



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

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

Township Douro-Dummer YouTube Channel

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

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

Electronic Meetings

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

To watch the meeting live or access a recording please visit the Township's YouTube Channel

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

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

Pages

1. Call to Order
2. Land Acknowledgement
3. Moment of Silent Reflection
4. Disclosure of Pecuniary Interest:
5. Adoption of Agenda: October 17, 2023
6. Adoption of Minutes and Business Arising from the Minutes
 - 6.1 Council Meeting Minutes - October 3, 2023 1
7. Consent Agenda (Reports voted upon by ONE motion) - No Debate
 - 7.1 Municipal Appraisal Forms (MAF) for Severance Files B-65-23 and B-66-23 8
 - 7.2 Peterborough County Council - Meeting Minutes - September 13, 2023 10

7.3	2024 Annual OPP Service Billing Statement	21
8.	Delegations, Petitions, Presentations or Public Meetings:	
8.1	Public Meeting - Zoning By-law Amendment File R-07-23 (Kidd & Spence) 1635 County Road 6 Roll No. 1522-020-004-08700 Dummer Ward	34
8.2	Bruce Johnson and Jim Coyle, Birchcliff Property Owners Association - Plans for Birchview Road	63
9.	Public Comment Period - No Debate or Decision A list of registered speakers will be released no later than Monday at 4:30 p.m. The deadline to register is 12-noon on Monday prior to the meeting.	
10.	Staff Reports	
10.1	Report and Capital Project Status - October 2023	66
10.2	False Alarm By-law, Fire Chief-2023-08	71
10.3	Volunteer Firefighter Wage Review, Fire Chief-2023-09	78
10.4	Application 15T-21006 (162 County Road 4 – Clancy Plan of Subdivision Application), Planning-2023-35	80
10.5	2024 Regular Council Meeting Schedule, Clerk's Office-2023-26	120
10.6	ORV Use in the Township of Douro-Dummer, C.A.O.-2023-26	123
10.7	Township of Douro-Dummer Tree Planting Project, C.A.O.-2023-27	138
10.8	Manulife Benefit Plan 2024 Renewal, C.A.O.-2023-28	148
11.	Committee Minutes and Other Reports:	
11.1	Township of Douro-Dummer Arena Facilities Ad-Hoc Committee Minutes from September 12, 2023	152
11.2	Events Committee Meeting Minutes - September 18, 2023	155
12.	Correspondence – Action Items: None	

13.	By-laws:	
13.1	By-law 2023-44 - To amend By-law Number 10-1996, as amended, otherwise known as "The Township of Douro-Dummer Comprehensive Zoning By-law" (R-07-23) (Kidd and Spence)	157
13.2	By-law 2023-45 - Township of Douro-Dummer False Alarm By-law	159
14.	Reports derived from previous Notice of Motions: None	
15.	Notices of Motion - No Debate:	
16.	Announcements:	
17.	Closed Session: None	
18.	Rise from Closed Session with or without a Report	
19.	Matters Arising from Closed Session	
20.	Confirming By-law: 2023-46	163
21.	Next Meeting:	
	Special Meeting - Budget - October 31, 2023, 10:00 a.m.	
	Special Meeting - Budget - November 1, 2023, 2:00 p.m.	
	Regular Council Meeting - November 7, 2023, 5:00 p.m.	
22.	Adjournment	

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

**October 3, 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
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 5:01 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: October 3, 2023

Resolution Number 295-2023

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the agenda for the Regular Council Meeting, dated October 3, 2023, be adopted, as circulated.

Carried

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

6.2 Council Meeting Minutes - September 19, 2023

Resolution Number 296-2023

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the Minutes from the Special and Regular Council meetings held on September 19, 2023 both be received and approved.

Carried

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

7.1 Peterborough County Council Minutes - August 16, 2023

Resolution Number 297-2023

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That the Consent Agenda for October 3, 2023 be received.

Carried

8. Delegations, Petitions, Presentations or Public Meetings:

8.1 Tina Warren and Lois Wallace - Petition in support of the Enforcement and Licensing of Short Term Rentals

Resolution Number 298-2023

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the Petition from Tina Warren and Lois Wallace in support of enforcement and licensing for Short Term rentals be received.

Carried

8.2 Doug Owens - Presentation in support of Licensing and Enforcement of Short Term Rentals

Resolution Number 299-2023

Moved by: Councillor Johnston

Seconded by: Councillor Watt

That the presentation from Doug Owens regarding enforcement and licensing for Short Term rentals be received.

Carried

9. Public Comment Period – No Debate or Decision:

9.1 Public Comment Period - List of Registered Speakers

The following persons provided a public comment on the following items:

- Suzanne Coros - Item 10.3
- Jeff Martin - Item 10.3
- Dave Koch - Item 10.3
- Peter Hillman - Item 10.3
- Nina Janoscik - Item 10.3

10. Staff Reports:

10.1 Report and Capital Project Status

Resolution Number 300-2023

Moved by: Councillor Johnston

Seconded by: Councillor Watt

That the Report and Capital Status document be received with thanks.

Carried

10.2 Extension of the Legal Services Agreement, C.A.O.-2023-23

Resolution Number 301-2023

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the report, dated October 3, 2023 regarding the Extension of the Legal Services Agreement report be received; and

That Council approve the one-year extension with Aird & Berlis LLP for legal services for the Township of Douro-Dummer.

Carried

10.3 Short Term Rental Advisory Committee Summary and Next Steps, C.A.O.-2023-24

Resolution Number 302-2023

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Vervoort

That the report, dated October 3, 2023 regarding the Short Term Rental Advisory Committee Summary and Next Steps be received; and

That Council direct staff to finalize the draft by-laws related to noise and nuisance for approval with the inclusion of provisions for limited use of fireworks.

Carried

Resolution Number 303-2023

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That staff be requested to bring back a fulsome report regarding Short Term Rentals examining licensing options, strategies that have been successful in other communities, the expenses and potential revenue of a licensing program may create and potential legal issues with licensing vs. not licensing. Carried

11. Committee Minutes and Other Reports:

11.1 Events Committee Meeting Minutes - August 21, 2023

11.2 Short Term Rental Advisory Committee Meeting Minutes - August 24, 2023

Resolution Number 304-2023

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the minutes from the Events Committee dated August 21, 2023 and the minutes from the Short Term Rental Advisory Committee dated August 24, 2023, both be received and approved. Carried

12. Correspondence – Action Items:

12.1 Letters to Council Regarding Short Term Rentals

Resolution Number 305-2023

Moved by: Councillor Vervoort

Seconded by: Councillor Watt

That the letters regarding Short Term Rentals from Barbara McGregor, Betsy McGregor and Birchcliff Property Owners Association all be received with thanks. Carried

12.2 Town of Midland - Resolution Regarding Catch and Release Justice in Ontario

Resolution Number 306-2023

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That the letter from the Town of Midland regarding "Catch and Release Justice" be received and strongly supported. Carried

20. Confirming By-law: 2023-43

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That By-law Number 2023-43, being a By-law to confirm the proceedings of the Regular Meeting of Council, held on the 3rd day of October, 2023, be passed in open Council and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

16. Announcements:

Councillor Watt shared positive comments he had received about the Township's tree program.

21. Next Meeting Date:

Committee of the Whole - October 10, 2023

Council Meeting - October 17, 2023

22. Adjournment

Resolution Number 307-2023

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That this meeting adjourn at 6:19 p.m.

Carried

Mayor, Heather

Clerk, Martina Chait-Hartwig



COUNTY OF PETERBOROUGH
MUNICIPAL APPRAISAL FORM

APPLICANT: Jesse & Deborah Murphy

FILE B – **65-23**

LOT: 15, CON.: 8 MUNICIPAL WARD: Dummer

911 address: 1076 County Road 40, Roll #: 1522-020-002-07701, Island # or other: _____

APPLICATION FOR: Creation of a new lot - residential

RECOMMENDATION:

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

1. ☒ **\$1250** Cash-in-lieu of parkland fee be paid to the Municipality.
2. ☒ Rezoning of the severed parcel to the satisfaction of the Municipality in order to achieve compliance with Section 5.2.3.3 of the Official Plan.

Comments: The severed parcel is adjacent to a non-active historical cemetery which is zoned Institutional Sub N (I-N) in the Township Zoning By-law. In accordance with the Criteria for Evaluating Archaeological Potential, Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTC), the severed parcel is within an area of archaeological potential and an archaeological assessment is required. PPS policy 2.6.2 states that development and site alteration shall not be permitted in areas of archaeological potential unless significant archaeological resources have been conserved.

The septic inspection indicates the severed parcel is not suitable for on-site sewage disposal, but could be made so by a raised bed.

OFFICIAL PLAN:

Application **conforms** to the Township Official Plan policies, Section(s) **6.2.3.2, 6.2.3.3 (c), (d) & (g), 7.2.7, 5.2.3.3.**

Severed Parcel:

- a) Proposed Use: Residential.
- b) Land Use Designation(s): Hamlet.
- c) The proposed use **is** a permitted one.
- d) Special policies affecting the severed parcel (i.e. OPA): 5.2.3.3 - requires that where the potential presence of an archaeological resource has been identified by the Ministry of Culture, an archaeological study be undertaken by a licensed archaeological consultant pursuant to the Ontario Heritage Act. Should any significant archaeological remains be discovered an appropriate mitigation strategy will be developed and conducted to the satisfaction of the Ministry of Culture.

Development and site alteration may be permitted on lands containing archaeological resources or areas of archaeological potential if significant archaeological resources have been conserved by removal and documentation or preservation on site. Where significant archaeological resources must be preserved on site, only development and site alteration which maintain the heritage integrity of the site will be permitted.

Retained Parcel(s):

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

ZONING BY-LAW:

Severed Parcel:

- a) The severed parcel **conforms** to the Township Zoning By-Law provisions, Section(s) **4.1.1, 4.2.1 (a) & (b).**
- b) ☒ A rezoning **is** required for the severed parcel.
- c) ☒ A minor variance **is not** required for the severed parcel.
- d) The existing zoning of the severed parcel is: Residential (R).
- e) The recommended zoning of the severed parcel would be: to place a holding symbol "H" on the severed parcel. The "H" shall only be removed once an archaeological assessment, including Stage 1 and Stage 2, conducted by a licensed archaeologist has been completed and accepted by the applicable Ministry (i.e. MHSTC, as may be amended).

Retained Parcel(s):

- a) The retained parcel **conforms** to the Township Zoning By-Law provisions, Section(s) **4.1.1, 4.2.1 (a) & (b).**
- b) ☒ A rezoning **is not** required for the retained parcel.
- c) ☒ A minor variance **is not** required for the retained parcel.
- d) The existing zoning of the retained parcel is: Residential (R).
- e) The recommended zoning of the retained parcel would be: _____.

General:

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

Completed By: Christina Coulter

Date: October 3, 2023

2023-10-03

This document is available in 12 pt. font **Page 8 of 163** required for accessibility.



COUNTY OF PETERBOROUGH
MUNICIPAL APPRAISAL FORM

APPLICANT: Jesse & Deborah Murphy

FILE B – 66-23

LOT: 15, CON.: 8 MUNICIPAL WARD: Dummer

911 address: 1076 County Road 40, Roll #: 1522-020-002-07701, Island # or other: _____

APPLICATION FOR: Creation of a new lot - residential

RECOMMENDATION:

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

1. ☒ **\$1250** Cash-in-lieu of parkland fee be paid to the Municipality.
2. ☒ 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.
3. ☐ _____
4. ☐ _____

Comments: The septic inspection indicates the severed parcel is not suitable for on-site sewage disposal, but could be made so by a raised bed.

OFFICIAL PLAN:

Application **conforms** to the Township Official Plan policies, Section(s) 6.2.3.2, 6.2.3.3 (c), (d) & (g).

Severed Parcel:

- a) Proposed Use: Residential.
- b) Land Use Designation(s): Hamlet.
- c) The proposed use **is** a permitted one.
- d) Special policies affecting the severed parcel (i.e. OPA): _____.

Retained Parcel(s):

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

ZONING BY-LAW:

Severed Parcel:

- a) The severed parcel **conforms** to the Township Zoning By-Law provisions, Section(s) 4.1.1, 4.2.1 (a) & (b).
- b) ☒ A rezoning **is not** required for the severed parcel.
- c) ☒ A minor variance **is not** required for the severed parcel.
- d) The existing zoning of the severed parcel is: Residential (R).
- e) The recommended zoning of the severed parcel would be: _____.

Retained Parcel(s):

- a) The retained parcel **conforms** to the Township Zoning By-Law provisions, Section(s) 4.1.1, 4.2.1 (a) & (b).
- b) ☒ A rezoning **is not** required for the retained parcel.
- c) ☒ A minor variance **is not** required for the retained parcel.
- d) The existing zoning of the retained parcel is: Residential (R).
- e) The recommended zoning of the retained parcel would be: _____.

General:

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

Completed By: Christina Coulter

Date: October 3, 2023

Amended Date: _____

Minutes County Council - Regular Meeting



10:00 AM - Wednesday, September 13, 2023

Electronic Participation

The meeting was held hybrid (in-person and electronic) and was streamed live on the County of Peterborough's YouTube channel ([Part 1](#) and [Part 2](#)).

Present: Warden Bonnie Clark, Deputy Warden Sherry Senis, Councillor Carolyn Amyotte, Councillor Carol Armstrong, Councillor Ron Black, Councillor Matthew Graham, Councillor Ryan Huntley, Councillor Terry Lambshead, Councillor Jim Martin, Councillor Harold Nelson, Councillor Joe Taylor, Councillor Heather Watson, Councillor Hart Webb, Councillor Jim Whelan, and Councillor Pat Wilford

Regrets: Councillor Lori Burt

Staff Present: Chief Administrative Officer Sheridan Graham; Senior Director of Emergency & Shared Services/Chief of Paramedics/Deputy CAO Randy Mellow; Chief Information Officer/Chief Financial Officer and Senior Director of Corporate Services Jennifer Stover; Director of Strategic Services Lynn Fawn; Director of Legislative Services/Clerk Kari Stevenson; Director of Planning Iain Mudd; Manager of Finance/Deputy Treasurer Michelle Fisher; Manager of Engineering & Design Doug Saccoccia; Manager of Communications and Strategic Initiatives Tracie Bertrand;

Guests: Inspector - Detachment Commander Chris Galeazza, Ontario Provincial Police

1. Call To Order

Warden Clark called the meeting to order at 10:01 a.m.

2. Land Acknowledgement

The Warden recited the Land Acknowledgement.

3. Moment of Silent Reflection/Silence

4. Adoption of Agenda

Resolution No. 183-2023

Moved by Councillor Wilford

Seconded by Councillor Martin

That the agenda be adopted as circulated.

Carried

5. Disclosure of Interest

There were no disclosures of interest.

6. Adoption of Minutes

Resolution No. 184-2023

Moved by Councillor Nelson
Seconded by Councillor Black

That the minutes of the Regular Council meeting of August 16, 2023 be adopted as circulated.

Carried

7. Delegations and Presentations

- a. **Jennifer Stover, CFO/CIO, Senior Director of Corporate Services**
Re: Employee Introduction - Tracie Bertrand, Manager of Communications and Strategic Initiatives

Jennifer Stover, CFO/CIO, Senior Director of Corporate Services, introduced Tracie Bertrand, Peterborough County's new Manager of Communications and Strategic Initiatives.

8. Consent Items

Note: All matters listed under Consent Items are considered to be routine, housekeeping, information or non-controversial in nature and to facilitate Council's consideration can be approved by one motion.

- a. **Staff Reports**
Warden Bonnie Clark
Re: CAO 2023-19 2023 AMO Conference Follow-Up Report
- b. **Staff Reports**
Kari Stevenson, Director of Legislative Services/Clerk
Re: CPS 2023-25 2024 Council Meeting Calendar
- c. **Staff Reports**
Kari Stevenson, Director of Legislative Services/Clerk
Re: CPS 2023-27 Amended Consolidated Municipal Service Management Agreement
- d. **Staff Reports**
Randy Mellow, Senior Director of Emergency/Shared Services, Chief of Paramedics, Deputy CAO
Re: PAR 2023-04 Response Time Performance Plan Update
- e. **Staff Reports**

Doug Saccoccia, Manager of Engineering and Design
Re: PPW 2023-19 Revisions to County of Peterborough Parking By-law

- f. Staff Reports**
Bryan Weir, Senior Director, Planning & Public Works
Re: PPW 2023-20 Amendment to ORV By-laws 2022-61 and 2023-31
- g. Correspondence Report**
Re: CPS 2023-26 Correspondence Report
- h. Committee Minutes**
Waste Management Committee
Re: Minutes of August 25, 2023
- i. Liaison Reports from External Committees, Boards and Agencies**
Age-Friendly Peterborough Advisory Committee
Re: Minutes of February 22, April 26, and May 24, 2023
Resolution No. 185-2023

Moved by Councillor Lambshead
Seconded by Councillor Armstrong

That Report CAO 2023-19, 2023 AMO Conference Follow-Up Report be received; and,

That Report CPS 2023-25, 2024 Council Meeting Calendar be received; and,

That the 2024 Council Meeting Calendar be approved; and,

That Report CPS 2023-27 Amended Consolidated Municipal Service Management Agreement be received; and,

That the Warden and Clerk be authorized to sign the amended agreement as attached to this report; and,

That Report PAR 2023-04, Peterborough Paramedics Response Time Plan, 2023 be received, and;

That the Response Time Performance Plan for submission under Part VIII of Ontario Regulation 257/00 made under the Ambulance Act be approved; and,

That Report "PPW 2023-19" regarding revisions to the County of Peterborough Parking By-law - restriction of Parking/Standing/ Stopping on County Road 45 and the installation of a pedestrian crossover at Mapleview Retirement Residence" be received;

That a By-law be passed to authorize the County of Peterborough to amend By-law No. 2023-26 and associated Schedules to remove the existing school crosswalk at Industrial Drive and further, to permit the establishment of a pedestrian crossover and parking/standing/stopping restrictions on County Road 45 at Mapleview Retirement Residence;

That the Clerk be directed to notify the Ontario Provincial Police and the Township of Asphodel-Norwood; and,

That Report PPW 2023-20 Amendment to ORV By-law 2022-61 & 2023-31 be received; and,

That Report PPW 2023-20 and the comments on the proposed by-law amendment received from the lower tier municipalities be referred to the Council of the Township of Douro-Dummer for consideration; and,

That report CPS 2023-26 Correspondence Report be received; and,

That the Waste Management Committee meeting minutes of August 25, 2023 be adopted; and,

That the Age-Friendly Peterborough Advisory Committee minutes of February 22, April 26, and May 24, 2023 be received.

Carried

9. Staff Reports - Direction

- a. Staff Reports**
Iain Mudd, Director of Planning
Re: PPW 2023-21 Watershed Plan

Resolution No. 186-2023

Moved by Councillor Whelan
Seconded by Councillor Armstrong

That Report PPW 2023-21, Watershed Plan Deferral, be received;

That resolution 97-2022 be rescinded; and,

That the Director of Planning be directed to bring forward a report with a suggested course of action with possible funding considerations after adoption of the new draft Provincial Planning Statement and approval of the new County Official Plan.

Defeated

Resolution No. 187-2023

Moved by Councillor Black
Seconded by Councillor Taylor

That Report PPW 2023-21, Watershed Plan Deferral, be received;

That resolution 97-2022 be rescinded; and,

That the Director of Planning be directed to bring forward a report no later than the first quarter of 2024 with a suggested course of action with possible funding considerations.

Carried

10. Notices of Motion

11. Announcements

Councillor Taylor announced that Heather Scott has been appointed to the position of Chief Administration Officer for the Township of Otonabee-South Monaghan.

Warden Clark reminded that September 30th marks the National Day for Truth and Reconciliation.

12. Closed Session

Under the authority of the Municipal Act, 2001, S.O. 2001, c. 25, S. 239(2) to consider:

(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (financial information supplied in confidence).

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (negotiations carried out on behalf of the County)

Resolution No. 188-2023

Moved by Deputy Warden Senis
Seconded by Councillor Watson

That Council move into Closed Session at 10:42 a.m. under Section 239 (2) (i) and (k) of the Municipal Act, 2001.

Carried

Councillor Black left the meeting at 10:51 a.m.

13. Rise from Closed Session

Resolution No. 189-2023

Moved by Councillor Wilford
Seconded by Councillor Amyotte

That Council rise from closed session at 11:03 a.m.

Carried

14. Matters Arising from Closed Session

Resolution No. 190-2023

Moved by Deputy Warden Senis

Seconded by Councillor Amyotte

That the minutes of the Closed Session dated August 16, 2023 be adopted;
and,

That staff be directed to forward the letter attached to these minutes as
Appendix 1 to the City of Peterborough in response to their letter dated June
19th, 2023 and attached as Appendix 2.

Carried

15. By-laws

- a. By-law No. 2023-35 being, "A by-law to authorize the Corporation of the County of Peterborough to enter into an agreement with Intact Public Entities for the provision of insurance and risk management services under Proposal P-08-2023".
- b. By-law No. 2023-36 being, "A by-law for the regulation of parking on highways and roadways within the jurisdiction of the County of Peterborough".

Resolution No. 191-2023

Moved by Councillor Webb

Seconded by Councillor Nelson

That By-law Nos. 2023-35 and 2023-36 be read and passed and that these by-laws shall be signed by the Warden and Clerk and sealed with the Seal of the Corporation.

Carried

16. Confirming By-law

Resolution No. 192-2023

Moved by Councillor Lambshead

Seconded by Councillor Whelan

That the confirming by-law to adopt, ratify, and confirm the actions of Council at today's meeting in respect to each report, motion, resolution or other action passed and taken by Council be adopted.

Carried

17. Adjournment

Resolution No. 193-2023

Moved by Councillor Nelson
Seconded by Councillor Huntley

That the Council meeting adjourn at 11:04 a.m.

Carried


Warden, Bonnie Clark


Clerk, Karl Stevenson



September 13, 2023

Mayor Jeff Leal
City of Peterborough

Dear Mayor Leal:

This letter is to acknowledge that the County of Peterborough has received your letter dated June 19, 2023, requesting that certain municipalities in the County of Peterborough engage in mutually beneficial negotiations to adjust boundaries to provide the City of Peterborough with employment lands in order to support economic development in the region.

Peterborough County Council fully supports the pursuit of regional economic growth. Ensuring that our planning policies establish opportunities to bring sufficient jobs and both commercial and industrial development into our region has been and continues to be a key focus of efforts and investment at both the municipal and County level.

We were pleased with the recently announced changes in the Provincial Policy Statement by the Province and feel that among the most positive changes will be those that eliminate the traditional constraints to rural development from both a residential and commercial/industrial perspective. Both the County and our Townships are diligently working to capitalize on these opportunities in our Official Plans.

It is in this light we do not feel as though a boundary adjustment is necessary to achieve the economic development that we all agree is an important priority for the region. Given that the land within each Townships' boundary is the most valuable asset to our residents, it is essential that we manage with utmost prudence to ensure the future vitality of each Township and the County as a whole.

In your letter, you allude to a willingness to meet halfway in negotiations but do so only in reference to the Townships receiving some corollary benefit from the City developing these lands. This sentiment suggests that the economic development of the City should take primacy over other municipalities.

We feel that in order to pursue mutually beneficial regional economic development for all parties involved, then these conversations must be founded on the premise that benefits all parties involved.

If there is a willingness to engage in transparent, unbiased, regional economic development partnerships with a commitment to a mutually shared benefit for the



Townships, then the County continues to be interested in participating in such discussions.

The Township's and the County have always been willing to come to the table to discuss possible solutions that better the Greater Peterborough Area but if annexation is the City's only interest than we plan to move forward without the City and continue to develop economic development opportunities for this region.

Sincerely,

Warden, Bonnie Clark on behalf of County Council

c.c. all County Townships



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

June 19, 2023

Mayor Matthew Graham
Township of Cavan Monaghan
988 Peterborough County Road 10
Millbrook, Ontario, L0A 1G0

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

Mayor Joe Taylor
Township of Otonabee-South Monaghan
20 Third Street
Keene, Ontario, K0L 2G0

Mayor Sherry Senis
Township of Selwyn
1310 Centre Line
Selwyn, Ontario, K9J 6X5

Dear Mayors,

The City of Peterborough recently received approval of our Official Plan from the Province of Ontario. The previously submitted plan had proposed to designate some residential lands as employment lands, but the new Official Plan reversed these land designations and put them back into the residential category.

Specifically, the modification remove reference to accommodating employment land in the Coldsprings Area thus providing opportunity for the development of exclusively non-employment uses in the area.

We of course accept these changes made by the Province of Ontario to support affordable housing. As a consequence, the City will need to explore options for meeting employment lands needs as identified in the Land Needs Assessment.



The City of Peterborough is now in a position where we have no employment lands. This not only prevents us from supporting the residential lands designated in our Official Plan – it also restricts our ability to provide employment opportunities for our City and Region.

In addition, in our current situation, we cannot comply with the Honourable Victor Fedeli, Minister of Economic Development, Job Creation and Trade's request that all municipalities provide a list of employment lands for development.

It is within this context that I am reaching out to you, your council, and your residents to engage in mutually beneficial negotiations to adjust boundaries to provide the City of Peterborough with employment lands in order to support economic development in the region.

I have indicated both publicly and privately that it has always been my intent to meet halfway in any negotiations with our neighbours. I fundamentally believe that by working together, we can achieve a mutually beneficial outcome that will enhance the prosperity of the Greater Peterborough Region.

We need to work together with a sense of urgency to achieve positive results for all involved. I look forward to bringing all mayors together to start these conversations.

When it comes to economic development, the Greater Peterborough Region can't be left behind. This region needs its fair share of development and growth within Ontario. We need to move forward so that all our citizens can benefit.

Yours sincerely,



Jeff Leal
Mayor
City of Peterborough

cc: Warden Bonnie Clark, Peterborough County

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



**Municipal Policing Bureau
Bureau des services policiers des municipalités**

777 Memorial Ave.
Orillia ON L3V 7V3

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File Reference:

612-20

September 26, 2023

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached the OPP municipal policing 2024 Annual Billing Statement package.

This year's billing package includes a statement for the 2022 year-end reconciliation. The final cost adjustment calculated as a result of the 2022 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2024 calendar year.

The most current OPPA uniform and civilian collective agreements expired on December 31, 2022. The estimated salary rates incorporated in the 2024 municipal policing annual statements are based on the 2022 rates, set in the last collective agreements, with a 2.01% overall general salary rate increase applied, representing a 1% general salary rate increase for each of calendar years 2023 and 2024. The reconciliation of both 2023 and 2024 costs will include a reconciliation of salary costs based on rates set in applicable collective agreement settlements.

The final reconciliation of the 2024 annual costs will be included in the 2026 Annual Billing Statement.

For more detailed information on the 2024 Annual Billing Statement package, please refer to the resource material available on opp.ca/billingmodel. Further, the Municipal Policing Bureau will be hosting a webinar information session in November. An email invitation will be forwarded to the municipality advising of the session date.

If you have questions about the Annual Billing Statement, please email OPP.MPB.Financial.Services.Unit@OPP.ca.

Yours truly,

Phil Whitton
Superintendent
Commander, Municipal Policing Bureau

OPP 2024 Annual Billing Statement

Douro-Dummer Tp

Estimated costs for the period January 1 to December 31, 2024

Please refer to www.opp.ca for 2024 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	3,729		
	Commercial and Industrial	92		
	Total Properties	<u>3,821</u>	165.59	632,706
Calls for Service	(see summaries)			
	Total all municipalities	183,003,471		
	Municipal portion	0.1475%	70.66	270,003
Overtime	(see notes)		6.40	24,450
Prisoner Transportation	(per property cost)		1.12	4,280
Accommodation/Cleaning Services	(per property cost)		<u>4.90</u>	<u>18,723</u>
Total 2024 Estimated Cost			<u>248.67</u>	950,161
2022 Year-End Adjustment	(see summary)			3,910
Grand Total Billing for 2024				<u>954,071</u>
2024 Monthly Billing Amount				79,506

OPP 2024 Annual Billing Statement

Douro-Dummer Tp

Estimated costs for the period January 1 to December 31, 2024

Notes to Annual Billing Statement

- 1) **Municipal Base Services and Calls for Service Costs** - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2024 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.4 % Base Services and 49.6 % Calls for Service. The total 2024 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) **Base Services** - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$165.59 estimated for 2024. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) **Calls for Service** - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) **Overtime** - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2019, 2020, 2021 and 2022 has been analyzed and averaged to estimate the 2024 costs. The costs incorporate the estimated 2024 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2024 hours and salary rates and included in the 2026 Annual Billing Statement.
- 5) **Court Security and Prisoner Transportation (CSPT)** - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2024 costs have been estimated based on the 2022 activity levels. These costs will be reconciled to the actual cost of service required in 2024.

There was no information available about the status of 2024 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) **Year-end Adjustment** - The 2022 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2024 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2024 to December 31, 2024

Salaries and Benefits		Positions	Base		Total Base Services and Calls for Service	Base Services	Calls for Service
		FTE	%	\$/FTE	\$	\$	\$
Uniform Members	Note 1						
Inspector		26.21	100.0	170,155	4,459,769	4,459,769	-
Staff Sergeant-Detachment Commander.		9.14	100.0	152,475	1,393,620	1,393,620	-
Staff Sergeant		36.76	100.0	142,419	5,235,312	5,235,312	-
Sergeant		222.37	50.4	127,275	28,302,242	14,275,214	14,027,027
Constable.		1,613.61	50.4	108,173	174,548,615	88,038,548	86,510,067
Part-Time Constable		15.08	50.4	86,989	1,311,789	661,984	649,805
Total Uniform Salaries		1,923.17			215,251,347	114,064,447	101,186,900
Statutory Holiday Payout				5,132	9,792,492	5,122,546	4,669,947
Shift Premiums				1,130	2,091,727	1,055,028	1,036,699
Uniform Benefits - Inspector.				26.47%	1,180,501	1,180,501	-
Uniform Benefits - Full-Time Salaries.				32.44%	67,955,243	35,341,010	32,614,233
Uniform Benefits - Part-Time Salaries.				15.71%	206,082	103,998	102,084
Total Uniform Salaries & Benefits					296,477,393	156,867,530	139,609,863
Detachment Civilian Members	Note 1						
Detachment Administrative Clerk		168.12	50.4	68,433	11,505,025	5,803,153	5,701,872
Detachment Operations Clerk		2.08	50.4	64,421	133,996	67,642	66,354
Detachment Clerk - Typist		1.06	50.4	56,545	59,938	29,969	29,969
Court Officer - Administration.		25.63	50.4	69,834	1,789,843	902,952	886,891
Crimestoppers Co-ordinator		0.83	50.4	65,987	54,769	27,715	27,055
Cadet.		0.68	50.4	46,454	31,588	15,794	15,794
Total Detachment Civilian Salaries		198.40			13,575,160	6,847,226	6,727,934
Civilian Benefits - Full-Time Salaries				33.98%	4,612,839	2,326,687	2,286,152
Total Detachment Civilian Salaries & Benefits					18,187,999	9,173,913	9,014,086
Support Costs - Salaries and Benefits							
Communication Operators				6,228	11,977,503	6,263,811	5,713,692
Prisoner Guards				1,996	3,838,647	2,007,477	1,831,170
Operational Support				6,080	11,692,874	6,114,960	5,577,914
RHQ Municipal Support				2,751	5,290,641	2,766,818	2,523,822
Telephone Support				141	271,167	141,811	129,356
Office Automation Support				875	1,682,774	880,031	802,743
Mobile and Portable Radio Support				282	546,587	285,768	260,819
Total Support Staff Salaries and Benefits Costs					35,300,192	18,460,676	16,839,516
Total Salaries & Benefits					349,965,584	184,502,118	165,463,465
Other Direct Operating Expenses	Note 2						
Communication Centre				155	298,091	155,891	142,200
Operational Support				1,018	1,957,787	1,023,854	933,934
RHQ Municipal Support				212	407,712	213,219	194,493
Telephone				1,582	3,042,455	1,591,097	1,451,358
Mobile Radio Equipment Repairs & Maintenance				147	284,923	148,964	135,959
Office Automation - Uniform				3,019	5,806,050	3,036,359	2,769,691
Office Automation - Civilian				1,154	228,954	115,088	113,865
Vehicle Usage				9,975	19,183,621	10,032,356	9,151,265
Detachment Supplies & Equipment				548	1,053,897	551,151	502,746
Uniform & Equipment				2,305	4,467,666	2,335,795	2,131,871
Uniform & Equipment - Court Officer				994	25,476	12,852	12,624
Total Other Direct Operating Expenses					36,756,632	19,216,626	17,540,006
Total 2024 Municipal Base Services and Calls for Service Cost					\$ 386,722,216	\$ 203,718,745	\$ 183,003,471
Total OPP-Policed Municipal Properties						1,230,286	
Base Services Cost per Property						\$ 165.59	

OPP 2024 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2024 to December 31, 2024

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2019 through 2022. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 88.28 FTEs with a cost of \$15,971,805 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.4% Base Services : 49.6% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.

OPP 2024 Calls for Service Billing Summary
Douro-Dummer Tp
Estimated costs for the period January 1 to December 31, 2024

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
					A	B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	3	1	2	1	2	6.9	12	0.0007%	1,216
Drugs	0	2	1	1	1	80.6	81	0.0044%	8,114
Operational	283	273	289	285	283	3.8	1,074	0.0591%	108,067
Operational 2	300	100	96	106	151	1.5	226	0.0124%	22,726
Other Criminal Code Violations	13	11	13	13	13	7.3	91	0.0050%	9,186
Property Crime Violations	49	59	37	57	51	6.3	318	0.0175%	32,027
Statutes & Acts	38	45	43	46	43	3.5	151	0.0083%	15,150
Traffic	95	73	86	73	82	3.8	311	0.0171%	31,272
Violent Criminal Code	24	17	33	35	27	15.4	420	0.0231%	42,245
Municipal Totals	805	581	600	617	651		2,682	0.1475%	\$270,003

Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
					A	B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	2,613	2,790	2,966	2,473	2,711	6.9	18,702	1.0288%	1,882,731
Drugs	880	1,130	1,049	794	963	80.6	77,638	4.2708%	7,815,625
Operational	171,990	177,344	179,926	175,732	176,248	3.8	669,742	36.8416%	67,421,351
Operational 2	119,115	47,881	48,223	46,150	65,342	1.5	98,013	5.3916%	9,866,770
Other Criminal Code Violations	12,263	12,075	12,067	12,166	12,143	7.3	88,642	4.8761%	8,923,384
Property Crime Violations	52,344	46,517	47,206	48,643	48,678	6.3	306,668	16.8694%	30,871,552
Statutes & Acts	28,234	31,126	32,714	32,603	31,169	3.5	109,092	6.0010%	10,982,066
Traffic	38,738	32,001	34,658	38,679	36,019	3.8	136,872	7.5291%	13,778,594
Violent Criminal Code	20,497	19,283	19,967	21,429	20,294	15.4	312,528	17.1917%	31,461,399
Provincial Totals	446,674	370,147	378,776	378,669	393,567		1,817,899	100%	\$183,003,471

Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2020 municipal police force amalgamations.

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OPP 2024 Calls for Service Details
Douro-Dummer Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Grand Total	805	581	600	617	650.75
Drug Possession	3	1	2	1	1.75
Drug Related Occurrence	2	0	0	1	0.75
Possession - Cocaine	1	1	1	0	0.75
Possession - Heroin	0	0	1	0	0.25
Drugs	0	2	1	1	1.00
Cultivate/Propagate/Harvest cannabis by adult	0	1	0	0	0.25
Drug Operation - Commercial Grow Indoor	0	0	1	0	0.25
Possession of cannabis for purpose of selling	0	1	0	0	0.25
Trafficking - Cocaine	0	0	0	1	0.25
Operational	283	273	289	285	282.50
Accident - non-MVC - Construction Site	1	0	0	0	0.25
Accident - non-MVC - Master Code	1	0	0	0	0.25
Accident - Non-MVC - Others	0	1	0	0	0.25
Alarm - Others	1	0	0	0	0.25
Animal - Bear Complaint	0	1	1	1	0.75
Animal - Bite	5	1	1	3	2.50
Animal - Dog Owners Liability Act	3	2	1	2	2.00
Animal - Injured	5	6	2	2	3.75
Animal - Left in Vehicle	0	0	0	1	0.25
Animal - Master Code	1	2	0	0	0.75
Animal - Other	8	1	3	1	3.25
Animal - Rabid	0	1	0	0	0.25
Animal - Stray	3	14	12	7	9.00
Assist Fire Department	4	2	4	2	3.00
Assist Public	66	64	63	35	57.00
By-Law - Master Code	0	2	2	1	1.25
Distressed / Overdue Motorist	0	2	0	2	1.00
Domestic Disturbance	28	44	54	49	43.75
Family Dispute	25	17	27	29	24.50
Fire - Building	3	1	5	4	3.25
Fire - Other	0	2	1	2	1.25
Fire - Vehicle	2	3	1	2	2.00
Firearms (Discharge) By-Law	0	1	0	0	0.25
Found - Bicycles	1	0	0	0	0.25
Found - Gun	0	1	0	0	0.25
Found - Household Property	0	0	0	1	0.25
Found - Others	1	1	0	1	0.75
Found - Personal Accessories	2	1	0	0	0.75
Found Property - Master Code	3	3	1	3	2.50
Insecure Condition - Building	1	0	0	0	0.25
Insecure Condition - Master Code	0	1	0	2	0.75
Lost - Gun	1	0	0	0	0.25
Lost - Jewellery	0	0	0	1	0.25
Lost - Machinery & Tools	1	0	0	0	0.25

OPP 2024 Calls for Service Details
Douro-Dummer Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Lost - Others	1	0	0	1	0.50
Lost - Vehicle Accessories	1	0	0	0	0.25
Lost Property - Master Code	2	2	0	7	2.75
Medical Assistance - Other	1	0	0	0	0.25
Missing Person - Master Code	0	0	0	1	0.25
Missing Person 12 & older	3	2	2	1	2.00
Missing Person Located 12 & older	2	2	1	7	3.00
Missing Person Located 12 & older - Foul play suspected	0	1	0	0	0.25
Missing Person under 12	0	0	0	1	0.25
Neighbour Dispute	23	24	16	30	23.25
Noise By-Law	0	1	1	0	0.50
Noise Complaint - Animal	7	3	2	0	3.00
Noise Complaint - Business	1	0	0	0	0.25
Noise Complaint - Master Code	8	16	25	21	17.50
Noise Complaint - Others	1	0	2	1	1.00
Noise Complaint - Residence	8	1	1	0	2.50
Other Municipal By-Laws	6	1	6	2	3.75
Overdose/Suspected Overdose -Opioid Related	1	0	0	0	0.25
Phone - Master Code	3	0	0	0	0.75
Phone - Nuisance - No Charges Laid	2	0	1	2	1.25
Phone - Other - No Charges Laid	1	0	0	0	0.25
Sudden Death - Accidental	0	0	1	0	0.25
Sudden Death - Apparent Overdose/Overdose	0	0	0	1	0.25
Sudden Death - Natural Causes	5	4	5	5	4.75
Sudden Death - Others	2	1	0	0	0.75
Sudden Death - Suicide	1	0	0	3	1.00
Suspicious Package	0	0	1	0	0.25
Suspicious Person	14	17	17	26	18.50
Suspicious vehicle	6	16	12	9	10.75
Text- related Incident (Texting)	0	0	1	0	0.25
Traffic By-Law	1	0	1	0	0.50
Trouble with Youth	8	5	6	7	6.50
Unwanted Persons	8	1	8	9	6.50
Vehicle Recovered - Automobile	1	2	2	0	1.25
Operational 2	300	100	96	106	150.50
911 call - Dropped Cell	104	12	19	25	40.00
911 call / 911 hang up	111	29	17	20	44.25
911 hang up - Pocket Dial	28	1	0	0	7.25
False Alarm - Accidental Trip	4	0	0	0	1.00
False Alarm - Cancelled	6	0	0	0	1.50
False Alarm - Malfunction	4	0	0	0	1.00
False Alarm - Others	28	40	32	23	30.75
False Holdup Alarm - Accidental Trip	2	3	1	1	1.75
Keep the Peace	13	15	27	37	23.00
Other Criminal Code Violations	13	11	13	13	12.50

OPP 2024 Calls for Service Details
Douro-Dummer Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Animals - Unnecessary suffering	1	0	0	0	0.25
Bail Violations - Fail To Comply	9	6	3	5	5.75
Bail Violations - Others	0	1	2	1	1.00
Breach of Probation	0	0	2	1	0.75
Disturb the Peace	0	0	2	2	1.00
Indecent acts - Other	0	0	1	3	1.00
Offensive Weapons - Careless use of firearms	2	1	0	0	0.75
Offensive Weapons - Carry concealed	0	1	1	0	0.50
Offensive Weapons - Other Offensive Weapons	0	0	1	0	0.25
Offensive Weapons - Other Weapons Offences	1	0	1	0	0.50
Possession Of Counterfeit Money	0	1	0	0	0.25
Public Morals	0	0	0	1	0.25
Trespass at Night	0	1	0	0	0.25
Property Crime Violations	49	59	37	57	50.50
Arson - Building	1	0	0	0	0.25
Break & Enter	4	2	1	1	2.00
Break & Enter - Firearms	1	0	0	1	0.50
Fraud - False Pretence Over \$5,000	0	0	1	0	0.25
Fraud - False Pretence Under \$5,000	1	1	0	1	0.75
Fraud - Forgery & Uttering	0	0	1	0	0.25
Fraud - Master Code	1	2	3	3	2.25
Fraud - Money/property/security Over \$5,000	2	2	1	3	2.00
Fraud - Money/property/security Under \$5,000	6	9	8	7	7.50
Fraud - Other	4	3	2	8	4.25
Fraud - Steal/Forge/Poss./Use Credit Card	1	1	0	5	1.75
Fraud - Welfare benefits	1	0	0	0	0.25
Identity Theft	1	0	0	1	0.50
Interfere with lawful use, enjoyment of property	1	1	0	0	0.50
Mischief	10	13	1	10	8.50
Mischief Graffiti - Non-Gang Related	0	0	1	0	0.25
Personation with Intent (fraud)	1	0	0	0	0.25
Possession of Stolen Goods over \$5,000	1	0	0	0	0.25
Property Damage	5	1	8	4	4.50
Theft Over - Master Code	0	1	0	0	0.25
Theft from Motor Vehicles Under \$5,000	1	6	0	2	2.25
Theft of - All Terrain Vehicles	1	0	0	0	0.25
Theft of - Automobile	0	0	0	1	0.25
Theft of - Mail	0	0	1	0	0.25
Theft of Motor Vehicle	0	0	0	4	1.00
Theft Over \$5,000 - Boat (Vessel)	0	1	0	0	0.25
Theft Over \$5,000 - Other Theft	1	0	1	0	0.50
Theft Over \$5,000 - Trailers	0	0	1	0	0.25
Theft Under \$5,000 - Boat (Vessel)	1	2	0	0	0.75
Theft Under \$5,000 - Boat Motor	0	0	1	0	0.25
Theft Under \$5,000 - Construction Site	0	1	0	0	0.25

OPP 2024 Calls for Service Details
Douro-Dummer Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Theft Under \$5,000 - Master Code	0	0	1	1	0.50
Theft Under \$5,000 - Other Theft	2	12	5	4	5.75
Theft Under \$5,000 - Trailers	2	1	0	0	0.75
Unlawful in a dwelling house	0	0	0	1	0.25
Statutes & Acts	38	45	43	46	43.00
Landlord / Tenant	6	5	7	5	5.75
Mental Health Act	10	7	8	13	9.50
Mental Health Act - Apprehension	0	1	2	5	2.00
Mental Health Act - Attempt Suicide	2	2	1	1	1.50
Mental Health Act - No contact with Police	0	1	1	1	0.75
Mental Health Act - Placed on Form	3	1	2	3	2.25
Mental Health Act - Threat of Suicide	3	9	2	6	5.00
Mental Health Act - Voluntary Transport	4	4	8	3	4.75
Trespass To Property Act	10	15	12	9	11.50
Traffic	95	73	86	73	81.75
MVC - Fatal (Motor Vehicle Collision)	0	0	1	0	0.25
MVC - Others (Motor Vehicle Collision)	0	1	1	1	0.75
MVC - Pers. Inj. Failed to Remain (Motor Vehicle Collision)	0	0	0	1	0.25
MVC - Personal Injury (Motor Vehicle Collision)	9	8	10	4	7.75
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	3	1	5	2	2.75
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	17	14	8	11	12.50
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	65	49	61	54	57.25
MVC (Motor Vehicle Collision) - Master Code	1	0	0	0	0.25
Violent Criminal Code	24	17	33	35	27.25
Assault - Level 1	8	6	9	7	7.50
Assault With Weapon or Causing Bodily Harm - Level 2	1	1	2	1	1.25
Criminal Harassment	3	3	8	15	7.25
Criminal Harassment - Offender Unknown	1	0	0	1	0.50
Extortion	0	0	1	0	0.25
Home Invasion	0	0	1	0	0.25
Indecent / Harassing Communications	1	1	1	0	0.75
Non-Consensual Distribution of Intimate Images	1	1	1	0	0.75
Pointing a Firearm	0	0	0	1	0.25
Sexual Assault	2	2	4	5	3.25
Sexual Interference	1	0	2	0	0.75
Sexual offence occurring prior to January 4, 1983	0	0	1	0	0.25
Utter Threats - Master Code	1	0	0	1	0.50
Utter Threats to Person	5	3	3	4	3.75

OPP 2022 Reconciled Year-End Summary
Douro-Dummer Tp
Reconciled cost for the period January 1 to December 31, 2022

			Cost per Property \$	Reconciled Cost \$	Estimated Cost \$
Base Service	Property Counts				
	Household	3,699			
	Commercial and Industrial	94			
	Total Properties	<u>3,793</u>	172.74	655,212	652,667
Calls for Service					
	Total all municipalities	177,916,859			
	Municipal portion	0.1429%	67.02	254,220	252,775
Overtime			7.27	27,574	25,182
Prisoner Transportation	(per property cost)		1.08	4,096	6,486
Accommodation/Cleaning Services	(per property cost)		4.81	18,244	18,320
Total 2022 Costs			<u>252.93</u>	<u>959,347</u>	<u>955,431</u>
2022 Billed Amount				<u>955,437</u>	
2022 Year-End-Adjustment				<u>3,910</u>	

Notes

The Year-End Adjustment above is included as an adjustment on the 2024 Billing Statement.

This amount is incorporated into the monthly invoice amount for 2024.

The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

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Recommendation:

That Report Planning-2023-34, dated October 17, 2023, regarding Zoning By-law Amendment – File R-07-23 be received; and

That Council receive all comments related to Zoning By-law Amendment File R-07-23; and

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

Overview:

On behalf of Steven Kidd, Owner, Andrea Spence has applied to amend the existing zoning on a portion of the property located at 1635 County Road 6, being Roll No. 1522-020-004-08700. The subject property is currently zoned the Rural Zone (RU) as shown on Schedule A2 to By-law No. 10-1996, as amended.

The effect of the Amendment is to rezone portions of the subject lands from the Rural Zone (RU) to the Environmental Conservation Zone (EC) to recognize existing wetlands and their 30 m Vegetation Protection Zone (VPZ).

This rezoning is required as a condition of Consent Application (File B-60-22), that was conditionally approved by Peterborough County on October 13, 2022.

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

Notice of the public meeting was given on September 25, 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 posted in two locations on the subject property and 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):

The subject property is located within 120 metres of a key hydrologic feature (unevaluated wetlands). Section 4.2.4.1 of the Growth Plan states that development and site alteration, including lot creation, within 120 metres of a key hydrologic feature requires a natural heritage evaluation/hydrologic evaluation that identifies a vegetation protection zone (VPZ) that is no less than 30 metres.

A Natural Heritage Evaluation (NHE) was prepared by Cambium Inc., dated August 20, 2021 in support of the severance application.

The NHE was reviewed by ORCA who provided comments dated June 7, 2022 and recommended that, provided future development and site alteration is prohibited within all wetlands and the 30 metre vegetation protection zone (VPZ) with appropriate zoning, the application is consistent with Sections 2.1 and 2.2 of the PPS as they relate to natural hazards, natural heritage and water and conforms with Sections 4.2.3 and 4.2.4 of the Growth Plan as they relate to key hydrologic features, key hydrologic areas and key natural heritage features outside of settlement areas and lands adjacent to these features.

Based on ORCA's comments, Township Staff required that the wetlands and VPZ on the severed and retained lots as shown on Figure 4 of the Natural Heritage Evaluation prepared by Cambium be rezoned. In addition, a mitigation measures agreement is required to be registered on title as a condition of the severance application.

The rezoning application has demonstrated consistency and conformity with PPS Sections 2.1 and 2.2 referencing Natural Heritage and Water and Sections 4.2.3 and 4.2.4 of the Growth Plan referencing key hydrologic features, key hydrologic areas and key natural heritage features and lands adjacent to key hydrologic features and key natural heritage features.

In correspondence dated October 3, 2023, the Otonabee Region Conservation Authority indicated that the application is consistent with Section 3.1 of the PPS referencing Natural Hazards.

A copy of the ORCA comments are attached to this Report and further comments are outlined below.

Conformity to Official Plan:

The subject property is designated Rural within the Local Component of the County Official Plan. In accordance with Section 6.2.2.4 of the Official Plan, in the Township of Douro-Dummer, new farm parcels may be created provided that both the severed and retained parcels are a minimum of 20 hectares in size each. The severed and retained parcels appear to meet the minimum lot area requirements for new farm parcels.

The predominant use of land within the Rural designation may include all agricultural uses outlined in Section 6.2.1 of the Official Plan. Other permitted uses shall include forestry, passive outdoor recreation uses and activities connected with the conservation of soil and wildlife (S. 6.2.2.2). Low density residential development as defined by the Policies of Section 6.2.2.3, home occupations and home industries shall be permitted (S. 6.2.2.2).

The application appears to comply with the Official Plan.

Comments:

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

Comments were received from the following agencies:

- Enbridge Gas Inc.: No objections to the application.
- Hiawatha First Nation: No questions or concerns.
- County of Peterborough Public Works: No further comments than those provided for the Severance Review (dated May 2, 2022 under reference B-60-22).
- Otonabee Region Conservation Authority:

The proposed rezoning is appropriate to rezone the land to the Environmental Conservation Zone (EC) to recognize existing wetlands. Therefore, it is the opinion of Otonabee Conservation Authority staff that the application remains consistent with section 3.1 of the PPS.

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

The subject lands are not located in a vulnerable area as per the Revised Trent Source Water Protection Plan (SPP).

Copies of these agency comments are attached to this Report.

The application was circulated to Senior Staff on September 25, 2023. As of the writing of this Report, there were no concerns identified by Senior Staff.

Conclusion:

The requested zoning by-law amendment, to rezone portions of the subject lands from the Rural Zone (RU) to the Environmental Conservation Zone (EC), is required in order to meet conditions of Peterborough County Land Division File B-60-22.

The rezoning will ensure that future development will not negatively impact the key hydrologic feature (unevaluated wetlands). As applied for, the proposed rezoning meets the intent of municipal and provincial policies.

Financial Impact:

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

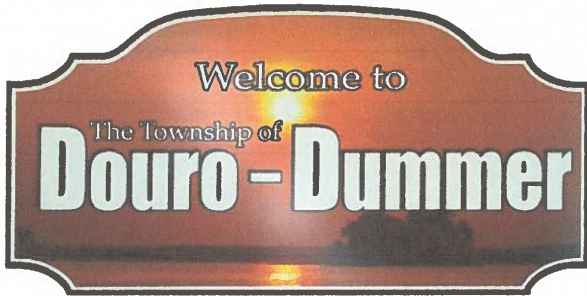
Report Approval Details

Document Title:	R-07-23 (Kidd and Spence) Report.docx
Attachments:	<ul style="list-style-type: none"> - R-07-23 Application-redacted.pdf - R-07-23 County PW Comments (September 27, 2023).pdf - R-07-23 1635 County Road 6 ORCA File No. PPLD-2285 (October 3, 2023).pdf - R-07-23 Enbridge Comments.pdf - R-07-23 HFN Comments (September 25, 2023).pdf - R-07-23 - ZBA Notice.pdf - R-07-23 - Draft By-law.pdf
Final Approval Date:	Oct 10, 2023

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

Martina Chait-Hartwig

Elana Arthurs



Office Use Only

File No.
 Date App. Submitted Sept. 18, 2023
 Application Fee \$1500.00
 Date Fee Received Sept. 11, 2023
 Date Application Deemed Complete
 Roll No. 020-004-08700

**Township of Douro-Dummer Application for
 Amendment to Zoning By-law #10-1996, as amended**

(Section 34 of the Planning Act, R.S.O. 1990, c. P. 13, as amended)

1.0 Applicant Information

Registered Owner(s): [REDACTED]
 (Please Indicate Name(s) *Exactly* as Shown on the Transfer/Deed of Land)

Address: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
 Phone: (home) [REDACTED]
 Phone: (cell) [REDACTED]

Email: [REDACTED]
 Phone: (work) _____
 Fax: _____

2.0 Agent Information

Authorized Agent (if any): [REDACTED]

Address: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
 Phone: (home) [REDACTED]
 Phone: (cell) [REDACTED]

Email: [REDACTED]
 Phone: (work) [REDACTED]
 Fax: [REDACTED]

3.0 Other Information – Charges Against the Land

If known, the name(s) and address(es) of holder(s) of any mortgages, charges or other encumbrance(s) in respect of the subject land: Cibc - 37 Queen street, Lakefield, On (mortgage)

4.0 Legal Description/Location/Property Characteristics/Access to Subject Land:

County Peterborough		Township Douro-Dummer	Ward (Former Township) Dummer
Concession Number(s) 3	Lot Number(s) 24	Legal Description: Part of the west half of lot 24 Con 3 Douro Dummer	
Registered Plan No: 717045	Lot(s)/ Block No. 24	Civic/911 Address: 1635	
Reference Plan No:	Part Number(s): 1	Are there any easements or restrictive covenants affecting the property? NO	
Date subject land was purchased by current		May 06 2005	

4.1 Dimensions of the Subject Land

Frontage:	Depth:	Area: +/- 42.49 Ha +/- 105 Ac
<input type="checkbox"/> Water: _____	<input type="checkbox"/> Min: 589.90m	
<input checked="" type="checkbox"/> Road: +/- 407.52 m	<input type="checkbox"/> Max: 703.32	

4.2 Access to the Subject Land

Access to Subject Property –		<input checked="" type="checkbox"/> Existing	or	<input checked="" type="checkbox"/> Proposed
<input type="checkbox"/> Municipal Road – maintained year round		<input type="checkbox"/> Private Road		
<input checked="" type="checkbox"/> County Road		<input type="checkbox"/> Right-of-way		
<input type="checkbox"/> Provincial Highway		<input type="checkbox"/> Water		
<input type="checkbox"/> Other public road (Specify):				
Name of Road/Street:		County rd 6		
If access to the land is by water only: N/A				
Where are parking and docking facilities:				
Approximate distance from subject land:				
Approximate distance from nearest public road:				

5.0 Official Plan Designation and ZoningOfficial Plan Designation: Rural B-60-22

Please provide an explanation of how the application for rezoning will conform to the Official Plan
New farm parcels may be created provided both parcels retained & severed, are over 20 ha

Zoning By-law : Rural

Is the subject land in an area where zoning conditions apply? ☐ Yes ☒ No. If yes, please explain how the application conforms to the Official Plan policies relating to zoning with conditions: _____

5.1 Density and Height Requirements

Are there minimum and maximum density requirements on the property: ☐ Yes ☒ No
 If Yes, what are they and are they being met? _____

Are there minimum and maximum height requirements on the property: ☐ Yes ☒ No
 If Yes, what are they and are they being met? _____

6.0 Purpose of the Application

Please describe the nature and extent of the rezoning request: Severing with the intent to build a new residence on the new parcel (Part 1, Plan 45R-17531). Condition of Severance Application B-60-22.

Rezoning is required to recognize the wetland and related VPZ. The condition was also necessary to recognize deficient lot frontage on the retained.

However, the survey prepared by JBF, dated June 26, 2023 indicates the retained parcel will meet the minimum lot frontage requirement.

Please explain the reason for the requested rezoning: to recognize the wetland and required VPZ.

No longer require rezoning to recognize deficient lot frontage.

7.0 Settlement/Employment Areas

Does the application propose to implement or alter a boundary of an area of settlement:

☐ Yes ☒ No If Yes, please explain the details of the Official Plan or Official Plan Amendment that deal with this matter? _____

Does the application propose to remove land from an area of employment (Hamlet or Special Industrial properties): ☐ Yes ☒ No If Yes, please explain the details of the Official Plan or Official Plan Amendment that deal with this matter? _____

8.0 Property Characteristics, Access and Servicing Information**Water Supply:**

- ☐ Existing
☐ Proposed

Please identify the type of water supply serving the subject property:

- ☐ Privately-owned/operated individual well
☐ Privately-owned/operated communal well
☐ Publicly-owned/operated piped water system
☐ Lake or other water body
☐ Other (specify): _____

Storm Drainage:

- ☐ Existing
☐ Proposed

Please identify the type of storm drainage serving the subject property:

- ☐ Sewers ☐ Ditches ☐ Swales
☐ Other (specify): _____

Sewage Disposal:

- ☐ Existing
☐ Proposed

Please identify the type of sewage disposal serving the subject property:

- ☐ Privately-owned/operated individual septic system
☐ Privately-owned/operated communal septic system
☐ Publicly-owned/operated sanitary sewage system
☐ Privy
☐ Other (specify): _____

If the sewage disposal system is proposed, have you obtained a permit from the Township of Douro-Dummer? ☐ Yes or ☐ No

Permit Number: _____

Does the application permit development on Privately-owned/operated individual or communal septic systems and more than 4500 Litres of effluent would be produced per day as a result of the development being completed?

(this is usually anything above or beyond a regular single family dwelling)

- ☐ Yes or ☐ No

If yes, the following are required:

- a) A servicing options report Date received: _____
b) A hydrogeological report Date received: _____

Source Water Protection Area:

Is your property within a vulnerable area as defined by the Source Water Protection Plan? ☐ Yes or ☐ No

If yes, have you attached the required clearance notice from the Risk Management Official with your application? ☐ Yes or ☐ No

9.0 Existing and Proposed Uses and Structures:

What is the subject land currently used for? residential farm (crops (hay, corn, wheat, etc)

How long have the existing uses of the subject land continued? off and on since 2005

What are the proposed uses of the subject land? to sever and build a residence, and shop/outbuilding for ourselves.

In the tables below, please provide information regarding all existing and proposed structures (this information must also be included on the site plan provided with the application). **Please note** that an up-to-date location survey will be required.

Existing Structures (in metric)

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Length	Width	Height	Date Constructed
Home	151.896sq m		1	17.321 m	8.534 m		1994
Insulated Barn (shop)	222.967sq m		1	18.288 m	12.192 m	6.096 m	1996
Attached garage	83.799sq m		1	9.82 m	8.534 m		1994
Detached garage	79.711sq m		1	11 m	7.2465 m		2006
carport	42.921sq m		1	11 m	3.902 m		2006

Please place an asterisk (*) beside any existing structure that will be demolished.

Proposed Structures (in metric)

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Length	Width	Height
nothing proposed at this time						
# no current structures						
on proposed parcel						

Will the proposal add any of the following?

	Yes	No	If yes, please provide:	Existing	Proposed
Total Living Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Size	none	unknown
Bedrooms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Number	none	unknown
Bathrooms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Number	none	unknown
New Plumbing Fixtures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Number of Fixtures	none	unknown

10.0 Existing and Proposed Structures: Setbacks

In the tables below, please provide information regarding all existing and proposed structures (this information must also be included on the site plan provided with the application). **Please note** that an up-to-date location survey will be required.

Existing Structures (in metric)

Type of Structure	Front Lot Line	Rear Lot Line	Side Lot Line	Side Lot Line	Water yard	Other (specify)
house	231.24 m	440.46 m		183.47m	n/a	* Shop/barn is the
shop/barn	174.17 m	375.52 m	53.80 m	254.72 m	n/a	closest building to
detached garage	270.97 m	399.69 m		212.80 m	n/a	proposed severed
						parcel at 53.80 m

Please place an asterisk (*) beside any existing structure that will be demolished.

Proposed Structures (in metric)

Type of Structure	Front Lot Line	Rear Lot Line	Side Lot Line	Side Lot Line	Water yard	Other (specify)
nothing at this time						

Note: Information regarding the definitions of the requested dimensions and setbacks can be obtained from the Township's Zoning By-law 2010-55.

Lot Coverage (in metric and percentage)

	Existing	Proposed
Principle Use (i.e. Dwelling)	151.896 sq/m or 0.03%	n/a
Accessory Structures	428.398 sq/m or 0.10%	n/a
Total	580.294 sq/m or 0.13%	n/a

11.0 Other Information:

Please provide any additional information that you feel may be relevant in the review of this application on additional pages as necessary along with any required studies.

12.0 Other Planning Applications

Please indicate if the subject land is or has been the subject of an application under the Planning Act.

Type of Planning Application	Yes	No	File Number	Status
Approval of Plan of Subdivision (under Section 51)	<input type="checkbox"/>	<input type="checkbox"/>		
Consent (Severance) (Section 53)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B-60-22	Provisional Consent
Minor Variance (Section 45)	<input type="checkbox"/>	<input type="checkbox"/>		
Other:	<input type="checkbox"/>	<input type="checkbox"/>		

13.0 Provincial Plans

Is the application consistent with the Provincial Policy Statements? ☐ Yes or ☐ No

Is the subject property within an area of land designated under any provincial plan(s)? ☒ Yes or ☐ No
(Growth Plan applies to the entire County of Peterborough)

If yes, does the application conform to or meet the intent of the provincial plan(s)? ☐ Yes or ☐ No

14.0 Public Consultation Strategy:

Please provide a description of the Public Consultation Strategy that will be used by the applicant during the zoning by-law amendment process to ensure that the public is consulted, please attached additional pages if needed:

Public Meeting in accordance with the prescribed regulations of the Planning Act.

15.0 Authorization by Owner to Appoint an Agent:

I/We _____, being the owner(s) of the subject land,
 hereby, authorize _____ to be the applicant in the submission of this
 application _____

Signature _____

Date _____

Signature _____

Date _____

16.0 Freedom of Information:

For the purposes of the Freedom of Information and Protection of Privacy Act, 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 collected under the authority of the Planning Act for the purposes of processing this application.

[Redacted]

Owner/Applicant/Agent Signature

Sept 05 2023

Date

[Redacted]

Owner/Applicant/Agent Signature

September 05/23

Date

17.0 Access to Property:

I/We [Redacted] [Redacted] hereby, authorize the members of the Council of the Township of Douro-Dummer or their agent(s)/representative(s) to attend at the subject property located at [insert address] 1635 CR 6 Douro Dummer.

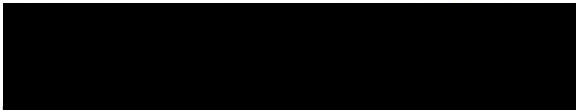
[Redacted]

Owner/Applicant/Agent Signature

September 05/2023


Date

18.0 Declaration of Applicant:

I/We  of the 1635 CR 4 Township of Douro Dummer in the
(name of owner(s)/agent(s)) (city/town/township in which you reside)
Peterborough County in Ontario, Canada solemnly
(County/Upper-tier municipality, if applicable) (Province/Territory)
declare that:

All the statements contained in this application and provided by me are true and I
make this solemn declaration conscientiously believing it to be true and knowing
that it is of the same force and effect as if made under oath

Declared before me at the Township of
Douro-Dummer in the County of Peterborough
this 14th day of September, 2023.


Signature of Commissioner, etc.
Deputy Treasurer/AP Payroll Clerk
Commissioner of Oath
Township of Douro-Dummer

**To be signed in the presence
of a Commissioner for taking affidavits**


Owner/Applicant Agent Signature

Owner/Applicant Agent Signature

This application must be accompanied by the Township of Douro-Dummer Zoning By-law
Amendment Fee (\$1500.00) plus the ORCA Fee in cash, by Interac or cheque made payable to
the Treasurer of the Township of Douro-Dummer).

Personal information contained on this form, collected pursuant to the Planning Act, will be used for the purpose of
responding to the initial application. Questions should be directed to the Freedom of Information and Privacy Coordinator at
the institution conducting the procedures under the Act.

File Name/No. _____
Roll No. 1522 020 -004-08700 - 0000

Affidavit

In the Matter of a **Zoning By-law** application to the Township of Douro-Dummer,
I/We, _____ make oath and say that:
[Print Owner/Applicant/Agent name]

1. I am: [Place a clear mark within the square opposite one of the following paragraphs that describes capacity of deponents.]
 - ☐ the applicant or one of the applicants in the Application(s).
 - ☒ the authorized agent acting in this matter for the applicant or applicants.
 - ☐ an officer of the corporate applicant named in the Application(s).
2. On or before the [Insert date] _____,
I will ensure that the notice or notices of the Application(s) provided to me (or the Applicant, as the case may be) by the Township of Douro-Dummer have been posted so as to be clearly visible and legible from a public highway, or other place to which the public has access, at every separately assessed property in the area that constitutes the subject land of the Application(s) or, where posting on the property was impractical, at a nearby location so as to adequately indicate to the public what property is the subject of the Application(s).
Should the notice(s) be removed, by any means from the posting area(s), I will immediately contact the Township of Douro-Dummer Planning Department for replacement copies of the notice(s).

Declared before me at the Township of
Douro-Dummer in the County of Peterborough
this 14th day of September, 2023.

Signature of Commissioner, etc.
Donna Kelly
Deputy Treasurer/AP Payroll Clerk
Commissioner of Oath
Township of Douro-Dummer

Note: Failure to post the notices, as required by this Affidavit, may result in additional costs and/or delays with your application.

**To be signed in the presence
of a Commissioner for taking affidavits**

Owner/Applicant Agent Signature

Owner/Applicant Agent Signature



Township of Douro-Dummer

Planning Application Costs Acknowledgement Form

I/We, [Redacted]
[Print Owner/Applicant/Agent name]

do hereby acknowledge and agree that the payment of the fee that is submitted with this application for a Zoning By-law Amendment, as being an application fee only, will be used to defray the costs of processing this application, and;

do also hereby acknowledge and agree to assume all costs** incurred by the Township of Douro-Dummer associated with the processing of this application that exceed the amount of the application fee, including, but not restricted to, Professional Planning Fees, Engineering Fees and Legal Fees, in addition to the municipal costs associated with this application, and;

do also hereby acknowledge and agree to assume all costs** incurred by the Township of Douro-Dummer associated with any Appeal to the Local Planning Appeal Tribunal with respect to this application.

Dated this 14th day of September, 202023

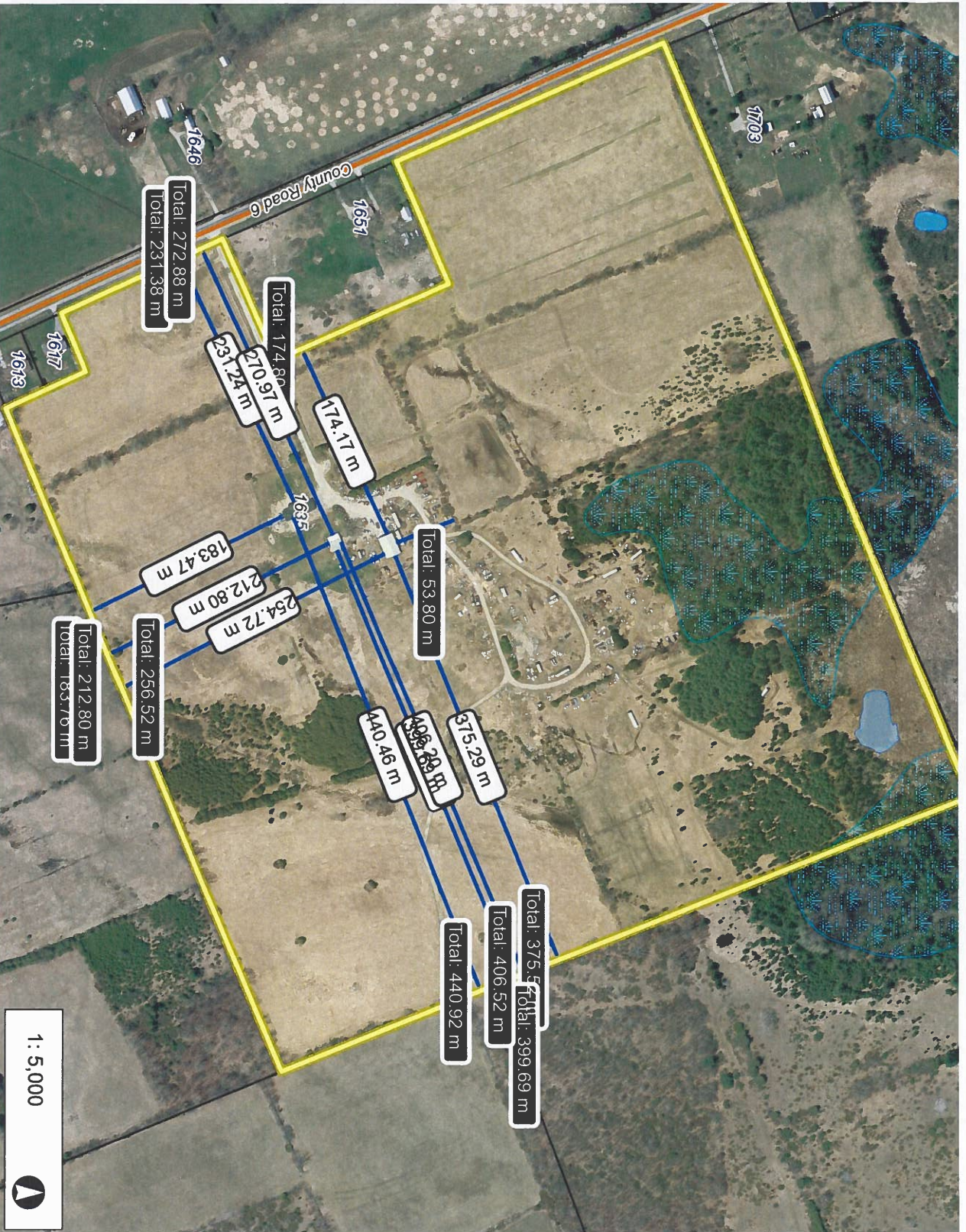
[Redacted]
Owner/Applicant/Agent Signature

****** Written consent from the applicant will be obtained prior to any such additional costs being incurred.



County of
Peterborough

1635 County Road 6



1: 5,000

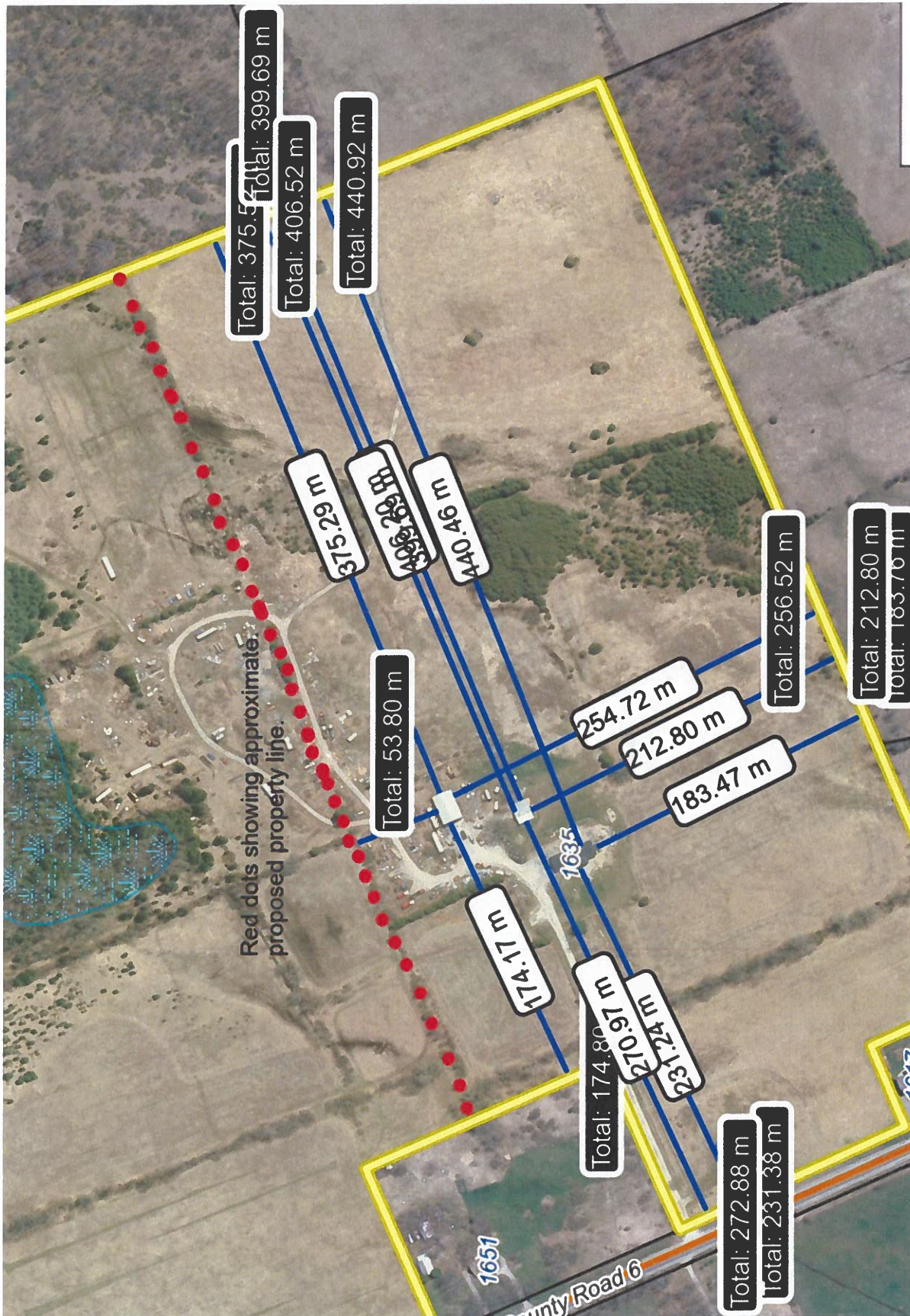


Legend

- 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
- 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

2018 air photo
NOT a legal survey





**Public Works
Engineering & Design**

Pete Hynes, P.Eng.
Senior Project Coordinator

Location:
310 Armour Road
Peterborough, Ontario
K9H 1Y6

Mailing Address:
470 Water Street
Peterborough, Ontario
K9H 3M3

Ph: (705) 775-2737 x3210
Fax: (705) 749-2551

phynes@ptbocounty.ca

www.ptbocounty.ca

Development Comment Form

Applicant/Owner: Steven Kidd & Andrea Spence

Date: 9/27/2023

Property Location: 1635 County Road 6

Township: Douro-Dummer

File No.: R-07-23

☐ **Pre-Consultation Meeting**

☒ **Application**

☐ **Minor Variance**

☐ **Other:** _____

☐ **Official Plan Amendment**

☐ **Plan of Condominium**

☐ **Plan of Subdivision**

☐ **Site Plan Approval**

☒ **Zoning By-law Amendment**

☐ **Other:** _____

Description: The owners have applied to amend the existing zoning of a portion of their property located at 1635 County Road 6, in the former Township of Dummer, (now the Dummer Ward of the Township of Douro-Dummer) in the County of Peterborough.

Additional Notes / Further Comments: The Engineering & Design Division of Peterborough County Public Works does not have comments with respect to the re-zoning applications provided the conditions set out in the Severance Review File (dated May 2, 2022, under reference B-60-22) continue to be met.

If you have any questions/concerns, please contact Pete Hynes via email at phynes@ptbocounty.ca.

Pete Hynes, P.Eng.
Senior Project Coordinator, Transportation Planning
Engineering & Design Division,
Public Works Department





October 3, 2023

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

Dear Christina Coulter,

Re: File: R-07-23, Owner: Steve Kidd, 1635 County Road 6, Township of Douro Dummer, Roll# 1522-020-004-08700, ORCA File No: PPLD-2285.

The Otonabee Region Conservation Authority (Otonabee Conservation) has received the above noted circulation and the following documents in support of the application.

- Notice of Complete Application and Public Meeting for Zoning By-law Amendment Application R-07-23, Prepared by the Township of Douro Dummer, Meeting Date Tuesday October 17, 2023.
- Township of Douro-Dummer Application for Amendment to Zoning By-law #10-1996, Dated September 18, 2023.
- Survey, Prepared by JBF Surveyors, Dated June 16, 2023.
- Draft Zoning By-Law amendment- File: R-07-23.
- Figure 4 Site Natural Heritage Constraints, Prepared by Cambium, Dated August 2021.

Otonabee Conservation staff have reviewed the information in accordance with our mandate and policies and offer the following comments.

This application is proposing to rezone a portion of the subject lands from the Rural Zone (RU) to the Environmental Conservation Zone (EC) to recognize existing wetlands and their 30 m Vegetation Protection Zone (VPZ).

This rezoning is required as a condition of Consent Application (File B-60-22), that was conditionally approved by Peterborough County on October 13, 2022.

Otonabee Conservation's interest in this application is three-fold:

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

Otonabee Conservation mapping and previous planning review for B-60-22 indicates that the proposed rezoning is appropriate to rezone the land to the Environmental Conservation Zone (EC) to recognize existing wetlands. **Therefore, it is the opinion of Otonabee Conservation Authority staff that the application remains consistent with section 3.1 of the PPS.**

2. *Otonabee Conservation has reviewed the application through a regulatory lens. Pursuant to regulation under Section 28 of the Conservation Authorities Act, any development, interference with or alteration within a flooding hazard, erosion hazard, watercourse, wetland and their adjacent lands/areas of interference requires a permit from the Authority.*

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

3. *Otonabee Conservation has reviewed the application for conformance with the provisions of the Revised Trent Source Water Protection Plan (SPP), prepared under the Clean Water Act. The SPP, intended to protect Ontario's drinking water at its source, came into effect on January 1, 2014 and contains policies to protect sources of municipal drinking water supplies from existing and future land use activities.*

The subject lands are not located in a vulnerable area as per the SPP.

Please contact me if you have any questions or concerns.

Best Regards,



Marnie Guindon
Planning and Regulations Officer

From: [Municipal Planning](#)
To: [Christina Coulter](#)
Subject: RE: R-07-23 (Kidd & Spence)
Date: October 2, 2023 2:01:53 PM
Attachments: [image001.png](#)

Thank you for your circulation.

Enbridge Gas does not object to the proposed application however, we reserve the right to amend our development conditions.

Please continue to forward all municipal circulations and clearance letter requests electronically to MunicipalPlanning@Enbridge.com.

Regards,

Willie Cornelio CET (he/him)
Sr Analyst, Municipal Planning
Engineering

ENBRIDGE
TEL: 416-495-6411
500 Consumers Rd, North York, ON M2J1P8
enbridge.com
Safety. Integrity. Respect. Inclusion.

From: Christina Coulter <ChristinaC@dourodummer.on.ca>
Sent: Monday, September 25, 2023 10:32 AM
Cc: Martina Chait <MartinaC@dourodummer.on.ca>
Subject: [External] R-07-23 (Kidd & Spence)

CAUTION! EXTERNAL SENDER

Were you expecting this email? TAKE A CLOSER LOOK. Is the sender legitimate?
DO NOT click links or open attachments unless you are 100% sure that the email is safe.

Good Afternoon;

The Township is in receipt of a rezoning application File R-07-23 (Kidd & Spence). A copy of the Notice of Complete Application and Public Meeting is attached. The Notice and supporting documents will also be posted on the [Township website](#) today.

Please provide your comments to me no later than 11:00 a.m. on Friday October 6, 2023.

The Draft By-law will be posted on the Township website as soon as it has been

prepared, however, I have attached a copy of Figure 4 of the NHE that illustrates the wetlands and 30 m VPZ that will be rezoned.

Sincerely,
Christina

Christina Coulter B. Sc. (Hons.)
Planner

T: 705 652 8392 x 226 F: 705 652 5044

Township of

Douro-Dummer

From: [Tom Cowie](#)
To: [Christina Coulter](#)
Subject: RE: R-07-23 (Kidd & Spence)
Date: September 25, 2023 11:31:28 AM
Attachments: [image003.png](#)
[image001.png](#)

Aaniin Christina,

Chi miigwech for the information on the rezoning application File R-07-23 (Kidd & Spence). We have no questions or concerns at this moment. If any should arise we will not hesitate to call your office. Have a great week.

Gichi manaadendamowin

Tom Cowie

Tom Cowie
Lands/Resources Consultation
Hiawatha First Nation
431 Hiawatha Line,
Hiawatha, On
K9J 0E6
705 295-4421 Ext. 216
Email tcowie@hiawathafn.ca



We, the Michi Saagiig of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life

From: Christina Coulter <ChristinaC@dourodummer.on.ca>
Sent: Monday, September 25, 2023 10:32 AM
Cc: Martina Chait <MartinaC@dourodummer.on.ca>
Subject: R-07-23 (Kidd & Spence)

ALERT: This message originated outside of HFN's network. **BE CAUTIOUS** before clicking any link or attachment.

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Please provide your comments to me no later than 11:00 a.m. on Friday October 6, 2023.

The Draft By-law will be posted on the Township website as soon as it has been prepared, however, I have attached a copy of Figure 4 of the NHE that illustrates the wetlands and 30 m VPZ that will be rezoned.

Sincerely,
Christina

Christina Coulter B. Sc. (Hons.)
Planner

T: 705 652 8392 x 226 F: 705 652 5044

Township of

Douro-Dummer



Township of Douro-Dummer Notice of Complete Application and Public Meeting Concerning a proposed Zoning By-law Amendment Application R-07-23

The meeting will be held in person and electronically

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

Date and Time: **Tuesday, October 17, 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 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:	1635 County Road 6 Part Lot 24, Concession 3 (Dummer Ward) Roll No.: 1522-020-004-08700 A key map is provided on the next page
Owner/Applicant:	Steven Kidd & Andrea Spence
File Name:	R-07-23

Purpose and Effect of Application:

The owners have applied to amend the existing zoning of a portion of their property located at 1635 County Road 6, in the former Township of Dummer, (now the Dummer Ward of the Township of Douro-Dummer) in the County of Peterborough.

This rezoning is required as a condition of **Consent Application (File B-60-22)**, that was conditionally approved by Peterborough County on October 13, 2022.

1764 1760 1757 1750 1744 1743 1740 1732 1720 1715 1716 1714 1703 1651 1646 1617 1613 1603

Lot 25 Con. 2

Lot 25 Con. 3

Lot 24 Con. 2

Lot 24 Con. 3

Lot 23 Con. 3

County Road 6

County Road 10

Severed

Retained

Subject Property

Not to Scale

North Arrow

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

(continued)
Page 59 of 163

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 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 25th day of September, 2023 at the Township of Douro-Dummer.

Martina Chait-Hartwig
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 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 required the rezoning of the subject lands as a condition of Peterborough County Consent Application B-60-22;

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

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

1. Schedule A2 to By-law No. 10-1996, as amended, is hereby further amended by changing the zone category on a portion of lands known municipally as 1635 County Road 6 and described as Part Lot 24, Concession 3 (Dummer Ward) from the Rural Zone (RU) to the Environmental Conservation Zone (EC) as shown on Schedule "1" attached hereto and forming part of this By-law.
2. All other relevant provisions of By-law 10-1996, as amended, shall apply.

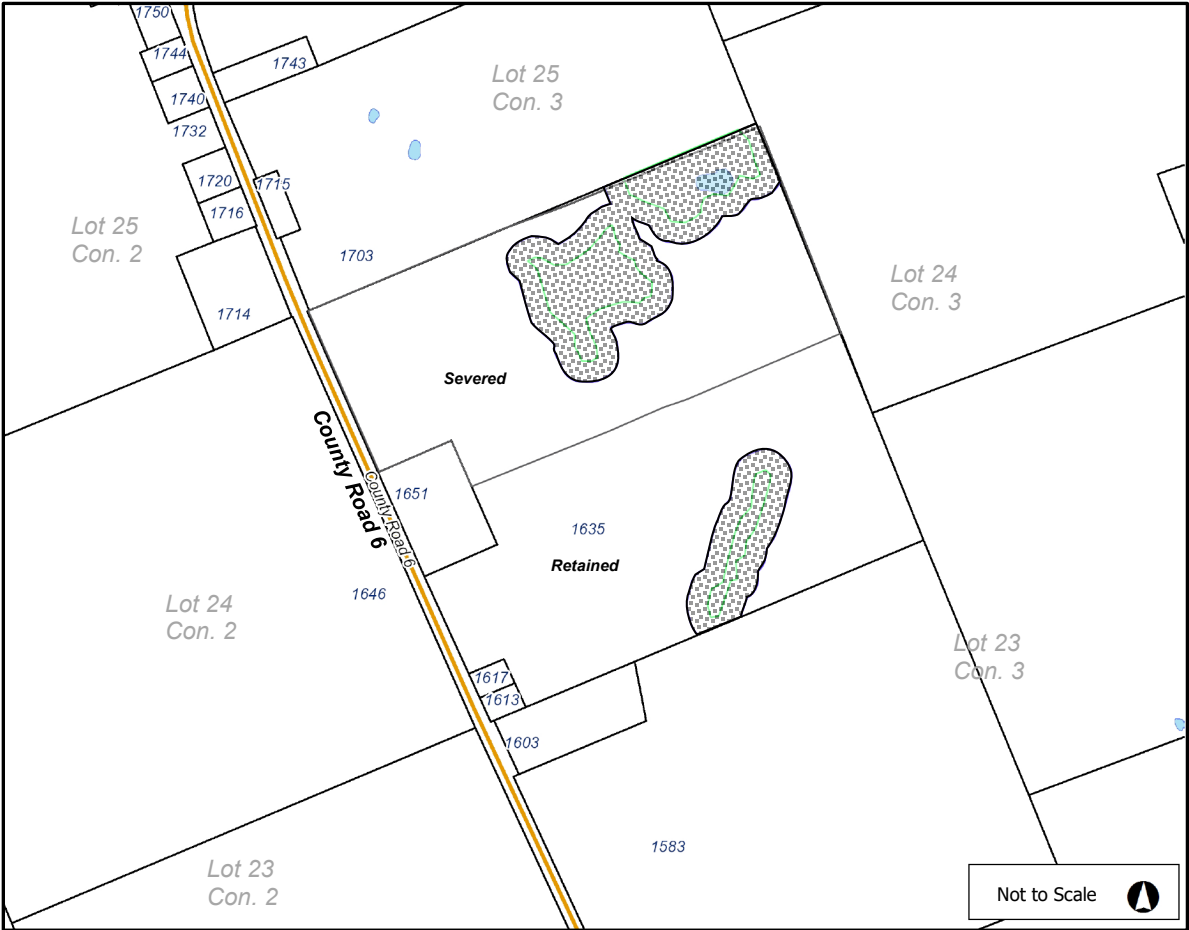
If no notice of objection is filed with the Clerk within the time provided, this By-law shall become effective on the date of passing hereof, subject to the provisions of The Planning Act, RSO 1990, as amended.

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

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

Schedule "1" to By-law 2023-XX



Rezone from the 'Rural Zone (RU)' to the
'Environmental Conservation Zone (EC)'

This is Schedule '1' to By-law
No. 2023-XX passed this
17th day of October, 2023.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

Delegation to Council Request

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 2022-21, as amended, only three Delegations shall be scheduled for each meeting. The time limit of 10 minutes shall be strictly enforced.

Name of Individual(s) *

Bruce Johnson and Jim Coyle 5 mins each maximum.(verbal)

Name of Organization:

B.P.O.A

Please Provide an Email Address:

Please provide an email address for contact
Bruce
Jim

Please provide a phone number:

Bruce

Nature of delegation request: *

Birchview Road: Whats the short and long term plan and the role BPOA can play.

Please upload any additional information you wish to submit.

Please provide a signature *

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

Thank You

Change the text for this message.

Township of Douro-Dummer

Report and Capital Project Status

- Directed by Council and/or CAO
- Directed by the Province/legislation
- Directed by an Agency
- 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	Completed
CAO	June 20, 2023	Council	Approve the By-law to regulate use of Municipal Docks	Completed
Planning	June 20, 2023	Council	Develop Zone provisions to regulate sports courts and playing surfaces.	Complete
CAO	April 11, 2023	COW	Report regarding Tree Seedling Program	Complete
CAO and Clerk	April 11, 2023	COW	Report to Council re ORV use in Township	October 17, 2023
Clerk	April 4, 2023	Council	Recruitment for Historical Committee	Complete

Clerk	February 14, 2023	Council	Review of Records Retention By-law	Late Fall 2023
Corporate	May 3, 2022	Council	Future Gravel Resources	Winter 2023/2024
Finance/Clerk	February 21, 2023	Council	Policy/Program for Community Grants	Fall 2023
Finance/Clerk	February 21, 2023	Council	Policy to allow for multi-year budgets	Fall 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	Fall 2023
Corporate	September 5, 2023	Council	Buildings Naming Rights and Memorials Policy	Winter 2024
Recreation	September 5, 2023	Council	Advertising and Sponsorship Policy Updates	Complete
Clerk	September 5, 2023	Council	Public Comment Period and Agenda Release Amendment	Complete
Building and By-law Enforcement	October 10, 2023	Council	Updated Sign By-law	Winter 2024

Capital Project Status

Department	Capital Project List	Status
Fire	Douro Station Reconfiguration	Ongoing
Fire	Resurfacing of the parking lot at Fire Station 2	Fall 2023
Fire	Station 2 Pumper	Completed
Fire	Fans for the Trucks	Completed
Fire	Paging Infrastructure Fees	Fall/Winter 2023
Fire	Bunker Gear	Completed
Fire	Master Fire Plan & Community Risk Assessment	Due 2024
General Government	Demolition of Old House at Fifth Line	Barn removed – August 2022 Tender for house demolition and clean up – Waiting on results of contaminates test
General Government	New Sloped Roof - Town Hall	Under Investigation
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	Complete
General Government	Pay Equity Review	Complete
General Government	Development Charge Study	Late Fall 2023
General Government	Strategic Plan	January 2024
General Government	Marriage License and Civil Marriage Ceremonies	Complete – Now working on internal procedures and for new staff to be in place
General Government	Public Conduct Policy and Procedure	Complete
Parks and Recreation	Parks and Rec Master Plan – Implementation	On hold due to Covid-19
Parks and Recreation	Tables and Chairs	Complete
Parks and Recreation	Lime Kiln Restoration – 2022 Budget	Spring 2023
Parks and Recreation	Consultant Fees - Arena Facilities Future Ad-Hoc Committee	Fall 2023 – Committee meeting October 12, 2023

Parks and Recreation	Back Dam Shelter Roof	Completed
Parks and Recreation	New Parks Mower	Complete
Parks and Recreation	Garage Door Replacement – Douro Community Centre	Complete
Parks and Recreation	Water Softener Replacement – Warsaw Community Centre	Completed
Parks and Recreation	Compressor Replacement Reserve Contribution	2024
Parks and Recreation	New Park Trailer	Complete
Planning	Zoning By-Law Update	On hold until Province Approves OP
Planning	Proposed Provincial Planning Statement	Comments provided to County and Province. Waiting on approval by Province.
Public Works	Spot Gravel Repairs - Centre Dummer Road	Complete
Public Works	Gravel Pit Purchase	Late 2023
Public Works	Excavator with Brush head (John Deere 190)	Waiting on delivery

Recommendation:

That the Fire Chief-2023-08 report, dated October 17th, regarding False Alarm By-law be received and that Council passed the attached By-law and fee schedule, effective January 1, 2024 at the appropriate time during the Council meeting.

Overview:

The current False Alarm By-law was implemented January 1, 2005. The two main reasons for a False Alarm By-law is to create a punitive process to encourage the reduction of false alarms we respond to, and to recover some response costs. Responding to false alarms, not only unnecessarily interrupts our volunteer firefighters' lives, but it ties up resources unnecessarily that may be required to respond to other emergencies.

Staff recently compared 8 surrounding municipal False Alarm By-laws, and like ours, most issue a warning letter with the second false alarm indicating a fee for service will incur with the next false alarm. Our current By-law's fee schedule is \$300 for the third false alarm, \$350 for the fourth and \$400 for all false alarms beyond the fourth. Although over the past 36 months we have had 76 false alarm calls involving 27 properties, only two properties have exceeded the two free response criteria. I highlight this as some of the by-laws we have researched have significant fees when 4th, 5th or subsequent alarms occur, but they have never had to issue this type of invoice. We have a property that has numerous fire monitored buildings involving local students, international students, faculty and some of their families. This unique situation generates an environment for mishaps, in turn creating numerous false alarms.

The approach we have taken for our updated fee schedule is to increase the fees, but with a reasonable approach to cover our response costs, without being excessive. Another change we have made, is to make the violations based on a rolling 12 months since last infraction, compared to a calendar year reset. The remainder of the changes are primarily administrative and can be found attached to this report.

Conclusion:

Our False Alarm By-law is pushing 20 years old, with 20-year-old rates. Our new By-law utilizes the Ministry of Transportation (MTO) rates, as we do with some other Fire Department responses. This rate typically changes annually and is set by the MTO for fire department response for motor vehicle collisions. Schedule "A" of the attached By-law demonstrates a fee structure after 2 false alarms to be 2 times the current MTO rate and for the 4th, and all subsequent false alarms will be charged 3 times MTO rate. The MTO rate at the time of this report is \$543.03.

Financial Impact:

Historically it costs us more to respond to false alarms than we recover through our current False Alarm By-law fees. By updating our By-law and fee schedule, it will mimic the principles the province indicates as a reasonable rate of response for fire apparatus.

The fee schedule, based on historic data will increase revenue approximately \$9000.00 annually. This will help offset the cost of automatic alarm response, both through automatic aid agreement costs and internal costs.

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

Report Approval Details

Document Title:	False Alarm By-law.docx
Attachments:	- 2023-XX - False Alarm - FINAL.docx
Final Approval Date:	Oct 10, 2023

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

Martina Chait-Hartwig

Elana Arthurs

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

By-Law No. 2023-XX

**Being a By-law to Reduce False Alarms that Require the Deployment of
Fire and Rescue Resources
Within the Township of Douro-Dummer**

Whereas the purpose of this By-law is to reduce the number of false alarms requiring the deployment of fire and rescue resources within the Township of Douro-Dummer;

And Whereas Section 11 (2) (6) of the Municipal Act 2001, S.O. 2001, C.25, as amended, provides that a lower tier municipality may pass By-laws respecting the health, safety and well-being of the inhabitants of this municipality;

And Whereas Section 391 of the Municipal Act 2001, S.O., C.25, as amended provides that a municipality and a local board may pass By-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it and for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board and for the use of its property including property under its control;

Now Therefore the Council of the Corporation of the Township of Douro-Dummer
Enacts As Follows:

1. In this By-law, unless the context otherwise specifies:

- (1) "alarm" means any mechanical or electrical device which is designed or used for the detection or warning of a fire in any building, structure, or facility or for alerting others to the detection of a fire, or both, and which emits a sound or transmits a signal or message when activated.
- (2) "alarm system"
 - (a) means an alarm or all alarms which:
 - (i) are installed on or in real property; and
 - (ii) can be turned on or off independently of other alarms from an operating control; and
 - (iii) are designed to issue a warning of a fire by activating an audible alarm signal or alerting a monitoring service but does not include a fire alarm system that is intended to alert only the occupants of a single-family dwelling unit.
- (3) "automatic calling device"
 - (a) means a device, or combination of devices, that will, upon activation, either mechanically, electronically or by any other automatic means initiate a telephone or recorded message which is designed to be transmitted over regular telephone lines.
- (4) "approved"
 - (a) means approved by the Fire Chief of Douro-Dummer Fire Services
- (5) "false alarm"
 - (a) includes but is not limited to, an alarm activated unnecessarily, or improperly, resulting in a fire response and includes:

- (i) the testing of an alarm without notifying the Fire Chief or their designate; and/or
 - (ii) an alarm actually or apparently activated by mechanical malfunction or faulty equipment; and/or
 - (iii) an alarm activated accidentally by the owner or occupier of the premises, his agent or employee; and/or
 - (iv) an alarm reporting an emergency situation occurring on or in relation to the premise in which the alarm device or system is installed where there is no evidence of fire, fire damage or smoke.
 - (b) but does not include:
 - (i) any alarm which the owner can demonstrate was actually caused by the act of some person other than:
 - (a) the owner or occupier, agents, employees, independent contractors or any other person subject to the direct or indirect control of the owner
 - (b) the person who installed, connected, operated, maintained, or services the alarm system, or
 - (c) the manufacturer of the alarm system, including the manufacturers officers, agents and employees, independent contractors or any person subject to the direct or indirect control of the manufacturer.
2. No person shall install, maintain or use an automatic calling device designated to transmit a message directly to Douro-Dummer Fire Services.
 3. Every alarm holder and/or the registered title owner shall:
 - (a) supply the 911 emergency services address to the alarm monitoring company to aid in the speedy location of the premises
 - (b) be available at any time to receive calls from a member of Douro-Dummer Fire Services in respect of an alarm;
 - (c) be capable of obtaining or allowing access to the premises where the alarm is located;
 - (d) attend the premises, or have a key holder attend the premises, where the alarm is located within thirty (30) minutes of being requested to do so by a member of Douro-Dummer Fire Services following the activation of the alarm;
 - (e) identify, where there is more than one alarm system within a building, which alarm system has experienced an activation of an alarm; and
 - (f) supply the Fire Chief with the alarm monitoring company phone number and address.
 4. If an alarm owner has installed an approved lock-box containing keys, codes or cards to provide access to the building, a person or key holder does not have to be present to satisfy the access requirements as set out in subsection 3(d). If no persons present, the fire department will attempt to secure the premises upon completion of fire department activities, but the building owner is ultimately responsible for building security.
 5. In the event an alarm owner or key holder is unable to attend the premises within the 30-minute time frame, and/or circumstances of the incident warrant immediate entry, fire department personnel may enter and investigate the premises. In the event fire department personnel cause forced entry damage to the premises due to a false alarm, all costs incurred to secure the building will be the responsibility of the alarm owner.
 6. If a building(s) requires a fire alarm as per the Ontario Building Code (OBC) or Ontario Fire Code (OFC), and the alarm is offline due to repairs, maintenance, testing, etc. a fire watch shall be carried out in accordance with OFC requirements Section 2.8.

7. Every alarm holder and/or every registered title owner who causes, or permits to be caused, a false alarm as defined under Section 1 (5) of this By-law, will for the second false alarm receive a warning notice. For each false alarm following the second false alarm, a letter from the alarm holder and/or the registered title owner, or the alarm company which installed the system, shall be submitted to the Fire Chief of Douro-Dummer Fire Services summarizing the steps that have been taken to curb the problem.
8. The determination of the number of false alarms for the purposes of calculating the above noted fees will be based on the total number of false alarms in the twelve-month period immediately preceding the last false alarm.
9. Where a fee is charged in accordance with Section 7 of this By-law, and at the discretion of the Fire Chief of Douro-Dummer, the Township of Douro-Dummer will invoice the alarm holder and/or registered title owner of the real property for the response for service. The alarm holder and/or registered title owner of the real property shall be liable for the costs set out in Schedule A to respond to the said false alarm incident, at which time the costs will be calculated in accordance with the current Ministry of Transportation (MTO) rate. The cost schedule, attached hereto as Schedule A, may be revised from time to time by the Council of the Township of Douro-Dummer. The MTO rate for service is set annually by the MTO.
10. The Corporation shall, if such amounts remain unpaid sixty (60) days following notification of the amounts owing, have the right to collect any unpaid costs, including interest, as authorized by this By-law by adding such charges to the tax roll where they may be collected in a like manner as municipal taxes, all of which is in accordance with Section 398 of the Municipal Act, 2001, c. 25, as amended. Once added to the tax roll interest will be applied to unpaid costs in accordance with the Township's annual Tax By-law.
11. This By-law is applied commencing from the first reported false alarm as defined under Section 1(5) of this By-law.
12. Upon the passage of this By-law, By-law 2004-63 and all amendments thereto shall be repealed on January 1, 2024.
13. This By-law shall become effective on the January 1, 2024.

Passed in Open Council This ____th Day Of _____, 2023.

Mayor,
Heather Watson

Clerk,
Martina Chait-Hartwig

Schedule “A”
Fees, Interest and Penalties

In accordance with By-law 2023-XX, the following fees shall apply where Douro-Dummer Fire Services respond to a False Alarm and shall be reflected in the User Fees and Charges By-law.

Section A - Costs:

1. As per MTO fee for service, the following costs shall apply:
 - 3rd false alarm – 2 times the current MTO hourly rate
 - 4th and all subsequent false alarms – 3 times the current MTO hourly rate

Recommendation:

That the Fire Chief-2023-09 report, dated October 17, 2023 regarding firefighter wages be received and that Council approves firefighter wages, including honorariums to receive 6% retroactive pay for 2023 and furthermore that the firefighter wages and honorariums be subject to the same percent increase as Council and Staff on a go forward basis.

Overview:

Historically, we have done a wage review for our volunteer firefighters at each term of council and set the annual increase for that term. We just recently received the comparisons throughout the County. This is a difficult comparison as there are many variables for each municipality. Examples of these variables include are a variety of multi-tiered pay schedule, honorariums, paid mileage, and different response and training rates. The last term of council, we did a 2% per annum increase. Although a true comparison is difficult as mentioned above, staff believes our firefighters on average are a little behind on compensation rates. If we applied the same, OMERS index inflation rate that is used for Council and Staff compensation, this would put us back in a reasonable comparison.

Conclusion:

By adding 6% to firefighter hourly rate and honorariums, this will put our firefighters at \$20.69 per hour. The recruits would stay at minimum wage to offset their training costs, which just went up to \$16.55 as of October 10, 2023. Mileage is paid at the rate of the Township.

Financial Impact:

Based on the 9 months of previous wages, the current budget will support this increase.

Report Approval Details

Document Title:	Volunteer Firefighter Wages.docx
Attachments:	
Final Approval Date:	Oct 11, 2023

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

Martina Chait-Hartwig

Elana Arthurs

No Signature found

Paul Creamer

Recommendation:

That report Planning-2023-35, dated October 17, 2023, regarding Application 15T-21006 (162 County Road 4 – Clancy Plan of Subdivision Application) be received and;

That Council advise the County of Peterborough that the Township of Douro-Dummer supports the approval of Application 15T-21006 (162 County Road 4 – Clancy Plan of Subdivision Application), in principle, subject to the Draft Plan Conditions attached to this Report.

Overview:

Innovative Planning Solutions (IPS) Inc., Agent, on behalf of Gerry Clancy, Owner, submitted an application for the approval of a twenty-five (25) lot rural residential subdivision (Application 15T-21006). The lands are located at 162 County Road 4 and are described as Part Lots 2 and 3, Concession 10 of the Douro Ward. 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.

In addition to twenty-five (25) residential lots, the subdivision also consists of a block for stormwater management, two (2) blocks for environmental protection and open space and one (1) block for rural/agricultural purposes along with a new municipal road connecting to County Road 4 and terminating in a cul-de-sac. The proposed subdivision is illustrated in the signed Draft Plan of Subdivision attached to this Report.

At the June 20, 2023 Regular Council Meeting, a public meeting was held regarding the related Official Plan Amendment (OPA) File No. 15OP-21010 which represents Amendment No. 70 to the County Official Plan and Zoning By-law Amendment (ZBA) File R-08-21.

[Report Planning-2023-22](#) was received and Council supported the proposed OPA and required that the draft ZBA be revised and that the requirement for approval of the ZBA form part of the Draft Plan Conditions. A copy of Council's Resolution Number 205-2023 was provided to the County of Peterborough on July 7, 2023 and it is anticipated that a Report regarding the applications will be brought forward by County Planning Staff to the November 1, 2023 County Council meeting.

Following the public meeting, IPS submitted a fourth submission package to address comments received to date. A copy of the July 14, 2024 IPS submission cover letter and materials table is attached to this Report. The submission package was posted on the [County Website](#) and contains the following materials:

Fourth Submission

- [Comment & Response Matrix](#), prepared by Innovative Planning Solutions, dated July 13, 2023

- [Preliminary Stormwater Management Report](#) and [Engineering Plans](#) prepared by WMI, dated June 2023
- [Draft Plan of Subdivision](#), prepared by Innovative Planning Solutions, Signed May 31, 2023
- [Revised Official Plan Amendment No. 70](#), prepared by Innovative Planning Solutions

The fourth submission materials were provided to the County's Peer Reviewer, Stantec who, in correspondence dated September 26, 2023, indicated their previous comments have been addressed and they have no further comments. A copy of Stantec's peer review comments are attached to this Report.

A copy of the fourth submission materials along, County and Township Staff recommended Draft Plan Conditions and Stantec's peer review comments were provided to the Township Peer Reviewer, D.M. Wills on September 25, 2023 and September 26, 2023 respectively. As of the writing of this Report, comments from D.M. Wills regarding the fourth submission have not been received.

However, in previous correspondence dated March 9, 2023, D.M. Wills noted that all outstanding comments with respect to the Preliminary Stormwater Management Report and Hydrogeological Assessment have been satisfactorily addressed for Draft Plan Approval. During detail design, a number of comments must be addressed with respect to stormwater management and a typical roadway cross-section was requested to confirm the proposed 20.0 m right-of-way is of sufficient width. A copy of the March 9, 2023 D.M. Wills correspondence is attached to this Report.

A copy of the fourth submission package was circulated to Senior Staff on September 25, 2023 along with proposed Township Draft Plan Conditions (DPC) for the subdivision. There were no concerns identified by Senior Staff as of the writing of this Report.

A copy of the recommended Draft Plan Conditions are attached to this Report.

Official Plan:

The Official Plan identifies Donwood as a settlement area (recognized Hamlet). The subject property is designated 'Rural' and 'Industrial' in the Local Component of the County Official Plan. These designations do not permit a residential plan of subdivision, therefore an Official Plan Amendment (OPA) is required.

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.

The Hamlet designation refers to existing settlement areas which function as residential and commercial service nodes. They may contain a mix of residential, commercial, small scale industrial, public and institutional facilities (S. 6.2.3.1).

In the Township of Douro-Dummer, Donwood is recognized as a Growth Centre that does not have a Secondary Plan and/or other specific policies as contained in Section 6.3 (Urban Area policies). It is intended that the majority of future residential growth in Douro-Dummer shall be directed to the growth centres (Donwood, Douro & Warsaw). It is also intended that residential growth in these hamlets shall generally be limited to infilling and minor expansion within their existing designated areas. (S. 6.2.3.1).

In depth development by plan of subdivision, rather than strip development is the preferred method of development for Donwood (S. 6.2.3.1).

Growth in hamlets shall be consistent with environmental, physical and socio-economic conditions. Surrounding land uses, intensity of existing development and potential soil or ground water constraints shall be considered in assessing new development proposals and shall have regard for the policies outlined in Section 6.2.3.3.

The predominant use of land within the Hamlet designation shall be for single detached residential dwellings (S. 6.2.3.2).

Section 7.13 of the Official Plan outlines the criteria for assessing plans of subdivision/condominium and requires the Township to have regard for the following considerations which are applicable to this subdivision application:

7.13.1 The proposed development is compatible with the existing scale of development in the area.

7.13.2 The proposed development is compatible with the Conservation Authority's regulations.

7.13.3 Access roads have the capability to support the additional traffic loads anticipated from the proposal and will be constructed to standards determined by the Township. Where upgrading and additional maintenance may be required, the Township shall assess the financial impact of these additional expenditures and may levy fees to offset these costs.

7.13.4 If an investigation of servicing options as outlined in Section 7.4 indicates that neither municipal nor communal servicing is feasible, lots shall have sufficient area so that a private well for water supply can be located without danger of contamination by the sewage system, and so that a serious draw down of groundwater levels beyond the boundaries of the lot itself can be avoided.

7.13.5 Where full municipal services are not available, the Township shall require the submission of a detailed hydrogeological report as per Section 7.4.6 which addresses the ability of the site to sustain residential development on the basis of private services. Minimum lot area standards will be established in the implementing Zoning By-law.

7.13.6 All lots should have frontage on an interior road, developed to municipal standards. Lots having direct access onto arterial roads shall generally not be permitted.

7.13.7 As many trees as possible shall be preserved, particularly mature and healthy stands of trees, and reforestation shall take place where necessary.

7.13.9 Any proposed plan of subdivision or condominium must not landlock any other parcel of land, and should be designed to allow for the integration of future residential development in the area.

7.13.10 The proposal shall be adequately served by existing levels of municipal services such as fire protection, police protection, garbage collection and school facilities. Any proposal requiring substantial upgrading to existing services beyond the present financial capability should generally not be permitted.

7.13.11 Residential subdivision or condominium developments shall be encouraged to locate in designated growth centres as identified on the Land Use Schedules... Where possible, but especially for development on full services, mixed-use developments, narrowing of streets, reducing parking requirements, incorporation of pedestrian walkways/linkages, open spaces, variations of lot sizes, unit types, and a mix of storefront retail and residential zoning are encouraged in order to ensure more complete and livable neighborhoods for residents. Smaller driveways, wider sidewalks, curbside parking and narrower streets are also encouraged.

7.13.12 The Township shall enter into a development agreement with each developer as a condition of the approval of a plan of subdivision or condominium. This agreement will set out the internal and external services which the Township will require the developer to provide.

7.13.15 The Township shall have regard for the compatibility of the proposed development with designated environmental areas.

With the implementation of the recommended draft plan conditions and the satisfactory peer review of all supporting technical studies and reports, the Amendment appears to conform to the Local Component of the County Official Plan.

Zoning By-law:

The subject property is zoned Rural (RU) in the Township's Zoning By-Law. 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), the Special District 254 Zone (S.D. 254) and the Special District 171 Zone (S.D. 171).

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

Growth Plan for the Greater Golden Horseshoe (Growth Plan):

Section 2.2.9.7 of the Growth Plan permits minor adjustments to rural settlements outside of a municipal comprehensive review provided:

- the affected settlement area is not in the Greenbelt Area
- the change would constitute minor rounding out of existing development, in keeping with the rural character of the area
- confirmation that water and wastewater servicing can be provided in an appropriate manner that is suitable for the long-term with no negative impacts on water, and
- Sections 2 (Wise Use and Management of Resources) and 3 (Protecting Public Health and Safety) of the Provincial Policy Statement (PPS) are applied.

The subject property is not located in the Greenbelt Area, and the Amendment would constitute a rounding out of the existing development in the hamlet of Donwood.

Hydrogeological studies have been completed, to the satisfaction of peer reviewers working on behalf of the County and Township, which conclude there is a suitable supply of well water and sufficient area for septic systems that will not have a negative impact on water in the area.

Section 2.2.5.10 of the Growth Plan permits the conversion of employment areas to a designation that permits non-employment uses, provided:

- There is a need for the conversion
- The proposed use would not adversely affect the overall viability of the employment area
- There is existing or planned infrastructure and servicing available to accommodate the proposed uses.
- The employment area is not identified as provincially significant, and
- A significant number of jobs is maintained.

The Official Plan Amendment proposes to remove the 'Industrial' land use designation from the subject property to facilitate the related subdivision. The area being removed has remained undeveloped for an industrial use and has very limited access from the County Road. Removing the Industrial designation would be compatible with the existing residential uses in the area and would provide for additional housing in the Township.

Infrastructure and servicing is planned through the subdivision application. The subject property is not presently identified as a provincially significant employment area and all existing jobs will be maintained.

The subject property contains the following key hydrologic features: non-evaluated wetlands, streams and seeps. Sections 4.2.3 and 4.2.4.1(c) of the Growth Plan state that development and site alteration, including lot creation, is not permitted in key hydrologic features or the minimum 30 metre vegetation protection zone (VPZ) surrounding the feature.

Any development within 120 metres of a key hydrologic feature will require a Natural Heritage Evaluation. An Environmental Impact Study and subsequent addendums have been prepared in support of the applications and have been peer reviewed by the Otonabee Region Conservation Authority (ORCA) who have agreed with the findings of the reports and have indicated that the applications conform to Sections 4.2.3 and 4.2.4 of the Growth Plan. ORCA has provided the County of Peterborough with recommended draft plan conditions for the plan of subdivision.

The Official Plan and Zoning By-law Amendments include policies and regulations to further support the protection of the natural heritage features from development.

Based on the above, the proposed subdivision appears to conform to the Growth Plan.

Provincial Policy Statement (PPS):

Section 1.1.3.1 and 1.1.4.2 state that settlement areas and rural settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

While Section 1.1.3.8 of the PPS allows expansions to settlement areas only at the time of a comprehensive review, the Growth Plan permits adjustments to rural settlement areas outside of a municipal comprehensive review. Since the Growth Plan takes precedence, and the application appears to conform to the applicable section of the Growth Plan (outlined above), there does not appear to be any conflict with PPS policy.

When directing development to rural settlement areas, consideration shall be given to rural characteristics, the scale of the development and the provision of appropriate service levels (S.1.1.4.3). The size of lots proposed in the related subdivision application are consistent with those found in more rural areas, and it has been demonstrated through Hydrogeological Studies that there is sufficient groundwater available to service the new lots.

Section 1.3.2.5 of the PPS states that lands within existing employment areas may be converted to a designation that permits non-employment uses provided the area has not been identified as provincially or regionally significant, and provided:

- There is a need for the conversion and the land is not required for employment over the long term,
- The proposed uses would not adversely affect the overall viability of the employment area, and
- Existing or planned infrastructure is available to accommodate the proposed uses.

As noted above, the area has not been identified as a provincially or regionally significant employment area; only a limited amount of lands designated Industrial will be removed to allow for needed residential development; and the infrastructure planned via the proposed subdivision is suitable to accommodate the proposed residential use.

Section 2.1.1 of the PPS states that natural features and areas shall be protected for the long term. Additionally, Section 2.2.1 requires planning authorities to protect, improve or restore the quality and quantity of water by maintaining linkages and functions of ground and surface water features, hydrologic functions and natural heritage features.

As noted above, an Environmental Impact Study and addendums have been prepared in support of the applications and have been peer reviewed by the Otonabee Region Conservation Authority (ORCA) and in correspondence dated January 26, 2023, ORCA agreed with the findings of the reports and have indicated that the applications are consistent with Sections 2.1 and 2.2 of the PPS.

Section 3.1.1 states that development shall generally be directed to areas outside of hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards. Section 3.1.2 of the PPS further states that development and site alteration shall not be permitted in areas that would be rendered inaccessible to people and vehicles during times of flooding hazards, erosion hazards and/or dynamic beach hazards, unless it has been demonstrated that the site has safe access appropriate for the nature of the development and the natural hazard

A Flood Hazard Assessment was completed in support of the applications and reviewed by ORCA. In their January 26, 2023 correspondence, ORCA indicated that the assessed Flood Hazard Limit has been delineated on the Draft Plan and the natural channel allowance has been expanded. With the proposed lots being illustrated to be outside the hazard, it is the opinion of Otonabee Conservation that the proposed applications are consistent with Section 3.1 of the PPS.

ORCA has indicated that the applications are consistent with Section 3.1 of the PPS, although it should be noted that ORCA has cautioned that because the design intends to allow water to flow through the culvert and flow over the road as weir flow in times of major flooding (100-year storm), there is increased potential for erosion/scouring of

the roadbed and complete failure of the road and loss of access for emergency vehicles. The application however, remains consistent with the PPS since the depth of water (0.09m) is not considered a regulatory hazard. Township Staff believe that Conditions 3 and 12 of the attached recommended draft plan conditions are suitable to ensure detailed engineering drawings are provided to the satisfaction of the Township. However, if modifications to the conditions are required, Condition 2 of the attached recommended draft plan conditions provides flexibility for the Township and County as Approval Authority to make the necessary revisions.

A copy of ORCA's correspondence dated January 26, 2023 is attached to this Report.

The proposed subdivision appears to be consistent with the Provincial Policy Statement.

Public Comments:

Two members of the public provided comments and/or requested to be notified at the time of the Notice of Complete Application. Staff did ensure that the two members of the public were notified of the public meeting by regular mail and were also provided a link to the Public Meeting and Agenda.

During the Notice circulation for the OPA and ZBA, comments were received by two separate individuals on behalf of the owner of 174 County Road 4 who had objections to the applications. The owner of the property was unable to provide comments due to health issues and technical difficulties, however, the opposition can be summarized as relating to her house (lot) not being on the map, nor are the houses of her neighbours. Additional concerns related to the location of the right of way to the property and an issue with the lawyer and a dispute of her lot line abutting this property.

Township staff reviewed the mapping provided in the Notice and confirmed with the individual writing on behalf of the owner of 174 County Road 4, that all of the lots noted above were identified. Links were provided by the Clerk which contained reports and information relating to the right-of-way and the applications.

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

Conclusion:

With the implementation of the recommended draft plan conditions, the proposed plan of subdivision has demonstrated consistency and conformity to the Official Plan, Growth Plan and Provincial Policy Statement. The proposed expansion of the Donwood Hamlet is minor and represents a residential infilling development opportunity. The removal of the lands from the Industrial designation will not result in the loss of any existing employment lands related jobs.

Financial Impact:

Required application fees have been submitted with the draft plan of subdivision application. The proposed draft plan conditions contain a requirement that the Developer/Owner agree to satisfy all development requirements of the Township, financial and otherwise, concerning the provision of roads, installation of services, drainage and landscaping.

Strategic Plan Applicability:

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

Report Approval Details

Document Title:	15T-21006 (162 County Road 4 - Clancy) Draft Plan Conditions.docx
Attachments:	<ul style="list-style-type: none"> - 15T-21006 (Revised August 24, 2022).pdf - Clancy Cover Letter_4th Submission - DP_OPA_ZBA.pdf - Stantec let_SWM_Peer_Review_Comment_20230926.pdf - DM Wills 3rd Submission Peer Review Comment Letter 20089-008 (March 9, 2023).pdf - Township Recommended Draft Plan Conditions (October 17, 2023).pdf - R-08-21 Draft By-law (September 25, 2023).pdf - 2023-01-26 - ORCA Comments DP Conditions.pdf
Final Approval Date:	Oct 11, 2023

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

Martina Chait-Hartwig

Elana Arthurs



January 26, 2023

Keziah Holden, Senior Planner
County of Peterborough, Land Division Committee
Peterborough, Ontario

Christina Coulter, Planner
Township of Douro Dummer, Committee of Adjustment
Warsaw, Ontario

Re: 3rd Submission, Clancy Plan of Subdivision
Files: 15T-21006, 15OP-21010 and R-08-21;
Location: 162 County Road 4, Douro Ward; 1522 010 004 10100
ORCA Files: PPLD-2189, PPLD-2190, and PPLD-2191

Dear Ms. Holden and Ms. Coulter,

The Otonabee Region Conservation Authority (Otonabee Conservation) has received and reviewed the **3rd circulated submission** of the proposed Draft Plan of Subdivision Application (15T-21006), Official Plan Amendment 15OP-21010 (OPA), and Zoning By-law Amendment R-08-21 (ZBLA) for the property noted above.

Otonabee Conservation is of the opinion that the proposed applications are in conformity and consistency with applicable provincial policy listed below. The following comments may be addressed at Detail Design and the permitting stage.

The application for Draft Plan of Subdivision (The Plan) is to establish a 25-unit residential plan of subdivision consisting of single-detached dwellings, single road with a water-crossing terminating in a cul-de-sac, with stormwater management (SWM) infrastructure. The SWM design will create a natural channel design to the existing watercourse before entering the County right-of-way and culvert, ultimately draining to a large natural system downstream.

The Official Plan Amendment proposes to expand the Hamlet Area Boundary and redesignate the subject lands to 'Hamlet' and 'Recreational – Open Space'.

The zoning by-law amendment will rezone Block 27 and proposed stormwater management pond, Block 26, to 'Open Space (OS)' Zone and the remaining portions to 'Hamlet Residential (HR)' Zone. Block 26 has been expanded to include access and the mapped flooding hazard on the on east side of the Draft Plan.

The subject property has a total area of 28.61 hectares, fronting a single access point on to County Road 4. The property is located on the boundary of the Donwood settlement area with a residential community to the south, a hill slope to the northwest with wetlands to the northwest and north. A Headwater Drainage Feature (key hydrological feature) bisects the former agricultural field, north to south, connecting the northern wetlands to a riverine wetland associated with Whitlaw/ Meade Creek south of County Road 4.

The Regulatory floodplain of the North Meade Creek enters the site from the east and has been excluded from development in Block 26.

Otonabee Conservation staff have reviewed the latest submitted documents listed below with previous submissions in accordance with our mandate and policies and now offers the following comments.

- Planning Justification Report (PJR, IPS No. 20-916) prepared by Innovative Planning Solutions (IPS), May 2021.
- Environmental Impact Study (EIS, Ref. No. 9208-003) prepared by Cambium, March 11, 2021.
- 2nd Submission Technical Review Comment & Response Matrix for 162 County Road 4, prepared by Innovative Planning Solutions (IPS), including responses from WMI and Cambium, dated October 11, 2022. Revised Hydrogeological Assessment (Project 2020-23) prepared by Ian D. Wilson Associates Limited Consulting Hydrogeologists, March 15, 2021.
- Preliminary Stormwater Management Report – 162 County Road 4 (WMI & Associates Ltd., Rev. October 2022)
 - FIG 1 Site Location Plan (WMI & Associates Ltd.)
 - FIG 2 Pre-Development Drainage Plan (WMI & Associates Ltd.)
 - FIG 3 Post-Development Drainage Plan (WMI & Associates Ltd.)
 - FIG 4 Conceptual Site Servicing Plan (WMI & Associates Ltd.,)
 - FIG 5 Conceptual Lot Grading Plan (WMI & Associates Ltd.,)
- Flood Hazard Assessment Summary (WMI Files #20-612) prepared by WMI & Associates Limited, May 5, 2021.
- Draft Plan of Subdivision (Innovative Planning Solutions, rev. August 24, 2022)

Otonabee Conservation's mandate and role in this application are highlighted below:

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

The assessed Flood Hazard Limit has been delineated on the Draft Plan and the natural channel allowance has been expanded. With the proposed lots being illustrated to be outside the hazard, **it is the opinion of Otonabee Conservation that the proposed applications are consistent with Section 3.1 of the Provincial Policy Statement (PPS).**

A note to the municipal staff: The Street A crossing is the only access point for 13 residential lots. The current design does not have the capacity to convey the 100-year storm flows. The crossing is designed to allow water to flow through the 900mm diameter culvert **and** flow over the road as weir flow. While the depth of water (0.09m) is not considered a regulatory hazard, water flowing over the road berm will increase the potential for erosion/scouring of the roadbed and complete failure of the road and loss of access for emergency vehicles.

Technical issues have been identified and are articulated in the accompanying technical memo (ENG Review, dated January 16, 2023).

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

A response matrix was submitted in response to ORCA comments. ORCA staff attended the site with Cambium and the landowner April 22, 2022. According to the EIS, two large non-provincially significant wetlands, a headwater drainage feature (HDF)/watercourse, significant wildlife habitat, and potential habitat of endangered and threatened species are present on the subject property and adjacent lands.

The response matrix notes the proposal offers Previous Block 26 (from first submission) has been divided into 3 blocks; Block 27 – Environmental Block 28 – Environmental Block 29 – maintained as Rural/Agricultural. The OPA and ZBA propose designations and zoning for the wetland and the 30m buffer to restrict all development.

It is the opinion of Otonabee Conservation that the proposed blocks are appropriately zoned and designed. **Therefore, it is the opinion of Otonabee Conservation that the proposed**

applications are consistent with sections 2.1 and 2.2 of the PPS and in conformity with sections 4.2.3 and 4.2.4 of the Growth Plan of the Greater Golden Horseshoe.

Please review the accompanying technical memo (Ecological Review, dated January 18th, 2023) to be addressed at detail design.

3. *Otonabee Conservation has reviewed the application through a regulatory lens. Under Ontario Regulation 167/06, this Authority's 'Development, Interference with Wetlands and Alterations to Shorelines and Watercourses' regulation under Section 28 of the Conservation Authorities Act, any development, interference with or alteration within a flooding hazard, erosion hazard, watercourse, wetland and their adjacent lands/areas of interference requires a permit from the Authority. When an application is circulated under the Planning Act will also require an Otonabee Conservation permit, it is the practice of the Authority to establish the policy requirements of both processes during the planning stage.*


The subject property is subject to Ontario Regulation 167/06, Otonabee Conservation's "development, interference with wetlands and alterations to shorelines and watercourses" regulation. **Permits for development will be required from this agency. The listed comments are to be addressed as part of an ORCA permit application.**

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

It was determined that the subject property is not located within an area that is subject to the policies contained in the SPP.

Please contact me if you have any further questions or concerns.

Best Regards,



Matthew Wilkinson
Planner

DRAFT PLAN CONDITIONS

1. Prior to the registration of the Plan of Subdivision, and any on-site grading or construction, Otonabee Conservation must have reviewed and approved all qualifying report(s) describing:
2. The Road Crossing is to be designed to the satisfaction of the Township.
3. Work Sequence Plan is to be submitted.
4. A fence, suitable to the municipality, shall be installed along the rear lots/side lots/back lots or blocks backing onto the watercourse, and Stormwater infrastructure.
5. A Monitoring Program for mitigation effectiveness, and listed EIS recommendations, is to be submitted and will include a plan for potential downstream erosion resulting from the stormwater management facility to the Otonabee Conservation satisfaction. This monitoring plan must include monitoring through pre- and post construction.

Stormwater Management Conditions

6. The intended means of conveying stormwater runoff in terms of quantity, frequency and duration for all required storm events up to and including the 1:100-year storm event;
 - a. The intended means of conveying stormwater flow through and from the site, including use of stormwater management quality measures, both temporary and permanent, which are appropriate and in accordance with the Ministry of the Environment (MOE) "Stormwater Management Planning and Design Manual," March 2003 and the Credit Valley Conservation (CVC) and Toronto and Region Conservation Authority (TRCA) "Low Impact Development Stormwater Management Planning and Design Guide," 2010;
 - b. The means whereby erosion and sedimentation and their effects will be minimized on the site during and after construction. These means should be in accordance with the Greater Golden Horseshoe Area (GGHA) "Erosion and Sediment Control

Guidelines for Urban Construction,” December 2006. At a minimum, the erosion and sediment control plan shall incorporate the following:

- i. a proactive, multi-barrier approach to erosion and sediment control, with an emphasis of preventing erosion on site during all phases of construction.
 - ii. a phased approach whereby the extent of grading and disturbed area is limited to only those areas necessary for immediate construction.
 - iii. detailed construction staging plans, including installation details, inspection, repair and maintenance requirements, a spill management plan and contingency for additional measures.
 - c. Site soil conditions, including grain size distribution profiles, infiltration capabilities, erosion potential, as well as bedrock and groundwater elevations;
 - d. Site grading plans; and
 - e. Means of maintaining a pre-development water balance to the site.
7. Low Impact Development (LID) methods should consider the Credit Valley Conservation (CVC) and Toronto Region Conservation Authority (TRCA) “Low Impact Development Stormwater Management and Design Guide” 2010.

Sediment and Erosion Controls

8. A suitable temporary barrier to work fence prior to and during construction or regrading along the rear of blocks adjacent to the (natural heritage system, watercourse, stormwater management block).
9. All Grading related works shall take place in accordance with the approved:
- f. Erosion Sediment Control Plans;
 - g. Timing windows to avoid periods of high run-off volumes;
 - h. Grading plans resulting in minimize changes in land contours.
- All disturbed areas of the site should be stabilized and revegetated immediately. The timing of grading shall take place in consultation with Otonabee Conservation.

Environmental/Ecological

10. The proposed development should adhere to the recommendations in the Environmental Impact Study - 162 County Road 4 prepared by Cambium dated March 11, 2021.
11. To maintain or enhance natural cover, and be consistent with study recommendations, a Landscaping Plan for Block 26 is to be submitted to the satisfaction of Otonabee Conservation.
12. A formal comment from the developers ecologist stating the engineered Natural Channel Design and mitigations proposed are appropriate and effective is to be submitted to the satisfaction of Otonabee Conservation.

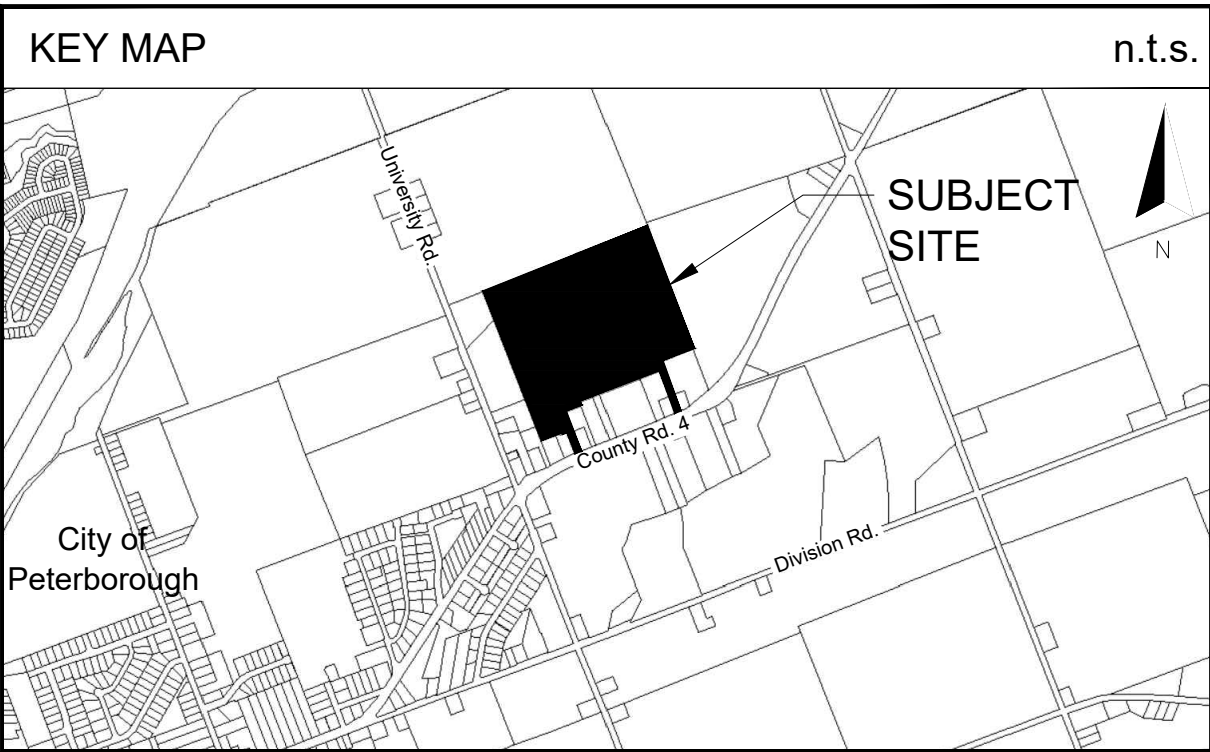
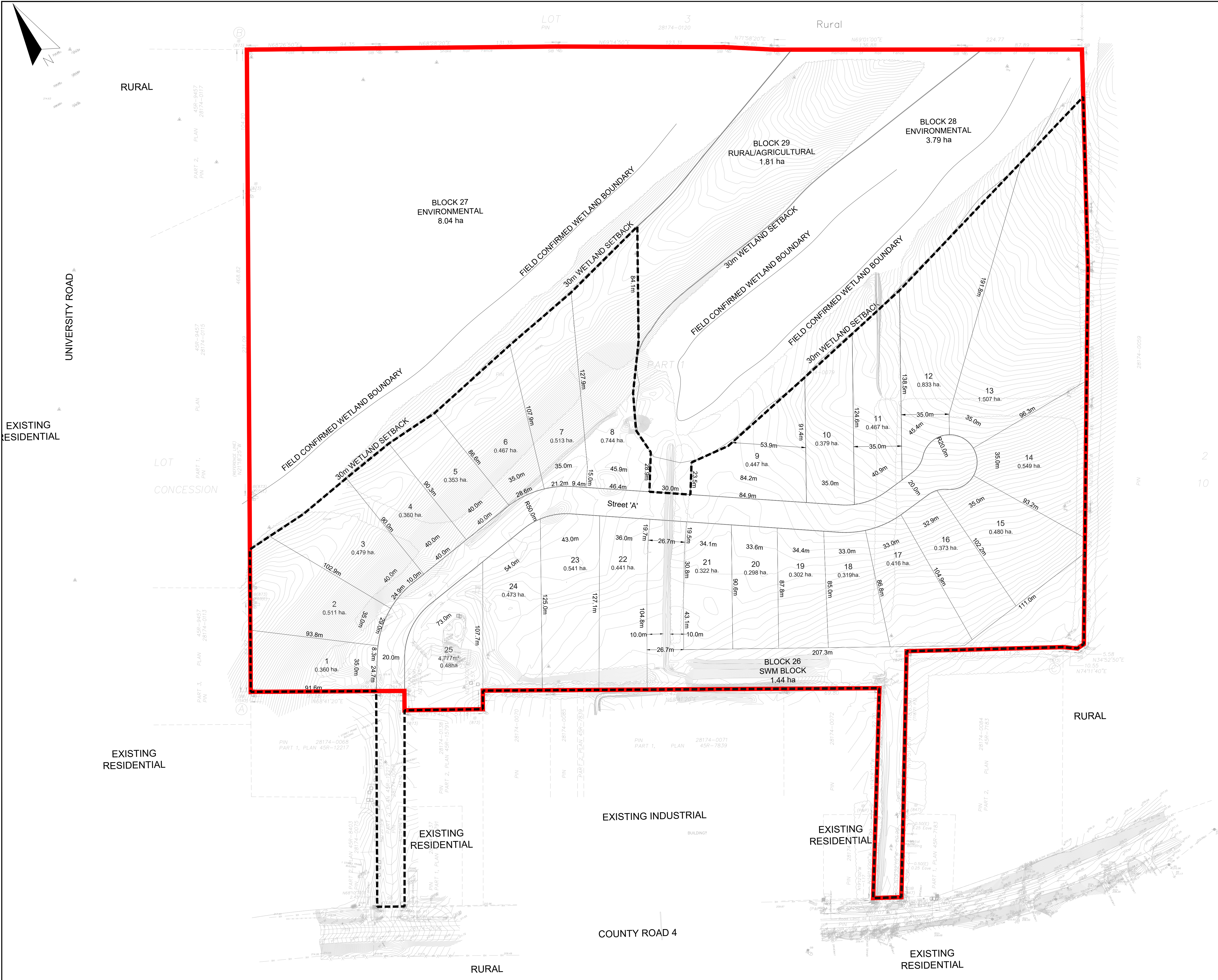
13. The boundaries of the development envelope are to be clearly delineated with suitable fencing on the ground along the buffer areas of the wetland, watercourse and flooding hazards prior to any site preparation or construction activities.
14. A landscape/vegetation plan shall be submitted to the satisfaction of Otonabee Conservation. Landscaping plans shall be restricted to native plants and trees, and surrounding areas to be kept natural to prevent the spread of non-native species.

Prior to Registration

15. The Owner design and constructs, stabilizes and has in operation all stormwater management facilities and stormwater outfalls, or appropriate alternative measures, in accordance with the approved Stormwater Management Plan. The Owner agrees to plant all vegetation (which is not required for stabilization) within 12 months of draft plan registration as per the approved landscape drawings.
16. Any disturbed soils shall be stabilized within 90 days of being disturbed until the release of the Subdivision agreement on the block/lot so disturbed.
17. Subdivision Agreement between the owner and the municipality shall contain the following provisions in wording acceptable to Otonabee Conservation:
 - a) That the owner agrees to implement the works referred to in the above-noted conditions. The approved report(s) should be referenced in the Subdivision Agreement.
 - b) That the owner agrees to maintain all stormwater management, erosion and sediment control structures operating in good repair during the construction period. During construction and on an on-going basis, inspection and monitoring of the installation, maintenance and performance of all erosion and sediment control measures shall be conducted by a qualified professional.
 - c) That the owner agrees to notify Otonabee Conservation at least 48 hours prior to the initiation of any on-site development.
 - d) That the owner agrees to notify the Otonabee Region Conservation Authority at least 48 hours prior to the initiation of any on-site development.

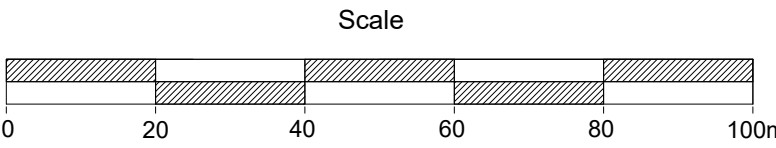
In order expedite the clearance of these conditions, a letter from the developer detailing how each individual condition has been satisfied should be provided to the Authority along with a copy of the signed Subdivision Agreement.

The applicant should also be aware that there is a fee associated with the clearance of conditions on Plans of Subdivision. The 2023 fee schedule list \$1,775 per developable hectare to a cap of \$27,750 and is due upon the request of a clearance letter.



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.



INNOVATIVE PLANNING SOLUTIONS

planners • project managers • land development

July 14, 2023

Township of Douro-Dummer

894 South Street

PO Box 92

Warsaw, ON

K0L 3A0

Attn: Christina Coulter, Planner

County of Peterborough

470 Water Street

Peterborough, ON

K9H 3M3

Attn: Keziah Holden, Senior Planner

**Re: 4th Submission - Draft Plan of Subdivision, Official Plan
Amendment & Zoning By-law Amendment Applications**
162 County Road 4
Township of Douro-Dummer

Innovative Planning Solutions (IPS), on behalf of Gerry Clancy is pleased to submit this 4th submission for applications for Draft Plan of Subdivision, Official Plan Amendment and Zoning By-law Amendment, on lands described above.

Submission materials are outlined on the table attached.

Should you have any questions, please do not hesitate to contact the undersigned.

Respectfully submitted,
Innovative Planning Solutions

A handwritten signature in blue ink that reads 'J. Hunter'.

James Hunter, BURPI.
Associate

4th SUBMISSION REQUIREMENTS TABLE

Item	Consultant	Date	
1	Digital Link: Provided directly to Township and County by email.	IPS	July 14, 2023
2	3 rd Submission Technical Review Comment & Response Matrix	IPS / Team	July 13, 2023
3	Draft Official Plan Amendment and Schedule (Revised)	IPS	June 12, 2023 Revised with Township & County
4	Draft Zoning Bylaw Amendment and Schedule – Township Final Draft	IPS / Township	June 12,2023 Revised with Township & County
5	Preliminary Stormwater Management Report (Update)	WMI	June 2023
6	Curve Lake Correspondence <ul style="list-style-type: none">Email Chain.Cheque Copy (File Fee).Curve Lake File Fee Letter.Ministry of Heritage, Sport, Tourism, and Culture Industries Registry.	Irvin Heritage Curve lake First Nation Ministry of Heritage, Sport, Tourism, and Culture Industries	2021-2023
7	Hydro One – Preliminary Design Drawings	Hydro One	December 3, 2022
8	Natural Channel Design Memo	Cambium	July 13, 2023
Drawings			
1	Draft Plan of Subdivision (Signed)	IPS / OLS / Applicant	May 31, 2023
2	Civil Engineering Drawing Package (Update)	WMI	July 13, 2023
3	Plan of Survey (Legal)	IBW Surveyors	January 23, 2023



Stantec Consulting Ltd.
300W-675 Cochrane Drive
Markham ON L3R 0B8

September 26, 2023

Project/File: 160900933

Attn: Keziah Holden, B.A. Senior Planner

County of Peterborough
470 Water Street
Peterborough, ON, K9H 3M3

Dear Keziah,

**Reference: Peer Review Comments – 4th Submission
Preliminary Stormwater Management Report
162 Country Road 4, Township of Douro-Dummer**

The County of Peterborough (the 'County') has received an application requesting acceptance in support of a planning level application of a Draft Plan of Subdivision located at 162 County Road 4 in the Township of Douro-Dummer, County of Peterborough (the 'site') and has requested Stantec Consulting Ltd. ('Stantec') to peer review the following documents in support of the proposed development:

- Preliminary Stormwater Management Report, 162 County Road 4, Township of Douro-Dummer, prepared by WMI Associated Limited, dated June 2023 ('SWM Report')
- 162 County Road 4, Township of Douro-Dummer, 3rd Submission Comment Matrix (For 4th Submission), dated July 13, 2023.

This letter details the results of the peer review comments pertaining to the abovementioned study.

Comments

1. **Stantec January 2023:** During detailed design, roadside ditch calculations will be required to demonstrate that they will be able to provide the required quality control and can adequately convey both the minor and major storm events.

WMI July 2023: Will be provided during detailed design.

Stantec September 2023: No further comment

Reference: Peer Review Comments – 4th Submission Preliminary Stormwater Management Report 162 Country Road 4, Township of Douro-Dummer

2. **Stantec January 2023:** During detailed design, low impact design (LID) measures should be designed using infiltration rates determined by in-situ field testing in the vicinity of the proposed infiltration measures (LID).

WMI July 2023: Will be provided during detailed design.

Stantec September 2023: No further comment.

3. **Stantec January 2023:** Appendix B: Drawdown Calculations

During detailed design, please confirm if the C_2 and C_3 values used in the drawdown calculation are based on the stage or the head above the orifice.

WMI July 2023: Will be provided during detailed design.

Stantec September 2023: No further comment

4. Appendix B: Culvert Calculations and Swale Calculation

a) **Stantec January 2023:** Knowing the max capacity of the swales, the max conveyance capacity of culverts and providing rating curves is helpful; however, it would be beneficial to know what the actual anticipated normal depths, headwater elevations, and freeboard would be during both the minor and major storm events.

WMI July 2023: Culvert and Swale rating table spreadsheets have been updated to list each design storm and their associated peak flows. The rating tables provide all of the parameters requested indicating where each storm event falls within the table.

Stantec September 2023: No further comment

b) **Stantec January 2023:** Based on the FlowMaster output, Block C Channel does not appear to have any freeboard when conveying the 100-year unattenuated flow (pond inflow is $2.475 \text{ m}^3/\text{s}$ and the max capacity of the channel is $2.524 \text{ m}^3/\text{s}$). Is there an opportunity to provide some freeboard.

WMI July 2023: Block C will convey the controlled peak flows released from the SWM facility. The pond inflow of 2.475 cms (uncontrolled 100-yr peak flow) will be attenuated within the SWM facility and released at a rate of 1.812 cms (controlled 100-yr peak flow).

The grading of the Block C channel will inherently provide additional freeboard beyond that expressed in the cross-sections and associated calculations as the 3.0 m maintenance access to the west and the top of bank to the east are slightly higher than the top of bank elevation used within the hydraulic calculations.

Reference: Peer Review Comments – 4th Submission Preliminary Stormwater Management Report 162 Country Road 4,
Township of Douro-Dummer

Stantec September 2023: No further comment

5. **Stantec January 2023:** Please provide information (i.e. existing/proposed operating conditions during both a minor and major storm event) for Street A crossing at County Road 4. Safe ingress/egress should be provided as it is the only access point for the residential lots.

WMI July 2023: Additional calculations have been provided to demonstrate that safe ingress/egress is provided at the County Road 4 site entrance. Refer to Appendix B of the Preliminary SWM Report.

Stantec September 2023: No further comment

Sincerely,

Stantec Consulting Ltd.



Mustafa Mukhtar P.Eng.
Water Resources Engineer
Phone: 905-944-6833
mustafa.mukhtar@stantec.com



March 9, 2023

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

Attention: Martina Chait, Deputy Clerk

Dear Ms. Chait,

**Re: 162 County Road 4 – Draft Plan of Subdivision
Township of Douro-Dummer
Technical Peer Review – 3rd Submission
D.M. Wills Project No. 20089-008**

D.M. Wills Associates Limited (Wills) has been retained by the Township of Douro-Dummer to complete a Technical Peer Review of the proposed Draft Plan of Subdivision located at 162 County Road 4. The proposed Draft Plan of Subdivision was prepared by Innovative Planning Solutions on behalf of Gerry Clancy.

The following information was received as part of this Peer Review:

- Comment Response Matrix, prepared by Innovative Planning Solutions, dated March 9, 2022.
- Draft Official Plan Amendment and Schedule, prepared by Innovative Planning Solutions, dated August 24, 2022.
- Draft Zoning Bylaw Amendment and Schedule, prepared by Innovative Planning Solutions, dated August 24, 2022.
- Preliminary Stormwater Management Report, prepared by WMI & Associates Limited, dated October 2022.
- Environmental Impact Study Response, prepared by Cambium, dated March 1, 2022.
- Traffic Impact Study, prepared by J.D. Engineering, dated December 22, 2021.
- Hydrogeological Assessment, prepared by Wilson Associates Limited, dated January 14, 2022.
- Draft Plan of Subdivision, prepared by Innovative Planning Solutions, dated March 4, 2022.
- Preliminary Engineering Design Drawings, prepared by WMI & Associates Limited, dated October 7, 2022.



D.M. Wills Associates Limited

150 Jameson Drive, Peterborough, Ontario, Canada K9J 0B9

P. 705.742.2297 F. 705.742.2297 E. wills@dmwills.com

All items were reviewed as background information; however, the scope of this Technical Peer Review is limited to the Preliminary Stormwater Management Report, Engineering Design Drawings and Hydrogeological Assessment.

Comments

Based on the information provided, we have the following comments regarding the proposed design.

1.0 Preliminary Stormwater Management Report

All outstanding comments with respect to the Preliminary Stormwater Management Report have been satisfactorily addressed for Draft Plan Approval. During detailed design, the following comments should be addressed.

- 1.1 Hydrologic calculations were not provided for catchment **POST1**. In review of the model output the following concerns were noted:
 - The STANDHYD command should not be used for catchments with less than 20% impervious.
 - The directly connected impervious ratio modelled is only 1%, which is not representative of the developed lots or roadway.
 - The impervious manning's n value should be 0.013.
 - The impervious flow length should be reviewed and should represent a typical impervious flow path for the STANDHYD command. For this catchment it should represent half the roadway width as the roadway does not propose curbs or gutters.
- 1.2 Provide capacity calculations for the roadside ditches, rear yard swales and driveway culverts.
- 1.3 Provide culverts at the proposed entrances in accordance with County of Peterborough standards.
- 1.4 The proposed hicken-bottom outlet structure should be revised to prevent standing water from being trapped within the outlet pipe. Based on the current outlet detail, the outlet pipe will be prone to freezing and has the potential to burst. Furthermore, the orifice plate should be mounted to the upstream side of the concrete headwall to reduce the force on the lag screws.

- 1.5 Provide a stand-alone Stormwater Management Operation and Maintenance manual. The manual should summarize the stormwater management objectives of the development and provide an overview of each stormwater and low impact development feature proposed to achieve these objectives. A description of the operation, inspection and maintenance requirements shall be provided for each feature that is to be assumed by the Township. Maintenance requirements shall include routine and non-routine items, with an estimated frequency. An inspection checklist shall also be provided for Township staff to use during site visits.
- 1.6 If low impact development features are proposed on private property, a home owner's guide is to be prepared outlining the purpose, operation and maintenance requirements of the proposed features.
- 1.7 A detailed landscaping and pond planting plan shall be provided.

2.0 Hydrogeological Assessment

All outstanding comments with respect to the Hydrogeological Assessment have been satisfactorily addressed. We have no further comments at this time.

3.0 Grading and Servicing Design

- 3.1 Please provide a typical roadway cross-section to confirm that the proposed 20.0 m right-of-way is of sufficient width. If easements are anticipated to be required to accommodate utilities, please advise on the anticipated easement width.

We trust that this information is suitable for your purposes at this time. Please contact our office if you have any questions or require clarification.

Respectfully submitted,



Chris Proctor-Bennett, P.Eng.
Assistant Manager,
Water Resources



Ian Ames, M.Sc., P.Geo.,
Group Leader,
Environmental Management

CPB/IA

Township Recommended Draft Plan Conditions

File No.: 15T-21006

Applicant: Gerald Clancy

Municipality: Douro-Dummer

Location: Part Lots 2 and 3, Concession 10, Douro Ward

Date of Conditions: October 17, 2023

The Township's conditions and amendments to final plan approval for registration of this draft plan of subdivision, file no. 15T-21006, are as follows:

No.	Conditions
------------	-------------------

1. Prior to the signing of the final plan by the Approval Authority, a Subdivision Agreement shall be entered into and executed by the Owner and the Township to satisfy all financial, legal, and engineering matters, including the design, provision and installation of roads, services, sidewalks, on-street illumination, tree plantings, walkways, daylight triangles, road signs, traffic signals, stormwater management facilities and drainage works, and all recommendations contained in related technical reports approved by the Township.
2. The Owner acknowledges and agrees that the draft plan of subdivision and associated conditions of draft approval may require revisions, to the satisfaction of the Township of Douro-Dummer, to implement or integrate any recommendations resulting from studies required as a condition of draft approval.
3. Prior to final approval of the draft plan, detailed engineering drawings will be provided by the Owner which will include, but not be limited to erosion and sediment control plans, grading control plans, plan and profile drawings of all underground and aboveground services, general plans, drainage plans, composite utility plans, stormwater management detail plans, landscaping plans, etc . to the satisfaction of the Township of Douro-Dummer.
4. The Owner will not remove any trees or topsoil from the lands within the draft plan or start any grading of the lands, without the prior written approval of the Township of Douro-Dummer.
5. All walkway blocks are to be designed and constructed to the satisfaction of the Township of Douro-Dummer. The Subdivision Agreement shall ensure the Owner and Township agree that all lots and blocks will be developed in accordance with the approved engineering design for the subdivision.

6. The Owner will acknowledge and agree in the Subdivision Agreement that building permits will not be issued for lands in any stage of development within the draft plan until the Township has been advised by the Fire Chief that acceptable access for firefighting equipment is available and a construction traffic management plan has been approved by the Township.
7. The Subdivision Agreement shall require the building permit application for each lot or block include individual lot grading and drainage plans and receive approval from the Township prior to the issuance of a building permit.
8. The Subdivision Agreement shall include reference to a Legal and Topographic survey, current to the existing conditions. The survey shall ensure the detailed design maintains and incorporates all boundary conditions. The existing grading shall remain undisturbed and vegetated for a minimum of 0.3 metres within the subdivision property limit.
9. The schedule to the Subdivision Agreement entitled "Special Warnings and Notices" shall incorporate a notice advising of the existence of the Township's Noise By-law and warning that construction activities within the subdivision may be subject to regulation and/or restrictions thereunder.
10. The Subdivision Agreement shall confirm the Owner agrees to convey to the Township, at no cost, the land comprising the new public streets, day-lighting triangles, and road widenings, as shown on the draft plan. Such land to be free and clear of all encumbrances.
11. Condition 10 will not be cleared without the additional conveyance to the Township, at no cost, the portion of lands identified as 160 County Road 4 and shown as Part 2 on Plan 45R-12217.
12. The Subdivision Agreement shall confirm that the Owner agrees to design and construct, entirely at the Owner's expense, the roadways as identified in Conditions 10 and 11, sidewalks, paved driveway aprons, areas for snow clearing / storage at cul-de-sacs, and all municipal services for the proposed subdivision, and any external improvements adjacent to the proposed subdivision in compliance or conformance with all current provincial and municipal guidelines and standards.
13. The Owner will name the roads included within the draft plan to the satisfaction of the Township of Douro-Dummer.

14. An Ontario Land Surveyor shall certify that the proposed lot frontages and areas appearing on the final plan conform to the requirements of the Township Zoning By-law No. 10-1996, as amended.
15. The Subdivision Agreement shall confirm that the Owner will provide a composite utility plan which will outline the proposed location of all the utilities proposed within the subdivision and any external utility works required to facilitate the connectivity of the proposed subdivision to existing utilities. Each utility will provide approval of the same composite utility plan for submission with the plan, as a Schedule of the Agreement.
16. The Subdivision Agreement shall confirm that the Owner will provide a comprehensive streetscaping plan showing all utilities, streetlights, street tree planting, and/or boulevard landscaping, specific to the detailed engineering design of the subdivision and to the satisfaction of the Township.
17. The Subdivision Agreement shall include provisions concerning the precise location of required fencing, commercial grade black vinyl chain link and/or acoustical fencing, specifically to delineate all future and existing Township owned blocks from private property.
18. The Subdivision Agreement shall provide for the installation of a stormwater management system in compliance or conformance with all current Provincial guidelines and standards and to the satisfaction of the Township. Furthermore, upon satisfactory final inspection, shall provide for the assumption of such systems by the Township. The construction and conveyance of the municipal infrastructure shall be at the Owner's expense and responsibility.
19. Prior to the signing of the final Plan by the Approval Authority, the Owner shall obtain an Environmental Compliance Approval (ECA) from the Ministry of the Environment, Conservation and Parks for the stormwater management system in accordance with the Ontario Water Resources Act and the Environmental Protection Act or the current municipal and/or provincial approval mechanism. The Subdivision Agreement shall reference the applicable ECA number(s).
20. Prior to final approval and registration of the Plan, the lands within this draft plan of Subdivision shall be appropriately zoned to the satisfaction of the Township. The Approval Authority is to be advised, in writing, by the Township of Douro-Dummer that the property has been rezoned with appropriate restrictions with the holding provision, if/where applicable, for the lands within the plan of subdivision.
21. 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.

22. That, the Owner agrees to implement all erosion and sediment control structures in a functional manner prior to the site disturbance and maintain these structures operating in good repair during and after the construction period, until such time as all disturbed soil surfaces have become stabilized and/or revegetated.
23. That, the Owner agrees that as-constructed testing, confirmation and engineering certification of stormwater infiltration rates is required as part of the assumption submission, to the satisfaction of the Township.
24. The Owner shall provide such easements as may be required for utility and/or drainage purposes shall be granted to the appropriate authority.
25. The Owner shall provide fire protection which may include sprinklers, dry hydrant (with or without underground tanks) to the satisfaction of the Township Fire Chief.
26. That the owner shall agree in writing to convey cash-in-lieu of parkland to the Township representing 5% of the value of the property as per Section 51.1 of the Planning Act.
27. That the Conceptual Site Servicing Plan demonstrate that septic location complies with the Township Zoning By-law No. 10-1996, as amended and the Ontario Building Code to the satisfaction of the Township Chief Building Official.
28. That any dead ends and open side of road allowance created by this draft plan be terminated in 0.3 metre reserves to be conveyed to the Township of Douro-Dummer at no cost.
29. The Developer/Owner shall agree in the Subdivision Agreement to include a 1.5 metre wide paved shoulder on one side of the new Township road allowance(s) and that the paved shoulder must be continuous.
30. The Developer/Owner shall agree in the Subdivision Agreement to provide dark sky compliant LED street lighting. The height of street lights should reflect a pedestrian scale and should be spaced between 18 and 20 metres apart.
31. The Developer/Owner shall agree in the Subdivision Agreement to be responsible for posting 911 civic addressing signage on the lots and all other required municipal signage to the satisfaction of the Township of Douro-Dummer.

32. The Developer/Owner agrees that the Subdivision Agreement will contain provisions that development charges, processing and administration fees be paid in accordance with the current Township of Douro-Dummer and County of Peterborough Development Charges By-laws.
33. The Subdivision Agreement between the Developer/Owner and the Township of Douro-Dummer shall include provisions whereby all Offers of Purchase and Sale will include information that satisfies Subsection 59(4) of the Development Charges Act.
34. The Developer/Owner shall agree in writing to satisfy all development requirements of the Township, financial and otherwise, concerning the provision of roads, installation of services, drainage and landscaping. Without limiting the generality of the foregoing, the Developer/Owner shall provide such securities, in a form acceptable to the Township, as the Township may require, to secure the performance of the obligations imposed by these conditions and the Subdivision Agreement.
35. The Developer/Owner shall agree to register the subdivision agreement on title at the Developer's/Owner's expense.

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), the Special District 171 Zone (S.D. 171) 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.

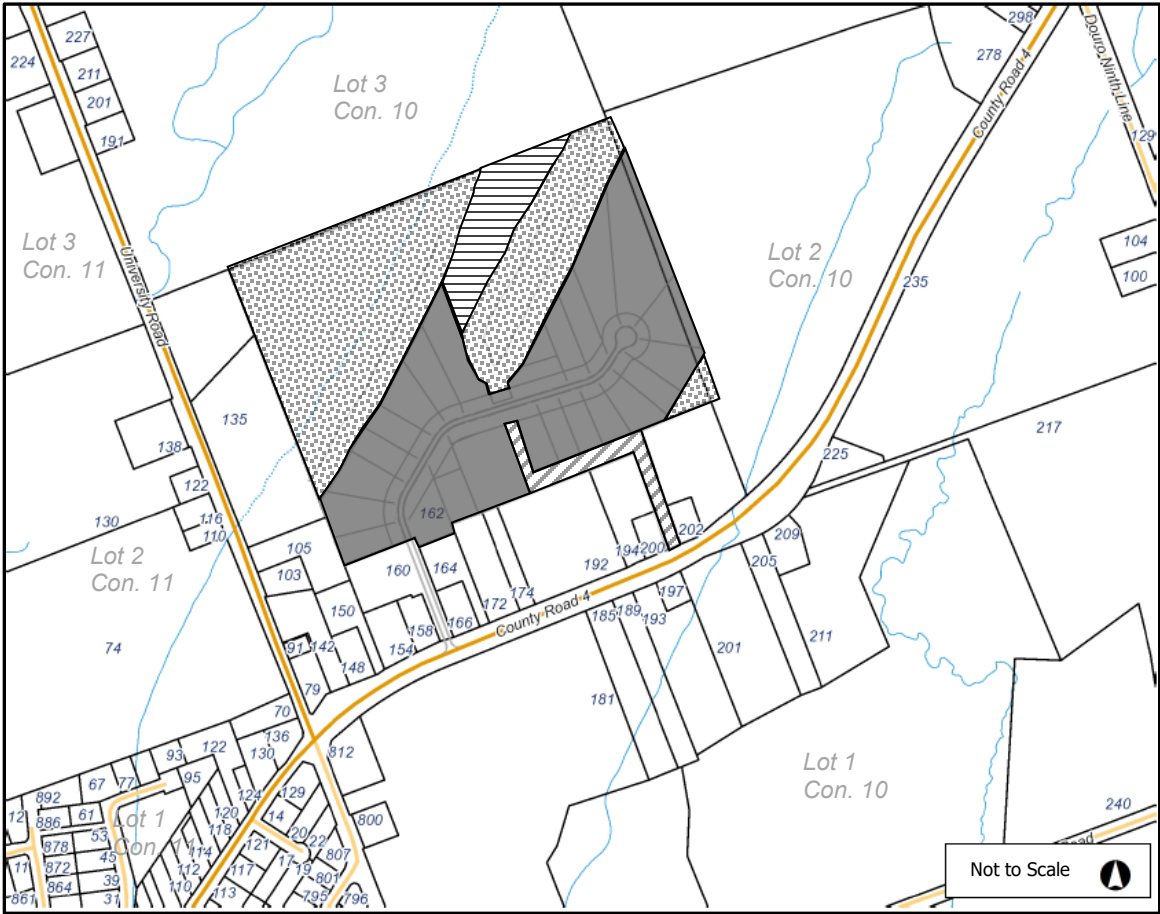
If no notice of objection is filed with the Clerk within the time provided, this By-law shall become effective on the date of passing hereof, subject to the provisions of The Planning Act, RSO 1990, as amended.





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

Mayor, Heather Watson

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

Clerk, Martina Chait-Hartwig

Township Recommended Draft Plan Conditions

File No.: 15T-21006

Applicant: Gerald Clancy

Municipality: Douro-Dummer

Location: Part Lots 2 and 3, Concession 10, Douro Ward

Date of Conditions: October 17, 2023

The Township's conditions and amendments to final plan approval for registration of this draft plan of subdivision, file no. 15T-21006, are as follows:

No.	Conditions
------------	-------------------

1. Prior to the signing of the final plan by the Approval Authority, a Subdivision Agreement shall be entered into and executed by the Owner and the Township to satisfy all financial, legal, and engineering matters, including the design, provision and installation of roads, services, sidewalks, on-street illumination, tree plantings, walkways, daylight triangles, road signs, traffic signals, stormwater management facilities and drainage works, and all recommendations contained in related technical reports approved by the Township.
2. The Owner acknowledges and agrees that the draft plan of subdivision and associated conditions of draft approval may require revisions, to the satisfaction of the Township of Douro-Dummer, to implement or integrate any recommendations resulting from studies required as a condition of draft approval.
3. Prior to final approval of the draft plan, detailed engineering drawings and supporting technical reports including but not limited to a stormwater management report will be provided by the Owner which will include, but not be limited to erosion and sediment control plans, grading control plans, plan and profile drawings of all underground and aboveground services, general plans, drainage plans, composite utility plans, stormwater management detail plans, landscaping plans, etc. to the satisfaction of the Township of Douro-Dummer.
4. The Owner will not remove any trees or topsoil from the lands within the draft plan or start any grading of the lands, without the prior written approval of the Township of Douro-Dummer.
5. All walkways are to be designed and constructed to the satisfaction of the Township of Douro-Dummer. The Subdivision Agreement shall ensure the Owner and Township agree that all lots, blocks and walkways will be developed in accordance with the approved engineering design for the subdivision.

6. The Owner will acknowledge and agree in the Subdivision Agreement that building permits will not be issued for lands in any stage of development within the draft plan until the Township has been advised by the Fire Chief that acceptable access for firefighting equipment is available and a construction traffic management plan has been approved by the Township.
7. The Subdivision Agreement shall require the building permit application for each lot or block include individual lot grading and drainage plans and receive approval from the Township prior to the issuance of a building permit.
8. The Subdivision Agreement shall include reference to a Legal and Topographic survey, current to the existing conditions. The survey shall ensure the detailed design maintains and incorporates all boundary conditions. The existing grading shall remain undisturbed and vegetated for a minimum of 0.3 metres within the subdivision property limit.
9. The schedule to the Subdivision Agreement entitled "Special Warnings and Notices" shall incorporate a notice advising of the existence of the Township's Noise By-law and warning that construction activities within the subdivision may be subject to regulation and/or restrictions thereunder.
10. The Subdivision Agreement shall confirm the Owner agrees to convey to the Township, at no cost, the land comprising the new public streets, day-lighting triangles, and road widenings, as shown on the draft plan. Such land to be free and clear of all encumbrances.
11. Condition 10 will not be cleared without the additional conveyance to the Township, at no cost, the portion of lands identified as 160 County Road 4 and shown as Part 2 on Plan 45R-12217.
12. The Subdivision Agreement shall confirm that the Owner agrees to design and construct, entirely at the Owner's expense, the roadways as identified in Conditions 10 and 11, sidewalks, paved driveway aprons, areas for snow clearing / storage at cul-de-sacs, and all municipal services for the proposed subdivision, and any external improvements adjacent to the proposed subdivision in compliance or conformance with all current provincial and municipal guidelines and standards.
13. The Owner will name the roads included within the draft plan to the satisfaction of the Township of Douro-Dummer.

14. An Ontario Land Surveyor shall certify that the proposed lot frontages and areas appearing on the final plan conform to the requirements of the Township Zoning By-law No. 10-1996, as amended.
15. The Subdivision Agreement shall confirm that the Owner will provide a composite utility plan which will outline the proposed location of all the utilities proposed within the subdivision and any external utility works required to facilitate the connectivity of the proposed subdivision to existing utilities. Each utility will provide approval of the same composite utility plan for submission with the plan, as a Schedule of the Agreement.
16. The Subdivision Agreement shall confirm that the Owner will provide a comprehensive streetscaping plan showing all utilities, streetlights, street tree planting, and/or boulevard landscaping, specific to the detailed engineering design of the subdivision and to the satisfaction of the Township.
17. The Subdivision Agreement shall include provisions concerning the precise location of required fencing, commercial grade black vinyl chain link and/or acoustical fencing, specifically to delineate all future and existing Township owned blocks from private property.
18. The Subdivision Agreement shall provide for the installation of a stormwater management system in compliance or conformance with all current Provincial guidelines and standards and to the satisfaction of the Township. Furthermore, upon satisfactory final inspection, shall provide for the assumption of such systems by the Township. The construction and conveyance of the municipal infrastructure shall be at the Owner's expense and responsibility.
19. Prior to the signing of the final Plan by the Approval Authority, the Owner shall obtain an Environmental Compliance Approval (ECA) from the Ministry of the Environment, Conservation and Parks for the stormwater management system in accordance with the Ontario Water Resources Act and the Environmental Protection Act or the current municipal and/or provincial approval mechanism. The Subdivision Agreement shall reference the applicable ECA number(s).
20. Prior to final approval and registration of the Plan, the lands within this draft plan of Subdivision shall be appropriately zoned to the satisfaction of the Township. The Approval Authority is to be advised, in writing, by the Township of Douro-Dummer that the property has been rezoned with appropriate restrictions with the holding provision, if/where applicable, for the lands within the plan of subdivision.
21. 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.

22. That, the Owner agrees to implement all erosion and sediment control structures in a functional manner prior to the site disturbance and maintain these structures operating in good repair during and after the construction period, until such time as all disturbed soil surfaces have become stabilized and/or revegetated.
23. That, the Owner agrees that as-constructed testing, confirmation and engineering certification of stormwater infiltration rates is required as part of the assumption submission, to the satisfaction of the Township.
24. The Owner shall provide such easements as may be required for utility and/or drainage purposes shall be granted to the appropriate authority.
25. The Owner shall provide fire protection which may include sprinklers, dry hydrant (with or without underground tanks) to the satisfaction of the Township Fire Chief.
26. That the owner shall agree in writing to convey cash-in-lieu of parkland to the Township representing 5% of the value of the property as per Section 51.1 of the Planning Act.
27. That the Conceptual Site Servicing Plan demonstrate that septic location complies with the Township Zoning By-law No. 10-1996, as amended and the Ontario Building Code to the satisfaction of the Township Chief Building Official.
28. That any dead ends and open side of road allowance created by this draft plan be terminated in 0.3 metre reserves to be conveyed to the Township of Douro-Dummer at no cost.
29. The Developer/Owner shall agree in the Subdivision Agreement to provide dark sky compliant LED street lighting. The height of street lights should reflect a pedestrian scale and should be spaced between 18 and 20 metres apart.
30. The Developer/Owner shall agree in the Subdivision Agreement to be responsible for posting 911 civic addressing signage on the lots and all other required municipal signage to the satisfaction of the Township of Douro-Dummer.
31. The Developer/Owner agrees that the Subdivision Agreement will contain provisions that development charges, processing and administration fees be paid in accordance with the current Township of Douro-Dummer and County of Peterborough Development Charges By-laws.

32. The Subdivision Agreement between the Developer/Owner and the Township of Douro-Dummer shall include provisions whereby all Offers of Purchase and Sale will include information that satisfies Subsection 59(4) of the Development Charges Act.
33. The Developer/Owner shall agree in writing to satisfy all development requirements of the Township, financial and otherwise, concerning the provision of roads, installation of services, drainage and landscaping. Without limiting the generality of the foregoing, the Developer/Owner shall provide such securities, in a form acceptable to the Township, as the Township may require, to secure the performance of the obligations imposed by these conditions and the Subdivision Agreement.
34. The Developer/Owner shall agree to register the subdivision agreement on title at the Developer's/Owner's expense.

Recommendation:

That the Clerk's Office-2023-26 report, dated October 17, 2023 regarding the Council and Committee of the Whole meeting schedule for 2024 be received and approved.

Overview:

Section 3.2 of the Procedural By-law states that "The Clerk shall, by November 30th of each calendar year, submit a schedule of the upcoming meetings for each Council year for consideration and adoption by the Council." I have prepared the proposed meeting schedule for the 2024 regular council meetings as required by the Procedural By-law and based on the schedule from years past. By adopting this schedule ahead of the year, it makes it easier to inform our ratepayers through our website and newsletter.

Conclusion:

By providing the 2024 Council meeting schedule in advance, both Council and the public are able to plan for the meetings in 2024 which adds transparency and increased public engagement.

Financial Impact: None.

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

Report Approval Details

Document Title:	2024 Regular Council Meeting Schedule.docx
Attachments:	- 2024 Regular Council Meeting Schedule.docx
Final Approval Date:	Oct 10, 2023

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

Elana Arthurs

2024 Council Meeting Schedule

Please note, this schedule only outlines the regularly scheduled meetings of Council. Other Council meetings (i.e. special, emergency, budget, etc.) may be held in addition to the following. Please check the Township's website www.dourodummer.ca on a regular basis to view agendas for Council meetings.

Regular Council Meetings

Month	First Meeting	Second Meeting
January	No Meeting	16
February	6	20
March	5	19
April	2	16
May	7	21
June	4	18
July	No Meeting	No Meeting
August	6	No Meeting
September	3	17
October	1	15
November	5	19
December	3	17

Recommendation:

That the C.A.O.-2023-26 report, dated October 17, 2023 regarding ORV Use in the Township of Douro-Dummer be received; and
That Council provide further direction on the use of ORVs on the County Roads; and
That Council provide further direction on the use of ORVs on Township Roads.

Overview:

At the Regular Council Meeting held on June 20, 2023, Council received Staff Report CAO – 2023-13 and adopted the following Resolution:

Resolution Number 213-2023

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the report, dated June 20, 2023 regarding Use of ORVs on Township Roads be received; that a request be sent to the County of Peterborough to allow ORVs on select County Roads as shown in Option B along with the inclusion of County Road 8 from Highway 28 east to County Road 38; and finally, that staff be requested to bring back a report regarding the possibility of allowing ORVs on Township roads. Carried

Township Staff made the request to the County of Peterborough as per the motion. County staff provided a report to County Council which is attached to this report for review. The report provides comments they received from other lower tier municipalities and specifically concerns from the Township of Selwyn who requested that the section of County Road 29 from Lakefield to County Road 6 be excluded.

The recommendation of County staff was adopted by County Council and reads as follows:

Moved by Councillor Lambshead

Seconded by Councillor Armstrong

That Report PPW 2023-20 Amendment to ORV By-law 2022-61 & 2023-31 be received; and,

That Report PPW 2023-20 and the comments on the proposed by-law amendment received from the lower tier municipalities be referred to the Council of the Township of Douro-Dummer for consideration.

The Resolution from Douro-Dummer Council also requested that staff bring back a report regarding the possibility of ORVs on Township Roads.

While public consultation has occurred in the past, Council's decision has been to prohibit off-road vehicles on Township roads. Council continues to hear from residents most recently through email and by way of delegations expressing their position on off-road vehicles, some in favour and some against.

There are a number of considerations that Council should be aware of when contemplating opening the roads to ORV use. While the legislation changed to expand the definition and allow the use, it left the onus on the municipality to put rules and regulations in place via by-law, to ensure safety and mitigate the risk to the municipality.

Staff requested that the insurance company provide their comments on liability concerns that have been raised. Comments related to items that should be considered when contemplating opening the roads was sent via email, a copy of which is attached to this report. Some of the specific considerations identified to reduce associated risk are listed below.

- Public Education: Conduct a public education campaign that leverages various communication channels to disseminate information regarding the new by-law that allows ORVs/ATVs to operate on designated municipal roads.
 - Non permissible activities
 - No driving in construction zones
 - No driving on the median of the roadway
 - Requirements for drivers
 - 16 yrs. or older
 - Holds valid G2 or M2 license
 - Headlights and taillights must be on at all times
 - Requirements for passengers
 - 8 yrs. or older
 - Requirements for safety measures (e.g. use of helmet and seatbelt) for driver and passenger
 - Responsibility of ATV operators
 - Ride according to road, trail, and weather conditions
 - Ride in designated areas only
- Signage: Install signage throughout the municipality that informs road users that ORVs and ATVs are allowed to operate on designated municipal road. This signage can provide the following information to the road users:
 - Speed limits of vehicles vs. ORVs/ATVs
 - Designated roads and trails for use by the ORVs/ATVs
 - Road sharing between vehicles and ORVs/ATVs
- Maintenance: Establish an inspection and maintenance program that would regularly inspect and maintain the municipal roads and shoulders that have been designated for use by ORVs/ATVs.
 - Establish an inspection policy, which should outline the required frequency and scope of inspections taken to identify safety hazards that require remedial actions
 - Establish a maintenance policy, which should outline the remedial actions, timelines, communication, and documentation associated with the repair and/or removal of any safety hazards
 - Establish a centralized documentation repository to house the inspection reports and work orders

In addition to the comments above, should Council wish to allow ORVs on unopened road allowances, I would request that further comments be provided from the insurance company to ensure we are aware of any additional associated risk that arise as a result of such decision.

In Peterborough County each Council has made the decision that best suits their respective municipality and all, with the exception of the Township of Cavan Monaghan allow, ORVs in some capacity on their roadways.

Conclusion:

Council has a number of options to consider.

Option #1

The existing By-law prohibiting off-road vehicles on municipal roadways remains in place with no changes

Option #2

Permit ORVs on the County Roads as request by Council at the meeting of June 20, 2023 with consideration given to the comments from the Township of Selwyn.

Option #3

Move forward with Option #2 and permit ORVs on a pilot basis on identified Township roads for a specific period of time.

Option #4

Move forward with Option #2 and permit ORVs on identified Township roads within the Township of Douro-Dummer.

With options #3 or #4, Council should consider the comments from the insurance company representative and be prepare to provide direction to staff on the particular rules and regulations to be implemented to enable staff to bring back a draft By-law for review.

Financial Impact:

- There minimal additional costs expected to prepare the By-law.
- There may be some immediate costs to address any public education, communication or signage that may be required to permit or guide ORVs as needed, or remove signs as appropriate.
- There may also be some maintenance impacts on the shoulder of the roads in certain areas that may arise if usage is permitted although that cost is unknown at this time.

- Any specific costs related to liability or damages are not identified at this time, but would be reviewed with our insurance company regularly.

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.



Staff Report

Meeting Date: September 13, 2023

To: County Council

Report Number: PPW 2023-20

Title: Amendment to ORV By-law 2022-61 & 2023-31

Author: Bryan Weir, Sr. Director, Planning & Public Works

Approval: Sheridan Graham, CAO

Recommendation: That Report PPW 2023-20 Amendment to ORV By-law 2022-61 & 2023-31 be received; and,

That Report PPW 2023-20 and the comments on the proposed by-law amendment received from the lower tier municipalities be referred to the Council of the Township of Douro-Dummer for consideration.

Overview

This report presents the request received on July 18, 2023, from the Township of Douro-Dummer (Township) to add additional sections of County roads in that municipality to the list of County roads where the use of Off-Road Vehicles (ORV's) is permitted.

In 2022, County Council passed By-law 2022-61 as the County's ORV By-law to establish which County roads ORV's may lawfully be permitted to operate and also established procedures for amending the By-law.

Analysis

The request received from the Township is in keeping with the provisions of the By-law when considering proposed amendments to the By-law.

Section 8 of the ORV By-law outlines what is required in order to add or delete roads to the list of County roads found in Schedule "A" of the By-law:

"8. Permitted Roads - Permitted County roads that are designated for the use of Off-Road Vehicles are listed in Schedule "A" attached hereto and forming part of this by-law and are enforceable as such. Changes to the permitted County roads



Staff Report

listed in Schedule “A” may only be considered upon receipt of written concurrence of the lower tier municipality in which the County road to be added or deleted is located.”

Township of Douro-Dummer staff forwarded the following Resolution of Township Council:

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the report, dated June 20, 2023 regarding Use of ORVs on Township Roads be received; that a request be sent to the County of Peterborough to allow ORVs on select County Roads as shown in Option B along with the inclusion of County Road 8 from Highway 28 east to County Road 38; and finally, that staff be requested to bring back a report regarding the possibility of allowing ORVs on Township roads.

At this time, Mayor Watson gave chair to the Deputy Mayor Nelson (7:01 p.m.) and spoke to motion.

At the time, Mayor Watson took back the Chair (7:04 p.m.)

A recorded vote was requested by Councillor Johnston. The roll was called by the Acting Clerk and the vote was as follows:

Dummer Ward Councillor – No

Douro Ward Councillor - Yes

Councillor at Large – Yes

Deputy Mayor – Yes

Mayor – No

For the Motion – 3, Against the Motion – 2

Carried

In considering the request of the Township, staff prepared a draft of revisions to Schedule “A” of the By-law that lists the County roads where ORV’s are permitted to operate.

County staff have taken the opportunity to reformat Schedule “A” to the By-law to improve the accuracy of the description of the County road sections that are subject to the By-law



Staff Report

through the inclusion of Latitude and Longitude coordinates, to describe the extent of identified roads where ORV use is to be permitted, from intersection to intersection.

Reference may be made to the GIS map that depicts roads that would be subject to a revised By-law, at:

<https://ptbocounty.maps.arcgis.com/apps/mapviewer/index.html?webmap=bc7e9d8838e4405cb0c79f584a9f3653>

Lower Tier Municipalities

County staff contacted the other lower tier municipalities in the County so that they may be provided with the opportunity to review and comment on the extent of County roads proposed to be added to an amended By-law, with comments summarized as:

Lower Tier	Summary of Comments
Township of Cavan Monaghan	No concerns
Township of Selwyn	Exclude section of CR 29 from Lakefield to CR 6
Municipality of Trent Lakes	No concerns

Reference may be made to Attachment “A” received by the County from the Township of Selwyn which provides more detail on comments received.

Financial Impact

Not applicable.

Anticipated Impacts on Local and/or First Nations Communities

In accordance with Section 8, of the ORV By-law 2022-61, staff contacted the other lower tier municipalities regarding the request from the Township of Douro-Dummer.

Alignment to County of Peterborough Strategic Plan Priorities

To provide high quality services to residents, businesses and Townships:

Communications – To elevate the County of Peterborough’s profile, enhance community engagement, and communicate proactively.

Financial Responsibility – To ensure evidence-informed planning and approaches to achieve financial sustainability and accountability, while keeping ratepayers top of mind.

Infrastructure – To efficiently address current infrastructure demands, while maintaining the vision and planning necessary to meet future needs.



Staff Report

In consultation with:

1. Lower Tier Municipalities

Communication Completed/required:

Update of information posted on the County's website.

Attachments

Appendix A – Township of Selwyn - Resolution No. 2023-169

Appendix B – Proposed Revision to By-law 2023-31; Schedule "A" to By-law 2022-61

Respectfully Submitted,

Bryan Weir, Sr. Director, Planning and Public Works

For more information, please contact:

Bryan Weir
Sr. Director, Planning & Public Works
bweir@ptbocounty.ca
705-743-0380

Appendix A – Township of Selwyn - Resolution No. 2023-169



www.selwyntownship.ca

August 18, 2023

Peter Nielsen Manager, Capital Projects
Public Works Division
County of Peterborough
310 Armour Road
Peterborough, ON
K9H 1Y6

Via Email: PNielsen@ptbocounty.ca

Re: Peterborough County Report - OVR Use - Request from Township of Douro-Dummer

Please be advised that at its meeting held on the 8th day of August 2023, the Council of the Township of Selwyn passed the following resolution:

Resolution No. 2023 – 169 – Peterborough County Report

Councillor Brian Henry – Councillor Mary Coulas –

1. OVR Use - Request from Township of Douro-Dummer
 - Attachment 1 - Draft Schedule A
 - Attachment 2 - Request for Section to be Excluded

That the correspondence from the County of Peterborough related to the request of the Township of Douro Dummer to include additional County roads located in the Township of Douro Dummer for ORV use pursuant to County By-law 2022-61 be received for information; and that the County of Peterborough be advised that the Township of Selwyn requests that ORV use be excluded from the section of County Road 29 commencing from the limits of the Lakefield Ward boundary to County Road 6 given that ORV usage is not permitted on any County roads located in Selwyn Township resulting in ORV's having no through access should this section permit use.

Carried.

If you have any questions, please do not hesitate to contact the Township Office at 705-292-9507 or info@selwyntownship.ca.

Sincerely,

Megin Hunter

Megin Hunter
Admin, Assistant

Staff Report

Attachment B – Prop. Revision to By-law 2023-31; Schedule “A” to By-law 2022-61

**The Corporation of the County of Peterborough
By-law No. 2022-61 Schedule “A”**

County Roads (CR) permitted for ORV/ATV Use

Lower Tier Municipality	County Road	From (N/W)	To (S/E)	Date of Inclusion
Asphodel-Norwood	CR 2	Lat: 44° 17' 17" Lon: 78° 4' 32"	Lat: 44° 18' 35" Lon: 77° 58' 10"	2022-10-18
Asphodel-Norwood	CR 8	Lat: 44° 23' 2" Lon: 78° 2' 58"	Lat: 44° 23' 58" Lon: 77° 59' 13"	2022-10-18
Asphodel-Norwood	CR 42	Lat: 44° 22' 26" Lon: 77° 58' 26"	Lat: 44° 23' 22" Lon: 77° 54' 47"	2022-10-18
Asphodel-Norwood	CR 45	Lat: 44° 22' 26" Lon: 77° 58' 26"	Lat: 44° 18' 51" Lon: 77° 57' 12"	2022-10-18
Douro Dummer	CR 4	Lat: 44° 28' 33" Lon: 78° 9' 3"	Lat: 44° 25' 48" Lon: 78° 8' 14"	2023-XX-XX
Douro Dummer	CR 6	Lat: 44° 27' 3" Lon: 78° 14' 54"	Lat: 44° 34' 49" Lon: 78° 1' 01"	2023-XX-XX
Douro Dummer	CR 8	Lat: 44° 22' 7" Lon: 78° 13' 26"	Lat: 44° 23' 2" Lon: 78° 2' 58"	2023-XX-XX
Douro Dummer	CR 29	Lat: 44° 26' 7" Lon: 78° 15' 53"	Lat: 44° 27' 1" Lon: 78° 15' 11"	2023-XX-XX
Douro Dummer	CR 38	Lat: 44° 25' 48" Lon: 78° 8' 14"	Lat: 44° 23' 48" Lon: 78° 6' 45"	2023-XX-XX

Staff Report

Douro Dummer	CR 40	Lat: 44° 33' 19" Lon: 78° 3' 44"	Lat: 44° 23' 58" Lon: 77° 59' 13"	2023-XX-XX
Douro Dummer	CR 44	Lat: 44° 33' 53" Lon: 78° 0' 49"	Lat: 44° 33' 41" Lon: 77° 59' 53"	2023-04-05
Havelock- Belmont- Methuen	CR 6	Lat: 44° 37' 15" Lon: 78° 0' 23"	Lat: 44° 36' 47" Lon: 78° 0' 50"	2022-10-18
Havelock- Belmont- Methuen	CR 30	Lat: 44° 25' 58" Lon: 77° 53' 32"	Lat: 44° 23' 53" Lon: 77° 52' 35"	2022-10-18
Havelock- Belmont- Methuen	CR 42	Lat: 44° 23' 22" Lon: 77° 54' 47"	Lat: 44° 23' 53" Lon: 77° 52' 35"	2022-10-18
Havelock- Belmont- Methuen	CR 44	Lat: 44° 33' 41" Lon: 77° 59' 53"	Lat: 44° 31' 51" Lon: 77° 56' 22"	2022-10-18
Havelock- Belmont- Methuen	CR 46	Lat: 44° 45' 14" Lon: 77° 56' 51"	Lat: 44° 25' 59" Lon: 77° 53' 33"	2022-10-18
Havelock- Belmont- Methuen	CR 47	Lat: 44° 31' 51" Lon: 77° 56' 22"	Lat: 44° 31' 20" Lon: 77° 54' 45"	2022-10-18
Havelock- Belmont- Methuen	CR 48	Lat: 44° 26' 1" Lon: 77° 53' 33"	Lat: 44° 32' 29" Lon: 77° 46' 55"	2022-10-18
Havelock- Belmont- Methuen	CR 50	Lat: 44° 26' 17" Lon: 77° 48' 56"	Lat: 44° 24' 42" Lon: 77° 48' 17"	2022-10-18
North Kawartha	CR 6	Lat: 44° 36' 47" Lon: 78° 0' 50"	Lat: 44° 34' 49" Lon: 78° 1' 01"	2022-10-18
North Kawartha	CR 46	Lat: 44° 45' 30" Lon: 77° 56' 57"	Lat: 44° 45' 14" Lon: 77° 56' 51"	2022-10-18

Staff Report

North Kawartha	CR 52	Lat: 44° 45' 9" Lon: 78° 5' 1"	Lat: 44° 42' 49" Lon: 78° 3' 48"	2022-10-18
North Kawartha	CR 54	Lat: 44° 45' 57" Lon: 78° 4' 57"	Lat: 44° 48' 52" Lon: 77° 58' 50"	2022-10-18
North Kawartha	CR 504	Lat: 44° 45' 4" Lon: 78° 5' 29"	Lat: 44° 49' 58" Lon: 77° 55' 7"	2022-10-18
North Kawartha	CR 620	Lat: 44° 45' 46" Lon: 78° 5' 29"	Lat: 44° 50' 21" Lon: 77° 55' 20"	2022-10-18
North Kawartha	CR 620A	Lat: 44° 45' 38" Lon: 78° 5' 16"	Lat: 44° 45' 14" Lon: 78° 5' 13"	2022-10-18
Otonabee-South Monaghan	CR 2	Lat: 44° 13' 33" Lon: 78° 13' 40"	Lat: 44° 17' 17" Lon: 78° 4' 32"	2022-10-18
Otonabee-South Monaghan	CR 31	Lat: 44° 13' 33" Lon: 78° 13' 40"	Lat: 44° 10' 46" Lon: 78° 12' 16"	2022-10-18
Otonabee-South Monaghan	CR 34	Lat: 44° 16' 12" Lon: 78° 10' 35"	Lat: 44° 14' 26" Lon: 78° 9' 43"	2022-10-18
Trent Lakes	CR 36	Lat: 44° 33' 6" Lon: 78° 32' 24"	Lat: 44° 33' 44" Lon: 78° 12' 46"	2022-10-18
Trent Lakes	CR 37	Lat: 44° 28' 35" Lon: 78° 26' 58"	Lat: 44° 33' 28" Lon: 78° 21' 0"	2022-10-18
Trent Lakes	CR 503	Lat: 44° 46' 56" Lon: 78° 38' 58"	Lat: 44° 47' 55" Lon: 78° 38' 8"	2022-10-18
Trent Lakes	CR 503	Lat: 44° 48' 9" Lon: 78° 37' 8"	Lat: 44° 48' 41" Lon: 78° 34' 57"	2022-10-18

Staff Report

Trent Lakes	CR 507	Lat: 44° 51' 37" Lon: 78° 22' 23"	Lat: 44° 36' 46" Lon: 78° 22' 55"	2022-10-18
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Subject: FW: Pre-Renewal Presentation - Township of Douro Dummer

From: Angkaw, John Patrick <John-Patrick.Angkaw@marsh.com>

Sent: August 25, 2023 10:01 AM

To: Elana Arthurs <elanaa@dourodummer.on.ca>; Nicole McArthur <NicoleM@dourodummer.on.ca>; Jijo Joshy <JijoJ@dourodummer.on.ca>

Cc: Kusanale, Sharada <Sharada.Kusanale@marsh.com>; Ubial, Maribel <Maribel.Ubial@marsh.com>

Subject: RE: Pre-Renewal Presentation - Township of Douro Dummer

Hi - thank you for involving me in this review.

Based on my understanding, the Province of Ontario classifies all-terrain vehicles (ATVs) under a broader classification of off-road vehicles (ORVs); the Province has outlined which highways these ORVs can travel on (e.g. Hwy. 500-899, 7000 series hwy) and not travel on (e.g. 400 series hwy, QEW, sections of Trans Canada hwy). However, it should be noted the Highway Traffic Act, Reg. 316/03, Sec. 4.1 outlines that ORVs may only be driven on municipal roads if the municipality allows it and approves a by-law. Without a by-law, ORVs cannot be driven on municipal roads.

If the Town is considering allowing ATVs (ORVs) on their roads, there are measures they can take to manage the associated risks, which may ultimately limit their exposure to future claims and changes to their insurance premiums.

- **Public Education:** Conduct a public education campaign that leverages various communication channels to disseminate information regarding the new by-law that allows ORVs/ATVs to operate on designated municipal roads. This communication can address the following:
 - Introduction of new by-law
 - Designated roads and trails for use by the ORVs/ATVs
 - Permissible activities
 - Drivers to operate close to the shoulder or on the shoulder of the road
 - Drivers can use the road if there is no shoulder
 - Use of hand signals to indicate turning
 - Non permissible activities
 - No driving in construction zones
 - No driving on the median of the roadway
 - Requirements for drivers
 - 16 yrs. or older
 - Holds valid G2 or M2 license
 - Headlights and taillights must be on at all times
 - Requirements for passengers
 - 8 yrs. or older
 - Requirements for safety measures (e.g. use of helmet and seatbelt) for driver and passenger
 - Responsibility of ATV operators
 - Ride according to road, trail, and weather conditions
 - Ride in designated areas only
- **Signage:** Install signage throughout the municipality that informs road users that ORVs and ATVs are allowed to operate on designated municipal road. This signage can provide the following information to the road users:
 - Speed limits of vehicles vs. ORVs/ATVs

- Designated roads and trails for use by the ORVs/ATVs
- Road sharing between vehicles and ORVs/ATVs
- Maintenance: Establish an inspection and maintenance program that would regularly inspect and maintain the municipal roads and shoulders that have been designated for use by ORVs/ATVs.
 - Establish an inspection policy, which should outline the required frequency and scope of inspections taken to identify safety hazards that require remedial actions
 - Establish a maintenance policy, which should outline the remedial actions, timelines, communication, and documentation associated with the repair and/or removal of any safety hazards
 - Establish a centralized documentation repository to house the inspection reports and work orders

Hope this information helps. Happy to discuss further if needed.

Thanks,
John

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A business of Marsh McLennan

Recommendation:

That the C.A.O.-2023-27 report, dated October 17, 2023, regarding the Township of Douro-Dummer Tree Planting Project report be received; and
That Council direct staff to allocated \$10,000.00 in the 2024 draft budget for discussion during budget negotiations to run a similar program next year.

Overview:

At the April 11, 2023 Committee of the Whole meeting Mayor Watson provided a report regarding a potential tree program as a way to assist property owners replace trees lost during the May 21, 2022 derecho. The following resolution was adopted:

Moved By: Mayor Watson
Seconded By: Deputy Mayor Nelson
That staff bring forward options for the funding and delivery of a community tree seedling program to help residents of the Township Douro-Dummer with their property recovery and rehabilitation from the May 21, 2022 derecho.

At the June 27, 2023 Committee of the Whole meeting, Council received Report-CAO-2023-16 Tree Replacement Program (attached) and the following resolution was adopted:

Moved By: Deputy Mayor Nelson
Seconded By: Councillor Vervoort
That the C.A.O.-2023-27 report, dated June 27, 2023 regarding the Tree Replacement Program be received; and
That staff establish an information campaign for residents to order trees at a reduced cost, subsidized by the Township;
That Council allocate \$10,000 from the funds received from the Ministry of Natural Resources and Forestry.

Seven (7) different tree varieties were offered, Red Maple and River Birch in 3-gallon pots and White Spruce, Norway Spruce, White Pine, Red Oak and Bur Oak in 2-gallon pots. The cost of the trees to the Township ranged from \$12.00 - \$30.00, and were sold to Township of Douro-Dummer property owners for \$5.00 for a 2-gallon and \$10.00 for a 3-gallon tree. Staff forecasted that we would be able to purchase 400-500 trees to be planted in the community.

Advanced tree orders along with payment were required and sales began on Monday, July 31st with a cut-off date of Wednesday, August 23rd as we had to place the order with Pineneedle Farms Inc. to ensure they would arrive in time to be planted in the fall. Sales were limited five (5) trees per property and proof of ownership/residency was required. It became apparent very quickly that the program was going to be popular with over 150 trees ordered on the first day. We conducted some additional

calculations and determined if we reinvested the revenue from the orders and put it back into the program we would be able to offer more trees to the public. Front line staff did an amazing job of offering information and providing excellent customer service as over 155 orders were conducted in person.

Before the end of day on August 9th, trees sales came to an end with a total order of almost 696 trees, representing 155 individual properties. The total cost of the trees invoiced from Pineneedle Farms Inc. was \$14,557.00 which was covered through the allocation of \$10,000 from Council and tree sale revenues.

Delivery of the trees was scheduled for Thursday, September 21st and pick-up made available on Friday, September 22nd 8:30 a.m. – 7:00 p.m. and Saturday, September 23rd from 8:00 a.m. - 12:00 noon. Staff deserve a huge amount of credit as everyone who was available participated in unloading the trees and organizing them in the Town Hall under the guidance of our Administrative Assistant Tara Lember, who organized most of the communication and took charge over the program and also made herself available along with the CAO and the Mayor on Saturday morning. Attached to this report are some of the photographs taken over the course of the three (3) days.

On Friday morning before our doors opened at 8:30 a.m. there was a line up along the sidewalk of those looking to pick up their trees. Staff worked all day to assist residents with their orders and loading up their vehicles. The morale was amazing from everyone involved, staff were happy to help and residents were very excited about their trees. Pineneedle Farms Inc. and particularly, owner Paul Richardson had exceeded the expectation of the size and quality of the trees ordered and everyone was very happy.

By Saturday at noon there were a few orders left for pick up who received a call the following week from staff to remind them and arrange a time to pick up their trees.

We could not have anticipated the success or the positivity that came from this program both through the work of staff and the public. Although this was not the type of normal engagement where we asked for feedback on an initiative or an item Council is required to make a decision on, the positive public engagement as a result of this program was exceptional.

Conclusion:

While we had intended this to be a one-time project, the success and results provide a solid argument to offer this program again. Staff is requesting that Council approve an allocation of \$10,000 in the draft 2024 budget for discussion during budget negotiations to run the program again in 2024. Staff would re-evaluate the program and the cost of trees, possibly increasing the cost slightly to allow additional trees to be planted in the community and those that missed out this year an opportunity to take part next year.

Financial Impact:

\$10,000 will be identified in the 2024 draft budget for discussion and deliberation of Council during the negotiations and finalizing of the 2024 Township of Douro-Dummer budget.

Strategic Plan Applicability:

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

Sustainability Plan Applicability:













Recommendation:

That the C.A.O.-2023-28 report, dated October 17, 2023, regarding the Manulife Benefit Plan 2024 Renewal report be received; and
That Council approve enhancements to the plan resulting in a 1% overall increase in annual premiums.

Overview:

The Township of Douro-Dummer employees are provided with benefits that include health, dental, basic life, dependent life, weekly indemnity, long term disability and the employee assistance program through Manulife Financial. In addition, the Accidental Death & Dismemberment insurance is underwritten by AIG Insurance. Each year a renewal is provided based on the claims experience partially realized by the Township of Douro-Dummer and partially pooled under the Peterborough County-Wide Program with those municipalities that chose to participate, and the County of Peterborough.

In 2021 Mosey & Mosey Benefit Plan Consultants undertook a market review to keep our plan costs competitive, as the pandemic made the environment unstable. This years' renewal based on the experience of the plan was very good with a very minimal increase proposed.

This renewal provided a perfect opportunity to review our benefits and determine if are able to enhance some of the coverages for our employees. Jeff Fitzpatrick of Mosey & Mosey provided some enhancement options and related cost and based on feedback from the employees the following is recommended:

Clinical Psychologist

current – 100% reimbursement for Clinical Psychologist to a maximum of \$100 for initial visit or \$80 per each subsequent visit and \$420 maximum per calendar year

proposed - 100% reimbursement for Clinical Psychologist, Clinical Counsellor, Marriage & Family Therapist, Psychoanalyst, Social Worker, and Psychotherapist to a maximum of \$100 for initial visit or \$80 per each subsequent visit and a combined maximum of \$420 per calendar year for all listed practitioners.

Chiropractor

current - 100% reimbursement for chiropractor services to a maximum of \$15 per visit and \$300 per calendar year

proposed – 100% reimbursement for chiropractor services to a maximum of \$40 per visit and \$300 per calendar year

Massage Therapist

current – 100% reimbursement for massage therapist to a maximum of \$30 per treatment and 12 treatments per calendar year (Doctor referral required)

proposed – 100% reimbursement for massage therapist to a maximum of \$80 per treatment and 12 treatments per calendar year (Doctor referral required)

Conclusion:

It is recommended that Council approve the enhanced coverages at a minimal increase of 1%. The benefit of these enhancements is to maintain and improve the mental and physical health of our work force as well as attract and retain employees. It is an effective way to promote healthy outcomes and increase employees' financial peace of mind, which leads to higher morale and increased engagement and productivity.

Financial Impact:

1% of the annual premium represents a total increase of \$2,697.00 which will be included in the 2024 budget.

Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.

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

Township of Douro-Dummer, Acct. 006
November 2023 Renewal

Benefit		Current Cost		Manulife Negotiated Renewal			Renewal including potential plan changes		
		Unit Rate	Monthly Premium	Unit Rate	Monthly Premium	Adjustment	Unit Rate	Monthly Premium	Adjustment
Basic Life	4,173,000	\$ 0.372	\$1,552	\$ 0.372	\$1,552	0.0%	\$ 0.372	\$1,552	0.0%
Basic AD&D (AIG)	4,173,000	0.030	\$125	0.030	\$125	0.0%	0.030	\$125	0.0%
Dependent Life - Class C	22	4.59	\$101	4.59	\$101	0.0%	4.59	\$101	0.0%
Dependent Life - Classes C2, CR	1	4.48	\$4	4.48	\$4	0.0%	4.48	\$4	0.0%
Long Term Disability	106,909	6.179	\$6,606	5.561	\$5,945	-10.0%	5.561	\$5,945	-10.0%
Weekly Indemnity	21,328	0.928	\$1,979	0.725	\$1,546	-21.9%	0.725	\$1,546	-21.9%
Extended Health Care									
Single	7	142.27	\$996	156.78	\$1,097		159.92	\$1,119	
Family	24	327.18	\$7,852	360.55	\$8,653	10.2%	367.76	\$8,826	12.4%
Dental									
Single	7	44.12	\$309	47.16	\$330		47.16	\$330	
Family	23	125.76	\$2,892	134.44	\$3,092	6.9%	134.44	\$3,092	6.9%
Employee Assistance Program	32	2.99	\$96	2.99	\$96	0.0%	2.99	\$96	0.0%
TOTAL MONTHLY PREMIUM - ALL BENEFITS			\$22,513	\$22,543			\$22,738		
TOTAL ANNUAL PREMIUM - ALL BENEFITS			\$270,160	\$270,517			\$272,857		
Variance To Current Cost				\$357 0.1%			\$2,697 1.0%		

Potential Plan Changes

1. Expand list of covered Mental Health practitioners
2. Increase Chiro to \$40/visit & 300/cy.
3. Increase Massage to \$80/visit and 12 treatments/cy

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

Date: September 12, 2023 5:30 p.m.

Upper Meeting Room at the Warsaw Community Centre

Committee Member: **Chair – Ray Johnston**
 Vice Chair – Jim Bailey
 Committee Member – Gerard Sullivan
 Committee Member – Kerri Riel
 Committee Member – Liam Ryan

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

1. Chair to call meeting to order

The Chair called the meeting to order at 5:47 p.m.

2. Disclosure of Pecuniary Interest

The Chair asked if anyone had a pecuniary interest. None were declared

3. Approval of Agenda - September 12, 2023

Resolution

Moved by: Kerri Riel

Seconded by: Liam Ryan

That the Agenda for September 12, 2023 be received and approved. Carried

4. Approval of Minutes and Business Arising from the Minutes - March 14, 2023

Resolution

Moved by: Kerri Riel

Seconded by: Liam Ryan

That the Minutes from the meeting held on March 14, 2023 be received and approved. Carried

5. Other Business

5.1 Creation of Committee Action Plan

The Committee spent time reviewing the wish lists of each member and what may be feasible. Top items included the following:

- More community and training space
- Fitness Centre
- Bigger Dressing Rooms
- Restaurant
- Consolidation with Library
- Transition to Dry Surface
- Being Shovel read for funding opportunities.

Discussions also took place regarding how to pay for requests - taxes vs fundraising and next steps.

Resolution

Moved by: Jim Bailey

Seconded by: Kerri Riel

That staff be requested to draft an action plan which uses a two-part process run in tandem to solicit feedback from the Community while also completing feasibility work on the existing facilities. Carried

5.2 Update on Costs for Feasibility Study

A discussion regarding the cost of feasibility studies took place. There are possible opportunities to apply for funding to assist with this work or partnerships with other organizations. Staff were requested to speak to neighboring municipalities and consultants regarding options.

6. New Business: None

7. Next Meeting Date

The next meeting will be held on October 12th, 2023 at 5:00 p.m. at the Warsaw Community Centre.

**8. Adjournment
Resolution**

Moved by: Gerrard Sullivan

Seconded by: Jim Bailey

That the meeting adjourn (6:54 p.m.).

Carried

Chair, Ray Johnston

Martina Chait-Hartwig, Clerk

Township of Douro-Dummer Events Committee
Location: Upper Meeting Room, Warsaw Community Centre

Date: September 18, 2023

Time: 5:30 pm

Present:

Chair, Councillor Ray Johnston

Member, Alyssa Heffernan

Member, Angela O'Grady

Member, Julie Chatten

Clerk, Martina Chait-Hartwig

Guest:

Councillor, Tom Watt

1. Call to Order

The Chair called the meeting to order at 5:37 p.m

2. Disclosure of Pecuniary Interest

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

3. Adoption of Agenda - September 18, 2023

That the Agenda for September 18, 2023 was approved by consensus.

4. Adoption of the Minutes and Business Arising from Minutes - August 21, 2023

Resolution

Moved by: Julie Chatten

Seconded by: Alyssa Heffernan

That the Minutes from the August 21, 2023 meeting be received and approved.

Carried

5. New Business

5.1 Planning for Remembrance Day

A discussion was had regarding planning for the Remembrance Day ceremony.

- Councillor Watt will be the MC at the event.

- Julia will contact the local bagpipe player to see if he can participate.
- Angela will organize food for the post ceremony reception. Councillor Johnston will reach out to the Catholic Women's League regarding support for the reception.
- Staff will contact Warsaw and St. Joseph Schools regarding the participation of students in the ceremony.
- Councillor Johnston will contact religious leaders in the community.
- Julie will contact the media, staff will prepare a press release and Councillor Johnston will contact St. Joseph Douro Parish.

That Township staff be requested to find appropriate items to have poppies pinned to during the ceremony.

5.2 Planning for Santa Clause Parade

A discussion took place regarding the date and time of the Parade. The Committee will make a final decision at the next meeting.

5.3 Discussion of Future Events – None at this time.

6. Adjournment

Resolution

Moved by: Julie Chatten

Seconded by: Alyssa Heffernan

That the meeting adjourn at 6:10 p.m.

Carried

The Corporation of the Township of Douro-Dummer

By-law Number 2023-43

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 required the rezoning of the subject lands as a condition of Peterborough County Consent Application B-60-22;

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

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

1. Schedule A2 to By-law No. 10-1996, as amended, is hereby further amended by changing the zone category on a portion of lands known municipally as 1635 County Road 6 and described as Part Lot 24, Concession 3 (Dummer Ward) from the Rural Zone (RU) to the Environmental Conservation Zone (EC) as shown on Schedule "1" attached hereto and forming part of this By-law.
2. All other relevant provisions of By-law 10-1996, as amended, shall apply.

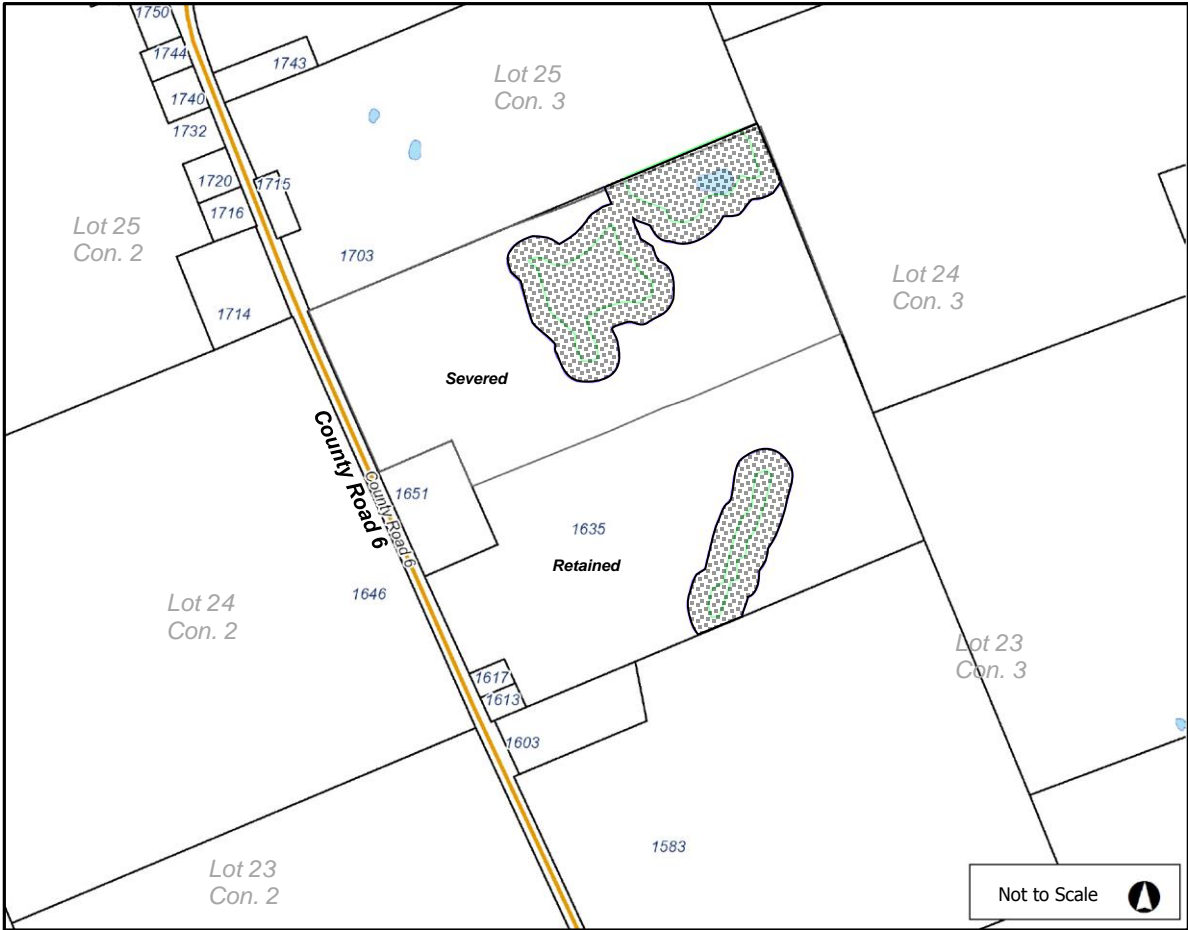
If no notice of objection is filed with the Clerk within the time provided, this By-law shall become effective on the date of passing hereof, subject to the provisions of The Planning Act, RSO 1990, as amended.

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

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

Schedule "1" to By-law 2023-43



Rezone from the 'Rural Zone (RU)' to the
'Environmental Conservation Zone (EC)'

This is Schedule '1' to By-law
No. 2023-43 passed this
17th day of October, 2023.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

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

By-Law No. 2023-45

**Being a By-law to Reduce False Alarms that Require the Deployment of
Fire and Rescue Resources
Within the Township of Douro-Dummer**

Whereas the purpose of this By-law is to reduce the number of false alarms requiring the deployment of fire and rescue resources within the Township of Douro-Dummer;

And Whereas Section 11 (2) (6) of the Municipal Act 2001, S.O. 2001, C.25, as amended, provides that a lower tier municipality may pass By-laws respecting the health, safety and well-being of the inhabitants of this municipality;

And Whereas Section 391 of the Municipal Act 2001, S.O., C.25, as amended provides that a municipality and a local board may pass By-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it and for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board and for the use of its property including property under its control;

Now Therefore the Council of the Corporation of the Township of Douro-Dummer
Enacts As Follows:

1. In this By-law, unless the context otherwise specifies:

- (1) "alarm" means any mechanical or electrical device which is designed or used for the detection or warning of a fire in any building, structure, or facility or for alerting others to the detection of a fire, or both, and which emits a sound or transmits a signal or message when activated.
- (2) "alarm system"
 - (a) means an alarm or all alarms which:
 - (i) are installed on or in real property; and
 - (ii) can be turned on or off independently of other alarms from an operating control; and
 - (iii) are designed to issue a warning of a fire by activating an audible alarm signal or alerting a monitoring service but does not include a fire alarm system that is intended to alert only the occupants of a single-family dwelling unit.
- (3) "automatic calling device"
 - (a) means a device, or combination of devices, that will, upon activation, either mechanically, electronically or by any other automatic means initiate a telephone or recorded message which is designed to be transmitted over regular telephone lines.
- (4) "approved"
 - (a) means approved by the Fire Chief of Douro-Dummer Fire Services
- (5) "false alarm"
 - (a) includes but is not limited to, an alarm activated unnecessarily, or improperly, resulting in a fire response and includes:

- (i) the testing of an alarm without notifying the Fire Chief or their designate; and/or
 - (ii) an alarm actually or apparently activated by mechanical malfunction or faulty equipment; and/or
 - (iii) an alarm activated accidentally by the owner or occupier of the premises, his agent or employee; and/or
 - (iv) an alarm reporting an emergency situation occurring on or in relation to the premise in which the alarm device or system is installed where there is no evidence of fire, fire damage or smoke.
 - (b) but does not include:
 - (i) any alarm which the owner can demonstrate was actually caused by the act of some person other than:
 - (a) the owner or occupier, agents, employees, independent contractors or any other person subject to the direct or indirect control of the owner
 - (b) the person who installed, connected, operated, maintained, or services the alarm system, or
 - (c) the manufacturer of the alarm system, including the manufacturers officers, agents and employees, independent contractors or any person subject to the direct or indirect control of the manufacturer.
2. No person shall install, maintain or use an automatic calling device designated to transmit a message directly to Douro-Dummer Fire Services.
 3. Every alarm holder and/or the registered title owner shall:
 - (a) supply the 911 emergency services address to the alarm monitoring company to aid in the speedy location of the premises
 - (b) be available at any time to receive calls from a member of Douro-Dummer Fire Services in respect of an alarm;
 - (c) be capable of obtaining or allowing access to the premises where the alarm is located;
 - (d) attend the premises, or have a key holder attend the premises, where the alarm is located within thirty (30) minutes of being requested to do so by a member of Douro-Dummer Fire Services following the activation of the alarm;
 - (e) identify, where there is more than one alarm system within a building, which alarm system has experienced an activation of an alarm; and
 - (f) supply the Fire Chief with the alarm monitoring company phone number and address.
 4. If an alarm owner has installed an approved lock-box containing keys, codes or cards to provide access to the building, a person or key holder does not have to be present to satisfy the access requirements as set out in subsection 3(d). If no persons present, the fire department will attempt to secure the premises upon completion of fire department activities, but the building owner is ultimately responsible for building security.
 5. In the event an alarm owner or key holder is unable to attend the premises within the 30-minute time frame, and/or circumstances of the incident warrant immediate entry, fire department personnel may enter and investigate the premises. In the event fire department personnel cause forced entry damage to the premises due to a false alarm, all costs incurred to secure the building will be the responsibility of the alarm owner.
 6. If a building(s) requires a fire alarm as per the Ontario Building Code (OBC) or Ontario Fire Code (OFC), and the alarm is offline due to repairs, maintenance, testing, etc. a fire watch shall be carried out in accordance with OFC requirements Section 2.8.

7. Every alarm holder and/or every registered title owner who causes, or permits to be caused, a false alarm as defined under Section 1 (5) of this By-law, will for the second false alarm receive a warning notice. For each false alarm following the second false alarm, a letter from the alarm holder and/or the registered title owner, or the alarm company which installed the system, shall be submitted to the Fire Chief of Douro-Dummer Fire Services summarizing the steps that have been taken to curb the problem.
8. The determination of the number of false alarms for the purposes of calculating the above noted fees will be based on the total number of false alarms in the twelve-month period immediately preceding the last false alarm.
9. Where a fee is charged in accordance with Section 7 of this By-law, and at the discretion of the Fire Chief of Douro-Dummer, the Township of Douro-Dummer will invoice the alarm holder and/or registered title owner of the real property for the response for service. The alarm holder and/or registered title owner of the real property shall be liable for the costs set out in Schedule A to respond to the said false alarm incident, at which time the costs will be calculated in accordance with the current Ministry of Transportation (MTO) rate. The cost schedule, attached hereto as Schedule A, may be revised from time to time by the Council of the Township of Douro-Dummer. The MTO rate for service is set annually by the MTO.
10. The Corporation shall, if such amounts remain unpaid sixty (60) days following notification of the amounts owing, have the right to collect any unpaid costs, including interest, as authorized by this By-law by adding such charges to the tax roll where they may be collected in a like manner as municipal taxes, all of which is in accordance with Section 398 of the Municipal Act, 2001, c. 25, as amended. Once added to the tax roll interest will be applied to unpaid costs in accordance with the Township's annual Tax By-law.
11. This By-law is applied commencing from the first reported false alarm as defined under Section 1(5) of this By-law.
12. Upon the passage of this By-law, By-law 2004-63 and all amendments thereto shall be repealed on January 1, 2024.
13. This By-law shall become effective on the January 1, 2024.

Passed in Open Council This 17th Day Of October, 2023.

Mayor,
Heather Watson

Clerk,
Martina Chait-Hartwig

Schedule “A”
Fees, Interest and Penalties

In accordance with By-law 2023-45, the following fees shall apply where Douro-Dummer Fire Services respond to a False Alarm and shall be reflected in the User Fees and Charges By-law.

Section A - Costs:

1. As per MTO fee for service, the following costs shall apply:
 - 3rd false alarm – 2 times the current MTO hourly rate
 - 4th and all subsequent false alarms – 3 times the current MTO hourly rate

The Corporation of the Township of Douro-Dummer

By-law Number 2023-46

Being a By-law of The Corporation of the Township of
Douro-Dummer to confirm the proceedings of the regular meeting of Council
held on the 17th day of October, 2023 in the Municipal Building

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

1. **That** the action of the Council at its regular meeting held on October 17th, 2023, in respect to each motion, resolution, and other action passed and taken by the Council at its said meeting is, except where prior approval of the Local Planning Appeal Tribunal is required, hereby approved, ratified, and confirmed.
2. **That** the Mayor and the proper officers of the Township are hereby authorized to do all things necessary to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

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

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig