



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

**Tuesday, June 20, 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

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3. Moment of Silent Reflection	
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	Purpose of the Application - A Zoning By-law Amendment which will add provisions for second dwelling units in various zones.	
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	Location - 162 County Road 4	
	Concession 10 Pt lot 2	
	Douro Ward, Roll No. 1522-010-004-10100-0000	
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20. Next Meeting

Committee of the Whole - June 27, 2023

Regular Council Meeting - August 1st, 2023

21. Adjournment

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

June 6, 2023, 3:00 PM

Special Closed Session

The open portions of this meeting will be recorded.

The recording of this meeting will be posted on the Township's YouTube Channel as soon as possible after the meeting.

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

Present: Mayor Heather Watson
Deputy Mayor Harold Nelson
Councillor Thomas Watt
Councillor Adam Vervoort
Councillor Ray Johnston

Staff Present: CAO, Elana Arthurs
Acting Clerk, Martina Chait-Hartwig

1. Reason(s) for Special Meeting:

The Mayor called the meeting to order at 3:05 p.m. and that the reason for the special meeting is to allow Council to enter into closed session for various matters.

2. Land Acknowledgement

The Mayor recited the Land Acknowledgement.

3. Disclosure of Pecuniary Interest:

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

4. Adoption of Agenda: June 6, 2023

Resolution Number 171-2023

Moved By: Councillor Watt

Seconded By: Councillor Johnston

That the agenda for the Special Council Meeting, dated June 6, 2023, be adopted, as circulated.

Carried

5. Move into Closed Session

5.1 Adoption of Closed Session Minutes

Closed Session Minutes - March 7, 2023

Special Closed Minutes - March 21, 2023

Closed Session Minutes - April 4, 2023

Closed Session Minutes - April 25, 2023

5.2 Review of Legal Matters with Township Solicitor

5.3 Mathew Savino, SHRP Ltd. - Pay Equity Study

5.4 Elana Arthurs, CAO - HR Updates

Resolution Number 172-2023

Moved By: Councillor Watt

Seconded By: Deputy Mayor Nelson

To allow Council to enter into Closed Session for Reasons Under Section 239 (2) of the Municipal Act, 2001, S.O. 2001, c. 25, as follows:

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (3:07 p.m.)

Carried

6. Rise from Closed Session with or without a Report

Moved By: Councillor Johnston

Seconded By: Councillor Watt

That the Council out of closed session at 4:40 p.m. without a report. Carried

7. Adjournment

Resolution Number 173-2023

Moved By: Councillor Watt

Seconded By: Councilor Johnston

That this meeting adjourn 4:40 p.m. Carried

Mayor, Heather Watson

Acting Clerk, Martina Chait-Hartwig

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

**June 6, 2023, 5:00 PM
Council Chambers in the Municipal Building**

Member Present: **Mayor Heather Watson
Deputy Mayor Harold Nelson
Councillor Thomas Watt
Councillor Adam Vervoort
Councillor Ray Johnston**

Staff Present: **CAO - Elana Arthurs
Acting Clerk - Martina Chait-Hartwig
Interim Treasurer - Paul Creamer**

1. Call to Order

With a quorum of Council being present, the Mayor called the meeting to order at 5:04 p.m.

2. Land Acknowledgement

The Mayor recited the Land Acknowledgement.

3. Moment of Silent Reflection

Council observed a moment of silent reflection.

4. Disclosure of Pecuniary Interest:

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

5. Adoption of Agenda: June 6, 2023

Resolution Number 174-2023

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That the agenda for the Regular Council Meeting, dated June 6, 2023, be adopted, as circulated.

Carried

6. Adoption of Minutes and Business Arising from the Minutes

6.1 Regular Council Meeting Minutes - May 16, 2023

Resolution Number 175-2023

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the minutes of the Regular Council Meeting, dated May 16, 2023, be received and adopted as circulated.

Carried

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

7.1 Rice Lake Snow Drifter - Thank You Letter

7.2 Ministry for Seniors and Accessibility - Seniors Month June 2023

7.3 Eastern Ontario Warden's Caucus (EOWC) - Strategic Priorities 2023

Resolution Number 176-2023

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the Consent Agenda dated June 6, 2023, be received, as circulated.

Carried

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

9. Staff Reports:

9.1 Report and Capital Project Status - June 2023

Resolution Number 177-2023

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the Report and Capital Project Status for June 6, 2023 be received.

Carried

9.2 Consent Application B-116-21 Amended, Planning-2023-18

Resolution Number 178-2023

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That Report, be received and that Severance Application B-116-21 Amended – REVISED be supported and if approved by Peterborough County Land Division, the following Township conditions be imposed:

- \$1250.00 cash-in-lieu of parkland be paid to the Municipality.
- 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.
- A test hole for the septic system be inspected, there is a fee to inspect test holes to ensure a septic system would be viable – current fees are \$150 per severed lot severed and applicant is responsible for the digging of the test holes.

Carried

9.3 Proposed Provincial Planning Statement, Planning-2023-17

Resolution Number 179-2023

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the Report, dated June 6, 2023, regarding the Proposed Provincial Planning Statement be received and that staff be directed to add a cover letter to the Minister and local MPPs indicating Township support of Peterborough County's formal response on the draft Provincial Policy Statement.

Carried

9.4 Annual Building Department Financial Report - 2022, Treasurer-2023-15

Resolution Number 180-2023

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the report, dated June 6, 2023 regarding the Annual Building Department Financial Report - 2022 be received and that \$93,438.45 be transferred from the Building Department reserve for 2022 to balance the annual budget.

Carried

9.5 Credit Card Fees, Treasurer-2023-13

Resolution Number 181-2023

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the report, dated June 6, 2023 regarding Credit Card Fees be received and that Council approve a 2.5% service fee to be added to credit card transactions.

Carried

9.6 Terms of Reference – Historical Committee, Clerk's Office-2023-16

Resolution Number 182-2023

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the report from the, dated June 6, 2023 regarding a draft Terms of Reference for the Historical Committee be received, that the draft Terms of Reference be approved and that staff be directed to begin a recruitment process for members.

Carried

9.7 Draft Public Conduct Policy and Procedure, Clerk's Office-2023-19

Resolution Number 183-2023

Moved by: Councillor Johnston

Seconded by: Councillor Watt

That the report, dated June 6, 2023 regarding the Draft Public Conduct Policy and Procedure be received and that the Policy and Procedure be approved and numbered as Policy A32 and A32a in the Township Policy Manual.

Carried

10. Committee Minutes and Other Reports:

10.1 Discussion - Waiving of Building Permit Fees for those effected by the May 2022 Derecho - Councillor Watt

Resolution Number 184-2023

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That Council approve the waiving of building permit fees for those property owners in the Township of Douro-Dummer who wish to repair or reconstruct structures that had been damaged or destroyed in the Derecho of May 21, 2022 for which their property insurance would not cover the permit cost and that the waiving of fees will not cover expansions or additions to structures which were damages or destroyed and finally that to receive the waiver, all permits with proof of refusal of insurance payment must be applied for no later than May 21, 2025.

11. Correspondence – Action Items:

11.1 Municipality of Tweed - Resolution regarding Reducing Municipal Insurance Costs

Resolution Number 185-2023

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the Resolution from the Municipality of Tweed, regarding a reduction in municipal insurance cost be received and supported. Carried

11.2 Town of Lincoln - Resolution regarding Municipal Heritage Register

Resolution Number 186-2023

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the Resolution from the Town of Lincoln, regarding matters with Municipal Heritage Registers be received. Carried

11.3 Region of Waterloo - Resolution regarding Removing Addresses on Municipal Election Forms

Resolution Number 187-2023

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the Resolution from the Region of Waterloo, regarding removing addresses on Municipal Election forms be received. Carried

11.4 The County of Prince Edward County - Declaring Intimate Partner Violence an Epidemic

Resolution Number 188-2023

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the Resolution from the County of Prince Edward County, declaring intimate partner violence an epidemic be received. Carried

11.5 Municipality of Trent Lakes - Minden Emergency Department

Resolution Number 189-2023

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the Resolution from the Municipality of Trent Lakes, regarding the Minden Emergency Department be received and supported. Carried

11.6 Ministry of Natural Resources and Forestry - Consultation on Streamlining of Approvals under the Aggregate Resources Act

Resolution Number 190-2023

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the letter from the Ministry of Natural Resources and Forestry - Consultation on Streamlining of Approvals under the Aggregate Resources Act be received and supported. Carried

- 11.7 Lynn McCabe, Marie Howran, Pat Smallman and Susan Field - Request for Various Policy Changes

Resolution Number 191-2023

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the letter from Lynn McCabe, Marie Howran, Pat Smallman and Susan Field dated May 29th, 2023, regarding requests for various policy change be received and staff be requested to bring back a report on the request to a future Council meeting.

Carried

12. By-laws: None

13. Reports derived from previous Notice of Motions: None

14. Notices of Motion - No Debate: None

15. Announcements:

Dave Smith, MPP Peterborough-Kawartha will be hosting a Pancake Breakfast on Saturday, June 10, 2023, 8:00 A.M. at the Warsaw Community Center.

Mayor Watson will be presenting at the Three Mayors' Breakfast on Friday, June 23, 2023, 8:00 A.M. at the Lakefield College School.

Mayor Watson - The Douro Canada Day Parade will take place on Saturday, July 1, 2023, at 2:30 P.M. The theme this year is 'Only in Douro' and the route begins at County Road 4 and Douro Fourth Line Road and proceeds South to the County Road 8.

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 - 2023-28

Moved by: Councillor Watt

Seconded by: Mayor Watson

That By-law Number 2023-28, being a By-law to confirm the proceedings of the Special Meeting and Regular Meeting of Council, both held on the 6th day of June, 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 - June 20, 2023

Committee of the Whole - June 27, 2023

21. Adjournment

Resolution Number 192-2023

Moved by: Mayor Watson

Seconded by: Councillor Johnston

That this meeting adjourn at 5:42 p.m. Carried

Mayor, Heather Watson

Acting Clerk, Martina Chait-Hartwig

June 8th, 2023

Township of Douro-Dummer
894 South Street
P.O. Box 92
Warsaw, ON K0L 3A0
Attn: Martina Chait-Hartwig, Acting Clerk
Sent via email: martinac@dourodummer.on.ca

Dear Martina

On behalf of the Kawartha-Haliburton Children's Aid Society I wanted to thank the Township of Douro-Dummer for the letter that was received dated May 18th, 2023. The letter indicated that a resolution was passed at the Council meeting held on May 16th that supported our news release regarding Children and Youth in Care Day.

The provincial campaign for 2023 was once again titled #ForgetMeNot and asked all Ontarians the question "are you there for kids in care?"

It meant a great deal to the Kawartha-Haliburton Children's Aid Society to have received the letter of support from the Township of Douro-Dummer as it meant that you supported not only Children and Youth in Care Day but also the children and youth in our community that need our assistance. It is great to know that children and youth know and feel that the community cares for them...and the Township of Douro-Dummer proved just that.

Thanks again for your letter of support.

Sincerely,



Jennifer McLauchlan, CHRL
Executive Director



**The Corporation of the County of Peterborough
and
The Corporation of the Township of Selwyn**



**Notice of Public Meeting
Concerning a Proposed Official Plan Amendment and
a Proposed Zoning By-Law Amendment**

Take notice that the Corporation of the County of Peterborough is in receipt of a complete application for an Official Plan Amendment in accordance with Section 22(6.4) of the Planning Act. The application has been assigned file number **15OP-22008**.

And Take notice that the Corporation of the Township of Selwyn is in receipt of a complete application to amend Zoning By-Law No. 2009-021, as amended, under Section 34 of the Planning Act. The application has been assigned file number **C-06-22**.

Purpose and Effect of the Applications

The subject lands are designated “Low Density Residential” and are zoned “Residential Type One (R1)” and “Development (D)”. The purpose of the applications is to change the designation and zone on the property to facilitate the development of the subject lands for a multi-unit residential development consisting of nineteen (19) units targeted to seniors. Shared amenities including but not limited to a kitchen, pantry, laundry room, and a computer room/library are proposed. Twenty-three (23) parking spaces, including three (3) dedicated accessible parking spaces will be provided together with a two-car garage.

Statutory Public Meeting Information

The Corporation of the Township of Selwyn will hold a Public Meeting on **Tuesday, July 11th, 2023 at 1:30 p.m.** to consider the proposed Official Plan and Zoning By-Law Amendments under Sections 22 and 34 of the *Planning Act*, R.S.O., 1990, as amended.

Participation in the Public Meeting

Virtual

Any person may attend the virtual public meeting and make written and/or oral submissions either in support or opposition to the proposal. In order to make arrangements to attend the virtual meeting please contact the Clerk by email at achittick@selwyntownship.ca no later than 4:00 p.m. on the day **prior** to the scheduled public meeting. You will be given guidance and instructions on how to attend via Zoom. It is the responsibility of those interested in attending to have the technology in place to connect to the meeting.

In-Person

There will be **limited opportunities for individuals to attend the meeting in person depending on the applicable COVID safety procedures on the date of the meeting** if you are unable to attend the virtual meeting. Please contact the Clerk via email at achittick@selwyntownship.ca for further details.

The Right to Appeal

If a person or public body would otherwise have an ability to appeal the decision of the Council of the County of Peterborough in respect of the proposed Official Plan Amendment (OPA), or to the Council of the Township of Selwyn in respect to the proposed Zoning By-law Amendment (ZBLA) to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the County of Peterborough and/or the Township of Selwyn before the approval authorities give or refuse to give approval to the OPA or ZBLA, the person or public body is not entitled to appeal the decision of the approval authority to the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the County of Peterborough and/or the Township of Selwyn before the approval authorities make a decision regarding the amendments, the person or public body may not be added as a party to hearing of

an appeals before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Getting Information

The applications, supporting information and material are posted online at www.ptbocounty.ca or www.selwyntownship.ca or by contacting the County or Township at the addresses noted below. A copy of the Township Planner's report and other relevant information will be posted on the Township's agenda the week of the Public Meeting.

Other Applications: Consent files B-97-22 and B-98-22.

Notification of Decision: If you wish to be notified of the decision for any or all of the applications, you must make a written request to the Township of Selwyn or County of Peterborough by mail, fax, email or drop box.

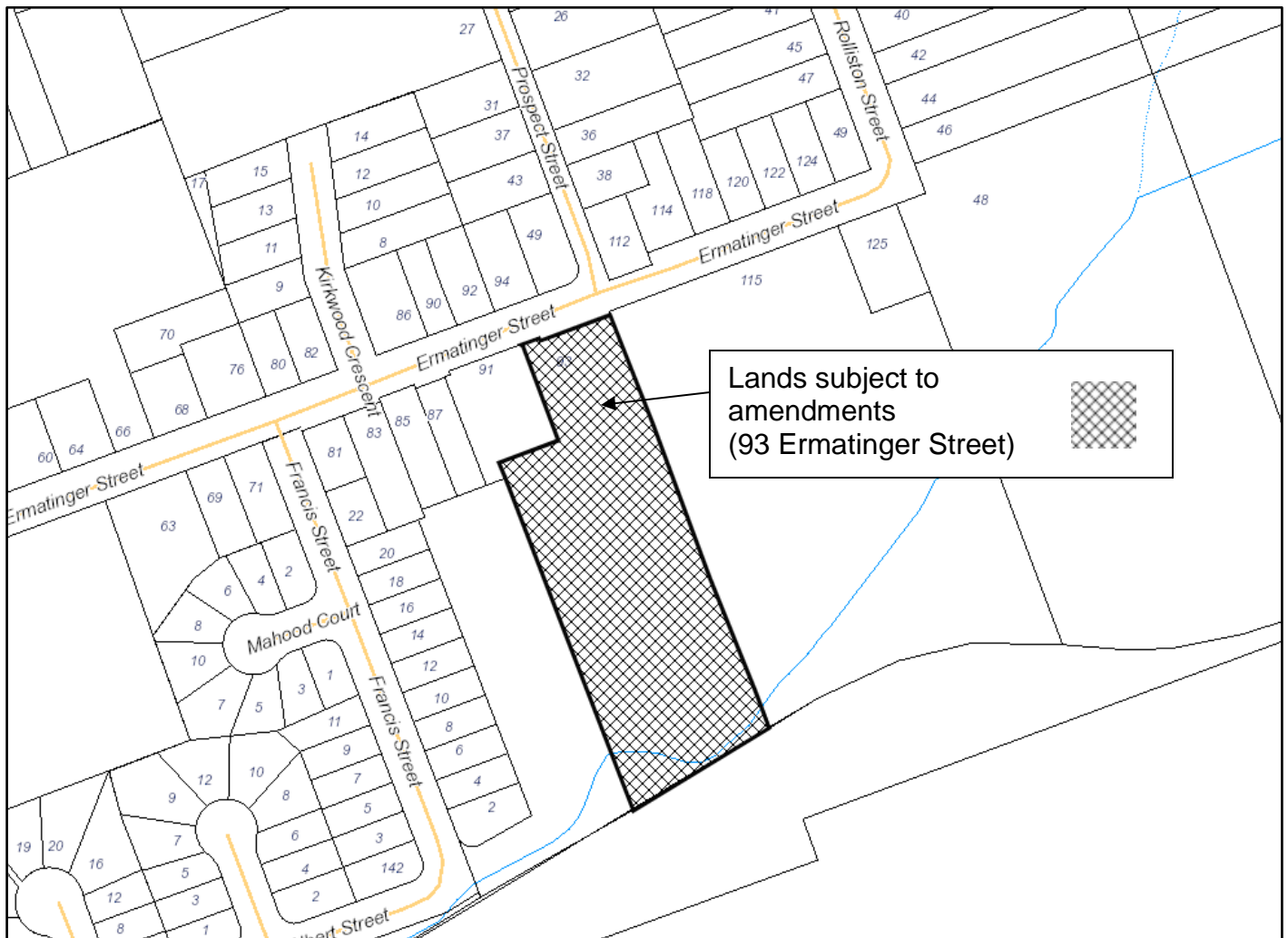
Written submissions:

- **Email** – no later than 11:00 AM on the date of the public meeting.
- **Drop Box** (Municipal Office Adjacent to the Front Door) – No later than 11:00 AM on the date of the Public Meeting
- **Mail** (note – allow for sufficient delivery prior to the public meeting): Township of Selwyn, PO Box 270, Bridgenorth, ON K0L 1H0
- **Fax** – no later than 11:00 AM on the date of the public meeting: (705) 292-8964

County of Peterborough
470 Water Street
Peterborough, ON K9H 3M3
Phone: 705-743-0380
csaccoccia@ptbocounty.ca

Township of Selwyn
1310 Centre Line
P.O. Box 270
Bridgenorth, ON K0L 1H0
Phone: 705-292-9507
plundberg@selwyntownship.ca

Key Map



1525 Cornwall Rd Unit 22
Oakville, ON L6J 0B2
+1 289 291 6472

Harold Nelson
647 Douro 3rd Line
Douro-Dummer, ON
K0L 2H0

RE: OGRA Long Service Award Recognition

Dear Harold:

On behalf of Good Roads, it is my distinct pleasure to be awarding you a Good Roads Long Service Award. This honour is only given to those with a minimum of 30 years in the roads sector.

You have been nominated by Jake Condon for your **39** years of public service. This is an amazing accomplishment. Your career has spanned an era of unprecedented change for Ontario and all of its municipalities, including Township of Douro-Dummer. The one thing that has not changed during this time is the importance of your work. Everyone understands that better roads make better communities.

On behalf of everyone at Good Roads, I offer heartfelt congratulations as you celebrate this milestone.

Thank you for your service.

Best regards,



Scott Butler
Executive Director

CC: Jake Condon, Manager of Public Works, Township of Douro-Dummer

Good Roads

Recommendation:

That the Planning-2023-21 report, dated June 20, 2023, regarding Zoning By-law Amendment – File R-03-23 be received; and

That Council receive all comments related to Zoning By-law Amendment File R-03-23; and

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

Overview:

In 2018, the Township passed By-law No. 2018-60, a Zoning By-law Amendment which added provisions for second dwelling units. The By-law implemented changes introduced to the Local Component of the Official Plan through Official Plan Amendment (OPA) No. 48. The changes were necessary as a result of the Strong Communities through Affordable Housing Act which required municipalities to permit second units in their official plans and zoning by-laws via Section 16(3) of the Planning Act.

Recent legislation has changed Section 16(3) of the Planning Act to state that no Official Plan may contain policies that prohibit the use of two residential units on a parcel of “urban residential land”, or for requiring more than one parking space or requiring a minimum floor area for these units. A parcel of urban residential land is a parcel of land in a settlement area that is serviced with municipal water and sewer. Since the Township of Douro-Dummer does not have municipal services, these changes did not impact the Township.

Although there have been no changes to the Official Plan regarding second units, Township Staff have found it is necessary to update the existing zoning requirements. The initial By-law passed in 2018 established where and how second units in the Township can be permitted. Since working with the By-law Staff have identified areas where additional clarity is required.

The purpose of the attached Draft Zoning By-law Amendment is to clarify By-law No. 2018-60. The amendment is textual in nature and will update applicable general provisions and definitions, as well as the Residential Zone (R), Hamlet Residential Zone (HR), Shoreline Residential Zone (SR) and Rural Zone (RU) which currently regulate second dwelling units in the Township.

The Draft By-law varies slightly from the Draft circulated and posted with the Notice of Public Meeting. The text of the By-law has not changed, but headings have been added to provide for ease of applicability. A copy of the Draft By-law is attached to this Report.

Notice of the public meeting was given on May 30, 2023 by ordinary mail and/or e-mail to all prescribed public bodies and to every person and public body that has provided a written request for Notice.

Notice of the public meeting was published in the Peterborough This Week on June 1, 2023 and in the Lakefield Herald on June 2, 2023. The Notice was posted on the Township Website.

A copy of the Notice is attached to this Report. The giving of Notice complies with the applicable Regulation of the Planning Act.

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

Section 1.1.1 of the PPS provides a number of criteria for providing healthy, liveable and safe communities by:

- accommodating a range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons); and
- avoiding development and land use patterns which may cause environmental or public health and safety concerns; and promoting cost effective development patterns to minimize land consumption and servicing costs.

In Settlement Areas, Section 1.1.3.4 of the PPS states that “appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety”.

In Rural Areas, Section 1.1.4.1 requires that healthy, integrated and viable rural areas should be supported by accommodating an appropriate range and mix of housing in rural settlement areas and encouraging the conservation and redevelopment of existing rural housing stock on rural lands.

Sections 1.4.1 and 1.4.3 of the PPS require that municipalities provide for an appropriate range and mix of housing options and densities to meet the projected requirements of current and future residents. This can be achieved by permitting and facilitating:

- all housing options required to meet the social, health, economic and well-being requirements of current and future residents;
- all types of residential intensification, including additional residential units and redevelopment;
- promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities; and
- establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and

facilitate compact form, while maintaining appropriate levels of public health and safety.

Section 2.2.1.4 of the Growth Plan indicates that applying the policies of the Plan will support the achievement of complete communities that provide a diverse range and mix of housing options, including additional residential units and affordable housing, to accommodate people at all stages of life, and to accommodate the needs of all household sizes and incomes.

In addition, Section 2.2.6.1 (a) states that upper-tier municipalities, in consultation with lower-tiers, will support housing choice through the achievement of the minimum intensification and density targets of the Growth Plan by identifying a diverse range and mix of housing options and densities, including additional residential units and affordable housing to meet projected needs of current and future residents.

The Draft By-law is consistent with the Provincial Policy Statement and conforms to the Growth Plan.

Conformity to Official Plan:

Section 5.1.3.2 of the Official Plan encourages local municipalities to permit residential intensification where servicing, the physical potential of the building stock, and the physical potential of the site is deemed appropriate and suitable for intensification.

Further, this Section states that residential intensification includes, but is not limited to, conversion, infill, redevelopment, the creation of rooming, boarding and lodging houses, garden suites and the creation of accessory apartments.

Section 7.34 of the Official Plan provides policy direction for second units. This Section has not changed since the approval of OPA No. 48 and, as applicable to the Township of Douro-Dummer, states:

Second units can provide an effective form of intensification and increase the availability of affordable housing choices for residents. Second units are defined as a dwelling unit which is ancillary and subordinate to the primary dwelling unit that may be contained within the main building on a lot or in an accessory structure.

It shall be the policy of this Plan to permit a second unit within a single detached dwelling, semi-detached dwelling or townhome dwelling provided that the physical character of the dwelling is not substantially altered. Pursuant to this policy, the implementing Zoning By-Law shall define second units and establish zone provisions which would consider the following criteria:

- a) Only one second unit per single detached, semi-detached, or row/townhouse dwelling will be permitted;
- b) A second unit may be contained within the primary residential dwelling or in a building accessory thereto, but not in both;

- c) Mobile homes are not permitted as second units;
- d) A second unit will not be permitted in waterfront areas/developments on private roads which are not maintained by the municipality and where emergency access may be limited;
- e) A second unit will not be permitted within a floodplain;
- f) A second unit shall not be permitted within 30 metres of the high water mark of any lake or major watercourse;
 - i) Notwithstanding subsection (f), in the Township of Douro-Dummer, a second unit may be permitted in a dwelling that is located within the 30 metre setback, in accordance with the Township's Zoning By-Law, provided any addition that is necessary to accommodate the second unit does not further encroach into the water setback. Under no circumstances will a second unit be permitted in an accessory building that is located within 30 metres of the high water mark.
- g) A second unit shall not be permitted within 300 metres of lakes that have been determined to be at development capacity;
- h) Adequate servicing must be available to service the second unit through either the municipal system or through individual, privately owned systems;
- i) Second units connected to municipal services must be connected to the service lines of the primary dwelling to the Township's specifications;
- j) A second unit that is to be serviced via private water source must demonstrate an adequate source of potable water;
- k) A second unit serviced via a private sanitary sewage disposal system must demonstrate to the satisfaction of Peterborough Public Health, or appropriate approval authority, the capacity of the system to do so;
- l) Severance to subdivide a second unit from its primary residential dwelling will not be permitted;
- m) A second unit must comply with the requirements of the Ontario Building Code, Ontario Fire Code, the Township's Comprehensive Zoning By-law and Property Standards By-law
- n) Existing Garden Suites may be considered as second units provided they conform to these policies and the zoning by-law.

The Draft By-law conforms to the existing Official Plan.

The adopted, but not yet approved Official Plan contains policies for additional residential units in Section 5.6.2. The new Official Plan proposes to increase the maximum number of additional residential units per single detached, semi-detached or row/townhouse dwelling from one (1) to two (2). Additional residential units may be

contained within the primary residential dwelling or in a building accessory thereto. A maximum of one additional residential unit may be permitted in an accessory building.

Once approved by the Province, the Township Zoning By-law will require an amendment in order to comply with the new Official Plan.

Comments:

Additional information regarding the By-law was requested by one member of the public via e-mail. A copy of the red-line revisions and a link to the Agenda where the Planning Report would be located was provided in e-mail correspondence dated June 8, 2023.

As of the writing of this Report, no further comments have been received from members of the public.

All department managers have been circulated for comment on this application and there were no comments or concerns identified.

Comments were received from the following agencies:

- Enbridge Gas Inc.: No objections to the application.
- Ministry of Transportation: No concerns with the proposed Zoning By-law Amendment.
- Bell Canada: No specific comments or concerns.

Conclusion:

As proposed, the Draft By-law is consistent with the Provincial Policy Statement and conforms to the Growth Plan and the Official Plan.

The By-law will provide clarity for Staff when implementing second dwelling unit provisions and for the public in understanding where and how second units in the Township can be permitted.

Financial Impact:

The cost of advertising the public meeting in the Lakefield Herald was \$354.02 and the cost of advertising in Peterborough This Week was approximately, \$1,207.00.

Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.

Sustainability Plan Applicability:

N/A

Report Approval Details

Document Title:	R-03-23 (Second Dwelling Units).docx
Attachments:	<ul style="list-style-type: none"> - R-03-23 - ZBA Notice.pdf - 2018-60 - ZBA Secondary Suites.pdf - R-03-23 Draft By-law.pdf - DD Zoning Bylaw Excerpts with revisions (for Second Dwelling Units).pdf
Final Approval Date:	Jun 13, 2023

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

Martina Chait-Hartwig

Elana Arthurs



Township of Douro-Dummer
Notice of Application and Public Meeting
Concerning a proposed Zoning By-law Amendment
Application R-03-23

The meeting will be held in person and electronically

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

Date and Time: **Tuesday, June 20, 2023 at 5:00 p.m.**
Location: Council Chambers of the Municipal Office
894 South Street, Warsaw ON and
Electronic Meeting Site

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

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

Legal Description/ Address:	The amendment applies throughout the Township and within the zoning categories listed below
Owner/Applicant:	Township of Douro-Dummer
File Name:	R-03-23

Purpose and Effect of Application:
The Zoning By-Law Amendment will clarify By-law No. 2018-60 which previously introduced provisions for second dwelling units. The amendment is textual in nature and will update applicable general provisions and definitions, as well as the Residential Zone (R), Hamlet Residential Zone (HR), Shoreline Residential Zone (SR) and Rural Zone (RU) which currently regulate second dwelling units in the Township.

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

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

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

A Key Map is not attached as the amendment applies generally throughout the Township, and within the zoning categories listed above.

The Right to Appeal

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

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

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

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

Dated this 30th day of May, 2023 at the Township of Douro-Dummer.

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

Christina Coulter
Planner
705-652-8392 Ext. 226
christinac@dourodummer.on.ca

The Corporation of the Township of Douro-Dummer

By-law Number 2018 - 60

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

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

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

And Whereas the Council of the Township of Douro-Dummer has initiated a zoning by-law amendment to amend By-Law No. 10-1996, otherwise known as the Comprehensive Zoning By-Law, insofar as it is necessary to establish provisions to regulate the construction of second dwelling units within the Township;

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

1. The area affected by this By-Law includes all lands within the Hamlet Residential (HR), Residential (R), Shoreline Residential (SR) and Rural (RU) zones. As such, there is no schedule attached to this amendment.
2. Section 3 – General Provisions – is hereby amended by the addition of a new subsection 3.39, immediately following subsection 3.38, which shall read as follows:

“3.39 Second Dwelling Unit

Notwithstanding any other provision of this By-law to the contrary, a second dwelling unit shall be permitted within a single detached dwelling, a semi-detached dwelling, a row house dwelling or within an accessory structure to these housing types where they are identified as a permitted use. The following provisions shall also apply:

- (a) Only one second dwelling unit per single detached, semi-detached, or row house dwelling is permitted;
- (b) The second dwelling unit may be contained within the primary dwelling unit, or in a building accessory to the residential use, but not in both;
- (c) The second dwelling unit must be clearly subordinate to the primary dwelling unit;
- (d) The exterior appearance of the dwelling is generally unaltered to accommodate the second dwelling unit;
- (e) One off-street parking space shall be provided for the second dwelling unit, in addition to any parking space required by this by-law for the other residential unit(s). The off-street parking associated with the dwelling unit(s) may be stacked provided that the number of spaces so arranged does not exceed two (2).
- (f) The second dwelling unit must comply with the requirements of the Ontario Building Code and Fire Code;

- (g) Second dwelling units which are located in accessory buildings which are detached from the principal dwelling shall comply with the following:
 - i) shall comply with the residential zone regulations of the respective zone;
 - ii) shall not be in the form of a mobile home;
- (h) Notwithstanding the above, second dwelling units shall not be permitted:
 - i) Within a dwelling that is located in an Environmental Conservation (EC) Zone or in a floodplain;
 - ii) Within a dwelling that is permitted accessory to a permitted non-residential use;
 - iii) Within a building that is accessory to i) or ii) above
 - iv) On any property that is accessed by a private road.

The remainder of the subsections in Section 3 will be renumbered accordingly.

- 3. Section 4.1 – Residential Zone (R) Permitted Uses – is hereby amended by adding a new subsection, 4.1.3, immediately following subsection 4.1.2, which shall read as follows:

4.1.3 a second dwelling unit;

- 4. Section 5.1 – Hamlet Residential Zone (HR) Permitted Uses – is hereby amended by adding a new subsection, 5.1.3, immediately following subsection 5.1.2, which shall read as follows:

5.1.3 a second dwelling unit;

- 5. Section 6.1 – Shoreline Residential Zone (SR) Permitted uses – is hereby amended by adding a new subsection, 6.1.4, immediately following subsection 6.1.3, which shall read as follows:

6.1.4 a second dwelling unit;

- 6. Section 9.1 – Rural Zone (RU) Permitted Uses – is hereby amended by adding a new subsection, 9.1.24, immediately following subsection 9.1.23, which shall read as follows:

9.1.24 a second dwelling unit;

- 7. Section 22 – Definitions – is hereby amended by the addition of two new subsections 22.63.3 and 22.63.4, immediately following subsection 22.63.2, which shall read as follows:

22.63.3 “Dwelling Unit, Primary” means the principal dwelling unit as permitted in a residential or rural zone.

22.63.4 “Dwelling Unit, Second” means a dwelling unit which is self-contained, accessory to, and situated within a primary dwelling unit or within an accessory structure on the same lot as the primary dwelling unit.

- 8. Section 22 – Definitions – is hereby further amended by deleting subsection 22.111 (definition of “In-law Suite”) in its entirety and replacing it with the following:

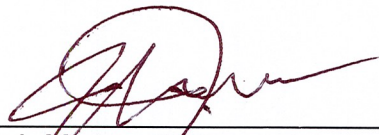
22.111 Section reserved.

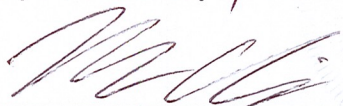
9. That this By-law shall come into effect upon the approval of Official Plan Amendment No. 48 to the County Official Plan.

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

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

Passed in open council this 6th day of November, 2018.



Mayor, J. Murray Jones

Deputy Clerk, Martina Chait-Hartwig

The Corporation of the Township of Douro-Dummer
By-law Number 2023 - XX

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

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

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

And Whereas the Council of the Township of Douro-Dummer has initiated a zoning by-law amendment to amend By-Law No. 10-1996, as amended, insofar as it is necessary to permit and clarify provisions regulating the construction of second dwelling units within the Township;

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

1. The area affected by this By-Law includes all lands within the Residential Zone (R), Hamlet Residential Zone (HR), Shoreline Residential Zone (SR) and Rural Zone (RU). As such, there is no schedule attached to this amendment.
2. Section 3 – General Provisions – is amended by deleting subsection 3.39 Second Dwelling Units in its entirety and replacing it with the following:

"3.39 Second Dwelling Units

Notwithstanding any other provision of this By-law to the contrary, a second dwelling unit shall be permitted within a permanent single detached dwelling, a semi-detached dwelling, a rowhouse dwelling or as a structure accessory to these primary dwelling unit housing types where they are identified as a permitted use.

3.39.1 General Provisions:

The following general provisions shall apply to all second dwelling units:

- (a) Only one second dwelling unit is permitted per primary dwelling unit;
- (b) The second dwelling unit may be an attached second dwelling unit or a detached second dwelling unit, but not both;
- (c) The second dwelling unit must be clearly subordinate to the primary dwelling unit and shall not be greater in area than the primary dwelling unit.
- (d) One (1) off-street parking space shall be provided for the second dwelling unit, in addition to any parking space

required by this By-law for the other residential unit(s). The off-street parking associated with the dwelling unit(s) may be stacked provided that the number of spaces so arranged does not exceed two (2).

- (e) The second dwelling unit must comply with the requirements of the Ontario Building Code and Fire Code;
- (f) A second dwelling unit shall not be permitted within the 30 metre water yard setback, unless as otherwise outlined herein;
- (g) Second dwelling units shall not be permitted:
 - i) Within a floodplain;
 - ii) Within a dwelling that is located in an Environmental Conservation (EC) Zone;
 - ii) Within a dwelling that is permitted accessory to a permitted non-residential use;
 - iii) Within a building that is accessory to i) or ii) above;
 - iv) On any property that is accessed by a private road;
 - v) On a lot containing a sleeping cabin.

3.39.2 Second Dwelling Units Within or Attached to a Primary Dwelling Unit:

An attached second dwelling unit that is constructed within or as an addition to a primary dwelling unit shall:

- i) comply with the residential zone regulations of the respective zone;
- ii) be permitted where the primary dwelling unit is located within the 30 metre water yard setback provided any addition that is necessary to accommodate the second unit does not further encroach into the water yard setback;

3.39.3 Second Dwelling Units Within a New or Existing Accessory Structure:

An attached second dwelling unit that is constructed as a component of an accessory (new or existing) structure shall comply with the following:

- i) shall comply with the residential zone regulations of the respective zone except as outlined below;
- ii) shall be exempt from the minimum floor area and minimum first storey floor area regulations;
- iii) the maximum lot coverage shall be calculated in accordance with Section 3.1.3 of this By-law;
- iv) a maximum of 10% of the first storey floor area can be associated with the second dwelling unit;
- v) the maximum building height shall not exceed 7.5 metres and shall be measured from the finished grade at the front of the building to the highest point;
- vi) shall not contain a home industry or home occupation;

3.39.4 Second Dwelling Units as Stand Alone Accessory Structures:

A detached second dwelling unit shall comply with the following:

- i) shall comply with the residential zone regulations of the respective zone except as outlined below;
- ii) shall have a maximum height of 4.5 metres and at no time shall exceed the height of the existing primary dwelling;
- iii) the maximum lot coverage shall be calculated in accordance with Section 3.1.3 of this By-law;
- iv) the maximum ground floor area shall not exceed 70% of the ground floor area of the primary dwelling unit;
- v) shall be located no further than 30 metres from the primary dwelling. A Minor Variance will not be required, if for reasons of health and/or safety, the detached second dwelling unit cannot be located within 30 metres of the primary dwelling and all other applicable provisions and regulations of By-law No. 10-1996, as amended are complied with;
- vi) shall not be in the form of a mobile home;

3. Section 4.2.1 – Regulations for Uses Permitted in Section 4.1.1 is amended by deleting the heading and replacing it with the following:

4.2.1 Regulations for Uses Permitted in Section 4.1.1 and 4.1.3

4. Section 4.2.1 subsection l) is amended by deleting it in its entirety and replacing it with the following:

l) Maximum Number of Primary Dwelling Units per Lot 1

5. Section 5.2.1 – Regulations for Uses Permitted in Section 5.1.1 is amended by deleting the heading and replacing it with the following:

5.2.1 Regulations for Uses Permitted in Section 5.1.1 and 5.1.3

6. Section 5.2.1 subsection l) is amended by deleting it in its entirety and replacing it with the following:

l) Maximum Number of Primary Dwelling Units per Lot 1

7. Section 6.2.1 – Regulations for Uses Permitted in Section 6.1.1 and 6.1.2 is amended by deleting the heading and replacing it with the following:

6.2.1 Regulations for Uses Permitted in Section 6.1.1, 6.1.2 and 6.1.4

8. Section 6.2.1 subsection m) is amended by deleting it in its entirety and replacing it with the following:

m) Maximum Number of Primary Dwelling Units per Lot 1

9. Section 9.1.6 is amended by deleting it in its entirety and replacing it with the following:

9.1.6 a second dwelling unit

10. Section 9.1.24 is amended by deleting it in its entirety.

11. Section 9.2.3 is amended by deleting it in its entirety and replacing it with the following:

9.2.3 Reserved

12. Section 9.2.4 – Regulations for Uses Permitted in Section 9.1.5 is amended by deleting the heading and replacing it with the following:

9.2.4 Regulations for Uses Permitted in Section 9.1.5 and 9.1.6

13. Section 9.2.4 subsection I) is amended by deleting it in its entirety and replacing it with the following:

I) Maximum Number of Primary Dwelling Units per Lot 1

14. Section 9.2.5 is amended by deleting this section in its entirety and replacing it with the following:

9.2.5 Reserved

15. Section 22 – Definitions is amended by deleting Section 22.3 in its entirety and replacing it with the following:

22.3 "Accessory" means a use, building or structure that is naturally and normally incidental, subordinate and exclusively devoted to a main use, building or structure, and located on the same lot therewith.

16. Section 22 – Definitions is amended by deleting the words "and includes a farm dwelling and accessory buildings" in Section 22.6 so that the definition of "Agriculture Use" shall read as follows:

22.6 "Agriculture Use" means a use of land, buildings or structures for the purpose of forestry, field crops, orchard crops, berry crops, aviaries, apiaries, animal husbandry, tree nurseries, market gardening, dairying, poultry, aquafarming and any other use customarily and normally related to the field of agriculture.

17. Section 22 – Definitions is amended by deleting Section 22.62 in its entirety and replacing it with the following:

22.62 "Dwelling" means a building or structure containing one (1) or more dwelling units occupied or capable of being occupied for the exclusive use of the occupants, but does not include any travel trailer, mobile home, motor home or recreational vehicle.

22.62.1 "Single Detached Dwelling" means a building containing one primary dwelling unit intended to be used for continuous habitation. This definition shall include a modular dwelling as defined herein.

22.62.2 "Accessory Dwelling" means a single detached dwelling which is accessory to a permitted non-residential use and is occupied by either the owner or

by a person employed on the lot where such dwelling is located.

22.62.3 "Duplex Dwelling" means the whole of a building that is divided horizontally into two primary dwelling units, each of which has an independent entrance, either directly from the outside, or through a common vestibule.

22.62.4 "Modular Dwelling" - See "Modular Home".

22.62.5 "Semi-Detached Dwelling" means the whole of a building that is divided vertically into two primary dwelling units, each of which has an independent entrance directly from the outside or through a common vestibule.

22.62.6 "Permanent Dwelling" means a dwelling used or intended to be used for continuous habitation.

22.62.7 "Recreational Dwelling" means a dwelling used or intended to be used for occasional habitation for vacation, recreation, rest and relaxation purposes which is not the owners primary dwelling unit.

22.62.8 "Rowhouse Dwelling" means one of three or more single detached dwellings joined side by side sharing a common wall and roofline each of which has an independent entrance directly from the outside.

18. Section 22 – Definitions – is hereby amended by deleting Section 22.63.3 in its entirety and replacing it with the following:

22.63.3 "Dwelling Unit, Primary" means the main or principal dwelling unit on a lot, which is typically the owner's primary residence.

19. Section 22 – Definitions – is hereby amended by deleting Section 22.63.4 in its entirety and replacing it with the following:

22.63.4 "Dwelling Unit, Attached Second" means a dwelling unit with a separate entrance, kitchen, bathroom and living area that is created within or as an addition to the existing primary dwelling unit or within or as an addition to an existing accessory structure located on the same lot as the primary dwelling unit.

20. Section 22 – Definitions – is hereby amended by the addition of a new subsection 22.63.5 immediately following subsection 22.63.4 which shall read as follows:

22.63.5 "Dwelling Unit, Detached Second" means a stand-alone dwelling unit that is located on the same lot as the primary dwelling unit.

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

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

Passed in open council this XXth day of XXXX, 2023.

Mayor, Heather Watson

Acting Clerk, Martina Chait-Hartwig

(b) any building or structure erected in any zone under the authority of this paragraph shall be permitted provided that the building or structure is designed and maintained in general harmony with the buildings of the type permitted in the zone.

3.37.3 Nothing in this By-law shall prevent land to be used as a street or prevent the installation of a watermain, sanitary sewer main, storm sewer main, gas main, pipe line, underground hydro, telephone, communication or other transmission standards, telephone switching station or other supply and/or communication line or electrical supply facilities.

3.37.4 Notwithstanding any provisions of this By-law to the contrary, no residential dwelling shall be located within 50 metres of a secondary rail line and 100 metres of a principal rail line.

3.38 Satellite Dishes

Notwithstanding any other provision of this By-law to the contrary in any residential zone no component of a satellite dish system constituting a diameter greater than .46 metres shall be located in a minimum required front yard, minimum required exterior side yard, minimum required water yard, or closer than 1.8 metres to an interior side lot line or rear lot line; otherwise, in any other zone a satellite dish system shall comply with the yard and setback requirements of the zone in which it is situated.

3.39 Second Dwelling Units

Notwithstanding any other provision of this By-law to the contrary, a second dwelling unit shall be permitted within a permanent single detached dwelling, a semi-detached dwelling, a row-house dwelling or ~~within a structure~~ accessory ~~structure~~ to these primary dwelling unit housing types where they are identified as a permitted use.

3.39.1 General Provisions:

_____The following general provisions shall ~~also~~ apply to all second dwelling units:

- (a) ~~only~~ Only one second dwelling unit is permitted per primary dwelling unit - single detached, semi-detached, or row house dwelling is permitted;
- (b) ~~the~~ The second dwelling unit may be contained within the primary dwelling unit, or in a building accessory to the residential use; an attached second dwelling unit or a detached second dwelling unit, but not ~~in~~ both;
- (c) ~~the~~ The second dwelling unit must be clearly subordinate to the primary dwelling unit and shall not be greater in area than the primary dwelling unit;
- ~~(e)~~ —
 - ~~(d)~~ the exterior appearance of the dwelling is generally unaltered to accommodate the second dwelling unit;
- ~~(e)~~ (d) one One (1) off-street parking space shall be provided for the second dwelling unit, in addition to any parking space required by this By-law for the other residential unit(s). The off-street parking associated with the dwelling unit(s) may be stacked provided that the number of spaces so arranged does not exceed two (2).
- ~~(f)~~ (e) the The second dwelling unit must comply with the requirements of the Ontario Building Code and Fire Code;
- (f) A second dwelling unit shall not be permitted within the 30 metre water yard setback, unless as otherwise outlined herein;
- (g) second dwelling units shall not be permitted:
 - i) Within a floodplain;
 - ii) Within a dwelling that is located in an Environmental Conservation (EC) Zone;
 - iii) Within a dwelling that is permitted accessory to a permitted non-residential use;
 - iv) Within a building that is accessory to i) or ii) above;
 - v) On any property that is accessed by a private road;
 - vi) On a lot containing a sleeping cabin.

3.39.2 Second Dwelling Units Within or Attached to a Primary Dwelling Unit:

An attached second dwelling unit that is constructed within or as an addition to a primary dwelling unit shall:

- i) comply with the residential zone regulations of the respective zone;
- ii) be permitted where the primary dwelling unit is located within the 30 metre setback provided any addition that is necessary to accommodate the second unit does not further encroach into the water yard setback;

3.39.3 Second Dwelling Units Within a New or Existing Accessory Structure:

An attached second dwelling unit that is constructed as a component of an accessory structure (new or existing) shall comply with the following:

- i) shall comply with the residential zone regulations of the respective zone except as outlined below;
- ii) shall be exempt from the minimum floor area and minimum first storey floor area regulations;
- iii) the maximum lot coverage shall be calculated in accordance with Section 3.1.3 of this By-law;
- iv) a maximum of 10% of the ground floor area can be associated with the second dwelling unit;
- v) the maximum building height shall not exceed 7.5 metres and shall be measured from the finished grade at the front of the building to the highest point;
- vi) shall not contain a home industry or home occupation;

3.39.4 Second Dwelling Units as Stand Alone Accessory Structures:

~~(g)~~ A detached second dwelling unit_s which are located in accessory buildings which are detached from the principal dwelling shall comply with the following:

- i) shall comply with the residential zone regulations of the respective zone except as outlined below;
- ii) shall have a maximum height of 4.5 metres and at no time shall exceed the height of the existing primary dwelling;

- iii) the maximum lot coverage shall be calculated in accordance with Section 3.1.3 of this By-law;
- iv) the maximum ground floor area shall not exceed 70% of the ground floor area of the primary dwelling unit;
- v) shall be located no further than 30 metres from the primary dwelling. A Minor Variance will not be required, if for reasons of health and/or safety, the detached second dwelling unit cannot be located within 30 metres of the primary dwelling and all other applicable provisions and regulations of By-law No. 10-1996, as amended are complied with;
- ii) ~~shall not be in the form of a mobile home;~~

- ~~(h) notwithstanding the above, second dwelling units shall not be permitted:~~
 - ~~i) Within a dwelling that is located in an Environmental Conservation (EC) Zone or in a floodplain;~~
 - ~~ii) Within a dwelling that is permitted accessory to a permitted non-residential use;~~
 - ~~iii) Within a building that is accessory to i) or ii) above~~
 - ~~iv) On any property that is accessed by a private road.~~

3.40 Sight Triangles

Notwithstanding any other provision of this By-law to the contrary, within any area defined as a sight triangle, the following uses shall be prohibited;

- (a) a building, structure or use which would obstruct the vision of drivers of motor vehicles;
- (b) a fence, tree, hedge, bush or other vegetation, the type of which exceeds 1 metre in height above the elevation of the street line;
- (c) the parking of vehicles and the location of loading and unloading spaces; and
- (d) a finished grade which exceeds the street line by more than 0.75 metres

3.41 Signs

Section

4 Residential Zone (R)

No person shall within any Residential Zone (R) use any land, or erect alter, or use any building or structure except in accordance with the following provisions.

4.1 Permitted Uses

- 4.1.1** a permanent single detached dwelling
- 4.1.2** a Type 'A' or Type 'B' home occupation.
- 4.1.3** a second dwelling unit

4.2 Regulations for Permitted Uses

4.2.1 Regulations for Uses Permitted in Section 4.1.1 and 4.1.3

- | | | |
|----|--|----------------------|
| a) | Minimum Lot Area | 4,000 m ² |
| b) | Minimum Lot Frontage | 45 m |
| c) | Minimum Front Yard | 15 m |
| d) | Minimum Interior Side Yard | 6 m |
| e) | Minimum Exterior Side Yard | 15 m |
| f) | Minimum Rear Yard | 15 m |
| g) | Minimum Water Yard | 30 m |
| h) | Minimum Floor Area | 100 m ² |
| i) | Minimum First Storey Floor Area | 60 m ² |
| j) | Maximum Lot Coverage | 15% |
| k) | Maximum Height | 9 m |
| l) | Maximum Number of <u>Primary</u> Dwelling <u>Units</u> per Lot | 1 |

4.3 General Zone Provisions

All provisions of Section 3, General Zone Provisions, as they apply to the use of any land, buildings or structures permitted in the Residential Zone (R) shall apply and be complied with.

5 Hamlet Residential Zone (HR)

No person shall within any Hamlet Residential Zone (HR) use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

5.1 Permitted Uses

- 5.1.1** a permanent single detached dwelling
- 5.1.2** a Type 'A' or Type 'B' home occupation.
- 5.1.3** a second dwelling unit

5.2 Regulations for Permitted Uses

5.2.1 Regulations for Uses Permitted in Section 5.1.1 and 5.1.3

- | | | |
|----|---|----------------------|
| a) | Minimum Lot Area | 1,880 m ² |
| b) | Minimum Lot Frontage | 30 m |
| c) | Minimum Front Yard | 15 m |
| d) | Minimum Interior Side Yard | 3 m |
| e) | Minimum Exterior Side Yard | 15 m |
| f) | Minimum Rear Yard | 6 m |
| g) | Minimum Water Yard | 30 m |
| h) | Minimum Floor Area | 100 m ² |
| i) | Minimum First Storey Floor Area | 60 m ² |
| j) | Maximum Lot Coverage | 15% |
| k) | Maximum Building Height | 9 m |
| l) | Maximum Number of <u>Primary</u> Dwelling Units per Lot | 1 |

5.3 General Zone Provisions

All provisions of Section 3, General Zone Provisions, as they apply to the use of any land, buildings or structures permitted in the Hamlet Residential Zone (HR) shall apply and be complied with.

6 Shoreline Residential Zone (SR)

No person shall within any Shoreline Residential Zone (SR) use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

6.1 Permitted Uses

- 6.1.1 a single detached recreational dwelling
- 6.1.2 a permanent single detached dwelling
- 6.1.3 a Type 'A' home occupation.
- 6.1.4 a second dwelling unit

6.2 Regulations for Permitted Uses

6.2.1 Regulations for Uses Permitted in Section 6.1.1, ~~and 6.1.2~~ and 6.1.4

a)	Minimum Lot Area	4,050 m ²
b)	Minimum Lot Frontage	60 m
c)	Minimum Shoreline Frontage	60 m
d)	Minimum Front Yard	15 m
e)	Minimum Interior Side Yard	6 m
f)	Minimum Exterior Side Yard	15 m
g)	Minimum Rear Yard	15 m
h)	Minimum Water Yard	30 m
i)	Minimum Floor Area	100 m ²
j)	Minimum First Storey Floor Area	60 m ²
k)	Maximum Lot Coverage	15%
l)	Maximum Building Height	9 m
m)	Maximum Number of <u>Primary</u> Dwelling Units per Lot	1

Where a lot is not accessed by a public road, the Minimum Water Yard shall prevail.

6.3 General Zone Provisions

All provisions of Section 3, General Zone Provisions, as they apply to the use of any land, buildings or structures permitted in the Shoreline Residential Zone (SR) shall apply and be complied with.

9 Rural Zone (RU)

No person shall within any Rural Zone (RU) use any land or erect, alter or use any building or structure except in accordance with the following provisions:

9.1 Permitted Uses

- 9.1.1 an agricultural use or farm
- 9.1.2 a kennel
- 9.1.3 a conservation or forestry use
- 9.1.4 a farm produce sales outlet as an accessory use to 9.1.1
- 9.1.5 a permanent single detached dwelling on one lot
- 9.1.6 ~~the conversion of a single detached dwelling having a minimum floor area of 185 square metres existing as of November 7, 1997 to a duplex or semi-detached dwelling~~ a second dwelling unit
- 9.1.7 a hobby farm
- 9.1.8 a market garden
- 9.1.9 a riding school
- 9.1.10 a boarding stable
- 9.1.11 a livestock sales barn
- 9.1.12 a veterinary clinic
- 9.1.13 a feed mill
- 9.1.14 a grain cleaning plant
- 9.1.15 a grain drying and storage facility
- 9.1.16 a farm implement and equipment sales/service establishment
- 9.1.17 a tack shop
- 9.1.18 an abattoir or meat packing/storage facility
- 9.1.19 a hunt camp
- 9.1.20 a wayside pit
- 9.1.21 a wayside quarry
- 9.1.22 a Type 'A' or Type 'B' home occupation or Type 'A' or Type 'B' home industry
- 9.1.23 agri-tourism or ecotourism as an accessory use to 9.1.1.
- ~~9.1.24 a second dwelling unit~~

9.2 Regulations for Permitted Uses

9.2.1 Regulations for Uses Permitted in Sections 9.1.1 and 9.1.3

- a) Minimum Lot Area 20 ha
- b) Minimum Lot Frontage 135 m

9.2.1.1 Regulations for Permitted Farm Buildings and Structures

a)	Minimum Front Yard	45 m
b)	Minimum Interior Side Yard	15 m
c)	Minimum Exterior Side Yard	45 m
d)	Minimum Rear Yard	15 m

9.2.2 Regulations for Uses Permitted in Section 9.1.2

a)	Minimum Lot Area	38 ha
b)	Minimum Lot Frontage	230 m

9.2.2.1 Regulations for Permitted Kennel Buildings

a)	Minimum Front Yard	90 m
b)	Minimum Interior Side Yard	90 m
c)	Minimum Exterior Side Yard	90 m
d)	Minimum Rear Yard	90 m

The provisions of Section 3.20 shall also apply.

9.2.3 ~~Regulations for a Single Detached Dwelling Permitted in Sections 9.1.1 and 9.1.2~~ **~~Reserved~~**

a)	Minimum Front Yard	15 m
b)	Minimum Interior Side Yard	6 m
c)	Minimum Exterior Side Yard	15 m
d)	Minimum Rear Yard	15 m
e)	Minimum Water Yard	30 m
f)	Minimum Floor Area	100 m²
g)	Minimum First Storey Floor Area	60 m²
h)	Maximum Building Height	9 m
i)	Maximum Number of Dwellings per Lot	1

9.2.4 Regulations for Uses Permitted in Section 9.1.5 and 9.1.6

a)	Minimum Lot Area	0.4 ha
b)	Minimum Lot Frontage	45 m
c)	Minimum Front Yard	15 m
d)	Minimum Interior Side Yard	6 m
e)	Minimum Exterior Side Yard	15 m
f)	Minimum Rear Yard	15 m
g)	Minimum Water Yard	30 m
h)	Minimum Floor Area	100 m ²

i)	Minimum First Storey Area	60 m ²
j)	Maximum Building Height	9 m
k)	Maximum Lot Coverage	15%
l)	Maximum Number of <u>Primary</u> Dwelling <u>Units</u> per Lot	1

9.2.5 Regulations for Uses Permitted in Section 9.1.6 Reserved

~~All regulations of Section 9.2.4 shall apply to uses permitted in Section 9.1.6 save and except sub section h) where the Minimum Floor Area per Dwelling Unit shall be 85 square metres.~~

9.2.6 Regulations for Uses Permitted in Sections 9.1.7 to 9.1.18 Inclusive

9.2.6.1 A Hobby Farm, Market Garden, Riding School or Boarding Stable

a)	Minimum Lot Area	10 ha
b)	Minimum Lot Frontage	135 m

9.2.6.2 A Livestock Sales Barn, Feed Mill, Grain Cleaning Plant or Grain Drying and Storage Facility

a)	Minimum Lot Area	4 ha
b)	Minimum Lot Frontage	120 m

9.2.6.3 A Veterinary Clinic, Tack Shop, Abattoir, Meat Packing/Storage Facility, or Farm Implement and Equipment Sales/Service Establishment

a)	Minimum Lot Area	2 ha
b)	Minimum Lot Frontage	60 m

9.2.6.4 Regulations for Buildings Permitted in Sections 9.1.7 to 9.1.18 Inclusive

a)	Minimum Front Yard	30 m
b)	Minimum Interior Side Yard	15 m
c)	Minimum Exterior Side Yard	30 m
d)	Minimum Rear Yard	15 m
e)	Maximum Building Height	9 m
f)	Maximum Lot Coverage	25%

Section

22 Definitions

In this By-law, unless the context requires otherwise, the following definitions and interpretations shall apply:

- 22.1** **"Abandon"** means the failure to proceed expeditiously with the construction of a work authorized by a valid building permit.
- 22.2** **"Abattoir"** means a building or part of a building where livestock are slaughtered, and may include processing, packaging, treating, curing, smoking or storage of meats and meat products but shall not include any establishment or facilities for the disposal or rendering of dead livestock.
- 22.3** **"Accessory"** means a use, building or structure that is naturally and normally incidental, subordinate and exclusively devoted to a main use, building or structure, and located on the same lot therewith, ~~and includes an attached private garage.~~
- 22.4** **"Adult Entertainment Facility"** means any premises or part thereof in which is provided, in pursuance of a trade, calling, business or occupation, services appealing to or designed to appeal to erotic or sexual appetites or inclinations.
- 22.4.1** For the purpose of defining adult entertainment parlour as prescribed in this section, the following definitions are applicable:
- a) "to provide" when used in relation to services includes to furnish, perform, solicit, or give such services and "providing" and "provision" have corresponding meanings;
 - b) "services" includes activities, facilities, performances, exhibitions, viewing and encounters.
 - c) "services designed to appeal to erotic or sexual appetites or inclinations" includes:
 - i) services of which a principal feature or characteristic is the nudity or partial nudity of any person, or

- ii) services in respect of which the word or phrase "nude", "naked", "topless", "bottomless", "sexy", "lap dancing", "lounge dancing", "towel dancing" or any other word or picture symbol or representation having like meaning or implication is used in any advertisement.

22.5 **"Agricultural Building"** means any building or structure customarily used in connection with a farm other than a residence.

22.6 **"Agriculture Use"** means a use of land, buildings or structures for the purpose of forestry, field crops, orchard crops, berry crops, aviaries, apiaries, animal husbandry, tree nurseries, market gardening, dairying, poultry, aquafarming and any other use customarily and normally related to the field of agriculture ~~and includes a farm dwelling and accessory buildings.~~

22.7 **"Agri-tourism"** means the practise of attracting travellers, visitors or guests for the purpose of experiencing rural or agricultural activities and lifestyle; and may or may not include overnight accommodations.

22.8 **"Airstrip"** means any area of land intended to be used either in whole or in part for the arrival and departure, movement, servicing, parking or storing of aircraft, and includes any buildings, installations and equipment in connection therewith; all of which are within the jurisdiction of the Federal Government.

22.9 **"Alter"** when used in reference to a building or part thereof, means to change any one or more of the external dimensions of such building or to change the type of construction of the exterior walls or roof thereof. When used in reference to a lot, the word "alter" means to change the area, frontage or depth thereof; to change the width, depth or area of any required yard, landscaped open space or parking area; or to change the location of any boundary of such lot with respect to a street or lane, whether such alteration is made by conveyance or alienation of any portion of such lot, or otherwise. When used in reference to use, the word "alter" means to discontinue and replace the use with a use which is defined herein as being distinct from the discontinued use.

- a) any preliminary physical operation, such as excavating, filling or draining;
- b) altering any existing building or structure by an addition, enlargement, extension or other structural change; and
- c) any work which requires a building permit.

22.61 **"Dining Room"** means that part of a restaurant, or other building, which is used for the consumption of food by persons seated at booths, counters, tables or a combination thereof.

22.62 **"Dwelling"** means a building or structure containing one (1) or more dwelling units a permanently affixed building occupied or capable of being occupied as a home, residence or living quarters occupied or capable of being occupied for the exclusive use of the occupants, but does not include any travel trailer, mobile home, motor home or recreational vehicle.

22.62.1 **"Single Detached Dwelling"** means a building containing ~~only one~~ primary dwelling unit intended to be used for continuous habitation. This definition shall include a modular dwelling as defined herein.

22.62.2 **"Accessory Dwelling"** means a single detached dwelling which is accessory to a permitted non-residential use and is occupied by either the owner or by a person employed on the lot where such dwelling is located.

22.62.3 **"Duplex Dwelling"** means the whole of a building that is divided horizontally into two separate-primary dwelling units, each ~~such dwelling unit having of which has~~ an independent entrance, either directly from the outside, or through a common vestibule.

22.62.4 **"Modular Dwelling"** - See "Modular Home".

22.62.5 **"Semi-Detached Dwelling"** means the whole of a building that is divided vertically into two separate-primary dwelling units, each of which has an independent entrance directly from the outside or through a common vestibule.

22.62.6 **"Permanent Dwelling"** means a dwelling used or intended to be used for continuous habitation.

22.62.7 **"Recreational Dwelling"** means a ~~single detached~~ dwelling used or intended to be used for as an occasional

~~resort~~ habitation for vacation, recreation, rest and relaxation purposes ~~by a person or persons who regularly reside in a permanent dwelling at another location which is not the owners primary dwelling unit.~~

22.62.8 **"Rowhouse Dwelling"** means one of three or more single detached dwellings joined side by side sharing a common wall and roofline each of which has an independent entrance directly from the outside.

- 22.63** **"Dwelling Unit"** means a suite of two or more habitable rooms, in which sanitary conveniences are provided and in which facilities are provided for cooking or the installation of cooking equipment, with an independent entrance from outside the building or from a common hallway or stairway inside the building. This definition shall not include a mobile home, trailer, camper, tent or vehicle.
- 22.63.1** **"Dwelling Unit, Accessory"** means a dwelling unit which is part of and accessory to, a permitted non-residential use, other than a motor vehicle service station or commercial garage. Such dwelling unit shall be occupied by either the owner or by a person employed on the lot where such a dwelling unit is located.
- 22.63.2** **"Dwelling Unit, Bachelor"** means a dwelling unit consisting of one bathroom and not more than two habitable rooms designed to provide living, dining, sleeping and kitchen accommodation in appropriate individual or combination of rooms.
- 22.63.3** **"Dwelling Unit, Primary"** means the main or principal dwelling unit as permitted in a residential or rural zone on a lot, which is typically the owner's primary residence.
- 22.63.4** **"Dwelling Unit, Attached Second"** means a dwelling unit with a separate entrance, kitchen, bathroom and living area that is created within or as an addition to the existing primary dwelling unit or within or as an addition to an existing accessory structure dwelling unit which is self-contained, accessory to, and situated within a primary dwelling unit or within an accessory structure located on the same lot as the primary dwelling unit.
- 22.63.5** **"Dwelling Unit, Detached Second"** means a stand-alone dwelling unit that is located on the same lot as the primary dwelling unit.
- 22.64** **"Dwelling Unit Area"** - See "Floor Area".
- 22.65** **"Domestic"** means the exclusive use of land, buildings or structures for a personal, individual or household purpose; and shall not include any form of directly related commercial activity for profit or gain.

Recommendation:

That Report Planning-2023-22, dated June 20, 2023, regarding OPA File No. 15OP-21010 & ZBA File No. R-08-21 (Clancy) be received; and

That Council receive all comments related to OPA File No. 15OP-21010 & ZBA File No. R-08-21 (Clancy); and

That Council advise the County of Peterborough that the Township of Douro-Dummer supports proposed Official Plan Amendment File No. 15OP-21010 which represents Amendment No. 70 to the County Official Plan as described in the document prepared by the County of Peterborough Planning Department and attached to this Report; and

That the Draft Zoning By-law be revised as presented and that the requirement for approval of the Zoning By-law shall be a Draft Plan Condition. The Approval Authority shall be advised, in writing, by the Township of Douro-Dummer, that the property has been rezoned with appropriate restrictions with the holding provision, if applicable, for the lands within the plan of subdivision; and lastly,

That the Developer/Owner shall agree in the Subdivision Agreement that minor modifications to the Plan of Subdivision may be necessary to ensure compliance with the implementing Zoning By-law and the service standards of the Township of Douro-Dummer, which may result in the reduction in the number of lots or their reconfiguration.

Overview:

Innovative Planning Solutions Inc., Agent, on behalf of Gerry Clancy, Owner, submitted an application for the approval of a twenty-five (25) lot rural residential Plan of Subdivision and an application for an Official Plan Amendment (OPA) to the County of Peterborough together with the required fees and supporting documentation. The Agent also submitted an application for a Zoning By-law Amendment (ZBA) together with the required fees and supporting documentation to the Township of Douro-Dummer.

The applications were deemed complete by the County of Peterborough and the Township of Douro-Dummer in correspondence dated June 7, 2021. The ZBA application was assigned file number R-08-21, the Plan of Subdivision application was assigned file number 15T-21006 and the OPA application was assigned file number 15OP-21010. The OPA represents OPA No. 70 to the County Official Plan.

A copy of the Notice of Complete Application is attached to this Report.

The applications are in reference to a property described legally as Part Lots 2 and 3, Concession 10, Douro Ward in the Township of Douro-Dummer, and known municipally as 162 County Road 4. The property has an area of approximately 28.61 hectares

(70.69 ac) and approximately 18.28 metres (60 feet) of frontage on County Road 4 and abuts the Hamlet of Donwood.

A copy of the signed Draft Plan of Subdivision is attached to this Report and will be submitted as part of the Fourth Submission package. Given recent changes to the Planning Act, there is no longer a requirement to hold a public meeting for Plans of Subdivision, however, a public meeting is still required for OPA's and ZBA's. Township Staff will bring forward a Report to Council at a later date which will outline the Township's proposed conditions for Draft Plan Approval for the plan of subdivision.

The OPA application proposes to expand the Donwood Hamlet Area Boundary to accommodate the draft plan of subdivision. Portions of the subject lands are proposed to be re-designated from 'Rural' and 'Industrial' to 'Environmental Constraint' and 'Hamlet'. A portion of the subject property is proposed to remain within the 'Rural' designation.

A copy of Draft OPA No. 70 is attached to this Report.

The ZBA application proposes to rezone portions of the subject lands from the Rural Zone (RU) to the Hamlet Residential Zone (HR), the Environmental Conservation Zone (EC) and the Special District 254 Zone (S.D. 254).

After the posting of the Notice of Public Meeting and Draft By-law, the Agent requested that Block 29 on the draft plan of subdivision remain within the (RU) Zone in order to be consistent with the OPA. After reviewing this request, Township Staff recommend placing Block 29 within the Special District 171 Zone (S.D. 171) to limit the permitted uses to an agricultural use, farm or hobby farm excluding buildings or structures used for barns and/or dwellings and a conservation or forestry use; to recognize the limited lot area; and to recognize that Block 29 will not have frontage on a public road.

In e-mail correspondence dated June 12, 2023, the Agent confirmed that the revised By-law was discussed with the Owner and both the Agent and Owner were satisfied with the revised approach.

A copy of the revised By-law is attached to this Report. Staff recommend that the revised Draft By-law be brought forward to Council at a later date as a condition of Draft Plan Approval for the plan of subdivision.

In support of the applications, the following documents were submitted:

- [Draft Plan](#), prepared by IPS Consulting Inc., dated March 2020
- [Planning Justification Report](#), prepared by IPS Consulting Inc., dated May 2021
- [Preliminary Stormwater Management Report](#), prepared by WMI & Associates Ltd., dated May 2021

- [Flood Hazard Assessment Summary](#), prepared by WMI & Associates Ltd., dated May 5, 2021
- [Revised Hydrogeological Assessment](#), prepared by Ian D. Wilson Associates Ltd., dated September 21, 2020, revised March 15, 2021
- [Environmental Impact Study](#), prepared by Cambium Inc., dated March 11, 2021
- Stage 1 and 2 Archaeological Assessment, prepared by Irvin Heritage Inc., dated November 26, 2020
- [Traffic Impact Study](#), prepared by JD Northcote Engineering Inc., dated March 18, 2021

Second Submission

- [Draft Plan of Subdivision](#), prepared by Innovative Planning Solutions, Revision date March 4, 2022
- [Comment & Response Matrix](#), prepared by Innovative Planning Solutions, dated March 9, 2022
- [TIS Comment Response Letter to County's Comments](#), prepared by JD Engineering, dated December 22, 2021
- [TIS Comment Response Letter to MTO Comments](#), prepared by JD Engineering, dated December 22, 2021
- [Traffic Impact Study](#), prepared by JD Engineering, March 18, 2021, revised December 22, 2021
- [Preliminary Stormwater Management Report](#), prepared by WMI, dated March 2022
- [Engineering Drawing Package](#), prepared by WMI & Associates Limited, dated February 28, 2022
- [Response to ORCA Review of Environmental Impact Study](#), prepared by Cambium Inc., dated March 1, 2022
- [Hydrogeological Assessment \(with revisions\)](#), prepared by Wilson Associates Limited, dated September 21, 2020, Revised January 14, 2022

Third Submission

- [Comment & Response Matrix](#), prepared by Innovative Planning Solutions, dated October 11, 2022
- [Preliminary Stormwater Management Report](#) and [Engineering Plans](#) prepared by WMI, dated October 2022
- [Draft Plan of Subdivision](#), prepared by Innovative Planning Solutions, Revised August 24, 2022

A Notice of Public Meeting was provided by ordinary mail to every owner of land within 120 metres of the subject lands on May 29, 2023. A copy of the Notice is attached to

this Report. A copy of the Notice was published in the June 1, 2023 edition of Peterborough This Week and two Notices were posted on the subject property, one on the County Road 4 frontage located between 200 and 202 County Road 4 and one at the entrance to the subject property located between 158 and 166 County Road 4. The prescribed persons and public bodies were provided Notice via email and regular mail on May 29, 2023. Finally, the Notice is available on the [County](#) and [Township](#) websites. The notice circulation complies with the requirements of the Planning Act.

Senior Staff from the Township were circulated for comment on May 29, 2023. Comments were received from the Fire Chief requesting that it be confirmed that the turning circle in the cul-de-sac meets Building Code requirements. The Fire Chief also noted that there is no public dry hydrant within 5 km of the fire station for this area, so water supply for fire protection for a single dwelling and exposure protection would be required. Clarification was requested as to whether the storm retention pond could be converted to a fire protection water supply or the subdivision would need a tank. These comments were forwarded to the Township peer reviewer, D.M. Wills for a response.

The Manager of Public Works met with D.M. Wills to develop standards for new Township Roads within subdivisions and provided an example of a typical cross section. D.M. Wills is in the process of compiling these requirements so that they can be forwarded to the Owner/Agent for this proposal. Items to be included for new municipal road construction include:

- Wider platform for active transportation
- Driveway aprons to be paved
- Streetlights to be included
- Identify areas for snow clearing / storage in cul-de-sacs

Access to the subdivision is proposed from an existing entrance which is not part of the subject property. The existing entrance is identified as Part 2 on Plan 45R-12217 and belongs to the owners of 160 County Road 4. This entrance provides access to three residential properties identified as 160, 162 and 164 County Road 4 as shown on the air photo attached to this Report. The intent is to convey Part 2 on Plan 45R-12217 to the subdivision lands and bring the roadway up to Municipal standards. The internal roadway (identified as Street 'A' on the draft plan together with Part 2 on Plan 45R-12217) would then be assumed by the Township of Douro-Dummer.

The above noted items will form part of the Township conditions of Draft Plan Approval for the plan of subdivision.

There were no other comments or concerns received from Staff.

As of the writing of this Report, Township Staff have not received any verbal or written comments from members of the public as they relate to this application.

The Agent has prepared an overview of the proposal and Planning Staff from the County of Peterborough are present to speak to the peer review of the supporting documents, to Official Plan, Provincial Policy Statement and Growth Plan Conformity and to any comments received from the prescribed persons and public bodies.

Conclusion:

OPA File No. 15OP-21010 (OPA No. 70) serves to expand the Donwood Hamlet Area Boundary to accommodate the draft plan of subdivision. Portions of the subject lands are proposed to be re-designated from 'Rural' and 'Industrial' to 'Environmental Constraint' and 'Hamlet'. A portion of the subject property is proposed to remain within the 'Rural' designation.

ZBA File No. R-08-21 proposes to rezone portions of the subject lands from the Rural Zone (RU) to the Hamlet Residential Zone (HR), the Environmental Conservation Zone (EC), the Special District 171 Zone (S.D. 171) and the Special District 254 Zone (S.D. 254).

Upon receiving all comments related to OPA File No. 15OP-21010 & ZBA File No. R-08-21 (Clancy); and with no concerns identified, it is recommended that Council advise the County of Peterborough that the Township of Douro-Dummer supports proposed Official Plan Amendment File No. 15OP-21010 which represents Amendment No. 70 to the County Official Plan.

Upon the completion of the Public Meeting for OPA File No. 15OP-21010 & ZBA File No. R-08-21 (Clancy), the County Planning Department will prepare a technical report for consideration by County Council and the Township will be advised of the date it will be dealt with by County Council.

Financial Impact:

All costs related to the application are the responsibility of the Owner/Agent.

Strategic Plan Applicability: N/A

Sustainability Plan Applicability: N/A

Report Approval Details

Document Title:	Staff Report Regarding OPA 15OP-21010 and ZBA R-08-21 (Clancy).docx
Attachments:	<ul style="list-style-type: none"> - Notice of Complete App - June 7, 2021.pdf - Notice of Public Meeting - Final.pdf - 2 - 20-916_24August2022 - Signed 31May2023.pdf - 162 County Road 4 _Draft OPA Text_Rev 4thSub_June12,2023.pdf - 20-916_29May2023-OPA 1.pdf - Draft By-law (Township Format) (June 12, 2023).pdf - 162 County Road 4 (air photo).pdf
Final Approval Date:	Jun 13, 2023

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

Martina Chait-Hartwig

Elana Arthurs

Notice of Complete Application for a Plan of Subdivision, Official Plan Amendment and Zoning By-law Amendment

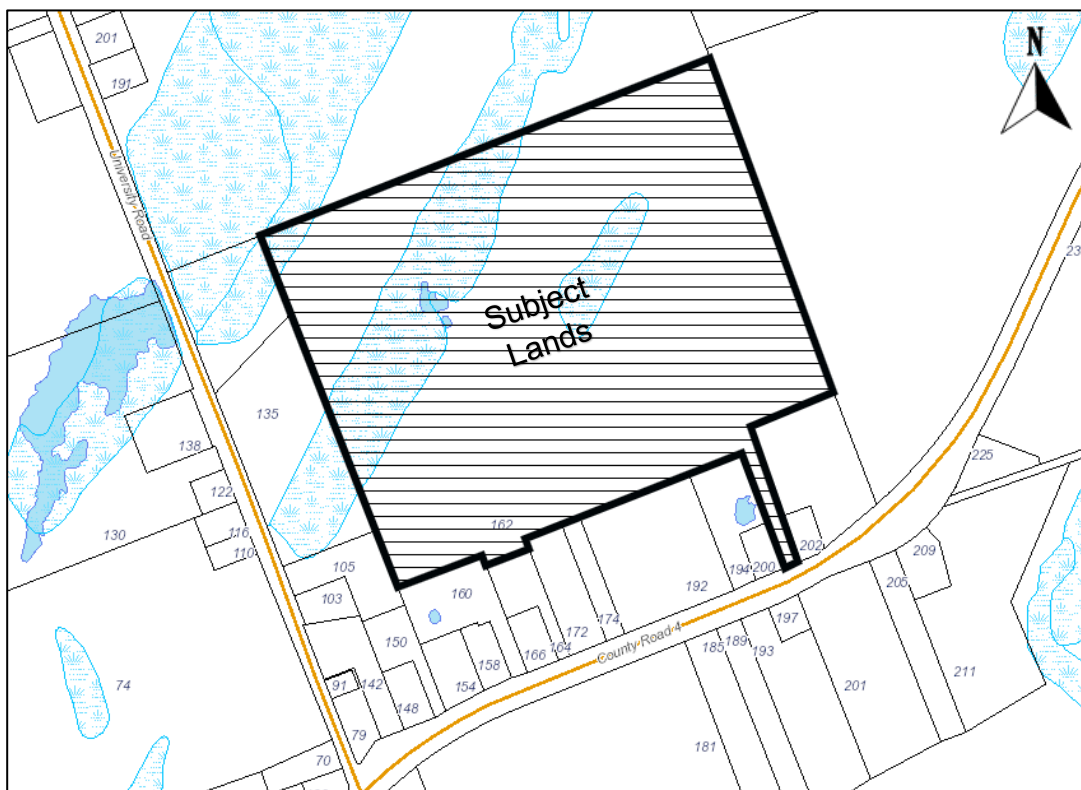
Take notice that the Corporation of the County of Peterborough has received a complete application for a Plan of Subdivision and an Official Plan Amendment in accordance with Sections 51 (17), 51 (19.1) and 22 (6.1) of the Planning Act. The applications have been assigned file numbers 15T-21006 and 15OP-21010, respectively.

And Take notice that the Corporation of the Township of Douro-Dummer has received a complete application for a Zoning By-law Amendment (ZBLA) in accordance with Section 34(10.4) of the Planning Act. The application has been assigned file number R-08-21.

A future public meeting will be scheduled on these applications and notification of the public meeting will be provided in accordance with the requirements of the Planning Act.

Location

A key map below indicates the location of the lands which are subject to the above stated applications and legally described as Part of Lot 2, Concession 10, Douro Ward (municipal address 162 County Road 4).



Purpose and Effect of the Applications

The purpose of the subdivision application is for a 25-unit residential plan of subdivision consisting of single-detached dwellings. A total of twenty-five (25) lots and two (2) blocks are proposed to be created to facilitate the development. A new municipal road is proposed, connecting to County Road 4 and terminating in a cul-de-sac.

The site of the proposed subdivision is currently designated 'Rural' and 'Industrial'. The Official Plan Amendment proposes to expand the Hamlet Area Boundary and redesignate the subject lands to 'Hamlet' and 'Recreational – Open Space'.

The site of the proposed subdivision is zoned 'Rural (RU)'. The zoning by-law amendment will rezone the northern portion of the lot (Block 27) and proposed stormwater management pond (Block 26) to 'Open Space (OS)' Zone and the remaining portions to 'Hamlet Residential (HR)' Zone.

The OPA and ZBLA are intended to re-designate and re-zone the subject lands in order to facilitate the development of the lands by plan of subdivision as described above.

In support of the applications, the following documents were submitted:

- Draft Plan, prepared by IPS Consulting Inc., dated March 2020;
- Planning Justification Report, prepared by IPS Consulting Inc., dated May 2021;
- Preliminary Stormwater Management Report, prepared by WMI & Associates Ltd., dated May 2021;
- Flood Hazard Assessment Summary, prepared by WMI & Associates Ltd., dated May 5, 2021;
- Revised Hydrogeological Assessment, prepared by Ian D. Wilson Associates Ltd., dated September 21, 2020, revised March 15, 2021;
- Environmental Impact Study, prepared by Cambium Inc., dated March 11, 2021;
- Stage 1 and 2 Archaeological Assessment, prepared by Irvin Heritage Inc., dated November 26, 2020; and,
- Traffic Impact Study, prepared by JD Northcote Engineering Inc., dated March 18, 2021.

These documents are available for viewing on the County website. Peer review of the supporting documents will be coordinated through the County and Township offices. A public meeting as required under the Planning Act will be scheduled following the completion of the peer review of the supporting documents.

The Right to Appeal

If a person or public body would otherwise have an ability to appeal the decision of the Council of the County of Peterborough in respect of the proposed plan of subdivision or to the Official Plan Amendment, or to the decision of the Council of the Township of Douro-Dummer in respect to the proposed Zoning By-law Amendment to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the County of Peterborough or Township of Douro-Dummer before the approval authorities give or refuse to give approval to the plan of subdivision, Official Plan Amendment or Zoning By-law Amendment, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the County of Peterborough in respect of the proposed plan of subdivision or Official Plan Amendment or to the Township of Douro-Dummer in respect of the Zoning By-law Amendment before the approval authorities make a decision regarding the Plan of Subdivision, Official Plan Amendment or Zoning By-law Amendment, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Additional information: relating to the proposed amendments are available on the County Website www.ptbocounty.ca.

Notification of Decision: If you wish to be notified of the decision for any or all of the applications, you must make a written request to the Township of Douro-Dummer or the County of Peterborough at the addresses noted below.

Contacts:

Amanda Warren
County of Peterborough
470 Water Street
Peterborough, ON
K9H 3M3
Tel: (705) 743-0380 ext. 2405
awarren@ptbocounty.ca

Martina Chait-Hartwig, Deputy Clerk
Township of Douro-Dummer
894 South Street
P.O. Box 92
Warsaw, ON K0L 3A0
Phone: 705-652-8392 ext. 210
martinac@dourodummer.on.ca

Dated this Monday, June 7, 2021.



**The Corporation of the
County of Peterborough
and
The Corporation of the
Township of Douro-Dummer**



**Notice of Public Meeting for an
Official Plan Amendment and Zoning By-Law Amendment**

Take notice that the Corporation of the County of Peterborough previously provided Notice of Complete Application for an Official Plan Amendment (OPA) in accordance with Section 22 of the Planning Act. The application has been assigned file number 15OP-21010.

And take notice that the Corporation of the Township of Douro-Dummer previously provided Notice of Complete Application for a Zoning By-law Amendment (ZBLA) in accordance with Section 34 of the Planning Act. The application has been assigned file number R-08-21.

And take notice that the County and Township will hold a public meeting as outlined below to consider the proposed OPA and ZBLA under Sections 22 and 34 of the Planning Act.

Public Meeting Information

The statutory public meeting will take place:

Date: Tuesday, June 20, 2023

Time: 5:00 p.m.

Location: Council Chambers, Township of Douro-Dummer, 894 South Street, Warsaw, Ontario

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

Participation in the Public Hearing

While the meeting will be held in person, any person wishing to make written and/or oral submissions either in support of or opposition to the proposal is invited to make arrangements to attend the meeting virtually. In order to make arrangements to attend the virtual meeting, please contact the Acting Clerk by email at MartinaC@dourodummer.on.ca no later than 9:00 a.m. on the day of the scheduled public meeting. You will be given guidance and instructions on how to attend via Zoom. It is the responsibility of those interested in attending to have the technology in place to connect to the hearing.

Location of Subject Lands

The subject lands are located in part of Lot 2, Concession 10, Douro Ward and are known municipally as 162 County Road 4. A key map is provided below which indicates the location of the subject lands.

Purpose and Effect of Amendments

The proposed Official Plan and Zoning By-Law Amendments are being sought to facilitate a related 25-unit residential Plan of Subdivision Application (County file no. 15T-21006).

The Official Plan Amendment proposes to expand the Hamlet Area Boundary and redesignate the subject lands from 'Rural' and 'Industrial' to 'Rural', 'Hamlet' and 'Environmental Constraint'.

The Zoning By-law Amendment proposes to rezone the subject lands from the 'Rural Zone (RU)' to the 'Hamlet Residential Zone (HR)', the 'Environmental Conservation Zone (EC)' and the 'Special District 254 Zone (S.D. 254)'.

Right to Appeal

If a person or public body does not make oral submissions at a public meeting or make written submissions to the County of Peterborough in respect of the proposed Official Plan Amendment, or to the Township of Douro-Dummer in respect of the proposed Zoning By-Law Amendment, before the approval authorities give or refuse to give approval to the Official Plan Amendment or Zoning By-Law Amendment, the person or public body is not entitled to appeal the decision of the approval authority to the Ontario Land Tribunal.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the County of Peterborough in respect of the proposed Official Plan Amendment or to the Township of Douro-Dummer in respect of the proposed Zoning By-Law Amendment, before the approval authorities make a decision regarding the amendments, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

To Be Notified

If you wish to be notified of the decision for these amendments, you must make a written request to the County of Peterborough or the Township of Douro-Dummer at the addresses noted below.

Getting Additional Information

The applications and supporting documents are posted online at www.ptbocounty.ca and www.dourodummer.ca/modules/news/en.

To view a hardcopy of the submission items or for additional information concerning the applications, please contact the County of Peterborough or the Township of Douro-Dummer at the addresses noted below.

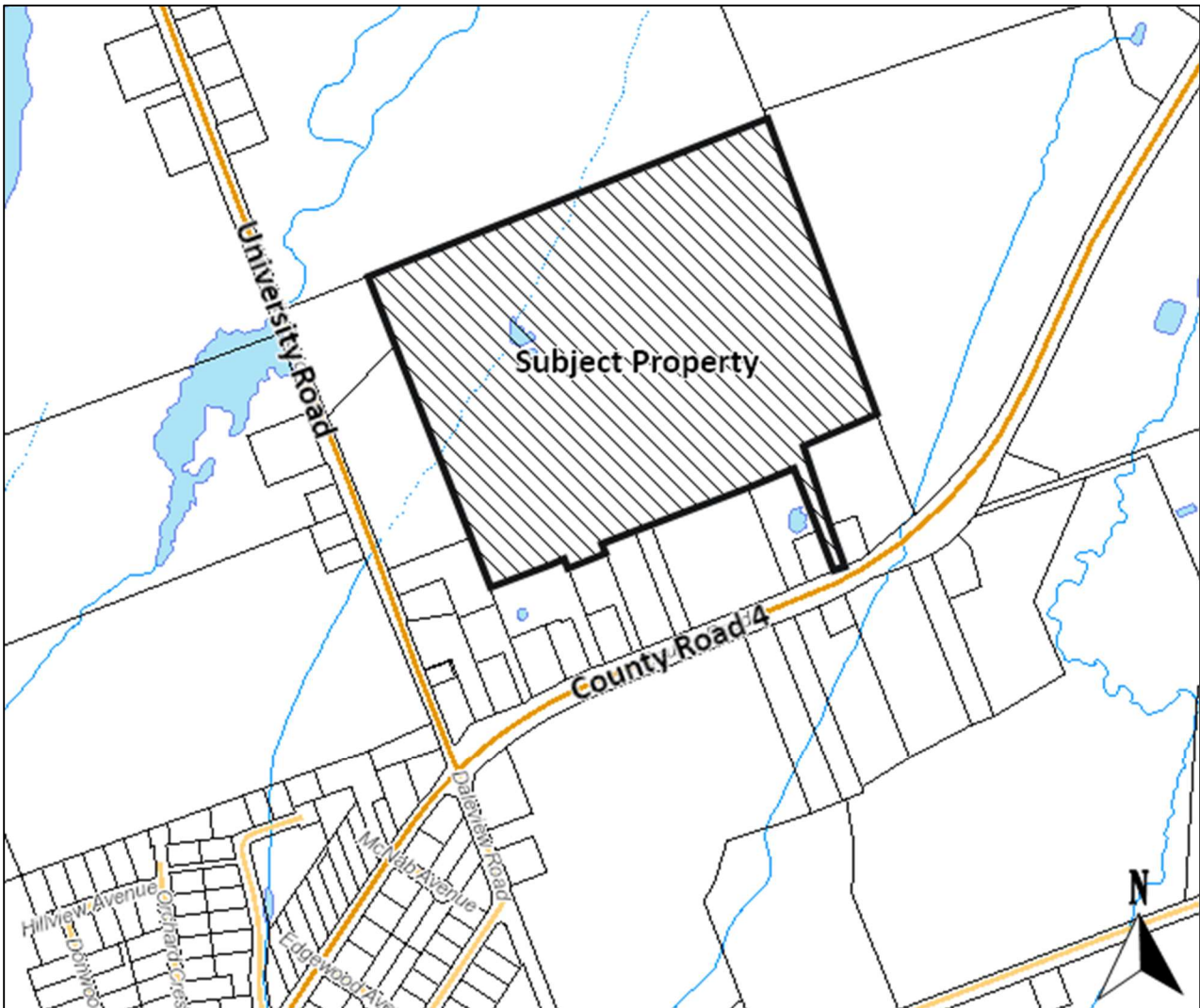
County of Peterborough

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

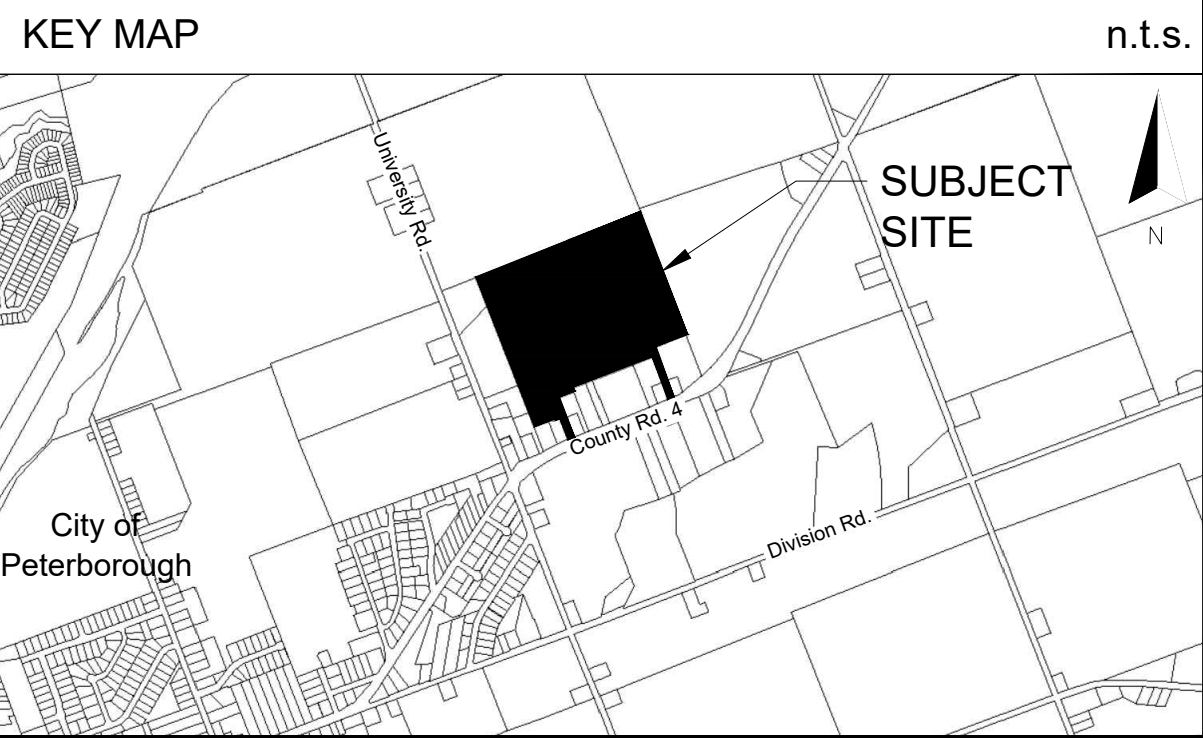
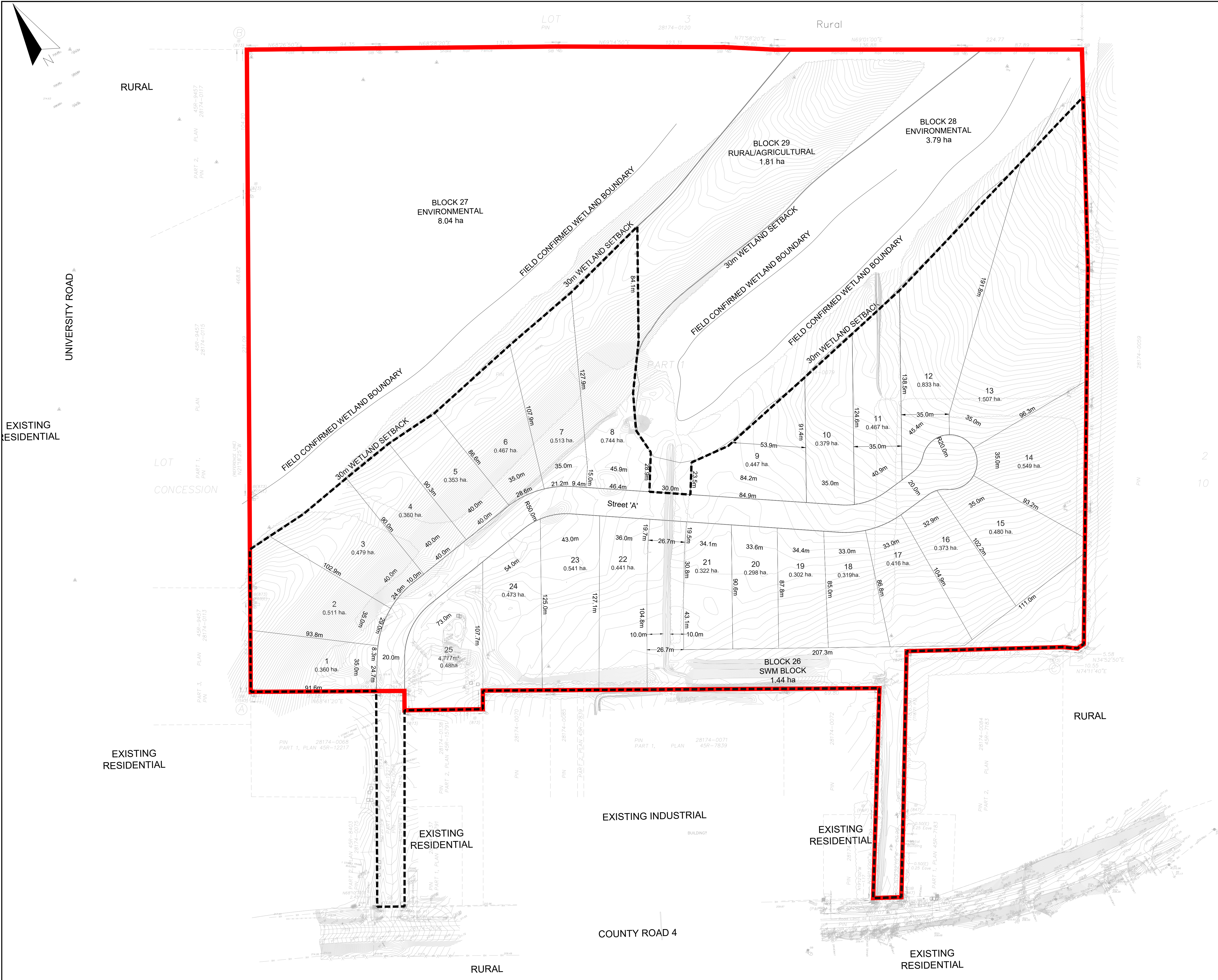
Township of Douro-Dummer

Christina Coulter, Planner
Township of Douro-Dummer
894 South Street, P.O. Box 92
Warsaw, ON K0L 3A0
Phone: (705) 652-8392 ext. 226
christinac@dourodummer.on.ca

Key Map

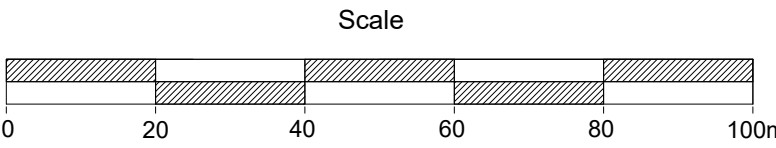


Dated this Monday, May 29, 2023.



DRAFT PLAN OF SUBDIVISION

162 County Road 4
Douro-Dummer
County of Peterborough



LEGEND

SUBJECT LANDS

OWNER'S CERTIFICATE
I HEREBY AUTHORIZE INNOVATIVE PLANNING SOLUTIONS TO PREPARE THIS DRAFT PLAN OF SUBDIVISION AND SUBMIT THIS DRAFT PLAN OF SUBDIVISION FOR APPROVAL.

DATE May 31, 2023 GERRY CLANCY

SURVEYOR'S CERTIFICATE
I CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.

DATE May 31, 2023 SOPHIE CÔTÉ
ONTARIO LAND SURVEYOR
IBW SURVEYORS LTD.

ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51(17) OF THE PLANNING ACT

- | | |
|------------------|-----------------------------|
| a) SHOWN ON PLAN | g) SHOWN ON PLAN |
| b) SHOWN ON PLAN | h) MUNICIPAL WATER |
| c) SEE KEY PLAN | i) SAND, SILT GLACIAL TILL |
| d) RESIDENTIAL | j) SHOWN ON PLAN |
| e) SHOWN ON PLAN | k) MUNICIPAL WATER & SEWAGE |
| f) SHOWN ON PLAN | l) NONE |

LAND USE STATISTICS			
LAND USE	LOT / BLK. NO.	UNITS	AREA (ha)
Residential Lots	1-25	25	12.44
SWM Pond	26		1.44
Environmental Protection & Open Space	27 - 28		11.83
Rural / Agricultural	29		1.81
20.0m ROW			1.09
TOTAL	29	25	28.61

SCHEDULE OF REVISIONS			
5	Mar. 4, 2022	Revise EP Limit;	BH
6	June 16, 2022	Identify top of bank setback;	AS
7	Aug. 24, 2022	3rd Submission - Revised Bank / Lots	AS
No.	Date	Description	By

IPS INNOVATIVE PLANNING SOLUTIONS
PLANNERS • PROJECT MANAGERS • LAND DEVELOPERS
647 WELHAM RD., UNIT 9, BARRIE, ONTARIO, L4N 0B7
tel: 705 • 812 • 3281 fax: 705 • 812 • 3438 e: info@ipsconsultinginc.com www.ipsconsultinginc.com

Date:	March 30, 2020	Drawn By:	BH
File:	20-916	Checked:	D.V.

Amendment No. 70
to the
Official Plan of the
County of Peterborough

Gerry Clancy
Part of Lots 2 and 3, Concession 10
Township of Douro-Dummer, County of Peterborough

Official Plan Amendment No. _____

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

Part “B” - The Amendment consisting of the following text and schedules constitutes Amendment No. 70 to the Official Plan for the County of Peterborough.

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

Part A - The Preamble

1.0 Purpose

The purpose of the Official Plan Amendment is to alter Schedule 'A4-1' and Schedule 'A4-4', of The Official Plan of The Township of Douro-Dummer. The amendments intend to redesignate the lands known legally as Part of Lots 2 and 3, Concession 10, in the Township of Douro-Dummer, County of Peterborough and municipally as 162 County Road 4.

The amendments intend to expand the Hamlet Area Boundary to accommodate the proposed residential development, redesignating a portion of the lands to Hamlet to permit the residential uses, while maintaining portions of rural lands and the environmental features on the lands.

2.0 Location

The lands affected by this Amendment are known as Part of Lots 2 and 3, Concession 10, in the Township of Douro-Dummer, County of Peterborough, and municipal as 162 County Road 4. The lands consist of an area of 28.61 hectares (70.69 acres), with 20.58 m of frontage on County Road 4.

3.0 Basis

The purpose of this Official Plan Amendment is to permit the proposed residential development, which includes the creation of 25 residential lots. All the lots are intended for single detached residential dwellings. In addition, 1 stormwater management block, 2 environmental blocks and 1 rural/agricultural block are

proposed. The proposal makes efficient use of the subject lands while maintaining and protecting the natural environmental features which run through the property.

The Official Plan Amendment applications will alter Schedule 'A4-1' and 'A4-4' to expand the Hamlet Area Boundary to accommodate the proposed residential development, redesignating a portion of the lands from Rural and Industrial to Hamlet. Further, the Amendment includes refinements to the mapping, including lands in the Rural and Environmental Constraint designations.

There are various policies in the applicable planning documents including the Provincial Policy Statement, Growth Plan for the Greater Golden Horseshoe, County of Peterborough Official Plan and Township of Douro-Dummer Official Plan, which collectively offer support for the approval of this Official Plan Amendment.

These policy documents support residential development, which is directed towards Hamlets and meeting the objectives of creating a complete community, while protecting the natural features within the subject lands. Further, the Planning Justification Report and technical reports completed for the applications support the intended land use and include a conformity to the applicable policy documents.

The subject lands are currently zoned Rural (RU), Environmental Conservation (EC), and Special District 91 (S.D.91). A subsequent Zoning By-law Amendment (ZBA) is required to rezone the lands to Hamlet Residential (HR), Environmental Conservation (EC), and Special District 254 (S.D.254).

Part B - The Amendment

All of this Part of the document entitled Part B - The Amendment consisting of the following text and schedule constitutes Amendment No. “70” to the Official Plan of the County of Peterborough.

1.0 Details of the Amendment

The Official Plan of the Township of Douro-Dummer, as amended, is hereby amended as follows:

Schedules A4-1 and A4-4 to the County Official Plan are hereby amended by changing the land use designation located in Part Lots 2 and 3, Concession 10, Douro Ward, Township of Douro-Dummer from **Rural** and **Industrial**, to **Rural**, **Hamlet**, and **Environmental Constraint** as shown on Schedule “A” to this Amendment. The Amendment will also have the effect of adding lands as illustrated on Schedule “A” to the **Hamlet** of Donwood boundary.

1.0 Implementation

The provisions of the Official Plan regarding the implementation of that Plan shall also apply to this Amendment.

3.0 Interpretation

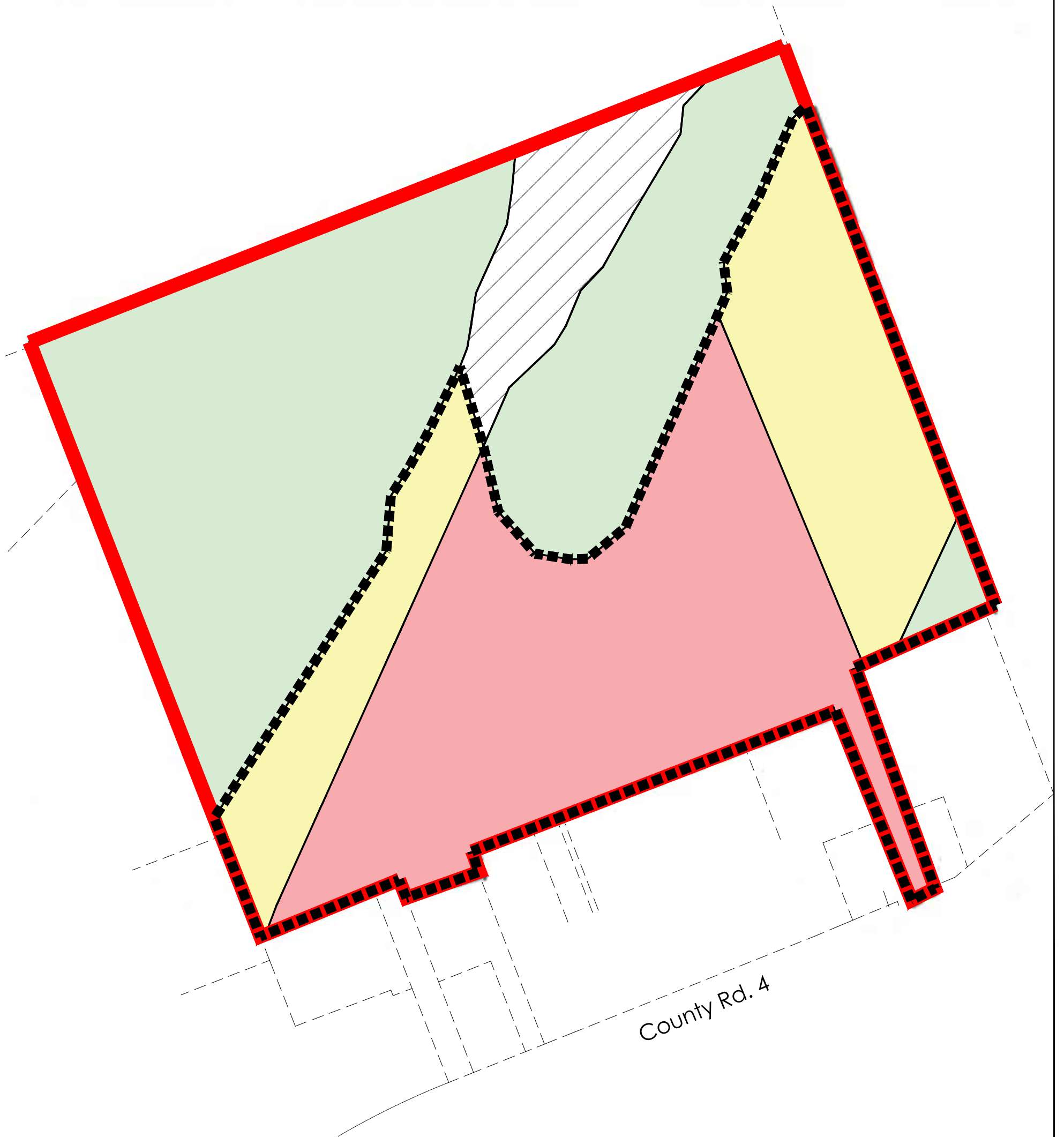
The provisions of the Official Plan as amended from time to time shall apply in regard to this Amendment.

Part C - The Appendices

Consists of the background information and planning considerations associated with this Amendment. This section does not constitute part of the actual amendment.

The following reports have been submitted alongside this Amendment and serve as the background information and planning considerations associated with this Amendment:

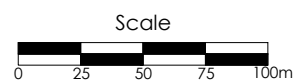
- Planning Justification Report, prepared by Innovative Planning Solutions, May 2021
- Stage 1-2 Archaeological Assessment, prepared by Irvin Heritage Inc., November 26, 2020
- Review and Entry into the Ontario Public Register of Archaeological Reports, issued by the Ministry of Heritage, Sport, Tourism and Culture Industries, dated February 28, 2022
- Environmental Impact Study, prepared by Cambium Inc., dated March 11, 2021
- Revised Hydrogeological Assessment, prepared by Wilson Associates Limited, dated September 21, 2020, Revised March 15, 2021 and January 14, 2022
- Preliminary Stormwater Management Report, prepared by WMI & Associates Limited, dated March 2022 (hydraulic model digital files included), revised October 2022.
- Flood Hazard Assessment Summary, prepared by WMI & Associates Limited, May 5, 2021
- Traffic Impact Study, prepared by JD Engineering, March 18, 2021, revised December 22, 2021
- ORCA Review of Environmental Impact Study, prepared by Cambium Inc., dated March 1, 2022
- Revision #2 to Hydrogeological Assessment, prepared by Wilson Associates Limited, dated September 21, 2020, Revised January 14, 2022
- Civil Engineering Drawing Package, prepared by WMI & Associates Limited, revised October 7, 2022



LEGEND

- Subject Site (28.61ha)
- Lands to be re-designated from 'Rural and Industrial' to 'Environmental Constraint'
- Lands to be re-designated from 'Rural' to 'Hamlet'
- Lands to be re-designated from 'Industrial' to 'Hamlet'
- Lands to remain in 'Rural Designation'
- Lands to be added to Donwood Hamlet Boundary

SCHEDULE 'A'
OFFICIAL PLAN AMENDMENT No. 70
162 County Road 4
Douro-Dummer
County of Peterborough



Source: County of Peterborough Official Plan, Consolidated Dec. 2022
Note: Information shown is approximate and subject to change.

IPS INNOVATIVE PLANNING SOLUTIONS PLANNERS • PROJECT MANAGERS • LAND DEVELOPERS 647 WELHAM ROAD, UNIT 9, BARRIE, ON, L4N 0B7 tel: 705 • 812 • 3281 fax: 705 • 812 • 3434 e: info@ipsconsultinginc.com www.ipsconsultinginc.com	
Date: May 8, 2023	Drawn By: A.S.
File: 20 - 916	Checked By: J.H.

The Corporation of the Township of Douro-Dummer

By-law Number 202X-XX

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

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

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

And Whereas the Council of the Township of Douro-Dummer requires the rezoning of the subject lands as a condition of Draft Plan Approval for Peterborough County Subdivision Application 15T-21006;

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

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

1. Schedule B2 to By-law No. 10-1996, as amended, is hereby further amended by changing the zone category on lands known municipally as 162 County Road 4 and described as Part Lot 2 and Part Lot 3, Concession 10 of the Douro Ward from the Rural Zone (RU) to the Hamlet Residential Zone (HR), the Environmental Conservation Zone (EC) and the Special District 254 Zone (S.D. 254) as shown on Schedule "1" attached hereto and forming part of this By-law.
2. Section 21 - Special Districts is amended by deleting subsection "21.171 Special District 171 Zone (S.D. 171) - Reserved" immediately following subsection "21.170 Special District 170 Zone (S.D. 170)" and replacing it with the following:

21.171 Special District 171 Zone (S.D. 171) – Roll No. -010-004-10100

No person shall, within any Special District 171 Zone (S.D. 171), use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

21.171.1 Permitted Uses

21.171.1.1 an agricultural use, farm or hobby farm excluding buildings or structures used for barns and/or dwellings.

21.171.1.2 a conservation or forestry use.

21.171.2 Regulations for Uses Permitted in Section 21.171.1.1 and 21.171.1.2

- a) Minimum Lot Area 1.5 ha
b) Minimum Lot Frontage 0 m

3. Section 21 - Special Districts is amended by the addition of a new subsection, namely subsection "21.254 Special District 254 Zone (S.D. 254)" immediately following subsection "21.253 Special District 253 Zone (S.D. 253)" which shall read as follows:

21.254 Special District 254 Zone (S.D. 254) – Roll No. -010-004-10100

No person shall, within any Special District 254 Zone (S.D. 254), use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

21.254.1 Permitted Uses

- 21.254.1.1** all uses permitted in the Environmental Conservation Zone (EC).

- 21.254.1.2** a stormwater management facility.

21.254.2 Regulations for Uses Permitted in Section 21.254.1

All provisions and regulations of the Environmental Conservation Zone (EC) of By-law 10-1996, as amended, shall apply.

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

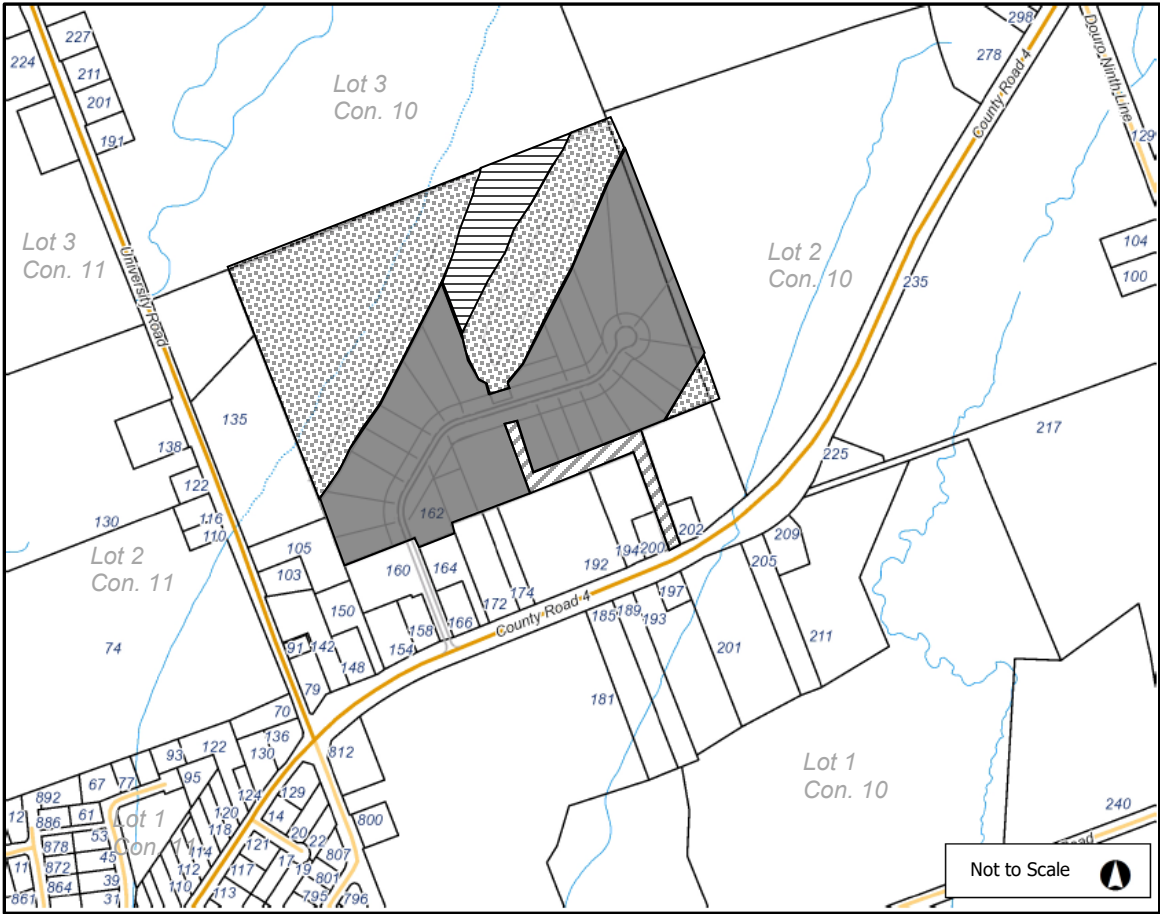
If no notice of objection is filed with the Acting Clerk within the time provided, this By-law shall become effective on the date of passing hereof, subject to the provisions of The Planning Act, RSO 1990, as amended.





Passed in Open Council this XX day of XXXX, 202X.

Mayor, Heather Watson

Acting Clerk, Martina Chait-Hartwig

Schedule "1" to By-law 202X-XX



-  Rezone from the 'Rural Zone (RU)' to the 'Hamlet Residential Zone (HR)'
-  Rezone from the 'Rural Zone (RU)' to the 'Environmental Conservation Zone (EC)'
-  Rezone from 'Rural Zone (RU)' to the 'Special District 254 Zone (S.D. 254)'
-  Rezone from the 'Rural Zone (RU)' to the 'Special District 171 Zone (S.D. 171)'

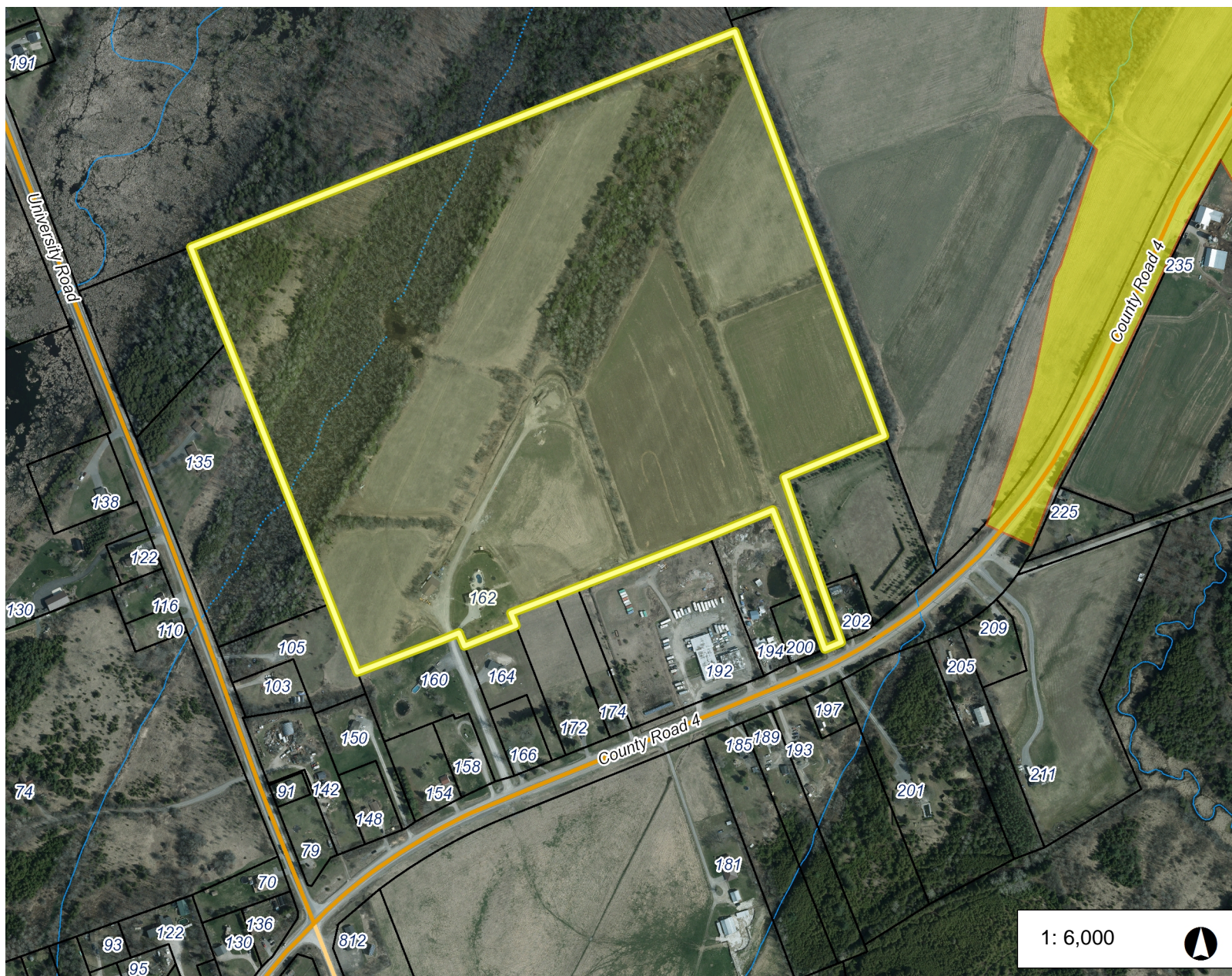
This is Schedule 'A' to By-law
No. 202X-XX passed this
XX day of XXXX, 202X.

Mayor, Heather Watson

Acting Clerk, Martina Chait-Hartwig



162 County Road 4



Legend

Roads < 50,000

- PRIV ; Private; PRIV
- City Arterial
- City Collector and Local
- City Owned Unclassified
- Provincial
- County
- Township
- Water Access Only

Outside Roads < 50,000

- Major Roads
- Local Roads

Peterborough Proposed Bypass

Civic Address

Parcel Fabric

Parcel First Nations - Canada I

Rivers

- Intermittent
- Permanent

Notes

2018 air photo

304.8 0 152.40 304.8 Meters

Now, for tomorrow



Township of Douro-Dummer

**Comparative Analysis
December 31, 2020**

**Council Presentation
June 20, 2023**

Independent Auditor's Report

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Township of Douro-Dummer as at December 31, 2020, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Audit Procedures

Review of minutes of council

Substantative Testing

- Sampling
- Analytical review
- Management estimates

Systems documentation and related control testing

- Revenues
- Disbursements
- Payroll
- Journal entries



Audit Overview – Matters of Communication

Audit is complete pending:

- Council approval of financial statements
- Receipt of signed representation letter
- Receipt of legal letters

No significant difficulties encountered during the course of our audit procedures:

- No changes to initial audit plan
- Time delays in audit due to changes in staff
- Excellent cooperation from management and staff
- Note for the uncertainty caused by COVID-19

Uncorrected audit difference noted:

- Accounts payable understated by \$35,545
- Investments understated by \$12,272
- Salary accrual understated by \$10,144

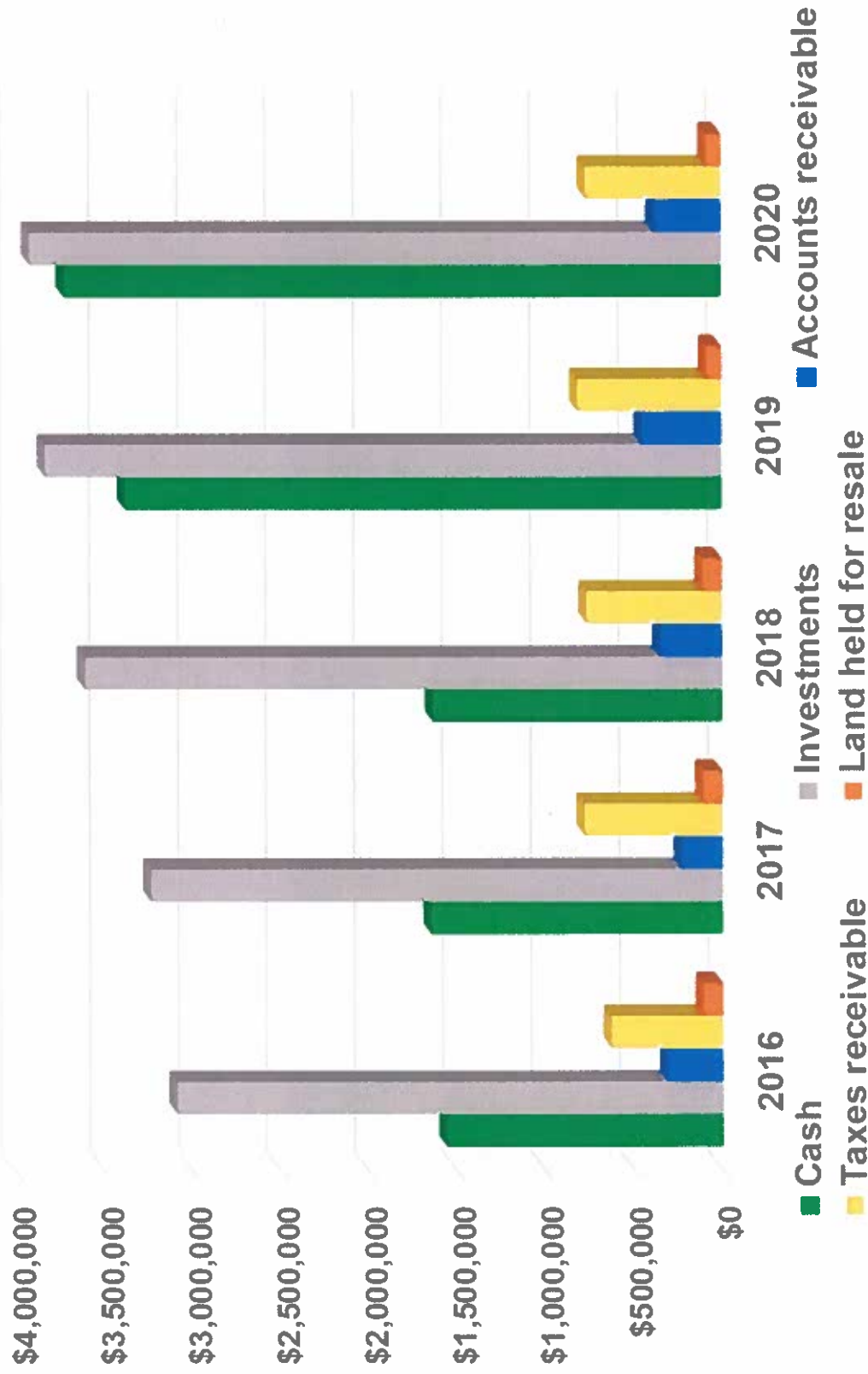


Financial Assets at December 31st

	2020	2019	2018	2017	2016
Cash	\$ 3,720,339	\$ 3,377,861	\$ 1,633,242	\$ 1,646,414	\$ 1,557,851
Investments	\$ 3,918,109	\$ 3,831,800	\$ 3,607,252	\$ 3,236,802	\$ 3,091,662
Accounts receivable	\$ 376,104	\$ 447,569	\$ 346,710	\$ 228,201	\$ 311,000
Taxes receivable	\$ 767,080	\$ 814,832	\$ 765,683	\$ 779,620	\$ 631,902
Land held for resale	\$ 83,487	\$ 83,487	\$ 108,619	\$ 108,619	\$ 108,619
	<u>\$ 8,865,119</u>	<u>\$ 8,555,549</u>	<u>\$ 6,461,506</u>	<u>\$ 5,999,656</u>	<u>\$ 5,701,034</u>



Financial Assets at December 31st

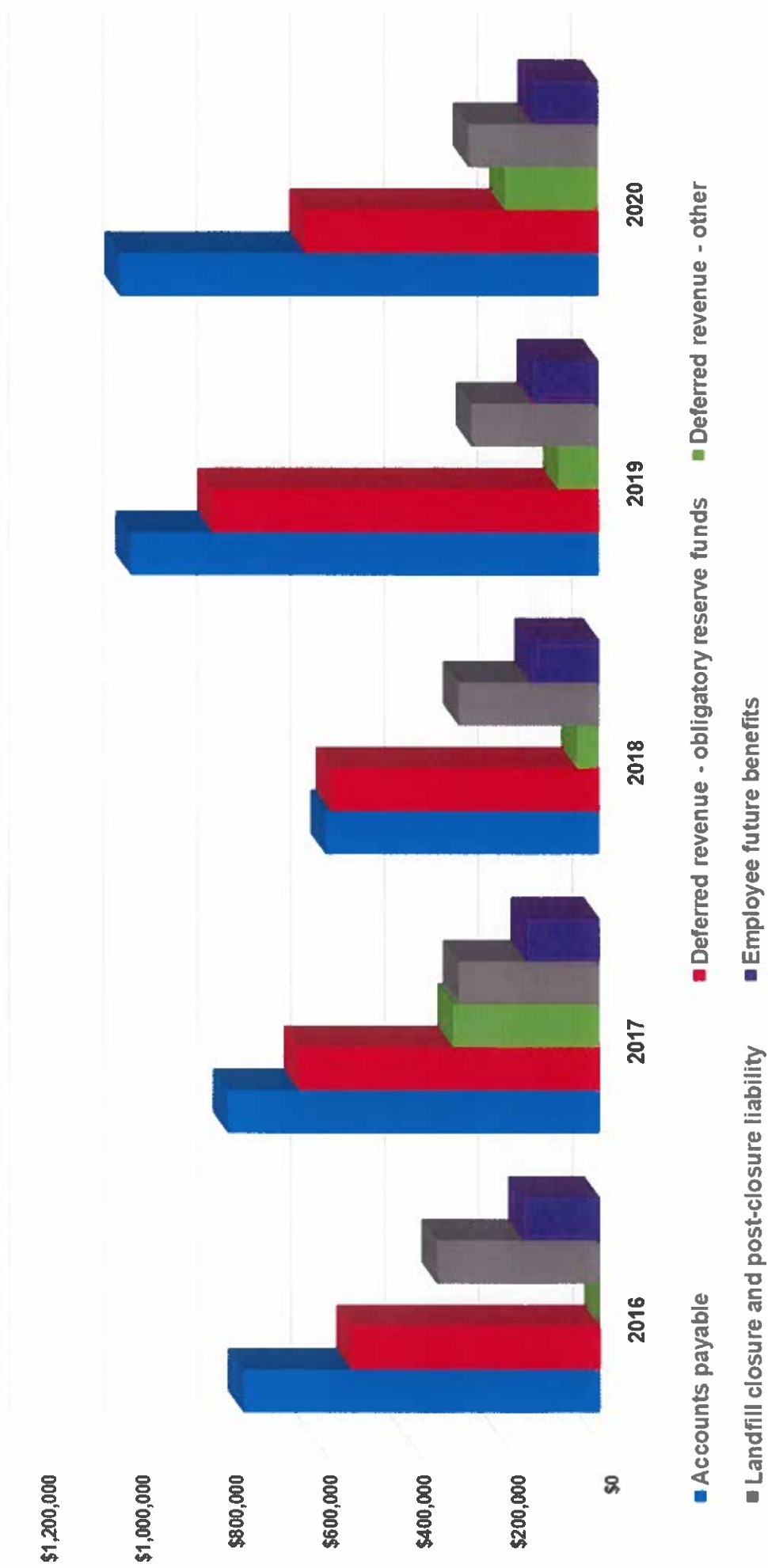


Financial Liabilities as at December 31st

	2020	2019	2018	2017	2016
Accounts payable	\$ 1,021,369	\$ 997,922	\$ 582,762	\$ 791,504	\$ 759,224
Deferred revenue - obligatory reserve funds	\$ 625,177	\$ 822,830	\$ 571,123	\$ 640,142	\$ 529,369
Deferred revenue - other	\$ 199,925	\$ 86,167	\$ 48,039	\$ 312,471	\$ 1,000
Landfill closure and post-closure liability	\$ 277,000	\$ 271,000	\$ 299,000	\$ 300,000	\$ 347,000
Employee future benefits	\$ 138,681	\$ 140,745	\$ 146,334	\$ 155,027	\$ 162,285
	<u>\$ 2,262,152</u>	<u>\$ 2,318,664</u>	<u>\$ 1,647,258</u>	<u>\$ 2,199,144</u>	<u>\$ 1,798,878</u>



Financial Liabilities as at December 31st



Non-Financial Assets as at December 31st

	2020	2019
Net Financial Assets	\$ 6,602,967	\$ 6,236,885
Non-Financial Assets		
Tangible capital assets	26,696,918	26,285,611
Prepaid expenses	18,143	19,277
Inventories of materials and supplies	272,771	558,426
	<u>\$ 33,590,799</u>	<u>\$ 33,100,199</u>

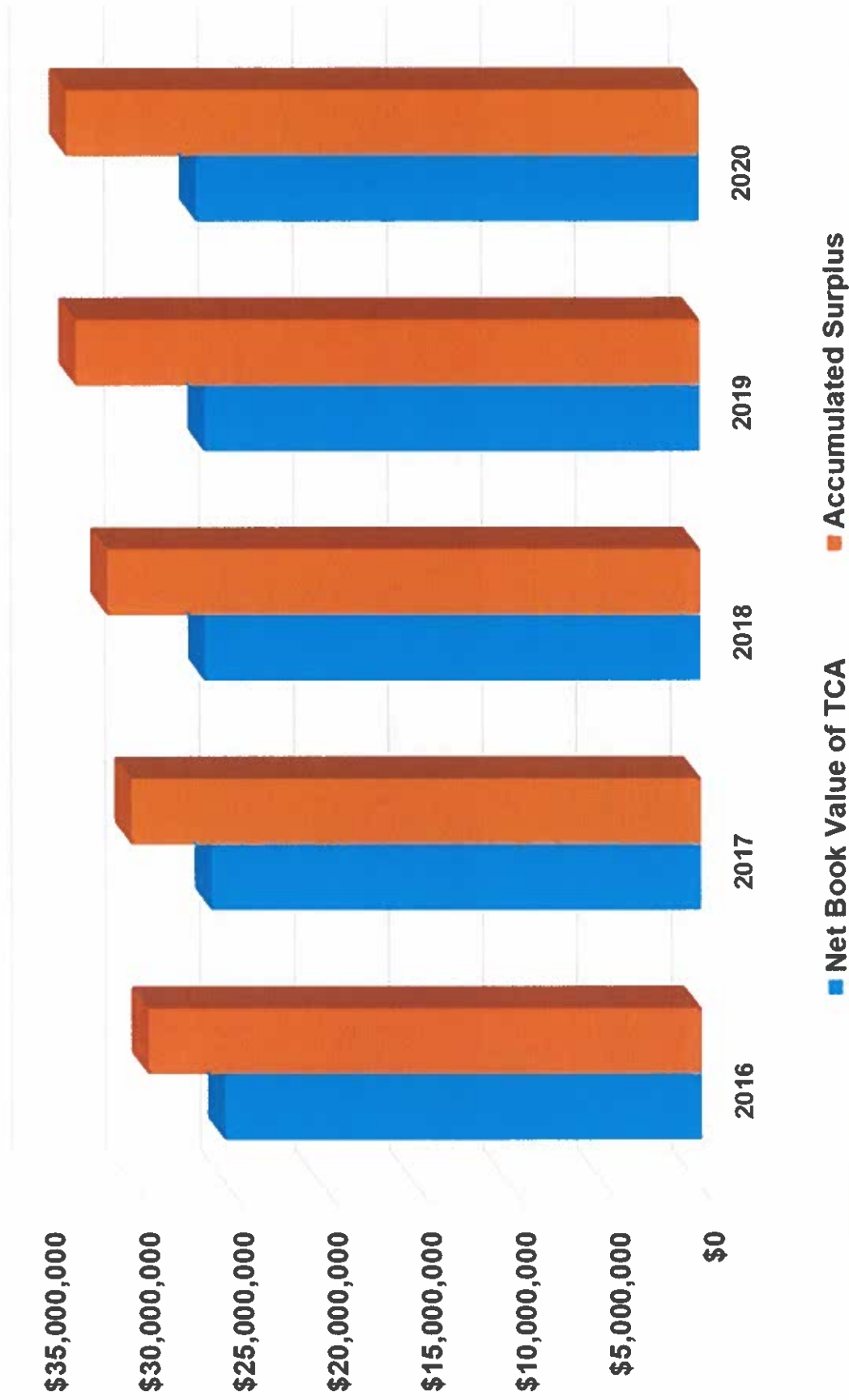


Consolidated Statement of Operations

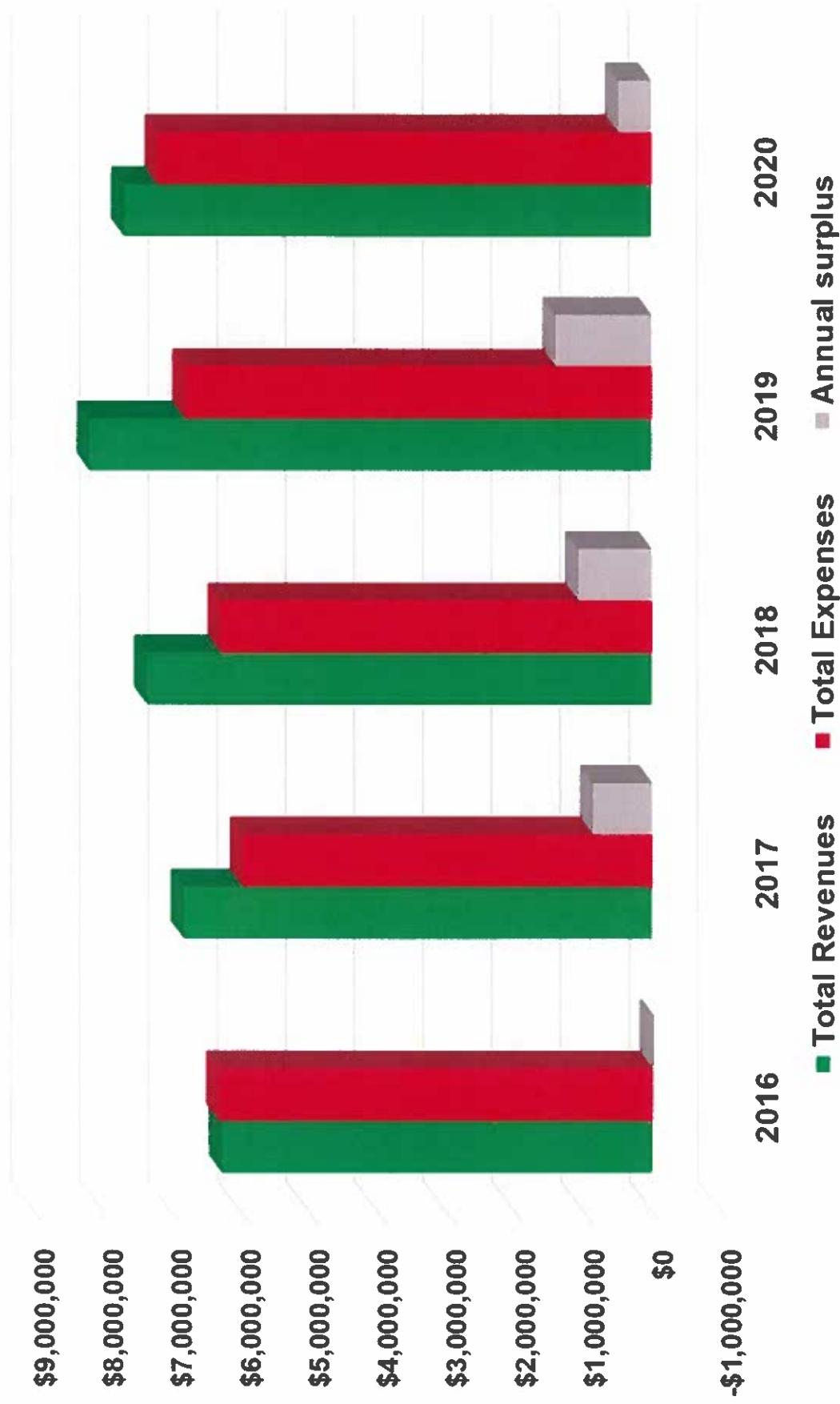
	2020 Budget	2020 Actual	2019 Actual
Total Revenues	\$ 8,300,691	\$ 7,688,093	\$ 8,192,544
Total Expenses	7,327,414	7,197,493	6,792,950
PSAB Annual surplus	973,277	490,600	1,399,594
Accumulated Surplus - Beginning		33,100,199	31,700,605
Accumulated Surplus - Ending		\$ 33,590,799	\$ 33,100,199
Operating Surplus Reconciliation	\$ 973,277	\$ 490,600	\$ 1,399,594
Amortization of tangible capital assets	1,250,596	1,516,685	1,250,596
Purchase of tangible capital assets	(3,298,553)	(2,042,573)	(1,008,964)
Loss/(gain) on disposal of tangible capital assets	-	97,931	(178,042)
Proceeds on sale of tangible capital assets	-	16,650	187,864
Change in landfill closure and post-closure liability	-	6,000	(28,000)
Change in unfunded employee benefits	-	(2,064)	(5,589)
Change in library surplus/deficit	-	(6,871)	14,606
Change in unfinanced capital	-	92,871	-
Transfer to reserves and reserve funds	(1,112,219)	(1,247,094)	(2,056,295)
Transfer from reserves and reserve funds	2,186,899	1,077,865	399,098
Change in land held for resale	-	-	25,132



Accumulated Surplus and Tangible Capital Assets



Total Revenues, Expenses, and Annual Surplus

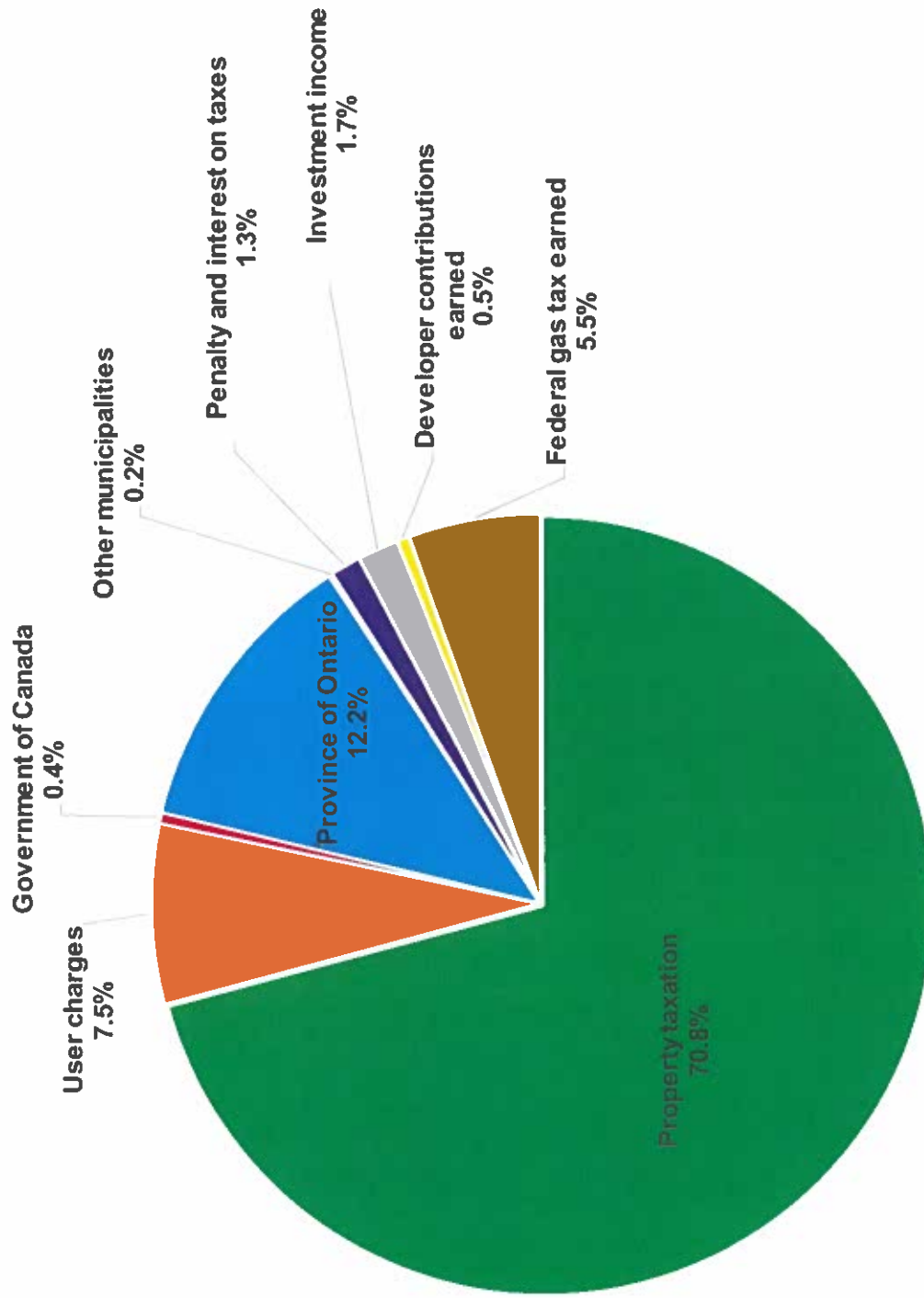


Financial Activities – Revenues

	2020 Budget	2020 Actual	2019 Actual
Property taxation	\$ 5,521,567	\$ 5,514,714	\$ 5,050,145
User charges	934,553	580,290	943,304
Government of Canada	-	33,611	30,631
Province of Ontario	1,146,207	946,594	1,364,642
Other municipalities	10,400	12,350	11,100
Penalty and interest on taxes	120,129	97,879	125,571
Investment income	135,000	133,154	160,436
Donations	20,481	183	33,587
Developer contributions earned	174,000	39,484	125,000
Parkland fees earned	7,000	-	4,058
Federal gas tax earned	231,354	427,765	121,454
Gain/(loss) on disposal of tangible capital assets	-	(97,931)	178,042
Other	-	-	44,574
Total Revenues	\$ 8,300,691	\$ 7,688,093	\$ 8,192,544



Financial Activities – Revenues

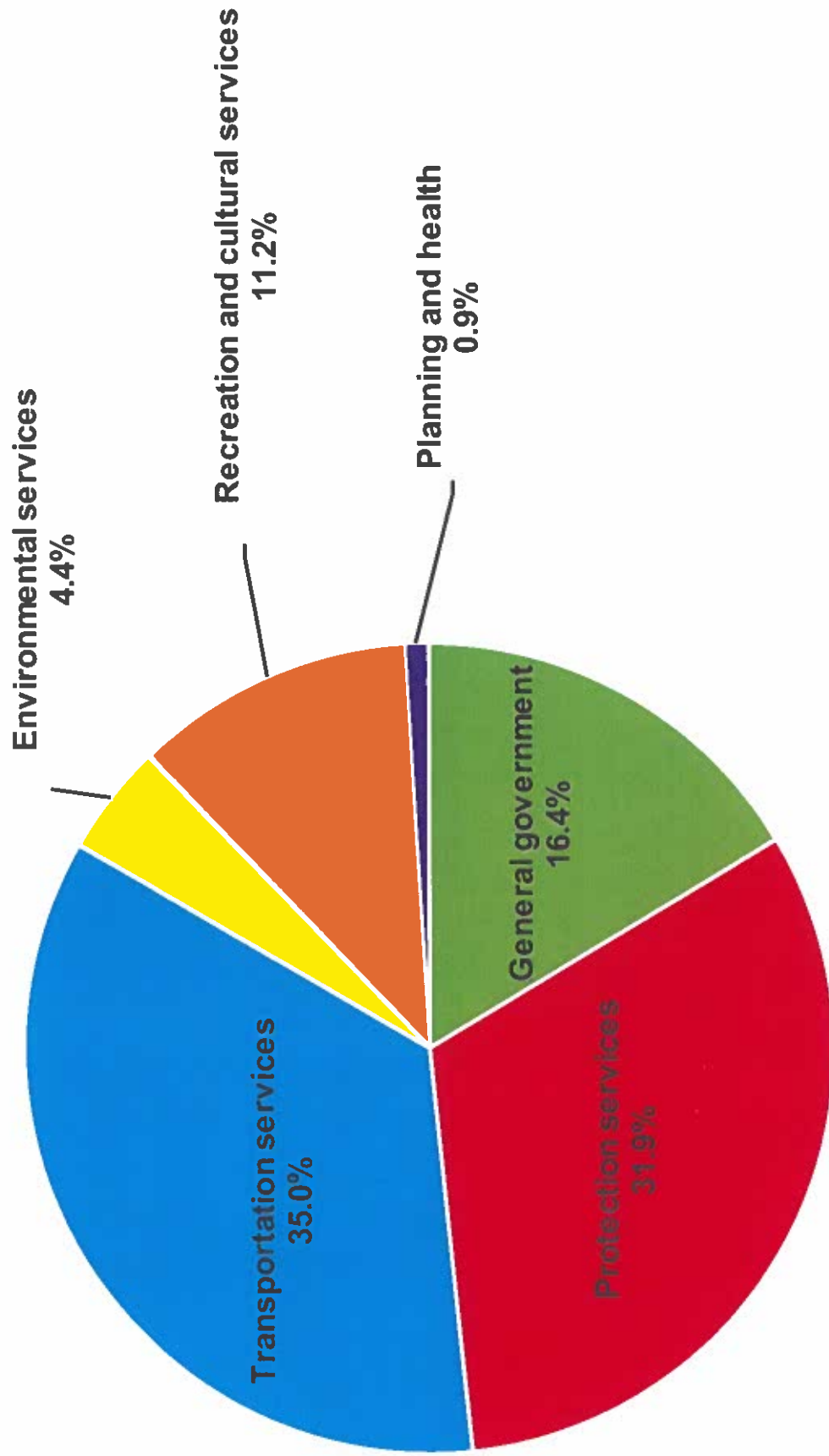


Financial Activities – Expenses

	2020	2020	2019
	Budget	Actual	Actual
General government	\$ 1,389,427	\$ 1,180,069	\$ 1,207,462
Protection services	2,252,563	2,299,227	2,091,183
Transportation services	2,238,418	2,520,548	2,249,802
Environmental services	316,258	318,192	265,992
Health services	4,136	3,026	2,935
Recreation and cultural services	976,326	808,630	901,121
Planning and health	150,286	67,801	74,455
Total Expenses	<u>\$ 7,327,414</u>	<u>\$ 7,197,493</u>	<u>\$ 6,792,950</u>



Financial Activities – Expenses

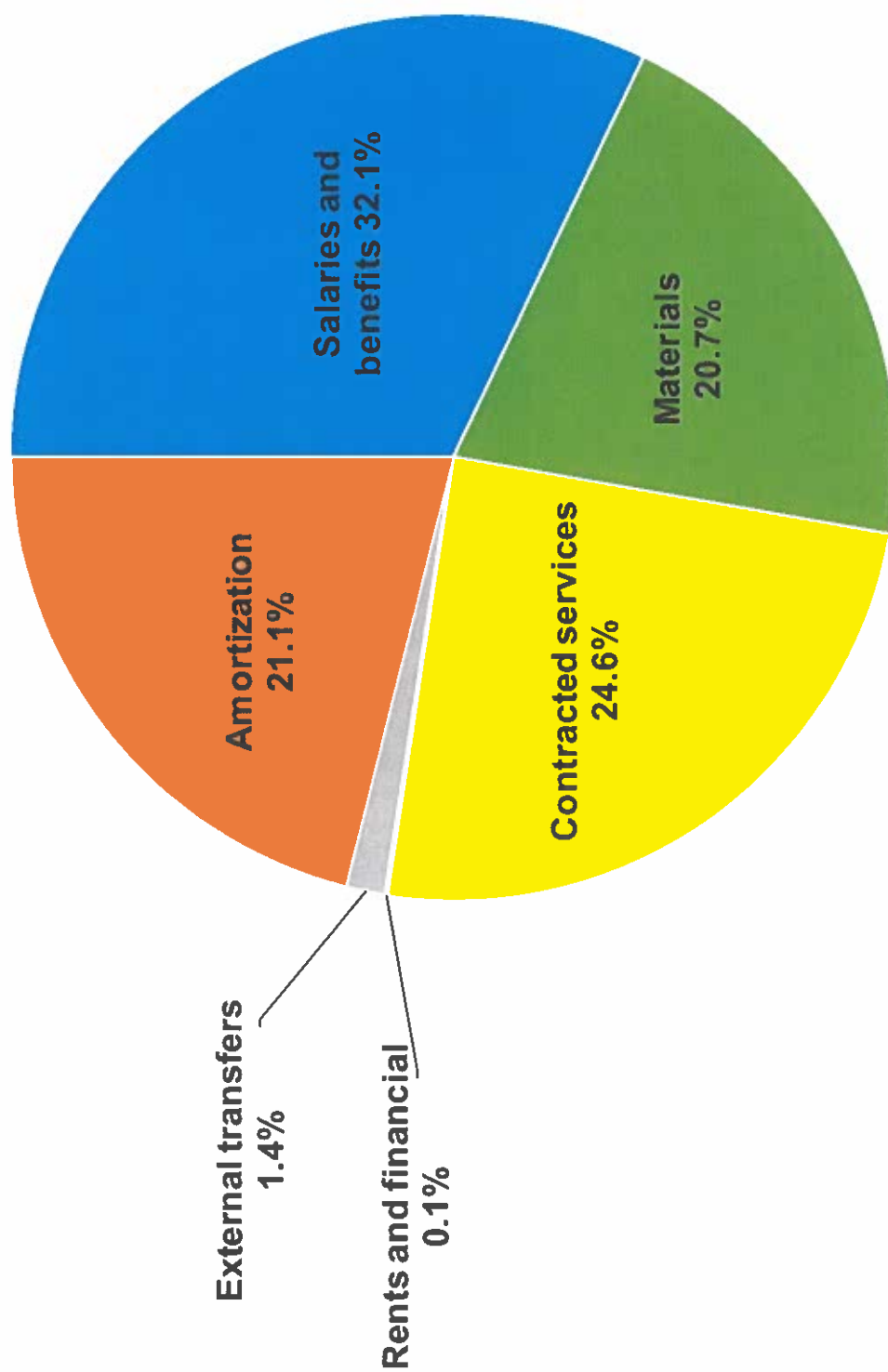


Expenses – Segmented Information

	2020	2020	2019
	Budget	Actual	Actual
Salaries and benefits	\$ 2,481,174	\$ 2,308,519	\$ 2,202,120
Materials	1,807,212	1,490,244	1,656,154
Contracted services	1,674,976	1,771,919	1,578,032
Rents and financial	6,595	6,545	4,395
External transfers	106,861	103,581	101,653
Amortization	1,250,596	1,516,685	1,250,596
Total Expenses	<u>\$ 7,327,414</u>	<u>\$ 7,197,493</u>	<u>\$ 6,792,950</u>



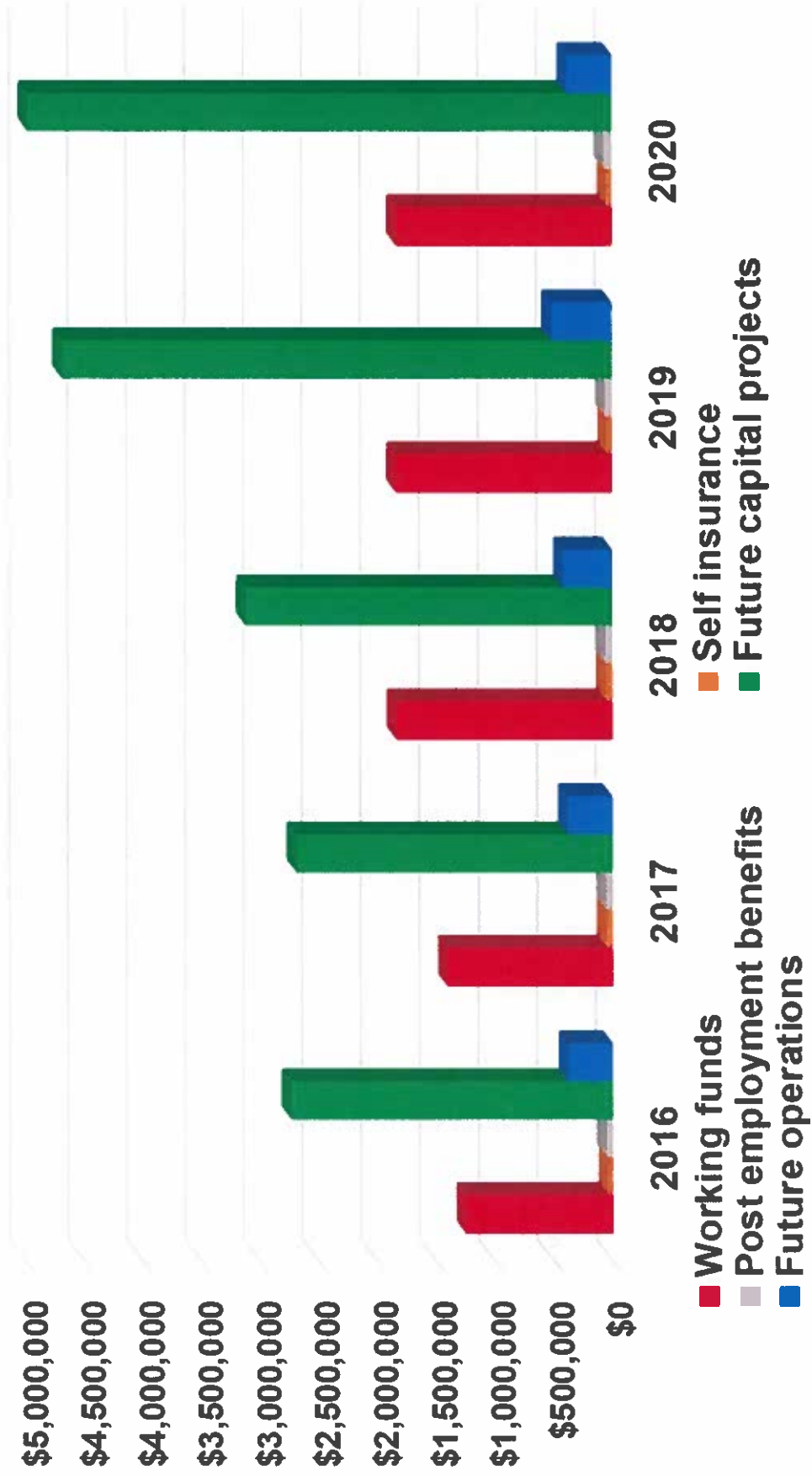
Expenses – Segmented Information



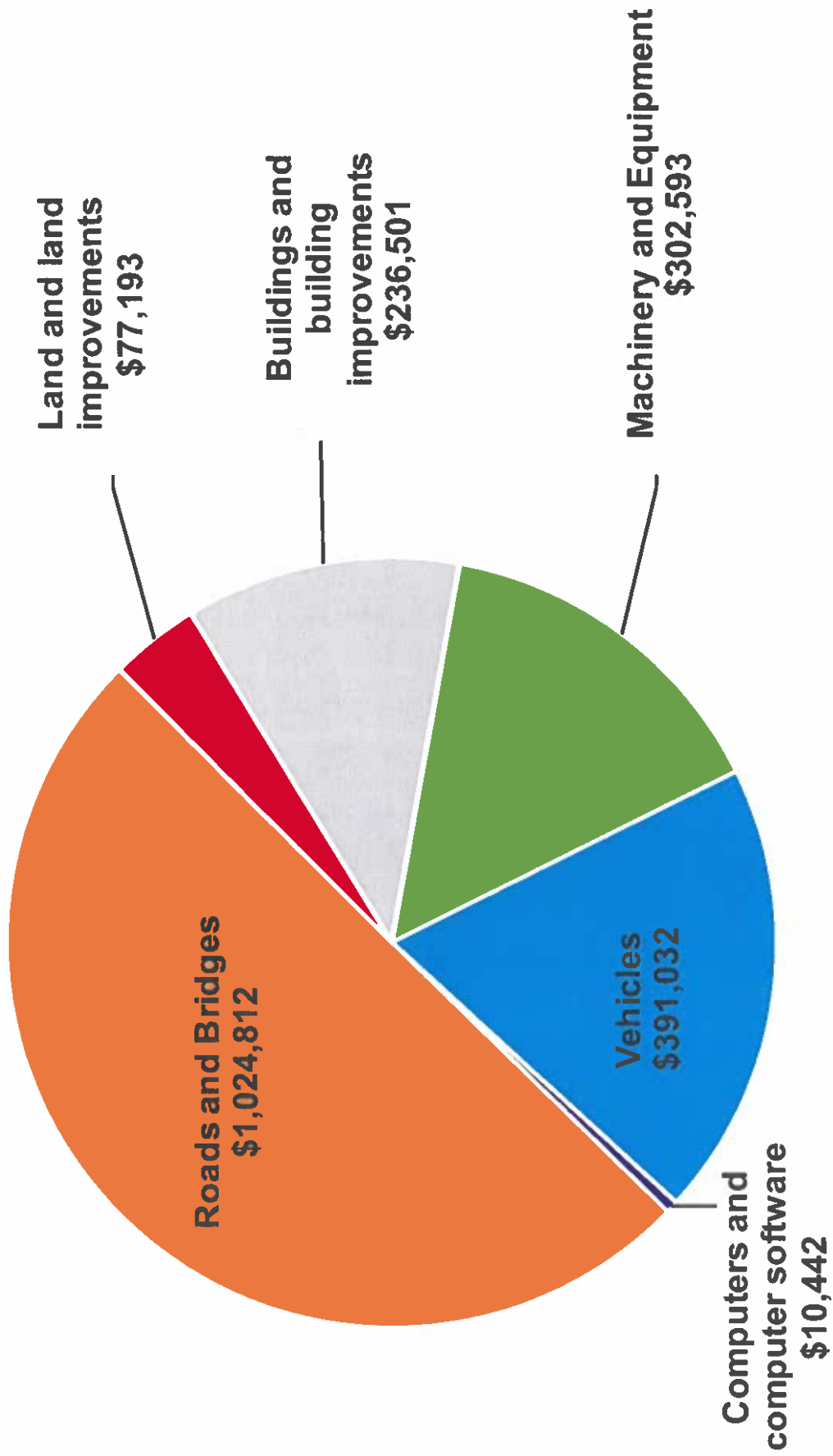
Accumulated Surplus

	2020	2019
Surplus (Deficit)		
Invested in capital assets	\$ 26,604,047	\$ 26,285,611
Inventory held for resale	83,487	83,487
Unfunded employee future benefits	(138,681)	(140,745)
Unfunded landfill closure and post-closure	(277,000)	(271,000)
Douro-Dummer Public Library	-	(6,871)
Surplus	<u>\$ 26,271,853</u>	<u>\$ 25,950,482</u>
Reserves and Reserve Funds		
Working funds	1,836,691	1,836,691
Self insurance	43,221	43,221
Post employment benefits	69,156	61,656
Future capital projects	4,985,284	4,693,074
Future operations	384,594	515,075
Reserves and Reserve Funds	<u>\$ 7,318,946</u>	<u>\$ 7,149,717</u>
Accumulated Surplus	<u>\$ 33,590,799</u>	<u>\$ 33,100,199</u>

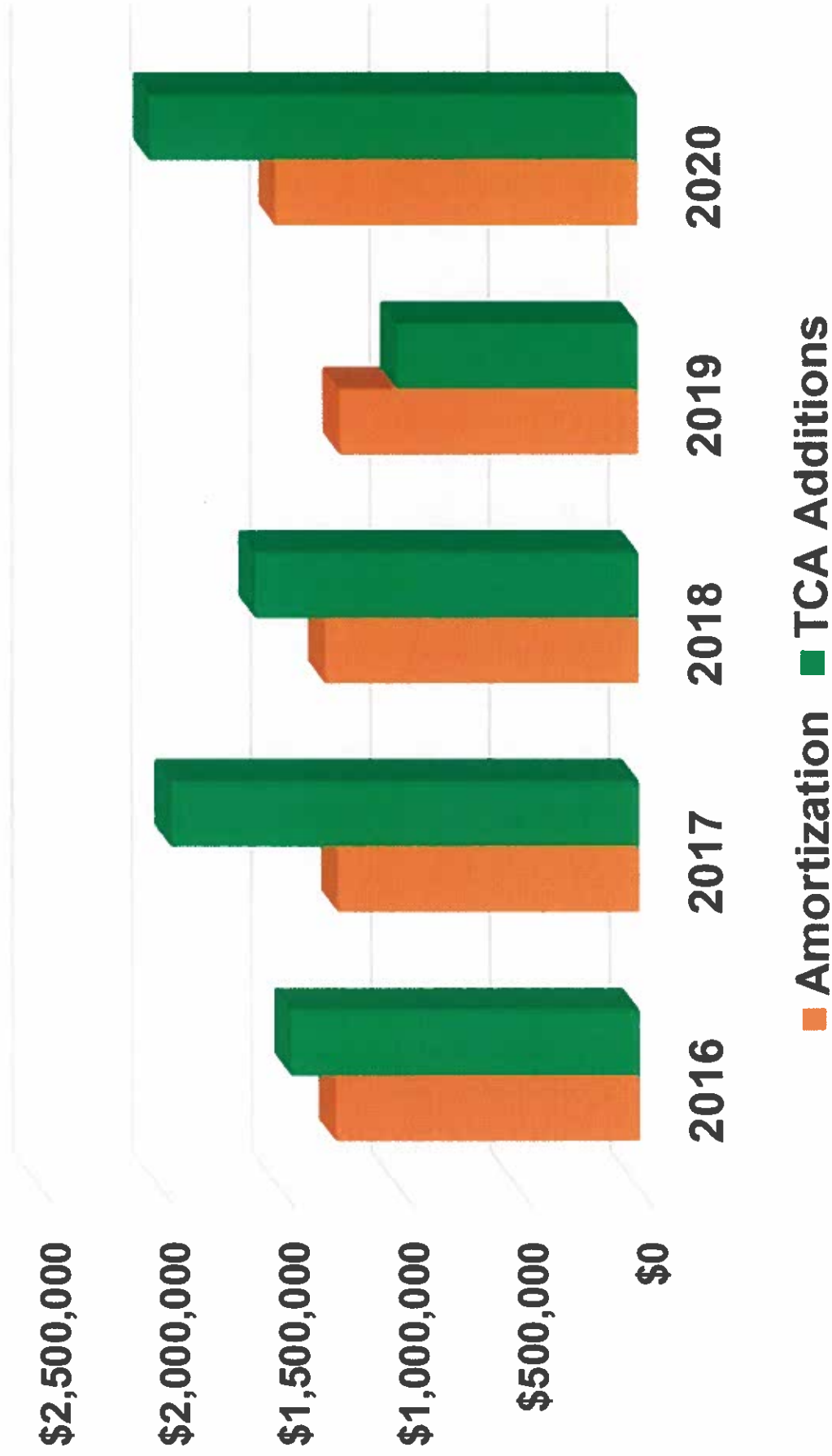
Reserves and Reserve Funds



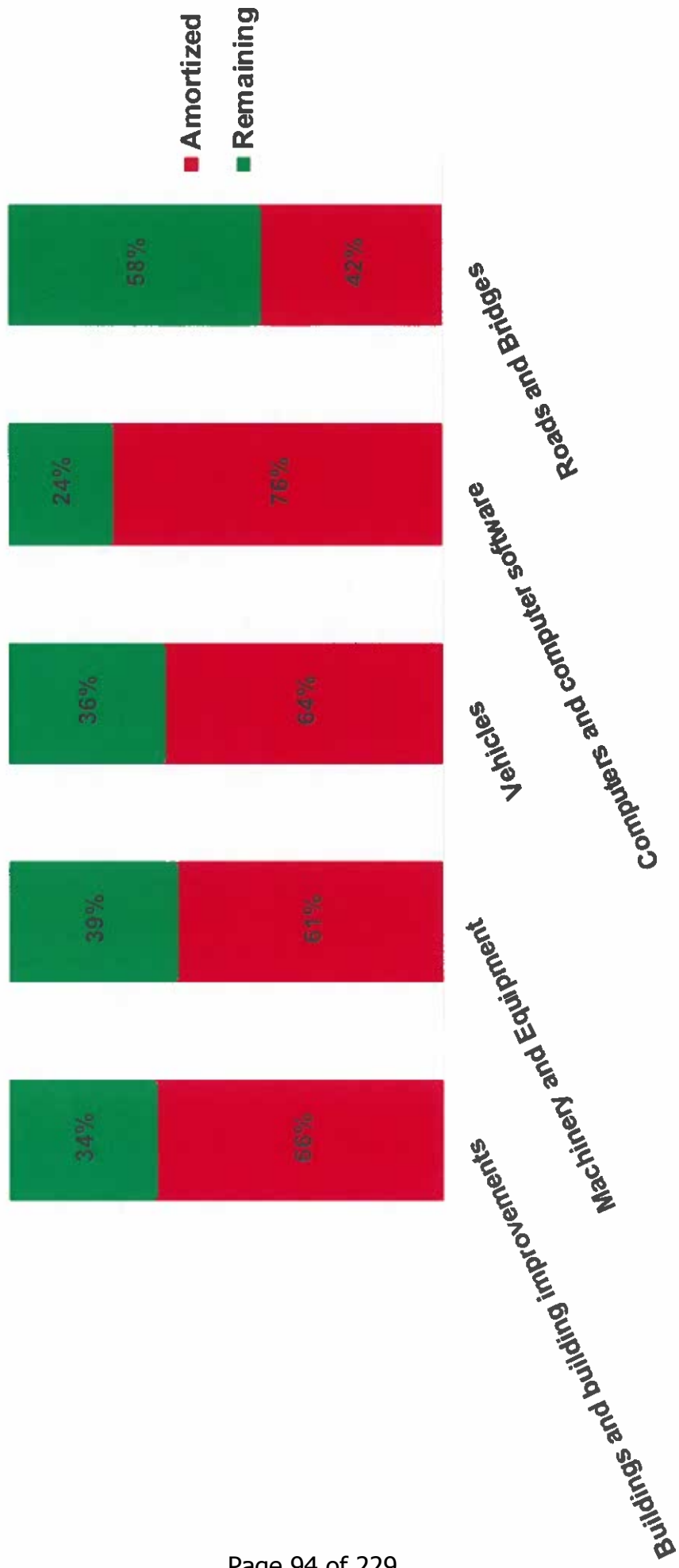
Tangible Capital Assets – Additions



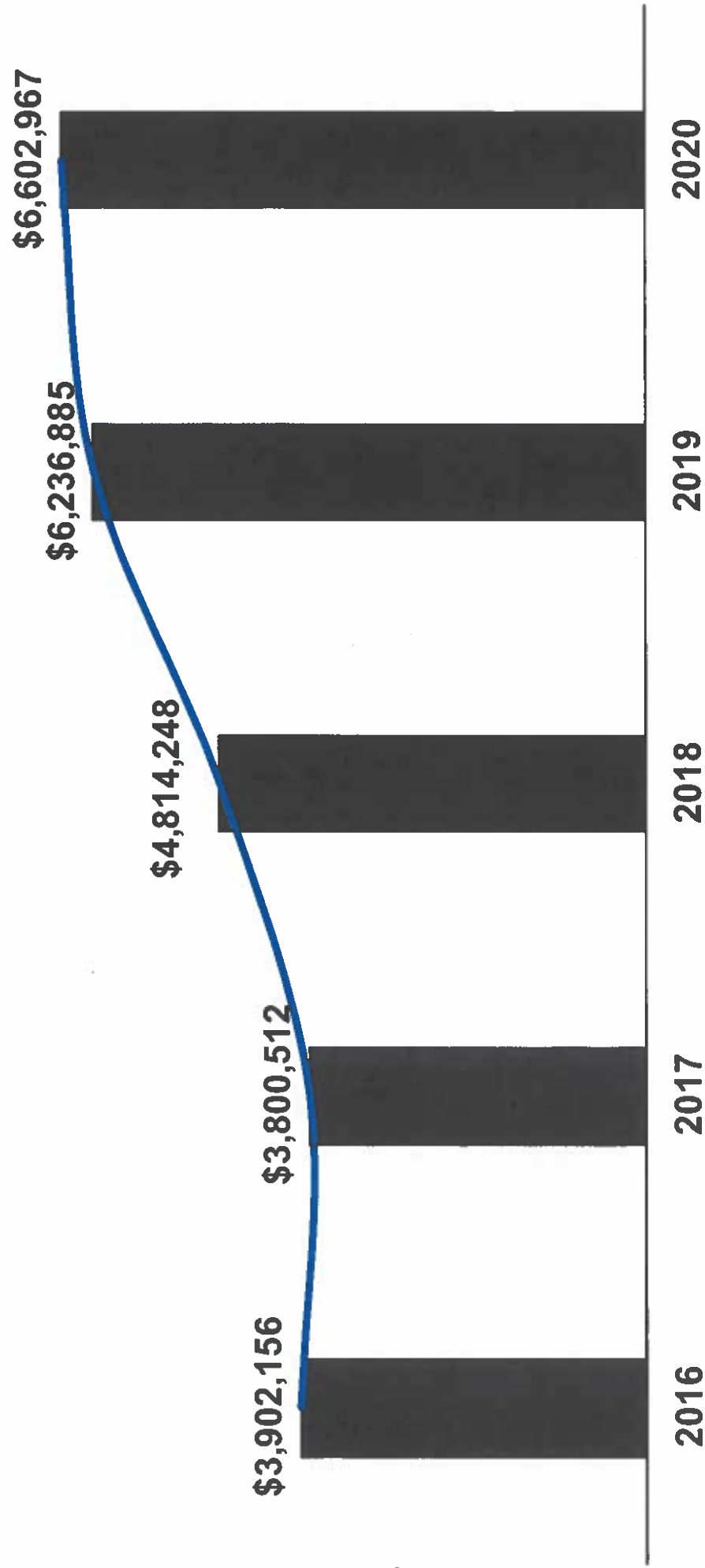
Tangible Capital Asset Additions vs Amortization



Tangible Capital Assets – Average Useful Life



Net Financial Assets – 5 Year Trend



Now, for tomorrow

June 20, 2023

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

Baker Tilly KDN LLP
272 Charlotte St.
Peterborough, ON
Canada K9J 2V4

T: (705) 742-3418
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www.bakertilly.ca

Re: Audit of the Consolidated Financial Statements of the Township of Douro-Dummer

Dear Members of Council:

We have been engaged to express an audit opinion on the consolidated financial statements of the Township of Douro-Dummer ("the Township") for the year ended December 31, 2020. We have substantially completed our audit and are pleased to report on the following items.

The purpose of this report is to summarize certain aspects of the audit that we believe to be of interest to Council. This report should be read in conjunction with the draft consolidated financial statements and our report thereon.

Auditor Independence

Through our planning process, we identify any potential independence threats and communicate any concerns we identify. The Township, management and Council have a proactive role in this process, and are responsible for understanding the independence requirements applicable to the Township and its auditor. You must also bring to our attention any changes in the threshold status of the Township, any concerns you may have, or any knowledge of situations or relationships between the Township, management, personnel (acting in an oversight or financial reporting role) and our Firm, its partners/principals and audit team personnel that may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the Chartered Professional Accountants of Ontario (registered name of The Institute of Chartered Accountants of Ontario) and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

In accordance with our professional requirements, we advise you that we are not aware of any relationships between the Township and our Firm that, in our professional judgement, may reasonably be thought to bear on our independence.

ASSURANCE • TAX • ADVISORY

Baker Tilly KDN LLP is a member of Baker Tilly Canada Cooperative, which is a member of the global network of Baker Tilly International Limited. All members of Baker Tilly Canada Cooperative and Baker Tilly International Limited are separate and independent legal entities.

Peterborough

Courtice

Lindsay

Cobourg

Accordingly, we hereby confirm that our audit engagement team, our Firm and the other Baker Tilly Canada offices are independent with respect to the Township within the meaning of the Code of Professional Conduct Rule 204 of the Chartered Professional Accountants of Ontario (registered name of The Institute of Chartered Accountants of Ontario).

Our Responsibilities as Auditor

As stated in the engagement letter, our responsibility as auditor of your Township is to express an opinion on whether the consolidated financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the Township in accordance with Canadian Public Sector Accounting Standards.

An audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

Our audit includes:

- Assessing the risk that the financial statements may contain material misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
- Assessing the accounting principles used, and their application;
- Assessing the significant estimates made by management;
- Concluding on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern; and
- Evaluating the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

As part of our audit, we will obtain a sufficient understanding of the business and internal control structure of the Township to plan the audit. This will include management's assessment of:

- The risk that the financial statements may be materially misstated as a result of fraud and error; and
- The internal controls put in place by management to address such risks.

The engagement team undertakes a documented planning process prior to commencement of the audit to identify concerns, addresses independence considerations, assesses the engagement team requirements, and plans the audit work and timing.

An audit does not relieve management or those responsible for governance of their responsibilities for the preparation of the Township's financial statements.

Council's Responsibilities

Council's role is to act in an objective, independent capacity as a liaison between the auditor and management to ensure the auditor has a facility to consider and discuss governance and audit issues with parties not directly responsible for operations.

Council's responsibilities include:

- Being available to assist and provide direction in the audit planning process when and where appropriate;
- Meeting with the auditor as necessary and prior to release and approval of financial statements to review audit, disclosure and compliance issues;
- Where necessary, reviewing matters raised by the auditor with appropriate levels of management, and reporting back to the auditor their findings;
- Making known to the auditor any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the financial statements or Independent Auditor's Report;
- Providing guidance and direction to the auditor on any additional work the auditor feels should be undertaken in response to issues raised or concerns expressed;
- Making such enquiries as appropriate into the findings of the auditor with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls;
- Reviewing the draft financial statements prepared by management, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness, and ; and
- Pre-approving all professional services and allowable consulting services to be provided by the auditor.

Audit Approach

Outlined below are certain aspects of our audit approach which are intended to help you in discharging your oversight responsibilities. Our general approach to the audit of the Township of Douro-Dummer is to assess the risks of material misstatement in the financial statements and then respond by designing audit procedures.

Independent Auditor's Report

We anticipate that our Independent Auditor's Report will be issued without modification.

Our Independent Auditor's Report will be dated no earlier than the date on which we have obtained sufficient appropriate audit evidence on which to base our audit opinion on the consolidated financial statements, including evidence that all the statements and disclosures that comprise the consolidated financial statements have been prepared and Council has approved the consolidated financial statements.

Illegal Acts, Fraud, Intentional Misstatements and Errors

Our auditing procedures, including tests of your accounting records, were limited to those considered necessary in the circumstances and will not necessarily disclose all illegal acts should any exist. Under CAS, we consider the Township's control environment, governance structure, circumstances encountered during the audit and the potential likelihood of fraud and illegal acts occurring.

These procedures are not designed to test for fraudulent or illegal acts, nor will they necessarily detect such acts or recognize them as such, even if the effect on the consolidated financial statements is material. However, should we become aware that an illegal or possibly illegal act or act of fraud may have occurred, other than one considered clearly inconsequential, we will communicate directly to Council.

It is management's responsibility to detect and prevent illegal action. If such acts are discovered or Council members become aware of circumstances under which the Township may have been involved in fraudulent, illegal or regulatory non-compliance situations, such circumstances must be disclosed to us.

Testing during our audit did not reveal any illegal, improper or questionable payments or acts, nor any acts committed with the intent to deceive, involving either misappropriation of assets or misrepresentation of assets or misrepresentation of financial information.

Related Party Transactions

During our audit, we conduct various tests and procedures to identify transactions considered to involve related parties. Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related parties also include management, members of Council and their immediate family members and companies with which these individual have an economic interest.

There were no related party transactions identified during the audit that required disclosure in the notes to the consolidated financial statements.

Significant Accounting Principles and Policies

Management is responsible for the appropriate selection and application of accounting policies. Our role is to review the appropriateness and application as part of our audit. The significant accounting principles and policies are disclosed in the notes to the consolidated financial statements.

The accounting policies adopted may be acceptable policies under Canadian Public Sector Accounting Standards; however, alternative policies may also be acceptable under Canadian Public Sector Accounting Standards. The Township and the Council have a responsibility to not adopt extreme or inappropriate interpretations of Canadian Public Sector Accounting Standards that may have inappropriate or misleading results. Alternative policies, if adopted, may produce significant changes in the reported results of the operations, financial position and disclosures of the Township.

Council has a responsibility to review the accounting policies adopted by the Township, and where alternative policies are available, make determinations as to the most appropriate policies to be adopted in the circumstances. If members of Council believe that the adoption or change in accounting policy may produce an inappropriate or misleading result in financial reporting or disclosure, this concern must be discussed with management and us.

There were no new accounting policies adopted or changes to the application of accounting policies of the Township during the year.

Accounting Estimates

Management is responsible for the accounting estimates included in the consolidated financial statements. Estimates and the related judgements and assumptions are based on management's knowledge of the business and past experience about current and future events.

Our responsibility as auditor is to obtain sufficient appropriate evidence to provide reasonable assurance that management's accounting estimates are reasonable within the context of the consolidated financial statements as a whole. An audit includes performing appropriate procedures to verify the:

- Calculation of accounting estimates;
- Analyzing of key factors such as underlying management assumptions;
- Materiality of estimates individually and in the aggregate in relation to the financial statements as a whole;
- Estimate's sensitivity to variation and deviation from historical patterns;
- Estimate's consistency with the entity's business plans; and
- Other audit evidence.

Risk-based

Our risk-based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we focus our audit work on higher risk areas that have a higher risk of being materially misstated.

Materiality

Materiality is used throughout the audit and in particular when:

- a) Identifying and assessing risk of material misstatement;
- b) Determining the nature, timing and extent of further audit procedures; and
- c) Evaluating the effect of uncorrected misstatements, if any, on the financial statements and in forming an opinion on the auditor's report.

Materiality is defined as:

Materiality is the term used to describe the significance of financial statement information to decision makers. An item of information, or an aggregate of items, is material if it is probable that its omission or misstatement would influence or change a decision. Materiality is a matter of professional judgement in the particular circumstances.

We used an overall materiality of \$180,000 and a performance materiality of \$135,000. The overall materiality for last year's audit was \$180,000 and the performance materiality was \$135,000.

Audit Procedures

The objective of the tests of controls is to evaluate whether certain controls operated effectively. The objective of the tests of details is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time.

In response to our risk assessment and based on our understanding of internal controls, we adopted a substantive approach for the audit.

Evaluation of Internal Controls

Audits include a review and evaluation of the system of internal controls to assist in determining the level of reliance that may or should be placed on the system in assessing the nature and extent of audit procedures to be undertaken.

There are no internal control matters that we wish to bring to your attention.

Written Representations Requested From Management

As part of our audit, we request that management prepare a letter to us to re-affirm various representations that they have provided to us and we have relied upon. A copy of this letter is attached for your convenience.

Significant Misstatements

In the course of our audit, we have not found any material misstatements or unadjusted items that, in aggregate, exceed materiality thresholds established for the audit, nor have we found significant misstatements that would likely cause future financial statements to be materially misstated.

Uncorrected Misstatements

In the course of our audit, we have aggregated uncorrected financial statement misstatements which are summarized in the accompanying schedule. Management has deemed the effects of these misstatements to be immaterial, both individually and in the aggregate, to the financial statements taken as a whole. To date, management has decided not to correct these misstatements. Under CAS, we are required to request that Council approve the correction of these misstatements or that Council approve the decision of management.

Significant Unusual Transactions

We are not aware of any significant transactions entered into by the Township that you should be informed about.

Disagreements with Management

We are required to communicate any disagreements with management, whether or not resolved, about matters that are individually or in aggregate significant to the Township's financial statements or auditor's report. Disagreements may arise over:

- Selection or application of accounting principles;
- Assumptions and related judgements for accounting estimates;
- Financial statement disclosures;
- Scope of the audit: or
- Wording of the auditor's report.

In the course of our audit, we did not have any significant disagreements with management, nor were we under any significant time pressures or poor working conditions. We are not aware of any cause for concern as to management's attitude, competence or credibility with respect to matters affecting the financial statements.

Difficulties Encountered During the Audit

Difficulties encountered while performing the audit, include:

- Significant delays in management providing information required for the audit due to staffing changes.

Management Letter

During our audit, we did not note any significant issues on internal controls to report to management.

New Accounting Pronouncements Not Yet Effective

We wish to bring to your attention the following accounting pronouncements that have been issued but are not yet effective that may affect your financial reporting in future periods:

- PS 3280 - Asset Retirement Obligations applies to fiscal years beginning on or after April 1, 2022.
- PS 3450 - Financial Instruments applies to fiscal years beginning on or after April 1, 2022.

We will be working with management to determine the impacts of these changes to your financial statements.

Conclusion

We wish to express our appreciation for the co-operation we received during the audit from the Township's management.

Should any member of Council wish to discuss or review any matter addressed in this letter or any other matters related to financial reporting, please do not hesitate to contact us at any time.

Yours very truly,

Baker Tilly KDN LLP

per: Joanna Park, CPA, CA
Partner

Schedule of Uncorrected Misstatements

Description of Misstatement	Proposed Adjustments Dr (Cr)				
	Statement of Income		Balance Sheet		
	Identified Misstatements	Likely Aggregate Misstatements	Assets	Liabilities	Opening Equity
A/P subledger not balancing to g/l	35,545	35,545	-	(35,545)	-
Investment account difference from statement	(12,272)	(12,272)	12,272	-	-
Salary accrual understated	10,144	10,144	-	(10,144)	-
a) Totals		33,417	12,272	(45,689)	-
b) Misstatements corrected by management		-	-	-	-
c) Likely aggregate misstatements net of corrections (a - b)		33,417	12,272	(45,689)	-
d) Effect of unadjusted misstatements from previous year's errors		-	-	-	-
e) Aggregate likely misstatements (c + d)		33,417	12,272	(45,689)	-
f) Final overall materiality		180,000	180,000	180,000	180,000
g) Amount remaining for further possible misstatement (f - e)		146,583	167,728	134,311	180,000

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

June 20, 2023

Baker Tilly KDN LLP
272 Charlotte St.
Peterborough, Ontario
K9J 2V4
Canada
Attention: Joanna Park, CPA, CA

Dear Sirs:

This representation letter is provided in connection with your audit of the consolidated financial statements of the Township of Douro-Dummer for the year ended December 31, 2020 for the purpose of expressing an opinion as to whether the consolidated financial statements are presented fairly, in all material respects, in accordance with Canadian Public Sector Accounting Standards.

We confirm that:

Financial statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated November 22, 2021 for the preparation of the consolidated financial statements in accordance with Canadian Public Sector Accounting Standards; in particular, the consolidated financial statements are fairly presented in accordance therewith.
2. We have assessed that the Township is able to continue as a going concern and the consolidated financial statements have been prepared on a going concern basis.
3. The methods, the data, and the significant assumptions used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.
4. Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian Public Sector Accounting Standards.
5. There have been no events subsequent to the date of the consolidated financial statements up to the date hereof that would require recognition or disclosure in the consolidated financial statements. Furthermore, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those consolidated financial statements and the related notes.
6. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.
7. The accounting policies selected and the application thereof is appropriate, including those for complex areas of accounting and areas involving management's judgement and estimates, for example, revenue recognition, fair value measurements, transfers of receivables, hedging relationships and consolidation of variable interest entities.

8. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the consolidated financial statements.
9. We are aware of the environmental laws and regulations that impact on our organization and we are in compliance. There are no known environmental liabilities, including liabilities under sections PS3260 - Liability for Contaminated Sites and PS3270 - Solid Waste Landfill Closure & Post-Closure Liability that have not been accrued for or disclosed in the consolidated financial statements.
10. The nature of all material measurement uncertainties has been appropriately disclosed in the consolidated financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the consolidated financial statements.
11. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.
12. We confirm that there are no derivative or off-balance sheet financial instruments held at year end.
13. We have made the appropriate determination, accounting and disclosure in the consolidated financial statements of the costs, assets and obligations associated with employee future benefits.
14. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the consolidated financial statements.
15. The Township has satisfactory title to all assets, and there are no liens or encumbrances on the Township's assets.

Information provided

16. We have provided you with:
 - Access to all information of which we are aware that is relevant to the preparation of the consolidated financial statements such as records, documentation and other matters;
 - Additional information that you have requested from us for the purpose of the audit; and
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
17. All transactions have been recorded in the accounting records and are reflected in the consolidated financial statements.
18. We have disclosed to you the results of our assessment of the risk that the consolidated financial statements may be materially misstated as a result of fraud.
19. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - Management;
 - Employees who have significant roles in internal control; or
 - Others where the fraud could have a material effect on the financial statements.
20. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.

21. We have disclosed to you, and the Township has complied with, all aspects of contractual agreements that could have a material effect on the consolidated financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debts.
22. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
23. We have disclosed to you the identity of the entity's related parties and all the related-party relationships and transactions of which we are aware.
24. The minute books of the Township are a complete record of all meetings and resolutions of the Township throughout the year and to the present date.

Journal entry approval

25. We approve of and acknowledge responsibility for the journal entries summarized in the accompanying schedule.

Yours very truly,

Paul Creamer
Treasurer

Schedule of Uncorrected Misstatements

Description of Misstatement	Proposed Adjustments Dr (Cr)				
	Statement of Income		Balance Sheet		
	Identified Misstatements	Likely Aggregate Misstatements	Assets	Liabilities	Opening Equity
A/P subledger not balancing to g/l	35,545	35,545	-	(35,545)	-
Investment account difference from statement	(12,272)	(12,272)	12,272	-	-
Salary accrual understated	10,144	10,144	-	(10,144)	-
a) Totals		33,417	12,272	(45,689)	-
b) Misstatements corrected by management		-	-	-	-
c) Likely aggregate misstatements net of corrections (a - b)		33,417	12,272	(45,689)	-
d) Effect of unadjusted misstatements from previous year's errors		-	-	-	-
e) Aggregate likely misstatements (c + d)		33,417	12,272	(45,689)	-
f) Final overall materiality		180,000	180,000	180,000	180,000
g) Amount remaining for further possible misstatement (f - e)		146,583	167,728	134,311	180,000

Township of Douro-Dummer

E45. 1

Year End: December 31, 2020

Baker Tilly proposed Journal Entries

for Management approval

Date: 1/01/20 To 12/31/20

Number	Date	Name	Reference	Account No	Debit	Credit
BT01	12/31/20	OP-GG-CM-Supplies		00-02-0250-4118	755.00	
BT01	12/31/20	BS-CP-CP-Surplus		05-00-0000-0999		27,386.38
BT01	12/31/20	BS-CP-CP-Surplus		05-00-0000-0999		755.00
BT01	12/31/20	BS-GG-CM-TCA CompHw		05-02-0250-0370	4,009.93	
BT01	12/31/20	BS-TS-RD-TCA Equip/Books		05-06-0600-0360	1,017.59	
BT01	12/31/20	BS-TS-RD-TCA Roads		05-06-0600-0400		12,650.00
BT01	12/31/20	BS-TS-RD-TCA Roads		05-06-0600-0400		831,503.24
BT01	12/31/20	BS-TS-RD-WIP Roads		05-06-0600-0401	933,045.45	
BT01	12/31/20	BS-TS-RD-AccAmort Roads		05-06-0600-0409	12,650.00	
BT01	12/31/20	BS-TS-RD-AccAmort Roads		05-06-0600-0409		101,542.21
BT01	12/31/20	BS-RC-PR-TCA Equip/Books		05-16-1600-0360	4,057.51	
BT01	12/31/20	BS-RC-PR-Reserve-Equipment		05-16-1600-0903		4,057.51
BT01	12/31/20	BS-RC-PR-RESERVE FUND - PARKLAND		05-16-1600-0909	4,057.51	
BT01	12/31/20	BS-RC-LB-TCA Bldg Imp		05-16-1640-0340	3,695.09	
BT01	12/31/20	BS-RC-LB-TCA Books/Equip		05-16-1640-0360		8,733.34
BT01	12/31/20	BS-RC-LB-AccAmort Equip		05-16-1640-0369	8,733.34	
BT01	12/31/20	BS-RC-LB-Surplus		05-16-1640-0999	14,606.26	
		to correct opening balances				
BT04	12/31/20	OP-GG-CM-Investment Interest External		00-02-0250-8711		1,573.41
BT04	12/31/20	BS-RC-DR-Investments		05-16-1610-0070	1,573.41	
		To adjusting Investment balance to current year's amount and record the interest accrual.				
BT05	12/31/20	BS-CP-CP-Proceeds		05-00-0000-0029	159,089.76	
BT05	12/31/20	BS-CP-CP-Surplus		05-00-0000-0999		159,089.76
		To correct roll forward balance in account that should be I/S account				
BT06	12/31/20	OP-GG-CM-Grants-Provincial		00-02-0250-8020		33,457.13
BT06	12/31/20	BS-CP-CP-Deferred Revenue		05-00-0000-0570	33,457.13	
		To recognize AMO Main Street revenue earned.				
BT07	12/31/20	OP-RC-LB-Grants-Federal		00-16-1640-8010		33,611.00
BT07	12/31/20	BS-RC-LB-Deferred Revenue		05-16-1640-0570	33,611.00	
		To recognized PY deferred revenue for Library ESDC grant.				
BT08	12/31/20	BS-CP-CP-Reserve-Dev Charge		05-00-0000-0901		391.92
BT08	12/31/20	BS-CP-CP-Transfer to Develop Charge		05-00-0000-0951	391.92	

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Township of Douro-Dummer
Year End: December 31, 2020
Baker Tilly proposed Journal Entries
for Management approval
Date: 1/01/20 To 12/31/20

E45. 1-1

Number	Date	Name	Reference	Account No	Debit	Credit
BT08	12/31/20	BS-PS-FR-Reserve-Dev Charge		05-04-0410-0901		3,854.00
BT08	12/31/20	BS-PS-FR-Transfer to Develop Charge		05-04-0410-0951	3,854.00	
BT08	12/31/20	BS-TS-RD-Reserve-Dev Charge		05-06-0600-0901		10,590.20
BT08	12/31/20	BS-TS-RD-Transfer to Develop Charge		05-06-0600-0951	10,590.20	
BT08	12/31/20	BS-RC-PR-Reserve-Dev Charge		05-16-1600-0901		413.72
BT08	12/31/20	BS-RC-PR-Transfer to Develop Charge		05-16-1600-0951	413.72	
BT08	12/31/20	BS-RC-LB-Reserve-Dev Charge		05-16-1640-0901		1,524.16
BT08	12/31/20	BS-RC-LB-Transfer to Develop Charge		05-16-1640-0951	1,524.16	
		To correct DCs collected during the year				
BT09	12/31/20	OP-GG-CM-Wages FT		00-02-0250-1000	26,985.93	
BT09	12/31/20	BS-CP-CP-Overtime Payable		05-00-0000-0542		26,985.93
		Entry requested by client to correct OT payable account				
BT10	12/31/20	OP-RC-PR-Grants-Provincial		00-16-1600-8020		7,600.00
BT10	12/31/20	BS-CP-CP-AR Provincial		05-00-0000-0032	7,600.00	
		To record Trillium grant receivable				
BT12	12/31/20	BS-TS-RD-TCA Roads		05-06-0600-0400	895,098.13	
BT12	12/31/20	BS-TS-RD-WIP Roads		05-06-0600-0401		895,098.13
		12th line assets in service				
BT13	12/31/20	BS-TX-CO-AP County		05-01-0110-0525		34,414.58
BT13	12/31/20	BS-TX-CO-Taxes Paid		05-01-0110-0799	34,414.58	
BT13	12/31/20	BS-TX-EP-Accounts Payable		05-01-0130-0500		4,645.47
BT13	12/31/20	BS-TX-EP-Taxes Paid		05-01-0130-0799	4,645.47	
BT13	12/31/20	BS-TX-ES-Accounts Payable		05-01-0135-0500	9,545.64	
BT13	12/31/20	BS-TX-ES-Taxes Paid		05-01-0135-0799		9,545.64
BT13	12/31/20	BS-TX-FP-Accounts Payable		05-01-0140-0500	1,144.03	
BT13	12/31/20	BS-TX-FP-Taxes Paid		05-01-0140-0799		1,144.03
BT13	12/31/20	BS-TX-FS-Accounts Payable		05-01-0145-0500	1,868.05	
BT13	12/31/20	BS-TX-FS-Taxes Paid		05-01-0145-0799		1,868.05
		To adjust amounts due to/from County and School Boards				
BT14	12/31/20	OP-GG-CM-Grants-Provincial		00-02-0250-8020	179,501.88	
BT14	12/31/20	BS-CP-CP-Deferred Revenue		05-00-0000-0570		179,501.88

Township of Douro-Dummer
Year End: December 31, 2020
Baker Tilly proposed Journal Entries
for Management approval
Date: 1/01/20 To 12/31/20

E45. 1-2

Number	Date	Name	Reference	Account No	Debit	Credit
To defer unspent COVID funding						
BT15	12/31/20	BS-CP-CP-Accounts Payable		05-00-0000-0500		37,675.23
BT15	12/31/20	BS-TS-RD-WIP Roads		05-06-0600-0401	37,675.23	
To accrue holdback for Daleview Road						
BT16	12/31/20	OP-TS-RD-Materials		00-06-0600-4600		17,148.85
BT16	12/31/20	BS-TS-RD-TCA Roads		05-06-0600-0400	26,832.72	
BT16	12/31/20	BS-TS-RD-WIP Roads		05-06-0600-0401		9,683.87
To correct year end roads balances to actual per client request						
BT17	12/31/20	BS-RC-LB-Reserve Capital Project/Equipm		05-16-1640-0900		33,439.69
BT17	12/31/20	BS-RC-LB-Transfer to Reserves		05-16-1640-0950	33,439.69	
To transfer library surplus to reserve						
					2,489,884.33	2,489,884.33

Net Income (Loss)

0.01

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER
CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2020

Draft June 13, 2023

**CORPORATION OF THE TOWNSHIP OF
DOURO-DUMMER**

CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

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CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

For The Year Ended December 31, 2020

MANAGEMENT REPORT

The accompanying consolidated financial statements of the Corporation of the Township of Douro-Dummer are the responsibility of management and have been approved by Council.

The consolidated financial statements have been prepared by management in accordance with Canadian Public Sector Accounting Standards. Financial statements are not precise since they include certain amounts based on estimates and judgements. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly, in all material respects.

The Township maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the Township's assets are appropriately accounted for and adequately safeguarded.

The Township's Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving financial statements.

Council reviews and approves the Township's financial statements for issuance to the members of Council, inhabitants and ratepayers of the Corporation of the Township of Douro-Dummer. Council meets periodically with management, as well as the external auditor, to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities and to review the financial statements and the independent auditor's report.

The consolidated financial statements have been audited by Baker Tilly KDN LLP in accordance with Canadian generally accepted auditing standards on behalf of the Township. Baker Tilly KDN LLP has full and free access to Council.

June 20, 2023

Mayor

Treasurer

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the Township of Douro-Dummer

Opinion

We have audited the consolidated financial statements of the Corporation of the Township of Douro-Dummer and its local board (the Township), which comprise the consolidated statement of financial position as at December 31, 2020, the consolidated statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Township as at December 31, 2020, and the results of its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the consolidated financial information of the entities or business activities within the Township to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants

Peterborough, Ontario
June 20, 2023

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

At December 31, 2020

	2020	2019
	\$	\$
FINANCIAL ASSETS		
Cash	3,720,339	3,377,861
Investments (note 3)	3,918,109	3,831,800
Accounts receivable	376,104	447,569
Taxes receivable	767,080	814,832
Land held for resale	83,487	83,487
TOTAL FINANCIAL ASSETS	8,865,119	8,555,549
LIABILITIES		
Accounts payable	1,021,369	997,922
Deferred revenue - obligatory reserve funds (note 6)	625,177	822,830
Deferred revenue - other (note 5)	199,925	86,167
Landfill closure and post-closure liability (note 4)	277,000	271,000
Employee future benefits (note 7)	138,681	140,745
TOTAL LIABILITIES	2,262,152	2,318,664
NET FINANCIAL ASSETS	6,602,967	6,236,885
NON-FINANCIAL ASSETS		
Tangible capital assets (note 8)	26,696,918	26,285,611
Prepaid expenses	18,143	19,277
Inventories of materials and supplies	272,771	558,426
TOTAL NON-FINANCIAL ASSETS	26,987,832	26,863,314
ACCUMULATED SURPLUS (note 9)	33,590,799	33,100,199

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS For the Year Ended December 31, 2020

	Budget 2020 \$ (Unaudited)	Actual 2020 \$	Actual 2019 \$
REVENUES			
Property taxation	5,521,567	5,514,714	5,050,145
User charges	934,553	580,290	943,304
Government of Canada	-	33,611	30,631
Province of Ontario	1,146,207	946,594	1,364,642
Other municipalities	10,400	12,350	11,100
Penalty and interest on taxes	120,129	97,879	125,571
Investment income	135,000	133,154	160,436
Donations	20,481	183	33,587
Developer contributions earned	174,000	39,484	125,000
Parkland fees earned	7,000	-	4,058
Federal gas tax earned	231,354	427,765	121,454
Gain/(loss) on disposal of tangible capital assets	-	(97,931)	178,042
Other	-	-	44,574
TOTAL REVENUES	8,300,691	7,688,093	8,192,544
EXPENSES			
General government	1,389,427	1,180,069	1,207,462
Protection services	2,252,563	2,299,227	2,091,183
Transportation services	2,238,418	2,520,548	2,249,802
Environmental services	316,258	318,192	265,992
Health services	4,136	3,026	2,935
Recreation and cultural services	976,326	808,630	901,121
Planning and development	150,286	67,801	74,455
TOTAL EXPENSES	7,327,414	7,197,493	6,792,950
ANNUAL SURPLUS	<u>973,277</u>	490,600	1,399,594
ACCUMULATED SURPLUS - beginning of year		33,100,199	31,700,605
ACCUMULATED SURPLUS - end of year		33,590,799	33,100,199

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS For the Year Ended December 31, 2020

	Budget 2020 \$ (Unaudited)	Actual 2020 \$	Actual 2019 \$
ANNUAL SURPLUS	973,277	490,600	1,399,594
Amortization of tangible capital assets	1,250,596	1,516,685	1,250,596
Purchase of tangible capital assets	(3,298,553)	(2,042,573)	(1,008,964)
Loss/(gain) on disposal of tangible capital assets	-	97,931	(178,042)
Proceeds on sale of tangible capital assets	-	16,650	187,864
Change in prepaid expenses	-	1,134	(3,702)
Change in inventories of materials and supplies	-	285,655	(224,709)
INCREASE/(DECREASE) IN NET FINANCIAL ASSETS	(1,074,680)	366,082	1,422,637
NET FINANCIAL ASSETS - beginning of year	6,236,885	6,236,885	4,814,248
NET FINANCIAL ASSETS - end of year	5,162,205	6,602,967	6,236,885

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

CONSOLIDATED STATEMENT OF CASH FLOWS For the Year Ended December 31, 2020

	2020 \$	2019 \$
CASH PROVIDED BY (USED IN)		
OPERATING ACTIVITIES		
Annual surplus	490,600	1,399,594
Items not affecting cash		
Amortization of tangible capital assets	1,516,685	1,250,596
Loss/(gain) on disposal of tangible capital assets	97,931	(178,042)
Change in landfill closure and post-closure liability	6,000	(28,000)
Change in employee future benefits	(2,064)	(5,589)
Change in non-cash assets and liabilities		
Accounts receivable	71,465	(100,859)
Taxes receivable	47,752	(49,149)
Land held for resale	-	25,132
Prepaid expenses	1,134	(3,702)
Inventories of materials and supplies	285,655	(224,709)
Accounts payable	23,447	415,160
Deferred revenue - obligatory reserve funds	(197,653)	251,707
Deferred revenue - other	113,758	38,128
Net change in cash from operating activities	2,454,710	2,790,267
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(2,042,573)	(1,008,964)
Proceeds on disposal of tangible capital assets	16,650	187,864
Net change in cash from capital activities	(2,025,923)	(821,100)
INVESTING ACTIVITIES		
Purchase of investments	(830,106)	(985,331)
Disposal of investments	743,797	760,783
Net change in cash from investing activities	(86,309)	(224,548)
NET CHANGE IN CASH	342,478	1,744,619
CASH - beginning of year	3,377,861	1,633,242
CASH - end of year	3,720,339	3,377,861

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2020

The Township of Douro-Dummer is a lower tier municipality in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

1. SIGNIFICANT ACCOUNTING POLICIES

These consolidated financial statements have been prepared in accordance with the standards in the Chartered Professional Accountants Canada Public Sector Accounting (PSA) Handbook. Significant aspects of the accounting policies are as follows:

(a) Reporting entity

These consolidated financial statements reflect the assets, liabilities, revenues and expenses and accumulated surplus of the reporting entity.

The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Township and which are owned and controlled by the Township. These consolidated financial statements include:

- Douro-Dummer Public Library

All interfund assets and liabilities and revenues and expenses are eliminated.

(b) Trust funds

Trust funds and their related operations administered by the Township are not included in these consolidated financial statements but are reported on separately on the Trust Funds Statement of Continuity and Statement of Financial Position.

(c) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Initial costs for tangible capital assets that were acquired or developed prior to 2009 were obtained using historical cost information or using current fair market values discounted by a relevant inflation factor to the point of acquisition. The cost, less residual value, if any, of tangible capital assets is amortized on a straight-line basis, over the expected useful life of the asset, as follows:

Land improvements	20 to 25 years
Buildings and building improvement	10 to 50 years
Machinery and equipment	5 to 40 years
Vehicles	5 to 30 years
Computers and computer software	5 years
Roads and bridges	10 to 50 years

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

Tangible capital assets categorized as assets under construction are not amortized until they are put into service.

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES, continued

(d) Recognition of Revenues and Expenses

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which the transactions or events occurred that give rise to the revenue; expenses are recognized in the period the goods or services are acquired and a legal liability is incurred or transfers are due.

Taxation

Property tax billings are prepared by the Township based on assessment rolls issued by the Municipal Property Assessment Corporation (MPAC) and in accordance with the provisions of the Municipal Act, 2001. The Township's Council establishes the tax rates annually, incorporating amounts to be raised for local services, and amounts the Township is required to collect on behalf of the County and School Boards. From time to time property assessments are adjusted by MPAC through the reconsideration process or by the Assessment Review Board through the appeal process. Additional assessments, referred to as supplementary and omitted assessment can also be issued by MPAC in accordance with the Assessment Act. These adjustments and additional assessments are reported in the financial statements when amounts can be reasonably determined.

The Township is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied.

Government funding

Government funding is recognized in the financial statements as revenues in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

Other revenue

User fees are recognized as revenue in the year the goods and services are provided, with the exception of building permits that are recognized when the permits are issued.

Investment income is recorded when earned.

Federal gas tax revenue, development charges and parkland fees are recognized in the period in which the related expenditures are recorded.

(e) Non-financial assets

Tangible capital and other non-financial assets are accounted for as assets by the Township because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the Township unless they are sold.

(f) Reserves and reserve funds

Certain amounts, as approved by Council, are set aside in reserves and reserve funds for future operating and capital purposes. Transfers to and/or from reserves and reserve funds are an adjustment to the respective fund when approved.

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES, continued

(g) Deferred revenue

Deferred revenue represents grants, user charges and fees which have been collected but for which the related services have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services are performed.

(h) Use of estimates

Certain items recognized in the consolidated financial statements are subject to measurement uncertainty. The recognized amounts of such items are based on the Township's best information and judgment. By their nature, these estimates are subject to measurement uncertainty and the effect on the consolidated financial statements or changes in such estimates in future periods could be significant. The Township's significant estimates include:

- The amounts recorded for landfill closure and post-closure care depend on estimates of usage, remaining life and capacity. The provision for future closure and post-closure costs also depends on estimates of such costs;
- The amounts recorded for amortization of tangible capital assets are based on estimates of useful life and residual values;
- The values of employee future benefit obligations and assets and the amount of employee future benefit costs charged to earnings depend on certain actuarial and economic assumptions; and
- The amount recorded as allowance for doubtful accounts receivable is based on management's estimate of future payments on receivable account balances.

(i) Inventory

Inventory held for resale, which includes land, is stated at the lower of cost and net realizable value, with cost being the purchase price plus the cost to prepare the land for resale.

Inventory of materials and supplies is stated at weighted average cost.

2. OPERATIONS OF SCHOOL BOARDS AND THE COUNTY OF PETERBOROUGH

During 2020, requisitions were made by the County of Peterborough and School Boards requiring the Township to collect property taxes and payments in lieu of property taxes on their behalf. The amounts collected and remitted are as follows:

	School Boards \$	County \$
Amounts requisitioned and remitted	2,564,100	5,407,327

These amounts have not been included in the Consolidated Statement of Operations and Accumulated Surplus.

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2020

3. INVESTMENTS

The investments held at the end of the year, stated at cost, are comprised of the following:

	Market Value 2020 \$	Cost 2020 \$	Cost 2019 \$
Short-term investments			
Cash held in investment accounts	764,577	764,577	7,968
One Fund - bond fund	517,160	532,860	517,452
GICs - interest ranging from 1.28% to 2.98%, maturing 2021	1,409,316	1,412,585	1,305,526
BNS - 2.09% Bond, maturing September, 2020	-	-	100,457
BMO - 2.10% Bond, maturing October, 2020	-	-	100,476
	2,691,053	2,710,022	2,031,879
Long-term investments			
GICs - interest ranging from 0.8% to 3.45%, maturing 2022 to 2025	1,433,841	1,208,087	1,799,921
	4,124,894	3,918,109	3,831,800

4. LANDFILL CLOSURE AND POST-CLOSURE LIABILITY

The estimated liability for landfill closure and post-closure costs for the three closed sites owned by the Township is \$277,000 (2019 - \$271,000). The closure costs include final cover, vegetation and additional monitoring wells. Post-closure costs include monitoring, maintenance of control systems and consulting fees for 25 years after the site is closed. The Township has a landfill reserve of \$70,949 (2018 - \$70,949) and the remaining landfill closure and post-closure liability will be funded from taxation. There are no specific assets designated for settling this liability.

The reported liability is based upon estimates and assumptions with respect to events extending over the remaining monitoring periods of the landfills. The total undiscounted future cash flows for closure and post-closure costs are estimated at \$312,000 as at December 31, 2019 (2018 - \$349,000) using a discount factor of 2.3% (2018 - 3.27%) and an inflation rate of 3.0% (2018 - 2.1%).

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2020

5. DEFERRED REVENUE - OTHER

Included in deferred revenue - other are the following amounts:

	2020	2019
	\$	\$
Employment and Social Development Canada - Library	-	33,611
AMO funding Main Street revitalization	10,234	43,581
Ice and floor rentals	9,189	7,865
Safe Restart	179,502	-
Other	1,000	1,110
	199,925	86,167

The continuity of deferred revenue - other is as follows:

	2020	2019
	\$	\$
Balance - beginning of year	86,167	48,039
Add amounts received:		
Employment and Social Development Canada - Library	-	64,242
Ice and floor rentals	9,189	7,865
Safe restart	221,600	-
Other	-	110
	230,789	72,217
Less transfer to operations:		
AMO funding Main Street revitalization	33,457	-
Ice and floor rentals	7,865	2,570
Safe restart	42,098	-
Employment and Social Development Canada - Library	33,611	30,631
Other	-	888
	117,031	34,089
Balance - end of year	199,925	86,167

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2020

6. DEFERRED REVENUE - OBLIGATORY RESERVE FUNDS

A requirement of the Chartered Professional Accountants Canada Public Sector Accounting Handbook, is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as legislation and external agreements restrict how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds of the Township are summarized below:

	2020 \$	2019 \$
Parkland	44,623	32,123
Development charges	23,410	16,120
Federal gas tax	557,144	774,587
	625,177	822,830

The continuity of deferred revenue - obligatory reserve funds is as follows:

	2020 \$	2019 \$
Balance - beginning of year	822,830	571,123
Add amounts received:		
Development charges	46,774	66,033
Parkland fees	12,500	3,250
Federal gas tax	203,526	424,308
Interest	6,796	8,628
	269,596	502,219
Less transfer to operations:		
Development charges earned	39,484	125,000
Parkland fees earned	-	4,058
Federal gas tax earned	427,765	121,454
	467,249	250,512
Balance - end of year	625,177	822,830

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2020

7. EMPLOYEE FUTURE BENEFITS

The Township provides eligible employees a benefit plan to pay costs of extended health and vision benefits after they retire. All benefits are provided upon retirement and continue for a period of 10 years, but not beyond the age 65, at which time the benefits cease. The actuarial valuation as at December 31, 2019 and the update to December 31, 2020 were based on assumptions about future events, such as inflation rates, interest rates, medical inflation rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimate. The main actuarial assumptions employed for the valuation are as follows:

Expected discount rate	3.1%
Future health care premiums - first year (2019)	10.0%
- reducing over 10 years to	3.5%

The post-employment benefit is reported as an expense on the Consolidated Statement of Operations and Accumulated Surplus and is comprised as follows:

	2020 \$	2019 \$
Accrued benefit obligation at January 1	106,975	73,978
Unamortized actuarial gains	33,770	72,356
Liability at January 1	140,745	146,334
Current year benefit cost	4,276	3,021
Interest on accrued benefit obligation	3,294	2,622
Less: benefit payments	(5,695)	(7,293)
Amortization of actuarial gains	(3,939)	(3,939)
Liability at December 31	138,681	140,745

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2020

8. TANGIBLE CAPITAL ASSETS

The net book value of the Township's tangible capital assets are:

	2020	2019
	\$	\$
General		
Land and land improvements	1,908,114	1,937,923
Buildings and building improvements	1,765,842	1,626,903
Machinery and equipment	1,373,995	1,351,616
Vehicles	1,528,038	1,359,718
Computers and computer software	67,072	85,652
Infrastructure		
Roads and bridges	19,032,251	18,069,695
	25,675,312	24,431,507
Assets under construction	1,021,606	1,854,104
	26,696,918	26,285,611

For additional information, see the Consolidated Schedule of Tangible Capital Assets.

During the year there were no write-downs of assets 2019 - \$Nil) and no interest capitalized (2019 - \$Nil).

The allocation of tangible capital assets by segment is as follows:

	2020	2019
	\$	\$
General government	1,151,657	1,184,772
Protection services	1,231,266	1,242,064
Transportation services	20,799,326	20,616,203
Environmental services	37,585	47,472
Health services	22,746	23,266
Recreation and cultural services	2,367,592	2,126,986
Planning and development	1,086,746	1,044,848
	26,696,918	26,285,611

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2020

9. ACCUMULATED SURPLUS

Accumulated surplus consists of the following:

	2020	2019
	\$	\$
Surplus/(Deficit)		
Land held for resale	83,487	83,487
Unfunded employee future benefits	(138,681)	(140,745)
Unfunded landfill closure and post-closure costs	(277,000)	(271,000)
Douro-Dummer Public Library	-	(6,871)
	(332,194)	(335,129)
Invested In Capital Assets		
Tangible capital assets - net book value	26,696,918	26,285,611
Unfinanced capital	(92,871)	-
	26,604,047	26,285,611
Surplus	26,271,853	25,950,482
Reserves		
Working funds	1,836,691	1,836,691
Self insurance	43,221	43,221
Post employment benefits	69,156	61,656
Future capital projects	4,976,501	4,684,291
Future operations	384,594	515,075
Total Reserves	7,310,163	7,140,934
Reserve Funds		
Future capital projects	8,783	8,783
	33,590,799	33,100,199

10. BUDGET FIGURES

The budget, approved by the Township, for 2020 is reflected on the Consolidated Statement of Operations and Accumulated Surplus and the Consolidated Statement of Change in Net Financial Assets. The budget established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual amounts. Budget figures have been reclassified for the purposes of these financial statements to comply with PSA reporting requirements. Budget figures are not subject to audit.

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2020

11. CONTINGENT LIABILITIES

The Township, in the course of its operations, is often named in lawsuits the outcomes of which are indeterminable at this time. No amounts in connection with these items have been reflected in these financial statements.

12. COMMITMENT

The Township has entered into an agreement to purchase 1494 County Road 4, Douro-Dummer. The total purchase price of the property is \$1,410,000, which will be financed by a no interest mortgage held by the seller payable in monthly installments over a 20-year period starting upon completion of the agreement. The agreement is contingent upon specific conditions being met. The agreement will be completed and the transfer of ownership of the property will occur no later than December 30, 2023.

The Township has agreed to purchase a minimum of 20,000 tonnes of material annually from the seller between the date of this agreement (September 30, 2016) and the transfer of ownership at a cost of \$2.50 per tonne adjusted by the annual rate of inflation.

13. EXPENSES BY OBJECT

The expenses for the year reported on the Consolidated Statement of Operations and Accumulated Surplus by object are as follows:

	Budget 2020 \$ (Unaudited)	Actual 2020 \$	Actual 2019 \$
Salaries and benefits	2,481,174	2,308,519	2,202,120
Materials	1,807,212	1,490,244	1,656,154
Contracted services	1,674,976	1,771,919	1,578,032
Rents and financial	6,595	6,545	4,395
External transfers	106,861	103,581	101,653
Amortization	1,250,596	1,516,685	1,250,596
	7,327,414	7,197,493	6,792,950

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2020

14. PENSION AGREEMENTS

Certain employees of the Township are eligible members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. OMERS provides pension services to over 525,000 active, inactive and retired members from 1,000 employers. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date.

The Actuarial Opinion contained in the 2020 Annual Report disclosed total actuarial liabilities of \$113,055 million in respect of benefits accrued for service with actuarial assets of \$109,844 million indicating an actuarial deficit of \$3,211 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Township does not recognize any share of the OMERS pension surplus or deficit.

The Township's required contributions to OMERS in 2020 were \$132,773 (2019 - \$108,540).

15. TRUST FUNDS

Trust funds administered by the Township amounting to \$41,635 (2019 - \$41,609) have not been included in the Consolidated Statement of Financial Position nor have their operations been included in the Consolidated Statement of Operations and Accumulated Surplus. As such balances are held in trust by the Township for the benefit of others, they are not presented as part of the Township's financial position or operations.

16. COMPARATIVE FIGURES

Certain comparative figures were restated, where required, to conform with the current year presentation.

17. SEGMENTED INFORMATION

The Township of Douro-Dummer is a municipal government organization that provides a range of services to its residents. Township services are reported by function and their activities are separately disclosed in the segment information.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Certain allocation methodologies are employed in the preparation of segmented financial information. Taxation, payments-in-lieu of taxes and certain unconditional government transfers are apportioned based on each segment's net requirements.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1. For additional information see the Consolidated Schedule of Segment Disclosure.

General Government

General government consists of the activities of Council and general financial and administrative management of the Township and its programs and services.

Protection Services

Protection services include police, fire, conservation authority and protective inspection and control.

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2020

17. SEGMENTED INFORMATION, continued

Transportation Services

The activities of the transportation function include construction and maintenance of the Township's roads and bridges, winter control and street lighting.

Environmental Services

The environmental function is responsible for providing waste collection and waste disposal services to ratepayers.

Health Services

The health services function consists of the activities of the cemetery.

Recreation and Cultural Services

The recreation and cultural services function provides indoor and outdoor recreational facilities and programs and library services.

Planning and Development

The planning and development services function manages commercial, industrial and residential development within the Township.

18. UNCERTAINTY CAUSED BY COVID-19

In March 2020, the World Health Organization categorized COVID-19 as a pandemic. The potential economic effects within the Township's environment and in the global markets, possible disruption in supply chains, and measures being introduced at various levels of government to curtail the spread of the virus (such as travel restrictions, closures of non-essential municipal and private operations, imposition of quarantines and social distancing) could have a material impact on the Township's operations. The extent of the impact of this outbreak and related containment measures on the Township's operations cannot be reliably estimated at this time.

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS For the Year Ended December 31, 2020

	General				Infrastructure		Totals
	Land and land improvements	Buildings and building improvements	Machinery and Equipment	Vehicles	Computers and computer software	Roads and Bridges	
	\$	\$	\$	\$	\$	\$	\$
COST							
Balance, beginning of year	2,246,448	5,231,658	3,354,350	4,018,932	265,662	31,446,105	48,417,259
Add: additions during the year	-	236,501	250,828	386,659	10,442	636,292	2,042,573
Less: disposals during the year	-	320,103	84,098	177,024	-	761,738	1,342,963
Internal transfers	-	4,944	-	-	-	1,349,405	-
Balance, end of year	2,246,448	5,153,000	3,521,080	4,228,567	276,104	32,670,064	49,116,869
ACCUMULATED AMORTIZATION							
Balance, beginning of year	308,525	3,604,755	2,002,734	2,659,214	180,010	13,376,410	22,131,648
Add: additions during the year	29,809	102,506	208,867	218,339	29,022	928,142	1,516,685
Less: disposals during the year	-	320,103	64,516	177,024	-	666,739	1,228,382
Balance, end of year	338,334	3,387,158	2,147,085	2,700,529	209,032	13,637,813	22,419,951
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	1,908,114	1,765,842	1,373,995	1,528,038	67,072	19,032,251	26,696,918

Draft June 13, 2023

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE For the Year Ended December 31, 2020

	General Government \$	Protection Services \$	Transportation Services \$	Environmental Services \$	Health Services \$	Recreation and Cultural Services \$	Planning and Development \$	Consolidated \$
Revenues								
Property taxation	5,514,714	-	-	-	-	-	-	5,514,714
User charges	10,123	234,957	30,741	142,857	-	127,126	34,486	580,290
Government transfers - operating	655,514	45,878	52,493	-	-	56,255	-	810,140
Government transfers - capital	-	-	93,165	-	-	76,900	-	170,065
Other municipalities	-	12,350	-	-	-	-	-	12,350
Penalty and interest on taxes	97,879	-	-	-	-	-	-	97,879
Investment income	133,154	-	-	-	-	-	-	133,154
Donations	-	-	-	-	-	183	-	183
Developer contributions earned	-	-	35,255	-	-	4,229	-	39,484
Canada Community-Building Fund	-	-	427,765	-	-	-	-	427,765
Gain/(loss) on disposal of tangible capital assets	-	-	(78,230)	-	-	(19,701)	-	(97,931)
Total revenues	6,411,384	293,185	561,189	142,857	-	244,992	34,486	7,688,093
Expenses								
Salaries and benefits	723,190	565,307	594,640	43,417	-	326,889	55,076	2,308,519
Materials	162,181	417,071	539,180	41,012	2,506	323,197	5,097	1,490,244
Contracted services	194,600	1,058,865	279,490	223,875	-	7,748	7,341	1,771,919
Rents and financial	6,545	-	-	-	-	-	-	6,545
External transfers	50	103,531	-	-	-	-	-	103,581
Amortization	93,503	154,453	1,107,238	9,888	520	150,796	287	1,516,685
Total expenses	1,180,069	2,299,227	2,520,548	318,192	3,026	808,630	67,801	7,197,493
Net surplus/(deficit)	5,231,315	(2,006,042)	(1,959,359)	(175,335)	(3,026)	(563,638)	(33,315)	490,600

Draft June 13, 2023

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE

For the Year Ended December 31, 2019

	General Government \$	Protection Services \$	Transportation Services \$	Environmental Services \$	Health Services \$	Recreation and Cultural Services \$	Planning and Development \$	Consolidated \$
Revenues								
Property taxation	1,000,737	1,685,091	1,547,436	201,957	3,639	478,196	133,089	5,050,145
User charges	9,486	385,654	29,057	144,806	-	342,750	31,551	943,304
Government transfers - operating	1,168,572	15,603	55,576	-	-	45,772	17,260	1,302,783
Government transfers - capital	-	-	92,490	-	-	-	-	92,490
Other municipalities	-	11,100	-	-	-	-	-	11,100
Penalty and interest on taxes	125,571	-	-	-	-	-	-	125,571
Investment income	160,287	-	-	-	-	149	-	160,436
Donations	-	33,472	-	-	-	115	-	33,587
Developer contributions earned	-	-	105,000	-	-	20,000	-	125,000
Parkland fees earned	-	-	-	-	-	4,058	-	4,058
Canada Community-Building Fund	-	-	-	-	-	-	-	-
earned	-	-	121,454	-	-	-	-	121,454
Gain/(loss) on disposal of tangible capital assets	-	-	-	-	-	178,042	-	178,042
Other	44,574	-	-	-	-	-	-	44,574
Total revenues	2,509,227	2,130,920	1,951,013	346,763	3,639	1,069,082	181,900	8,192,544
Expenses								
Salaries and benefits	743,307	448,923	633,250	44,220	-	282,011	50,409	2,202,120
Materials	256,758	329,103	553,179	46,095	2,499	463,267	5,253	1,656,154
Contracted services	123,565	1,087,982	149,303	167,356	-	31,275	18,551	1,578,032
Rents and financial	4,395	-	-	-	-	-	-	4,395
External transfers	2,875	98,778	-	-	-	-	-	101,653
Amortization	76,562	126,397	914,070	8,321	436	124,568	242	1,250,596
Total expenses	1,207,462	2,091,183	2,249,802	265,992	2,935	901,121	74,455	6,792,950
Net surplus/(deficit)	1,301,765	39,737	(298,789)	80,771	704	167,961	107,445	1,399,594

Draft June 13, 2023

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Corporation of the Township of Douro-Dummer

Opinion

We have audited the financial statements of the Trust Funds of the Corporation of the Township of Douro-Dummer (the Trust Funds), which comprise the statement of financial position as at December 31, 2020, the statement of continuity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Trust Funds as at December 31, 2020, and the continuity of the Trust Funds for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Trust Funds in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Trust Funds' ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust Funds or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust Funds' financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust Funds' internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust Funds' ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust Funds to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Licensed Public Accountants

Peterborough, Ontario

June 20, 2023

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

TRUST FUNDS STATEMENT OF FINANCIAL POSITION At December 31, 2020

	H. Sherry Scholarship \$	Ontario Home Renewal Program \$	Cemetery Perpetual Care \$	Caldwell Charity Fund \$	2020 Total \$	2019 Total \$
FINANCIAL ASSETS						
Cash	8,810	14,861	-	1,617	25,288	17,358
Investments	-	-	-	-	-	8,058
Loans receivable (note 2)	-	11,577	-	-	11,577	11,577
Due from Township	-	568	3,700	163	4,431	4,277
Due from Province	-	339	-	-	339	339
	8,810	27,345	3,700	1,780	41,635	41,609
FUND BALANCES	8,810	27,345	3,700	1,780	41,635	41,609

TRUST FUNDS STATEMENT OF CONTINUITY For the Year Ended December 31, 2020

	H. Sherry Scholarship \$	Ontario Home Renewal Program \$	Cemetery Perpetual Care \$	Caldwell Charity Fund \$	2020 Total \$	2019 Total \$
BALANCES - beginning of year	8,802	27,345	3,700	1,762	41,609	41,495
RECEIPTS						
Interest earned	8	172	21	18	219	620
EXPENSES						
Administration fees	-	172	-	-	172	115
Transfer to Township	-	-	21	-	21	391
	-	172	21	-	193	506
BALANCES - end of year	8,810	27,345	3,700	1,780	41,635	41,609

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

TRUST FUNDS

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with the standards in the Chartered Professional Accountants Canada Public Sector Accounting (PSA) Handbook.

(a) **Basis of accounting**

Revenue and expenses are reported on the accrual basis of accounting which recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(b) **Use of estimates**

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period and are based on the Township's best information and judgment. Actual results could differ from these estimates.

2. ONTARIO HOME RENEWAL PROGRAM LOANS

The Ontario Home Renewal Program was established by the Ontario Ministry of Housing to provide grants for municipalities to make loans to assist owner occupants to repair, rehabilitate and improve their homes to local property standards. Individual loans are limited to \$7,500 of which the maximum forgivable is \$4,000. Loan forgiveness is earned and recorded at a rate of up to \$600 per year of continued ownership and occupancy. In the event of the sale or lease of the home or in the event of the homeowner ceasing to occupy the home, the balances of the repayable loan and the unearned forgivable loan immediately become due and payable by the homeowner.

Ontario Home Renewal Program loans receivable at December 31, 2020 are comprised of repayable loans of \$11,577 (2019 - \$11,577).

The Province of Ontario cancelled the Ontario Home Renewal Program as of July 16, 1993. As of that date, no new loans are to be issued and surplus funds are to be returned to the Province annually.

3. CARE AND MAINTENANCE FUNDS

The Care and Maintenance Funds administered by the Township are funded by the sale of cemetery plots. These funds are invested and earnings derived there from are used to preform perpetual care maintenance to the cemetery. The operations and investments of the Fund are undertaken by the Township in accordance with the regulations of the Funeral, Burial and Cremation Services Act.

**CORPORATION OF THE TOWNSHIP OF
DOURO-DUMMER**

DOURO-DUMMER PUBLIC LIBRARY

FINANCIAL STATEMENTS

DECEMBER 31, 2020

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of the Douro-Dummer Public Library, the Members of Council, Inhabitants and Ratepayers of the Corporation of the Township of Douro-Dummer

We have reviewed the accompanying financial statements of the Douro-Dummer Public Library of the Corporation of the Township of Douro-Dummer (the Board), that comprise the statement of financial position as at December 31, 2020 and the statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of the Board as at December 31, 2020 and the results of its operations and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Chartered Professional Accountants
Licensed Public Accountants

Peterborough, Ontario
June 20, 2023

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

DOURO-DUMMER PUBLIC LIBRARY STATEMENT OF FINANCIAL POSITION At December 31, 2020

	2020	2019
	\$	\$
FINANCIAL ASSETS		
Cash	50	50
Accounts receivable	15,420	15,039
Due from Township (note 2)	74,524	101,220
TOTAL FINANCIAL ASSETS	89,994	116,309
LIABILITIES		
Deferred revenue	-	33,611
NET FINANCIAL ASSETS	89,994	82,698
NON-FINANCIAL ASSETS		
Tangible capital assets (note 4)	154,396	89,998
ACCUMULATED SURPLUS (note 5)	244,390	172,696

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

DOURO-DUMMER PUBLIC LIBRARY STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS For the Year Ended December 31, 2020

	Budget 2020 \$ (see Note 3)	Actual 2020 \$	Actual 2019 \$
REVENUES			
Municipal contributions (note 2)	129,805	120,035	124,811
Province of Ontario	14,307	15,420	15,141
Government of Canada	-	33,611	30,631
User charges	1,128	225	1,166
TOTAL REVENUES	145,240	169,291	171,749
EXPENSES			
Salaries, wages and benefits	70,586	50,755	61,756
Subscriptions and videos	2,280	1,325	1,138
Supplies, materials and rentals	11,246	7,706	8,443
Public relations and advertising	1,835	934	1,659
Memberships, staff training and mileage	5,390	4,089	4,012
Utilities	9,600	7,589	9,353
Property maintenance and repairs	8,450	4,977	8,401
Contracted services	1,610	1,100	1,100
Amortization	13,478	19,122	13,478
TOTAL EXPENSES	124,475	97,597	109,340
ANNUAL SURPLUS	<u>20,765</u>	71,694	62,409
ACCUMULATED SURPLUS - beginning of year		172,696	110,287
ACCUMULATED SURPLUS - end of year		244,390	172,696

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

DOURO-DUMMER PUBLIC LIBRARY STATEMENT OF CHANGE IN NET FINANCIAL ASSETS For the Year Ended December 31, 2020

	Budget 2020 \$ (Note 4)	Actual 2020 \$	Actual 2019 \$
ANNUAL SURPLUS	20,765	71,694	62,409
Amortization of tangible capital assets	13,478	19,122	13,478
Acquisition of tangible capital assets	(105,545)	(83,520)	(44,003)
INCREASE/(DECREASE) IN NET FINANCIAL ASSETS	(71,302)	7,296	31,884
NET FINANCIAL ASSETS - beginning of year	82,698	82,698	50,814
NET FINANCIAL ASSETS - end of year	11,396	89,994	82,698

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

DOURO-DUMMER PUBLIC LIBRARY STATEMENT OF CASH FLOWS For the Year Ended December 31, 2020

	2020	2019
	\$	\$
CASH PROVIDED BY (USED IN)		
OPERATING ACTIVITIES		
Annual surplus	71,694	62,409
Items not involving cash		
Amortization of tangible capital assets	19,122	13,478
Change in non-cash assets and liabilities		
Accounts receivable	(381)	(14,125)
Due from Township	26,696	(51,370)
Deferred revenue	(33,611)	33,611
Net change in cash from operating activities	83,520	44,003
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(83,520)	(44,003)
NET CHANGE IN CASH	-	-
CASH - beginning of year	50	50
CASH - end of year	50	50

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

DOURO-DUMMER PUBLIC LIBRARY NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with the standards in the Chartered Professional Accountants Canada Public Sector Accounting (PSA) Handbook. Significant aspects of the accounting policies adopted by the Board are as follows:

(a) Recognition of revenue and expenses

Revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenue in the period in which the transactions of events occurred that give rise to the revenue; expenses are recognized in the period the goods or services are acquired and a legal liability is incurred or transfers are due.

Government funding and other grants are recognized in the financial statements as revenues in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

User charges are recognized as revenue in the year the goods and services are provided.

(b) Use of estimates

Certain items recognized in the financial statements are subject to measurement uncertainty. The recognized amounts of such items are based on the Board's best information and judgment. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. The Board's significant estimates include:

- The amounts recorded for amortization of tangible capital assets are based on estimates of useful life and residual values.

(c) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Initial costs for tangible capital assets that were acquired or developed prior to 2009 were obtained using historical cost information or using current fair market values discounted by a relevant inflation factor to the point of acquisition. The cost, less residual value, if any, of tangible capital assets is amortized on a straight-line basis, over the expected useful life of the asset, as follows:

Buildings and building improvements	15 to 50 years
Equipment and books	5 to 40 years
Computers	5 years

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

Tangible capital assets categorized as assets under construction are not amortized until they are put into service.

(d) Deferred Revenue

Deferred revenue represents grants, user charges and fees which have been collected but for which the related services have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services are performed.

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

DOURO-DUMMER PUBLIC LIBRARY NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES, continued

(e) Non-financial assets

Tangible capital assets and other non-financial assets are accounted for as assets by the Board because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the Board unless they are sold.

(f) Inter-Entity Transactions

The Douro-Dummer Public Library is a Board of the Township of Douro-Dummer and is consolidated with the Township's financial statements.

Allocated costs and recovery of costs are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

Unallocated costs are measured at the carrying amount, which is the amount recorded in the records of the Township.

(g) Reserves

Certain amounts, as approved by the Board, are set aside in reserves for future operating and capital purposes. Transfers to and/or from reserves are an adjustment to the respective fund when approved.

2. INTER-ENTITY TRANSACTIONS

During the year, the Board entered into transactions with the Township of Douro-Dummer.

As part of the budgeting process, the Township approves a contribution to the Board which is identified on the Statement of Operations and Accumulated Surplus.

In addition, the Township provides accounting and administrative services to the Board at no cost.

All balances with the Township of Douro-Dummer have been identified on the Statement of Financial Position. Due from (to) balances are unsecured, without interest and have no terms of repayment.

3. BUDGET FIGURES

The operating budget, approved by the Board, for 2020 is reflected on the Statement of Operations and Accumulated Surplus and the Statement of Change in Net Financial Assets. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual expenditure amounts. Budget figures have been reclassified for the purposes of these financial statements to comply with PSA reporting requirements. Budget figures are not subject to review.

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

DOURO-DUMMER PUBLIC LIBRARY NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2020

4. TANGIBLE CAPITAL ASSETS

The net book value of the Board's tangible capital assets are:

	Buildings and building improvements \$	Equipment and Books \$	Computer \$	Assets Under Construction \$	2020 Totals \$	2019 Totals \$
COST						
Balance, beginning of year	94,350	84,579	7,879	4,944	191,752	156,483
Add: additions during the year	69,840	13,680	-	-	83,520	44,003
Less: disposals during the year	-	11,962	-	-	11,962	8,734
Internal transfers	4,944	-	-	(4,944)	-	-
Balance, end of year	169,134	86,297	7,879	-	263,310	191,752
ACCUMULATED AMORTIZATION						
Balance, beginning of year	54,110	39,671	7,973	-	101,754	97,010
Add: additions during the year	4,513	14,609	-	-	19,122	13,478
Less: disposals during the year	-	11,962	-	-	11,962	8,734
Balance, end of year	58,623	42,318	7,973	-	108,914	101,754
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	110,511	43,979	(94)	-	154,396	89,998

CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER

DOURO-DUMMER PUBLIC LIBRARY NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2020

5. ACCUMULATED SURPLUS

Accumulated surplus consists of the following:

	2020 \$	2019 \$
Deficit		
Operations	-	(6,871)
Invested In Capital Assets		
Tangible capital assets - net book value	154,396	89,998
Unfunded capital	(9,451)	-
	144,945	89,998
Surplus	144,945	83,127
Reserve		
Future capital projects	99,445	89,569
	244,390	172,696

6. COMPARATIVE FIGURES

Certain comparative figures were restated, where required, to conform with the current year presentation.

7. UNCERTAINTY CAUSED BY COVID-19

In March 2020, the World Health Organization categorized COVID-19 as a pandemic. The potential economic effects within the Board's environment and in the global markets, possible disruption in supply chains, and measures being introduced at various levels of government to curtail the spread of the virus (such as travel restrictions, closures of non-essential municipal and private operations, imposition of quarantines and social distancing) could have a material impact on the Board's operations. The extent of the impact of this outbreak and related containment measures on the Board's operations cannot be reliably estimated at this time.

Request to Address Council

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

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

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

Name of Individual(s) *

Dan McWilliams

Name of Organization:

Crowe's Landing

Please Provide an Email Address:

dan@mcwilliamsmoving.com

Please provide a phone number:

705 740 3019

Nature of delegation request: *

A letter detailing our concerns pertaining to the current situation at Crowe's Landing with accompanying images has been sent to Acting Clerk Martina Chait-Hartwig. She has confirmed she will attach the information to this delegation request so council members can review.

The correspondence outlines our two key talking points.

- unregulated use of township docks at Crowe's Landing
- silt and sand accumulation in the lake and marsh land area

Please upload any additional information you wish to submit.

Please provide a signature *

A handwritten signature in black ink, appearing to read "Dan McWilliams". The signature is written in a cursive, flowing style.

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

Thank You

Change the text for this message.

Martina,

Thank you for taking my call last week with respect to the issues of concern at Crowe's Landing;

1. Public wharf usage by private contractors - long-term docking, damage and congestion
2. Waterfront/environmental degradation due to road maintenance and user abuse

I'm reaching out today, along with Rob Knox, my brother-in-law and longtime Crowe's Landing resident. As detailed below, we are looking to the township to take action and work to improve conditions. In preparation for the June 20 council meeting, the purpose of this note is to provide an overview of the current situation.

The thrust of the discussion, will focus on the uncontrolled overnight/extended docking of multiple private contracting businesses using the two public wharves as free, 24/7 private docking spaces.

A number of contractors take special privileges with zero concerns or respect for reasonable docking time limits. They use the public wharves to operate as they travel to and from work sites, parking overnight and all weekend (a high-traffic period). They do not utilize the wharves as they are intended, as a hub where all boaters can easily find dock space to use for a reasonable and courteous amount of time.

Wharves are currently being used for long-term docking where they load and unload products, refuse and heavy-duty equipment (often improperly). During these extended stays their vessels shear off dock rings and damage the wharves. The north-facing cement wall has also incurred damage when barges are loaded with materials while silt, gravel, sand and fuel spill directly into the lake. **Note, at one time the depth at the wall was roughly 8ft. Today it would be under 5ft.

The entitlement continues when contractors return to the wharves and find cottager and local resident boats in their once-occupied space. These boats are untied and moved to ensure their long-term parking is never affected.

At this time, the entitlement and lack of respect for other boaters and the landing, in general, is met with no enforcement by the township or consequence for ignoring what have been longstanding/common-sense regulations.

This unreasonable use has forced the majority of boaters to take a back seat to these full-time wharf residents who occupy the dock space for business and even their personal enjoyment.

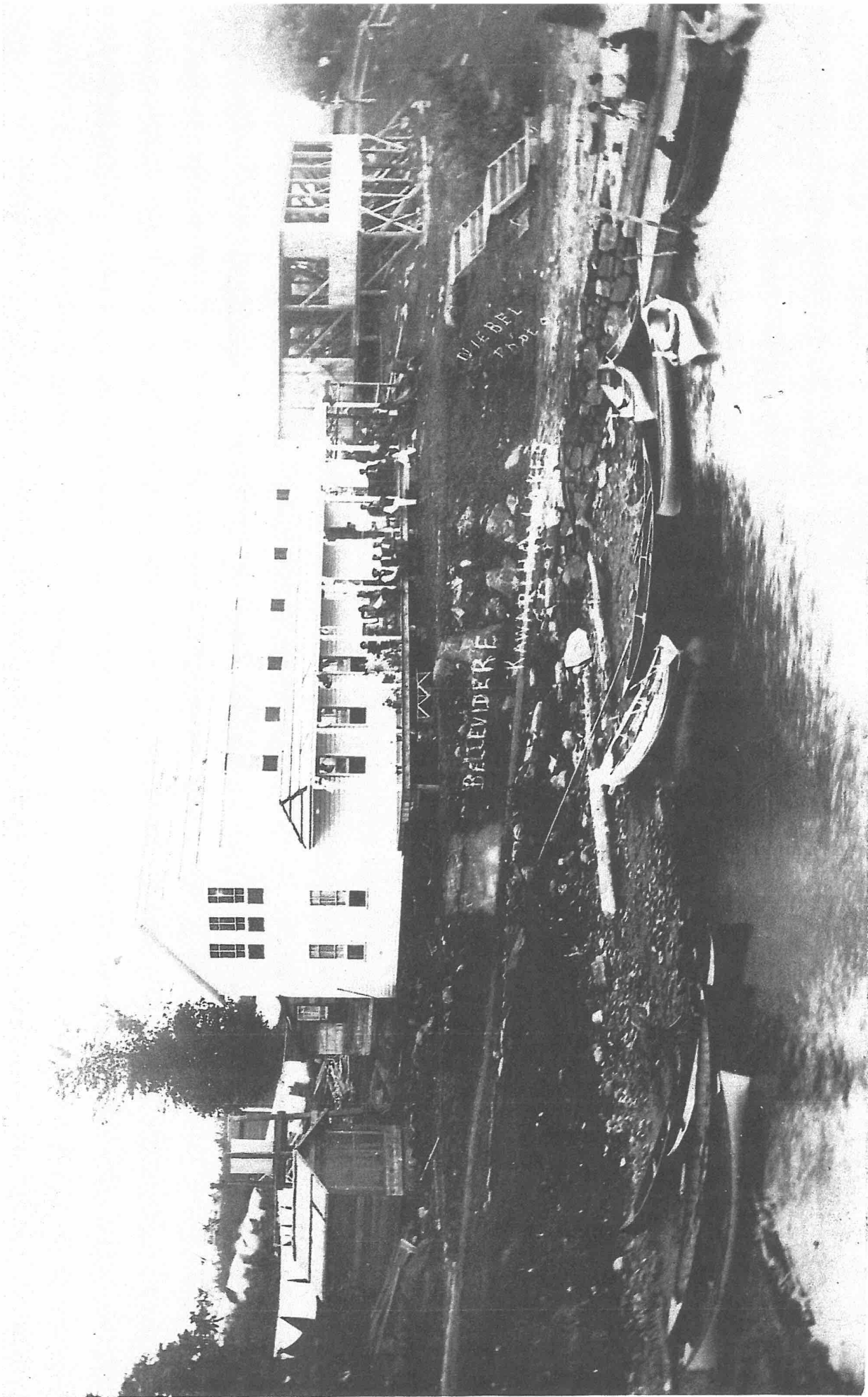
We are also speaking for those without a voice, the frogs, turtles, and small fish whose habitat over time has been affected by unnecessary road work and winter maintenance. Runoff and debris deposits dumping directly into what was once a marshy area. Stoney Lake is one of the finest cold-water lakes in the world with a history of good stewardship from its residents, however, it has not taken long for the waterfront area to decline.

Please allow these issues and concerns to form a basis for our address to council on June 20, 2023. This email also includes a small selection of images documenting the congestion we are dealing with. Please see attached.

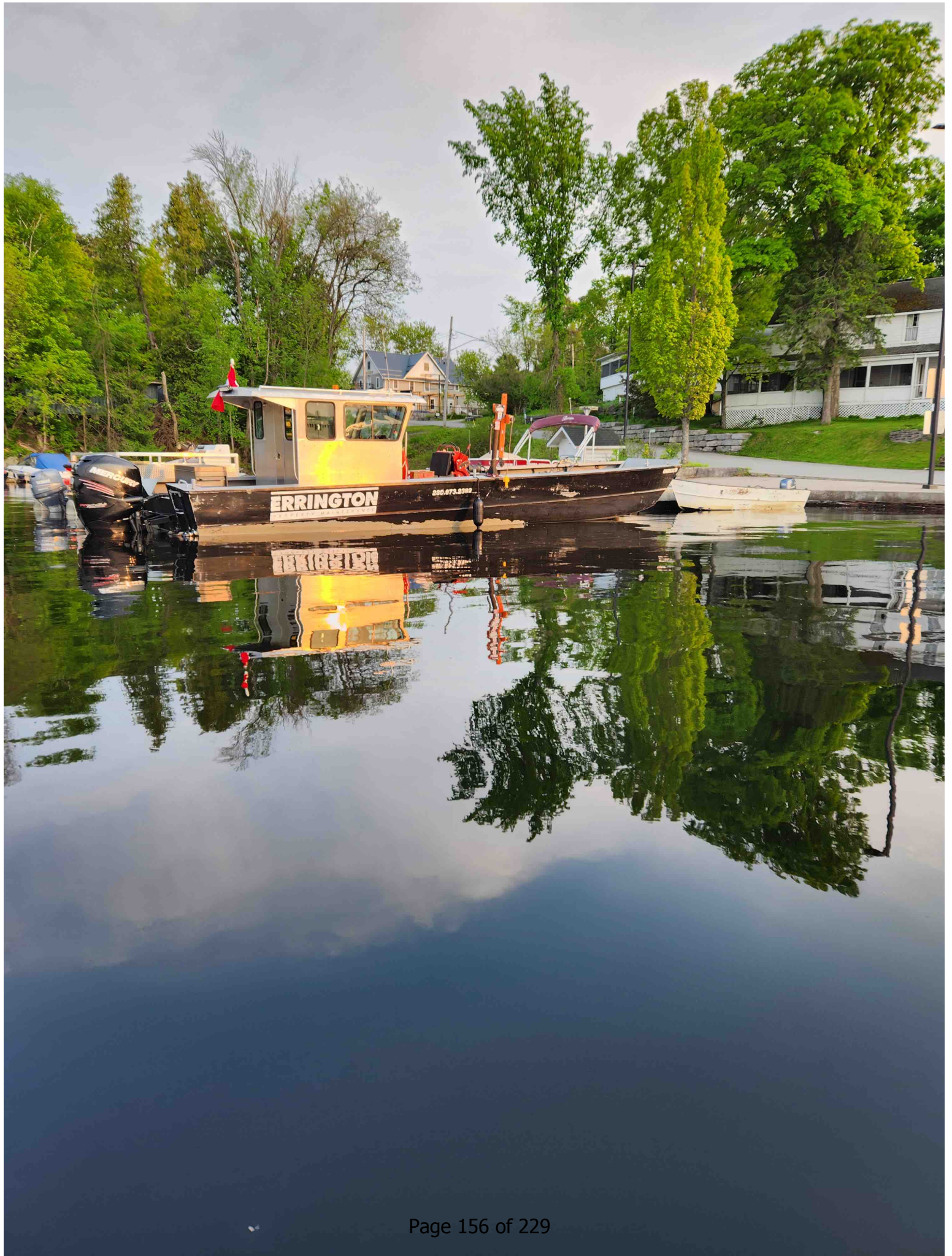
It is our hope that by addressing these issues we have the opportunity to return the landing back to a useful and harmonious access point for all – cottagers, locals and the boating community at large.

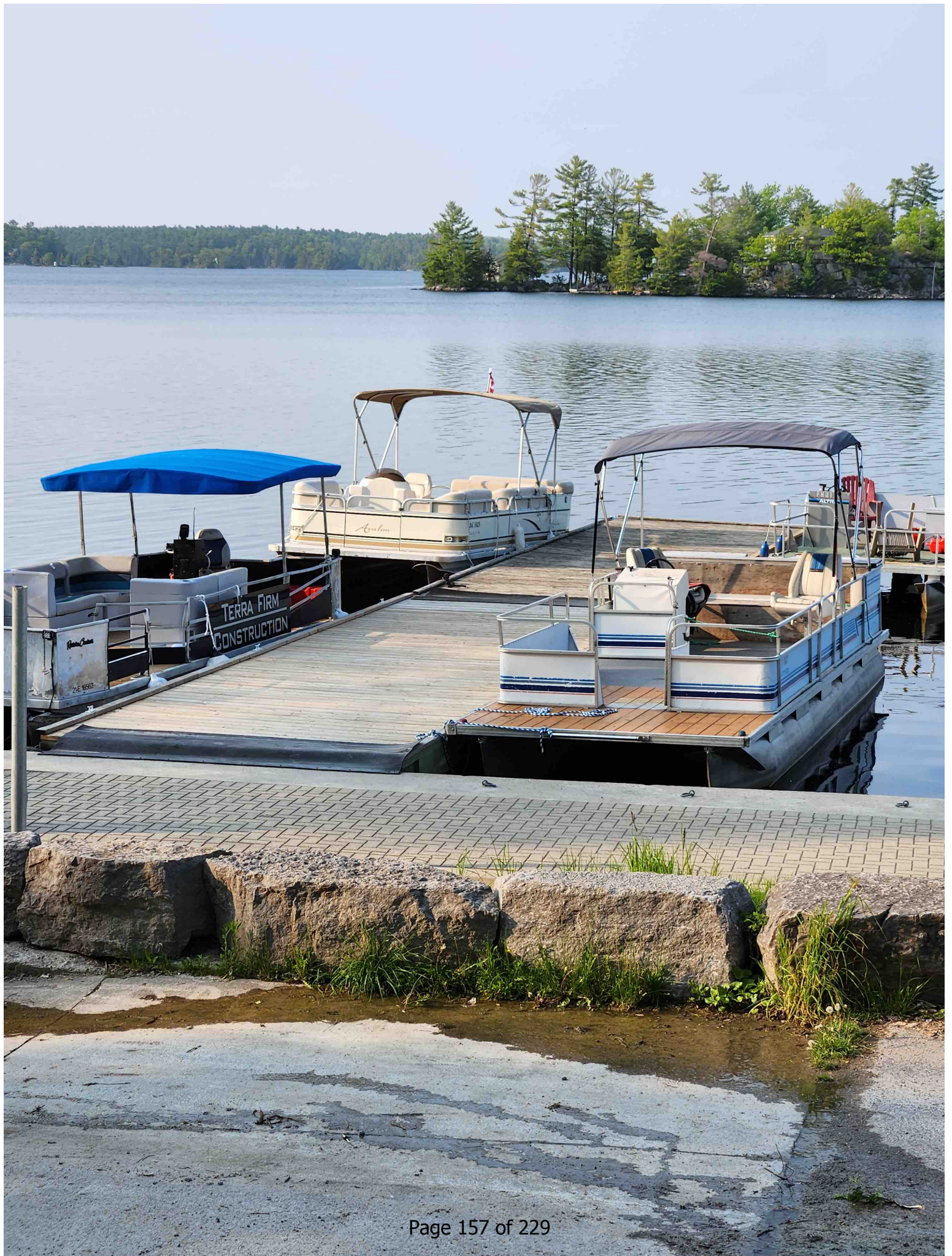
Thank you in advance,

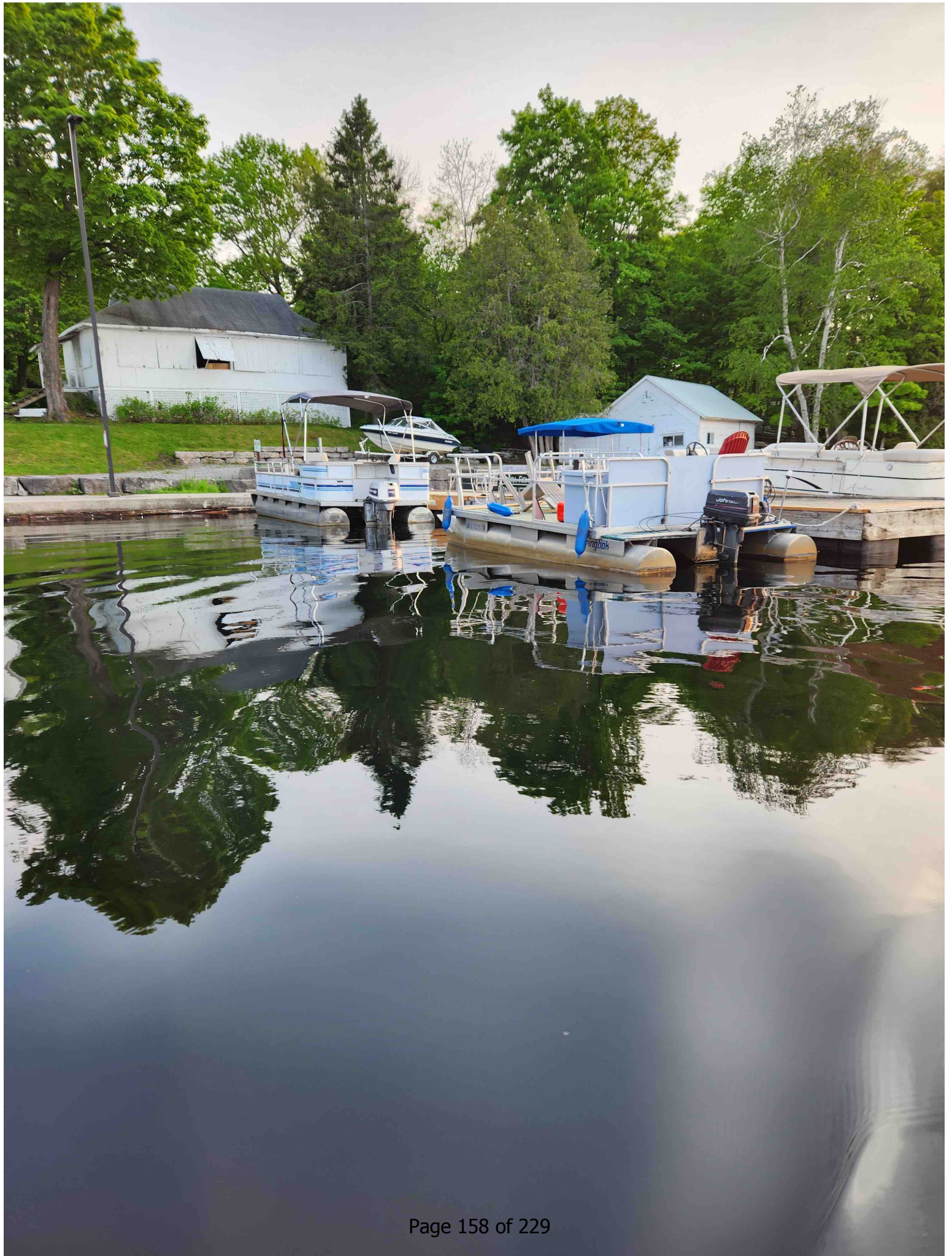
Dan McWilliams and Rob Knox

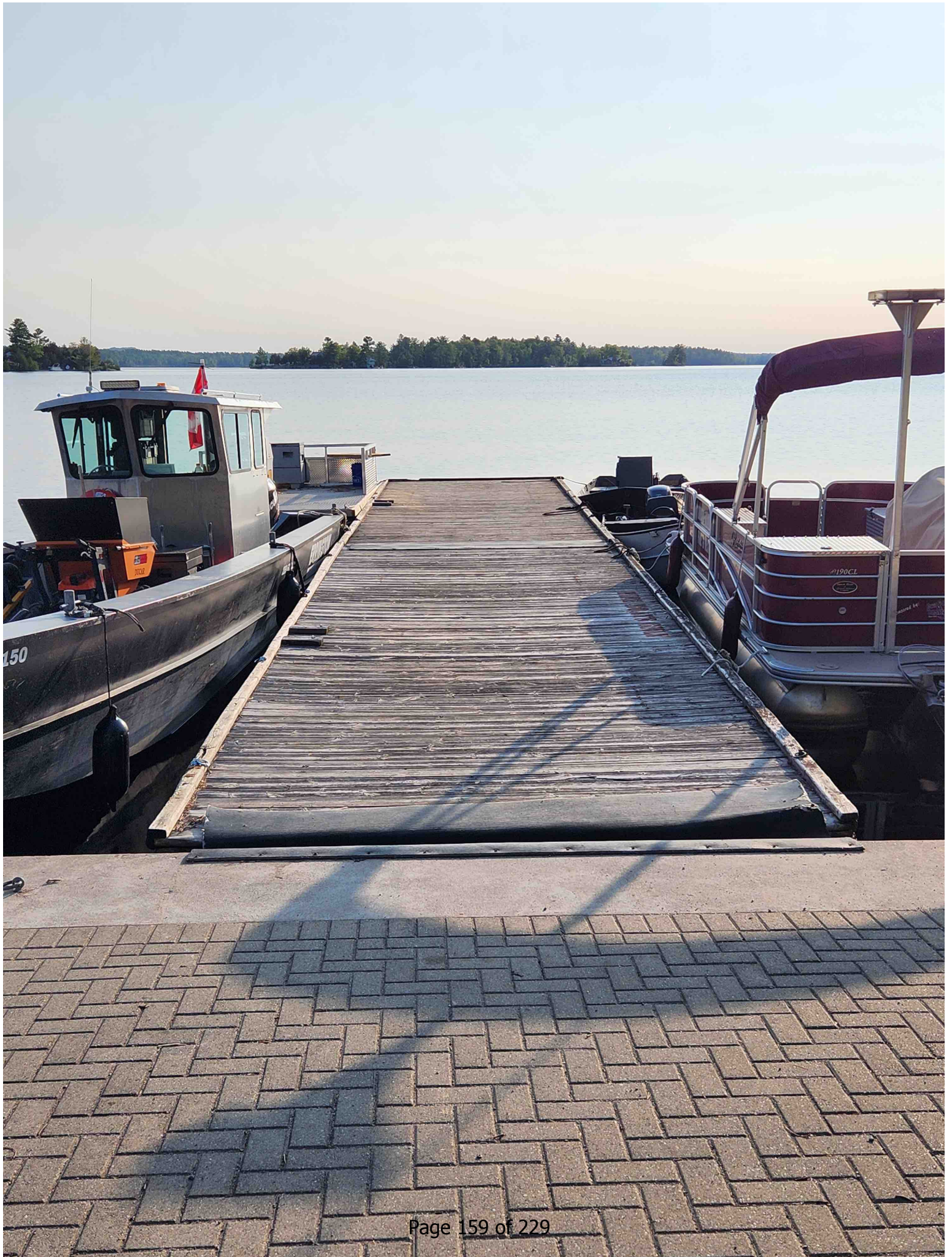


Circa 1905























Township of Douro-Dummer

Report and Capital Project Status

- Directed by Council and/or CAO
- Directed by the Province/legislation
- Directed by an Agency
- New items and updates are highlighted in Yellow

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
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	Terms of Reference for Historical Committee	Complete

Clerk	June 6, 2023	Council	Report Back – Request for various policy changes	August 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

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	June 6, 2023
General Government	Development Charge Study	2023
General Government	Strategic Plan	Starting March 2023
General Government	Marriage License and Civil Marriage Ceremonies	Complete – Waiting on Materials from Province
General Government	Public Conduct Policy and Procedure	June 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	Received and in use May 2023
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	Received and in use May 2023
Planning	Zoning By-Law Update	On hold until Province Approves OP
Planning	Proposed Provincial Planning Statement	June 2023
Public Works	Spot Gravel Repairs - Centre Dummer Road	2023
Public Works	Gravel Pit Purchase	Late 2023
Public Works	Excavator with Brush head (John Deere 190)	2023

Recommendation:

That the Public Works-2023-09 report, dated June 20, 2023, regarding the purchase of a wheeled excavator and brush head be received and that Council award the tender to Brandt Tractor in the amount of \$385,544.26 inclusive of the extended warranty (excl. HST); and further that the 2014 John Deere wheeled excavator and brush head be deemed surplus to the operation and Council authorizes the Manager to proceed with the trade in of the equipment; and further authorizes the Manager to purchase the bucket attachments directly from the supplier H&H in the amount of approx. \$40,000.00 + HST, providing additional savings to the Municipality.

Overview:

Through the 2023 budget process Council approved the purchase of a wheeled excavator and brush head for the Public Works Department to replace the current 2014 John Deere wheeled excavator and brush head. An RFP was issued on May 29, 2023 and closed at 4:00pm on Monday, June 12, 2023, of which there were six submissions received. Three submissions were excluded as they did not meet the required specifications.

Conclusion:

The following table is a summary of the RFP results. All proposals were thoroughly reviewed to ensure they met the required specifications. Brandt's 2023 model is the lowest tendered price meeting the required specifications in accordance with the tender document that will competently operate the RSM52 brush cutter. Brandt offers local parts and service, as well as a delivery date 12-14 weeks.

Company Year	Delivery	Unit Price	Brush Head	Extended Warranty 5 years	Trade In	Total Amount (excl. HST)
Brandt 2023	12-14 wks.	\$399,900	\$65,814.26	\$14,830.00	\$95,000	\$385,544.26
Brandt 2024	38-40 wks.	\$429,900	\$65,814.26	\$14,830.00	\$95,000	\$415,544.26
Strongco 2024	March 2024	\$519,000	Incl.	\$16,800.00	\$35,000	\$500,800.00

Financial Impact: The purchase of the excavator, brush head and buckets attachments are within the 2023 net budgeted amount of \$465,000.

Strategic Plan Applicability: To ensure that the public works department operates efficiently and effectively.

Sustainability Plan Applicability: N/A

Report Approval Details

Document Title:	Purchase of Wheeled Excavator.docx
Attachments:	
Final Approval Date:	Jun 15, 2023

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

Martina Chait-Hartwig

Elana Arthurs

Recommendation:

That the Planning-2023-23 report, dated June 20, 2023, regarding Request to Release Agreement (379 Eighth Line Road-S-Dummer) be received and;
That Council authorize Staff to direct Roger Howson, Barrister and Solicitor to prepare a partial release of the Agreement, being Instrument Number R567154 as it pertains 379 Eighth Line Road-S-Dummer, Part 1, Plan 45R-9540.

Overview:

Ronald and Julie Hurtubise applied to Peterborough County Land Division for the severance of two residential lots from their property located at 379 Eighth Line Road-S-Dummer. Copies of Severance Application File No.'s B-54-22 and B-55-22 are attached to this Report. The applications were granted provisional consent on August 2, 2022 and copies of the decisions are attached to this Report. The decision notes that the applications conform to the County and Municipal Official Plans and Zoning By-law.

During the preparation of Mitigation Measures Agreements which are required as Condition No. 7 for these severance applications, Roger Howson, Barrister and Solicitor for the Hurtubise's discovered an Agreement registered against the title of the subject property. Mr. Howson has requested that the Agreement be removed from the title of the subject property.

Instrument Number R567154, was registered on July 15, 1992 and is an Agreement between the previous Owners of the property and the former Township of Dummer. The Agreement stipulates, in short, that there shall be no further severances from the subject property being Part 1, Plan 45R-9540 and from property described as Part 2, Plan 45R-9540, now known municipally as 1342 Webster Road. A copy of Instrument Number R567154 is attached to this Report.

Registration of the "no further severances agreement" was required by the Township of Dummer as a condition of Severance Application File No. B-28-92. Application B-28-92 severed 1342 Webster Road from the subject property. A map showing the severed and retained parcels is attached to this Report.

Conclusion:

In order to complete severance applications B-54-22 and B-55-22, the "no further severances agreement" being Instrument No. R567154, must be removed from the title of the subject property. Given that a decision has been made to grant approval of applications B-54-22 and B-55-22 and that neither the Township nor the County identified any concerns with the granting of the severances and that the applications conform to the County and Township Official Plan, Staff recommend that it is appropriate to direct Mr. Howson to prepare a release of the Agreement.

At this time, Staff have not received a request to release the Agreement as it pertains to 1342 Webster Road, being Part 2, Plan 45R-9540. Therefore, Staff recommend that

Mr. Howson be directed to prepare a partial release of the Agreement only as it pertains 379 Eighth Line Road-S-Dummer, Part 1, Plan 45R-9540.

Financial Impact:

None. The cost of the release of the Agreement and the consent applications is the responsibility of the Owner/Applicant.

Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.

Sustainability Plan Applicability:

N/A

Report Approval Details

Document Title:	Staff Report Regarding Request to Release Agreement (379 Eighth Line Road-S-Dummer).docx
Attachments:	<ul style="list-style-type: none"> - 54-22 Application.pdf - 55-22 Application.pdf - 54-22 Decision.pdf - 55-22 Decision.pdf - Instrument No. 567154.pdf - B-28-92 Map.pdf
Final Approval Date:	Jun 13, 2023

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

No Signature - Task assigned to Martina Chait-Hartwig was completed by workflow administrator Elana Arthurs

Martina Chait-Hartwig

Elana Arthurs



Application for Consent

Lot 1

<p>Note to Applicant: All questions must be answered or application may be returned. Application Fee: \$1150.00 must accompany fully completed application and 6 copies.</p> <p>It is strongly advised the applicant complete a Preliminary Severance Review with the County of Peterborough Planning Department. Have you done so: Y/N <u>Y</u> Date: <u>October 2020</u></p> <p>If yes, were there any Studies required? Y/N <u>Y</u> (i.e. Traffic Study, Archaeological Study and Environmental Impact Analysis (EIA)). Have you attached 4 copies of each to this application? Y/N <u>Y</u></p>	<p>Office Use:</p> <p>File No. B- 54-22</p> <p>Date Received: RECEIVED APR 04 2022 LAND DIVISION</p>
--	--

1. Owner Information	
Name(s): <u>Ronald & Julie Hurtubise</u>	Address: <u>379 Eighth Line Rd-S-Dummer</u>
P.O. Box: _____	City/Province: <u>Norwood, Ontario</u>
Phone: (H) <u>705-639-1733</u> (B) _____	Postal Code: <u>K0L 2V0</u>
E-mail: <u>rhurtubise@nexicom.ca</u>	
Do you wish to receive all communications? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

2. Authorized Agent/Solicitor Information	
Name(s): <u>Ron Hurtubise</u>	Address: <u>379 8th Line Rd. S. Dummer</u>
P.O. Box: _____	City/Province: <u>Norwood, ON</u>
Phone: (H) <u>705-639-1733</u> (B) _____	Postal Code: <u>K0L-2V0</u>
E-mail: <u>RHurtubise@nexicom.net</u>	
Do you wish to receive all communications? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

3. Property Description			
Ward: <u>Dummer</u>	Township: <u>Douro-Dummer</u>	Lot: <u>6</u>	Concession: <u>8</u>
Municipal (911) Address: <u>379 Eighth Line Rd-S-Dummer</u>		Tax Roll #: <u>1522-020-002-05400</u>	
Registered Plan #: <u>n/a</u>		Block/Lot: <u>n/a</u>	

4. Type and Purpose of Proposed Transaction	
Transfer: <input checked="" type="checkbox"/> Creation of a New Lot	Addition to a Lot (moving/adjusting lot line) <input type="checkbox"/>
Other: <input type="checkbox"/> Right-of-Way <input type="checkbox"/> Easement <input type="checkbox"/> Correction of Title <input type="checkbox"/> Charge <input type="checkbox"/> Lease	

5. Transferee	
If known, the name of the person(s), to whom land or interest in land is intended to be transferred, charged or leased: <u>n/a</u> relationship to owner: _____	
Address: _____	
Phone: (H) _____ (B) _____	E-mail: _____

6. Description of Severed Lot (provide both metric & imperial measurements and include all dimensions on sketch)		
Frontage (metres): <u>64.008</u>	Depth (metres): <u>64.008</u>	Area (m ² or hectares): <u>3969 sq m</u>
Frontage (feet): <u>210</u>	Depth (feet): <u>210</u>	Area (ft ² or acres): <u>44,100 sq f</u>
Existing Use: (i.e. residential, commercial, recreational) <u>Rural</u>		Proposed Use: (i.e. residential, commercial, recreational) <u>Residential</u>
Name Existing Buildings & Structures, including well & septic (and show on sketch with setbacks) <u>None</u>		Name Proposed Buildings & Structures, including well & septic (and show on sketch with setbacks) _____
Type of Access: <input checked="" type="checkbox"/> Municipal maintained road <input type="checkbox"/> County Road <input type="checkbox"/> Provincial Highway <input type="checkbox"/> Seasonally maintained municipal road <input type="checkbox"/> Private road or right-of-way <input type="checkbox"/> Other _____ <input type="checkbox"/> Water <input type="checkbox"/> Parking/docking facilities – distance from these to the nearest road : _____		
Water Supply: <input type="checkbox"/> Publicly owned/operated piped water system <input checked="" type="checkbox"/> Privately owned/operated individual well <input type="checkbox"/> Privately owned/operated communal well <input type="checkbox"/> Lake or other water body <input type="checkbox"/> Other _____		
Sewage Disposal: (if existing, show on sketch) <input type="checkbox"/> Publicly owned/operated sanitary sewage system <input checked="" type="checkbox"/> Privately owned/operated individual septic tank <input type="checkbox"/> Privately owned/operated communal septic tank <input type="checkbox"/> Privy <input type="checkbox"/> Other _____		
If a septic system exists on the severed parcel, when was it installed and inspected? <u>n/a</u>		
How far is it located from the lot line(s) & well? <u>n/a</u> (ft. or meters)		
Have you shown the well & septic locations and setbacks on the sketch? <u>Yes</u>		

If the severed lot is an "Addition" or "Lot Line Adjustment", please provide the following information.
 If not, please skip this section and move onto Section 8:

7. Description of Lot Being Added To (provide both metric & imperial measurements and include all dimensions on sketch)		
Frontage (metres): _____	Depth (metres): _____	Area (m ² or hectares): _____
Frontage (feet): _____	Depth (feet): _____	Area (ft ² or acres): _____
Existing Use: (i.e. residential, commercial, recreational) _____		Proposed Use: (i.e. residential, commercial, recreational) _____
Name Existing Buildings & Structures, including wells & septic (and show on sketch with setbacks) _____		Name Proposed Buildings & Structures, including wells & septic (and show on sketch with setbacks) _____
Official Plan Designation: _____		Current Zoning: _____
Type of Access: <input type="checkbox"/> Municipal maintained road <input type="checkbox"/> County Road <input type="checkbox"/> Provincial Highway <input type="checkbox"/> Seasonally maintained municipal road <input type="checkbox"/> Private road or right-of-way <input type="checkbox"/> Water <input type="checkbox"/> Other _____		
Roll # of Lot Being Added to: _____		

8. Description of Retained Lot (provide both metric & imperial measurements and include all dimensions on sketch)				
Frontage (metres): <u>307.13</u>	Depth (metres): <u>560</u>	Area (m ² or hectares): <u>17.2 hectares</u>		
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If a septic system exists on the retained parcel, when was it installed and inspected? <u>1988</u>				
How far is it located from the lot line(s) & well? <u>950ft</u> (ft. or meters)				
Have you shown the well & septic locations and setbacks on the sketch? <u>Yes</u>				

9. Local Planning Documents
What is the current Township Official Plan designation on this property? <u>Rural</u>
What is the current County Official Plan designation on this property? <u>Rural</u> (this information is available from the Preliminary Severance Review and/or from the Township)
Explain how the application Conforms with the current Official Plans: <u>Rural designation permits severance</u>
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Is the application consistent with the Provincial Policy Statements? (this information is available from the Preliminary Severance Review and/or from the County Planning Dept.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Explain how the application is consistent: <u>NHE from Cambium Ref. # 12715-P, completed and attached</u>
Is the subject property within an area of land designated under any provincial plan(s)? (Oak Ridges Moraine Conservation Plan applies to portions of Cavan Ward only; Growth Plan applies to the entire County of Peterborough so answer should be yes) X Yes <input type="checkbox"/> No
If yes, explain how the application conforms or does not conflict with provincial plan(s)? <u>See attached NHE</u>

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Are there any easements or restrictive covenants (i.e. hydro, Bell) affecting the subject land? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, describe the easement or covenant and its effect: _____

12. Previous Planning Act Applications

Is the subject land now, or has it been, the subject of an application for a Plan of Subdivision under Section 51 or a consent under Section 53 of the *Planning Act*? ☐ Yes ☒ No

Has the owner of the subject land severed any land from the original acquired parcel? ☐ Yes ☒ No

If yes, indicate this information on the required sketch and provide the following (if known):

File No. B- _____, Transferee: _____ Date of Transfer: _____

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Is this land currently the subject of any other application under the Planning Act, such as an application for Official Plan Amendment, Zoning By-Law Amendment, Minor Variance, Minister's Order, or Power of Sale? ☐ Yes ☒ No

If yes, please provide the following:

Type: _____ File No. _____ Status: _____

13. Minimum Distance Separation (MDS)

Are there any **barns** within 750-1,500 metres (2,460-4,921 feet) of the subject property which currently house, or are capable of housing, livestock? ☐ Yes ☒ No

Are there any **anaerobic digesters** within 750-1,500 metres (2,460-4,921 feet) of the subject property? ☐ Yes ☒ No

If yes, please complete an "MDS Data Sheet" for each barn.

14. Agricultural Severances (for lands within the agricultural designation only)

☒ N/A

Is the severance to dispose of a residence surplus to a farming operation (must have 2 houses)? ☐ Yes ☐ No

Is this severance to create a new farm parcel approximately 40 hectares (100 acres) in size? ☐ Yes ☐ No

Is this severance for a commercial or industrial "agriculture-related" use? ☐ Yes ☐ No

15. Adjacent Lands Surrounding the Landholding

Please state the names of the owners, the use of the land and buildings existing on the lands surrounding the applicants' entire landholding. This information should also be on the sketch, and can be obtained from the Township or Land Division Office. If more room is needed, please add extra Schedule page.

Direction	Name of Owner (only when known to the applicant)	Use of Land – (must be filled in) (i.e. farm, residential etc.)	Buildings (i.e. house, barn etc.) (must be filled in)
North		Rural	House, Garage
South		Rural	House
East	William Gunn	Rural	House, Barn
West	Julie Kapyrka	Rural	House, Barn

16. Driving Directions

Please describe in detail driving directions to the subject property: North on County Rd. 40 from Norwood, turn left on Webster Rd, Property on North Side of Webster Rd, just past 1342 Webster Rd., but before Eighth Line Rd. S.

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Signatures Page

If the applicant is not the owner of the subject land, a written authorization of the owner that the applicant is authorized to act as agent and make the application on his/her behalf is required (original please).

If the applicant is a Corporation acting without agent or solicitor, the application must be signed by an Officer of the Corporation with a declaration indicating that the said Officer has the authority to bind the Corporation and the Corporation's Seal (if any) must be affixed.

Signature(S)

Dated at the (City, Township) of Douro-Dummer this 1 day of April, 2022

Julie Hortobiae
Signature of owner(s) or authorized solicitor/agent

Signature of owner(s) or authorized solicitor/agent

Declaration

This section must be signed before a Commissioner for Taking Affidavits or a designated Official of the Municipality (i.e. Reeve, Clerk, Secretary-Treasurer of the Land Division Committee, lawyer, etc.)

I/we, Ron Hultusie of the Township, City, etc. of Douro-Dummer,
in the County/Region/Municipality, etc. of Peterborough, solemnly declare that all the statements contained in this
application are true, and I make this solemn declaration as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the Township
of Douro-Dummer City, Township
Name of City, etc.
in the County
County, Region, etc.
of Peterborough
this 1 day of April, 2022.

Commissioner, etc. for taking affidavits

[Signature]
Owner or authorized Agent

Owner or authorized Agent

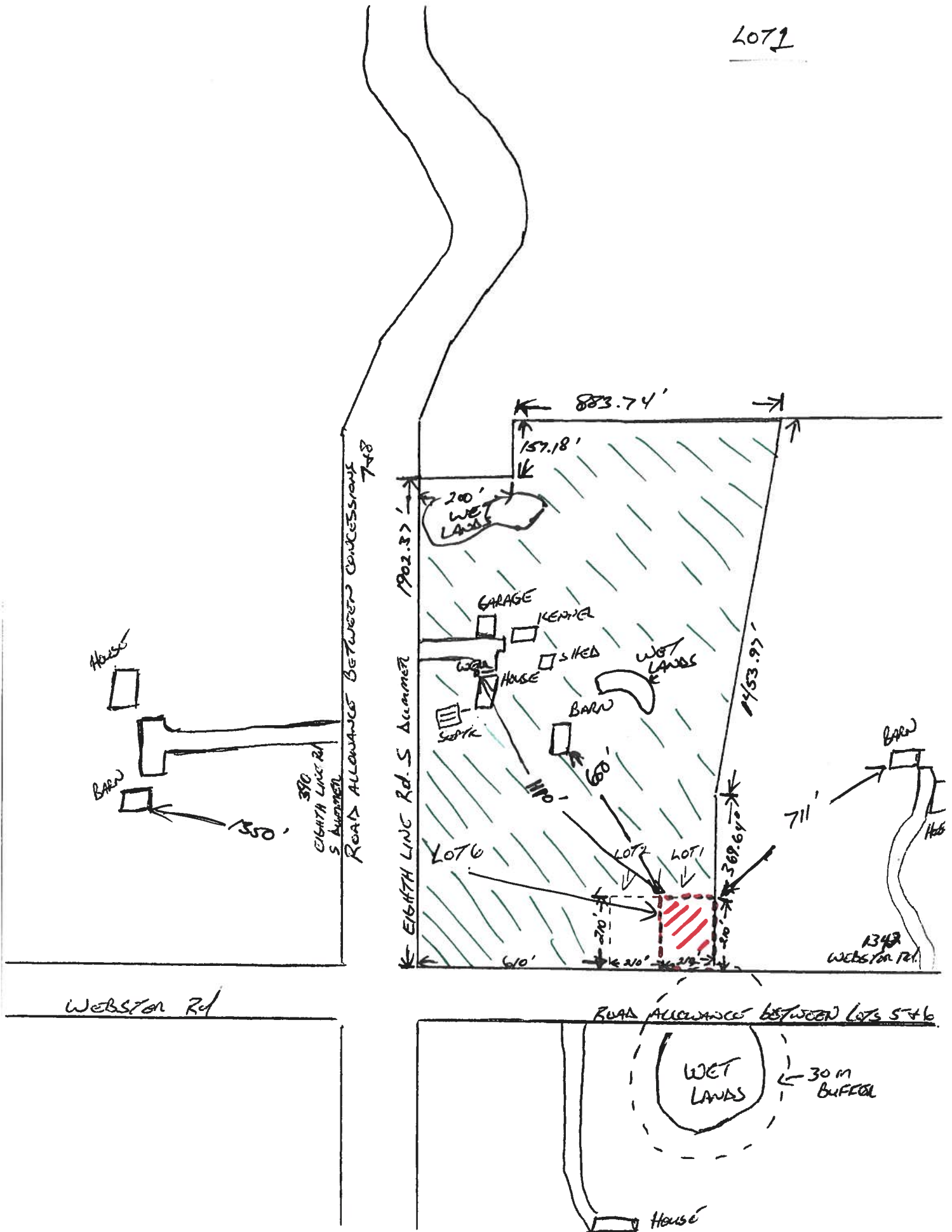
Martina Chait-Hartwig
Deputy Clerk
Commissioner of Oath
Township of Douro-Dummer

Personal information contained on this form is legally authorized under Sec.53 of the Planning Act and O.Reg.197/96 for the purpose of processing your planning application and will become part of a public record.

Pursuant to Sec.1.0.1 of the Planning Act, and in accordance with Sec.32(e) of the Municipal Freedom of Information and Protection of Privacy Act the County of Peterborough may make all planning applications and supporting material available to the public in hard copy or electronically. If you have any questions about the collection, use or disclosure of this information by the County of Peterborough, please contact the CAO or Clerk, County of Peterborough, 470 Water Street, Peterborough, Ontario K9H 3M3

An "original" signed copy of the application and sketch must be submitted, together with 6 copies of both the application and sketch, each copy stapled individually with a sketch. All copies of the sketch or survey must be coloured – red for severed lots, green for retained. Copies may be double-sided. Please submit application with a cheque for \$1150.00 payable to the "County of Peterborough".

LOT 1





Lot 2

Application for Consent

Note to Applicant: All questions must be answered or application may be returned.
Application Fee: \$1150.00 must accompany fully completed application and 6 copies.

It is strongly advised the applicant complete a Preliminary Severance Review with the County of Peterborough Planning Department. Have you done so:

Y/N Y Date: October 2020

If yes, were there any Studies required? Y/N Y

(i.e. Traffic Study, Archaeological Study and Environmental Impact Analysis (EIA).

Have you attached 4 copies of each to this application?

Y/N Y

Office Use:

File No. **B-** 5521

Date Received:

RECEIVED

APR 04 2022

LAND DIVISION

1. Owner Information

Name(s): Ronald & Julie Hurtubise Address: 379 Eighth Line Rd-S-Dummer
P.O. Box: _____ City/Province: Norwood, Ontario
Phone: (H) 705-639-1733 (B) _____ Postal Code: K0L 2V0
E-mail: rhurtubise@nexicom.ca
Do you wish to receive all communications? ☒ Yes ☐ No

2. Authorized Agent/Solicitor Information

Name(s): Boris Hurtubise Address: 379 8th Line Rd S Dummer
P.O. Box: _____ City/Province: Norwood, ON
Phone: (H) 705-639-1733 (B) _____ Postal Code: K0L 2V0
E-mail: BHurtubise@Nexicom.net
Do you wish to receive all communications? ☒ Yes ☐ No

3. Property Description

Ward: Dummer Township: Douro-Dummer Lot: 6 Concession: 8
Municipal (911) Address: 379 Eighth Line Rd-S-Dummer Tax Roll #: 1522-020-002-05400
Registered Plan #: n/a Block/Lot: n/a

4. Type and Purpose of Proposed Transaction

Transfer: ☒ Creation of a New Lot ☐ Addition to a Lot (moving/adjusting lot line)
Other: ☐ Right-of-Way ☐ Easement ☐ Correction of Title ☐ Charge ☐ Lease

5. Transferee

If known, the name of the person(s), to whom land or interest in land is intended to be transferred, charged or leased:
n/a relationship to owner: _____

Address: _____

Phone: (H) _____ (B) _____ E-mail: _____

6. Description of Severed Lot (provide both metric & imperial measurements and include all dimensions on sketch)

Frontage (metres): 64.008 Depth (metres): 64.008 Area (m² or hectares): 3969 sq m
 Frontage (feet): 210 Depth (feet): 210 Area (ft² or acres): 44,100 sq f

Existing Use: (i.e. residential, commercial, recreational)Rural**Proposed Use:** (i.e. residential, commercial, recreational)ResidentialName Existing Buildings & Structures, including well & septic
(and show on sketch with setbacks)NoneName Proposed Buildings & Structures, including well & septic
(and show on sketch with setbacks)**Type of Access:**

- ☒ Municipal maintained road ☐ County Road ☐ Provincial Highway
☐ Seasonally maintained municipal road ☐ Private road or right-of-way ☐ Other _____
☐ Water ☐ Parking/docking facilities – distance from these to the nearest road : _____

Water Supply:

- ☐ Publicly owned/operated piped water system
☒ Privately owned/operated individual well
☐ Privately owned/operated communal well
☐ Lake or other water body
☐ Other _____

Sewage Disposal: (if existing, show on sketch)

- ☐ Publicly owned/operated sanitary sewage system
☒ Privately owned/operated individual septic tank
☐ Privately owned/operated communal septic tank
☐ Privy
☐ Other _____

If a septic system exists on the severed parcel, when was it installed and inspected? n/aHow far is it located from the lot line(s) & well? n/a (ft. or meters)Have you shown the well & septic locations and setbacks on the sketch? Yes

If the severed lot is an "Addition" or "Lot Line Adjustment", please provide the following information.
 If not, please skip this section and move onto Section 8:

7. Description of Lot Being Added To

(provide both metric & imperial measurements and include all dimensions on sketch)

Frontage (metres): _____ Depth (metres): _____ Area (m² or hectares): _____
 Frontage (feet): _____ Depth (feet): _____ Area (ft² or acres): _____

Existing Use: (i.e. residential, commercial, recreational)**Proposed Use:** (i.e. residential, commercial, recreational)Name Existing Buildings & Structures, including wells & septic
(and show on sketch with setbacks)Name Proposed Buildings & Structures, including wells & septic
(and show on sketch with setbacks)

Official Plan Designation: _____

Current Zoning: _____

Type of Access:

- ☐ Municipal maintained road ☐ County Road ☐ Provincial Highway
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Roll # of Lot Being Added to: _____

8. Description of Retained Lot (provide both metric & imperial measurements and include all dimensions on sketch)				
Frontage (metres): <u>307.13</u>	Depth (metres): <u>560</u>	Area (m ² or hectares): <u>17.2 hectares</u>		
Frontage (feet): <u>1007.64</u>	Depth (feet): <u>1837.27</u>	Area (ft ² or acres): <u>42.5 acres</u>		
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How far is it located from the lot line(s) & well? <u>1110ft</u> (ft. or meters)				
Have you shown the well & septic locations and setbacks on the sketch? <u>Yes</u>				

9. Local Planning Documents
What is the current Township Official Plan designation on this property? <u>Rural</u>
What is the current County Official Plan designation on this property? <u>Rural</u> (this information is available from the Preliminary Severance Review and/or from the Township)
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Is the subject land now, or has it been, the subject of an application for a Plan of Subdivision under Section 51 or a consent under Section 53 of the *Planning Act*? ☐ Yes ☒ No

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If yes, please provide the following:

Type: _____ File No. _____ Status: _____

13. Minimum Distance Separation (MDS)

Are there any **barns** within 750-1,500 metres (2,460-4,921 feet) of the subject property which currently house, or are capable of housing, livestock? ☐ Yes ☒ No

Are there any **anaerobic digesters** within 750-1,500 metres (2,460-4,921 feet) of the subject property? ☐ Yes ☒ No

If yes, please complete an "MDS Data Sheet" for each barn.

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Is the severance to dispose of a residence surplus to a farming operation (must have 2 houses)? ☐ Yes ☐ No

Is this severance to create a new farm parcel approximately 40 hectares (100 acres) in size? ☐ Yes ☐ No

Is this severance for a commercial or industrial "agriculture-related" use? ☐ Yes ☐ No

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Please state the names of the owners, the use of the land and buildings existing on the lands surrounding the applicants' entire landholding. **This information should also be on the sketch**, and can be obtained from the Township or Land Division Office. If more room is needed, please add extra Schedule page.

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North		Rural	House, Garage
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East	William Gunn	Rural	House, Barn
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Please describe in detail driving directions to the subject property: North on County Rd. 40 from Norwood, turn left on Webster Rd, Property on North Side of Webster Rd, just past 1342 Webster Rd. but before Eighth Line Rd. S.

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Signature(S)

Dated at the (City, Township) of Douro-Dummer this 01 day of APRIL 2022

Julia Hortobagoe
Signature of owner(s) or authorized solicitor/agent

Signature of owner(s) or authorized solicitor/agent

Declaration

This section must be signed before a Commissioner for Taking Affidavits or a designated Official of the Municipality (i.e. Reeve, Clerk, Secretary-Treasurer of the Land Division Committee, lawyer, etc.)

I/we, Ron Huetts of the Township, City, etc. of Douro-Dummer in the County/Region/Municipality, etc. of Peterborough, solemnly declare that all the statements contained in this application are true, and I make this solemn declaration as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the Township
City, Township
of Douro-Dummer
Name of City, etc.

in the County
County, Region, etc.
of Peterborough

this 1 day of Apr. 1, 2022.

Commissioner, etc. for taking affidavits

[Signature]
Owner or authorized Agent

Owner or authorized Agent

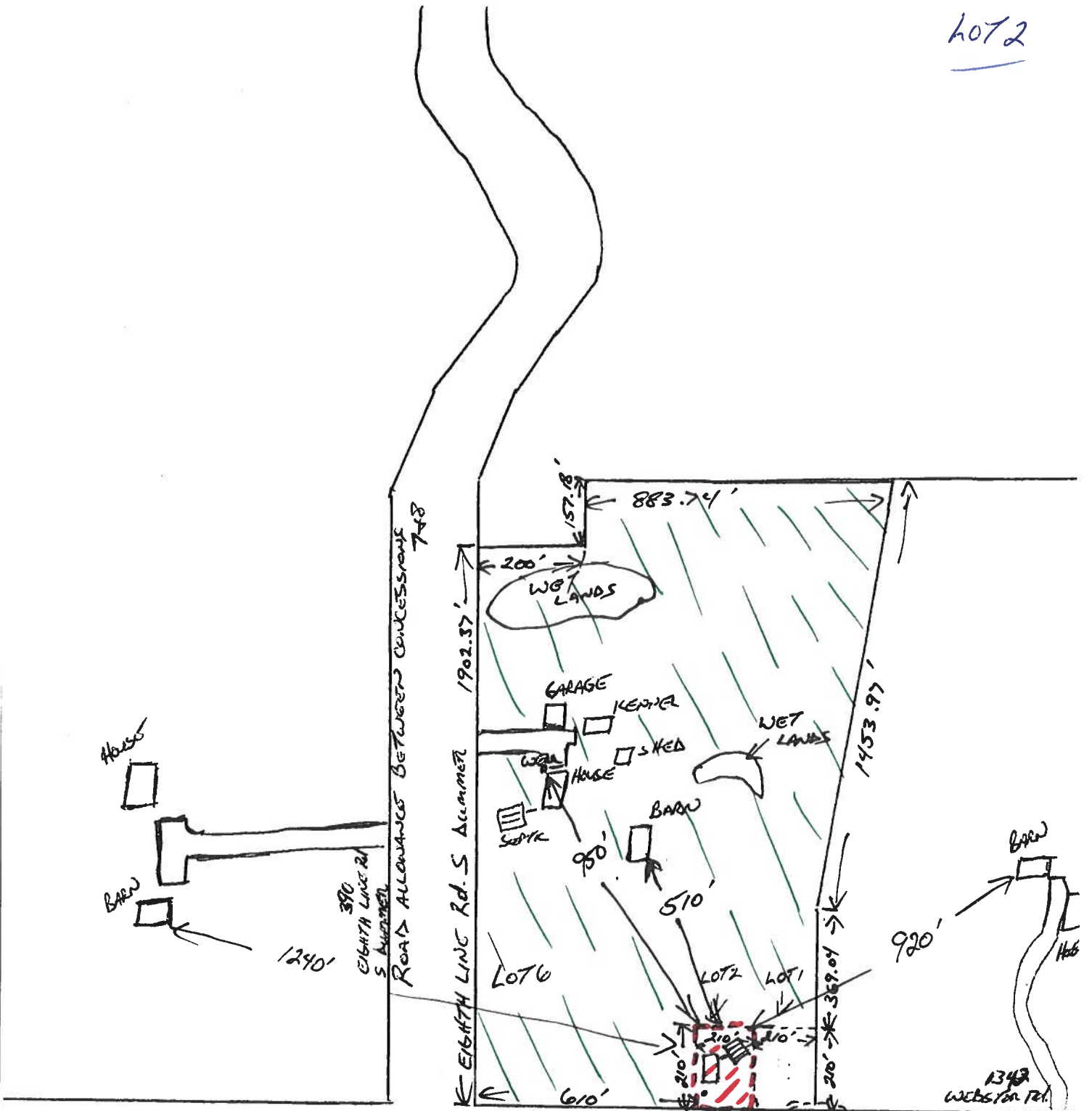
Martina Chait-Hartwig
Deputy Clerk
Commissioner of Oath
Township of Douro-Dummer

Personal information contained on this form is legally authorized under Sec.53 of the Planning Act and O.Reg.197/96 for the purpose of processing your planning application and will become part of a public record.

Pursuant to Sec.1.0.1 of the Planning Act, and in accordance with Sec.32(e) of the Municipal Freedom of Information and Protection of Privacy Act the County of Peterborough may make all planning applications and supporting material available to the public in hard copy or electronically. If you have any questions about the collection, use or disclosure of this information by the County of Peterborough, please contact the CAO or Clerk, County of Peterborough, 470 Water Street, Peterborough, Ontario K9H 3M3

An "original" signed copy of the application and sketch must be submitted, together with 6 copies of both the application and sketch, each copy stapled individually with a sketch. All copies of the sketch or survey must be coloured – red for severed lots, green for retained. Copies may be double-sided. Please submit application with a cheque for \$1150.00 payable to the "County of Peterborough".

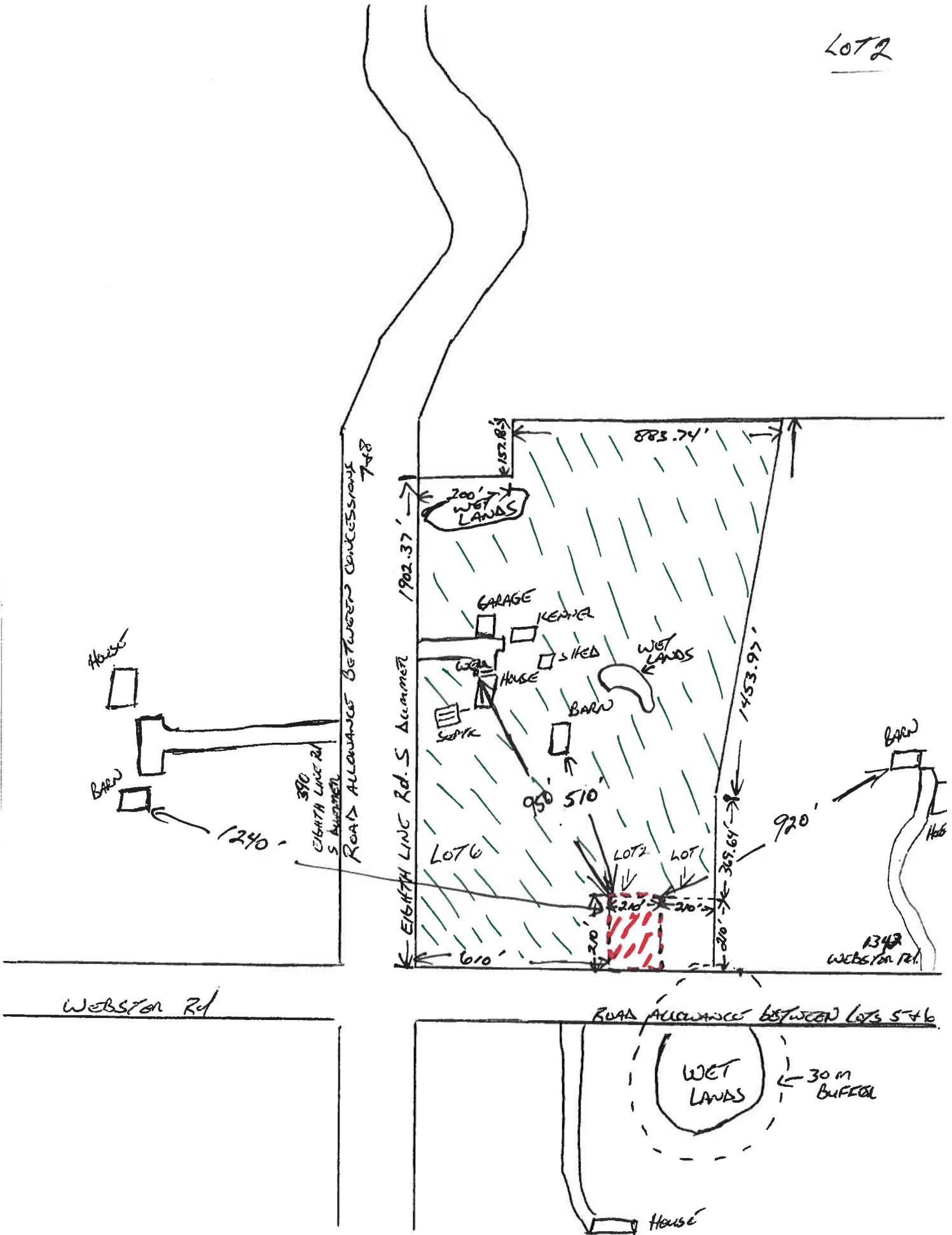
LOT 2



Webster Rd

- PROPOSED HOUSE
- PROPOSED WELL
- ▨ PROPOSED SEPTIC

Lot 2



Planning Act
Provisional Consent

Date: August 2, 2022

B-54-22 Lot 1– Ronald & Julie Hurtubise – Dummer - Lot 6 – Concession 8

The County of Peterborough has granted **Approval** to this application subject to the fulfillment of the following conditions:

Conditions to Decision:

1. The Secretary-Treasurer will receive the following when all other conditions are met: Two (2) copies each of the following documents: (i) Signed Acknowledgement and Direction, (ii) the "Transfer in Preparation", (iii) the Planning Act Certificate Schedule.
2. Further required: Three (3) printed copies of the deposited Plan of Survey or a legal description acceptable to the Registrar of Deeds illustrating the severed lands.
3. Further to the printed Plan of Survey: A PDF file and A closed polygon vector file of the Part boundaries shown on the Reference Plan is to be provided in Autodesk DWG Windows-readable format to the satisfaction of the County. It is recommended that the applicant's Ontario Land Surveyor consult with the County of Peterborough GIS Section to confirm acceptable standards and formatting. The Surveyor should contact the Secretary-Treasurer or the County Website for instructions on how to submit this document
4. \$1250 Cash-in-lieu of parkland fee be paid to the Municipality.
5. That a 3 metre strip of frontage from the severed parcel be deeded to the Township for road widening purposes
6. That a safe entrance be approved by the Manager of Public Works
7. That a Mitigation Measures Agreement is to be entered into between the Owner and the Municipality and registered on title at the owner's expense, which would recognize the recommendations included in Section 7 of the Natural Heritage Evaluation prepared by Cambium dated by March 17, 2022

Reason: This application conforms to the County and Municipal Official Plans and Zoning By-Law.

All written and oral submissions relating to this application were given due consideration, allowing the approval authority to make an informed decision.

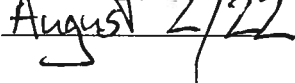
The applicant and any prospective owners are advised that endangered threatened species exist in the area and may exist on the site. It is the responsibility of the landowner to identify endangered and threatened species and their habitat within the property prior to undertaking work, and to ensure that the work/activity will not result in negative impacts. Landowners are encouraged to consult with their local Ministry of Natural Resources district office if they have questions about the Endangered Species Act. Any sightings of a threatened or endangered species during development and construction on the property must be reported to the local MNR Species at Risk Biologist.

It is the responsibility of the applicant to complete the above-mentioned conditions. **A letter is required by the Secretary-Treasurer, from the agency or department that requested a condition**, confirming condition is met in order to clear that condition. If applicable, please refer to the attached report(s). There is also a **\$450.00** fee for stamping a deed or issuing a Certificate by the Secretary-Treasurer when the transfer documents and R-plans or legal descriptions are presented.

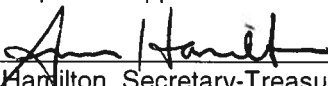
The two (2) year expiry date for this file to have all conditions met is: August 2, 2024.

Note: Pursuant to Section 53(41) - "If conditions have been imposed and the applicant has not, within a period of two year after notice was given under subsection (17) or (24), whichever is later, fulfilled the conditions, the application for consent shall be deemed to be refused". If this decision is appealed, the expiry date will be 2 years from the date that the Ontario Land Tribunal issues its Order.

Approved by 
Bryan Weir, Director of Planning/Public Works
✓ Iain Mudd, Manager of Planning

Date: 

Certified a true copy of the Decision of the County of Peterborough in respect to Application **B-55-22**.


Ann Hamilton, Secretary-Treasurer

Last date for filing an appeal under Section 53 of the Planning Act is **August 22, 2022 at 4:30 m.**

Planning Act
Provisional Consent

Date: August 2, 2022

B-55-22 Lot 2- Ronald & Julie Hurtubise – Dummer - Lot 6 – Concession 8

The County of Peterborough has granted **Approval** to this application subject to the fulfillment of the following conditions:

Conditions to Decision:

1. The Secretary-Treasurer will receive the following when all other conditions are met: Two (2) copies each of the following documents: (i) Signed Acknowledgement and Direction, (ii) the "Transfer in Preparation", (iii) the Planning Act Certificate Schedule.
2. Further required: Three (3) printed copies of the deposited Plan of Survey or a legal description acceptable to the Registrar of Deeds illustrating the severed lands.
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5. That a 3 metre strip of frontage from the severed parcel be deeded to the Township for road widening purposes
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7. That a Mitigation Measures Agreement is to be entered into between the Owner and the Municipality and registered on title at the owner's expense, which would recognize the recommendations included in Section 7 of the Natural Heritage Evaluation prepared by Cambium dated by March 17, 2022

Reason: This application conforms to the County and Municipal Official Plans and Zoning By-Law.

All written and oral submissions relating to this application were given due consideration, allowing the approval authority to make an informed decision.

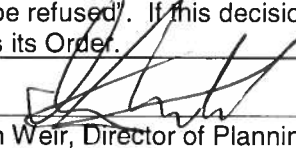
The applicant and any prospective owners are advised that endangered threatened species exist in the area and may exist on the site. It is the responsibility of the landowner to identify endangered and threatened species and their habitat within the property prior to undertaking work, and to ensure that the work/activity will not result in negative impacts. Landowners are encouraged to consult with their local Ministry of Natural Resources district office if they have questions about the Endangered Species Act. Any sightings of a threatened or endangered species during development and construction on the property must be reported to the local MNR Species at Risk Biologist.

It is the responsibility of the applicant to complete the above-mentioned conditions. **A letter is required by the Secretary-Treasurer, from the agency or department that requested a condition**, confirming condition is met in order to clear that condition. If applicable, please refer to the attached report(s). There is also a **\$450.00** fee for stamping a deed or issuing a Certificate by the Secretary-Treasurer when the transfer documents and R-plans or legal descriptions are presented.

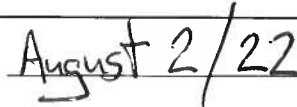
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Note: Pursuant to Section 53(41) - "If conditions have been imposed and the applicant has not, within a period of two year after notice was given under subsection (17) or (24), whichever is later, fulfilled the conditions, the application for consent shall be deemed to be refused". If this decision is appealed, the expiry date will be 2 years from the date that the Ontario Land Tribunal issues its Order.

Approved by


Bryan Weir, Director of Planning/Public Works
✓ Iain Mudd, Manager of Planning

Date:


August 2/22

Certified a true copy of the Decision of the County of Peterborough in respect to Application **B-55-22**.


Ann Hamilton, Secretary-Treasurer

Last date for filing an appeal under Section 53 of the Planning Act is **August 22, 2022 at 4:30 m.**

567154

CERTIFICATE OF
REGISTRATION

'92 07 15 11 20

PETERBOROUGH METROPOLITAN DISTRICT

Adrian D. Campbell
LAND REGISTRAR

New Property Identifiers

Additional:
See
Schedule ☐

Executions

Additional:
See
Schedule ☐

(1) Registry ☒

Land Titles ☐

(2) Page 1 of 4 pages

(3) Property
Identifier(s)

Block

Property

Additional:
See
Schedule ☐

(4) Nature of Document

Agreement no more severances

(5) Consideration

NIL Dollars \$ 0.00

(6) Description

Part Lot 6, Concession 8, Township of Dummer, County
of Peterborough, being Part 1, Plan 45 R 9540
and Part 2, Plan 45 R 9540

(7) This
Document
Contains:

(a) Redescription
New Easement
Plan/Sketch ☐

(b) Schedule for:

Description ☐

Additional
Parties ☐

Other ☒

(8) This Document provides as follows:

See Agreement attached hereto

Continued on Schedule ☐

(9) This Document relates to instrument number(s)

(10) Party(ies) (Set out Status or Interest)

Name(s)

Signature(s)

Date of Signature
Y M D

... GEROW, Ronald Sherwood

... GEROW, Gail Margaret
Holder, by their solicitor

... IAN W. CAMPBELL

[Signature]

1992 07 14

(11) Address
for Service

IAN W. CAMPBELL, P.O. Box 130, NORWOOD, Ontario K0L 2V0

(12) Party(ies) (Set out Status or Interest)

Name(s)

Signature(s)

Date of Signature
Y M D

... THE CORPORATION OF THE TOWNSHIP OF DUMMER
Municipality

(13) Address
for Service

WARSAW, Ontario K0L 3A

(14) Municipal Address of Property

R. R. #1
NORWOOD, Ontario
K0L 2V0

(15) Document Prepared by:

IAN W. CAMPBELL
Barrister & Solicitor
P.O. Box 130
82 Colborne Street
NORWOOD, Ontario
K0L 2V0

Page 194 of 229

Fees and Tax

Registration Fee

27.00

Total

THIS AGREEMENT made in duplicate this 9th day of July, 1992.

BETWEEN:

RONALD SHERWOOD GEROW and GAIL MARGARET GEROW

hereinafter called the Holder
of the FIRST PART

AND

THE CORPORATION OF THE TOWNSHIP OF DUMMER

hereinafter called the Municipality
of the SECOND PART

WHEREAS RONALD SHERWOOD GEROW and GAIL MARGARET GEROW are the registered owners of the lands more particularly described in Schedule A annexed hereto, located in the Township of Dummer, in the County of Peterborough.

AND WHEREAS RONALD SHERWOOD GEROW and GAIL MARGARET GEROW have applied to sever one (1) parcel therefrom being Part 2 on Reference Plan 45 R 9540, Part of Lot 6, Concession 8, Township of Dummer, County of Peterborough.

AND WHEREAS the Land Division Committee has required as a condition of the granting of the severance, aforementioned, that RONALD SHERWOOD GEROW and GAIL MARGARET GEROW covenant and agree that:

- a) the remaining lands from which the said parcel has been authorized to be severed and which is being retained by RONALD SHERWOOD GEROW and GAIL MARGARET GEROW shall not be further severed except pursuant to the registration of a plan of subdivision; and
- b) the severed lands which are the subject of Application B-28/92 shall not be further severed except pursuant to the registration of a plan of subdivision.

NOW THEREFORE WITNESSETH that in consideration of ONE DOLLAR (\$1.00) and other valuable consideration paid by each of the parties hereto to each other, the receipt and full sufficiency of which is hereby acknowledged by each of the Holder and the Municipality, the said parties hereby covenant and agree as follows:

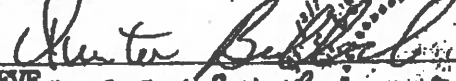
- 1. This Agreement applies to the lands described in Schedule "A" annexed hereto.
- 2. Part 2, Reference Plan 45 R 9540 being Part of Lot 6, Concession 8, Township of Dummer is hereinafter referred to as the severed lands.
- 3. RONALD SHERWOOD GEROW and GAIL MARGARET GEROW covenant and agree with the Municipality that they will not apply for any further severances with respect to the severed lands - Part 2, Reference Plan 45 R 9540 or the remaining lands - Part 1, Reference Plan 45 R 9540 - being Part Lot 6, Concession 8, Township of Dummer.
- 4. It is intended that this Agreement be registered against the title to the severed and the remaining lands.
- 5. The parties acknowledge that this Agreement is intended to be registered prior to the registration of the deed with respect to the severed parcel and/or the remaining lands. Accordingly, the parties agree that if the severed land is not conveyed pursuant to the current severance application, this Agreement shall be terminated and of no further force or effect.
- 6. This Agreement shall enure to the benefit of and shall be binding upon the Hold, of the First Part, their heirs, executors, administrators and assigns and binding upon the Municipality hereto and its respective successors and assigns.


IN WITNESS WHEREOF the Party of the first Part has hereunto set their hands and seals and the Party of the Second Part has caused to be affixed its Corporate Seal attested by the hands of its proper Officers in that behalf.


RONALD SHERWOOD GEROW


GAIL MARGARET GEROW

THE CORPORATION OF THE TOWNSHIP OF
DUMMER per:


REEVE QUENTIN BULLOCK


CLERK DAVE CLIFFORD

SCHEDULE A

SEVERED LANDS

Part Lot 6, Concession 8, Township of Dummer, County of Peterborough, being
Part 2, Plan 45 R 9540

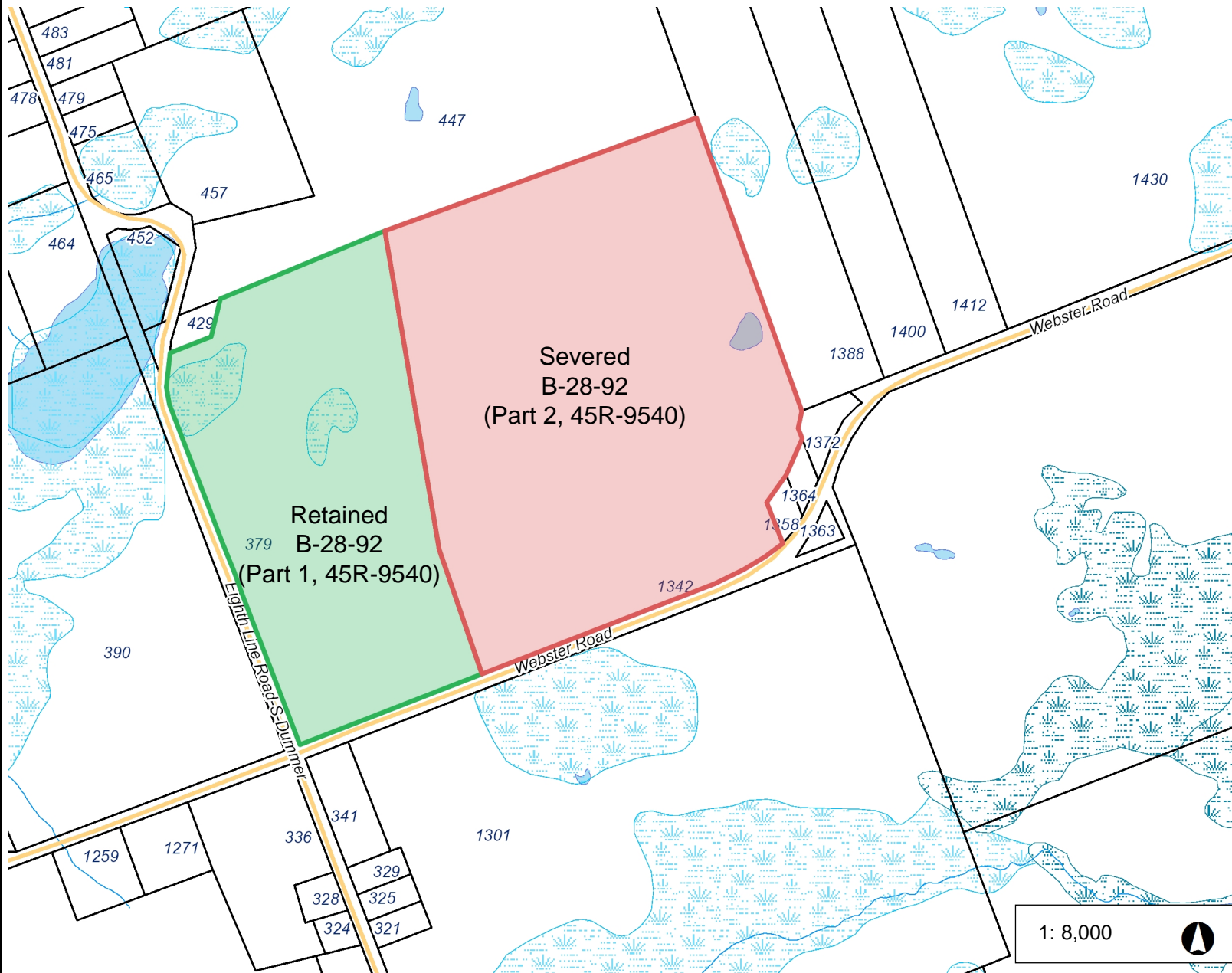
RETAINED LANDS

Part Lot 6, Concession 8, Township of Dummer, County of Peterborough, being
Part 1, Plan 45 R 9540



County of
Peterborough

B-28-92



Legend

- Hydro Lines
- Roads < 50,000
 - PRIV ; Private; PRIV
 - City Arterial
 - City Collector and Local
 - City Owned Unclassified
 - Provincial
 - County
 - Township
 - Water Access Only
- Outside Roads < 50,000
 - Major Roads
 - Local Roads
- Peterborough Proposed Bypass
- First Nations
- Civic Address
- Parcel Fabric
- Parcel First Nations - Canada I
- Rivers
 - Intermittent
 - Permanent
- Clean Water Act Policies Apply
- Provincially Significant Wetland
- Locally Significant Wetlands
- Non-evaluated Wetlands
- Lakes - Local Scale
- Municipal Boundary - Upper Ti
- <all other values>

Notes

Severed (1342 Webster Road)
Retained (379 Eighth Line
Road-S-Dummer)

406.4 0 203.20 406.4 Meters

North_American_1983_CSRS_UTM_Zone_17N
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Recommendation:

That the C.A.O.-2023-14 report, dated June 20, 2023 regarding the Township of Douro-Dummer Pay Equity Plan be accepted; and
That staff be directed to follow the process of posting the Plan for 90 days for comments and questions from staff.

Overview:

In 2021 staff began the process to undergo a Compensation Review, a Job Evaluation and a Pay Equity Review to ensure we were competitive and fair in the market as well as compliant with legislative requirements.

The Compensation Review was completed in 2021 by Gallagher HR Consulting and resulted in a new salary grid and some movement of specific positions within the new grid that we felt had been not represented fairly. Following the completion of that review, SHRP Limited was retained to complete an analysis and revisions as required to each of the job descriptions for the employees of the Township. A further review of each job classification was conducted and the development of a gender-neutral job evaluation system was implemented to evaluate and score each position.

Conclusion:

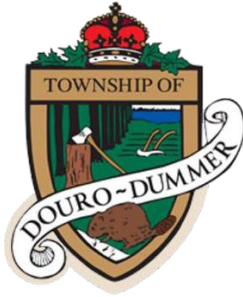
On the basis of the work noted above, SHRP Limited prepared a Pay Equity Plan for the Township of Douro-Dummer and its employees in accordance with the legislative requirements. This Pay Equity Plan, upon acceptance by Council will be posted beginning June 21, 2023 for a 90-day period to allow for questions and review of the plan.

Financial Impact:

The total cost of this three phase project was budgeted over a three-year period and was completed within the 2021 budgeted amount of \$25,000

Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.



The Township of Douro-Dummer

Pay Equity Plan

Township of Douro-Dummer
894 South Street
Warsaw, Ontario
K0L 3A0

INTRODUCTION

Pay Equity requires employers to ensure that compensation systems for men and women are the same for jobs that are different, but of comparable value. Pay Equity is not equal pay for equal work. Equal pay for equal work only requires jobs that are substantially the same to be paid in like manner. Pay Equity goes further by requiring employers to compare jobs that are not all the same, but rather jobs of equal or comparable value, to review and close any wage gaps observed between what may have been traditionally viewed as “men’s work” and “women’s work”.

In addition, new positions are sometimes required, and existing jobs often undergo changes to meet the evolving needs of the workplace. If a new position or the job content of a female job class are such that they affect the overall value of the job class in terms of skill, effort responsibility and working conditions, it may be necessary to re-evaluate the female job class and compare it with another male job class. Depending on the extent and nature of the changes, some, but not necessarily all, changes to jobs have implications for Pay Equity. Pay Equity is maintained, when the changes have been evaluated in a way that is free of gender bias.

The need for Pay Equity is based on the premise that work traditionally performed by women tends to be undervalued. Ontario’s Pay Equity Act, as amended, requires employers to adopt Pay Equity. In addition, section 7(1) of the Act requires that every employer “... *establish and maintain compensation practices that provide for Pay Equity ...*”. The Pay Equity Plan that follows represents **The Township of Douro-Dummer’s** commitment to the promotion and maintenance of Pay Equity for its employees.

This Pay Equity Plan is organized as follows:

1. A description of who the Plan covers;
2. A description of which jobs were analyzed and how they were analyzed; and
3. A description of the results of the Pay Equity review and corresponding adjustments to pay, should there be any, and the adjustment dates.

If You Would Like a Copy of This Plan or Have Questions / Comments, Please Contact:

**Elana Arthurs, CAO
Township of Douro-Dummer
894 South Street, P.O. Box 92**

Warsaw, Ontario K0L 3A0
705-652-8392 x206
PAY EQUITY PLAN – ALL EMPLOYEES
The Township of Douro-Dummer

The Employer

The employer, for the purposes of this plan is **The Township of Douro-Dummer** with main offices located at 894 South Street, Warsaw, Ontario, K0L 3A0 (hereinafter, “Douro-Dummer”).

Employees Covered By This Pay Equity Plan

This Plan covers all **Employees** at Douro-Dummer.

Job Classes

As defined in the ***Pay Equity Act***, a job class consists of those positions that have the following factors in common:

1. Similar Duties & Responsibilities;
2. Require similar Qualifications;
3. Are filled by similar Recruiting Procedures; and
4. Have the same Compensation Schedule, Salary Grade or Salary Range.

We identified all female job classes and conducted a review for comparable male job classes, as well as analyzing all positions to determine their gender predominance and historical incumbencies.

Female and Male-Dominated Job Classes

Our analysis categorized a female-dominated job class to occur where 60% or more of the members are female, and a male-dominated job class to occur where 70% or more of the members are male.

However, if a job class is very small or the job class falls just short of being either male or female, then two other tests were utilized as follows:

1. Gender Stereotyping: Is the job stereotypically male or female?
2. Historical Incumbency: historically (over time) has the job typically been filled by females or males?

Applying these criteria in a consistent manner we have identified eighteen (18) female-dominated classes.

The female-dominated job classes are:

- | | |
|---------------------------------|-------------------------------------|
| 1. CAO | 10. Senior Administrative Assistant |
| 2. Clerk | 11. Financial Services Assistant |
| 3. Planner | 12. Legislative Services Assistant |
| 4. Librarian (CEO) | 13. Municipal Operations Assistant |
| 5. Deputy Treasurer AP/Payroll | 14. Transfer Station Attendant |
| 6. Deputy Treasurer Tax-Clerk | 15. Library Assistant II |
| 7. Finance & Payroll Clerk | 16. Transfer Station Assistant |
| 8. Junior Financial Analyst | 17. Library Assistant I |
| 9. Receptionist IT Co-ordinator | 18. Custodian |

Comparison of Job Classes

Information was gathered from Job Information Questionnaires (JIQs) for all positions as well as previous job descriptions and through direct conversations with incumbents. In addition, revised and updated Job Descriptions were created and approved for all positions as part of our process.

These inputs informed our evaluation of the positions under review. In order to ensure that jobs were compared in a gender-neutral manner, standardized and consistent information about the jobs was collected. This resulted in the production of objective information for each job class that was used to evaluate and score each job.

A gender-neutral point factor system was used. This system resulted in a point value assigned to each job class. These point values were then compared to each other to find job comparators.

The **Pay Equity Act**, requires a number of factors to be evaluated, namely, skill, effort, responsibility and working conditions. In calculating the point values for our plan, we expanded on those factors to more appropriately reflect the relative value of our jobs. Eleven (11) factors were applied as follows:

- Factor 1 – Education and Training
- Factor 2 – Knowledge and Experience
- Factor 3 – Complexity and Skill
- Factor 4 – Decision-Making
- Factor 5 – Impact of Decisions and Actions
- Factor 6 – Relationship Building and Networking
- Factor 7 – Leading and Supervising Responsibilities
- Factor 8 – Accountability for Sensitive Information / Data
- Factor 9 – Physical Effort
- Factor 10 – Mental / Sensory Effort

Factor 11 – Working Conditions, Environment and Potential Hazards

The factors were carefully assessed and applied in a manner to assure they were gender-neutral and could be applied equally to jobs held by either women or men. Factors were objectively weighted to reflect their relative value and importance within Douro-Dummer (those of greater relative value or importance were given at a higher weighting). These factors were consistently applied across all job classifications.

We then organized the evaluated positions into a Fixed Point Band system of organization: comparable jobs were determined by listing the job classes by value and dividing the set of job class values into sections or “bands”, with each band having a certain number of points. Job classes that fell within the same band are of equal or comparable value.

Methods of Comparison

There are two primary methods of comparison in the Act for achieving Pay Equity:

1. **Job-to-job** comparison matches female job classes directly to a male job of equal or comparable value in the establishment.
2. **Proportional Value** comparison indirectly compares the relationship between the male and female jobs in an establishment.

For the 18 predominately female job classifications, ten (10) positions had male comparators :

- | | |
|------------------------------------|-------------------------------|
| 1. Clerk | 6. Transfer Station Attendant |
| 2. Planner | 7. Library Assistant II |
| 3. Librarian (CEO) | 8. Transfer Station Assistant |
| 4. Receptionist IT Coordinator | 9. Library Assistant I |
| 5. Senior Administrative Assistant | 10. Custodian |

There were no male job comparators for the remaining eight (8) female dominant positions at Douro-Dummer (CAO, Finance & Payroll Clerk, Junior Financial Analyst, Deputy Treasurer AP/Payroll Clerk, Deputy Treasurer Tax-Clerk, Financial Services Assistant, Legislative Services Assistant and Municipal Operations Assistant), therefore we applied the second methodology (Proportional Value) to complete our analysis of those positions as outlined below.

Comparison Results and Adjustments

Below is a summary of the results of the Job-to-Job and Proportional Value methods of comparison:

Job-to-Job Comparisons

Female Predominant Job Class	Male Predominant Job Class Comparator	Pay Equity Adjustment
Clerk	Manager - Emergency Services/Fire Manager - Public Works	not required
Planner	Manager - Emergency Services/Fire Manager - Public Works	not required
Librarian (CEO)	Manager Parks & Recreation Building Inspector II	not required
Receptionist IT Co-ordinator Senior Administrative Assistant	Equipment Operator	not required
Transfer Station Attendant Library Assistant II	Lead Labourer - PW Labourer - Parks, PW	not required
Transfer Station Assistant Library Assistant I Custodian	Labourer Seasonal Arena Labourer	not required

Proportional Value (Regression Analysis)

Female Predominant Job Class	Male Predominant Job Class Comparator	Pay Equity Adjustment
CAO	No Match - Proportional Value	not required
Finance & Payroll Clerk	No Match - Proportional Value	not required
Junior Financial Analyst	No Match - Proportional Value	not required
Deputy Treasurer Tax Clerk	No Match - Proportional Value	not required
Deputy Treasurer A/P	No Match - Proportional Value	not required
Financial Services Assistant	No Match - Proportional Value	not required
Legislative Services Assistant	No Match - Proportional Value	not required
Municipal Operations Assistant	No Match - Proportional Value	not required

Timing of Adjustments

Based on the analysis conducted no adjustments are required.

Conclusion

We have worked diligently to implement Pay Equity at The Township of Douro-Dummer. We are committed to Pay Equity and commit to maintaining it in the future.

If You Would Like a Copy of This Plan or Have Questions / Comments, Please Contact:

**Elana Arthurs, CAO
Township of Douro-Dummer
894 South Street, P.O. Box 92
Warsaw, Ontario K0L 3A0
705-652-8392 x206**

Recommendation:

That the C.A.O.-2023-13 report, dated June 20, 2023 regarding Use of ORV's on Township Roads be received; and
That Council provide staff direction on any changes to be implemented to the current status of ORV use in the Township.

Overview:

In early 2022, the County of Peterborough updated their Transportation Master Plan and included a review of permitted ORV routes, specifically on County Roads in each of the lower tier Townships. They also requested at that time, that municipalities consider if they wished to allow for additional ORV use on any County roads and if so that they advise the County for consideration.

Staff advised that should Council wish to consider additional County Road use, that consideration should also be given to Township Roads to allow for continuous routes and provided Council with some options.

Council requested that staff seek public input on the topic to assist in their decision making. A public meeting was held on May 10, 2022 providing information on off road vehicles, the recommendations from the County of Peterborough and options for municipal road use for consideration and comment from the public.

At that meeting there were a number of comments made both from those in attendance and those observing via YouTube. Staff also collected over 20 written comments that were received via email and have been provided to Council separate from this report due to the confidential information contained within those comments. Many of those that spoke during the public meeting also provided written submissions but the overall response was the majority are not in support of off-road vehicles on any road in the Township. Some were in favour and a few would consider permitting off-road vehicles with confirmation that there would be strict rules and enforcement.

Those are not in favour of permitting off-road vehicle use expressed a number of concerns including the municipal risk and associated liability, the ability to enforce rules and regulations, noise and general road safety.

Those in support spoke to the enjoyment they experience through use of their off-road vehicle and supporting local businesses while riding. The comments included a position that as a safe operator they should not be unfairly punished because of those that don't follow the rules.

At that time, Council decided not to proceed with permitting any additional routes on Township Roads and did not recommend any additional routes on County Road for ORV use.

Following a delegation on February 14, 2023 from Weity Hamersma of the Ptbo Trails ATV Club, requesting further consideration for additional routes, Council directed staff to meet with Weity Hamersma. Mr. Hamersma brought forward suggestions from the Club regarding the possible use of ORVs on Township and County Roads. His recommendations are as follows:

- A route from the Douro Community Centre to Nephton in North Kawartha
- Ability to ride on all roads in the Township except for Birchview Road, River Road (County Road 32) and private roads
- Any increased access would be appreciated but the best-case scenario for the Club is the option above.

Attached are options Council may want to consider if interested in offering additional routes for ORV use in the Township of Douro-Dummer.

Conclusion:

Effective January 1, 2021, municipalities listed in Ontario Regulation 8/03, which does include the Township of Douro-Dummer, Off Road Vehicles (ORV's) were automatically allowed on municipal roads unless the municipality established a by-law to prohibit or restrict their use.

Council adopted a By-law to prohibit ORV's on Municipal Roads with the exception of Twelfth Line Road and Simpson Road in the Dummer Ward.

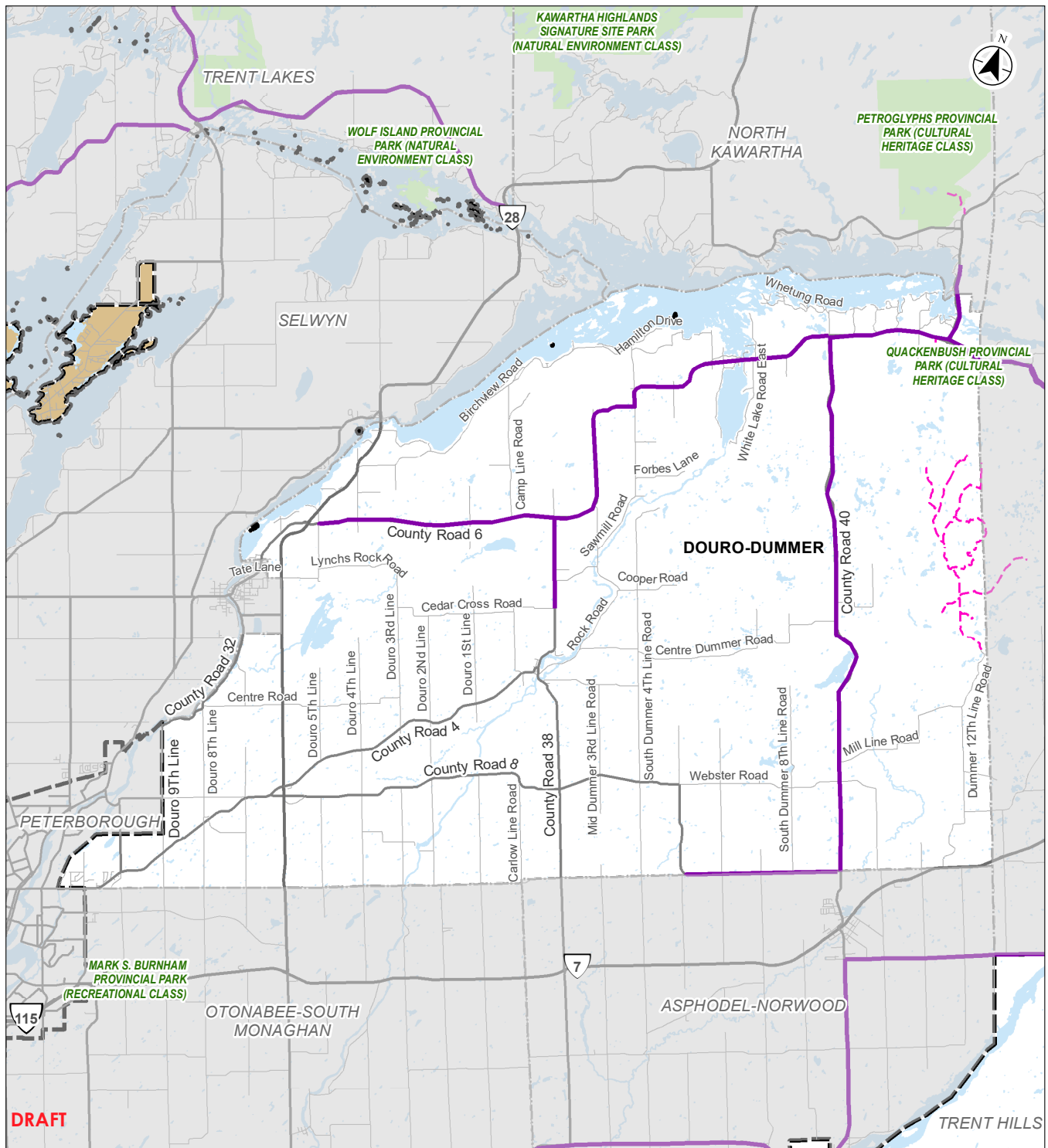
Staff is seeking direction on any amendment required to the existing routes which may result in a new or amended by-law.

Financial Impact:

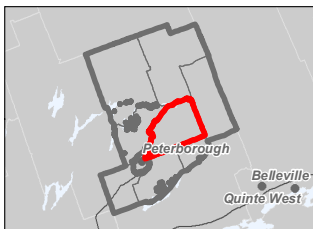
There is no direct financial impact at this time.

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.



DRAFT



Notes

1. Coordinate System: NAD 1983 CSRS UTM Zone 17N
2. Base features produced under license with the Ontario Ministry of Natural Resources Queen's Printer for Ontario, 2019.

Disclaimer: Stantec assumes no responsibility for data supplied in electronic format. The recipient accepts full responsibility for verifying the accuracy and completeness of the data. The recipient releases Stantec, its officers, employees, consultants and agents, from any and all claims arising in any way from the content or provision of the data.

Legend

- Proposed ORV Network - County Roads
- Existing ATV Network (existing County of Peterborough data)
- County of Peterborough Boundary
- Municipal Boundary
- First Nation Reserve
- Provincial Park

0 2.5 5
Kilometers
1:200,000 (at original document size of 8.5x11)



Project Location: County of Peterborough
Prepared by: JW on 2022-03-09

Client/Project: COUNTY OF PETERBOROUGH
TRANSPORTATION MASTER PLAN UPDATE AND OFF-ROAD VEHICLE REVIEW

Figure No. 1

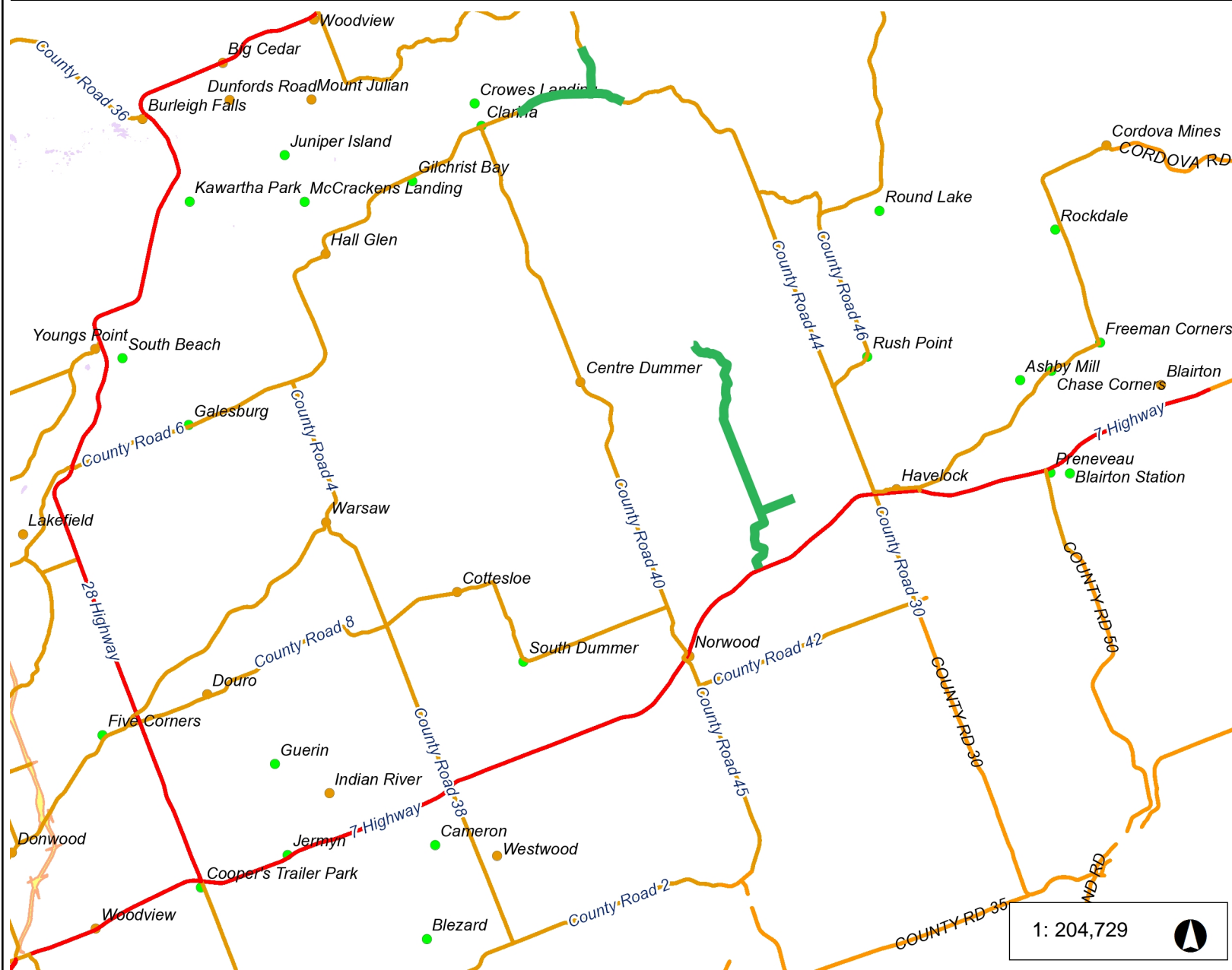
DRAFT

TOWNSHIP OF DOURO-DUMMER
Potential County Road Off-Road Vehicle Network



County of
Peterborough

Locations in Douro-Dummer where ORVs are currently permit on roads



Legend

- Roads > 100,000
 - ART
 - County
 - EXP
 - Provincial
- Outside Roads > 100,000
- Peterborough Proposed Bypass Settlement Area (Pt)
- Named Place
- Official Plan Approved
- First Nations

Notes

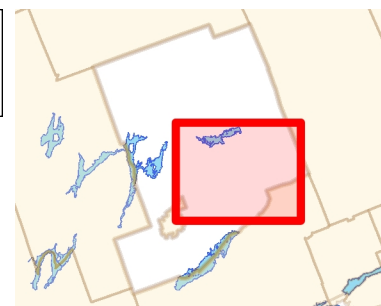
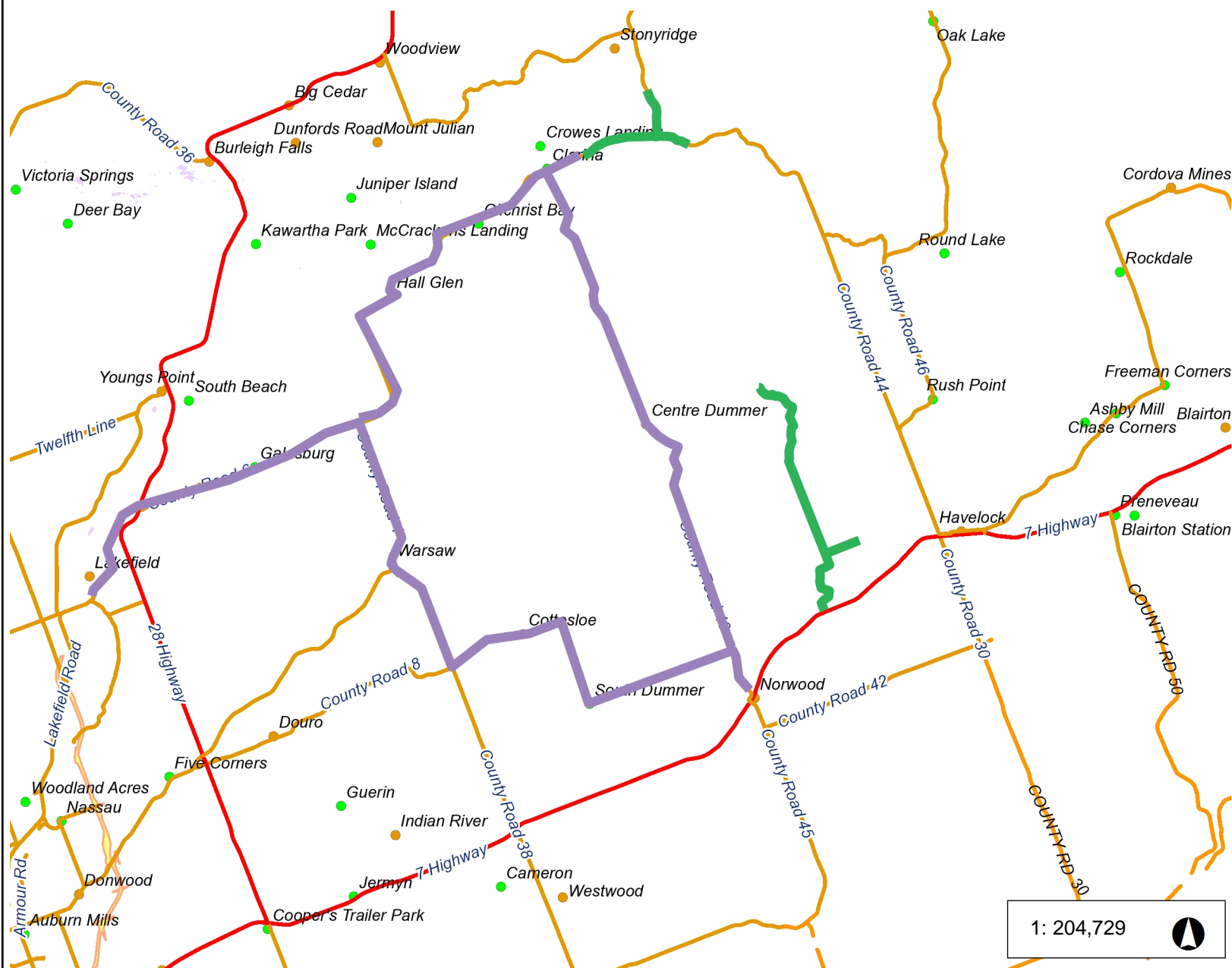
10,400.2 0 5,200.11 10,400.2 Meters

North_American_1983_CSRS_UTM_Zone_17N
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



Option B - Current Plus County Road Loop



Legend

- Roads > 100,000
 - ART
 - County
 - EXP
 - Provincial
- Outside Roads > 100,000
- Peterborough Proposed Bypass Settlement Area (Pt)
 - Named Place
 - Official Plan Approved
- First Nations

1: 204,729



Notes

10,400.2 0 5,200.11 10,400.2 Meters



May 24th, 2023

**The Honourable David Lametti, PC, MP
Minister of Justice and Attorney General of Canada
284 Wellington Street
Ottawa, ON K1A 0A6**

via email and mail

Dear Mr. Lametti,

The Council of the County of Lanark wishes to express its support for legislative measures to help first responders from violence, particularly those found in Bill C-321.

Paramedics and other first responders provide an essential and valuable service in our community and often subject to increased levels of violence due to the nature of their jobs.

It is essential that all levels of government unite to demonstrate the importance of the safety and well-being of all first responders.

Sincerely,

Jasmin Ralph, Clerk
613-267-4200 ext. 1502

Cc: All Ontario Municipalities
Association of Municipalities of Ontario

First Session, Forty-fourth Parliament,
70-71 Elizabeth II - 1 Charles III, 2021-2022-2023

HOUSE OF COMMONS OF CANADA

BILL C-321

An Act to amend the Criminal Code (assaults against health care professionals and first responders)

FIRST READING, MARCH 9, 2023

Mr. DONOHUE

441010

SUMMARY

This enactment amends the Criminal Code to require a court to consider the fact that the victim of an assault is a health care professional or a first responder to be an aggravating circumstance for the purposes of sentencing.

Available on the House of Commons website at the following address:
www.ourcommons.ca

1st Session, 44th Parliament,
70-71 Elizabeth II - 1 Charles III, 2021-2022-2023

HOUSE OF COMMONS OF CANADA

BILL C-321

An Act to amend the Criminal Code (assaults against health care professionals and first responders)

Preamble

Whereas there is an increasing number of incidents involving violence against health care professionals and first responders;

Whereas assaults on health care professionals and first responders have both a physical and a psychological impact;

And whereas health care professionals and first responders, who care for and protect others, deserve to feel protected and valued by the justice system;

His Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:

S.S., L. C-66

Criminal Code

1 The Criminal Code is amended by adding the following after section 269.01:

Aggravating circumstance — assault against health care professionals and first responders

269.02 When a court imposes a sentence for an offence referred to in paragraph 264.1(1)(a) or any of sections 266 to 269, it shall consider as an aggravating circumstance the fact that the victim of the offence was, at the time of the commission of the offence, a health care professional or a first responder engaged in the performance of their duty.

Bill C-321
(First Reading)
March 9, 2023

Table of Contents

SUMMARY

1 Criminal Code

AMO Sample Resolution Text

Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement

Whereas, all Ontarians deserve and expect a safe and respectful workplace;

Whereas, municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse;

Whereas, several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;

Whereas, these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;

Whereas, municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;

Whereas, municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;

Now, therefore be it resolved that (MUNICIPALITY NAME) supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments;

Also be it resolved that the legislation encompass the Association of Municipalities of Ontario's recommendations for:

- Updating municipal Codes of Conduct to account for workplace safety and harassment
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
- Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office

Municipal Clerks Office Township of Douro-Dummer,

Hello Ms. Chait,

I am requesting that this email and copy of the sample AMO resolution is added to your next council agenda as a matter of urgency. If you could also forward this correspondence to Mayor Watson and Council in the meantime, in case they have any questions and would like to reach out to me, that would be appreciated. **If your municipality subsequently endorses a motion, it would be very helpful if you could notify us by emailing a copy of the resolution to thewomenofontariosayno.team@gmail.com** Thank you!

Dear Mayor Watson, Deputy Mayor Nelson, Councillor Watt, Councillor Johnston and Councillor Vervoort

Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement:

This request is from The Women of Ontario Say NO. A grassroots advocacy effort comprised of individuals, organizations, and community groups. We are committed to ensuring that locally elected officials are held accountable for violence and harassment in municipal workplaces. This advocacy stems from a number of egregious cases throughout the province including Ottawa, Barrie, and Mississauga. You can learn more on our website [THE WOMEN OF ONTARIO SAY NO \(squarespace.com\)](https://thewomenofontariosayno.com)

Many councillors will know that on May 31st, 2023, the government voted down Bill 5 – The Stopping Harassment and Abuse by Local Leaders Act. We are aware of 160 municipalities that endorsed their support for Bill 5. In 2021, the Association of Municipalities Ontario recommended changes to strengthen municipal codes of conduct for elected officials. . [Codes of Conduct, Changes to Visible Fees, and Fees Charged to Beverage Producers | AMO](#) Those recommendations to strengthen legislation have still not been implemented. We are calling on your municipality to be an active and engaged voice in your own workplace safety and that of the municipal staff by joining those 160 Ontario municipalities in holding municipally elected representatives accountable for violence and harassment.

- **We are therefore asking council to pass the attached motion of March 27, 2023, issued by AMO, calling for government legislation on this issue.**

- **We are requesting the motion include the communication that this legislation be prioritized for the fall of 2023 given the urgency of this issue.**
- **We are asking that a letter expressing support for the motion be sent to: The Premier, Local MPPs, Minister of Municipal Affairs, Associate Minister of Women's Social and Economic Opportunity, AMO and local municipalities.**

We are counting on you as leaders to ensure your municipal workplace is safe and that there is basic human rights protection for all persons. This cannot wait any longer. This legislation needs to move ahead without any further delay.

Thank you in advance for being open to advocating for legislative change that will help ensure workplaces and community spaces are safe for everyone!

Sincerely,

Diane Noble

On Behalf of

The Women of Ontario Say NO

From: Julian Pope
Sent: Thursday, June 8, 2023 6:30:10 PM
To: Martina Chait
Cc: Heather Watson
Subject: Crowes Landing Public Wharf

I am writing to you today to express my concern over the current situation at Crowes Landing.

As a second generation Stoney Laker and current owner the Western Part of Island 85 West of the westerly channel, also known as Pope Island, I am concerned about how use of the public wharf is being abused by certain local contractors who blatantly park their work boats and barges at Crowes Landing often for long periods of time and for many days, including overnight. This has created a concerning situation in that local cottage owners, and in particular Islanders, have limited and in some cases no access to park their boats in order to access the mainland via the landing, often only for short periods of time.

Crowes landing has always been a gateway to the lake for Islanders and visitors to the lake alike. The public wharf is just that, a public way to access the lake and yet these individuals are instead now using the landing as their own private parking lot and by default are restricting access to the lake for tax paying Islanders such as myself and many others. This is hardly public access anymore!

Many years ago, when Crowes Landing was a designated federal Harbour, there were signs clearly posted that restricted overnight parking at the public docks. Since the township has assumed ownership of the public docks, there are no longer any signs or for that matter any enforcement of any rule of law that governs docking at this public access point to Stoney Lake. This lack of regulation and enforcement has emboldened local contractors to avoid making private parking arrangements for the parking of their work barges and has thus restricted access to the lake for many.

I am writing to you to request that council look at this matter seriously and address these concerns by possibly introducing a by-law that would govern dock usage at Crowes Landing, including a restriction for overnight parking. As the former President of the local cottagers association, The USLA, I have received numerous calls of concerns from fellow Islanders and would ask that action be taken.

Kindest Regards,

Julian Pope

From: Bob Wilkinson
Sent: Monday, June 12, 2023 3:04:52 PM
To: Martina Chait
Cc: Heather Watson
Subject: Crowes Landing Public Wharf

Good afternoon.

I am writing to you with concerns expressed by others and now on my own with respect to the docking at Crowes Landing Public Wharf.

I believe a possible solution to the limited dock space may be to add a third dock in between the two existing docks. This will alleviate some of the demand by those visiting the landing as well as contractor requirements.

Thank you for your consideration,

Bob Wilkinson
Island 48
Stoney Lake

P.O. Box 490
7 Creswell Drive
Trenton, Ontario K8V 5R6
www.quintewest.ca



A Natural Attraction

Tel: 613-392-2841
Toll Free: 1-866-485-2841
Josh.machesney@quintewest.ca

Josh Machesney, City Clerk

June 2, 2023

The Honourable Doug Ford
Premier of Ontario
Premier's Office, Room 281
Legislative Building
Queen's Park, Toronto, ON M7A 1A1

RE: Resolution – “Renovictions” Support Request

Dear Premier Ford:

This letter will serve to advise that at a meeting of City of Quinte West Council held on May 31, 2023 Council passed the following resolution:

Motion No 23-245 – Notice of Motion – Councillor McCue - Renovictions

Moved by Councillor McCue

Seconded by Councillor Card

WHEREAS renovictions, a practice by which landlords evict tenants from their homes by claiming they will complete major renovations, demolish or convert the unit to commercial use, has had a significant adverse impact on Quinte West residents in the past few months;

AND WHEREAS renovictions have been and continue to be a contributing factor in perpetuating the Provincial housing crisis by making rental housing less affordable for Ontarians, particularly for seniors, individuals with disabilities, single-parent families, and students;

AND WHEREAS municipalities in Ontario have no ability to protect their residents from renovictions;

AND WHEREAS the Ontario Provincial Government has tabled legislation: Bill 97, the Helping Homebuyers, Protecting Tenants Act, 2023, to protect tenants from “bad faith” renovictions and to add more resources to the Landlord Tenant Board;

AND WHEREAS Quinte West City Council passed Motion 23-300 directing staff to prepare a resolution for Council's consideration on the matter;

NOW THEREFORE BE IT RESOLVED THAT the City of Quinte West Council urges the Province to:

- Pass Bill 97, the Helping Homebuyers, Protecting Tenants Act, 2023;
- Add regulations requiring landlords to provide renovation updates when they evict tenants to ensure tenants are updated when they can exercise their right of return in order to protect tenants from “bad faith” renovictions;
- Consider an increase in fines for landlords who are found to have undertaken “bad faith” renovictions;

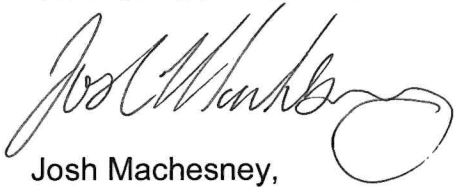
AND THAT Ontario municipalities be urged to voice their concerns regarding “bad faith” renovictions;

AND FURTHER THAT a copy of this resolution be sent to all Ontario municipalities, the Hon. Doug Ford, Premier of Ontario, the Hon. Steve Clerk, Minister of Municipal Affairs and Housing; Todd Smith, Bay of Quinte MPP, the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), and the Eastern Ontario Wardens Caucus. **Carried**

We trust that you will give favourable consideration to this request.

Yours truly,

CITY OF QUINTE WEST



Josh Machesney,
City Clerk

cc: Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Todd Smith, Minister of Energy, MPP, Bay of Quinte
Carole Saab, CEO, Federation of Canadian Municipalities (FCM)
Colin Best, President, Association of Municipalities of Ontario (AMO)
Jim Pine, CAO, Eastern Ontario Wardens Caucus
All Municipalities in Ontario



**Corporation of the
Municipality of West Grey**

402813 Grey Road 4, RR 2 Durham, ON N0G 1R0
519 369 2200

June 9, 2023

RE: Bell-Hydro Infrastructure

To whom it may concern,

Please be advised that at its meeting held on June 6, 2023, the council of the Municipality of West Grey considered the above-noted matter and passed Resolution No. R-230606-008 as follows:

"THAT in consideration of correspondence received from the Municipality of Tweed respecting a resolution on Bell-Hydro Infrastructure, council supports the resolution and directs staff to forward a copy of the resolution to the Premier of Ontario, the Association of Municipalities of Ontario, MPP Rick Byers, and all Ontario municipalities."

Council further supports that other providers in addition to Bell Canada and Hydro one work together to provide access for poles to better service the infrastructure needs of Ontarians.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jamie Eckenswiller".

Jamie Eckenswiller, AMP (he/him)
Director of Legislative Services/Clerk
Municipality of West Grey

Attachment: Municipality of Tweed – Proposed Resolution Re: Bell-Hydro Infrastructure

Cc. Honourable Doug Ford, Premier of Ontario
Association of Municipalities of Ontario (AMO)
Rick Byers, MPP Grey-Bruce -Owen Sound
All Ontario Municipalities

Municipality of Tweed Council Meeting
Council Meeting



Resolution No.

328.

Title:

Proposed Resolution Re: Bell-Hydro Infrastructure

Date:

Tuesday, May 9, 2023

Moved by

J. Palmateer

Seconded by

J. DeMarsh

WHEREAS poles are essential for deployment of telecommunication and hydro networks across the Province of Ontario;

AND WHEREAS the coordination of pole infrastructure between stakeholders is necessary to limit duplication of servicing infrastructure;

AND WHEREAS the Canadian Radio-Television and Telecommunications Commission recently set expedited timelines for large telephone companies to provide competitors with access to poles to roll out networks more efficiently leading to more competition across Canada;

AND WHEREAS provincial and territorial government are being encouraged to coordinate with service providers and other stakeholders to facilitate sound network deployment;

NOW THEREFORE BE IT RESOLVED that the Municipality of Tweed calls on the Province of Ontario to facilitate, coordinate, and regulate pole deployment measures across the Province of Ontario to prevent unnecessary duplication of pole infrastructure;

AND FURTHER, that the Province of Ontario encourage Bell Canada and Hydro One to work together to provide access for poles to better service the infrastructure needs of Ontarians;

AND FURTHER, that this motion be circulated to the Premier of Ontario, the Association of Municipalities of Ontario (AMO), MPP Ric Bresee, all Ontario Municipalities for support, Bell Canada, Hydro One.

Carried

The Corporation of the Township of Douro-Dummer
By-law Number 2023 -29

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

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

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

And Whereas the Council of the Township of Douro-Dummer has initiated a zoning by-law amendment to amend By-Law No. 10-1996, as amended, insofar as it is necessary to permit and clarify provisions regulating the construction of second dwelling units within the Township;

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

1. The area affected by this By-Law includes all lands within the Residential Zone (R), Hamlet Residential Zone (HR), Shoreline Residential Zone (SR) and Rural Zone (RU). As such, there is no schedule attached to this amendment.
2. Section 3 – General Provisions – is amended by deleting subsection 3.39 Second Dwelling Units in its entirety and replacing it with the following:

"3.39 Second Dwelling Units

Notwithstanding any other provision of this By-law to the contrary, a second dwelling unit shall be permitted within a permanent single detached dwelling, a semi-detached dwelling, a rowhouse dwelling or as a structure accessory to these primary dwelling unit housing types where they are identified as a permitted use.

3.39.1 General Provisions:

The following general provisions shall apply to all second dwelling units:

- (a) Only one second dwelling unit is permitted per primary dwelling unit;
- (b) The second dwelling unit may be an attached second dwelling unit or a detached second dwelling unit, but not both;
- (c) The second dwelling unit must be clearly subordinate to the primary dwelling unit and shall not be greater in area than the primary dwelling unit.
- (d) One (1) off-street parking space shall be provided for the second dwelling unit, in addition to any parking space

required by this By-law for the other residential unit(s). The off-street parking associated with the dwelling unit(s) may be stacked provided that the number of spaces so arranged does not exceed two (2).

- (e) The second dwelling unit must comply with the requirements of the Ontario Building Code and Fire Code;
- (f) A second dwelling unit shall not be permitted within the 30 metre water yard setback, unless as otherwise outlined herein;
- (g) Second dwelling units shall not be permitted:
 - i) Within a floodplain;
 - ii) Within a dwelling that is located in an Environmental Conservation (EC) Zone;
 - ii) Within a dwelling that is permitted accessory to a permitted non-residential use;
 - iii) Within a building that is accessory to i) or ii) above;
 - iv) On any property that is accessed by a private road;
 - v) On a lot containing a sleeping cabin.

3.39.2 Second Dwelling Units Within or Attached to a Primary Dwelling Unit:

An attached second dwelling unit that is constructed within or as an addition to a primary dwelling unit shall:

- i) comply with the residential zone regulations of the respective zone;
- ii) be permitted where the primary dwelling unit is located within the 30 metre water yard setback provided any addition that is necessary to accommodate the second unit does not further encroach into the water yard setback;

3.39.3 Second Dwelling Units Within a New or Existing Accessory Structure:

An attached second dwelling unit that is constructed as a component of an accessory (new or existing) structure shall comply with the following:

- i) shall comply with the residential zone regulations of the respective zone except as outlined below;
- ii) shall be exempt from the minimum floor area and minimum first storey floor area regulations;
- iii) the maximum lot coverage shall be calculated in accordance with Section 3.1.3 of this By-law;
- iv) a maximum of 10% of the first storey floor area can be associated with the second dwelling unit;
- v) the maximum building height shall not exceed 7.5 metres and shall be measured from the finished grade at the front of the building to the highest point;
- vi) shall not contain a home industry or home occupation;

3.39.4 Second Dwelling Units as Stand Alone Accessory Structures:

A detached second dwelling unit shall comply with the following:

- i) shall comply with the residential zone regulations of the respective zone except as outlined below;
- ii) shall have a maximum height of 4.5 metres and at no time shall exceed the height of the existing primary dwelling;
- iii) the maximum lot coverage shall be calculated in accordance with Section 3.1.3 of this By-law;
- iv) the maximum ground floor area shall not exceed 70% of the ground floor area of the primary dwelling unit;
- v) shall be located no further than 30 metres from the primary dwelling. A Minor Variance will not be required, if for reasons of health and/or safety, the detached second dwelling unit cannot be located within 30 metres of the primary dwelling and all other applicable provisions and regulations of By-law No. 10-1996, as amended are complied with;
- vi) shall not be in the form of a mobile home;

3. Section 4.2.1 – Regulations for Uses Permitted in Section 4.1.1 is amended by deleting the heading and replacing it with the following:

4.2.1 Regulations for Uses Permitted in Section 4.1.1 and 4.1.3

4. Section 4.2.1 subsection l) is amended by deleting it in its entirety and replacing it with the following:

l) Maximum Number of Primary Dwelling Units per Lot 1

5. Section 5.2.1 – Regulations for Uses Permitted in Section 5.1.1 is amended by deleting the heading and replacing it with the following:

5.2.1 Regulations for Uses Permitted in Section 5.1.1 and 5.1.3

6. Section 5.2.1 subsection l) is amended by deleting it in its entirety and replacing it with the following:

l) Maximum Number of Primary Dwelling Units per Lot 1

7. Section 6.2.1 – Regulations for Uses Permitted in Section 6.1.1 and 6.1.2 is amended by deleting the heading and replacing it with the following:

6.2.1 Regulations for Uses Permitted in Section 6.1.1, 6.1.2 and 6.1.4

8. Section 6.2.1 subsection m) is amended by deleting it in its entirety and replacing it with the following:

m) Maximum Number of Primary Dwelling Units per Lot 1

9. Section 9.1.6 is amended by deleting it in its entirety and replacing it with the following:

9.1.6 a second dwelling unit

10. Section 9.1.24 is amended by deleting it in its entirety.

11. Section 9.2.3 is amended by deleting it in its entirety and replacing it with the following:

9.2.3 Reserved

12. Section 9.2.4 – Regulations for Uses Permitted in Section 9.1.5 is amended by deleting the heading and replacing it with the following:

9.2.4 Regulations for Uses Permitted in Section 9.1.5 and 9.1.6

13. Section 9.2.4 subsection I) is amended by deleting it in its entirety and replacing it with the following:

I) Maximum Number of Primary Dwelling Units per Lot 1

14. Section 9.2.5 is amended by deleting this section in its entirety and replacing it with the following:

9.2.5 Reserved

15. Section 22 – Definitions is amended by deleting Section 22.3 in its entirety and replacing it with the following:

22.3 "Accessory" means a use, building or structure that is naturally and normally incidental, subordinate and exclusively devoted to a main use, building or structure, and located on the same lot therewith.

16. Section 22 – Definitions is amended by deleting the words "and includes a farm dwelling and accessory buildings" in Section 22.6 so that the definition of "Agriculture Use" shall read as follows:

22.6 "Agriculture Use" means a use of land, buildings or structures for the purpose of forestry, field crops, orchard crops, berry crops, aviaries, apiaries, animal husbandry, tree nurseries, market gardening, dairying, poultry, aquafarming and any other use customarily and normally related to the field of agriculture.

17. Section 22 – Definitions is amended by deleting Section 22.62 in its entirety and replacing it with the following:

22.62 "Dwelling" means a building or structure containing one (1) or more dwelling units occupied or capable of being occupied for the exclusive use of the occupants, but does not include any travel trailer, mobile home, motor home or recreational vehicle.

22.62.1 "Single Detached Dwelling" means a building containing one primary dwelling unit intended to be used for continuous habitation. This definition shall include a modular dwelling as defined herein.

22.62.2 "Accessory Dwelling" means a single detached dwelling which is accessory to a permitted non-residential use and is occupied by either the owner or

by a person employed on the lot where such dwelling is located.

22.62.3 "Duplex Dwelling" means the whole of a building that is divided horizontally into two primary dwelling units, each of which has an independent entrance, either directly from the outside, or through a common vestibule.

22.62.4 "Modular Dwelling" - See "Modular Home".

22.62.5 "Semi-Detached Dwelling" means the whole of a building that is divided vertically into two primary dwelling units, each of which has an independent entrance directly from the outside or through a common vestibule.

22.62.6 "Permanent Dwelling" means a dwelling used or intended to be used for continuous habitation.

22.62.7 "Recreational Dwelling" means a dwelling used or intended to be used for occasional habitation for vacation, recreation, rest and relaxation purposes which is not the owners primary dwelling unit.

22.62.8 "Rowhouse Dwelling" means one of three or more single detached dwellings joined side by side sharing a common wall and roofline each of which has an independent entrance directly from the outside.

18. Section 22 – Definitions – is hereby amended by deleting Section 22.63.3 in its entirety and replacing it with the following:

22.63.3 "Dwelling Unit, Primary" means the main or principal dwelling unit on a lot, which is typically the owner's primary residence.

19. Section 22 – Definitions – is hereby amended by deleting Section 22.63.4 in its entirety and replacing it with the following:

22.63.4 "Dwelling Unit, Attached Second" means a dwelling unit with a separate entrance, kitchen, bathroom and living area that is created within or as an addition to the existing primary dwelling unit or within or as an addition to an existing accessory structure located on the same lot as the primary dwelling unit.

20. Section 22 – Definitions – is hereby amended by the addition of a new subsection 22.63.5 immediately following subsection 22.63.4 which shall read as follows:

22.63.5 "Dwelling Unit, Detached Second" means a stand-alone dwelling unit that is located on the same lot as the primary dwelling unit.

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

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

Passed in open council this 20th day of June, 2023.

Mayor, Heather Watson

Acting Clerk, Martina Chait-Hartwig

The Corporation of the Township of Douro-Dummer

By-law Number 2023-30

Being a By-law of The Corporation of the Township of
Douro-Dummer to confirm the proceedings of
the Special Council Meeting and Regular Council Meeting held on the 20th day
June, 2023 in the Township Council Chambers

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

1. **That** the action of the Council at its special and regular meeting held on June 20th, 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 20th day of June, 2023.

Mayor, Heather Watson

Acting Clerk, Martina Chait-Hartwig