these changes.

As a result, Minister of Municipal Affairs and Housing Steve Clark wrote to municipalities (<https://www.amo.on.ca/sites/default/files/assets/DOCUMENTS/Bill%2023/MMAH%20LTR%20AP%20Response%20to%20Bill%2023%20Comments%2011-30.pdf>) that the Province would launch "third-party audit of select [our emphasis] municipalities to get a factual understanding of their finances, including their reserve funds and development charge administration." There was a commitment to keep municipalities 'whole,' though there was a lack of clarity over what this would look like, and what requirements would be placed on municipalities who were made 'whole'.





Fast forward to May 4th, after months of waiting, we are pleased the Province is finally moving forward with the audit process (<https://news.ontario.ca/en/release/1002948/ontario-moves-forward-with-third-party-audit-process-of-municipal-finances-and-development-fees>). The select municipalities the Province will partner with are the City of Toronto, Peel Region, Mississauga, Caledon, Brampton, and Newmarket.

The release leaves it unclear how these municipalities were selected though Peel Region has been identified as as one of the regions that will work with Provincially appointed facilitators out of Bill 39: Better Municipal Governments Act, 2022 (<https://www.ola.org/en/legislative-business/bills/parliament-43/session-1/bill-39>). This facilitation process is one the Province indicated is to determine (<https://news.ontario.ca/en/backgrounder/1002482/better-municipal-governance-act-2022>) "the best mix of roles and responsibilities between the upper and lower-tier municipalities in those regions, and ensuring they are equipped to deliver on the government's commitment" to building more housing. This will be the second regionally-focussed review (<https://www.ontario.ca/page/regional-government-review>) since the Ford Government took office in 2018.

It also remains unclear how the findings from these audits will be applied to the other municipalities particularly impacted by Bill 23. As we know, municipalities are inherently different from one another.

We hope that these audits will reveal more than just the financial impacts of Bill 23. We hope that it will also uncover the need to ensure Ontario's municipalities and their staff have the means to delivery programs services and infrastructure their communities need.

Related: you can reach more details about the changes to municipalities brought forward by three significant pieces of Provincial legislation here: Municipal Monitor Q1 2023: Long on Ideas Short on Resources (https://dc-docs.dcatalog.com/Davis-Media-Co/Municipal-Monitor/8fe448cc-36bf-4fb7-a644-349990ee0c8f/ZPage_13.jpg?ver=1).

SHARE:  (<https://www.linkedin.com/shareArticle?mini=true&url=https://www.amcto.com/Blog/May-2023/Third-Party-Audits-of-Municipal-Finances-and-Devel&title=Third Party Audits of Municipal Finances and Development Charges>)  (<https://www.facebook.com/sharer/sharer.php?u=https://www.amcto.com/Blog/May-2023/Third-Party-Audits-of-Municipal-Finances-and-Devel&src=sdckpreparse>)  (<http://twitter.com/home/?status=https://www.amcto.com/Blog/May-2023/Third-Party-Audits-of-Municipal-Finances-and-Devel>)  (<https://plus.google.com/share?url=https://www.amcto.com/Blog/May-2023/Third-Party-Audits-of-Municipal-Finances-and-Devel>)  (<mailto:someone@example.com?Body=https://www.amcto.com/Blog/May-2023/Third-Party-Audits-of-Municipal-Finances-and-Devel>)

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ADDRESS

AMCTO

2680 Skymark Avenue, Suite 610,
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Phone: 905-602-4294



AMO 2023



May 10, 2023

Request Your Delegation Meetings at AMO 2023 Today

The Ministry of Municipal Affairs and Housing (MMAH) has opened its request for delegation process for the 2023 Association of Municipalities of Ontario (AMO) Annual General Meeting and Conference.

Delegation meetings are a unique opportunity to meet with provincial ministers and staff on matters of local interest.

The request for delegations is open until **June 9, 2023**. To request a delegation meeting, click [here](#).

AMO 2023 is hosted by the City of London on August 20-23 and being held at the RBC Place London and DoubleTree by Hilton.

Registration information is [here](#).

Contact: events@AMO.on.ca

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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Association of Municipalities of Ontario
200 University Ave., Suite 801, Toronto, ON Canada M5H 3C6

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Children & Youth in Care Day

#ForgetMeNot

In 2014, May 14th was proclaimed into law with the Children and Youth in Care Day Act, 2014. For the past nine (9) years, the day has been about acknowledging the valuable contributions that current and former youth in care make to our communities, as well as to celebrate the strength and resilience that is shown by children and youth in the face of adversity.

Last year, the provincial campaign titled **#ForgetMeNot** intended to bring renewed attention to the unique challenges faced by children and youth in care in the Ontario child welfare system, as well as to highlight their accomplishments.

This year, continuing with the **#ForgetMeNot** theme, we are asking all Ontarians the question: **Are you there for kids in care?** This question is about reminding communities, government and service providers that these young people continue to need critical supports. They cannot be forgotten.

There are approximately 12,000 children in care across Ontario, each one facing many unique challenges. They require allies, advocacy and collaboration to support them on their life's journey. Strong networks and meaningful relationships do make a difference for children and youth in care, let's be there for these young people and support their success. It is important that children and youth know and feel that the community cares for them.

The Kawartha-Haliburton Children's Aid Society will be celebrating the children and youth we work with on May 10th, our first in-person celebration since 2019. Please join us in showing these young people that as a community we see them, we hear them, and we want to celebrate their accomplishments and be part of their success by learning more about how you can show up for children in care in our communities.

Media: For additional information, contact Amy O'Connell, Executive Assistant – KHCAS
T (705) 743-9751 or (800) 661-2843 ext. 1341.

VIA E-MAIL

May 5, 2023

Premier Doug Ford
Legislative Building
Queen's Park
Toronto ON M7 A 1 A4

Dear Premier Ford:

RE: Support for School Bus Stop Arm Cameras

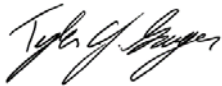
At the Regular Meeting of County Council held on April 20, 2023, Council passed the following resolution as noted in their motion:

**THAT Council endorse the letter from the Municipality of South Huron; and
THAT Council support the Municipality of North Perth call on the Province to support the
implementation of Administrative Monetary Penalties.**

Originating correspondence is attached for reference.

Your attention on this matter is appreciated and we look forward to the Province's support.

Sincerely,



Tyler Sager
Manager of Legislative Service/County Clerk

Cc'd:
Attorney General Doug Downey
MPP Matthew Rae MPP
Minister of Education Stephen Lece
AMO
All Ontario Municipalities



CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

www.southhuron.ca

April 12, 2023

Via email: premier@ontario.ca

Premier Doug Ford
Legislative Building
Queen's Park
Toronto ON M7A 1A4

Re: Support for the School Bus Stop Arm Cameras

South Huron Council passed the following resolution at their March 20, 2023 Regular Council Meeting:

That South Huron Council support the resolution of the Council of the Municipality of North Perth to urge the Provincial Government to:

- a) Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and**
- b) Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities; and**

That this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Mathew Rae and Lisa Thompson MPPs, AMO and all municipalities in Ontario.

Please find attached the originating correspondence for your reference.

Respectfully,

Alex Wolfe, Deputy Clerk
Municipality of South Huron
awolfe@southhuron.ca
519-235-0310 ext 224

Encl.

cc: Attorney General Doug Downey
Minister of Education Stephen Lece
Provincial opposition parties
Mathew Rae MPP
Lisa Thompson MPP
Amo
All Municipalities in Ontario



MUNICIPALITY OF

North Perth

www.northperth.ca

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

March 14, 2023

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
Via Email: premier@ontario.ca

Dear Premier Ford:

RE: School Bus Stop Arm Cameras

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held March 6, 2023:

Moved by Councillor Rothwell Seconded by Councillor Blazek

WHEREAS almost 824,000 students travel in about 16,000 school vehicles every school day in Ontario and according to the Ministry of Transportation's statistics the rate of vehicles blowing by stopped school buses is over 30,000 times every day;

AND WHEREAS the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus was stopped and the stop-arm extended (O. Reg. 424/20);

AND WHEREAS the Association of Municipalities (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones;

AND WHEREAS police resources can not be spread any thinner to enforce Highway Traffic Act offences throughout municipalities;

AND WHEREAS the administrative and financial costs to establish the required municipal Administrative Penalty program under the Highway Traffic Act, and its regulations, are substantial and maybe out of reach for small or rural municipalities that have insufficient amounts of traffic to generate the required funds to offset the annual operational costs of a municipal Administrative Penalty program;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of North Perth urges the Provincial Government to:

- a) Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and
- b) Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

AND FURTHER THAT this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Mathew Rae MPP, AMO and all municipalities in Ontario.

CARRIED

If you have any questions regarding the above resolution, please do not hesitate to contact me at lcine@northperth.ca.

Sincerely,



Lindsay Cline,
Clerk/Legislative Services Supervisor
Municipality of North Perth

cc.

Hon. Doug Downey, Attorney General
Hon. Stephen Lecce, Minister of Education
Provincial Opposition Parties
MPP Matthew Rea
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

The Corporation of the City of Cambridge
Corporate Services Department
Clerk's Division
The City of Cambridge
50 Dickson Street, P.O. Box 669
Cambridge ON N1R 5W8
Tel: (519) 740-4680 ext. 4585
mantond@cambridge.ca

May 10, 2023

Re: Highway Traffic Act Amendments

Dear Ms. Mulroney,

At the Council Meeting of May 9, 2023, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS speeding on our roads is a major concern in our community,

AND WHEREAS speeding can occur in all areas of our community,

AND WHEREAS barriers and delays to enforcement pose a danger to our community,

AND WHEREAS our municipality has limited resources to implement speed mitigation road design and re-design,

AND WHEREAS our local police service has limited resources to undertake speed enforcement,

AND WHEREAS s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones,

THEREFORE BE IT RESOLVED THAT, the City of Cambridge request that the Ontario Government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones;

AND THAT a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, local area MPPs, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.

Should you have any questions related to the approved resolution, please contact me.

Yours Truly,



Danielle Manton
City Clerk

Cc: (via email)
Steve Clark, Ontario Minister of Municipal Affairs and Housing
Local Area MPPs
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

The Corporation of the Township of Douro-Dummer

By-law Number 2023-27

Being a By-law of The Corporation of the Township of
Douro-Dummer to confirm the proceedings of
the Regular Council Meeting held on the 16th day May, 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 regular meeting held on May 16th, 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 Acting Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

Passed in Open Council this 16th day of May, 2023.

Mayor, Heather Watson

Acting Clerk, Martina Chait-Hartwig