



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

**Tuesday, December 19, 2023, 5:00 p.m.
Council Chambers in the Municipal Building**

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

Electronic Meetings

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

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

Please contact the 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:	
6. Adoption of Minutes and Business Arising from the Minutes	
6.1 Special Council Meeting Minutes - November 28, 2023	1
6.2 Regular Council Meeting Minutes - December 5, 2023	4
7. Consent Agenda (Reports voted upon by ONE motion) - No Debate	
7.1 Municipal Appraisal Form (MAF) for Severance Files B-93-23	12
8. Delegations, Petitions, Presentations or Public Meetings:	

8.1	Public Meeting - Amendment to Permit Fees for Building and Septic Permits	
8.1.1	2024 Permit Fees, Building Department-2023-15	13
8.2	John Good - Off-Road Vehicle (ORVs) use on Township Roads	19
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	33
10.2	2024 Budget Approval, Treasurer-2023-28	38
10.3	2024 User Fees, Treasurer-2023-30	122
10.4	Community Grant Policy Approval, Treasurer-2023-29	141
10.5	Police Service Board Transition – Council Appointee, Clerk's Office-2023-29	153
10.6	Update on Council Member Appointments, Clerk's Office-2023-30	155
11.	Committee Minutes and Other Reports:	
11.1	Committee of Adjustment Minutes - August 4, 2023	158
11.2	Police Services Board Minutes - November 3, 2023	161
12.	Correspondence – Action Items:	
12.1	Birchcliff Property Owners Association - Letter to Council on 2024 Budget	165
12.2	Municipality of Chatham-Kent - Request for a review of Social Support Rates in the Province of Ontario	167
12.3	City of Greater Sudbury - Request Amendment to the Occupational Health and Safety Act to Clarify the Definition of “Employer”	169
13.	By-laws:	

13.1	By-law 2023-59 - Interim Tax Levy 2024	171
13.2	By-law 2023-60 - Borrowing By-law 2024	173
13.3	By-law 2023-61 - To Amend Building By-law 2021-74, Building Permit Fees 2024	175
13.4	By-law 2023-62 - User Fees and Charges By-law 2024	178
14.	Reports derived from previous Notice of Motions	
15.	Notices of Motion - No Debate	
16.	Announcements:	
17.	Closed Session:	
18.	Rise from Closed Session with or without a Report	
19.	Matters Arising from Closed Session	
20.	Confirming By-law: 2023-63	195
21.	Next Meeting	
	Regular Council Meeting - January 16, 2023	
22.	Adjournment	

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

**November 28, 2023, 1:00 PM
Council Chambers in the Municipal Building**

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
Temporary CBO - Don Helleman
Interim Treasurer - Paul Creamer
Manager of Public Works - Jake Condon
Manager of Recreation Facilities - Mike Mood
Planner - Christina Coulter
Fire Chief - Chuck Pedersen
IT Coordinator - Mike Garside

1. Reason for Special Meeting:

The Mayor called the meeting to order at 1:07 p.m. and stated that the purpose of this Special Meeting is to provide a forum for Council and the Management Team to meet with Quarry Consulting to have a strategy session regarding the Township's new Strategic Plan.

2. Land Acknowledgement:

The Mayor recited the Land Acknowledgement.

3. Disclosure of Pecuniary Interest:

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

4. Adoption of Agenda: November 28, 2023

Resolution Number 380-2023

Moved By: Deputy Mayor Nelson

Seconded By: Councillor Johnston

That the Agenda for the Special Meeting of November 28th, 2023 be adopted as presented. Carried

5. Other Business:

5.1 Quarry Consulting - Strategic Plan Strategy Session

Quarry Consulting led Council and the Management Team through a Strategic Plan strategy session.

6. Confirming By-law: 2023-53

Resolution Number 381-2023

Moved By: Councillor Vervoort

Seconded By: Deputy Mayor Nelson

That By-law Number 2023-53, being a By-law to confirm the proceedings of the Special Meeting of Council, held on the 28th day of November, 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

7. Adjournment

Resolution Number 382-2023

Moved By: Councillor Johnston

Seconded By: Councillor Watt

That this meeting adjourn at 4:51 p.m.

Carried

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

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

**December 5, 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
 Planner - Christina Coulter
 Manager of Public Works - Jake Condon
 Fire Chief - Chuck Pedersen

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. Councillor Johnston declared a pecuniary interest with item 8.1 as he is a member of the Warsaw and District Lions Club.

5. Adoption of Agenda: December 5, 2023

Resolution Number 383-2023

Moved by: Councillor Vervoort

Seconded by: Councillor Watt

That the agenda for the Regular Council Meeting, dated December 5, 2023, be adopted, as circulated. Carried

6. Adoption of Minutes and Business Arising from the Minutes

6.1 Special Council Meeting Minutes - November 14, 2023

6.2 Regular Council Meeting Minutes - November 21, 2023

Resolution Number 384-2023

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That the Minutes from the Special Council meeting held on November 14, 2023 and the Regular Council meeting held on November 21, 2023 be received and approved. Carried

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

7.1 Township of Selwyn - Committee of Adjustment - A-36-23 Notice of Public Hearing for Minor Variance Application

7.2 Municipal Appraisal Form (MAF) for Severance B-100-23

7.3 Peterborough County Council Minutes - November 1, 2023

Resolution Number 385-2023

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That the Consent Agenda for December 5, 2023 be received. Carried

8. Delegations, Petitions, Presentations or Public Meetings:

8.1 Gary Dunford, Warsaw and District Lions Club - Request to have Fees Waived for Room Rental

Councillor Johnston left the Council Chambers from 5:04 p.m. to 5:06 p.m., and took no part in the discussion or the vote regarding item 8.1.

Mr. Dunford was not in attendance.

Resolution Number 386-2023

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That the request to have the fees waived for the rental of the Town Hall on December 14th, 2023 for the Warsaw and District Lions Club be approved.

Carried

9. Public Comment Period - No Debate or Decision

9.1 No Registrations Received

10. Staff Reports

10.1 Report and Capital Project Status

Resolution Number 387-2023

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That the Report and Capital Status document be received.

Carried

10.2 Fire Dispatch Agreement, Fire Chief-2023-10

Resolution Number 388-2023

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the report, dated December 5th 2023, regarding the Fire Dispatch Agreement be received and that Council of the Township of Douro-Dummer pass a By-law at the appropriate time during the meeting to authorize the signing of the agreement.

Carried

10.3 2024 Budget Update as of December 5th, 2023, Treasurer-2023-24

Resolution Number 389-2023

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That the report, dated December 5, 2023, regarding the 2024 Budget Update as of December 5th be received; and

That Council instruct staff to prepare the final budget document for the December 19th, 2023 Council meeting including the amendments outlined in this report. Carried

10.4 Draft Community Grant Policy, Treasurer-2023-26

Resolution Number 390-2023

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the report, dated December 5, 2023 regarding the Draft Community Grant Policy be received, and that a finalized version be brought to Council on December 19, 2023 for approval based on Council feedback.

Carried

11. Committee Minutes and Other Reports:

11.1 Public Library Board Minutes - October 10, 2023

11.2 Events Committee Meeting Minutes - November 6, 2023

11.3 Events Committee Meeting Minutes - November 20, 2023

Resolution Number 391-2023

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the minutes from the Public Library Board meeting held on October 10, 2023 be received, and that the minutes from the Events Committee meetings held on November 6, 2023 and November 20, 2023 be received and approved with thanks. Carried

11.4 Verbal Report - Television Road and County Road 4

Resolution Number 392-2023

Moved by: Councillor Watt

Seconded by: Councillor Vervoort

That a letter be sent to the City of Peterborough, County of Peterborough and the Township of Otonabee-South Monaghan to request a meeting to discuss safety concerns and intersection improvement. Carried

12. Correspondence – Action Items:

12.1 Town of Aylmer - Resolution requesting Provincial consideration for amendments to the Residential Tenancies Act

Resolution Number 393-2023

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That the Resolution requesting Provincial consideration for amendments to the Residential Tenancies Act from the Town of Aylmer be received.

Carried

12.2 Coleman Township - Letter of Support Conservation Officer Reclassification

Motion

Moved by: Councillor Johnston

Seconded by: Councillor Watt

That the Letter of Support Conservation for Officer Reclassification from Coleman Township be received and supported. Defeated

Resolution Number 394-2023

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That the Letter of Support for Conservation Officer Reclassification from Coleman Township be received. Carried

12.3 Town of Amherstburg - Request for Cigarette Producer Responsibility of Cigarette Waste

Resolution Number 395-2023

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the Request for Cigarette Producer Responsibility of Cigarette Waste from the Town of Amherstburg be received. Carried

13. By-laws:

13.1 By-law 2023-54 - Authorize the signing of a Fire Communication Services Agreement

Resolution Number 396-2023

Moved by: Councillor Johnston

Seconded by: Councillor Watt

That By-law 2023-54, Being a By-law to authorize the execution of an Agreement between the Corporation of the Township of Douro-Dummer, the Corporation of the Township of Asphodel-Norwood, the Corporation of the Township of Cavan-Monaghan, the Corporation of the Township of Trent Lakes, the Corporation of the Township of Havelock-Belmont-Methuen, the Corporation of the Township of North Kawartha, the Corporation of the Township of Otonabee-South Monaghan, the Corporation of the Township of Selwyn, the Corporation of the County of Peterborough and the Corporation of the City of Peterborough (Fire Department Communications Services Agreement), be passed, in open council this 5th day of December, 2023 and that the Mayor and the Clerk be directed to sign and affix the Corporate Seal thereto. Carried

- 13.2 By-law 2023-55 - Appointment of Chief Building Official and repeal of By-laws 2021-54 and 2022-52

Resolution Number 397-2023

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That By-law 2023-55, Being a By-law to appoint of Chief Building Official and Repeal By-laws 2021-54 and 2022-52 be passed, in open council this 5th day of December, 2023 and that the Mayor and the Clerk be directed to sign and affix the Corporate Seal thereto.

Carried

- 13.3 By-law 2023-56 - Prohibit and Regulate Certain Public Nuisances within the Township of Douro-Dummer

Resolution Number 398-2023

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That By-law 2023-56, Being a By-law to Prohibit and Regulate Certain Public Nuisances within the

Township of Douro-Dummer, be passed, in open council this 5th day of December, 2023 and that the Mayor and the Clerk be directed to sign and affix the Corporate Seal thereto.

Carried

- 13.4 By-law 2023-57 - Prohibit and Regulate Noise Within the Township of Douro-Dummer and to Repeal 2003-59

Resolution Number 399-2023

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Vervoort

That By-law 2023-57, Being a By-law to Prohibit and Regulate Noise Within the Township of Douro-Dummer and to Repeal 2003-59, be passed, in open council this 5th day of December, 2023 and that the Mayor and the Clerk be directed to sign and affix the Corporate Seal thereto.

Carried

14. Reports derived from previous Notice of Motions: None

15. Notices of Motion - No Debate: None

16. Announcements:

Mayor Watson congratulated Vanessa Sweeting, Senior Administrative Assistant, on her accomplishment of her completing her AMCTO Municipal Administration Diploma and being on the academic honor roll.

Councillor Johnston thanked everyone who helped out with the Santa Claus Parade.

17. Closed Session: None

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

19. Matters Arising from Closed Session: None

20. Confirming By-law: 2023-58

Resolution Number 400-2023

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Vervoort

That By-law Number 2023-58, being a By-law to confirm the proceedings of the Regular Meeting of Council, held on the 5th day of December, 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

21. Next Meeting

Committee of the Whole Meeting – December 12, 2023

Regular Council Meeting – December 19, 2023

22. Adjournment

Resolution Number 401-2023

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That this meeting adjourn at 5:59 p.m. Carried

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig



COUNTY OF PETERBOROUGH
MUNICIPAL APPRAISAL FORM

APPLICANT: Peter & Wendy Smith

FILE B – 93-23

LOT: 14, CON.: 3 MUNICIPAL WARD: Dummer

911 address: 1090 Fourth Line Road-S-Dummer, Roll #: 1522-020-003-32401, Island # or other: _____

APPLICATION FOR: Creation of a new lot - Residential

RECOMMENDATION:

Application **conforms** to the Official Plan. Severed parcel **does not conform** to the Zoning By-Law. Retained parcel **conforms** to the Zoning By-Law. The Township **recommends** this application. If the application is approved, the following conditions are requested:

1. ☒ **\$1250** Cash-in-lieu of parkland fee be paid to the Municipality.
2. ☒ Rezoning of the severed parcel to the satisfaction of the Municipality.
3. ☐ Rezoning of the retained parcel to the satisfaction of the Municipality.
4. ☒ 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.
5. ☒ A Mitigation Measures Agreement is to be entered into between the Owner and the Municipality and registered on title at the owner's expense, which would recognize the recommendations outlined in Section 3.0 of the Species at Risk Evaluation Report prepared by D.M. Wills dated September 13, 2023 and Section 5.0 of the Opinion Letter prepared by D.M. Wills dated September 13, 2023. The current fee is \$250.00
6. ☐ _____
7. ☐ _____

Comments: The existing entrance will require improvement and widening and a new 9 m culvert when the lot is developed.

OFFICIAL PLAN:

Application **conforms** to the Township Official Plan policies, Section(s) **6.2.2.2, 6.2.2.3 (d), 6.2.2.5 (a), (d) & (e), 6.1.1, 6.2.18.3 (e) and 7.12.**

Severed Parcel:

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

Retained Parcel(s):

- a) Proposed Use: Rural Residential.
- b) Land Use Designation(s): Rural and Waste Management Area (Former Site).
- 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 **does not conform** to the Township Zoning By-Law provisions, Section(s) **20.2, 20.3.1 (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: Development (D2) and Rural (RU).
- e) The recommended zoning of the severed parcel would be: Rural (RU).

Retained Parcel(s):

- a) The retained parcel **conforms** to the Township Zoning By-Law provisions, Section(s) **9.1.1, 9.2.1 (a) & (b), 20.2, 20.3.1.**
- b) ☒ A rezoning **is not** required for the retained parcel.
- c) ☒ A minor variance **is not** required for the retained parcel.
- d) The existing zoning of the retained parcel is: Development (D2) and Rural (RU).
- 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: December 4, 2023

Amended Date: _____

Recommendation:

That the Building Department-2023-15 report, dated December 19, 2023, regarding 2024 Permit Fees be received and the proposed 2024 Fee Schedule be approved via By-law 2023-61 at the appropriate time in the meeting.

Overview:

The Building Department aims to operate on a complete cost recovery financial model. This means that Building Department fees should be set to cover the anticipated costs of operating the Department.

Department fees have not been adjusted since 2021.

Inflation has significantly increased the cost of doing business. The Building Department is not immune to these increases, and as such, the departments operating costs have increased significantly.

Part of our review was to look at what fixed rate fees were invoiced most frequently and where the Department experiences a draw on staff time over and above regular departmental tasks. The Building Department is proposing an increase for Sewage System Permit Fees and an introduction of three new fixed amount fees.

Sewage System Permit Fees

The increase in these fees are inline with the inflation numbers over the last couple of years. The 2023 permit fees charged throughout the County are approximately 30% higher than our proposed 2024 fees.

New Fees

Permit Renewal Fee (\$200.00) – This fee will be due, at the start of a calendar year (Jan 1), on any open building permits that have been issued for more than one calendar year.

The longer a permit stays open, the more work goes into completing inspections and finalizing the permit. The Building Department must enforce the Code that was in effect at the time the permit was issued. This means, as time goes on, department staff are required to review past iterations of the Code in order to make appropriate decisions. This takes a significant amount of added time to complete. Additionally, open building permits can create hold-ups on the sale of a property. This is a challenge for all parties involved and can lead to emotionally charged interactions with Building Department staff.

A permit renewal fee helps incentivize property owners to close their outstanding building permits or offsets the additional cost incurred by the Building Department to

complete the necessary research when attending a property to complete inspection on an old permit.

Six of the other seven Township's within Peterborough County already have permit renewal fees. The median for renewal fees is \$210.75.

Additional Inspection Fee (\$225.00) – This fee may be charged, at the discretion of the CBO, for any inspections beyond two, for any stage of construction or for any inspection deemed necessary by the Chief Building Official.

The intent of this fee is to account for the additional staff time required for call back inspections where the work was not complete initially, or it failed inspection, and was not satisfactorily completed by the end of the second visit. This fee may also be charged for projects that require inspections in addition to, and outside the scope of a regular inspection.

This is an established fee in five of the other seven Township's within the County.

Permit Revision/Extra Plans Review (\$225.00) – This fee is to account for changes made during construction that cause the Building Department to undertake additional plans review or a revision to the building permit. This fee will only be charged for additional work completed after the permit is issued and at the discretion of the Chief Building Official.

Some of the other Townships within the County charge this out at an hourly cost. A set fee removes some of the ambiguity on a fee that is already discretionary.

Conclusion:

As identified above, inflation has significantly increased the cost of living and more specifically the cost of construction. Our Department is mindful of how fee increases impact the end user. That is why the Building Department is only seeking to modify a limited portion of our current fees. Many of our Department's fees are related to construction value. As inflation increases, so does the associated costs of construction. Therefore, our permit revenue increases naturally. The fixed fees, such as Sewage System Permit Fees, must be increased independently.

Implementing new fees that address the additional draw on staff time over and above the regular course of a construction project will help keep other departmental fees from increasing.

We have identified what increases will have the most impact on delivering a balanced budget and are only adjusting those fees at this time.

Financial Impact:

Increased revenue to maintain a fully balanced departmental budget.

Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.

Report Approval Details

Document Title:	2024 Permit Fees.docx
Attachments:	- 2024 Permit Fee Schedule.docx
Final Approval Date:	Dec 14, 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
Schedule A to By-law Number 2023-61, Respecting
Classes of Permits and Permit Fees for 2024

2024 Building Department Fee Schedule		
Row	Classification / Category	Fee
1	Dwelling	\$14.50 / \$1000 of construction value
2	Cottage (Islands/WAO)	\$14.50 / \$1000 of construction value
3	Commercial	\$14.50 / \$1000 of construction value
4	Industrial	\$14.50 / \$1000 of construction value
5	Institutional	\$14.50 / \$1000 of construction value
6	Agricultural	\$3.63 / \$1000 of construction value
7	Boathouse	\$14.50 / \$1000 of construction value
8	Garage	\$14.50 / \$1000 of construction value
9	Shed	\$14.50 / \$1000 of construction value
10	Open Deck	\$14.50 / \$1000 of construction value
11	Enclosed Deck	\$14.50 / \$1000 of construction value
12	Residential Addition	\$14.50 / \$1000 of construction value
13	Residential Renovation	\$14.50 / \$1000 of construction value
14	ICI Addition	\$14.50 / \$1000 of construction value
15	ICI Renovation	\$14.50 / \$1000 of construction value
16	Swimming Pools	\$225
17	Solid Fuel Burning Appliance and/or Chimney	\$225
18	Moving/Relocating Building	\$225
19	Construction Trailer (includes <4.5m ² deck)	\$225
20	Demolition (1 building)	\$225
21	Demolition (>1 building, per building)	\$200 per building
22	Change of Use (no Construction)	\$500
23	Transfer Permit (Ownership Change)	\$225
24	Plumbing Residential <10 fixtures	\$225
25	Plumbing Residential >=10 fixtures	\$400
26	Plumbing Commercial	\$575
27	Minimum Fee	\$225
28	Minimum Deck Fee	\$120
29	Tent Permit (temporary)	\$0
30	Construction commenced without a permit having been issued, including site preparation or excavation	Double calculated permit fee
31	Order to Comply	\$225
32	Stop Work Order	\$450
33	Order Not to Cover	\$225
34	Order to Uncover	\$450
35	Unsafe Building Order	\$675
36	Order Requiring Tests and Samples	\$450
37	CBO Determined Minor	\$60
38	Permit Renewal – Due annually on January 1, after one full calendar year of permit being issued*	\$200*
39	Additional Inspection – more than two of any type of inspection or as deemed necessary by CBO	\$225
40	Additional Review or Re-issuance of Building Permit	\$225

* This fee may be waived at the discretion of the Chief Building Official.

The Corporation of the Township of Douro-Dummer
Schedule A to By-law Number 2023-61, Respecting
Classes of Permits and Permit Fees for 2024

Category	Type	Fee
Sewage System Permits	Class 2 Sewage System (Greywater System)	\$ 375.00
	Class 3 Sewage System (Cesspool)	\$ 375.00
	Class 4 Sewage System, design capacity less than or equal to 4500 litres per day	\$ 750.00
	Class 4 Sewage System, design capacity greater than 4500 litres per day and less than 10,000 litres per day	\$ 1050.00
	Class 4 Tank replacement only	\$ 375.00
	Class 4 Bed replacement only (or repair)	\$ 375.00
	Class 5 Sewage System (Holding Tank)	\$ 750.00
Renovation / Change of Use	Existing system review for renovation/additions/change of use (if sewage system permit required, this fee is waived)	\$ 250.00
Planning Applications	Minor Variances / Zoning By-law amendments requiring a site visit	\$ 175.00
	Severance / Subdivision (per lot)	\$ 175.00
Copies	Copies of closed permits	\$ 45.00

Re-inspections	Mandatory re-inspections (Source Water Protection Plan) - Type 1	\$ 75.00
	Mandatory re-inspections (Source Water Protection Plan) - Type 2	\$ 300.00
	Mandatory re-inspections (Discretionary) - Type 1	\$ 150.00
	Mandatory re-inspections (Discretionary) - Type 2	\$ 300.00

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) *

John Good

Name of Organization:

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


Please Provide an Email Address:

Please provide a phone number:

Nature of delegation request: *

Concern with regard to possible opening of further township and county roads to ORV use.

Please upload any additional information you wish to submit.

File Name	
	<div>JPG remarks to D-D Council.pdf</div> <div>882.2 KB</div>

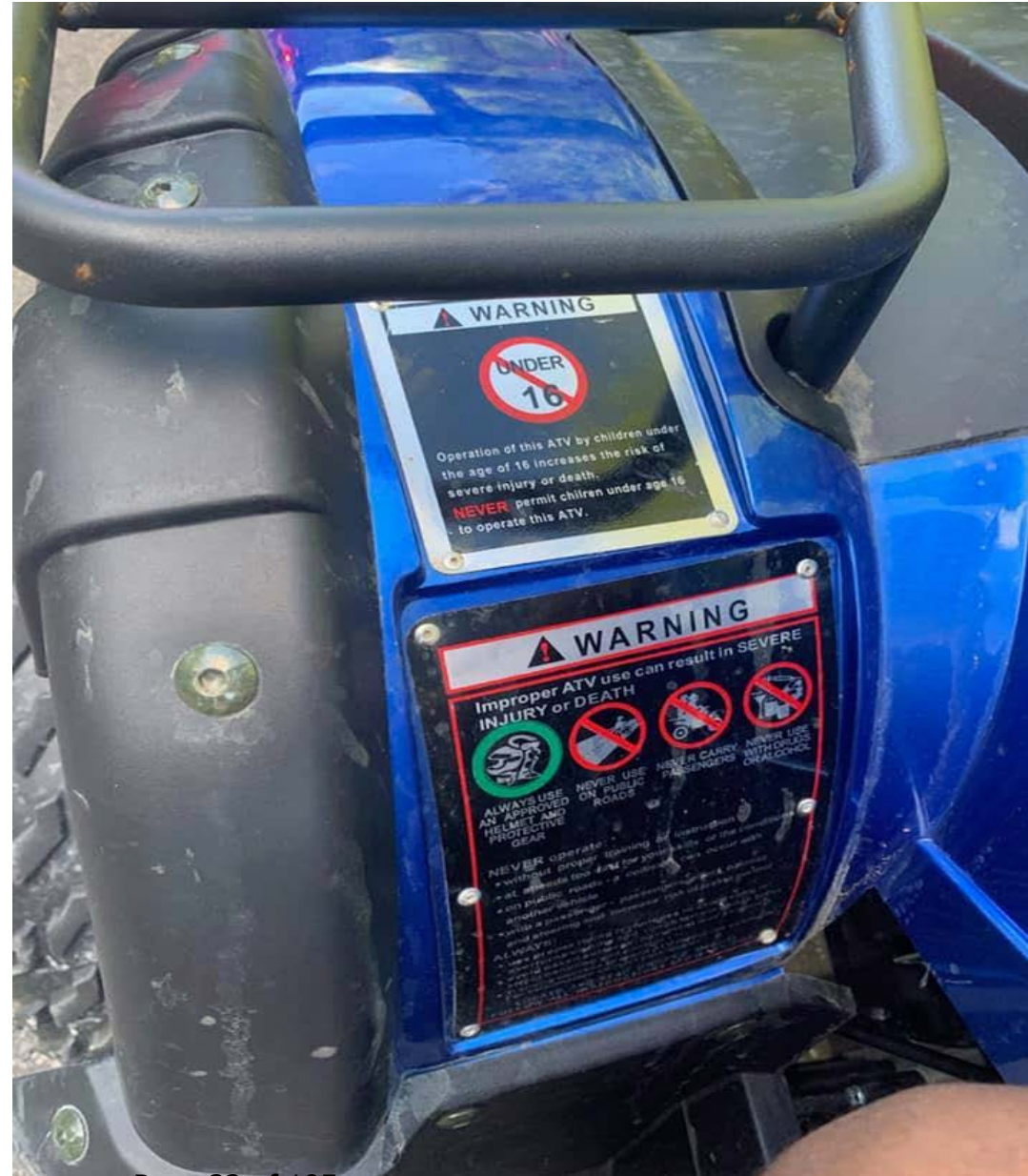
Please provide a signature *

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.

**OHV's NOT
FOR USE
ON PUBLIC
ROADS**



Tips and Practice Guide for the



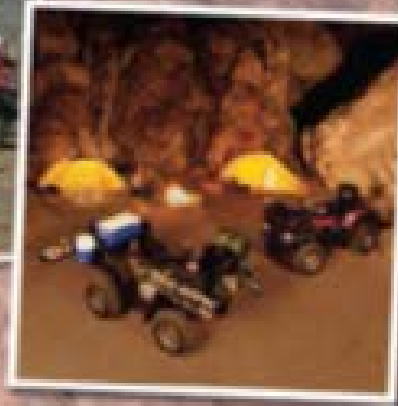
For more information contact:

COHV CVHR

Canadian Off-Highway Vehicle Distributors Council 5000
Beeches Ave East, Suite 201 • Markham, ON L3R 4T9
416-491-6439 1-877-470-2288 • cohv.ca

To sign up in the C&O ATV RiderCourse
nearest you, visit www.quadcouncil.ca or
call 888-613-AQCC (2722).

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All-Terrain Vehicle Rider

Forward

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It is important to carefully read and follow the instructions and warnings in the ATV's owner's manual and on its labels. ATVs handle differently from other vehicles such as motorcycles and cars. Proper instruction and practice are important.

ATVs can be hazardous to operate. For your safety, always wear a DOT-compliant helmet, goggles, long sleeves, long pants, over-the-ankle boots, and gloves. **Never ride on paved roads except to cross when done safely and permitted by law – another vehicle could hit you. ATVs are designed to be operated off-highway.** Never ride under the influence of alcohol or drugs. Never carry a passenger on a single-rider ATV, and no more than one passenger on an ATV specifically designed for for two people.

Supervise riders younger than 16; ATVs are not toys. Ride only on designated trails and at a safe speed. Take an intensive half day course presented by the Canadian AQCC Safety Institute (CASI). Certified instructors provide skill enhancing, hands-on training based on proven field techniques. Visit www.quadcouncil.ca or call 888-613-AQCC (2722).

The Canadian Off-Highway Vehicle Distributors Council (COHV) is a national, nonprofit, trade association representing the responsible interests of the major ATV, off-highway motorcycle and recreational off-highway vehicle (ROV) manufacturers, distributors and retail outlets of OHV related products and services. The member companies include Honda, Can-Am BRP, Kawasaki, KTM, Polaris, Suzuki, Textron and Yamaha.

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3300 Sheppard Ave E, Suite 201, Markham, Ontario, L3R 4T9
www.cohv.ca 1-877-470-2288

Tips and Practice Guide for the



The All-Terrain Vehicle (ATV)

2

Knowing all you can about your ATV and the places you can ride is good preparation for safe and enjoyable riding.

Remember, ATVs are intended for off-road use only. Never operate an ATV on public roads, and always avoid paved surfaces. ATVs are not designed for use on public roads and other motorists may not see you. ATVs are not designed to be used on paved surfaces because pavement may seriously affect handling and control.

ATVs are different from other vehicles, as well as from one another. The following is a list of some differences among ATVs:

- Handling characteristics among ATVs vary depending upon their basic design and how

- There are liquid-cooled and air-cooled ATVs.
- Some ATVs have manual transmissions; some have automatic transmissions.
- Some ATVs have manual transmissions; some have automatic transmissions.
- Most ATVs have manual transmissions; some have automatic transmissions.
- Some ATVs have manual transmissions; some have automatic transmissions.
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For more information

COHV

Canadian Off-Highway Vehicle Distributors Council

1-877-470-2288

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The All-Terrain Vehicle

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Tips and Practice Guide

- Keep alert to weather conditions.
- Know the weather forecasts.
- Check with local law enforcement to be sure that ATVs are allowed on snowmobile trails before using them.
- Dress appropriately for the weather conditions.

Crossing Roads and Highways

ATVs are designed to be used OFF-ROAD ONLY. A leading cause of accidents and fatalities to ATV riders is riding on or crossing a road illegally or improperly. The hazards of crossing roads cannot be over-emphasized, but you may find it necessary on occasion to cross a road or highway. This is particularly true in farming areas where ATVs are used for various work purposes.

- Before crossing, bring your ATV to a complete stop on the shoulder of the road.
- Yield the right of way to all oncoming traffic. Look both ways.
- Ride cautiously. Your ATV will handle differently on pavement and may be difficult to maneuver, increasing the danger of collision.
- Cross the road at a 90-degree angle where there are no obstructions and your visibility is good.
- If you are riding in a group, have the first rider (leader) dismount on the shoulder before crossing and watch for traffic as he waves the group across the road. Have the last rider dismount on the shoulder after crossing and watch traffic, to help the group leader across.
- Remember, crossing roads improperly or

21

Forward

i

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www.cohv.ca 1-877-470-2288

Opposition To On-Road Use

standards consist of extensive and detailed compliance requirements. Since ATVs are not intended to be used on-road, they are not designed, equipped or tested to meet such standards. Permitting on-road use of ATVs, including modified ATVs, would be in conflict with manufacturers' intentions for their proper use, and would be contrary to federal safety requirements.

The Insurance Institute for Highway Safety has analyzed U.S. Department of Transportation's Fatality Analysis Reporting System (FARS) data on ATV rider fatalities occurring on public roads. In 2015, the most recent year for which the data is available, 324 ATV riders were killed on public roads. This number has been relatively consistent

colliding with a car or truck, an obviously dangerous situation. Another CPSC study of 3,200 ATV-related deaths that occurred between 1985 and 1996 found that the most frequently reported hazard pattern (56% of all ATV incidents) involved collisions and 35% of these involved collisions with motorized vehicles.

SVIA emphasizes that ATVs are not designed, manufactured, or in any way intended for use on public streets, roads or highways and urges that on-highway use of ATVs be prohibited and that law enforcement efforts be strengthened to eliminate this dangerous practice.

WARNING

Improper ATV use can result in SEVERE INJURY OR DEATH.



ALWAYS USE
AN APPROVED
HELMET AND
PROTECTIVE
GEAR



NEVER USE
ON PUBLIC
ROADS



NEVER CARRY
PASSENGERS



NEVER USE
WITH DRUGS
OR ALCOHOL

NEVER operate:

- without proper training or instruction.
- at speeds too fast for your skills or the conditions.
- on public roads-a collision can occur with another vehicle.
- with a passenger-passengers affect balance and steering and increase risk of losing control.

ALWAYS:

- use proper riding techniques to avoid vehicle overturns on hills and rough terrain and in turns.
- avoid paved surfaces-pavement may seriously affect handling and control.

LOCATE AND READ OWNER'S MANUAL.
FOLLOW ALL INSTRUCTIONS AND WARNINGS.

There will be deaths...



- **ORV fatalities are increasing**
- **Higher rates of serious injuries and fatalities occur on roads**
- **ORV incidents on roads are contributing only 7% of ER visits but 14% of hospitalizations and 40% of deaths in Peterborough County**



Good Risk Management

- **Municipalities exist to improve quality of life**
- **Municipal leaders are expected to reduce likelihood of harm**
- **1% rule**
- **Municipal insurance rates spiraling ever higher**

Weighing the costs and benefits

COSTS	BENEFITS
Inspecting and maintaining roads and shoulders	ATV tourism
Identifying and mitigating hazards	Transportation affordability
Installing and maintaining signs	Being outdoors together with friends
Designing and delivering education programs	
Enforcing by-law and other relevant laws	
Noise, pollution, environmental damage	



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 and Clerk	April 11, 2023	COW	Report to Council re ORV use in Township	Complete
Clerk	February 14, 2023	Council	Review of Records Retention By-law	Winter 2024
Corporate	May 3, 2022	Council	Future Gravel Resources	Winter 2023/2024
Finance/Clerk	February 21, 2023	Council	Policy/Program for Community Grants	December 19, 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	Deferred Pending Budget
Corporate	September 5, 2023	Council	Buildings Naming Rights and Memorials Policy	Winter 2024
Building and By-law Enforcement	October 10, 2023	Council	Updated Sign By-law	Complete

Capital Project Status

Department	Capital Project List	Status
Fire	Douro Station Reconfiguration	Ongoing
Fire	Resurfacing of the parking lot at Fire Station 2	Regrading and Gravel Application are complete.
Fire	Station 2 Pumper	Completed
Fire	Fans for the Trucks	Completed
Fire	Paging Infrastructure Fees	Complete
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 – In Progress
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

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 Treasurer-2023-28 report, dated December 19, 2023, regarding 2024 Budget Approval be received;

That Council approve the tax levy needed for the 2024 Budget in the amount of \$6,793,017; and

That staff be requested to bring forward a Tax Rate By-Law for approval.

Overview:

Staff are happy to present the final copy of the 2024 Budget for Council approval. The attached document outlines the final budget.

One item to note is the updated financing strategy for the Joint Building after factoring in the increased contribution through the 2024 Budget process by \$150,000. The other change to the plan is that the first debenture payment is not expected now until 2025. The proposed approach is to spread the impact over the longer term which results in a 1% tax increase per year for the next 6 years. Alternatives to this approach can and will be explored once the tender process is complete and final costs are known.

Year	Reserves	Levy	Debt Payment	% Increase
2022		\$67,872		1.18%
2023		\$138,512		1.18%
2024		\$514,537		5.90%
2025	\$336,267	\$578,270	\$914,537	1.00%
2026	\$272,534	\$642,003	\$914,537	1.00%
2027	\$208,801	\$705,736	\$914,537	1.00%
2028	\$145,069	\$769,469	\$914,538	1.00%
2029	\$81,337	\$833,202	\$914,539	1.00%
2030	\$0	\$914,540	\$914,540	1.28%

Conclusion:

The Operating Budget impacts the levy by 2.6% and the Capital Budget by - 0.3%. Assessment increased by 0.8% in 2023 which means the change to the net levy before the capital levy is 1.5%. As adopted in 2023, a Capital Levy is being added to be able to fund the debenture payments related to the Joint Building, this adds \$376,025 or 5.9% for a total of 7.4%. This increase in the levy results in an extra \$32.33 annually, or \$2.69 per month per \$100,000 of Assessment; for the median property of \$256,000 there would be an increase of \$82.76 annually and \$6.90 monthly.

	2023	2024	\$ Change	% Change	Tax Impact
Operating Expenses	\$4,992,370	\$5,145,159	\$152,790		2.4%
Transfer to Capital	-\$22,260	-\$10,800	\$11,460		0.2%
Net Operating Levy	\$4,970,110	\$5,134,359	\$164,250	3.3%	2.6%
Capital	\$1,255,812	\$1,238,329	-\$17,482	-1.4%	-0.3%
Less: Assessment Growth in 2023					-0.8%
Percent Change to the Tax Rate before Capital Levy:					1.5%
Capital Levy For Joint Building	\$138,512	\$514,537	\$376,025		5.9%
Total Levy Requirement	\$6,364,433	\$6,887,226	\$522,792	8.2%	
Percent Change to the Tax Rate as at November 21st:					7.4%

	2023	2024	Annual Change	Monthly Change
Residential Impact Per \$100,000 of Assessment	\$436.03	\$468.35	\$32.33	\$2.69
Impact on Median Property of \$256,000	\$1,116.22	\$1,198.98	\$82.76	\$6.90

Financial Impact:

The 2024 Levy requirement is \$6,793,017.

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

Report Approval Details

Document Title:	2024 Budget - Final.docx
Attachments:	
Final Approval Date:	Dec 14, 2023

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

Martina Chait-Hartwig

Elana Arthurs



2024 Budget

Township of Douro-Dummer

December 19, 2023

Page 41 of 195



Table of Contents

2024 Budget

December 19, 2023

Section 1 - Budget Overview

- 2024 Budget Background
- Impact to the Levy
- Key Operating Changes
- Joint Public Works and Fire Hall Building

Section 2 - Department Summaries

- Departmental Responsibilities
- 2023 Accomplishments
- 2024 Operating
- 2024 Capital Projects

Section 3 – Capital Budget Summary

Section 4 – Draft User Fees

Budget Overview

Section 1

2024 Budget Background

2023 Review and Impact of Inflation

2023 has represented a return to normalcy and our first full year without any shutdowns due to Covid. However, the impacts that Covid had on supply chains still exists in the form of high costs and continued inflation. The most recent Consumer Price Index (CPI) released as of this budget document was September which showed a 3.3% year over year change. The Township continues to see these impacts in all our purchases. For example, the Township tendered and purchased a pumper truck for the Fire Department in 2021 for \$415,000, a recent quote was provided for planning purposes to purchase another pumper in 2025 at \$600,000; this represents an increase of approximately 10% per year.

To combat inflation the Bank of Canada has increased interest rates 4.75% since the beginning of 2022 from 0.25% to 5%. We cannot say for certain, but it's expected that we will not see any further rate increases. Some analysts expect the rates to start to decrease some time in 2024 but pre-pandemic rates are not expected. It will be important to monitor these rates as we move forward with the construction of the joint Public Works Facility and Fire Hall.

Looking forward to 2024

The past few years management have been working on modernizing and updating our services by carrying out the recommendations of the Service Delivery Review completed in 2020. Some of these changes have included hiring a full-time Planner, moving from an external IT provider to a shared employee with the Township of Asphodel-Norwood, completing services such as grass cutting and snowplowing of municipal lots internally, re-aligning the Finance Department and adding a Building Inspector and Building Administrator. These changes have allowed the Township to keep up with the ever-changing demands.

2024 will see some major plans and studies completed which will set the course for the Township for the next 10-15 years. The Strategic Plan will be completed which will set the priorities and therefore dictate where future spending will be focused. The Township will be completing a Fire Master Plan, Development Charge Study and Asset Management Plan; all of which will inform future decisions.

In summary, with the recent changes in the way the Township is operating and knowing that more information is going to be available in 2024, this budget represents status quo in terms of operations. No additional staffing is being requested and outside of the levy needed for the Joint Building which is 5.9%, the increase is being presented at 1.5%. There are some larger Roads projects being completed which are being funded with additional OCIF and Gas Tax funds that have been provided to the Township the last few years.

Budget Process

Meeting Schedule:

- 1st Draft Presentations - October 31st and November 1st
- Budget Working Session – November 14th
- Public Meeting – November 21st
- Council Budget Deliberation – December 5th
- Budget Passage – December 19th

Impact to the Levy

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Summary of Key Operating Changes

		Impact on Levy	
Inflationary Pressures		\$	%
Salary and Wage Cost of Living Adjustment	As part of the employee Compensation Agreement Council approves a salary grid increase as per the annual OMERS pension inflation index. OMERS uses the average of the CPI for the 12-month period ending in October and compares it to the average for the same period the previous year. If the CPI increase is greater than 6%, the inflation adjustment is 6% and the increase in CPI over 6% is carried forward for application in a future year when the CPI increase is less than 6%. The OMERS increase in 2023 was 6.51% which means 0.51% was carried forward. CPI from September to September was 3.8% and therefore the annual adjustment is projected to be 4.31%.	\$116,856	1.8%
Insurance	All across the country municipalities are continuing to see large increases in general liability insurance costs. The total amount of insurance paid for by the Township in 2023 will be \$218,460; this represents a \$31,017 increase, or 16.5%, from the previous budget.	\$31,017	0.5%
Fuel Costs	In the 2023 budget we increased the budget to reflect increased costs but further increases are needed.	\$21,596	0.3%
Interest Earned	The higher interest rates are responsible for increased costs but the Township does see an increase in interest earned from the higher rates.	-\$67,000	-1.1%

Summary of Key Operating Changes

		Impact on Levy	
Departmental Adjustments		\$	%
By-law Enforcement	Up until now we have not separated costs associated with By-law Enforcement and the Building Department. We are mandated to run the Building Department as it's own entity and therefore should not include costs that are not related to the enforcement of the building code. Over the past few years there has been increasing demands from by-law enforcement and therefore we have allocated 20% of the Chief Building Official and 10% of the Building and Planning Admin to By-law Enforcement.	\$31,392	0.5%
Police Services	The annual OPP cost increased \$11,212, or 1.2%. We have also budgeted an extra \$14,500 for costs related to the new Police Services Board.	\$25,712	0.4%
Other operating adjustments	These reflect the adjustments that staff make to various line items to reflect recent spending and current needs. Details can be found in each department's budget detail.	\$50,556	0.8%
Reserve Transfers			
Reserves	The decrease in reserve transfers is related to transfers to reserves for the licensing and purchase of a gravel pit. These transfers are calculated based on the tonnes of gravel that are being used in the capital budget. The 2024 budget is forecasted to have less than 2023.	-\$45,880	-0.7%
Total Operating Impact		\$164,250	2.6%

Joint Public Works and Fire Hall Building

- Council adopted the following financing strategy for the Joint Building in the 2023 Budget:

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

- During the 2024 Budget process Council allocated an additional \$150,000 to the Capital Levy; the following are the updated figures to get to an annual amount of \$914,537.36:

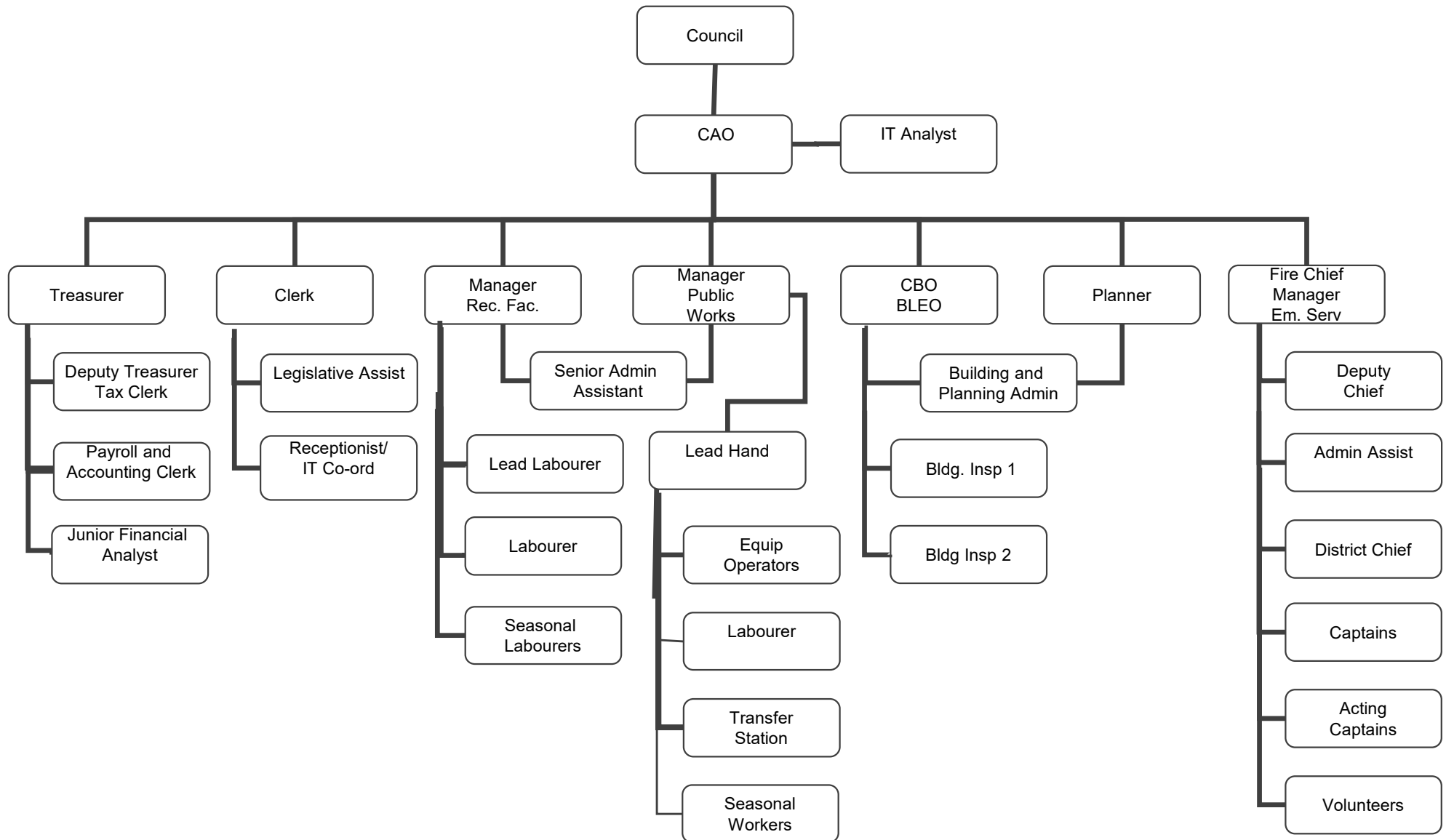
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2029	\$81,337	\$833,202	\$914,539	1.00%
2030	\$0	\$914,540	\$914,540	1.28%

- Construction has been delayed due to environmental factors at the site and we expect tendering and site preparation and to commence in 2024. Once tendering has been completed, we will be able to able to finalize the financing strategy. It is the hope that interest rates will begin to decrease commencing in 2024 and therefore we may look at strategies using construction loans to delay locking into higher rates. The above strategy is using a rate of 4.40% and the current rate is 5.39%.

Departmental Summaries

Section 2

Organization Chart



Corporate Services

2.1

CAO Office

Responsibility Summary:

- Policy and Program Development
- Human Resources
- Performance Management
- Economic and Community Development activities
- Develop programs and bring forward to Council for approval
- Work with Stakeholders and Elected Officials at various levels of government to advocate for the Township and explore funding opportunities
- Strategic Planning – Long- and Short-Term goals and vision

2023 Accomplishments:

- Successful completion of Job Evaluation and Pay Equity Plan
- Recruitment of a new IT Coordinator
- Study and evaluation completed for new software and programs for implementation in 2024
- Executed new performance evaluation
- Strategic Plan for 2024-2028 underway

Clerks Department

Responsibility Summary:

- Responsible for the preparation of Council and Committee agendas, minutes, correspondence, By-laws and statutory public notices
- Act as a Resource to Council regarding meeting management, the Procedural By-law, and issues surrounding Accountability, Transparency & Governance
- Act as the Head for Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) compliance and respond to requests from stakeholders for information and manage the Records Retention By-law
- Responsible for maintaining the Township Policy Manual and ensuring it is up to date
- Responsible for ensuring that the Records Retention By-law is adhered to and the maintenance of correspondence and related records
- Responsible for the issuance of Lottery Licenses and Canteen Permits
- Run municipal elections and manage all of the functions of the election process

2023 Accomplishments:

- Public Policy Intern Program with Trent University
- Introduction of Routine Disclosure Policy and Procedure
- Introduction of Public Conduct Policy and Procedure
- New Terms of Reference for Events Committee and Historical Committee
- Amendments to Procedural By-law – New Public Comment Period and Change to Publishing of Agenda
- Ability to issue marriage licenses and perform civil marriage services

Finance Department

Responsibility Summary:

- Responsible for all financial reporting and financial record keeping
- Maintain a record of Tangible Capital Assets and implement the Township's Asset Management Plan under PSAB legislation
- Create and monitor the budget with input from the Management Team and approval by Council
- Process all accounts payable and receivable
- Process payroll and act as the Benefits Administrator for employee benefits and OMERS Pension Plan
- Manage the grant process from submission to receipt of funds and all reporting requirements
- Annual audit process in partnership with Baker Tilly
- Manage and conduct all aspect of tax collection including delinquent account and the Tax Sale process

2023 Accomplishments:

- Implemented a corporate wide time management system where staff track their time, submit timesheets, time off requests and receive paystubs. This change has saved approximately 3 days of staff time per month.
- Implemented a new Project Costing module to replace an existing module that was cumbersome to use. This module also enables staff to track time spent on projects within the new time management system.
- Re-aligned personnel, duties and responsibilities amongst staff; this included hiring a Junior Financial Analyst.
- Implemented Bids and Tenders and centralized procurement in the Finance Department.

**2024 Operating Budget
Council**

	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	Change (\$)	Change (%)	Notes:
Expenses							
Employee Wages and Benefits	\$127,457	\$142,700	\$130,774	\$148,295	\$5,595	3.9%	
Advertising and Special Events	\$1,741	\$2,600	\$4,182	\$3,700	\$1,100	42.3%	
Building Maintenance and Repairs	\$0	\$500	\$0	\$500	\$0	0.0%	
Community Grants	\$2,004	\$3,900	\$5,118	\$5,000	\$1,100	28.2%	
Computer Hardware and Software	\$277	\$0	\$0	\$0	\$0	0.0%	
Contracted Services	\$5,771	\$9,000	\$6,462	\$4,000	-\$5,000	-55.6%	
Insurance	\$1,388	\$1,595	\$2,352	\$2,703	\$1,108	69.5%	
Materials and Supplies	\$105	\$735	\$98	\$855	\$120	16.3%	
Office Equipment, Materials and Supplies	\$814	\$208	\$214	\$208	\$0	0.0%	
Professional Development and Memberships	\$4,617	\$10,200	\$14,090	\$10,200	\$0	0.0%	
Expenses Total	\$144,172	\$171,438	\$163,290	\$175,461	\$4,023	2.3%	
Grand Total	\$142,872	\$171,438	\$163,290	\$175,461	\$4,023	2.3%	

**2024 Operating Budget
Corporate Services**

The Corporate Services budget is made up of the CAO's Office, Clerks, Finance and the Municipal Office. In the past there were two separate departments for these four areas but there are now four separate budgets. However, for the purpose of showing the change from one year to the next all four budgets have been presented as one below. In future years we will be able to present each one individually.

	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	Change (\$)	Change (%)	Notes:
Expenses							
Employee Wages and Benefits	\$769,221	\$940,080	\$793,446	\$959,690	\$19,610	2.1%	Cost of Living but budget slightly reduced due to moving custodian services at Town Hall to contracted services.
Advertising and Special Events	\$5,264	\$13,850	\$18,861	\$5,000	-\$8,850	-63.9%	
Building Maintenance and Repairs	\$6,706	\$26,368	\$20,756	\$14,500	-\$11,868	-45.0%	To reflect actuals spent over the past few years.
Computer Hardware and Software	\$55,547	\$32,000	\$49,997	\$36,300	\$4,300	13.4%	
Contracted Services	\$174,548	\$69,610	\$124,878	\$97,462	\$27,852	40.0%	Increased due to custodian services now being contracted out.
Equipment Repairs and Maintenance	\$7,474	\$1,550	\$5,609	\$1,550	\$0	0.0%	
Financial Fees and Expenses	\$24,111	\$29,500	\$41,872	\$32,000	\$2,500	8.5%	Change primarily due to higher building maintenance budget in prior year
Insurance	\$58,657	\$74,477	\$57,213	\$73,341	-\$1,136	-1.5%	
Interest Expense	\$184	\$300	\$269	\$300	\$0	0.0%	
Materials and Supplies	\$20,481	\$20,500	\$9,547	\$27,150	\$6,650	32.4%	Budgeted for new Township and Cemetary signs which are faded and we are receiving complaints.
Office Equipment, Materials and Supplies	\$35,909	\$29,580	\$28,058	\$30,580	\$1,000	3.4%	
Overhead Transfer	\$0	-\$24,670	\$0	-\$24,670	\$0	0.0%	
Professional Development and Memberships	\$22,376	\$27,283	\$17,935	\$36,220	\$8,937	32.8%	Increased to reflect current education and professional development needs of staff.
Tools and Equipment	\$977	\$900	\$116	\$600	-\$300	-33.3%	
Utilities	\$34,344	\$28,900	\$29,257	\$35,800	\$6,900	23.9%	Increased to reflect recent actuals.
Expenses Total	\$1,216,450	\$1,270,228	\$1,197,814	\$1,325,823	\$55,595	4.4%	
Reserves							
Transfer From Reserves	\$0	-\$20,000	\$0	-\$20,000	\$0	0.0%	
Transfer to Reserves	\$0	\$41,500	\$0	\$34,000	-\$7,500	-18.1%	
Reserves Total	\$0	\$21,500	\$0	\$14,000	-\$7,500	-34.9%	
Revenues							
Financial Fees	-\$3,430	-\$1,040	-\$2,173	-\$1,040	\$0	0.0%	
Grants	-\$570,447	-\$573,400	-\$485,818	-\$585,600	-\$12,200	2.1%	
Interest Revenue	-\$126,020	-\$108,000	-\$137,873	-\$175,000	-\$67,000	62.0%	Higher interest being earned on investments and bank balances.
Licence Revenue	-\$564	-\$900	-\$707	-\$900	\$0	0.0%	
Other Revenues	-\$9,680	-\$345	-\$9,141	-\$195	\$150	-43.5%	
Rental Revenue	-\$2,099	-\$5,000	-\$2,045	-\$5,000	\$0	0.0%	
Taxation Revenue	-\$230,155	-\$194,900	-\$206,015	-\$188,749	\$6,150	-3.2%	To reflect actuals related to PILs over the past few years.
Revenues Total	-\$942,395	-\$883,585	-\$843,773	-\$956,484	-\$72,900	8.3%	
Grand Total	\$274,055	\$408,143	\$354,041	\$383,339	-\$24,804	-6.1%	

Corporate Capital Projects

1. IT Hardware Replacements - \$20,000

- The IT Hardware replacements is a strategic initiative aimed at ensuring the continued efficiency, security and reliability of our IT infrastructure.
- This project encompasses the replacement of critical hardware components, including servers, laptops and other IT hardware needs.
- It is planned for this project to be an annual amount. Some years the Township will have fewer needs and in those years the surplus will be transferred to a reserve for years where needs may be greater than \$20,000.

2. Office Chairs Replacement - \$7,000

- The existing office chairs have surpassed their life expectancy and are showing signs of significant wear and tear.
- Chairs are also critical to the long-term health safety of staff by ensuring proper support and posture.

3. Storage Room Exterior Door Replacement - \$5,000

- The current storage room exterior door is showing signs of wear, compromising the safety and integrity of stored items. The plan is to replace the existing door with a more robust and secure solution.

4. Tree Replacement Program - \$10,000

- It is being proposed to allocated \$10,000 again for Tree Replacement program. This program was well received by the residents and will continue to help replace the trees lost during the 2022 Derecho Storm.

Library Services

2.2

Library Services Responsibility Summary

- Provide access to collections for the community:
 - Children, young adult and adult fiction, non-fiction, and reference materials including board books, picture books, chapter books, French language, paperbacks, large print, & reference
 - Electronic Resources - E-books, Audiobooks, Online Magazines, Tumble Books (Virtual books for kids), Ancestry.ca, World Book Online, Kanopy (at home streaming of movies and shows on demand), Gale Health and Wellness (authoritative consumer health information)
 - Periodicals: Magazines, Newspapers (Dummer News, Lakefield Herald)
 - Daisy Reader and CDs (talking books for visually impaired)
 - DVDs, Audiobooks, & literacy kits
 - Local History Archives in partnership with the Douro-Dummer Historical Committee
- Provide programs and services to the community:
 - Deliver child, youth, adult, and class programming such as weekly storytime, class visits, youth group, language and computer literacy classes
 - Provide research, reference, and readers' advisory
 - Provide public computer access, Wi-Fi and internet access
 - Maintain a safe meeting place for people in our community
 - Support local artists and host art shows on behalf of the Art Gallery Committee in the Douro-Dummer Public Library Art Gallery

Library Services Operating Highlights

2023 Accomplishments

- Successful completion of more than half of the policy review as outlined in the Board foundation documents.
- Successfully secured the Summer Experience Program Grant and Seniors Community Grant from MCST. These grants have enabled the upgradation of the library's technological infrastructure and expand our capacity for library programming.
- Recruited and onboarded two new staff, including our permanent Library Assistant.
- Developed and executed 20 standalone events for community members, in addition to conducting 14 regular weekly or bi-weekly programs. These programs are developed and delivered by the staff, often in collaboration with community members, groups, or social service agencies, with support from the Friends of the Library and other dedicated community volunteers.
- Cultivated several valuable community partnerships, including Community Care and Peterborough Public Health to offer an extended range of programming and services to Douro-Dummer residents.
- Completion of several capital projects, resulting in functional and aesthetic improvements to the facility. These projects include:
 - i. Enhancement of the water filtration system
 - ii. Awning replacement
 - iii. Drywall and paint repairs

**2024 Operating Budget
Library**

	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	Change (\$)	Change (%)	Notes:
Library							
Expenses							
Employee Wages and Benefits	\$71,616	\$107,231	\$95,881	\$114,639	\$7,408	6.9%	Hours remaining the same of previous budgets; the increase is related to cost of living adjustment and changes to CEO salary arising from wage review.
Advertising and Special Events	\$250	\$785	\$163	\$785	\$0	0.0%	
Building Maintenance and Repairs	\$13,658	\$5,450	\$2,533	\$5,450	\$0	0.0%	
Computer Hardware and Software	\$4,633	\$4,000	\$1,458	\$4,100	\$100	2.5%	
Contracted Services	\$4,016	\$7,050	\$7,063	\$7,050	\$0	0.0%	
Equipment Repairs and Maintenance	\$1,256	\$800	\$0	\$800	\$0	0.0%	
Financial Fees and Expenses	\$12	\$20	\$0	\$20	\$0	0.0%	
Insurance	\$2,746	\$3,156	\$3,758	\$4,320	\$1,163	36.8%	Increase reflects actuals plus 15%.
Interest Expense	\$0	\$10	\$29	\$10	\$0	0.0%	
Internal Rental Recoveries	\$138	\$204	\$73	\$204	\$0	0.0%	
Materials and Supplies	\$2,302	\$3,055	\$2,621	\$3,055	\$0	0.0%	
Office Equipment, Materials and Supplies	\$1,306	\$2,810	\$2,057	\$2,910	\$100	3.6%	
Professional Development and Memberships	\$3,459	\$2,990	\$1,197	\$3,090	\$100	3.3%	
Utilities	\$10,879	\$8,600	\$9,361	\$10,600	\$2,000	23.3%	Hydro increase to reflect actuals. The change in actuals is being investigated by staff.
Expenses Total	\$116,270	\$146,161	\$126,193	\$157,032	\$10,871	7.4%	
Revenues							
Donations and Fundraising	-\$133	-\$385	-\$256	-\$385	\$0	0.0%	
Infractions	-\$37	-\$408	-\$135	-\$408	\$0	0.0%	
Other Revenues	-\$163	-\$208	-\$137	-\$208	\$0	0.0%	
Program Revenue	-\$6	-\$75	-\$20	-\$75	\$0	0.0%	
Revenues Total	-\$338	-\$1,076	-\$548	-\$1,076	\$0	0.0%	
Library Total	\$115,932	\$145,085	\$125,645	\$155,957	\$10,871	7.5%	
Grand Total	\$115,932	\$145,085	\$125,645	\$155,957	\$10,871	7.5%	

Library Services Capital Projects

1. **Books and Material** - \$14,000

- New books for library collection
- Standard practice for library collections management

2. **Flooring** - \$8,000

- Flooring replacement for the entrance, kitchen, public washroom, fiction and non-fiction sections.
- Since the renovation of the non-fiction section, tears and stains have been exposed, and the flooring in other areas are showing signs of wear.

3. **Signage** - \$2,500

- New channel letter signage for the library building.
- The library building currently has the old channel letter signage with the Township's name. The new channel letter signage would say Douro-Dummer Public Library.

Public Works

2.3

Public Works Responsibility Summary

The Public Works Department oversees and facilitates maintenance and capital activities for 520 lane kilometers of roadways, bridges and culverts. The road network consists of approximately 151 km of gravel, 107 km of surface treated and 7 km of hot mix asphalt roads. The Department provides winter road maintenance in accordance with the maintenance standards. The Department is also responsible for the township gravel resources, transfer station, curbside waste collection contract and closed landfill sites.

Functions of the Department include but are not limited to:

- Maintenance of the municipal road system – litter pickup, brushing, ditching, patching, grading, shoulder repair, dust control, street sweeping, roadside grass mowing
- Culvert installations and repairs
- Winter control operations, including snow plowing/removal and sanding/salting
- Installation and maintenance of signage on roadways
- Routine and winter road patrols
- Tree maintenance and removal

Public Works Responsibility Summary

Installation and maintenance of ditching and drainage systems including culverts, catch basins, ditches and drainage outlets

- Streetlight maintenance
- Complete capital works – road reconstruction, application of gravel, asphalt and surface treatment
- Administration and approval of various permits including road occupancy, entrance permits
- Manage Transfer Station operation
- Maintenance and repair of a large fleet of vehicles and equipment
- Control and care for the largest amount of Township infrastructure
- Procurement of goods and services in accordance with the Procurement Policy
- Active participant in the capital asset management plan
- Participate in discussions on the development and construction of roadways for land development projects

Public Works 2023 Accomplishments

- Enhancements to the public works fleet involved the replacement of 2014 John Deere 190 Rubber Tired Excavator including the brush head.
- Introduced a tractor-mounted snowblower on the Parks and Recreation tractor, augmenting winter operations and enhancing overall operational efficiency.
- Replacement of two water pumps installed on the water trucks to conduct effective dust control and grading.

The year 2023 brought significant activity and developments in road construction and maintenance including:

- Application of approximately 2.4 kilometers of single surface treatment to roads, alongside roughly 7 kilometers of double surface treatment.
- Successfully completed approximately 5 kilometers of double surface treatment delayed from the year 2022.
- Efforts extended to applying gravel resurfacing to nearly 56 kilometers of roads, accomplishing 22 kilometers of roadside brushing and clearing 12 kilometers of ditches.
- Major project completions to note include Division Road (Douro 3rd to Douro 5th), Division Road (County Road 4 to Burnham Line), Douro 7th Line Road, 4th Line South Dummer and Center Dummer Road.

**2024 Operating Budget
Public Works**

	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	Change (\$)	Change (%)	Notes:
Roads							
Expenses							
Employee Wages and Benefits	\$730,816	\$879,202	\$722,759	\$922,846	\$43,645	5.0%	
Advertising and Special Events	\$3,473	\$1,750	\$925	\$1,750	\$0	0.0%	
Building Maintenance and Repairs	\$4,684	\$3,840	\$6,787	\$3,840	\$0	0.0%	
Computer Hardware and Software	\$1,799	\$2,305	\$2,233	\$2,305	\$0	0.0%	
Contracted Services	\$190,836	\$101,643	\$226,465	\$112,197	\$10,554	10.4%	To reflect actual cost of licensing.
Equipment Repairs and Maintenance	\$36,265	\$35,475	\$35,998	\$36,315	\$840	2.4%	
Fuel	\$177,389	\$122,038	\$6,825	\$143,778	\$21,740	17.8%	Increased fuel prices.
Insurance	\$37,321	\$42,893	\$42,555	\$41,195	-\$1,698	-4.0%	
Internal Rental Recoveries	-\$146,540	-\$127,609	-\$103,676	-\$63,379	\$64,230	-50.3%	This is related to capital, we charge our machines to capital projects but in order to present the budget on a cash basis we need to remove those charges out of the budget.
Materials and Supplies	\$421,087	\$345,333	\$137,519	\$371,333	\$26,000	7.5%	Anticipated increase in material costs for the upcoming year.
Office Equipment, Materials and Supplies	\$2,393	\$2,250	\$2,040	\$2,250	\$0	0.0%	
Paging and Communication Expenses	\$0	\$70	\$0	\$70	\$0	0.0%	
Professional Development and Memberships	\$13,159	\$13,440	\$5,885	\$9,840	-\$3,600	-26.8%	To reflect actual training needs of staff.
Tools and Equipment	\$0	\$250	\$1,050	\$250	\$0	0.0%	
Utilities	\$17,711	\$23,199	\$16,038	\$23,199	\$0	0.0%	
Vehicle Repairs and Maintenance	\$113,094	\$72,300	\$102,084	\$71,762	-\$538	-0.7%	
Expenses Total	\$1,603,485	\$1,518,378	\$1,205,487	\$1,679,551	\$161,173	10.6%	
Reserves							
Transfer to Reserves	\$0	\$124,473	\$0	\$78,594	-\$45,880	-36.9%	Related to contribution to Gravel Pit Licensing and Purchase reserve which is based on forecasted gravel use in the capital program. 2024 is projected to need less than 2023 which lowers the contribution.
Reserves Total	\$0	\$124,473	\$0	\$78,594	-\$45,880	-36.9%	
Revenues							
Aggregate Revenue	-\$49,550	-\$52,500	-\$34,794	-\$52,500	\$0	0.0%	
Financial Fees	\$0	-\$250	\$0	-\$250	\$0	0.0%	
Other Revenues	-\$18,245	-\$25,000	-\$10,075	-\$25,000	\$0	0.0%	
Permit Revenue	-\$18,397	-\$10,000	-\$5,038	-\$10,000	\$0	0.0%	
Revenues Total	-\$395,127	-\$87,750	-\$306,370	-\$87,750	\$0	0.0%	
Roads Total	\$1,208,358	\$1,555,101	\$899,117	\$1,670,395	\$115,293	7.4%	

**2024 Operating Budget
Public Works**

	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	Change (\$)	Change (%)	Notes:
Waste Services							
Expenses							
Employee Wages and Benefits	\$45,047	\$44,839	\$43,471	\$47,059	\$2,220	5.0%	
Advertising and Special Events	\$0	\$500	\$0	\$500	\$0	0.0%	
Building Maintenance and Repairs	\$18,792	\$35,500	\$31,648	\$35,500	\$0	0.0%	
Computer Hardware and Software	\$0	\$500	\$163	\$500	\$0	0.0%	
Contracted Services	\$284,204	\$249,555	\$218,704	\$249,555	\$0	0.0%	
Equipment Repairs and Maintenance	\$3,088	\$2,330	\$244	\$2,330	\$0	0.0%	
Insurance	\$2,141	\$2,460	\$2,736	\$3,144	\$684	27.8%	
Internal Rental Recoveries	\$3,206	\$3,000	\$0	\$3,000	\$0	0.0%	
Materials and Supplies	\$1,687	\$1,200	\$889	\$1,200	\$0	0.0%	
Office Equipment, Materials and Supplies	\$945	\$1,875	\$657	\$1,875	\$0	0.0%	
Professional Development and Memberships	\$65	\$305	\$0	\$305	\$0	0.0%	
Utilities	\$1,258	\$1,065	\$1,020	\$1,095	\$30	2.8%	
Expenses Total	\$360,433	\$343,129	\$299,532	\$346,064	\$2,934	0.9%	
Revenues							
Other Revenues	-\$2,792	-\$5,500	-\$2,265	-\$5,500	\$0	0.0%	
Rental Revenue	-\$104,020	-\$90,000	-\$94,940	-\$90,000	\$0	0.0%	
Tipping Fees	-\$37,226	-\$25,000	-\$35,989	-\$25,000	\$0	0.0%	
Revenues Total	-\$144,038	-\$120,500	-\$133,195	-\$120,500	\$0	0.0%	
Waste Services Total	\$216,395	\$222,629	\$166,338	\$225,564	\$2,934	1.3%	
Grand Total	\$1,424,753	\$1,777,731	\$1,065,455	\$1,895,958	\$118,228	6.7%	

Public Works Brushing

Brushing was previously budgeted for in capital but is now being budgeted for in operating as it reflects maintenance activities. However, there will still be planned brushing projects for the upcoming year to ensure brushing is completed regularly on each road. The following roads are planned to have brushing completed in 2024 and there is also an allocation to allow for roads that are deemed to need brushing throughout the year.

	Road Length (km)
3rd Line Dummer - Clifford Rd to Cty Rd 8	3
4th Line Road South Dummer from Cty Rd 8 to Dummer Asphodel	3.1
4th Line South Dummer - Clifford To Cty Rd 8	3.2
5th Line Dummer - Webster Road to North limit	2
9th Line Douro - Cty Rd 4 to Division Road	1.2
Clifford Road from Fourth Line Rd South Dummer to Third Line Rd South Dummer	1.3
Dummer Asphodel Road - Bridge to Cty Rd 8	1.1
Dummer Asphodel Road - Cty Road 38 to 400m East of 4th Line Dummer	3.3
Fifth Line Road North Dummer from Cty Rd 6 to North limit	0.1
Sixth Line Road North Dummer from Cty Rd 6 to South limit	0.2

Public Works Capital Projects

Roads

1. **Brushing Unit** - \$175,000 (\$92,500 from reserves and \$82,500 from levy)

- Purchase of a new brushing unit to manage the ongoing roadside brushing.
- Continuous brushing accounts for increased safety, useful life of the road, reduced use for gravel and resurfacing.
- \$92,500 was contributed to reserves in 2022 for the unit and therefore tax impact is \$82,500.

2. **Re-alignment Engineer Fees (12th Line Dummer)** - \$20,000

- The project aims to enhance road safety and rectify road alignment.
- Previous agreement with Drain Brothers to realign the roadway by removing the unsafe hill and sharp 'S' bend.

3. **Truck Replacement** - \$360,000

- Replacement of the 2010 Plow Truck.
- This truck upon replacement will transition into a spare vehicle with the Public Works Fleet. The current spare truck will be designated as surplus and subsequently liquidated.

Public Works Capital Projects

Gravel	
4th Line Road South Dummer from Cty Rd 8 to Dummer Asphodel	\$85,453.00
7th Line North Dummer from Center Dummer Rd to North Limit	\$91,019.00
Clifford Road from Fourth Line Rd South Dummer to Third Line Rd South Dummer	\$13,764.00
Douro 2nd Line Road from Cedar Cross Road to County Road 4	\$38,739.00
Douro 4th Line Road from County Road 4 to North Limit	\$39,960.00
Douro 5th Line Road from Centre Road to North Limit	\$22,961.00
Douro 9th Line from County Road 32 to County Road 4	\$43,734.00
English Line Road from Cty Rd 6 to North limit	\$8,658.00
Fifth Line Road North Dummer from Cty Rd 6 to North limit	\$6,996.80
Henderson Road from Campline Road to West Limit	\$12,070.50
Hickey Rd 2kms South of Cty Rd 32 - Patch Barri, install guidrail posts and end treatments	\$140,000.00
Kerr Road from County Road 8 to South Limit	\$888.00
Old Douro Road from Highway 28 to County Road 8	\$8,659.00
Sixth Line Road North Dummer from Cty Rd 6 to South limit	\$5,799.20
Third Line Road North Dummer from Cty Rd 6 to North limit	\$4,184.20
Gravel Total	\$522,885.70
Surface Treatment	
4th line Rd North Dummer from Sawmill to County Rd 6	\$313,128.50
Ayotte Crescent from Douro 8th Line to easterly limit	\$30,000.00
Birchview Road from Campline Road to McCrackens Landing Rd	\$167,000.00
Birchview Road from Hwy 28 to Camp Line Road	\$203,000.00
Douro 9th Line from Cty Rd 4 to Division Rd	\$36,000.00
Dummer Asphodel Road - 1/2 cost Asphodel Norwood project	\$140,000.00
Golf Course Road from McCrackens to Barnes Ave	\$66,000.00
South Bay Road from Cty Rd 6 to North limit	\$33,000.00
Surface Treatment Total	\$988,128.50
Grand Total	\$1,511,014.20

Fire and Emergency Services

2.4

Fire and Emergency Services Responsibility Summary

The Mission of the Douro-Dummer Fire Services is to be **Trusted, United, Effective** and **Responsive** to the needs of our community. Together we:

- Place the utmost importance on the protection of human life
- Prevent and fight fires
- Rescue those in need from critical incidents
- Protect property & the environment
- Educate and prepare the community for unexpected emergencies

Our Primary Goal is to provide Fire Protection through the established level of service designed to protect the lives, property and the environment of the inhabitants of the response area.

- Fire Protection means a range of programs designed to protect the lives and property of the inhabitants of the Fire Department response area from the adverse effects of fire, sudden medical emergency or exposure to dangerous conditions created by people or nature and includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of those services

Fire and Emergency Services Responsibility Summary

- Douro-Dummer Fire Services is a volunteer, paid on-call fire department with five divisions, managed by the Fire Chief.
 1. Division of Administration
 2. Division of Apparatus & Equipment
 3. Division of Fire Operations
 4. Division of Fire Prevention
 5. Division of Fire Training
- Fire related emergencies are responded to by four fire stations with just over 60 firefighters
 - Station 1 in Donwood with three apparatus
 - Station 2 in Douro with two apparatus
 - Station 4 in Warsaw with four apparatus plus a trailer with an All-Terrain Vehicle
 - Station 5 adjacent to White Lake with three apparatus and one trailered boat
 - Two additional boats and a Command vehicle are also part of our response capacity

Fire and Emergency Services Operating Highlights

2023 Accomplishments

- In 2023, the Douro-Dummer Fire Services (DDFS) acquired a new pumper for Fire Station 2 (Douro). This new design is the future replacement pumper model for DDFS to respond to the needs of our community at present, and over the twenty-year lifespan of the fire apparatus.
- Request for Procurement has been issued for the development of a Master Fire Plan and Community Risk Assessment.
- The renovation of Fire Station 2 building is on track for completion in 2023.
- Base grading for the Fire Station 2 parking lot was successfully completed in 2023, with paving to be completed in 2024, contingent upon budget approval.
- To enhance operational capabilities, two positive pressure ventilation fans have been added, ensuring each station has quick access to one.
- Paging model for Peterborough County has been finalized and awaiting budget approval, with implementation scheduled for 2024.

**2024 Operating Budget
Fire and Emergency Services**

	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	Change (\$)	Change (%)	Notes:
Expenses							
Employee Wages and Benefits	\$385,501	\$430,005	\$362,380	\$457,738	\$27,733	6.4%	
Advertising and Special Events	\$1,226	\$4,050	\$173	\$5,050	\$1,000	24.7%	
Building Maintenance and Repairs	\$10,621	\$19,500	\$2,679	\$6,500	-\$13,000	-66.7%	Reduction in grounds maintenance because plowing and grass cutting is now being completed internally.
Computer Hardware and Software	\$2,520	\$3,750	\$2,760	\$2,750	-\$1,000	-26.7%	
Contracted Services	\$51,855	\$99,245	\$63,304	\$104,522	\$5,277	5.3%	13.6% increase to Fire Dispatch agreement.
Equipment Repairs and Maintenance	\$3,994	\$7,400	\$3,596	\$7,400	\$0	0.0%	
Fuel	\$18,554	\$12,500	\$5,834	\$12,500	\$0	0.0%	
Insurance	\$36,314	\$39,347	\$47,496	\$52,198	\$12,850	32.7%	
Internal Rental Recoveries	\$0	\$500	\$56	\$500	\$0	0.0%	
Materials and Supplies	\$19,615	\$23,200	\$22,696	\$26,400	\$3,200	13.8%	To reflect both the increase in costs and need for clothing and materials.
Mutual Aid Agreements	\$28,400	\$26,000	\$16,800	\$26,000	\$0	0.0%	
Office Equipment, Materials and Supplies	\$527	\$2,700	\$1,558	\$2,700	\$0	0.0%	
Paging and Communication Expenses	\$4,922	\$6,000	\$1,166	\$6,000	\$0	0.0%	
Professional Development and Memberships	\$32,528	\$43,375	\$33,778	\$44,405	\$1,030	2.4%	
Tools and Equipment	\$2,808	\$4,000	\$6,071	\$11,000	\$7,000	175.0%	Need for new hand tools for pumpers.
Utilities	\$33,895	\$28,750	\$26,541	\$30,830	\$2,080	7.2%	
Vehicle Repairs and Maintenance	\$25,710	\$18,500	\$19,103	\$19,000	\$500	2.7%	
Expenses Total	\$658,991	\$768,822	\$616,017	\$815,493	\$46,671	6.1%	
Reserves							
Transfer to Reserves	\$0	\$9,500	\$0	\$9,500	\$0	0.0%	
Reserves Total	\$0	\$9,500	\$0	\$9,500	\$0	0.0%	
Revenues							
Mutual Aid Agreements	-\$5,450	-\$13,900	-\$1,450	-\$25,400	-\$11,500	82.7%	
Other Revenues	-\$10,945	-\$18,000	-\$14,170	-\$18,000	\$0	0.0%	Change due to the adaptation of MTO rates with regards to false alarms
Permit Revenue	-\$15,280	-\$12,000	-\$13,856	-\$12,000	\$0	0.0%	
Revenues Total	-\$34,765	-\$43,900	-\$29,676	-\$55,400	-\$11,500	26.2%	
Grand Total	\$624,227	\$734,422	\$586,341	\$769,593	\$35,171	4.8%	

Fire and Emergency Services Capital Projects

1. Station 2 Parking Lot Resurfacing - Paving - \$20,000

- Second phase of the project to improve the parking facilities around Fire Station 2.
- This project involves grading and resurfacing the existing parking lot to address standing water issues that have been affecting the area's functionality.
- This project also includes the creation of firefighter parking spaces that are accessible and compliant.

2. Station 1 Building Review and Drawings - \$10,000

- To review the requirements of fire station 1 and explore viable options for its future functionality.
- This project aims to allocate funds to the development of building plans and ensuring a strategic approach to meet the evolving needs of the Department.

3. Bunker Gears - \$6,000

- Two sets of gear at approx. \$3,000 each.
- Ongoing gear replacement/sizing

Fire and Emergency Services Capital Projects Continued

4. Thermal Imaging - \$9,000

- 2-year project aimed at replacing two existing thermal imaging cameras that has exceeded their life expectancy and lost manufacturer support.
- The project also involves procuring two additional thermal imaging cameras to ensure that each fire station has access to one.

5. Trailered Boat - \$24,000

- Replacement of current steel boat on trailer with a more suitable and modern vessel.
- The new boat is intended to serve as a dedicated asset, tailored to the specific needs with rescue and fire protection.

Fire and Emergency Services

Fire Apparatus Replacement Strategy

- Fire Apparatus costs are increasing 10% per year.
- DDFS has several vehicle replacements in the upcoming years; the replacement schedule would dictate pumper replacements in 2024 and 2026. Currently new orders are a two-year delivery time, and therefore the 2024 replacement is being pushed to 2025, if a chassis can be secured.
- Given the lead time for orders and increased costs we need to be creative with our procurement strategy to try and find savings. Options include a multiple year commitment with a vendor or paying up front for certain items.
- Initial conversations with vendors indicate, by being proactive in our approach we could secure current pricing which would save the future inflation costs which in this case would be upwards of \$60,000 per year per vehicle.
- To ensure the needed replacements are received in a timely manner we will need commitment from Council to move forward and tender the trucks. Council would be notified of the tender results prior to any commitments being made. A resolution will be brought forward to be approved with the adoption of the budget that would allow staff to tender the trucks.

Parks and Recreation

2.5

Parks and Recreation Responsibility Summary

Parks Department:

- Manage and maintain all parks, play structures, outdoor sport facilities
- Over 40 acres of grass to cut during the summer season
- 5km of Trails
- Manage all bookings of facilities and work with user groups to improve access to recreation and improved programming
- Implement recommendations from the Parks and Recreation Master Plan
- Worked on improving parks in the municipality

Recreation Department:

- Manage and maintain the Douro Community Centre, Douro Rec Centre and Warsaw Community Centre
- Action Capital Projects for all Recreation Facilities
- Manage all bookings of facilities and work with user groups to improve access to recreation and improved programming
- Implement recommendations from the Parks and Recreation Master Plan

Parks and Recreation Operating Highlights

2023 Accomplishments

- The South Park Rehabilitation Project, commenced in the fall of 2022, has been successfully completed.
- Notable resurgence in rental activities, indicating a return to normalcy post-Covid.
- Acquired a new mower and trailer, enabling grass cutting to be completed in-house and the maintenance of 45 distinct areas throughout the summer season.
- Replanted 20 trees, supported by the MNR Storm Grant, with 5 trees at Maryvale, 10 to North Park and 5 at South Park.
- Efforts were made specifically aimed at enhancing the infrastructure and facilities including:
 - Replacement of the roof at Back Dam Shelter
 - Replacement of the bay door at Douro Community Centre
 - Replacement of the water softener at Warsaw Community Centre
 - Refurbishment of a segment of the Millenium Garden and its associated gazebo/
- Formulation of a new advertising and sponsorship policy along with tailored packages.
- Dedicated focus on the future of community centres through Ad-Hoc Committee progressions.

**2024 Operating Budget
Parks and Recreation - Parks**

	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	Change (\$)	Change (%)	Notes:
Expenses							
Employee Wages and Benefits	\$63,842	\$101,787	\$107,176	\$107,672	\$5,885	5.8%	Due to cost of living adjustment and projected grid movement.
Advertising and Special Events	\$242	\$2,300	\$978	\$2,300	\$0	0.0%	
Building Maintenance and Repairs	\$17,284	\$18,850	\$15,081	\$19,600	\$750	4.0%	
Computer Hardware and Software	\$833	\$0	\$1,041	\$0	\$0	0.0%	
Contracted Services	\$6,619	\$1,750	\$950	\$4,150	\$2,400	137.1%	All playgrounds require an annual inspection. These inspections have not been completed in the past and need to be completed going forward. By contracting out the inspection it removes the liability from staff.
Equipment Repairs and Maintenance	\$954	\$4,500	\$5,309	\$4,500	\$0	0.0%	
Fuel	\$4,584	\$3,300	\$4,407	\$3,300	\$0	0.0%	
Insurance	\$7,141	\$8,207	\$8,695	\$9,993	\$1,786	21.8%	
Internal Rental Recoveries	\$4,120	\$2,500	-\$2,080	\$2,500	\$0	0.0%	
Materials and Supplies	\$1,075	\$1,800	\$9,290	\$1,800	\$0	0.0%	
Office Equipment, Materials and Supplies	\$791	\$800	\$521	\$800	\$0	0.0%	
Professional Development and Memberships	\$1,529	\$3,850	\$2,253	\$3,350	-\$500	-13.0%	
Tools and Equipment	\$947	\$1,500	\$1,490	\$1,500	\$0	0.0%	
Utilities	\$820	\$750	\$1,273	\$1,200	\$450	60.0%	Additional costs related to South Park building.
Vehicle Repairs and Maintenance	\$978	\$600	\$1,898	\$600	\$0	0.0%	
Expenses Total	\$111,757	\$152,494	\$158,281	\$163,265	\$10,772	7.1%	
Revenues							
Other Revenues	-\$5,407	-\$3,000	-\$5,437	-\$3,000	\$0	0.0%	
Rental Revenue	-\$3,217	-\$7,500	-\$6,152	-\$7,500	\$0	0.0%	
Revenues Total	-\$11,618	-\$10,500	-\$13,759	-\$10,500	\$0	0.0%	
Grand Total	\$100,139	\$141,994	\$144,521	\$152,765	\$10,772	7.6%	

2024 Operating Budget
Parks and Recreation - Douro Community Center

	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	Change (\$)	Change (%)	Notes:
Expenses							
Employee Wages and Benefits	\$166,788	\$188,847	\$143,500	\$202,862	\$14,015	7.4%	Due to cost of living adjustment and projected grid movement.
Advertising and Special Events	\$398	\$1,400	\$351	\$1,400	\$0	0.0%	
Building Maintenance and Repairs	\$29,984	\$23,300	\$25,434	\$23,800	\$500	2.1%	
Computer Hardware and Software	\$1,026	\$0	\$1,023	\$0	\$0	0.0%	
Contracted Services	\$1,209	\$6,150	\$4,155	\$5,650	-\$500	-8.1%	
Equipment Repairs and Maintenance	\$15,701	\$19,430	\$10,139	\$19,430	\$0	0.0%	
Fuel	\$3,327	\$2,000	\$1,979	\$2,000	\$0	0.0%	
Insurance	\$31,122	\$35,768	\$39,169	\$45,017	\$9,249	25.9%	
Interest Expense	\$0	\$0	\$0	\$0	\$0	0.0%	
Internal Rental Recoveries	\$874	\$1,500	\$6,208	\$1,500	\$0	0.0%	
Materials and Supplies	\$959	\$1,025	\$5,079	\$1,025	\$0	0.0%	
Office Equipment, Materials and Supplies	\$607	\$1,900	\$487	\$1,900	\$0	0.0%	
Professional Development and Memberships	\$1,835	\$4,300	\$1,865	\$7,300	\$3,000	69.8%	
Tools and Equipment	\$2,766	\$1,000	\$701	\$1,000	\$0	0.0%	
Utilities	\$95,674	\$118,305	\$97,983	\$118,363	\$58	0.0%	
Expenses Total	\$352,270	\$404,925	\$338,073	\$431,247	\$26,321	6.5%	
Revenues							
Advertising Revenue	-\$3,876	-\$4,000	-\$4,053	-\$4,000	\$0	0.0%	
Other Revenues	-\$7,199	-\$1,200	-\$11,444	-\$1,200	\$0	0.0%	
Rental Revenue	-\$222,399	-\$222,000	-\$177,883	-\$234,846	-\$12,846	5.8%	Increasing to reflect recent ice usage and annual inflation increase to user fees.
Revenues Total	-\$250,174	-\$227,200	-\$193,379	-\$240,046	-\$12,846	5.7%	
Grand Total	\$102,096	\$177,725	\$144,694	\$191,201	\$13,475	7.6%	

**2024 Operating Budget
Parks and Recreation - Warsaw Arena**

	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	Change (\$)	Change (%)	Notes:
Expenses							
Employee Wages and Benefits	\$75,388	\$143,259	\$103,305	\$155,223	\$11,965	8.4%	Due to cost of living adjustment and projected grid movement.
Advertising and Special Events	\$398	\$1,400	\$351	\$1,400	\$0	0.0%	
Building Maintenance and Repairs	\$14,756	\$15,000	\$11,429	\$15,000	\$0	0.0%	
Computer Hardware and Software	\$818	\$600	\$1,023	\$600	\$0	0.0%	
Contracted Services	\$1,028	\$3,125	\$1,209	\$3,125	\$0	0.0%	
Equipment Repairs and Maintenance	\$19,896	\$15,050	\$14,093	\$15,050	\$0	0.0%	
Fuel	\$852	\$1,000	\$1,580	\$1,000	\$0	0.0%	
Insurance	\$23,562	\$27,080	\$29,622	\$34,044	\$6,964	25.7%	
Internal Rental Recoveries	\$793	\$2,000	\$4,676	\$2,000	\$0	0.0%	
Materials and Supplies	\$292	\$1,100	\$144	\$1,100	\$0	0.0%	
Office Equipment, Materials and Supplies	\$665	\$950	\$358	\$950	\$0	0.0%	
Professional Development and Memberships	\$1,835	\$3,300	\$1,865	\$7,300	\$4,000	121.2%	
Tools and Equipment	\$3,636	\$1,000	\$130	\$1,000	\$0	0.0%	
Utilities	\$50,048	\$80,250	\$54,687	\$80,250	\$0	0.0%	
Expenses Total	\$193,967	\$295,114	\$224,471	\$318,043	\$22,929	7.8%	
Revenues							
Advertising Revenue	-\$2,568	-\$2,000	-\$1,889	-\$2,000	\$0	0.0%	
Donations and Fundraising	-\$12,500	\$0	\$0	\$0	\$0	0.0%	
Other Revenues	-\$144,852	-\$550	-\$689	-\$550	\$0	0.0%	
Rental Revenue	-\$76,972	-\$117,750	-\$72,143	-\$130,750	-\$13,000	11.0%	
Revenues Total	-\$236,892	-\$120,300	-\$74,720	-\$133,300	-\$13,000	10.8%	
Grand Total	-\$42,925	\$174,814	\$149,752	\$184,743	\$9,929	5.7%	

Parks and Recreation Capital Projects

Parks

1. Water Storage Tank and UV Water Treatment - \$13,500

- Addition of water storage for the South Park building and provide water treatment required by the Health Canada.
- The new drilled well ran out of water with the Douro Doings event.

2. Ball Diamond Player Benches - \$12,000

- Replace all existing old wooden benches with aluminum benches.
- Legion diamond has benches one side rotten and unsafe. North and South Park benches are starting to heave out of the ground with some wood starting to rot.

3. Legion Ball Diamond Regrading - \$20,000

- Regrade the outfield to level out the uneven areas thereby addressing the safety concerns.
- The infield also requires top up of material.

Parks and Recreation Capital Projects

Douro Community Centre

1. **Compressor Overhauls** - \$9,000

- The 30 and 50 Hp compressors requiring regular maintenance based on hours of use.

2. **Harvest Room Windows Replacement** - \$3,500

- Replacement/Repair of leaking windows.
- Window seals and gaskets are worn out, allowing water to seep into the interior drywall.

3. **Energy Audit** - \$8,000 (\$40,000 total costs, \$32,000 paid for by a grant)

- The Net Zero Energy Feasibility Study is a required step in being successful for grant opportunities.
- This project is estimated at \$40,000 for each community centre with \$32,000 being funded from a grant.

• **Hockey Nets** - \$2,500

- Replace old practice nets that are showing signs of wear and tear.

Parks and Recreation Capital Projects Continued

Warsaw Community Centre

1. Roof Repair - \$15,000

- Repair leaking roof in multiple areas.

2. Compressor Replacement - \$40,000

- The current 30hp Compressor is well past life expectancy.
- \$20,000 was put into reserves in 2023, therefore the net impact is \$20,000.

3. Hockey Nets - \$2,500

- Replace old practice nets that are showing signs of wear and tear.

4. Energy Audit - \$8,000 (\$40,000 total costs, \$32,000 paid for by a grant)

- The Net Zero Energy Feasibility Study is a required step in being successful for grant opportunities.

Planning and Development

2.6

Planning Services Responsibility Summary

- Process Zoning By-law Amendments, Minor Variances, Site Plans and Comment on Official Plan Amendments and Subdivision and Consent Applications.
- Compose Zoning By-laws and other development related By-laws and Agreements.
- Prepare and provide reports and recommendations to Council, Committees and Senior Staff on planning applications ensuring proposals adhere to Provincial Policy, the Planning Act, the Official Plans and Township By-laws.
- Conduct pre-consultations with applicants and stakeholders.
- Act as the first point of contact for the public regarding a wide range of planning matters and provide guidance on navigating the planning process.
- Work with a wide range of stakeholders regarding economic development projects.
- Manage Appeals to the Ontario Land Tribunal (OLT).
- Conduct long term analysis and provide recommendations regarding strategic projects.
- Monitor Provincial Legislation for changes that effect the Township and the community.
- Co-ordinate, interpret and implement responses from various agencies and staff on other disciplines (i.e. engineering, ecology, biology, hydrogeology, archaeology etc.).
- Manage financial transactions related to planning applications (i.e. development deposits, pre-development agreements, peer reviews).

Planning and Development Operating Highlights

2023 Accomplishments

- Pre-consultation process continues to be well received.
- The number of Planning Act applications has risen while the complexity of the applications has dramatically increased.
- Continued improving customer service strategies in partnership with Building Services.
- Worked with the County of Peterborough towards Provincial approval of a new Official Plan, including consideration of modifications with respect to changes proposed to the Growth Plan and Provincial Policy Statement (new Provincial Planning Statement).
- Implemented Cloudpermit Planning Module for both Township planning applications and County of Peterborough planning applications.
- Implemented delegated authority for the Planner to comment on severance (consent) applications resulting in a reduction in red tape and the streamlining of severance applications by eliminating the need for a Planning Committee.
- Established new Planning Act regulations with respect to revised mandate for Conservation Authorities, third party appeal rights (minor variance applications) and public meeting requirements (no longer required for plans of subdivision).
- Registered site plan and construction commenced for the Ontario Turtle Conservation Centre.
- Currently processing three plans of subdivision for a total of 89 residential lots.
- Undertook two Township wide Zoning By-law Amendments to update the Comprehensive Zoning By-law with clearer provisions for second dwelling units and active recreational uses.
- Participated at the Canadian Institute of Planners Conference held in Halifax, NS.

**2024 Operating Budget
Planning and Development**

	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	Change (\$)	Change (%)	Notes:
Planning & Development							
Expenses							
Employee Wages and Benefits	\$65,844	\$89,216	\$114,582	\$105,340	\$16,124	18.1%	Cost of living adjustment; also changed allocation of the Building and Planning admin who was previously 100% allocated to Building.
Advertising and Special Events	\$1,865	\$1,000	\$2,973	\$3,000	\$2,000	200.0%	Ensure sufficient costs related to planning notices.
Computer Hardware and Software	\$706	\$5,000	\$5,088	\$5,500	\$500	10.0%	
Contracted Services	\$1,490	\$4,000	\$3,277	\$9,000	\$5,000	125.0%	Consulting for update to site plan control by-law and mandatory pre-consultation by-law
Office Equipment, Materials and Supplies	\$159	\$650	\$23	\$1,000	\$350	53.8%	
Professional Development and Memberships	\$339	\$2,450	\$1,691	\$1,700	-\$750	-30.6%	To reflect actual planned training and conferences.
Expenses Total	\$70,404	\$102,316	\$127,635	\$125,540	\$23,224	22.7%	
Revenues							
Other Revenues	-\$750	\$300	-\$3,880	-\$300	-\$600	-200.0%	
Planning Application Revenue	-\$22,002	-\$40,500	-\$24,656	-\$34,992	\$5,508	-13.6%	Decreased to reflect actuals.
Revenues Total	-\$22,752	-\$40,200	-\$28,536	-\$35,292	\$4,908	-12.2%	
Planning & Development Total	\$47,652	\$62,116	\$99,099	\$90,248	\$28,132	45.3%	
Otonabee CA							
Expenses							
Taxes Payable	\$102,657	\$104,563	\$104,563	\$108,030	\$3,467	3.3%	
Expenses Total	\$102,657	\$104,563	\$104,563	\$108,030	\$3,467	3.3%	
Otonabee CA Total	\$102,657	\$104,563	\$104,563	\$108,030	\$3,467	3.3%	
Grand Total	\$150,309	\$166,679	\$203,662	\$198,278	\$31,599	19.0%	

Planning & Development Capital Projects

Planning & Development

1. Zoning By-Law Update - \$40,000

- This project will be a comprehensive review and update of the Township's Zoning By-law.
- It is legislated that the Zoning By-law must be updated within three years after the new Official Plan comes into effect.
- The total cost is not yet known but similar projects for nearby municipalities have costed upwards of \$180,000. The Township has put \$60k into reserve over the past two years; \$40k in 2022 and \$20k in 2023. This 2024 contribution would provide for a total of \$100k. It is anticipated that we will tender for this project in the fall at which time we would know the final cost and will need to budget for any funding shortfalls in the 2025 budget.

Building and By-law Services

2.7

Building Services Responsibility Summary

- Responsible for the administration and enforcement of the Building Code Act and related Building By-law.
- Responsible for interpreting and enforcing the Zoning By-law, Property Standards By-law, Yard By-law, Noise By-law, Development Charges By-law and other various relatable By-laws.
- Review plans for construction projects in conformance with the OBC and issue the related Building Permit.
- Conduct field inspections for issued building permits.
- Conduct investigations under the authority various By-laws, such as the Zoning By-law, Property Standards By-law and others.
- Review the design and issue permits for sewage systems.
- Participate in pre-consultation meetings regarding development applications.
- Responsible for enforcement of animal control in partnership with Peterborough Humane Society.

Building Department Operating Highlights

2023 Accomplishments

- The 2023 construction season experienced a notable surge in activity and demand, marking a rise in permit volume from prior year. Further increase in inspections is expected to meet the demand.
- The Department is committed to its continued enhancements in customer service standards.
- Successful revision and implementation of updates to the Comprehensive Zoning By-law in partnership with the Planning Department, resulting in more clearer provisions regarding second dwelling units.
- Conducted a comprehensive review of the Septic Re-inspection program.
- Initiated the demolition project at 1956 5th Line, North Dummer.

Proposed User Fee Changes

- A review of the current user fees has been undertaken. Preliminary recommendation are as follows:

Permit Renewal - per calendar year, commencing January 1	\$200.00
Re-Inspection - more than two of any type of inspection	\$225.00
Extra Plans Review - revised drawing	\$225.00

- It is also being proposed to increase the sewage permits by 10%.
- A Public Meeting is required to change Building Permit fees, this meeting will be scheduled, and notice will be given prior to the new year.

**2024 Operating Budget
Building Department**

	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	Change (\$)	Change (%)	Notes:
Expenses							
Employee Wages and Benefits	\$302,021	\$556,493	\$403,638	\$420,407	-\$136,086	-24.5%	The 2023 budget included an additional Building Inspector which is not being forecasted for 2024. Also reallocated a portion of the CBO to By-law. The Planning and Building Admin was allocated to Planning and By-law.
Advertising and Special Events	\$421	\$1,000	\$1,368	\$1,200	\$200	20.0%	
Contracted Services	\$45,584	\$55,000	\$33,767	\$55,000	\$0	0.0%	
Equipment Repairs and Maintenance	\$0	\$1,500	\$0	\$1,500	\$0	0.0%	
Fuel	\$1,967	\$4,000	\$0	\$4,000	\$0	0.0%	
Insurance	\$14,829	\$17,043	\$13,087	\$15,041	-\$2,003	-11.8%	Insurance is lower due to an adjustment in the allocation to departments.
Office Equipment, Materials and Supplies	\$1,967	\$3,700	\$967	\$3,700	\$0	0.0%	
Overhead Transfer	\$0	\$24,670	\$0	\$24,670	\$0	0.0%	
Professional Development and Memberships	\$6,239	\$7,075	\$3,111	\$11,575	\$4,500	63.6%	To reflect actuals and provide needed training to staff.
Utilities	\$791	\$3,840	\$544	\$3,840	\$0	0.0%	
Vehicle Repairs and Maintenance	\$130	\$2,000	\$0	\$2,000	\$0	0.0%	
Expenses Total	\$378,383	\$676,321	\$471,866	\$542,932	-\$133,389	-19.7%	
Reserves							
Transfer to Reserves	\$0	\$67,186	\$0	\$53,847	-\$13,339	-19.9%	This transfer is based on a percentage of expenses and because expenses decreased so did the transfer.
Reserves Total	\$0	\$67,186	\$0	\$53,847	-\$13,339	-19.9%	
Revenues							
Grants	\$0	-\$4,464	\$0	-\$4,464	\$0	0.0%	
Permit Revenue	-\$530,888	-\$739,043	-\$668,579	-\$592,315	\$146,728	-19.9%	Upon reviewing the projected Permit Revenue it was deemed that the 2023 forecast was too high. The forecast is now more conservative given the potentially unstable economy.
Revenues Total	-\$530,888	-\$743,507	-\$668,579	-\$596,779	\$146,728	-19.7%	
Grand Total	-\$152,504	\$0	-\$196,714	\$0	\$0	0.0%	

**2024 Operating Budget
By-law Enforcement**

	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	Change (\$)	Change (%)	Notes:
Expenses							
Employee Wages and Benefits	\$0.00	\$0	\$0.00	\$31,392	\$31,392	0.0%	These costs are from 20% of the CBO and 10% of the Building and Planning admin to reflect time spent on By-law matters and not building code related issues.
Professional Development and Memberships	\$150.96	\$550	\$71.65	\$500	-\$50	-9.1%	
Advertising and Special Events	\$0.00	\$30	\$0.00	\$200	\$170	566.7%	
Contracted Services	\$15,429.83	\$20,750	\$12,385.49	\$28,750	\$8,000	38.6%	Anticipated increase due to newly established agreement with Humane Society
Insurance	\$2,015.25	\$5,000	\$3,115.65	\$5,000	\$0	0.0%	
Materials and Supplies	\$0.00	\$200	\$0.00	\$200	\$0	0.0%	
Office Equipment, Materials and Supplies	\$0.00	\$200	\$0.00	\$0	-\$200	-100.0%	
Expenses Total	\$17,596.04	\$26,730	\$15,572.79	\$66,042	\$39,312	147.1%	
Revenues							
Infractions	\$0.00	\$0	\$0.00	-\$5,000	-\$5,000	0.0%	
Other Revenues	-\$5,115.25	-\$10,200	-\$8,367.61	-\$5,200	\$5,000	-49.0%	Total revenues not changed, only account.
Revenues Total	-\$5,115.25	-\$10,200	-\$8,367.61	-\$10,200	\$0	0.0%	
Grand Total	\$12,480.79	\$16,530	\$7,205.18	\$55,842	\$39,312	237.8%	

Building & By-law Enforcement Capital Projects

Building & By-law Enforcement

1. Truck Purchase - \$55,000

- Addition of a second truck to the Building Department.
- This project will enable multiple staff members to conduct field inspections at the same time thereby enhancing departmental response time and elevate the overall standard of customer service to a greater level.

2. Transfer to Reserve for Truck Replacement - \$11,250

- Contribution to reserve for future truck replacement. This is in consideration of 2 trucks, with replacement for one scheduled every four years given its 8-year lifecycle.

3. Transfer of Boat from Fire Department - \$5,000

- The Building department is going to be purchasing the Fire Department's existing boat to be able to service island properties.

Capital Budget Summary

Section 3

2024 Capital Projects with Funding Sources		Grant	Levy	Reserves	Cost Sharing	Total
Fire and Emergency Services						
Equipment						
Reserve Contribution			\$50,000			\$50,000
Station 1 Building Review and Drawings			\$10,000			\$10,000
Thermal Imaging			\$9,000			\$9,000
Bunker Gear - 2 sets			\$6,000			\$6,000
Land Improvements						
Station 2 Parking Lot Resurfacing - Paving			\$20,000			\$20,000
Vehicles						
Boat 4 - Trailered Boat			\$24,000			\$24,000
Fire and Emergency Services Total			\$119,000			\$119,000
Library						
Bldg Imp						
Flooring				\$8,000		\$8,000
Signage				\$2,500		\$2,500
Equipment						
Books and Materials		\$14,000				\$14,000
Library Total		\$14,000		\$10,500		\$24,500
Parks & Recreation						
Bldg Imp						
30Hp Compressor Replacement			\$20,000	\$20,000		\$40,000
Roof Repair			\$15,000			\$15,000
Water Storage Tank/UV Water Treatment			\$13,500			\$13,500
30&50Hp Compressor overhauls (Top ends)			\$9,000			\$9,000
Harvest Room Windows			\$3,500			\$3,500
Consultant Fees						
Energy Audit		\$64,000	\$16,000			\$80,000
Equipment						
Hockey Nets			\$5,000			\$5,000
Land Improvements						
Legion Ball Diamond Regrading				\$20,000		\$20,000
Ball Diamond Player Benches x 6			\$12,000			\$12,000
Parks & Recreation Total		\$64,000	\$94,000	\$40,000		\$198,000
Planning and Development						
Consultant Fees						
Zoning By-Law (with in 3 years of OP) - 50%			\$40,000			\$40,000
Planning and Development Total			\$40,000			\$40,000

2024 Capital Projects with Funding Sources					
	Grant	Levy	Reserves	Cost Sharing	Total
Roads					
Equipment					
Brushing Unit		\$82,500	\$92,500		\$175,000
Gravel					
Hickey Rd 2kms South of Cty Rd 32 - Patch Barrl, install guidrail posts and end treatments		\$140,000			\$140,000
7th Line North Dummer from Center Dummer Rd to North Limit		\$91,019			\$91,019
4th Line Road South Dummer from Cty Rd 8 to Dummer Asphodel	\$42,727	\$42,727			\$85,453
Douro 9th Line from County Road 32 to County Road 4		\$43,734			\$43,734
Douro 4th Line Road from County Road 4 to North Limit	\$19,980	\$19,980			\$39,960
Douro 2nd Line Road from Cedar Cross Road to County Road 4	\$19,370	\$19,370			\$38,739
Douro 5th Line Road from Centre Road to North Limit	\$11,481	\$11,481			\$22,961
Clifford Road from Fourth Line Rd South Dummer to Third Line Rd South Dummer		\$13,764			\$13,764
Henderson Road from Campline Road to West Limit		\$12,071			\$12,071
Old Douro Road from Highway 28 to County Road 8		\$8,659			\$8,659
English Line Road from Cty Rd 6 to North limit		\$8,658			\$8,658
Fifth Line Road North Dummer from Cty Rd 6 to North limit		\$6,997			\$6,997
Sixth Line Road North Dummer from Cty Rd 6 to South limit		\$5,799			\$5,799
Third Line Road North Dummer from Cty Rd 6 to North limit		\$4,184			\$4,184
Kerr Road from County Road 8 to South Limit		\$888			\$888
Roads					
12th Line Dummer - Re-alignment - Engineer fees		\$20,000			\$20,000
Surface Treatment					
4th line Rd North Dummer from Sawmill to County Rd 6	\$313,129				\$313,129
Birchview Road from Hwy 28 to Camp Line Road	\$203,000				\$203,000
Birchview Road from Campline Road to McCrackens Landing Rd	\$40,000	\$127,000			\$167,000
Dummer Asphodel Road - 1/2 cost Asphodel Norwood project	\$70,000			\$70,000	\$140,000
Golf Course Road from McCrackens to Barnes Ave		\$66,000			\$66,000
Douro 9th Line from Cty Rd 4 to Division Rd		\$36,000			\$36,000
South Bay Road from Cty Rd 6 to North limit	\$33,000				\$33,000
Ayotte Crescent from Douro 8th Line to easterly limit		\$30,000			\$30,000
Vehicles					
Plow Truck		\$160,000	\$200,000		\$360,000
Roads Total	\$752,685	\$950,829	\$292,500	\$70,000	\$2,066,014
By-Law Enforcement					
Vehicles					
Truck Purchase			\$55,000		\$55,000
Transfer to Reserve for Truck Replacement			\$11,250		\$11,250
By-Law Enforcement Total			\$66,250		\$66,250
Clerks					
Computer Hardware					
Corporate IT Hardware Replacements		\$20,000			\$20,000

2024 Capital Projects with Funding Sources					
	Grant	Levy	Reserves	Cost Sharing	Total
Land Improvements					
Tree Program		\$10,000			\$10,000
Clerks Total		\$30,000			\$30,000
CAO Office					
Building					
Storage Room Exterior Door Replacement		\$5,000			\$5,000
Equipment					
Chairs		\$7,000			\$7,000
CAO Office Total		\$12,000			\$12,000
Total	\$830,685	\$1,245,829	\$409,250	\$70,000	\$2,555,764

User Fee Schedule

Section 4

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
	1. Building - Under Separate By-law					
	2. Certificates					By-Law 2002-22
	Sale of Real Property	\$50.00	\$50.00	\$6.50	\$56.50	
	Certificate of Compliance					
	3. Dogs - Regulating the Running at Large of Dogs					
	No longer in place.					
	4. Dogs - Licencing and Registration					By-Law 2021-11
	Male/Female paid before April 30th	\$15.00	\$15.00	\$0.00	\$15.00	
	Male/Female paid after April 30th	\$20.00	\$20.00	\$0.00	\$20.00	
	Kennel Licences paid before April 30th	\$50.00	\$50.00	\$0.00	\$50.00	
	Kennel Licences paid after April 30th	\$75.00	\$75.00	\$0.00	\$75.00	
	Replacement Dog Licence	\$5.00	\$5.00	\$0.00	\$5.00	
	5. Fire					
	Open Air Burning Permits					By-Law 2020-35
	Residential Burn Permit (includes campfire, burn barrel, brush fire and agricultural fire on a single property) - renew annually, expire Dec 31st	\$20.00	\$20.00	\$0.00	\$20.00	
	Agricultural Permit (for fires to support farm activities on up to 3 properties/year, requires staff assistance to obtain) - renew annually, expire Dec 31st	\$20.00	\$20.00	\$0.00	\$20.00	
	Campground, Trailer Park or Resort - renew annually, expires Dec 31st	\$50.00	\$50.00	\$0.00	\$50.00	
	Commercial Fire - renew annually, expires Dec 31st	\$100.00	\$100.00	\$0.00	\$100.00	
	Incinerator - renew annually, expires Dec 31st	\$60.00	\$60.00	\$0.00	\$60.00	
	Special Occurrence Fire - per occurrence	\$40.00	\$40.00	\$0.00	\$40.00	
*The Ministry of Transportation (MTO) rates noted below are calculated per hour/per fire apparatus for the first hour; then one half the MTO rate per half hour (or part thereof)/per fire apparatus. The rate is set by the MTO and as of October 2023 is \$543.03, the rate is subject to change by the MTO.						
	Open Air Burning Violations					By-Law 2020-35
	Response to open air burning violations	*MTO Rate	*MTO Rate	0.00		
	Specialized equipment, supplies, personnel		Cost + Admin Fee of 20% of cost	0.00		
	Administrative Fee		\$ 40.00	0.00	\$40.00	
	Motor Vehicle Incidents					
	Motor vehicle incidents	*MTO Rate	*MTO Rate	0.00		
	Specialized equipment, supplies, personnel		Cost + Admin Fee of 20% of cost	0.00		
	Administrative Fee	\$ 40.00	\$ 40.00	0.00	\$40.00	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
	Technical Rescue, Hazardous Materials Control/Clean-Up					
	Boat response - Any person requiring the services of a boat response who is in contravention of any Federal or Provincial Act or Regulation or who has not exercised reasonable care in their actions, thus necessitating the use of a boat response, will be liable for costs incurred	*MTO Rate	*MTO Rate	0.00		
	Hazardous materials control/clean-up	*MTO Rate	*MTO Rate	0.00		
	Specialized equipment, supplies, personnel		Cost + Admin Fee of 20% of cost	0.00		
	Administrative Fee		\$40.00	0.00	\$40.00	
	False Alarms - The determination of the number of false alarms for the purposes of calculating the charges noted below will be based on the total number of false alarms in the twelve-month period immediately preceding the last false alarm.					By-Law 2020-45
	1st and 2nd false alarms		No charge	0.00		
	3rd false alarm		2x Current MTO rate	0.00		
	4th and all subsequent false alarms		3x Current MTO rate	0.00		
	Fire Inspections - By Request					
	Group homes, day care facilities, or any other industrial or commercial establishment of use requiring an inspection for licensing, renewal of licence, insurance or any such purpose		\$100.00	0.00	\$100.00	
	Risk and Safety Management Plan Approval (RSMP)					
	Review of Propane Facility Risk and Safety Management Plans (RSMP) – new, existing or expanding facility (not including fees for third party or external review) - Less than 5,000 USWG		\$500.00	\$0.00	\$500.00	
	Review of Propane Facility Risk and Safety Management Plans (RSMP) – new, existing or expanding facility (not including fees for third party or external review) - Greater than 5,000 USWG		\$1,000.00	\$0.00	\$1,000.00	
	Review of Propane Facility Risk and Safety Management Plans (RSMP) – existing facility annual fee (not including fees for third party or external review)		\$300.00	\$0.00	\$300.00	
	Propane exchange letter		\$150.00	\$0.00	\$150.00	
	Reports, Reviews, Searches					
	Fire reports	\$60.00	\$125.00	\$0.00	\$125.00	
	Fire safety plan review	\$60.00	\$100.00	\$0.00	\$100.00	
	Fire safety plan review	\$60.00	\$75.00	\$0.00	\$75.00	
	File search, letter of compliance	\$60.00	\$60.00	\$0.00	\$60.00	
Any fee or charge, including finance penalty charges, imposed upon the owner of property in the Township is a lien and charge upon the property of the owner to which the fee or charge relates. If the fee or any part thereof remains unpaid 60 days after the due date, the total amount unpaid will be forwarded to Finance to be collected as per the Accounts Receivable Collection Policy or to be added to the tax roll and collected in the same manner as municipal taxes as per the Property Tax Collection Policy (CM 2018)						

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
6.	Licences					
	Mobile Canteens					By-Law 2016-45
	Chip Trucks & Fast Food Vehicle	\$400.00	\$400.00	\$0.00	\$400.00	
	Hot Dog Carts	\$250.00	\$250.00	\$0.00	\$250.00	
	Ice Cream Carts	\$300.00	\$300.00	\$0.00	\$300.00	
	Special Events - Per Day	\$100.00	\$100.00	\$0.00	\$100.00	
	Parade, Festival, Public Entertainment Licences - per day	\$400.00	\$400.00	0	\$400.00	By-Law 2001-72
	Lottery Licence issuing Fee					By-Law 2002-36
	Civil Marriage Services					By-Law 2023-08
	Marriage Licence - Payable to the Township	\$130.00	\$130.00	\$0.00	\$130.00	
	Civil Ceremony (Regular Business Hours) - Payable to the Township	\$350.00	\$350.00	\$0.00	\$350.00	
	Civil Ceremony (Outside of Regular Business Hours) - \$100.00 payable to the Municipality and \$250 payable to the Officiant	\$350.00	\$350.00	\$0.00	\$350.00	
	Rehearsal (if requested) - Payable to the Officiant	\$50.00	\$50.00	\$0.00	\$50.00	
	Mileage Rate (outside of Township of Douro-Dummer boundaries only)	As set by the Municipality	As set by the Municipality	\$0.00		
	Sign Permit Fees					By-Law 2023-50 Schedule A
	Ground Sign (inclusive of Billboard or Developer's Signs)	\$225.00	\$225.00	\$0.00	\$225.00	
	Awning or Fascia Sign	\$225.00	\$225.00	\$0.00	\$225.00	
	Readograph and Electronic Message Displays	\$225.00	\$225.00	\$0.00	\$225.00	
	Sign - not defined	\$225.00	\$225.00	\$0.00	\$225.00	
	All Other Signs	exempt	exempt			
	Variance Application Fee	\$200.00	\$200.00	\$0.00	\$200.00	
	Set Fine Schedule for Sign Permits					By-Law 2023-50 Schedule B
	Erection of sign without permit	\$450.00	\$450.00	\$0.00	\$450.00	
	Sign not in compliance with By-Law	\$450.00	\$450.00	\$0.00	\$450.00	
7.	Line Fences					
	Line Fences Act					
	Remuneration for fence-viewers	\$25.00 per hour plus applicable mileage rate	\$25.00 per hour plus applicable mileage rate			
	Staff time -Administration Fees	\$55.00 per hour plus tax	\$55.00 per hour plus tax			

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
8.	Livestock Investigators					
	Livestock Investigators Remuneration	\$50.00 per inspection plus mileage	\$50.00 per inspection plus mileage			Res. # 294-2008
9.	Municipal Hall Rental					By-law 2014-62
						fees increase 3% annually as of January 1st
	Full Day Rental (Mon-Fri)*	\$154.50	\$159.14	\$20.69	\$179.82	This includes opening and closing and the use of tables and chairs. This includes use of the institute room and kitchen.
	Full Day Rental (Sat-Sun-Stat)*	\$169.95	\$175.05	\$22.76	\$197.80	This includes opening and closing and the use of tables and chairs. This includes use of the institute room
	1/2 Day Rental (4 hours)*	\$92.70	\$95.48	\$12.41	\$107.89	
	Hourly	\$28.33	\$29.17	\$3.79	\$32.97	
	Service Groups & Seniors (3 hours or less)	\$10.30	\$10.61	\$1.38	\$11.99	
	Settings - per setting (dishes, cutlery)	\$5.46	\$5.62	\$0.73	\$6.35	
	Coffee Urn	\$10.30	\$10.61	\$1.38	\$11.99	Rented on own.
	Chafing Dishes	\$13.06	\$13.45	\$1.75	\$15.20	Each, Rented on own. NOTE: Renter to Supply Fuel
	* A \$50.00 cleaning deposit is required and will be returned upon inspection after use.					
10	Municipal Office					
10.1	Finance Department					Resolution 418-2016
	Payment Receipt Reprint - Copy of receipt for payment on property tax account	\$10.00	\$10.00	\$0.00	\$10.00	
	Refund of Overpayment - Refund of credit balance to property owner when a duplicate payment is made in error	\$20.00	\$20.00	\$0.00	\$20.00	
	Statement of Account - Statement detailing payments and taxes levied, and outstanding balance	\$10.00	\$10.00	\$0.00	\$10.00	
	Transfer Credit Balance - To transfer payment(s) misallocated by customer or customer representative (i.e., Bank) from one tax roll to another	\$20.00	\$20.00	\$0.00	\$20.00	
	Ownership Change	\$20.00	\$20.00	\$0.00	\$20.00	
	Commissioning of Documents - Does not include internal Planning Documents	\$10.00	\$10.00	\$0.00	\$10.00	
	NSF Cheques - Handling fee charged when cheque is returned as not negotiable	\$30.00	\$30.00	\$0.00	\$30.00	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
10.2	Miscellaneous			HST	Total	
	Blue Boxes	\$5.31	\$6.19	\$0.81	\$7.00	
	Kitchen Composters	\$5.00	\$5.00	\$0.65	\$5.65	
	Kitchen Composters - replacement filters	\$5.00	\$5.00	\$0.65	\$5.65	
	Administration Fees - Staff time per hour (labour cost to search for historical records)	\$55.00	\$55.00	\$7.15	\$62.15	
	Dummer Book	\$26.19	\$26.19	\$3.40	\$29.59	Point of Sale Rebate
	Douro Book	\$19.05	\$19.05	\$2.48	\$21.53	Point of Sale Rebate
	Douro Book to Retailers	\$15.24	\$15.24	\$1.98	\$17.22	Point of Sale Rebate
	Dummer Book to Retailers	\$20.93	\$20.93	\$2.72	\$23.65	Point of Sale Rebate
	Log Barn Book	\$30.00	\$30.00	\$0.00	\$30.00	
	911 Signs	\$100.00	\$100.00	\$13.00	\$113.00	
	County Water Bottles	\$4.43	\$4.43	\$0.58	\$5.01	
	Composter	\$45.53	\$45.53	\$5.92	\$51.45	
	Digester	\$72.45	\$72.45	\$9.42	\$81.87	
	Telecommunications Tower Application	\$1,200.00	\$1,200.00	\$0.00	\$1,200.00	
	Telecommunications Tower Modification Application	\$600.00	\$600.00	\$0.00	\$600.00	
10.3	Township Clothing (to be discontinued after current supply is sold)					
	Golf Shirt	\$35.40	\$35.40	\$4.60	\$40.00	
	Fleece Jacket (Full Zip)	\$47.79	\$47.79	\$6.21	\$54.00	
	Men's Half Zip Fleece Jacket	\$43.36	\$43.36	\$5.64	\$49.00	
	Three in One Techno Jacket	\$141.59	\$141.59	\$18.41	\$160.00	
	Performance Stretch Jacket	\$52.21	\$52.21	\$6.79	\$59.00	
	Lightweight Vented Jacket	\$34.51	\$34.51	\$4.49	\$39.00	
	Dress Shirt (Long Sleeve)	\$38.05	\$38.05	\$4.95	\$43.00	
	Dress Shirt (Short Sleeve)	\$33.63	\$33.63	\$4.37	\$38.00	
	Ball Cap	\$13.27	\$13.27	\$1.73	\$15.00	
	Toque with Cuff	\$10.62	\$10.62	\$1.38	\$12.00	
11.	Photocopies/Faxing			HST	Total	
	Photocopying and Report Charges					
	Two sided copying & printing will be charged per copy cost					
	Copies for all documents:					
	8.5 x11 Black & White per copy	\$0.30	\$0.30	\$0.04	\$0.34	
	8.5 x11 Colour per copy	\$0.45	\$0.45	\$0.06	\$0.51	
	8.5x14 Black & White per copy	\$0.30	\$0.30	\$0.04	\$0.34	
	8.5X14 Colour per copy	\$0.60	\$0.60	\$0.08	\$0.68	
	11x17 Black & White per copy	\$0.35	\$0.35	\$0.05	\$0.40	
	11X17 Colour per copy	\$1.10	\$1.10	\$0.14	\$1.24	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
	Copies - Projects more than 100 copies					
	8.5 x11 Black & White per copy	\$0.25	\$0.25	\$0.03	\$0.28	
	8.5 x11 Colour per copy	\$0.40	\$0.40	\$0.05	\$0.45	
	8.5x14 Black & White per copy	\$0.25	\$0.25	\$0.03	\$0.28	
	8.5X14 Colour per copy	\$0.55	\$0.55	\$0.07	\$0.62	
	11x17 Black & White per copy	\$0.30	\$0.30	\$0.04	\$0.34	
	11X17 Colour per copy	\$1.05	\$1.05	\$0.14	\$1.19	
	Copies for documents for local community groups/local non-profit groups and local sports orgs.*					
	8.5 x11 Black & White per copy	\$0.25	\$0.25	\$0.03	\$0.28	
	8.5 x11 Colour per copy	\$0.40	\$0.40	\$0.05	\$0.45	
	8.5x14 Black & White per copy	\$0.30	\$0.30	\$0.04	\$0.34	
	8.5X14 Colour per copy	\$0.55	\$0.55	\$0.07	\$0.62	
	11x17 Black & White per copy	\$0.30	\$0.30	\$0.04	\$0.34	
	11X17 Colour per copy	\$1.05	\$1.05	\$0.14	\$1.19	
	Copies - Documents for Township Staff & Council					
	8.5 x11 Black & White per copy	\$0.20	\$0.20	\$0.03	\$0.23	
	8.5 x11 Colour per copy	\$0.25	\$0.25	\$0.03	\$0.28	
	8.5x14 Black & White per copy	\$0.20	\$0.20	\$0.03	\$0.23	
	8.5X14 Colour per copy	\$0.40	\$0.40	\$0.05	\$0.45	
	11x17 Black & White per copy	\$0.25	\$0.25	\$0.03	\$0.28	
	11X17 Colour per copy	\$0.60	\$0.60	\$0.08	\$0.68	
	Copies for documents for Municipal Depts., Boards and Committees for quantities over 25					
	8.5 x11 Black & White per copy	\$0.20	\$0.20	\$0.03	\$0.23	
	8.5 x11 Colour per copy	\$0.25	\$0.25	\$0.03	\$0.28	
	8.5x14 Black & White per copy	\$0.20	\$0.20	\$0.03	\$0.23	
	8.5X14 Colour per copy	\$0.40	\$0.40	\$0.05	\$0.45	
	11x17 Black & White per copy	\$0.25	\$0.25	\$0.03	\$0.28	
	11X17 Colour per copy	\$0.60	\$0.60	\$0.08	\$0.68	
	Computer Generated Printing Material					
	8.5 x11 Black & White per copy	\$0.35	\$0.35	\$0.05	\$0.40	
	8.5 x11 Colour per copy	\$0.50	\$0.50	\$0.07	\$0.57	
	8.5x14 Black & White per copy	\$0.35	\$0.35	\$0.05	\$0.40	
	8.5X14 Colour per copy	\$0.60	\$0.60	\$0.08	\$0.68	
	Faxing					
	Fax Charges - sending - per page	\$2.50	\$2.50	\$0.33	\$2.83	
	Fax Charges - sending (greater than 6 pages) - per page	\$2.00	\$2.00	\$0.26	\$2.26	
	Fax Charges - receiving - per page	\$1.50	\$1.50	\$0.20	\$1.70	
	Fax Charges - receiving (greater than 6 pages) - per page	\$1.25	\$1.25	\$0.16	\$1.41	
	Certified copies of minutes & by-laws - per page	\$2.00	\$2.00	\$0.26	\$2.26	
	*Local Community groups/local non-profit groups and local sporting organizations may include: U.C.W., Institute, church related organizations, churches, Cubs, Scouts, Brownies, Guides, Lions Club, Minor Hockey, Minor Ball, Figure Skating, Kiddie Kapers, Day Care Camp and Out Reach Programs or as determined by staff					
	** One copy of all minutes will be provided to ratepayers at no charge. Additional copies will be at the above rates.					

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
12	Planning/Development					
12.1	Planning Application fees and deposits					By-law 2016-56
	Pre-consultation	\$200.00	\$220.00	\$0.00	\$220.00	To reflect actual time spent completing reviews.
	Severance Review	\$300.00	\$330.00	\$0.00	\$330.00	
	Minor Variance Application - Effective January 1, 2020	\$1,445.00	\$1,580.00	\$0.00	\$1,580.00	
	Amended Minor Variance Application - prior to circulation - Effective January 1, 2020	\$200.00	\$220.00	\$0.00	\$220.00	
	Amended Minor Variance Application - after circulation - Effective January 1, 2020	\$1,000.00	\$1,100.00	\$0.00	\$1,100.00	
	Zoning By-law Amendment - Effective January 1, 2020	\$1,500.00	\$1,650.00	\$0.00	\$1,650.00	
	Amended Zoning Amendment Application - prior to circulation - Effective January 1, 2020	\$200.00	\$220.00	\$0.00	\$220.00	
	Amended Zoning Amendment Application - after circulation - Effective January 1, 2020	\$1,000.00	\$1,100.00	\$0.00	\$1,100.00	
	Removal of Holding Provision - Effective January 1, 2020	\$750.00	\$750.00	\$0.00	\$750.00	
	Deeming By-law	\$500.00	\$550.00			
	Site Plan Approval - Minor	\$2,500.00	\$2,750.00	\$0.00	\$2,750.00	
	Site Plan Approval - Major	\$4,000.00	\$4,400.00	\$0.00	\$4,400.00	
	Minor Amendment to Existing Site Plan	\$1,000.00	\$1,100.00	\$0.00	\$1,100.00	
	Minimum Deposit for any Site Plan Application	\$5,000.00	\$5,500.00	\$0.00	\$5,500.00	
	Plan of Subdivision - Effective January 1, 2020	\$10,500.00	\$11,550.00	\$0.00	\$11,550.00	
	Subdivision Deposit	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00	
	Subdivision Agreement Fees	\$1,000.00	\$1,100.00	\$0.00	\$1,100.00	
	Advertising Fee (newspaper)		actual cost of advertising * If deemed necessary			
	Special Meeting Fee - Effective January 1, 2020	\$690.00	\$759.00	\$0.00	\$759.00	
	Predevelopment Agreement for major applications	\$1000 + \$5250 deposit	\$1010 + \$5775 deposit			
	*The rates shall be increased in 2019 and going forward each year based on either the Consumer Price Index or the Cost of Living Index, whichever is higher in the given year. The rates shall increase January 1 of each year.					

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
12.2	Planning Miscellaneous					
	Cash-in-lieu of Parkland	\$1,250.00	\$1,250.00	\$0.00	\$1,250.00	
	Signing of Merger Agreement Fee**	\$250.00	\$250.00	\$0.00	\$250.00	
	Encroachment Agreement	\$400 + \$ 500 Deposit	\$400 + \$ 500 Deposit			
	Minor Amendment to Existing Encroachment Agreement	\$400.00	\$400.00	\$0.00	\$400.00	
	Demolition Agreement	\$400 + \$5000 deposit	\$400 + \$5000 deposit			
	Extend Existing Demolition Agreement	\$100.00	\$100.00	\$0.00	\$100.00	
	Mitigation Measures Agreement**	\$250.00	\$250.00	\$0.00	\$250.00	
	Enivornmental Impact Assessment Peer Reviews	Cost Recovery from third party	Cost Recovery from third party			
	**Only required if the agreement is not associated with a planning application					
12.3	Renewable Energy Projects					Policy No. D-3
	Small Scale Ground Mount Solar Project	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	
	Large Scale Industrial Facility Project	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00	
	Resubmission with changes	\$850.00	\$850.00	\$0.00	\$850.00	
12.4	Planning Documents					
	Copy of Official Plan &/or Zoning By-law		Cost of Printing			
12.5	Property Information Requests (lawyers, real estate agents)					Resolution 418-2016
	Tax Certificate	\$40.00	\$40.00	\$0.00	\$40.00	
	Work Order Information	\$40.00	\$40.00	\$0.00	\$40.00	
	Zoning Information/Compliance	\$40.00	\$40.00	\$0.00	\$40.00	
	Building Permit Compliance	\$40.00	\$40.00	\$0.00	\$40.00	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
13.	Public Works - Roads			HST	Total	
13.1	Entrance Permit					Policy No. T-1
	Application Fee (Township to install Entrance)	\$100.00	\$100.00	\$13.00	\$113.00	
	Application Fee (Owner to install Entrance)	\$200.00	\$200.00	\$26.00	\$226.00	\$500.00 deposit required
	No Culvert Required					
	Culvert Required		Cost shall be based on the current year pricing of materials required, labour wages and machine time			
13.2	Parking Infractions					2014-25
	No Stopping Infractions	\$30.00	\$30.00	\$0.00	\$30.00	(Amended by: 2014-57, 2015-54, 2015-55)
14.	Public Works - Transfer Station					
	Tipping Fees					By-Law 2008-39
	Waste weighing less than 30 lbs. (13.6 kgs.)	\$3.00	\$3.00	Excist Tax Act S. 20 Pt. 6 Sch. 5	\$3.00	(amended 2009-55, 2014-29, 2017-04)
	Waste weighing more than 30 lbs. (13.6 kgs.) - per tonne	\$125.00	\$150.00		\$150.00	
	Propane Tanks (weighing 20 lbs. or less) each	Free	Free		Free	
	Propane Tanks (weighing more than 20 lbs.) each	Free	Free		Free	
	Appliances containing Freon surcharge plus per tonne rate	\$27.00	\$27.00		\$27.00	
	Replacement Landfill Cards	\$25.00	\$25.00		\$25.00	
	Box Springs	\$25.00 each	\$25.00 each		\$25.00 each	
	Bag Tags (each)	\$3.00	\$3.00		\$3.00	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
15.	Parks and Recreation					
	*Note: A 1.25% per month late payment penalty fee applies to Section 15					
15.1	Advertising at Arenas & Parks			HST	Total	
	Advertising Options					
	Ice Resurfacer (per side)	\$500.00	\$500.00	\$65.00	\$565.00	
	Wall Mounted (4'x8' Sheet)	\$250.00	\$250.00	\$32.50	\$282.50	
	Board Mounted (38"x8' Kit)	\$250.00	\$250.00	\$32.50	\$282.50	
	In Ice logo (per logo)	\$500.00	\$500.00	\$65.00	\$565.00	
	Viewing Lobby (11/2' x 3')	\$175.00	\$175.00	\$22.75	\$197.75	
	South Ball Diamond (4'x8' Sheet)	\$150.00	\$150.00	\$19.50	\$169.50	
	Sponsorship Options					
	Public Ice Skating	\$0.00	\$138.79	\$18.04	\$156.83	
	Public Roller Skating	\$0.00	\$68.00	\$8.84	\$76.84	
	Advertising & Sponsorship Packages					
	Platinum (15% discount)	\$0.00	\$1,414.04	\$183.83	\$1,597.87	
	Gold (10% discount)	\$0.00	\$1,047.22	\$136.14	\$1,183.36	
	Silver (5% discount)	\$0.00	\$908.95	\$118.16	\$1,027.11	
	Bronze	\$0.00	\$663.58	\$86.27	\$749.85	
	Starter	\$0.00	\$456.79	\$59.38	\$516.17	
	Public Ice Skating	\$0.00	\$138.79	\$18.04	\$156.83	
	Public Roller Skating	\$0.00	\$68.00	\$8.84	\$76.84	
	Parking Lot Rentals					
	Douro - Full Lot (Daily)	\$300.00	\$300.00	\$39.00	\$339.00	
	Douro - Half Lot (Daily)	\$150.00	\$150.00	\$19.50	\$169.50	
	Warsaw - Full Lot (Daily)	\$150.00	\$150.00	\$19.50	\$169.50	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
15.2	Arena-Douro (effective September 1st - see previous by-law for rates from Jan-Aug)			HST	Total	
						fees increase 3% annually as of Septmber 1st
	Douro Arena - Harvest Room					
	Hourly Rental	\$28.33	\$29.17	\$3.79	\$32.97	
	1/2 Day Rental (4 hours or less)	\$92.70	\$95.48	\$12.41	\$107.89	
	Full Day Rental (Mon - Fri)	\$154.50	\$159.14	\$20.69	\$179.82	
	Full Day Rental (Sat, Sun, Stat)	\$169.95	\$175.05	\$22.76	\$197.80	
	Douro Seniors Club (3 hours or less)	\$10.30	\$10.61	\$1.38	\$11.99	
	Douro Minor Hockey (3 hours or less)		\$29.18	\$3.79	\$32.97	
	Douro Community Centre - Wellington Room					
	Day Rental (Off Peak Sunday - Thursday)	\$283.25	\$291.75	\$37.93	\$329.67	
	Day Rental (Peak Friday, Saturday and Stat Holidays)	\$453.20	\$466.80	\$60.68	\$527.48	
	1/2 Day Rental (4 hours or less)	\$141.63	\$145.87	\$18.96	\$164.84	
	Hourly Rental	\$50.99	\$52.51	\$6.83	\$59.34	
	Bar	\$56.65	\$58.35	\$7.59	\$65.93	
	Kitchen Rental (Catering/Use of Appliances)	\$84.98	\$87.52	\$11.38	\$98.90	
	Extra's					
	Settings - per setting (dishes, cutlery)	\$5.46	\$5.62	\$0.73	\$6.36	
	Coffee Urn	\$10.30	\$10.61	\$1.38	\$11.99	
	Chafing Dishes	\$13.06	\$13.45	\$1.75	\$15.20	
	Custom Announcement on Arena Roadside Sign	\$25.00	\$25.75	\$3.35	\$29.10	
	*Prices for catering may be adjusted at management's discretion in the event of unforeseen changes in the market price of food *Prices for catering range from the choice of lunch/dinner provided *Facility subsidy Requests can be made under the Policy					
	Douro Arena Winter Ice Rentals					
	Prime Time	\$175.10	\$180.35	\$23.45	\$203.80	
	Non-Prime Time	\$92.70	\$95.48	\$12.41	\$107.89	
	Hourly Local Youth Sport	\$139.05	\$143.22	\$18.62	\$161.84	
	Hourly Outside Youth Sport	\$149.35	\$153.83	\$20.00	\$173.83	
	Hourly Non-Prime Time *Mon-Fri 7:00 am - 5:00 pm (3 or more hours)	\$72.10	\$74.26	\$9.65	\$83.92	
	Adult/public skate (unsponsored)		\$3.00	\$0.00	\$3.00	
	Douro and Warsaw Schools skates		\$0.00	\$0.00	\$0.00	
	Douro Arena Floor Surface					
	Adult Sport Hourly Rental	\$67.98	\$70.02	\$9.10	\$79.12	
	Youth Sport Hourly Rental	\$56.65	\$58.35	\$7.59	\$65.93	
	1/2 Day Event Rental	\$339.90	\$350.10	\$45.51	\$395.61	
	Day Event Rental	\$679.80	\$700.19	\$91.03	\$791.22	
	2 Day Event Rental	\$1,133.00	\$1,166.99	\$151.71	\$1,318.70	
	Douro - Rec Centre			HST	Total	
	Hourly Rental	\$28.33	\$29.17	\$3.79	\$32.97	
	1/2 Day Rental (4 hours or less)	\$92.70	\$95.48	\$12.41	\$107.89	
	Full Day Rental	\$154.50	\$159.14	\$20.69	\$179.82	
	Service Groups & Seniors (3 hours or less)	\$10.30	\$10.61	\$1.38	\$11.99	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
15.3	Arena-Warsaw (effective September 1st - see previous by-law for rates from Jan-Aug)			HST	Total	
						fees increase 3% annually as of Septmber 1st
	Warsaw Arena - Upstairs Room					
	Hourly Rental	\$28.33	\$29.17	\$3.79	\$32.97	
	1/2 Day Rental (4 hours or less)	\$92.70	\$95.48	\$12.41	\$107.89	
	Day Rental (Monday - Friday)	\$154.50	\$159.14	\$20.69	\$179.82	
	Weekend or Stat Day Rental (Saturday, Sunday, Stat)	\$169.95	\$175.05	\$22.76	\$197.80	
	Bar Requested	\$56.65	\$58.35	\$7.59	\$65.93	
	Douro Minor Hockey (3 hours or less)		\$29.18	\$3.79	\$32.97	
	Extra's					
	Settings - per setting (dishes, cutlery)	\$5.46	\$5.62	\$0.73	\$6.36	
	Coffee Urn	\$10.30	\$10.61	\$1.38	\$11.99	
	Chafing Dishes	\$13.06	\$13.45	\$1.75	\$15.20	
	*Prices for catering may be adjusted at management's discretion in the event of unforeseen changes in the market price of food					
	Warsaw Arena Winter Ice Rentals					
	Prime Time	\$154.50	\$159.14	\$20.69	\$179.82	
	Non-Prime Time (1 or 2 hours)	\$82.40	\$84.87	\$11.03	\$95.91	
	Hourly Local Youth Sport	\$118.45	\$122.00	\$15.86	\$137.86	
	Hourly Outside Youth Sport	\$128.75	\$132.61	\$17.24	\$149.85	
	Hourly Non-Prime Time *Mon-Fri 7:00 a.m. - 5:00 p.m. (3 or more hours)	\$72.10	\$74.26	\$9.65	\$83.92	
	Adult/public skate (unsponsored)		\$3.00	\$0.00	\$3.00	
	Douro and Warsaw Schools skates		\$0.00	\$0.00	\$0.00	
	Warsaw Arena Floor Surface					
	Adult Sport Hourly Rental	\$67.98	\$70.02	\$9.10	\$79.12	
	Youth Sport Hourly Rental	\$56.65	\$58.35	\$7.59	\$65.93	
	1/2 Day Event Rental	\$339.90	\$350.10	\$45.51	\$395.61	
	Day Event Rental	\$679.80	\$700.19	\$91.03	\$791.22	
	2 Day Event Rental	\$1,133.00	\$1,166.99	\$151.71	\$1,318.70	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
15.4	Parks			HST	Total	
						fees increase 3% annually as of January 1st
	Park Rental Rates					
	Adult Sports Field - per hour	\$30.00	\$30.90	\$4.02	\$34.92	
	Youth Sports Field - per hour	\$10.00	\$10.30	\$1.34	\$11.64	
	Youth Sports Field - per hour with Lights	\$17.00	\$17.51	\$2.28	\$19.79	
	Ball Diamond with Lights (hourly)	\$50.00	\$51.50	\$6.70	\$58.20	
	Day Tournaments - Douro Park - Includes Lining	\$165.00	\$169.95	\$22.09	\$192.04	
	Picnic Area/Park Rental - 20-50 People (Daily)	\$35.00	\$36.05	\$4.69	\$40.74	
	Picnic Area/Park Rental - 51-100 People (Daily)	\$70.00	\$72.10	\$9.37	\$81.47	
	Picnic Area/Park Rental - 101+ People (Daily)	\$150.00	\$154.50	\$20.09	\$174.59	
	Major Event - for Profit Organization (Daily)	\$500.00	\$515.00	\$66.95	\$581.95	
	Farmers Market (Daily)	\$50.00	\$51.50	\$6.70	\$58.20	
	Tennis/Pickleball Court Rental - per hour	\$30.00	\$30.90	\$4.02	\$34.92	
	Concession at South Park (Daily)	\$82.50	\$84.98	\$11.05	\$96.02	
	Signage at Parks (ie. Roadside event signage at parks)	\$25.00	\$25.75	\$3.35	\$29.10	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
15.5	Surcharge for Liability Insurance			HST	Total	
	Auctions, Banquets, Bingo, Cards, Celebrations, Craft Shows, Dances					
	Non - Alcohol Hourly Rate Event - 0 to 50 people	\$0.00	\$1.10	\$0.14	\$1.24	
	Non - Alcohol Hourly Rate Event - 51 to 100 people	\$2.00	\$2.20	\$0.29	\$2.49	
	Non - Alcohol Hourly Rate Event - 101 to 150 people	\$0.00	\$4.40	\$0.57	\$4.97	
	Non - Alcohol Hourly Rate Event - 151 to 200 people	\$0.00	\$8.80	\$1.14	\$9.94	
	Non - Alcohol Hourly Rate Event - 201 to 250 people	\$10.00	\$11.00	\$1.43	\$12.43	
	Non - Alcohol Hourly Rate Event - 251 to 350 people	\$0.00	\$13.20	\$1.72	\$14.92	
	Non - Alcohol Hourly Rate Event - 351 to 500 people	\$0.00	\$16.50	\$2.15	\$18.65	
	Non - Alcohol Hourly Rate Event - 500+ people	\$0.00	Refer to Marsh			
	Non - Alcohol Hourly Rate Event - 0 to 50 people	\$0.00	\$11.00	\$1.43	\$12.43	
	Non - Alcohol Day Rate Event - 51 to 100 people	\$15.00	\$16.50	\$2.15	\$18.65	
	Non - Alcohol Hourly Rate Event - 101 to 150 people	\$0.00	\$22.00	\$2.86	\$24.86	
	Non - Alcohol Hourly Rate Event - 151 to 200 people	\$0.00	\$27.50	\$3.58	\$31.08	
	Non - Alcohol Day Rate Event - 201 to 250 people	\$30.00	\$33.00	\$4.29	\$37.29	
	Non - Alcohol Hourly Rate Event - 251 to 350 people	\$0.00	\$38.50	\$5.01	\$43.51	
	Non - Alcohol Hourly Rate Event - 351 to 500 people	\$0.00	\$44.00	\$5.72	\$49.72	
	Non - Alcohol Hourly Rate Event - 500+ people		Refer to Marsh			
	Alcohol Hourly Rate Event - 0 to 50 people	\$0.00	\$11.00	\$1.43	\$12.43	
	Alcohol Hourly Rate Event - 51 to 100 people	\$12.00	\$13.20	\$1.72	\$14.92	
	Alcohol Hourly Rate Event - 101 to 150 people	\$18.00	\$15.40	\$2.00	\$17.40	
	Alcohol Hourly Rate Event - 151 to 200 people	\$60.00	\$17.60	\$2.29	\$19.89	
	Alcohol Hourly Rate Event - 201 to 250 people	\$90.00	\$19.80	\$2.57	\$22.37	
	Alcohol Hourly Rate Event - 251 to 350 people	\$18.00	\$22.00	\$2.86	\$24.86	
	Alcohol Hourly Rate Event - 351 to 500 people	\$60.00	\$27.50	\$3.58	\$31.08	
	Alcohol Hourly Rate Event - 500+ people	\$90.00	Refer to Marsh			
	Alcohol Day Rate Event - 0 to 50 people	\$0.00	\$55.00	\$7.15	\$62.15	
	Alcohol Day Rate Event - 51 to 100 people	\$12.00	\$66.00	\$8.58	\$74.58	
	Alcohol Day Rate Event - 101 to 150 people	\$18.00	\$77.00	\$10.01	\$87.01	
	Alcohol Day Rate Event - 151 to 200 people	\$60.00	\$88.00	\$11.44	\$99.44	
	Alcohol Day Rate Event - 201 to 250 people	\$90.00	\$99.00	\$12.87	\$111.87	
	Alcohol Day Rate Event - 251 to 350 people	\$18.00	\$110.00	\$14.30	\$124.30	
	Alcohol Day Rate Event - 351 to 500 people	\$60.00	\$121.00	\$15.73	\$136.73	
	Alcohol Day Rate Event - 500+ people	\$90.00	Refer to Marsh			
	Picnics					
	Non - Alcohol Day Rate Event - up to 250 people	\$0.00	\$2.50	\$0.33	\$2.83	
	Meetings, Seminars, Speakers, Workshops, Classroom Instruction					
	Non-Alcohol Event Flat Rate - 1 to 100 people	\$0.00	\$1.65	\$0.21	\$1.86	
	Non-Alcohol Event Flat Rate - 101 to 250 people	\$0.00	\$2.75	\$0.36	\$3.11	
	Non-Alcohol Event Flat Rate - 250 to 500 people	\$0.00	\$5.78	\$0.75	\$6.53	
	Non-Alcohol Event Flat Rate - 500+	\$0.00	Refer to Marsh			

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
	Sports Events or Activities					
	Low Risk Programs - Hourly Rate - 0 to 25 people	\$0.00	\$0.83	\$0.11	\$0.94	
	Low Risk Programs - Hourly Rate - 26 to 50 people	\$0.00	\$1.65	\$0.21	\$1.86	
	Low Risk Programs - Hourly Rate - 51 to 100 people	\$2.00	\$2.20	\$0.29	\$2.49	
	Low Risk Programs - Hourly Rate - 101 to 250 people	\$0.00	\$2.75	\$0.36	\$3.11	
	Low Risk Programs - Hourly Rate - 250+ people	\$0.00	Refer to Marsh			
	Low Risk Programs - Daily Rate - 0 to 25 people	\$0.00	\$22.00	\$2.86	\$24.86	
	Low Risk Programs - Daily Rate - 26 to 50 people	\$0.00	\$27.50	\$3.58	\$31.08	
	Low Risk Programs - Daily Rate - 51 to 100 people	\$20.00	\$49.50	\$6.44	\$55.94	
	Low Risk Programs - Daily Rate - 101 to 250 people	\$0.00	\$82.50	\$10.73	\$93.23	
	Low Risk Programs - Daily Rate - 250+ people	\$0.00	Refer to Marsh			
	Low Risk Programs - Per Season - 0 to 25 people	\$0.00	\$110.00	\$14.30	\$124.30	
	Low Risk Programs - Per Season - 26 to 50 people	\$0.00	\$137.50	\$17.88	\$155.38	
	Low Risk Programs - Per Season - 51 to 100 people	\$55.00	\$165.00	\$21.45	\$186.45	
	Low Risk Programs - Per Season - 101 to 250 people	\$0.00	\$192.50	\$25.03	\$217.53	
	Low Risk Programs - Per Season - 250+ people	\$0.00	Refer to Marsh			
	Medium Risk Programs - Hourly Rate - 0 to 25 people	\$0.00	\$1.65	\$0.21	\$1.86	
	Medium Risk Programs - Hourly Rate - 26 to 50 people	\$0.00	\$3.30	\$0.43	\$3.73	
	Medium Risk Programs - Hourly Rate - 51 to 100 people	\$5.00	\$5.50	\$0.72	\$6.22	
	Medium Risk Programs - Hourly Rate - 101 to 250 people	\$0.00	\$8.80	\$1.14	\$9.94	
	Medium Risk Programs - Hourly Rate - 250+ people	\$0.00	Refer to Marsh			
	Medium Risk Programs - Daily Rate - 0 to 25 people	\$0.00	\$40.00	\$5.20	\$45.20	
	Medium Risk Programs - Daily Rate - 26 to 50 people	\$0.00	\$45.00	\$5.85	\$50.85	
	Medium Risk Programs - Daily Rate - 51 to 100 people	\$35.00	\$60.00	\$7.80	\$67.80	
	Medium Risk Programs - Daily Rate - 101 to 250 people	\$0.00	\$100.00	\$13.00	\$113.00	
	Medium Risk Programs - Daily Rate - 250+ people	\$0.00	Refer to Marsh			
	Medium Risk Programs - Per Season - 0 to 25 people	\$0.00	\$165.00	\$21.45	\$186.45	
	Medium Risk Programs - Per Season - 26 to 50 people	\$0.00	\$192.00	\$24.96	\$216.96	
	Medium Risk Programs - Per Season - 51 to 100 people	\$100.00	\$275.00	\$35.75	\$310.75	
	Medium Risk Programs - Per Season - 101 to 250 people	\$0.00	\$330.00	\$42.90	\$372.90	
	Medium Risk Programs - Per Season - 250+ people	\$0.00	Refer to Marsh			
	High Risk Programs - Hourly Rate - 0 to 25 people	\$0.00	\$2.20	\$0.29	\$2.49	
	High Risk Programs - Hourly Rate - 26 to 50 people	\$0.00	\$4.40	\$0.57	\$4.97	
	High Risk Programs - Hourly Rate - 51 to 100 people	\$0.00	\$6.60	\$0.86	\$7.46	
	High Risk Programs - Hourly Rate - 101 to 250 people	\$0.00	\$11.00	\$1.43	\$12.43	
	High Risk Programs - Hourly Rate - 250+ people	\$0.00	Refer to Marsh			
	High Risk Programs - Daily Rate - 0 to 25 people	\$0.00	\$55.00	\$7.15	\$62.15	
	High Risk Programs - Daily Rate - 26 to 50 people	\$0.00	\$66.00	\$8.58	\$74.58	
	High Risk Programs - Daily Rate - 51 to 100 people	\$0.00	\$82.50	\$10.73	\$93.23	
	High Risk Programs - Daily Rate - 101 to 250 people	\$0.00	\$165.00	\$21.45	\$186.45	
	High Risk Programs - Daily Rate - 250+ people	\$0.00	Refer to Marsh			

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
	High Risk Programs - Per Season - 0 to 25 people	\$0.00	\$220.00	\$28.60	\$248.60	
	High Risk Programs - Per Season - 26 to 50 people	\$0.00	\$247.50	\$32.18	\$279.68	
	High Risk Programs - Per Season - 51 to 100 people	\$0.00	\$302.50	\$39.33	\$341.83	
	High Risk Programs - Per Season - 101 to 250 people	\$0.00	\$385.00	\$50.05	\$435.05	
	High Risk Programs - Per Season - 250+ people	\$0.00	Refer to Marsh			
	Sale of non-food or drink items					
	Per Day	\$0.00	\$27.50	\$3.58	\$31.08	
	Per Week	\$0.00	\$55.00	\$7.15	\$62.15	
	Per Month	\$0.00	\$99.00	\$12.87	\$111.87	
	3 to 6 months	\$0.00	\$495.00	\$64.35	\$559.35	
	Sale of food or drink items					
	Per Day	\$0.00	\$52.80	\$6.86	\$59.66	*Must be certified and approved by health board with proof of certificate if selling food & beverages
	Per Week	\$0.00	\$137.50	\$17.88	\$155.38	
	Per Month	\$0.00	\$275.00	\$35.75	\$310.75	
	3 to 6 months	\$0.00	\$687.50	\$89.38	\$776.88	
	Leagues					
	Up to 30 players per team	\$0.00	\$192.50	\$25.03	\$217.53	
	Up to 25 teams per league	\$0.00	\$192.50	\$25.03	\$217.53	
	Anything above 30 players or 25 teams	\$0.00	Refer to Marsh			
	Tournaments (High risk only)					
	0 to 8 Teams	\$0.00	\$550.00	\$71.50	\$621.50	
	9 to 16 Teams	\$0.00	\$770.00	\$100.10	\$870.10	
	16 to 21 Teams	\$0.00	\$1,100.00	\$143.00	\$1,243.00	
	21 Teams+	\$0.00	Refer to Marsh			

Recommendation:

That the Treasurer-2023-30 report, dated December 19, 2023 regarding 2024 User Fees be received, and;

That Council pass By-law 2023-62 being a By-law to provide for the 2024 User Fees and Charges, and to repeal By-law 2023-08, as amended at the appropriate time during the meeting.

Overview:

Each year staff reviews the User Fees and Charges for their respective departments. These reviews ensure that fees are reflective of the costs associated with the service or rental but also are compared to surrounding municipalities to ensure the fees are fair and competitive.

The following are the proposed changes to the 2023 User Fees and Charges to be enacted as of January 1, 2024.

5. Fire

- Open Air Burning Violations, Motor Vehicle Accidents and Technical Rescue, Hazardous Materials Control/Clean-up
 - A fee to cover any costs related to specialized equipment, supplies and personnel has been added at cost plus admin fee of 20% of cost.
 - An admin fee of \$40 was already applicable for Motor Vehicle Incidents but is being added to the other categories.
- The changes to the False Alarm fees were approved by By-Law 2023-45
- Fire Inspections – By Request
 - For group homes, day care facilities, or any other industrial or commercial establishment of use requiring an inspection for licensing, renewal of licence, insurance or any such purpose will be charged a fee of \$100. This fee does not apply to residential inspections.
- Risk and Safety Management Plan Approval (RSMP) –
 - The Township does not currently have any propane facilities but if there were to be an application for one then the Township will have fees in place to capture the work required to review the Propane Facility Risk and Safety Management Plan.

12.1 Planning Application Fees and Deposits

- The fees have been increased where appropriate by 10%. The fees were not increased in 2023 and the 10% reflects the inflationary costs since 2022.

14. Public Works – Transfer Station

- Waste weighing more than 30lbs has been increased from \$125 to \$150 to reflect cost increases.

15. Parks and Recreation

- 15.1 Advertising – these fees reflect the fees that Council adopted in 2023.
- For the fees at 15.2 Douro Arena, 15.3 Warsaw Arena and at the 15.4 Parks, at 3% increase has been applied. This increase is applied annually to reflect increased costs. CPI at this time is not being used to index the fees given the high inflation.
- 15.5 – Liability Insurance fees have been adjusted to reflect actual costs.

Conclusion:

The fees outlined in Attachment 1 will come into effect January 1, 2024 except for the Arena fees which will change as of September 1, 2024.

Financial Impact:

The fees will ensure that revenues increase where needed to reflect actual time spent and/or the increasing costs associated with providing the service/rental.

Strategic Plan Applicability: To develop and/or assist with the development and delivery of social and recreational programs as well as effectively maintaining and updating recreational facilities to promote healthy lifestyles and meet the broad range of community needs.

Report Approval Details

Document Title:	2024 User Fees.docx
Attachments:	
Final Approval Date:	Dec 13, 2023

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

Martina Chait-Hartwig

Elana Arthurs

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
	1. Building - Under Separate By-law					
	2. Certificates					By-Law 2002-22
	Sale of Real Property	\$50.00	\$50.00	\$6.50	\$56.50	
	Certificate of Compliance					
	3. Dogs - Regulating the Running at Large of Dogs					
	No longer in place.					
	4. Dogs - Licencing and Registration					By-Law 2021-11
	Male/Female paid before April 30th	\$15.00	\$15.00	\$0.00	\$15.00	
	Male/Female paid after April 30th	\$20.00	\$20.00	\$0.00	\$20.00	
	Kennel Licences paid before April 30th	\$50.00	\$50.00	\$0.00	\$50.00	
	Kennel Licences paid after April 30th	\$75.00	\$75.00	\$0.00	\$75.00	
	Replacement Dog Licence	\$5.00	\$5.00	\$0.00	\$5.00	
	5. Fire					
	Open Air Burning Permits					By-Law 2020-35
	Residential Burn Permit (includes campfire, burn barrel, brush fire and agricultural fire on a single property) - renew annually, expire Dec 31st	\$20.00	\$20.00	\$0.00	\$20.00	
	Agricultural Permit (for fires to support farm activities on up to 3 properties/year, requires staff assistance to obtain) - renew annually, expire Dec 31st	\$20.00	\$20.00	\$0.00	\$20.00	
	Campground, Trailer Park or Resort - renew annually, expires Dec 31st	\$50.00	\$50.00	\$0.00	\$50.00	
	Commercial Fire - renew annually, expires Dec 31st	\$100.00	\$100.00	\$0.00	\$100.00	
	Incinerator - renew annually, expires Dec 31st	\$60.00	\$60.00	\$0.00	\$60.00	
	Special Occurrence Fire - per occurrence	\$40.00	\$40.00	\$0.00	\$40.00	
*The Ministry of Transportation (MTO) rates noted below are calculated per hour/per fire apparatus for the first hour; then one half the MTO rate per half hour (or part thereof)/per fire apparatus. The rate is set by the MTO and as of October 2023 is \$543.03, the rate is subject to change by the MTO.						
	Open Air Burning Violations					By-Law 2020-35
	Response to open air burning violations	*MTO Rate	*MTO Rate	0.00		
	Specialized equipment, supplies, personnel		Cost + Admin Fee of 20% of cost	0.00		
	Administrative Fee		\$ 40.00	0.00	\$40.00	
	Motor Vehicle Incidents					
	Motor vehicle incidents	*MTO Rate	*MTO Rate	0.00		
	Specialized equipment, supplies, personnel		Cost + Admin Fee of 20% of cost	0.00		
	Administrative Fee	\$ 40.00	\$ 40.00	0.00	\$40.00	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
	Technical Rescue, Hazardous Materials Control/Clean-Up					
	Boat response - Any person requiring the services of a boat response who is in contravention of any Federal or Provincial Act or Regulation or who has not exercised reasonable care in their actions, thus necessitating the use of a boat response, will be liable for costs incurred	*MTO Rate	*MTO Rate	0.00		
	Hazardous materials control/clean-up	*MTO Rate	*MTO Rate	0.00		
	Specialized equipment, supplies, personnel		Cost + Admin Fee of 20% of cost	0.00		
	Administrative Fee		\$40.00	0.00	\$40.00	
	False Alarms - The determination of the number of false alarms for the purposes of calculating the charges noted below will be based on the total number of false alarms in the twelve-month period immediately preceding the last false alarm.					By-Law 2020-45
	1st and 2nd false alarms		No charge	0.00		
	3rd false alarm		2x Current MTO rate	0.00		
	4th and all subsequent false alarms		3x Current MTO rate	0.00		
	Fire Inspections - By Request					
	Group homes, day care facilities, or any other industrial or commercial establishment of use requiring an inspection for licensing, renewal of licence, insurance or any such purpose		\$100.00	0.00	\$100.00	
	Risk and Safety Management Plan Approval (RSMP)					
	Review of Propane Facility Risk and Safety Management Plans (RSMP) – new, existing or expanding facility (not including fees for third party or external review) - Less than 5,000 USWG		\$500.00	\$0.00	\$500.00	
	Review of Propane Facility Risk and Safety Management Plans (RSMP) – new, existing or expanding facility (not including fees for third party or external review) - Greater than 5,000 USWG		\$1,000.00	\$0.00	\$1,000.00	
	Review of Propane Facility Risk and Safety Management Plans (RSMP) – existing facility annual fee (not including fees for third party or external review)		\$300.00	\$0.00	\$300.00	
	Propane exchange letter		\$150.00	\$0.00	\$150.00	
	Reports, Reviews, Searches					
	Fire reports	\$60.00	\$125.00	\$0.00	\$125.00	
	Fire safety plan review	\$60.00	\$100.00	\$0.00	\$100.00	
	Fire safety plan review	\$60.00	\$75.00	\$0.00	\$75.00	
	File search, letter of compliance	\$60.00	\$60.00	\$0.00	\$60.00	
Any fee or charge, including finance penalty charges, imposed upon the owner of property in the Township is a lien and charge upon the property of the owner to which the fee or charge relates. If the fee or any part thereof remains unpaid 60 days after the due date, the total amount unpaid will be forwarded to Finance to be collected as per the Accounts Receivable Collection Policy or to be added to the tax roll and collected in the same manner as municipal taxes as per the Property Tax Collection Policy (CM 2018)						

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
6.	Licences					
	Mobile Canteens					By-Law 2016-45
	Chip Trucks & Fast Food Vehicle	\$400.00	\$400.00	\$0.00	\$400.00	
	Hot Dog Carts	\$250.00	\$250.00	\$0.00	\$250.00	
	Ice Cream Carts	\$300.00	\$300.00	\$0.00	\$300.00	
	Special Events - Per Day	\$100.00	\$100.00	\$0.00	\$100.00	
	Parade, Festival, Public Entertainment Licences - per day	\$400.00	\$400.00	0	\$400.00	By-Law 2001-72
	Lottery Licence issuing Fee					By-Law 2002-36
	Civil Marriage Services					By-Law 2023-08
	Marriage Licence - Payable to the Township	\$130.00	\$130.00	\$0.00	\$130.00	
	Civil Ceremony (Regular Business Hours) - Payable to the Township	\$350.00	\$350.00	\$0.00	\$350.00	
	Civil Ceremony (Outside of Regular Business Hours) - \$100.00 payable to the Municipality and \$250 payable to the Officiant	\$350.00	\$350.00	\$0.00	\$350.00	
	Rehearsal (if requested) - Payable to the Officiant	\$50.00	\$50.00	\$0.00	\$50.00	
	Mileage Rate (outside of Township of Douro-Dummer boundaries only)	As set by the Municipality	As set by the Municipality	\$0.00		
	Sign Permit Fees					By-Law 2023-50 Schedule A
	Ground Sign (inclusive of Billboard or Developer's Signs)	\$225.00	\$225.00	\$0.00	\$225.00	
	Awning or Fascia Sign	\$225.00	\$225.00	\$0.00	\$225.00	
	Readograph and Electronic Message Displays	\$225.00	\$225.00	\$0.00	\$225.00	
	Sign - not defined	\$225.00	\$225.00	\$0.00	\$225.00	
	All Other Signs	exempt	exempt			
	Variance Application Fee	\$200.00	\$200.00	\$0.00	\$200.00	
	Set Fine Schedule for Sign Permits					By-Law 2023-50 Schedule B
	Erection of sign without permit	\$450.00	\$450.00	\$0.00	\$450.00	
	Sign not in compliance with By-Law	\$450.00	\$450.00	\$0.00	\$450.00	
7.	Line Fences					
	Line Fences Act					
	Remuneration for fence-viewers	\$25.00 per hour plus applicable mileage rate	\$25.00 per hour plus applicable mileage rate			
	Staff time -Administration Fees	\$55.00 per hour plus tax	\$55.00 per hour plus tax			

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
8.	Livestock Investigators					
	Livestock Investigators Remuneration	\$50.00 per inspection plus mileage	\$50.00 per inspection plus mileage			Res. # 294-2008
9.	Municipal Hall Rental					By-law 2014-62
						fees increase 3% annually as of January 1st
	Full Day Rental (Mon-Fri)*	\$154.50	\$159.14	\$20.69	\$179.82	This includes opening and closing and the use of tables and chairs. This includes use of the institute room and kitchen.
	Full Day Rental (Sat-Sun-Stat)*	\$169.95	\$175.05	\$22.76	\$197.80	This includes opening and closing and the use of tables and chairs. This includes use of the institute room
	1/2 Day Rental (4 hours)*	\$92.70	\$95.48	\$12.41	\$107.89	
	Hourly	\$28.33	\$29.17	\$3.79	\$32.97	
	Service Groups & Seniors (3 hours or less)	\$10.30	\$10.61	\$1.38	\$11.99	
	Settings - per setting (dishes, cutlery)	\$5.46	\$5.62	\$0.73	\$6.35	
	Coffee Urn	\$10.30	\$10.61	\$1.38	\$11.99	Rented on own.
	Chafing Dishes	\$13.06	\$13.45	\$1.75	\$15.20	Each, Rented on own. NOTE: Renter to Supply Fuel
	* A \$50.00 cleaning deposit is required and will be returned upon inspection after use.					
10	Municipal Office					
10.1	Finance Department					Resolution 418-2016
	Payment Receipt Reprint - Copy of receipt for payment on property tax account	\$10.00	\$10.00	\$0.00	\$10.00	
	Refund of Overpayment - Refund of credit balance to property owner when a duplicate payment is made in error	\$20.00	\$20.00	\$0.00	\$20.00	
	Statement of Account - Statement detailing payments and taxes levied, and outstanding balance	\$10.00	\$10.00	\$0.00	\$10.00	
	Transfer Credit Balance - To transfer payment(s) misallocated by customer or customer representative (i.e., Bank) from one tax roll to another	\$20.00	\$20.00	\$0.00	\$20.00	
	Ownership Change	\$20.00	\$20.00	\$0.00	\$20.00	
	Commissioning of Documents - Does not include internal Planning Documents	\$10.00	\$10.00	\$0.00	\$10.00	
	NSF Cheques - Handling fee charged when cheque is returned as not negotiable	\$30.00	\$30.00	\$0.00	\$30.00	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
10.2	Miscellaneous			HST	Total	
	Blue Boxes	\$5.31	\$6.19	\$0.81	\$7.00	
	Kitchen Composters	\$5.00	\$5.00	\$0.65	\$5.65	
	Kitchen Composters - replacement filters	\$5.00	\$5.00	\$0.65	\$5.65	
	Administration Fees - Staff time per hour (labour cost to search for historical records)	\$55.00	\$55.00	\$7.15	\$62.15	
	Dummer Book	\$26.19	\$26.19	\$3.40	\$29.59	Point of Sale Rebate
	Douro Book	\$19.05	\$19.05	\$2.48	\$21.53	Point of Sale Rebate
	Douro Book to Retailers	\$15.24	\$15.24	\$1.98	\$17.22	Point of Sale Rebate
	Dummer Book to Retailers	\$20.93	\$20.93	\$2.72	\$23.65	Point of Sale Rebate
	Log Barn Book	\$30.00	\$30.00	\$0.00	\$30.00	
	911 Signs	\$100.00	\$100.00	\$13.00	\$113.00	
	County Water Bottles	\$4.43	\$4.43	\$0.58	\$5.01	
	Composter	\$45.53	\$45.53	\$5.92	\$51.45	
	Digester	\$72.45	\$72.45	\$9.42	\$81.87	
	Telecommunications Tower Application	\$1,200.00	\$1,200.00	\$0.00	\$1,200.00	
	Telecommunications Tower Modification Application	\$600.00	\$600.00	\$0.00	\$600.00	
10.3	Township Clothing (to be discontinued after current supply is sold)					
	Golf Shirt	\$35.40	\$35.40	\$4.60	\$40.00	
	Fleece Jacket (Full Zip)	\$47.79	\$47.79	\$6.21	\$54.00	
	Men's Half Zip Fleece Jacket	\$43.36	\$43.36	\$5.64	\$49.00	
	Three in One Techno Jacket	\$141.59	\$141.59	\$18.41	\$160.00	
	Performance Stretch Jacket	\$52.21	\$52.21	\$6.79	\$59.00	
	Lightweight Vented Jacket	\$34.51	\$34.51	\$4.49	\$39.00	
	Dress Shirt (Long Sleeve)	\$38.05	\$38.05	\$4.95	\$43.00	
	Dress Shirt (Short Sleeve)	\$33.63	\$33.63	\$4.37	\$38.00	
	Ball Cap	\$13.27	\$13.27	\$1.73	\$15.00	
	Toque with Cuff	\$10.62	\$10.62	\$1.38	\$12.00	
11.	Photocopies/Faxing			HST	Total	
	Photocopying and Report Charges					
	Two sided copying & printing will be charged per copy cost					
	Copies for all documents:					
	8.5 x11 Black & White per copy	\$0.30	\$0.30	\$0.04	\$0.34	
	8.5 x11 Colour per copy	\$0.45	\$0.45	\$0.06	\$0.51	
	8.5x14 Black & White per copy	\$0.30	\$0.30	\$0.04	\$0.34	
	8.5X14 Colour per copy	\$0.60	\$0.60	\$0.08	\$0.68	
	11x17 Black & White per copy	\$0.35	\$0.35	\$0.05	\$0.40	
	11X17 Colour per copy	\$1.10	\$1.10	\$0.14	\$1.24	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
	Copies - Projects more than 100 copies					
	8.5 x11 Black & White per copy	\$0.25	\$0.25	\$0.03	\$0.28	
	8.5 x11 Colour per copy	\$0.40	\$0.40	\$0.05	\$0.45	
	8.5x14 Black & White per copy	\$0.25	\$0.25	\$0.03	\$0.28	
	8.5X14 Colour per copy	\$0.55	\$0.55	\$0.07	\$0.62	
	11x17 Black & White per copy	\$0.30	\$0.30	\$0.04	\$0.34	
	11X17 Colour per copy	\$1.05	\$1.05	\$0.14	\$1.19	
	Copies for documents for local community groups/local non-profit groups and local sports orgs.*					
	8.5 x11 Black & White per copy	\$0.25	\$0.25	\$0.03	\$0.28	
	8.5 x11 Colour per copy	\$0.40	\$0.40	\$0.05	\$0.45	
	8.5x14 Black & White per copy	\$0.30	\$0.30	\$0.04	\$0.34	
	8.5X14 Colour per copy	\$0.55	\$0.55	\$0.07	\$0.62	
	11x17 Black & White per copy	\$0.30	\$0.30	\$0.04	\$0.34	
	11X17 Colour per copy	\$1.05	\$1.05	\$0.14	\$1.19	
	Copies - Documents for Township Staff & Council					
	8.5 x11 Black & White per copy	\$0.20	\$0.20	\$0.03	\$0.23	
	8.5 x11 Colour per copy	\$0.25	\$0.25	\$0.03	\$0.28	
	8.5x14 Black & White per copy	\$0.20	\$0.20	\$0.03	\$0.23	
	8.5X14 Colour per copy	\$0.40	\$0.40	\$0.05	\$0.45	
	11x17 Black & White per copy	\$0.25	\$0.25	\$0.03	\$0.28	
	11X17 Colour per copy	\$0.60	\$0.60	\$0.08	\$0.68	
	Copies for documents for Municipal Depts., Boards and Committees for quantities over 25					
	8.5 x11 Black & White per copy	\$0.20	\$0.20	\$0.03	\$0.23	
	8.5 x11 Colour per copy	\$0.25	\$0.25	\$0.03	\$0.28	
	8.5x14 Black & White per copy	\$0.20	\$0.20	\$0.03	\$0.23	
	8.5X14 Colour per copy	\$0.40	\$0.40	\$0.05	\$0.45	
	11x17 Black & White per copy	\$0.25	\$0.25	\$0.03	\$0.28	
	11X17 Colour per copy	\$0.60	\$0.60	\$0.08	\$0.68	
	Computer Generated Printing Material					
	8.5 x11 Black & White per copy	\$0.35	\$0.35	\$0.05	\$0.40	
	8.5 x11 Colour per copy	\$0.50	\$0.50	\$0.07	\$0.57	
	8.5x14 Black & White per copy	\$0.35	\$0.35	\$0.05	\$0.40	
	8.5X14 Colour per copy	\$0.60	\$0.60	\$0.08	\$0.68	
	Faxing					
	Fax Charges - sending - per page	\$2.50	\$2.50	\$0.33	\$2.83	
	Fax Charges - sending (greater than 6 pages) - per page	\$2.00	\$2.00	\$0.26	\$2.26	
	Fax Charges - receiving - per page	\$1.50	\$1.50	\$0.20	\$1.70	
	Fax Charges - receiving (greater than 6 pages) - per page	\$1.25	\$1.25	\$0.16	\$1.41	
	Certified copies of minutes & by-laws - per page	\$2.00	\$2.00	\$0.26	\$2.26	
	*Local Community groups/local non-profit groups and local sporting organizations may include: U.C.W., Institute, church related organizations, churches, Cubs, Scouts, Brownies, Guides, Lions Club, Minor Hockey, Minor Ball, Figure Skating, Kiddie Kapers, Day Care Camp and Out Reach Programs or as determined by staff					
	** One copy of all minutes will be provided to ratepayers at no charge. Additional copies will be at the above rates.					

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
12	Planning/Development					
12.1	Planning Application fees and deposits					By-law 2016-56
	Pre-consultation	\$200.00	\$220.00	\$0.00	\$220.00	To reflect actual time spent completing reviews.
	Severance Review	\$300.00	\$330.00	\$0.00	\$330.00	
	Minor Variance Application - Effective January 1, 2020	\$1,445.00	\$1,580.00	\$0.00	\$1,580.00	
	Amended Minor Variance Application - prior to circulation - Effective January 1, 2020	\$200.00	\$220.00	\$0.00	\$220.00	
	Amended Minor Variance Application - after circulation - Effective January 1, 2020	\$1,000.00	\$1,100.00	\$0.00	\$1,100.00	
	Zoning By-law Amendment - Effective January 1, 2020	\$1,500.00	\$1,650.00	\$0.00	\$1,650.00	
	Amended Zoning Amendment Application - prior to circulation - Effective January 1, 2020	\$200.00	\$220.00	\$0.00	\$220.00	
	Amended Zoning Amendment Application - after circulation - Effective January 1, 2020	\$1,000.00	\$1,100.00	\$0.00	\$1,100.00	
	Removal of Holding Provision - Effective January 1, 2020	\$750.00	\$750.00	\$0.00	\$750.00	
	Deeming By-law	\$500.00	\$550.00			
	Site Plan Approval - Minor	\$2,500.00	\$2,750.00	\$0.00	\$2,750.00	
	Site Plan Approval - Major	\$4,000.00	\$4,400.00	\$0.00	\$4,400.00	
	Minor Amendment to Existing Site Plan	\$1,000.00	\$1,100.00	\$0.00	\$1,100.00	
	Minimum Deposit for any Site Plan Application	\$5,000.00	\$5,500.00	\$0.00	\$5,500.00	
	Plan of Subdivision - Effective January 1, 2020	\$10,500.00	\$11,550.00	\$0.00	\$11,550.00	
	Subdivision Deposit	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00	
	Subdivision Agreement Fees	\$1,000.00	\$1,100.00	\$0.00	\$1,100.00	
	Advertising Fee (newspaper)		actual cost of advertising * If deemed necessary			
	Special Meeting Fee - Effective January 1, 2020	\$690.00	\$759.00	\$0.00	\$759.00	
	Predevelopment Agreement for major applications	\$1000 + \$5250 deposit	\$1010 + \$5775 deposit			
	*The rates shall be increased in 2019 and going forward each year based on either the Consumer Price Index or the Cost of Living Index, whichever is higher in the given year. The rates shall increase January 1 of each year.					

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
12.2	Planning Miscellaneous					
	Cash-in-lieu of Parkland	\$1,250.00	\$1,250.00	\$0.00	\$1,250.00	
	Signing of Merger Agreement Fee**	\$250.00	\$250.00	\$0.00	\$250.00	
	Encroachment Agreement	\$400 + \$ 500 Deposit	\$400 + \$ 500 Deposit			
	Minor Amendment to Existing Encroachment Agreement	\$400.00	\$400.00	\$0.00	\$400.00	
	Demolition Agreement	\$400 + \$5000 deposit	\$400 + \$5000 deposit			
	Extend Existing Demolition Agreement	\$100.00	\$100.00	\$0.00	\$100.00	
	Mitigation Measures Agreement**	\$250.00	\$250.00	\$0.00	\$250.00	
	Enivornmental Impact Assessment Peer Reviews	Cost Recovery from third party	Cost Recovery from third party			
	**Only required if the agreement is not associated with a planning application					
12.3	Renewable Energy Projects					Policy No. D-3
	Small Scale Ground Mount Solar Project	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	
	Large Scale Industrial Facility Project	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00	
	Resubmission with changes	\$850.00	\$850.00	\$0.00	\$850.00	
12.4	Planning Documents					
	Copy of Official Plan &/or Zoning By-law		Cost of Printing			
12.5	Property Information Requests (lawyers, real estate agents)					Resolution 418-2016
	Tax Certificate	\$40.00	\$40.00	\$0.00	\$40.00	
	Work Order Information	\$40.00	\$40.00	\$0.00	\$40.00	
	Zoning Information/Compliance	\$40.00	\$40.00	\$0.00	\$40.00	
	Building Permit Compliance	\$40.00	\$40.00	\$0.00	\$40.00	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
13.	Public Works - Roads			HST	Total	
13.1	Entrance Permit					Policy No. T-1
	Application Fee (Township to install Entrance)	\$100.00	\$100.00	\$13.00	\$113.00	
	Application Fee (Owner to install Entrance)	\$200.00	\$200.00	\$26.00	\$226.00	\$500.00 deposit required
	No Culvert Required					
	Culvert Required		Cost shall be based on the current year pricing of materials required, labour wages and machine time			
13.2	Parking Infractions					2014-25
	No Stopping Infractions	\$30.00	\$30.00	\$0.00	\$30.00	(Amended by: 2014-57, 2015-54, 2015-55)
14.	Public Works - Transfer Station					
	Tipping Fees					By-Law 2008-39
	Waste weighing less than 30 lbs. (13.6 kgs.)	\$3.00	\$3.00	Excist Tax Act S. 20 Pt. 6 Sch. 5	\$3.00	(amended 2009-55, 2014-29, 2017-04)
	Waste weighing more than 30 lbs. (13.6 kgs.) - per tonne	\$125.00	\$150.00		\$150.00	
	Propane Tanks (weighing 20 lbs. or less) each	Free	Free		Free	
	Propane Tanks (weighing more than 20 lbs.) each	Free	Free		Free	
	Appliances containing Freon surcharge plus per tonne rate	\$27.00	\$27.00		\$27.00	
	Replacement Landfill Cards	\$25.00	\$25.00		\$25.00	
	Box Springs	\$25.00 each	\$25.00 each		\$25.00 each	
	Bag Tags (each)	\$3.00	\$3.00		\$3.00	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
15.	Parks and Recreation					
	*Note: A 1.25% per month late payment penalty fee applies to Section 15					
15.1	Advertising at Arenas & Parks			HST	Total	
	Advertising Options					
	Ice Resurfacer (per side)	\$500.00	\$500.00	\$65.00	\$565.00	
	Wall Mounted (4'x8' Sheet)	\$250.00	\$250.00	\$32.50	\$282.50	
	Board Mounted (38"x8' Kit)	\$250.00	\$250.00	\$32.50	\$282.50	
	In Ice logo (per logo)	\$500.00	\$500.00	\$65.00	\$565.00	
	Viewing Lobby (11/2' x 3')	\$175.00	\$175.00	\$22.75	\$197.75	
	South Ball Diamond (4'x8' Sheet)	\$150.00	\$150.00	\$19.50	\$169.50	
	Sponsorship Options					
	Public Ice Skating	\$0.00	\$138.79	\$18.04	\$156.83	
	Public Roller Skating	\$0.00	\$68.00	\$8.84	\$76.84	
	Advertising & Sponsorship Packages					
	Platinum (15% discount)	\$0.00	\$1,414.04	\$183.83	\$1,597.87	
	Gold (10% discount)	\$0.00	\$1,047.22	\$136.14	\$1,183.36	
	Silver (5% discount)	\$0.00	\$908.95	\$118.16	\$1,027.11	
	Bronze	\$0.00	\$663.58	\$86.27	\$749.85	
	Starter	\$0.00	\$456.79	\$59.38	\$516.17	
	Public Ice Skating	\$0.00	\$138.79	\$18.04	\$156.83	
	Public Roller Skating	\$0.00	\$68.00	\$8.84	\$76.84	
	Parking Lot Rentals					
	Douro - Full Lot (Daily)	\$300.00	\$300.00	\$39.00	\$339.00	
	Douro - Half Lot (Daily)	\$150.00	\$150.00	\$19.50	\$169.50	
	Warsaw - Full Lot (Daily)	\$150.00	\$150.00	\$19.50	\$169.50	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
15.2	Arena-Douro (effective September 1st - see previous by-law for rates from Jan-Aug)			HST	Total	
						fees increase 3% annually as of Septmber 1st
	Douro Arena - Harvest Room					
	Hourly Rental	\$28.33	\$29.17	\$3.79	\$32.97	
	1/2 Day Rental (4 hours or less)	\$92.70	\$95.48	\$12.41	\$107.89	
	Full Day Rental (Mon - Fri)	\$154.50	\$159.14	\$20.69	\$179.82	
	Full Day Rental (Sat, Sun, Stat)	\$169.95	\$175.05	\$22.76	\$197.80	
	Douro Seniors Club (3 hours or less)	\$10.30	\$10.61	\$1.38	\$11.99	
	Douro Minor Hockey (3 hours or less)		\$29.18	\$3.79	\$32.97	
	Douro Community Centre - Wellington Room					
	Day Rental (Off Peak Sunday - Thursday)	\$283.25	\$291.75	\$37.93	\$329.67	
	Day Rental (Peak Friday, Saturday and Stat Holidays)	\$453.20	\$466.80	\$60.68	\$527.48	
	1/2 Day Rental (4 hours or less)	\$141.63	\$145.87	\$18.96	\$164.84	
	Hourly Rental	\$50.99	\$52.51	\$6.83	\$59.34	
	Bar	\$56.65	\$58.35	\$7.59	\$65.93	
	Kitchen Rental (Catering/Use of Appliances)	\$84.98	\$87.52	\$11.38	\$98.90	
	Extra's					
	Settings - per setting (dishes, cutlery)	\$5.46	\$5.62	\$0.73	\$6.36	
	Coffee Urn	\$10.30	\$10.61	\$1.38	\$11.99	
	Chafing Dishes	\$13.06	\$13.45	\$1.75	\$15.20	
	Custom Announcement on Arena Roadside Sign	\$25.00	\$25.75	\$3.35	\$29.10	
	*Prices for catering may be adjusted at management's discretion in the event of unforeseen changes in the market price of food *Prices for catering range from the choice of lunch/dinner provided *Facility subsidy Requests can be made under the Policy					
	Douro Arena Winter Ice Rentals					
	Prime Time	\$175.10	\$180.35	\$23.45	\$203.80	
	Non-Prime Time	\$92.70	\$95.48	\$12.41	\$107.89	
	Hourly Local Youth Sport	\$139.05	\$143.22	\$18.62	\$161.84	
	Hourly Outside Youth Sport	\$149.35	\$153.83	\$20.00	\$173.83	
	Hourly Non-Prime Time *Mon-Fri 7:00 am - 5:00 pm (3 or more hours)	\$72.10	\$74.26	\$9.65	\$83.92	
	Adult/public skate (unsponsored)		\$3.00	\$0.00	\$3.00	
	Douro and Warsaw Schools skates		\$0.00	\$0.00	\$0.00	
	Douro Arena Floor Surface					
	Adult Sport Hourly Rental	\$67.98	\$70.02	\$9.10	\$79.12	
	Youth Sport Hourly Rental	\$56.65	\$58.35	\$7.59	\$65.93	
	1/2 Day Event Rental	\$339.90	\$350.10	\$45.51	\$395.61	
	Day Event Rental	\$679.80	\$700.19	\$91.03	\$791.22	
	2 Day Event Rental	\$1,133.00	\$1,166.99	\$151.71	\$1,318.70	
	Douro - Rec Centre			HST	Total	
	Hourly Rental	\$28.33	\$29.17	\$3.79	\$32.97	
	1/2 Day Rental (4 hours or less)	\$92.70	\$95.48	\$12.41	\$107.89	
	Full Day Rental	\$154.50	\$159.14	\$20.69	\$179.82	
	Service Groups & Seniors (3 hours or less)	\$10.30	\$10.61	\$1.38	\$11.99	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
15.3	Arena-Warsaw (effective September 1st - see previous by-law for rates from Jan-Aug)			HST	Total	
						fees increase 3% annually as of Septmber 1st
	Warsaw Arena - Upstairs Room					
	Hourly Rental	\$28.33	\$29.17	\$3.79	\$32.97	
	1/2 Day Rental (4 hours or less)	\$92.70	\$95.48	\$12.41	\$107.89	
	Day Rental (Monday - Friday)	\$154.50	\$159.14	\$20.69	\$179.82	
	Weekend or Stat Day Rental (Saturday, Sunday, Stat)	\$169.95	\$175.05	\$22.76	\$197.80	
	Bar Requested	\$56.65	\$58.35	\$7.59	\$65.93	
	Douro Minor Hockey (3 hours or less)		\$29.18	\$3.79	\$32.97	
	Extra's					
	Settings - per setting (dishes, cutlery)	\$5.46	\$5.62	\$0.73	\$6.36	
	Coffee Urn	\$10.30	\$10.61	\$1.38	\$11.99	
	Chafing Dishes	\$13.06	\$13.45	\$1.75	\$15.20	
	*Prices for catering may be adjusted at management's discretion in the event of unforeseen changes in the market price of food					
	Warsaw Arena Winter Ice Rentals					
	Prime Time	\$154.50	\$159.14	\$20.69	\$179.82	
	Non-Prime Time (1 or 2 hours)	\$82.40	\$84.87	\$11.03	\$95.91	
	Hourly Local Youth Sport	\$118.45	\$122.00	\$15.86	\$137.86	
	Hourly Outside Youth Sport	\$128.75	\$132.61	\$17.24	\$149.85	
	Hourly Non-Prime Time *Mon-Fri 7:00 a.m. - 5:00 p.m. (3 or more hours)	\$72.10	\$74.26	\$9.65	\$83.92	
	Adult/public skate (unsponsored)		\$3.00	\$0.00	\$3.00	
	Douro and Warsaw Schools skates		\$0.00	\$0.00	\$0.00	
	Warsaw Arena Floor Surface					
	Adult Sport Hourly Rental	\$67.98	\$70.02	\$9.10	\$79.12	
	Youth Sport Hourly Rental	\$56.65	\$58.35	\$7.59	\$65.93	
	1/2 Day Event Rental	\$339.90	\$350.10	\$45.51	\$395.61	
	Day Event Rental	\$679.80	\$700.19	\$91.03	\$791.22	
	2 Day Event Rental	\$1,133.00	\$1,166.99	\$151.71	\$1,318.70	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
15.4	Parks			HST	Total	
						fees increase 3% annually as of January 1st
	Park Rental Rates					
	Adult Sports Field - per hour	\$30.00	\$30.90	\$4.02	\$34.92	
	Youth Sports Field - per hour	\$10.00	\$10.30	\$1.34	\$11.64	
	Youth Sports Field - per hour with Lights	\$17.00	\$17.51	\$2.28	\$19.79	
	Ball Diamond with Lights (hourly)	\$50.00	\$51.50	\$6.70	\$58.20	
	Day Tournaments - Douro Park - Includes Lining	\$165.00	\$169.95	\$22.09	\$192.04	
	Picnic Area/Park Rental - 20-50 People (Daily)	\$35.00	\$36.05	\$4.69	\$40.74	
	Picnic Area/Park Rental - 51-100 People (Daily)	\$70.00	\$72.10	\$9.37	\$81.47	
	Picnic Area/Park Rental - 101+ People (Daily)	\$150.00	\$154.50	\$20.09	\$174.59	
	Major Event - for Profit Organization (Daily)	\$500.00	\$515.00	\$66.95	\$581.95	
	Farmers Market (Daily)	\$50.00	\$51.50	\$6.70	\$58.20	
	Tennis/Pickleball Court Rental - per hour	\$30.00	\$30.90	\$4.02	\$34.92	
	Concession at South Park (Daily)	\$82.50	\$84.98	\$11.05	\$96.02	
	Signage at Parks (ie. Roadside event signage at parks)	\$25.00	\$25.75	\$3.35	\$29.10	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
15.5	Surcharge for Liability Insurance			HST	Total	
	Auctions, Banquets, Bingo, Cards, Celebrations, Craft Shows, Dances					
	Non - Alcohol Hourly Rate Event - 0 to 50 people	\$0.00	\$1.10	\$0.14	\$1.24	
	Non - Alcohol Hourly Rate Event - 51 to 100 people	\$2.00	\$2.20	\$0.29	\$2.49	
	Non - Alcohol Hourly Rate Event - 101 to 150 people	\$0.00	\$4.40	\$0.57	\$4.97	
	Non - Alcohol Hourly Rate Event - 151 to 200 people	\$0.00	\$8.80	\$1.14	\$9.94	
	Non - Alcohol Hourly Rate Event - 201 to 250 people	\$10.00	\$11.00	\$1.43	\$12.43	
	Non - Alcohol Hourly Rate Event - 251 to 350 people	\$0.00	\$13.20	\$1.72	\$14.92	
	Non - Alcohol Hourly Rate Event - 351 to 500 people	\$0.00	\$16.50	\$2.15	\$18.65	
	Non - Alcohol Hourly Rate Event - 500+ people	\$0.00	Refer to Marsh			
	Non - Alcohol Hourly Rate Event - 0 to 50 people	\$0.00	\$11.00	\$1.43	\$12.43	
	Non - Alcohol Day Rate Event - 51 to 100 people	\$15.00	\$16.50	\$2.15	\$18.65	
	Non - Alcohol Hourly Rate Event - 101 to 150 people	\$0.00	\$22.00	\$2.86	\$24.86	
	Non - Alcohol Hourly Rate Event - 151 to 200 people	\$0.00	\$27.50	\$3.58	\$31.08	
	Non - Alcohol Day Rate Event - 201 to 250 people	\$30.00	\$33.00	\$4.29	\$37.29	
	Non - Alcohol Hourly Rate Event - 251 to 350 people	\$0.00	\$38.50	\$5.01	\$43.51	
	Non - Alcohol Hourly Rate Event - 351 to 500 people	\$0.00	\$44.00	\$5.72	\$49.72	
	Non - Alcohol Hourly Rate Event - 500+ people		Refer to Marsh			
	Alcohol Hourly Rate Event - 0 to 50 people	\$0.00	\$11.00	\$1.43	\$12.43	
	Alcohol Hourly Rate Event - 51 to 100 people	\$12.00	\$13.20	\$1.72	\$14.92	
	Alcohol Hourly Rate Event - 101 to 150 people	\$18.00	\$15.40	\$2.00	\$17.40	
	Alcohol Hourly Rate Event - 151 to 200 people	\$60.00	\$17.60	\$2.29	\$19.89	
	Alcohol Hourly Rate Event - 201 to 250 people	\$90.00	\$19.80	\$2.57	\$22.37	
	Alcohol Hourly Rate Event - 251 to 350 people	\$18.00	\$22.00	\$2.86	\$24.86	
	Alcohol Hourly Rate Event - 351 to 500 people	\$60.00	\$27.50	\$3.58	\$31.08	
	Alcohol Hourly Rate Event - 500+ people	\$90.00	Refer to Marsh			
	Alcohol Day Rate Event - 0 to 50 people	\$0.00	\$55.00	\$7.15	\$62.15	
	Alcohol Day Rate Event - 51 to 100 people	\$12.00	\$66.00	\$8.58	\$74.58	
	Alcohol Day Rate Event - 101 to 150 people	\$18.00	\$77.00	\$10.01	\$87.01	
	Alcohol Day Rate Event - 151 to 200 people	\$60.00	\$88.00	\$11.44	\$99.44	
	Alcohol Day Rate Event - 201 to 250 people	\$90.00	\$99.00	\$12.87	\$111.87	
	Alcohol Day Rate Event - 251 to 350 people	\$18.00	\$110.00	\$14.30	\$124.30	
	Alcohol Day Rate Event - 351 to 500 people	\$60.00	\$121.00	\$15.73	\$136.73	
	Alcohol Day Rate Event - 500+ people	\$90.00	Refer to Marsh			
	Picnics					
	Non - Alcohol Day Rate Event - up to 250 people	\$0.00	\$2.50	\$0.33	\$2.83	
	Meetings, Seminars, Speakers, Workshops, Classroom Instruction					
	Non-Alcohol Event Flat Rate - 1 to 100 people	\$0.00	\$1.65	\$0.21	\$1.86	
	Non-Alcohol Event Flat Rate - 101 to 250 people	\$0.00	\$2.75	\$0.36	\$3.11	
	Non-Alcohol Event Flat Rate - 250 to 500 people	\$0.00	\$5.78	\$0.75	\$6.53	
	Non-Alcohol Event Flat Rate - 500+	\$0.00	Refer to Marsh			

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
	Sports Events or Activities					
	Low Risk Programs - Hourly Rate - 0 to 25 people	\$0.00	\$0.83	\$0.11	\$0.94	
	Low Risk Programs - Hourly Rate - 26 to 50 people	\$0.00	\$1.65	\$0.21	\$1.86	
	Low Risk Programs - Hourly Rate - 51 to 100 people	\$2.00	\$2.20	\$0.29	\$2.49	
	Low Risk Programs - Hourly Rate - 101 to 250 people	\$0.00	\$2.75	\$0.36	\$3.11	
	Low Risk Programs - Hourly Rate - 250+ people	\$0.00	Refer to Marsh			
	Low Risk Programs - Daily Rate - 0 to 25 people	\$0.00	\$22.00	\$2.86	\$24.86	
	Low Risk Programs - Daily Rate - 26 to 50 people	\$0.00	\$27.50	\$3.58	\$31.08	
	Low Risk Programs - Daily Rate - 51 to 100 people	\$20.00	\$49.50	\$6.44	\$55.94	
	Low Risk Programs - Daily Rate - 101 to 250 people	\$0.00	\$82.50	\$10.73	\$93.23	
	Low Risk Programs - Daily Rate - 250+ people	\$0.00	Refer to Marsh			
	Low Risk Programs - Per Season - 0 to 25 people	\$0.00	\$110.00	\$14.30	\$124.30	
	Low Risk Programs - Per Season - 26 to 50 people	\$0.00	\$137.50	\$17.88	\$155.38	
	Low Risk Programs - Per Season - 51 to 100 people	\$55.00	\$165.00	\$21.45	\$186.45	
	Low Risk Programs - Per Season - 101 to 250 people	\$0.00	\$192.50	\$25.03	\$217.53	
	Low Risk Programs - Per Season - 250+ people	\$0.00	Refer to Marsh			
	Medium Risk Programs - Hourly Rate - 0 to 25 people	\$0.00	\$1.65	\$0.21	\$1.86	
	Medium Risk Programs - Hourly Rate - 26 to 50 people	\$0.00	\$3.30	\$0.43	\$3.73	
	Medium Risk Programs - Hourly Rate - 51 to 100 people	\$5.00	\$5.50	\$0.72	\$6.22	
	Medium Risk Programs - Hourly Rate - 101 to 250 people	\$0.00	\$8.80	\$1.14	\$9.94	
	Medium Risk Programs - Hourly Rate - 250+ people	\$0.00	Refer to Marsh			
	Medium Risk Programs - Daily Rate - 0 to 25 people	\$0.00	\$40.00	\$5.20	\$45.20	
	Medium Risk Programs - Daily Rate - 26 to 50 people	\$0.00	\$45.00	\$5.85	\$50.85	
	Medium Risk Programs - Daily Rate - 51 to 100 people	\$35.00	\$60.00	\$7.80	\$67.80	
	Medium Risk Programs - Daily Rate - 101 to 250 people	\$0.00	\$100.00	\$13.00	\$113.00	
	Medium Risk Programs - Daily Rate - 250+ people	\$0.00	Refer to Marsh			
	Medium Risk Programs - Per Season - 0 to 25 people	\$0.00	\$165.00	\$21.45	\$186.45	
	Medium Risk Programs - Per Season - 26 to 50 people	\$0.00	\$192.00	\$24.96	\$216.96	
	Medium Risk Programs - Per Season - 51 to 100 people	\$100.00	\$275.00	\$35.75	\$310.75	
	Medium Risk Programs - Per Season - 101 to 250 people	\$0.00	\$330.00	\$42.90	\$372.90	
	Medium Risk Programs - Per Season - 250+ people	\$0.00	Refer to Marsh			
	High Risk Programs - Hourly Rate - 0 to 25 people	\$0.00	\$2.20	\$0.29	\$2.49	
	High Risk Programs - Hourly Rate - 26 to 50 people	\$0.00	\$4.40	\$0.57	\$4.97	
	High Risk Programs - Hourly Rate - 51 to 100 people	\$0.00	\$6.60	\$0.86	\$7.46	
	High Risk Programs - Hourly Rate - 101 to 250 people	\$0.00	\$11.00	\$1.43	\$12.43	
	High Risk Programs - Hourly Rate - 250+ people	\$0.00	Refer to Marsh			
	High Risk Programs - Daily Rate - 0 to 25 people	\$0.00	\$55.00	\$7.15	\$62.15	
	High Risk Programs - Daily Rate - 26 to 50 people	\$0.00	\$66.00	\$8.58	\$74.58	
	High Risk Programs - Daily Rate - 51 to 100 people	\$0.00	\$82.50	\$10.73	\$93.23	
	High Risk Programs - Daily Rate - 101 to 250 people	\$0.00	\$165.00	\$21.45	\$186.45	
	High Risk Programs - Daily Rate - 250+ people	\$0.00	Refer to Marsh			

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2023	2024	HST	Total	By-Law/Resolution/Policy Reference
	High Risk Programs - Per Season - 0 to 25 people	\$0.00	\$220.00	\$28.60	\$248.60	
	High Risk Programs - Per Season - 26 to 50 people	\$0.00	\$247.50	\$32.18	\$279.68	
	High Risk Programs - Per Season - 51 to 100 people	\$0.00	\$302.50	\$39.33	\$341.83	
	High Risk Programs - Per Season - 101 to 250 people	\$0.00	\$385.00	\$50.05	\$435.05	
	High Risk Programs - Per Season - 250+ people	\$0.00	Refer to Marsh			
	Sale of non-food or drink items					
	Per Day	\$0.00	\$27.50	\$3.58	\$31.08	
	Per Week	\$0.00	\$55.00	\$7.15	\$62.15	
	Per Month	\$0.00	\$99.00	\$12.87	\$111.87	
	3 to 6 months	\$0.00	\$495.00	\$64.35	\$559.35	
	Sale of food or drink items					
	Per Day	\$0.00	\$52.80	\$6.86	\$59.66	*Must be certified and approved by health board with proof of certificate if selling food & beverages
	Per Week	\$0.00	\$137.50	\$17.88	\$155.38	
	Per Month	\$0.00	\$275.00	\$35.75	\$310.75	
	3 to 6 months	\$0.00	\$687.50	\$89.38	\$776.88	
	Leagues					
	Up to 30 players per team	\$0.00	\$192.50	\$25.03	\$217.53	
	Up to 25 teams per league	\$0.00	\$192.50	\$25.03	\$217.53	
	Anything above 30 players or 25 teams	\$0.00	Refer to Marsh			
	Tournaments (High risk only)					
	0 to 8 Teams	\$0.00	\$550.00	\$71.50	\$621.50	
	9 to 16 Teams	\$0.00	\$770.00	\$100.10	\$870.10	
	16 to 21 Teams	\$0.00	\$1,100.00	\$143.00	\$1,243.00	
	21 Teams+	\$0.00	Refer to Marsh			

Recommendation:

That the Treasurer-2023-29 report, dated December 19, 2023, regarding Community Grant Policy approval be received;

That Policy F-9 be approved by Council; and

That the request from the Kawartha Lake Stewards Association for \$1,000 be approved for 2024.

Overview:

Staff presented a draft version of the Community Grant Policy to Council on December 5th, 2023. Council made some minor recommendations which have been implemented to the final version.

The Township received the attached request from the Kawartha Lake Stewards Association for \$1,000 on December 8th, 2023. This request is consistent with previous requests from the organization and given that the request has been received prior to the policy being adopted it is being recommended that Council approve this request. The letter does include most, if not all, information that will be required on the Township's new application form.

Conclusion:

This policy sets a process for which groups and individuals can apply for a community grant, how to apply and how the applications get approved. Staff will monitor this policy and will amend it in the future if needed to ensure it is meeting the objectives of the program.

Financial Impact:

The total budget allocated for 2024 was \$5,000 for the entire program and \$4,000 will be remaining if the Kawartha Lake Stewards Association request is approved.

Strategic Plan Applicability: To set out a direction of focus for economic development while utilizing resources to facilitate the promotion of the community.

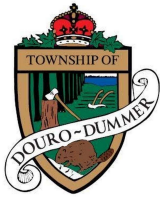
Report Approval Details

Document Title:	Community Grant Policy Approval.docx
Attachments:	- Community Grant Program Policy - Final.pdf - Community Grant Program Application - Final.pdf
Final Approval Date:	Dec 13, 2023

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

Martina Chait-Hartwig

Elana Arthurs



Township of Douro-Dummer Community Grant Policy Policy No. F-9

Approved By: Council

Approval Date: December 19, 2023

Effective Date: January 1, 2024

Revision Date: n/a

Policy Statement

The Corporation of Township of Douro-Dummer aims to provide financial assistance to individuals, community groups and/or volunteer organizations that through their activities promote and/or enhance the overall well-being of the Douro-Dummer community.

This Policy provide an application process for Community Grants. The Policy will clearly identify the eligibility, evaluation criteria, financial contribution and the application process.

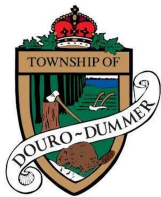
1. Purpose

The purpose of the Community Grant Program is to support and strengthen the Township's commitment to the community by providing financial and/or in-kind assistance to local initiatives, organizations, individuals, and projects that align with our mission and values.

2. Eligibility for Organizations

2.1 Organizations that apply must meet the following eligibility criteria:

- Be in existence for at least one year; and
- Demonstrate a financial need; and
- Be in good financial standing with the Township and not in litigation with the Township; and
- Be in compliance with any other Township By-laws and Policies.



Township of Douro-Dummer Community Grant Policy Policy No. F-9

2.2 Ineligible organizations:

- Any organization, community group or individual whose objective is to make a profit
- Political organizations
- Township/Council affiliated boards or committees
- Organizations that receive funding through Douro-Dummer's municipal budget process.

2.3 Eligible projects

- Cultural and heritage activities – events and activities aimed at preserving, celebrating or sharing aspects of cultural identity and heritage.
- Community events – these larger scale events that bring people together in the community and/or bring people from outside the community into the Township.
- Charitable community services – positive contributions to the Douro-Dummer community and improve the health and well-being of its members through acts of kindness, generosity and assistance.
- Public safety enhancement services – aimed at improving and maintaining the safety and well-being of the Douro-Dummer community.

3. Eligibility for Individuals

3.1 Individuals that apply must meet the following eligibility criteria:

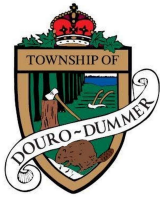
- Have a principal address in the Township; and
- Be in good financial standing with the Township and not in litigation with the Township; and
- Be in compliance with any other Township by-laws and policies.

3.2 Eligible Projects:

- Participation in a recognized and sanctioned national or international competition.

4. Evaluation Criteria

- Alignment with Mission: Priority will be given to initiatives that align with our organization's mission and values.
- Community Impact: The potential positive impact on the community will be a key consideration.



Township of Douro-Dummer Community Grant Policy Policy No. F-9

- Financial Accountability: Applicants must demonstrate financial responsibility and transparency.

5. Application Process

5.1 Form

- Interested parties must submit a completed formal application with all requested information attached.
- The Community Grant Application is provided in this policy as Attachment No. 1
- Applicants are encouraged to submit their application through the Township's website. Alternatively, completed paper submissions can be mailed, hand delivered or placed in our drop-box at the Municipal Office.

894 South Street, P.O. Box 92
Warsaw, ON K0L 3A0

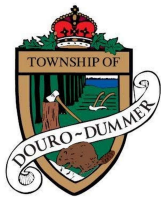
5.2 Approval

- Individual applicants requesting grants are subjected to approval from Council
- Organizations/groups
 - Applications of \$750 or less – applications requesting grants of less than \$750 may be approved by staff so long as the eligibility criteria established within this policy are met AND there is budget remaining. Staff will notify Council of any grants approved.
 - Applications greater than \$750 – applications requesting grants greater than \$750 will be subjected to approval from Council. Staff will review the application and identify whether it is eligible prior to providing the application for Council consideration.

6. Financial Contribution

6.1 Annual Budget

Council will set the total annual funding through the Operating Budget.



Township of Douro-Dummer Community Grant Policy Policy No. F-9

6.2 Reserve

Any unspent funds each year will be transferred to a Community Grant Reserve which can be used in future years.

6.3 Application Amounts

The intent of this program is to reach multiple groups and individuals within the community and therefore the maximum contribution provided through this program will be \$750. However, Council may approve funds over \$750 to applicants who demonstrate that the grant provided will have a significant impact in the Township.

7. Funding Conditions

- Grant funding may not be used for purposes other than the what has been described in the application. Any grant recipient/application that does not comply with this condition will not be eligible to receive future grant funding.
- Each grant provided is a one-time annual contribution, any applicants who want support in subsequent years must submit a new application each year.
- Council will receive an annual report detailing the grants awarded under this policy and information regarding awarded grants and recipients will be published on the Township website.
- Adherence to all applicable Municipal By-laws, Policies and procedures is required.

8. Review Cycle

This Policy will be reviewed on an as needed basis.

9. Effective Date

This Community Grant Program Policy is effective as of January 1, 2024.

Community Grant Application

Please complete the Community Grant Application. Applicants are encouraged to submit their application through the Township's website. Alternatively, completed paper submissions can be mailed, hand delivered or placed in our drop-box at the Municipal Office, 894 South Street, P.O. Box 92, Warsaw, ON K0L 3A0.

Applicant Information

Name: _____

Phone Number: _____ **Email Address:** _____

Organization Name (If Applicable): _____

Address (including Postal Code): _____

Are you applying on behalf of an organization or as an individual?

☐ Organization

☐ Individual

Are you a non-profit organization or registered charity?

☐ Registered Charity

☐ Non-Profit Organization

Do any of the following apply to you?

☐ For-profit organization

☐ Political organization

☐ Township/Council affiliated boards or committees

☐ Organization that receives funding through Douro-Dummer's municipal budget process.

Application Details

Amount of Grant Request: _____

Project/Event/Program Date: _____

Please select one of the following that apply to your application:

- ☐ Cultural and heritage activity
- ☐ Charitable community service
- ☐ Public safety enhancement service
- ☐ Program that enhances the health and well-being of the community
- ☐ Festival, event, gathering, exhibition, artistic activity, public presentation that is centered around public engagement.
- ☐ Research project that culminates in a talk, presentation, display, exhibit, or free publication.
- ☐ Creation of new activities or expansion of existing/previously offered activities.
- ☐ I'm an individual who will be participating in a national or international competition.

Please complete the following questions, enter N/A if not applicable:

Describe how the Community Grant Funding will be utilized upon approval:

**Township of Douro-Dummer
Community Grant Program Application
Policy No. F-9**

Please provide a description of how the organization intends to measure the success of the project/event/program:

What is the approximate geographic audience demographic that you plan to target? (e.g. 300 Adults and 50 kids)

Please indicate how the Municipality's financial support will be acknowledged. If possible, provide an example:

Any additional information you find necessary:

Community Grant Application Attestation

Having requested financial assistance from the municipality, the applicant agrees to the following conditions if a grant in any amount is awarded:

- a. The applicant confirms that the representations contained in the application for financial assistance are true and correct in every aspect and that in the event that the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance will be payable to the Municipality.
- b. If there are any changes in the funding of the project from that contemplated in the application, the Municipality will be notified of such changes through the Treasurer.
- c. That if the programs or services proposed in the application are not commenced, or are not completed and there remain Municipality's funds on hand, or are completed without requiring the full use of the Municipality's funds, such funds will be returned to the Municipality.
- d. That the project/event/program or services not be represented as a Municipal program or service, and that the recipient does not have the authority to represent itself as an agency of the Municipality in any way, the only relationship being that the Municipality has approved the granted financial assistance to the recipient.
- e. I/We certify that to our knowledge, that I/We are not in any form of litigation with the Township.
- f. I/We certify that to our knowledge, that I/We are in good financial standing with the Township and confirm compliance with Township by-laws and policies.

Name: _____

Signature: _____

Date (MM/DD/YYYY): _____

Notice with respect to Collection of Personal Information

This information is collected under the legal authority of the Municipal Act, 2001, S.O. 2001, c. 25, Section 23(1) as amended. The information will be used in respect to determining the eligibility of a group or individual to receive a Community Grant from the Township of Douro-Dummer and ensuring compliance with rules and regulations. Personal information will be disclosed to the Township in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56 as amended. For more information, please contact: Martina Chait-Hartwig, Clerk (705) 652-8392 ext. 210



Kawartha Lake Stewards Association

264 Bass Lake Road

Trent Lakes

Ontario

K0M 1A0

klsa@klsa.info

December 8, 2023

Ms. E. Arthurs
Chief Administrative Officer
Township of Douro-Dummer
894 South Street, P.O. Box 92
Warsaw, ON
K0L 3A0

Dear Elana,

After many years of successful fund raising for the Kawartha Lake Stewards Association (KLSA), Tom McAllister has decided pass the baton and I have assumed his responsibilities.

Douro-Dummer has generously contributed \$1,000 for the past years and we are hopeful that you can contribute again this year.

While there are many outstanding features amongst the sights, events and activities in this region, arguably none is more important than our water. Whether for drinking, recreation, or supporting the local economy, our waterways are a source of both sustenance and inspiration. KLSA is a 100% volunteer, non-profit, community-based organization of cottagers, year-round residents and local businesses formed to monitor the water quality of the Kawartha Lakes, to educate the public and to conduct research in areas of concern. On behalf of the KLSA board, I would like to once again thank the Township of Douro-Dummer for its past support, and, most recently, for the \$1000 grants received for 2022 and 2023. Both the funding and the implied Township support for what we are doing mean a great deal to us.

This has been another very busy and productive year for us. Complementing our traditional water monitoring programs, we enhanced our program to track water temperature and dissolved oxygen levels through the installation of permanent monitoring devices on several Trent-Severn Waterway buoys. Oxygen dissolves in surface water due to the aerating action of winds and is also introduced into the water as a byproduct of aquatic plant photosynthesis. When dissolved oxygen becomes too low (e.g. as a result of the decomposition of enhanced aquatic vegetation growth due to climate change), fish and other aquatic organisms cannot survive. Once completed, the results of this study will help to anticipate how the Kawartha lakes will continue to evolve and could help to inform future lake management plans. Working in partnership with Watersheds Canada, we were also pleased this past summer to be able to continue our program of shoreline assessment and rehabilitation across a number of local lakes and waterways.



Kawartha Lake Stewards Association

264 Bass Lake Road

Trent Lakes

Ontario

K0M 1A0

klsa@klsa.info

KLSA continues to receive widespread recognition for its valuable work. Our public meetings attract large crowds, including local mayors, councillors, Ministry representatives, members of the Kawartha Conservation Authority, cottage association executives and others with environmental interests. We are a trusted source of information for shoreline residents, government agencies and businesses within the Kawartha watershed. You can view all of KLSA's detailed, illustrated *Annual Reports* and its other free publications at klsa.wordpress.com.

Now in our twenty-third year of operation, our traditional activities include:

- Volunteer collection of water samples in 80 locations across 13 lakes, for analysis in local labs
- Monitoring of E. coli, phosphorus, and clarity. Higher phosphorus levels are linked to the development of algae blooms and increased aquatic plant growth, including invasive species.
- Reporting what is entering our lakes from sewage treatment plants, which ultimately affects the entire Trent-Severn system.
- Educating thousands of shore dwellers and taxpayers through freely available publications, well-attended public meetings, our web site and Facebook.
- Publishing our annual *Report on Water Quality*, now about 70 pages/year.
- Distributing our free publications:
 - *The Algae of the Kawartha Lakes*
 - *The milfoil weevil: A control method for invasive milfoil in the Kawarthas*
 - *Aquatic Plants Guide*
- Providing advisory, technical and water testing inputs to lake management plans.
- Conferring with many environmental stakeholder organizations.

I enclose a copy of our most recent water quality report which includes our financial statement, as well as a copy of our Aquatic Plants Guide. We are gratified to note significant financial support from individuals, businesses and cottage associations who value our work. If you wish, our Vice-Chair, Dr. Robert Bailey, would be pleased to address Douro-Dummer Council and take questions.

KLSA is a trusted and respected source of information for shoreline residents, government agencies and businesses within the Kawartha Lakes watershed. We very respectfully ask for a 2024 grant of \$1000 to continue our work on behalf of everyone who lives, works or plays on our local waterways. Such funding will be as prudently applied as it is gratefully received.

Very best wishes to you and your loved ones over the holidays and in the new year.

Sincerely,

Gerry Bleau

Email: gerry.bleau@klsa.info

KLSA Director of Fundraising

Recommendation:

That the Clerk's Office-2023-29 report, dated December 19, 2023 regarding the Police Services Board Transition be received and that Mayor Heather Watson be the Council Appointee representing the Township of Douro-Dummer when the new Peterborough County Detachment Board comes into effect.

Overview:

The new Police Services Board composition is anticipated to take place in Spring, 2024. This new Peterborough OPP Detachment Board will be comprised of nine (9) council seats (Asphodel-Norwood Township, Township of Douro-Dummer, Havelock-Belmont-Methuen Township, North Kawartha Township, Otonabee-South Monaghan Township, Selwyn Township, Municipality of Trent Lakes, Hiawatha First Nation and Curve Lake First Nation), three (3) community representative members and three (3) Provincial Appointee members. This composition was put forward jointly by all municipalities and was approved by the Ministry of the Solicitor General in October 2022 in anticipation of the new legislation.

The Community Safety and Policing Act, 2019, S.O. 2019, Sched. 1 (not yet in effect) currently does not address a fifteen (15) member Board but the current legislation directs that on a Board for communities of less than 25,000 people, the Head of Council will be appointed to the Board. If they are not available to sit on the Board, the Council may appointment another member of Council to serve in the role.

Conclusion:

As it has not been announced when the new legislation will take effect and the new Board composition will become active, it is recommended that Mayor Watson continue to represent the Township and be appointed to the new Board so that the Township is able to participate in all training and early Board discussion opportunities.

Financial Impact:

None at this time. Additional moneys have been placed in the budget to address any costs arising from the creation of the new Board and the implementation of the new legislation.

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

Report Approval Details

Document Title:	Police Service Board Transition - Council Appointee.docx
Attachments:	
Final Approval Date:	Dec 11, 2023

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

Elana Arthurs

Recommendation:

That the Clerk's Office-2023-30 report, dated December 19, 2023 regarding an update on Council member appointments be received, that Deputy Mayor Nelson be reappointed to the Committee of Adjustment for 2024; and
That a meeting be held with the Arena Facilities Ad-Hoc Committee to discuss the Terms of Reference and a possible extension of the term of the Committee.

Overview:

At the beginning of the term of Council and throughout 2023, Council members have been appointed to various Boards and Committees. This report is to provide an update on those appointments.

Arena Facilities Future Ad-Hoc Committee: Councillor Ray Johnston, term: undefined.

Committee of Adjustment: Deputy Mayor Harold Nelson, term: 2022-2023, to be appointed on a yearly basis as per the Planning Act.

Committee of the Whole: Councillor Tom Watt, term: 2023, new Chair will be appointed at first meeting in 2024.

Events Committee: Councillor Ray Johnston, term: undefined.

Library Board: Councillor Tom Watt, term: 2022-2026.

Otonabee Region Conservation Authority Board: Councillor Adam Vervoort, term: 2022-2026.

Police Services Board: Mayor Watson, term: undetermined due to new board formation. See Report to Council – Police Services Board Council Appointee dated December 19, 2023 for further details.

Conclusion:

The Arena Facilities Future Ad-Hoc Committee Terms of Reference, speak to the Committee presenting a report to Council for the 2023 budget, this was extended to included discussions for the 2024 budget year. At this time, the term of the Committee is complete as the 2024 budget is almost set. Council may wish to extend the term of the Committee further if the grant for the feasibility study at the Community Centres is approved.

As per the Planning Act, the appointment of a Council member to the Committee of Adjustment must be completed yearly. The Committee of Adjustment reviews and decides on complex planning matters and requires a significant amount of training. Deputy Mayor Nelson has already completed all of the required training to continue on as the Council appointee to the COA.

Report Approval Details

Document Title:	Update on Council Member Appointments.docx
Attachments:	
Final Approval Date:	Dec 13, 2023

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

Elana Arthurs

Minutes of the Township of Douro-Dummer Committee of Adjustment Meeting

August 4, 2023, 9:30 AM
Council Chambers in the Municipal Building

Present: **Member - Jim Patterson**
 Member - Rod Manley
 Member - Mark Porter
 Member - Robert Lamarre

Absent: **Chair - Harold Nelson**

Staff Present **Secretary-Treasurer/Clerk - Martina Chait-Hartwig**
 Planner - Christina Coulter

1. Call to Order by Chair:

The Chair called the meeting to order at 9:37 a.m.

Resolution Number 11-2023

Moved By: Robert Lamarre

Seconded By: Jim Patterson

Vote to appoint Rod Manley as Chair. Carried

2. Disclosure of Pecuniary Interest:

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

3. Approval of Minutes:

3.1 Committee of Adjustment Meeting Minutes - April 21, 2023

Resolution Number 12-2023

Moved By: Robert Lamarre

Seconded By: Jim Patterson

That the Minutes from the Committee of Adjustment, held on April 21, 2023, be received and approved, as circulated. Carried

4. Minor Variance Applications:

4.1 A-05-23 (Cowie) Report, Planning-2023-24

In attendance:

Kevin McKrow, WND Associates
Arlene and Kevin Cowie
Sandra Gava, Architect

Comments:

None

Resolution Number 13-2023

Moved By: Robert Lamarre

Seconded By: Mark Porter

That the Committee review and consider all verbal and written comments received regarding Minor Variance Application File A-05-23;

That the Committee approve Minor Variance Application A-05-23 as requested, for the life of the structure, to facilitate the issuance of a building permit for the construction of a new, two-storey detached recreational dwelling with a gross floor area of approximately 439.25 square metres as shown on the site plan prepared by Sandra Gava, Architect, dated June 7, 2023 attached to the Decision as Schedule 'A' and to bring the proposed construction into compliance with the Zoning By-law.

This variance is deemed to be minor in nature and is appropriate for the development of this land. The application maintains the general intent and purpose of the Official Plan and Zoning By-law. Approval is conditional on the following:

- i. Obtaining any necessary permits from ORCA, Douro-Dummer Building Department and any other required ministry/agency;
- ii. That verification from an Ontario Land Surveyor be provided to the Township's Chief Building Official after the structures are framed to confirm that all applicable setback requirements have been met and to ensure compliance with any relief granted by this decision of the Committee;
- iii. That prior to the issuance of any permits, it is demonstrated, to the satisfaction of OCRA, that the slope will not be comprised during

construction, and the proposed footing/foundation is satisfactory to ensure the dwelling will remain on stable soils, and no additional information/studies are required;

- iv. That a mitigation measures agreement be entered into between the Owner and the Municipality which would ensure the recommendations outlined in Section 10 of the sEIS prepared by Oakridge Environmental Ltd. dated June 2023 are implemented prior to the issuance of demolition and building permits and prior to the building permit final inspection being given. The current fee for the Township to execute this agreement is \$250.00;
- v. That if any archaeological artifacts are found during construction, that all development shall be halted immediately and the proper agency be contacted.

All in favour.

Carried

6. Next Meeting Date:

TBA

7. Adjournment

Resolution Number 14-2023

Moved By: Mark Porter

Seconded By: Jim Patterson

That this meeting adjourn at 9:55 a.m.

Carried

Chair, Harold Nelson

Secretary-Treasurer, Martina Chait-Hartwig

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

November 3, 2023, 9:00 AM
Council Chambers in the Municipal Building

Present: **Chair Ken Jackman**
 Mayor Heather Watson
 Caroline Goodenough

Staff Present **OPP - Inspector Chris Galeazza**
 Legislative Services Assistant - Patti O'Grady

Absent: **Clerk - Martina Chait-Hartwig**

1. Opening of Meeting

The meeting was opened at 8:56 am by the Chair.

2. Disclosure of Pecuniary Interest

No pecuniary interests were declared.

3. Adoption of the Minutes

3.1 Police Service Board Minutes - July 26, 2023

Moved by: Caroline Goodenough Seconded by: Heather Watson

That the minutes for the Police Services Board, dated July 26, 2023 be adopted, as circulated. Carried

4. Delegations: None

5. Business Arising from the Minutes

5.1 City of Kingston - Fatal Collision Review Committee Terms of Reference

Inspector Galeazza previously met with Peterborough City Police Inspector John Lyons. The implementation of sharing information is still a long way off as there are concerns about Freedom of Information Requests and liability. This is still a multi-level process and a larger oversight approach could be more beneficial.

6. Other/New Business

6.1 Mobile Crisis Response Team (MCRT) Expansion Grant

Inspector Galeazza spoke to the grant amount related to the Mobile Crisis Team. Canadian Mental Health Association has to run a competitive process to hire second team. Through the OPP and partners, we can extend assistance to our First Nations communities.

6.2 Municipal Policing Bureau communique regarding Police Criminal Record Checks and Revenues

Council has previously received a letter regarding Police Criminal Record Checks and Revenues. The municipality receives a portion of the funds related to finger printing from the criminal record check, and a discussion took place on the breakdown of revenues.

Moved by: Heather Watson

Seconded by: Caroline Goodenough

The board requests that staff report back on a breakdown of revenues received from criminal record checks. Carried

6.3 Discussion and request for motion to acquire more Justices and Court Time in Peterborough to avoid 11(b) application

Inspector Galeazza spoke to lack of judges in the Peterborough Court able to hear cases. There is not enough trial time and cases are being withdrawn and stacked on top of each other. Pressed for court time, the Crown may not recognize police officer's scheduled vacation time and officers are being called to court during this allotted vacation time, paying at a rate of two and half times their pay.

Moved by: Caroline Goodenough

Seconded by: Heather Watson

Letter of support for 2 additional Ontario Court Justices and increase in court time in the Peterborough Court. Carried

6.4 Community Safety and Wellbeing Plan – Peterborough Drug Strategy (PDS) discussions on Peterborough Police Initiative. Update on OPP position

Inspector Galeazza said the OPP is still supportive of the Peterborough Police, and supports safe consumption and treatment sites and enforcement has continued. The Board discussed the need for more treatment care for drug use in the community.

6.5 Highway Memorials for Fallen Police Officers Act – Bridge Dedication for Provincial Constable Norman F. Maker

Inspector Galeazza indicated the new event date for the bridge dedication will be May 3, 2024. This date coincides with the date of death 96 years after Provincial Constable Norman F. Maker's on-duty death.

6.6 Information regarding Invasive Species Procedures

Inspector Galeazza spoke to a previous issue in Trent Lakes of complaints that OPP were on the water with invasive species. Inspector Galeazza indicated the OPP has Standard Operating Procedures in place, and boat washing is part of the routine. The OPP does not go from landlocked lake to landlocked lake intentionally unless in the case of an emergency.

6.7 Q3 Police Service Board Report

Inspector Galeazza reviewed the OPP report with the Board and highlighted areas of interest. Discussion took place on the movement towards using the term Intimate Partner Violence.

Moved by: Heather Watson

Seconded by: Caroline Goodenough

Motion to receive Police Service Board Quarterly report.

Carried

Moved by: Heather Watson

Seconded by: Caroline Goodenough

Motion to receive the verbal reports from item 6.1 to item 6.7

Carried

7. Accounts: None
8. By-laws: None
9. In Camera: None
10. Confirming By-law: 2023-04
11. Next Meeting Date - TBA
12. Adjournment

Moved by: Heather Watson

Seconded by: Caroline Goodenough

That this meeting be adjourned at 10:38 a.m.

Carried

Chair, Ken Jackman

Secretary, Martina Chait-Hartwig



Birchcliff Property Owners Association of Douro-Dummer, Inc.
858 Birchview Road, Douro-Dummer, ONT K0L 2H0, www.BPOA.ca

December 8, 2023

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

Re. 2024 Budget and Birchview Road

On behalf of the property owners on Birchview Road and all the tributary roads to Clear and Stony Lakes, we would like to thank you for including the road resurfacing project in the draft 2024 budget for the Township. The cost of the project is budgeted at \$370,000 and after government grants, the taxpayer cost will be \$130,000.

As you all know, Birchview Road has serious road safety problems. The blind hills, the blind corners, the fact that there are no shoulders on the road, and at a speed limit of 60kph makes the road a high risk for a serious accident (reference DM Wills report to Council in December 2021) and potential for liability to the Township from lawsuits that may ensue in the event of a serious accident.

If there is ever a good time to make an investment into improving the safety for all users of Birchview Road, it is when the equipment is already on the road doing something like a resurfacing job. We also know that Bell Canada is planning to put internet fibre cable along Birchview Road in 2024 and there is a good chance they will want to bury it rather than using hydro poles. Again, heavy equipment will be along the road and burying the cable under a widened shoulder may be appealing to Bell Canada. It should be noted that the hydro poles are approximately 70 years old and in bad shape and overdue for replacement. Hydro officials have advised Birchview Road is in the queue but there is a big backlog and they will get to it when they can.

We respectfully ask Council to consider including a provision to spend upwards of \$1,500,000 of infrastructure spending to improve Birchview Road. The monies are to be spent on shoulder improvements and warning signage on the portion of the road from Fiddlers Lane to the bottom of Cardiac Hill.

As you may recall, BPOA commissioned a cost estimate to be done for shoulder improvements from Thomas Tooke Contracting in and around the time of the DM Wills engineering study. Thomas Tooke was the chief estimator for Drain Brothers prior to setting up his own business. The area to be widened was Fiddlers Lane to the bottom of Cardiac Hill. The report indicated a cost of slightly over \$1,000,000 for widening the shoulders and a copy of that report was given to

Township staff and Council at the time. BPOA is prepared to help with the cost of warning signage and planning for the best messaging and locations for those warning signs. The Township obviously has their statutory obligations for certain signage. There should also be guard railing systems installed on the steep hills and perhaps a widening of the culvert at the blind corner just past Dunford Road. Hence, \$1,500,000 seems like a reasonable request under the circumstances.

Although this is essentially a local improvement to Birchview Road, the potential liability to the entire Township because there are significant road deficiencies makes this a Township issue. It is our understanding that the Township is exposed to potentially significant legal liability in the event of any lawsuits arising from a personal injury or fatality on Birchview Road. The Township and Council are fully aware of all the road deficiencies and it is incumbent upon them to remedy the situation as best they can.

In the absence of any widening of the shoulders, we respectfully ask Council to consider adding a significant amount of money to the road maintenance budget to cut the grass and weeds along both shoulders of the road. A suggestion would be every 2 weeks plan to cut down the shoulder growth to 2" to 3" maximum height. The present shoulder cutting is done once or twice for the entire summer and it does nothing to solve the road safety problems. There is poison ivy and other weeds everywhere and you just cannot walk comfortably through 1' to 2' of weed growth on the shoulders so everyone walks on the road. It should be noted that there are some property owners along Birchview Road who do a good job cutting down the shoulder growth in front of their properties with their own lawn mowing equipment on a regular basis throughout the summer and this has been very helpful and appreciated.

We all know that the property owners along Birchview Road and the tributary roads to Clear and Stony Lake contribute in excess of \$1,500,000 annually to the tax revenue for the Township and County. We realize that this is a big ask and we do apologize for bringing this up at such a late date in the budget process. We thank you in advance for your consideration.

Respectfully submitted by the Road Safety Committee of BPOA.

Bruce Johnson (Chair), Jeff Chalmers, Daniel Miskin and Jim Coyle

cc. Elana Arthurs, CAO

cc. Martina Chait, Clerk of Council

December 7, 2023

The Honourable Doug Ford
Premier of Ontario
Via email: Premier@ontario.ca

The Honourable Michael Parsa
Minister of Children, Community and Social Services
Via email: MinisterMCCSS@ontario.ca

MPP Trevor Jones
Chatham-Kent-Leamington
Via email: trevor.jones@pc.ola.org

Dear Premier Ford, Minister Parsa and MPP Jones:

RE: Ontario Works Rates

On November 6, 2023, after much discussion on increased homelessness in Chatham-Kent, Councillor Marjorie Crew made the following motion that was passed unanimously by the Mayor and Council of the Municipality of Chatham-Kent:

"That Council prepare a letter addressed to the Premier of Ontario, the Minister of Children, Community and Social Services, as well as local MPPs to strongly recommend that accommodation rates of social assistance payments increase to the Average Market Rent (for all types of rentals) for recipients of Ontario Works Assistance and the Ontario Disability Support Program. And that a copy of this letter be sent to AMO, ROMA, aPHa and all Councils in Ontario".

In Chatham-Kent:

- 1) Total homelessness has been gradually increasing since November 2022.
 - (a) Pre-pandemic, it was decreasing through Employment and Social Services' 'Housing First' approach, coordinated access system and a 'By Name List'.
- 2) The percentage of individuals experiencing homelessness in our community have identified as staying outdoors doubled in 2023 from 2022.
- 3) The average housing move-ins has been steadily declining each month.
- 4) On average, the number of new individuals (never previously identified as experiencing homelessness) added to the By Name List each month has increased from 2022.
- 5) The average market rent is \$1,522 for a one-bedroom apartment and a single person on Ontario Works receives a maximum of \$390 toward accommodation costs.

Cont'd...

Homelessness is increasing in Chatham-Kent and the well-being of our residents is decreasing. Since 2018, the Ontario Works rates have been frozen and yet the caseload in Chatham-Kent has only increased. If the goal was to drive more people into the workforce it is not working, but instead driving more people into homelessness. Nearly 80% of people accessing emergency shelter have social assistance as their main source of income. We cannot build affordable housing fast enough and need upstream issues like social assistance rates to be resolved to stop our community members from slipping into homelessness. Homelessness has resulted in significant pressures and costs on many of our services including Police, Fire Services, Paramedics, Public Works, Parks and Social Services. Unhoused residents are suffering, and property taxpayers are seeing significant asks from the 2024-2027 budgets to mitigate the challenges of homelessness.

In recent years, housing was determined to be a human right by both the Federal and Provincial governments and thus income maintenance programs should have housing allowances that reflect actual expenses. Other income programs have increased, yet Ontario Works particularly has remained far below the poverty line with no increase since 2017. In 1995, social assistance rates were slashed by 21.6% and have only increased by 41%. At the same time \$1.00 in 1995 has the same buying power as \$1.81 today, so inflation over that period has been over 80% - however, the Ontario Works rate has increased by only about 41% (half of inflation rate) for a single person in the past 28 years (5,6). People who have had to find new housing in today's rental market, experience a higher rate of inflation as they are required to pay rents that have increased by approximately 133% in that time period.

For these reasons and the fact that Ontario social assistance rates are one of the lowest of provinces in Canada, we ask that the Province of Ontario raise social assistance rates, especially Ontario Works Assistance significantly using the Average Market Rent to determine accommodation limits. This will provide social assistance recipients the opportunity to stay housed and be well, potentially re-joining the workforce and reduce the burden on community programs and municipal services. Our downtowns and parks can return to what we all enjoyed in smaller cities like ours only a few years ago. An investment in our citizens who are vulnerable is expected to create savings in almost every other sector.

Sincerely,



Darrin Canniff, Mayor/CEO
Municipality of Chatham-Kent

C: Association of Municipalities of Ontario (AMO)
Rural Ontario Municipal Association (ROMA)
alPHa
Ontario Councils

December 12, 2023

Sent Via Email

Municipalities of Ontario

Re: Amendment to the Occupational Health and Safety Act to Clarify the Definition of "Employer"

PO BOX 5000 STN A
200 BRADY STREET
SUDBURY ON P3A 5P3

CP 5000 SUCCA
200, RUE BRADY
SUDBURY ON P3A 5P3

705.671.2489

www.greatersudbury.ca
www.grandsudbury.ca

The following resolution was passed by Council of the City of Greater Sudbury on December 5, 2023:

CC2023-303: WHEREAS in 2015 the City of Greater Sudbury (the "City") entered into a contract with a contractor experienced in road construction projects to complete a project on Elgin Street in the City's downtown core;

AND WHEREAS the contract provided that the contractor would be the constructor for the project as that term is defined in the Occupational Health and Safety Act (the "Act");

AND WHEREAS an employee of the constructor operating a grader on the project struck and killed a pedestrian;

AND WHEREAS the City was charged with offences under the Act as the constructor and the employer;

AND WHEREAS after being acquitted at trial and on appeal, the Ontario Court of Appeal, in a decision issued on April 23, 2021, found the City to be liable for contraventions of the Construction Regulations as an employer as it employed quality control inspectors to monitor the quality of work on the project from time-to-time;

AND WHEREAS the Supreme Court of Canada, in a decision issued on November 10, 2023, was evenly divided 4-4 on the issue resulting in dismissal of the City's appeal;

AND WHEREAS the consequence of this decision is that municipalities in Ontario, as well as all other owners of property in the province, who wish to undertake construction, are subject to being charged and convicted as an employer for offences in relation to project sites for which they have no control and have, in accordance with the Act, contracted with an entity to assume plenary oversight and authority over the work on such site as the constructor; AND WHEREAS the potential of an owner being charged as an employer as that term is defined in the Act in circumstances where it has engaged a constructor disregards and renders meaningless the owner-constructor provisions contained in the Act and presents an unacceptable level of increased risk and confusion for owners and contractors throughout the province;

AND WHEREAS the City believes that the safety of workers is paramount however the safety of workers on construction projects in Ontario is not increased by placing liability on parties that do not have control of and are not responsible for the conduct of the work on such sites;

NOW THEREFORE BE IT RESOLVED THAT the Council for the City of Greater Sudbury requests that the province amend the Occupational Health and Safety Act to clarify the definition of "employer" to exclude owners that have contracted with a constructor for a project;

AND BE IT FURTHER RESOLVED THAT this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, France Gelin, MPP for Nickel Belt, Jamie West, MPP for Sudbury, the Association of Municipalities of Ontario, the Federation of Northern Ontario Municipalities, Ontario's Big City Mayors, Mayors and Regional Chairs of Ontario, Northern Ontario Large Urban Mayors, the Council of Ontario Construction Associations, the Ontario Chamber of Commerce and all Ontario municipalities.

Yours truly,

A handwritten signature in black ink, appearing to read 'Brigitte Sobush', with a stylized, flowing script.

Brigitte Sobush
Manager of Clerk's Services/Deputy City Clerk

- c. Members of City Council
Eric Labelle, City Solicitor and Clerk

The Corporation of the Township of Douro-Dummer

By-law Number 2023-59

"A By-Law to provide for an Interim Tax Levy and the Payment of Interim Taxes for the Year 2024"

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

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

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

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

1. Interim tax levies are hereby imposed on the whole of the assessment for real property for all property classes according to the assessment roll for taxation in the current year, and shall be in the amount equal to fifty per cent (50%) of the final 2023 taxes on the property.
2. When calculating the total amount of the taxes for the year 2024 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2023, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. The said interim tax levy shall become due and payable in two installment(s) due and payable on the 28th of February and the 30th day of April and non-payment of the amount on the dates stated in accordance with this section shall constitute default.
4. The Treasurer of the Township of Douro-Dummer shall add to the amount of all taxes due and unpaid, interest at the rate of 1.25 percent per month or fraction thereof, being 15 percent per annum, and all by-laws and parts of by-laws inconsistent with this paragraph are hereby superseded.
5. Interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
6. The Treasurer shall cause to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a notice specifying the amount of taxes payable.

- 7. A failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment, does not affect the timing of default or the date from which interest shall be imposed.
- 8. The Treasurer of the Township of Douro-Dummer may accept part payment on account of any taxes due, but such acceptance shall not affect interest under Section 4 of this By-Law.
- 9. This By-Law shall be deemed to come to force and effect on January 1, 2024 and shall apply to properties on the assessment roll for taxation in the current year as listed on that date or which were added to the roll after that date, including properties added after the date this By-law is passed.

Passed in open Council this 19th day of December, 2023.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

The Corporation of the Township of Douro-Dummer

By-law Number 2023-60

Being a By-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2024

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

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

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

1. The head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note or banker's acceptance during the year 2024 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of The Corporation and the other amounts that are set out in Subsection 407(1) of the Municipal Act, 2001, S.O. 2001, as amended.
2. The lender(s) from whom amounts may be borrowed under authority of this By-law shall be the Royal Bank of Canada and such other lender(s) as may be determined from time to time by Resolution of Council.
3. The total amount which may be borrowed at any one time under this By-law, together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1st to September 30th of the current year, 50 percent of the total, and from October 1st to December 31st of the current year, 25 percent of the total of the estimated revenues of The Corporation as set forth in the estimates adopted for the current year or \$750,000.00, whichever is less.
4. The Treasurer shall, at the time when any amount is borrowed under this By-law, ensure that the lender is or has been furnished with a certified copy of this By-law, (a certified copy of the resolution mentioned in section 2 determining the lender) if applicable and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of Section 407 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, that have been repaid.
5. (a) If the estimates for the current year have not been adopted at the time an amount is borrowed under this By-law, the limitation on total borrowing, as set out in section 3 of this By-law, shall be calculated for the time being upon the estimated revenues of The Corporation as set forth in the estimates adopted for the previous year.

(b) If the estimates for the current year have not been adopted at the time an amount is borrowed under this By-law, the statement furnished under section 4 shall show the nature and amount of the estimated revenues of The Corporation as set forth in the estimates adopted for the previous year and the nature and amount of the revenues received for and on account of the current year.

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

This By-law shall take effect on January 17, 2024.

Passed in open Council this 19th day of December, 2023.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

The Corporation of the Township of Douro-Dummer
By-law Number 2023-61

**Being a By-law to amend By-law No. 2021-74, as Amended
(A By-law respecting Fees for Construction,
Demolition Change of Use and Septic Permits)**

Whereas By-law 2021-74, as amended was passed by Council to enact a new Building By-law for the issuance of permits and related matters;

And Whereas it is deemed necessary to amend By-law No. 2021-74, as amended, to update the fees for building and septic system enforcement, construction, renovation, change of use and re-inspections;

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

- 1. That Schedule A1, Classes of Permits and Permit Fees of By-law 2021-74, as amended, is hereby repealed effective on the date of passage of this By-law and the following new schedule as detailed in Schedule “A1” of this By-law be adopted.
- 2. That Schedule “A1” attached to and being part of this By-law shall be the schedule of Permits and Permit Fees, effective on January 1, 2024.
- 5. In all other respects By-law No. 2021-74 is hereby confirmed.
- 6. That this By-law shall come into full force and effect on January 1, 2024.

Passed in open council this 19th day of December, 2023.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

The Corporation of the Township of Douro-Dummer
This is Schedule A-1 to By-law Number 2021-74, as Amended Respecting
Classes of Permits and Permit Fees for 2024

2024 Building Department Fee Schedule		
Row	Classification / Category	Fee
1	Dwelling	\$14.50 / \$1000 of construction value
2	Cottage (Islands/WAO)	\$14.50 / \$1000 of construction value
3	Commercial	\$14.50 / \$1000 of construction value
4	Industrial	\$14.50 / \$1000 of construction value
5	Institutional	\$14.50 / \$1000 of construction value
6	Agricultural	\$3.63 / \$1000 of construction value
7	Boathouse	\$14.50 / \$1000 of construction value
8	Garage	\$14.50 / \$1000 of construction value
9	Shed	\$14.50 / \$1000 of construction value
10	Open Deck	\$14.50 / \$1000 of construction value
11	Enclosed Deck	\$14.50 / \$1000 of construction value
12	Residential Addition	\$14.50 / \$1000 of construction value
13	Residential Renovation	\$14.50 / \$1000 of construction value
14	ICI Addition	\$14.50 / \$1000 of construction value
15	ICI Renovation	\$14.50 / \$1000 of construction value
16	Swimming Pools	\$225
17	Solid Fuel Burning Appliance and/or Chimney	\$225
18	Moving/Relocating Building	\$225
19	Construction Trailer (includes <4.5m ² deck)	\$225
20	Demolition (1 building)	\$225
21	Demolition (>1 building, per building)	\$200 per building
22	Change of Use (no Construction)	\$500
23	Transfer Permit (Ownership Change)	\$225
24	Plumbing Residential <10 fixtures	\$225
25	Plumbing Residential >=10 fixtures	\$400
26	Plumbing Commercial	\$575
27	Minimum Fee	\$225
28	Minimum Deck Fee	\$120
29	Tent Permit (temporary)	\$0
30	Construction commenced without a permit having been issued, including site preparation or excavation	Double calculated permit fee
31	Order to Comply	\$225
32	Stop Work Order	\$450
33	Order Not to Cover	\$225
34	Order to Uncover	\$450
35	Unsafe Building Order	\$675
36	Order Requiring Tests and Samples	\$450
37	CBO Determined Minor	\$60
38	Permit Renewal – Due annually on January 1, after one full calendar year of permit being issued*	\$200*
39	Additional Inspection – more than two of any type of inspection or as deemed necessary by CBO	\$225
40	Additional Review or Re-issuance of Building Permit	\$225

* This fee may be waived at the discretion of the Chief Building Official.

Category	Type	Fee
Sewage System Permits	Class 2 Sewage System (Greywater System)	\$ 375.00
	Class 3 Sewage System (Cesspool)	\$ 375.00
	Class 4 Sewage System, design capacity less than or equal to 4500 litres per day	\$ 750.00
	Class 4 Sewage System, design capacity greater than 4500 litres per day and less than 10,000 litres per day	\$ 1050.00
	Class 4 Tank replacement only	\$ 375.00
	Class 4 Bed replacement only (or repair)	\$ 375.00
	Class 5 Sewage System (Holding Tank)	\$ 750.00
Renovation / Change of Use	Existing system review for renovation/additions/change of use (if sewage system permit required, this fee is waived)	\$ 250.00
Planning Applications	Minor Variances / Zoning By-law amendments requiring a site visit	\$ 175.00
	Severance / Subdivision (per lot)	\$ 175.00
Copies	Copies of closed permits	\$ 45.00

Re-inspections	Mandatory re-inspections (Source Water Protection Plan) - Type 1	\$ 75.00
	Mandatory re-inspections (Source Water Protection Plan) - Type 2	\$ 300.00
	Mandatory re-inspections (Discretionary) - Type 1	\$ 150.00
	Mandatory re-inspections (Discretionary) - Type 2	\$ 300.00

The Corporation of the Township of Douro-Dummer

By-law Number 2023-62

**Being a By-law to provide for the 2024 User Fees and Charges, and to
repeal 2023-08, as amended**

Whereas the Municipal Act, 2001, S.O. 2011, C. 25, as amended, authorizes a municipality or local board to impose fees or charges on persons;

And whereas it is desirable to formally adopt the fees and charges presently in existence, provide for some future increases for some of the fees and charges and to formally adopt the list that will be available for public inspection;

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

1. That Schedule "A" attached hereto shall comprise the list of fees and charges that will be available for public inspection.
2. That all the fees and charges included in Schedule "A" attached hereto are hereby adopted by Council if not otherwise done so by By-law.
3. That By-law Number 2023-08 as amended is hereby repealed, in its entirety.
4. This By-law shall come into force and effect on January 1, 2024.

Passed in open Council this 19th day of December, 2023.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2024	HST	Total	By-Law/Resolution/Policy Reference
1.	Building - Under Separate By-law				
2.	Certificates				By-Law 2002-22
	Sale of Real Property	\$50.00	\$6.50	\$56.50	
	Certificate of Compliance				
3.	Dogs - Regulating the Running at Large of Dogs				
	No longer in place.				
4.	Dogs - Licencing and Registration				By-Law 2021-11
	Male/Female paid before April 30th	\$15.00	\$0.00	\$15.00	
	Male/Female paid after April 30th	\$20.00	\$0.00	\$20.00	
	Kennel Licences paid before April 30th	\$50.00	\$0.00	\$50.00	
	Kennel Licences paid after April 30th	\$75.00	\$0.00	\$75.00	
	Replacement Dog Licence	\$5.00	\$0.00	\$5.00	
5.	Fire				
	Open Air Burning Permits				By-Law 2020-35
	Residential Burn Permit (includes campfire, burn barrel, brush fire and agricultural fire on a single property) - renew annually, expire Dec 31st	\$20.00	\$0.00	\$20.00	
	Agricultural Permit (for fires to support farm activities on up to 3 properties/year, requires staff assistance to obtain) - renew annually, expire Dec 31st	\$20.00	\$0.00	\$20.00	
	Campground, Trailer Park or Resort - renew annually, expires Dec 31st	\$50.00	\$0.00	\$50.00	
	Commercial Fire - renew annually, expires Dec 31st	\$100.00	\$0.00	\$100.00	
	Incinerator - renew annually, expires Dec 31st	\$60.00	\$0.00	\$60.00	
	Special Occurrence Fire - per occurrence	\$40.00	\$0.00	\$40.00	
*The Ministry of Transportation (MTO) rates noted below are calculated per hour/per fire apparatus for the first hour; then one half the MTO rate per half hour (or part thereof)/per fire apparatus. The rate is set by the MTO and as of October 2023 is \$543.03, the rate is subject to change by the MTO.					
	Open Air Burning Violations				By-Law 2020-35
	Response to open air burning violations	*MTO Rate	0.00		
	Specialized equipment, supplies, personnel	Cost + Admin Fee of 20% of cost	0.00		
	Administrative Fee	\$ 40.00	0.00	\$40.00	
	Motor Vehicle Incidents				
	Motor vehicle incidents	*MTO Rate	0.00		
	Specialized equipment, supplies, personnel	Cost + Admin Fee of 20% of cost	0.00		
	Administrative Fee	\$ 40.00	0.00	\$40.00	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2024	HST	Total	By-Law/Resolution/Policy Reference
	Technical Rescue, Hazardous Materials Control/Clean-Up				
	Boat response - Any person requiring the services of a boat response who is in contravention of any Federal or Provincial Act or Regulation or who has not exercised reasonable care in their actions, thus necessitating the use of a boat response. will be liable for costs incurred	*MTO Rate	0.00		
	Hazardous materials control/clean-up	*MTO Rate	0.00		
	Specialized equipment, supplies, personnel	Cost + Admin Fee of 20% of cost	0.00		
	Administrative Fee	\$40.00	0.00	\$40.00	
	False Alarms - The determination of the number of false alarms for the purposes of calculating the charges noted below will be based on the total number of false alarms in the twelve-month period immediately preceding the last false alarm.				By-Law 2020-45
	1st and 2nd false alarms	No charge	0.00		
	3rd false alarm	2x Current MTO rate	0.00		
	4th and all subsequent false alarms	3x Current MTO rate	0.00		
	Fire Inspections - By Request				
	Group homes, day care facilities, or any other industrial or commercial establishment of use requiring an inspection for licensing, renewal of licence, insurance or any such purpose	\$100.00	0.00	\$100.00	
	Risk and Safety Management Plan Approval (RSMP)				
	Review of Propane Facility Risk and Safety Management Plans (RSMP) – new, existing or expanding facility (not including fees for third party or external review) - Less than 5,000 USWG	\$500.00	\$0.00	\$500.00	
	Review of Propane Facility Risk and Safety Management Plans (RSMP) – new, existing or expanding facility (not including fees for third party or external review) - Greater than 5,000 USWG	\$1,000.00	\$0.00	\$1,000.00	
	Review of Propane Facility Risk and Safety Management Plans (RSMP) – existing facility annual fee (not including fees for third party or external review)	\$300.00	\$0.00	\$300.00	
	Propane exchange letter	\$150.00	\$0.00	\$150.00	
	Reports, Reviews, Searches				
	Fire reports	\$125.00	\$0.00	\$125.00	
	Fire safety plan review	\$100.00	\$0.00	\$100.00	
	Fire safety plan review	\$75.00	\$0.00	\$75.00	
	File search, letter of compliance	\$60.00	\$0.00	\$60.00	
Any fee or charge, including finance penalty charges, imposed upon the owner of property in the Township is a lien and charge upon the property of the owner to which the fee or charge relates. If the fee or any part thereof remains unpaid 60 days after the due date, the total amount unpaid will be forwarded to Finance to be collected as per the Accounts Receivable Collection Policy or to be added to the tax roll and collected in the same manner as municipal taxes as per the Property Tax Collection Policy (CM 2018)					

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2024	HST	Total	By-Law/Resolution/Policy Reference
6.	Licences				
	Mobile Canteens				By-Law 2016-45
	Chip Trucks & Fast Food Vehicle	\$400.00	\$0.00	\$400.00	
	Hot Dog Carts	\$250.00	\$0.00	\$250.00	
	Ice Cream Carts	\$300.00	\$0.00	\$300.00	
	Special Events - Per Day	\$100.00	\$0.00	\$100.00	
	Parade, Festival, Public Entertainment Licences - per day	\$400.00	0	\$400.00	By-Law 2001-72
	Lottery Licence issuing Fee				By-Law 2002-36
	Civil Marriage Services				By-Law 2023-08
	Marriage Licence - Payable to the Township	\$130.00	\$0.00	\$130.00	
	Civil Ceremony (Regular Business Hours) - Payable to the Township	\$350.00	\$0.00	\$350.00	
	Civil Ceremony (Outside of Regular Business Hours) - \$100.00 payable to the Municipality and \$250 payable to the Officiant	\$350.00	\$0.00	\$350.00	
	Rehearsal (if requested) - Payable to the Officiant	\$50.00	\$0.00	\$50.00	
	Mileage Rate (outside of Township of Douro-Dummer boundaries only)	As set by the Municipality	\$0.00		
	Sign Permit Fees				By-Law 2023-50 Schedule A
	Ground Sign (inclusive of Billboard or Developer's Signs)	\$225.00	\$0.00	\$225.00	
	Awning or Fascia Sign	\$225.00	\$0.00	\$225.00	
	Readograph and Electronic Message Displays	\$225.00	\$0.00	\$225.00	
	Sign - not defined	\$225.00	\$0.00	\$225.00	
	All Other Signs	exempt			
	Variance Application Fee	\$200.00	\$0.00	\$200.00	
	Set Fine Schedule for Sign Permits				By-Law 2023-50 Schedule B
	Erection of sign without permit	\$450.00	\$0.00	\$450.00	
	Sign not in compliance with By-Law	\$450.00	\$0.00	\$450.00	
7.	Line Fences				
	Line Fences Act				
	Remuneration for fence-viewers	\$25.00 per hour plus applicable mileage rate			
	Staff time -Administration Fees	\$55.00 per hour plus tax			

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2024	HST	Total	By-Law/Resolution/Policy Reference
8. Livestock Investigators					
	Livestock Investigators Remuneration	\$50.00 per inspection plus mileage			Res. # 294-2008
9. Municipal Hall Rental					By-law 2014-62
					fees increase 3% annually as of January 1st
	Full Day Rental (Mon-Fri)*	\$159.14	\$20.69	\$179.82	This includes opening and closing and the use of tables and chairs. This includes use of the institute room and kitchen.
	Full Day Rental (Sat-Sun-Stat)*	\$175.05	\$22.76	\$197.80	This includes opening and closing and the use of tables and chairs. This includes use of the institute room
	1/2 Day Rental (4 hours)*	\$95.48	\$12.41	\$107.89	
	Hourly	\$29.17	\$3.79	\$32.97	
	Service Groups & Seniors (3 hours or less)	\$10.61	\$1.38	\$11.99	
	Settings - per setting (dishes, cutlery)	\$5.62	\$0.73	\$6.35	
	Coffee Urn	\$10.61	\$1.38	\$11.99	Rented on own.
	Chafing Dishes	\$13.45	\$1.75	\$15.20	Each, Rented on own. NOTE: Renter to Supply Fuel
	* A \$50.00 cleaning deposit is required and will be returned upon inspection after use.				
10 Municipal Office					
10.1 Finance Department					Resolution 418-2016
	Payment Receipt Reprint - Copy of receipt for payment on property tax account	\$10.00	\$0.00	\$10.00	
	Refund of Overpayment - Refund of credit balance to property owner when a duplicate payment is made in error	\$20.00	\$0.00	\$20.00	
	Statement of Account - Statement detailing payments and taxes levied, and outstanding balance	\$10.00	\$0.00	\$10.00	
	Transfer Credit Balance - To transfer payment(s) misallocated by customer or customer representative (i.e.. Bank) from one tax roll to another	\$20.00	\$0.00	\$20.00	
	Ownership Change	\$20.00	\$0.00	\$20.00	
	Commissioning of Documents - Does not include internal Planning Documents	\$10.00	\$0.00	\$10.00	
	NSF Cheques - Handling fee charged when cheque is returned as not negotiable	\$30.00	\$0.00	\$30.00	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2024	HST	Total	By-Law/Resolution/Policy Reference
10.2	Miscellaneous		HST	Total	
	Blue Boxes	\$6.19	\$0.81	\$7.00	
	Kitchen Composters	\$5.00	\$0.65	\$5.65	
	Kitchen Composters - replacement filters	\$5.00	\$0.65	\$5.65	
	Administration Fees - Staff time per hour (labour cost to search for historical records)	\$55.00	\$7.15	\$62.15	
	Dummer Book	\$26.19	\$3.40	\$29.59	Point of Sale Rebate
	Douro Book	\$19.05	\$2.48	\$21.53	Point of Sale Rebate
	Douro Book to Retailers	\$15.24	\$1.98	\$17.22	Point of Sale Rebate
	Dummer Book to Retailers	\$20.93	\$2.72	\$23.65	Point of Sale Rebate
	Log Barn Book	\$30.00	\$0.00	\$30.00	
	911 Signs	\$100.00	\$13.00	\$113.00	
	County Water Bottles	\$4.43	\$0.58	\$5.01	
	Composter	\$45.53	\$5.92	\$51.45	
	Digester	\$72.45	\$9.42	\$81.87	
	Telecommunications Tower Application	\$1,200.00	\$0.00	\$1,200.00	
	Telecommunications Tower Modification Application	\$600.00	\$0.00	\$600.00	
10.3	Township Clothing (to be discontinued after current supply is sold)				
	Golf Shirt	\$35.40	\$4.60	\$40.00	
	Fleece Jacket (Full Zip)	\$47.79	\$6.21	\$54.00	
	Men's Half Zip Fleece Jacket	\$43.36	\$5.64	\$49.00	
	Three in One Techno Jacket	\$141.59	\$18.41	\$160.00	
	Performance Stretch Jacket	\$52.21	\$6.79	\$59.00	
	Lightweight Vented Jacket	\$34.51	\$4.49	\$39.00	
	Dress Shirt (Long Sleeve)	\$38.05	\$4.95	\$43.00	
	Dress Shirt (Short Sleeve)	\$33.63	\$4.37	\$38.00	
	Ball Cap	\$13.27	\$1.73	\$15.00	
	Toque with Cuff	\$10.62	\$1.38	\$12.00	
11.	Photocopies/Faxing		HST	Total	
	Photocopying and Report Charges				
	Two sided copying & printing will be charged per copy cost				
	Copies for all documents:				
	8.5 x11 Black & White per copy	\$0.30	\$0.04	\$0.34	
	8.5 x11 Colour per copy	\$0.45	\$0.06	\$0.51	
	8.5x14 Black & White per copy	\$0.30	\$0.04	\$0.34	
	8.5X14 Colour per copy	\$0.60	\$0.08	\$0.68	
	11x17 Black & White per copy	\$0.35	\$0.05	\$0.40	
	11X17 Colour per copy	\$1.10	\$0.14	\$1.24	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2024	HST	Total	By-Law/Resolution/Policy Reference
	Copies - Projects more than 100 copies				
	8.5 x11 Black & White per copy	\$0.25	\$0.03	\$0.28	
	8.5 x11 Colour per copy	\$0.40	\$0.05	\$0.45	
	8.5x14 Black & White per copy	\$0.25	\$0.03	\$0.28	
	8.5X14 Colour per copy	\$0.55	\$0.07	\$0.62	
	11x17 Black & White per copy	\$0.30	\$0.04	\$0.34	
	11X17 Colour per copy	\$1.05	\$0.14	\$1.19	
	Copies for documents for local community groups/local non-profit groups and local sports orgs.*				
	8.5 x11 Black & White per copy	\$0.25	\$0.03	\$0.28	
	8.5 x11 Colour per copy	\$0.40	\$0.05	\$0.45	
	8.5x14 Black & White per copy	\$0.30	\$0.04	\$0.34	
	8.5X14 Colour per copy	\$0.55	\$0.07	\$0.62	
	11x17 Black & White per copy	\$0.30	\$0.04	\$0.34	
	11X17 Colour per copy	\$1.05	\$0.14	\$1.19	
	Copies - Documents for Township Staff & Council				
	8.5 x11 Black & White per copy	\$0.20	\$0.03	\$0.23	
	8.5 x11 Colour per copy	\$0.25	\$0.03	\$0.28	
	8.5x14 Black & White per copy	\$0.20	\$0.03	\$0.23	
	8.5X14 Colour per copy	\$0.40	\$0.05	\$0.45	
	11x17 Black & White per copy	\$0.25	\$0.03	\$0.28	
	11X17 Colour per copy	\$0.60	\$0.08	\$0.68	
	Copies for documents for Municipal Depts., Boards and Committees for quantities over 25				
	8.5 x11 Black & White per copy	\$0.20	\$0.03	\$0.23	
	8.5 x11 Colour per copy	\$0.25	\$0.03	\$0.28	
	8.5x14 Black & White per copy	\$0.20	\$0.03	\$0.23	
	8.5X14 Colour per copy	\$0.40	\$0.05	\$0.45	
	11x17 Black & White per copy	\$0.25	\$0.03	\$0.28	
	11X17 Colour per copy	\$0.60	\$0.08	\$0.68	
	Computer Generated Printing Material				
	8.5 x11 Black & White per copy	\$0.35	\$0.05	\$0.40	
	8.5 x11 Colour per copy	\$0.50	\$0.07	\$0.57	
	8.5x14 Black & White per copy	\$0.35	\$0.05	\$0.40	
	8.5X14 Colour per copy	\$0.60	\$0.08	\$0.68	
	Faxing				
	Fax Charges - sending - per page	\$2.50	\$0.33	\$2.83	
	Fax Charges - sending (greater than 6 pages) - per page	\$2.00	\$0.26	\$2.26	
	Fax Charges - receiving - per page	\$1.50	\$0.20	\$1.70	
	Fax Charges - receiving (greater than 6 pages) - per page	\$1.25	\$0.16	\$1.41	
	Certified copies of minutes & by-laws - per page	\$2.00	\$0.26	\$2.26	
	*Local Community groups/local non-profit groups and local sporting organizations may include: U.C.W., Institute, church related organizations, churches, Cubs, Scouts, Brownies, Guides, Lions Club, Minor Hockey, Minor Ball, Figure Skating, Kiddie Kapers, Day Care Camp and Out Reach Programs or as determined by staff				
	** One copy of all minutes will be provided to ratepayers at no charge. Additional copies will be at the above rates.				

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2024	HST	Total	By-Law/Resolution/Policy Reference
12	Planning/Development				
12.1	Planning Application fees and deposits				By-law 2016-56
	Pre-consultation	\$220.00	\$0.00	\$220.00	To reflect actual time spent completing reviews.
	Severance Review	\$330.00	\$0.00	\$330.00	
	Minor Variance Application - Effective January 1, 2020	\$1,580.00	\$0.00	\$1,580.00	
	Amended Minor Variance Application - prior to circulation - Effective January 1, 2020	\$220.00	\$0.00	\$220.00	
	Amended Minor Variance Application - after circulation - Effective January 1, 2020	\$1,100.00	\$0.00	\$1,100.00	
	Zoning By-law Amendment - Effective January 1, 2020	\$1,650.00	\$0.00	\$1,650.00	
	Amended Zoning Amendment Application - prior to circulation - Effective January 1, 2020	\$220.00	\$0.00	\$220.00	
	Amended Zoning Amendment Application - after circulation - Effective January 1, 2020	\$1,100.00	\$0.00	\$1,100.00	
	Removal of Holding Provision - Effective January 1, 2020	\$750.00	\$0.00	\$750.00	
	Deeming By-law	\$550.00			
	Site Plan Approval - Minor	\$2,750.00	\$0.00	\$2,750.00	
	Site Plan Approval - Major	\$4,400.00	\$0.00	\$4,400.00	
	Minor Amendment to Existing Site Plan	\$1,100.00	\$0.00	\$1,100.00	
	Minimum Deposit for any Site Plan Application	\$5,500.00	\$0.00	\$5,500.00	
	Plan of Subdivision - Effective January 1, 2020	\$11,550.00	\$0.00	\$11,550.00	
	Subdivision Deposit	\$25,000.00	\$0.00	\$25,000.00	
	Subdivision Agreement Fees	\$1,100.00	\$0.00	\$1,100.00	
	Advertising Fee (newspaper)	actual cost of advertising * If deemed necessary			
	Special Meeting Fee - Effective January 1, 2020	\$759.00	\$0.00	\$759.00	
	Predevelopment Agreement for major applications	\$1010 + \$5775 deposit			
	*The rates shall be increased in 2019 and going forward each year based on either the Consumer Price Index or the Cost of Living Index, whichever is higher in the given year. The rates shall increase January 1 of each year.				

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2024	HST	Total	By-Law/Resolution/Policy Reference
12.2	Planning Miscellaneous				
	Cash-in-lieu of Parkland	\$1,250.00	\$0.00	\$1,250.00	
	Signing of Merger Agreement Fee**	\$250.00	\$0.00	\$250.00	
	Encroachment Agreement	\$400 + \$ 500 Deposit			
	Minor Amendment to Existing Encroachment Agreement	\$400.00	\$0.00	\$400.00	
	Demolition Agreement	\$400 + \$5000 deposit			
	Extend Existing Demolition Agreement	\$100.00	\$0.00	\$100.00	
	Mitigation Measures Agreement**	\$250.00	\$0.00	\$250.00	
	Enivornmental Impact Assessment Peer Reviews	Cost Recovery from third party			
	**Only required if the agreement is not associated with a planning application				
12.3	Renewable Energy Projects				Policy No. D-3
	Small Scale Ground Mount Solar Project	\$2,000.00	\$0.00	\$2,000.00	
	Large Scale Industrial Facility Project	\$3,500.00	\$0.00	\$3,500.00	
	Resubmission with changes	\$850.00	\$0.00	\$850.00	
12.4	Planning Documents				
	Copy of Official Plan &/or Zoning By-law	Cost of Printing			
12.5	Property Information Requests (lawyers, real estate agents)				Resolution 418-2016
	Tax Certificate	\$40.00	\$0.00	\$40.00	
	Work Order Information	\$40.00	\$0.00	\$40.00	
	Zoning Information/Compliance	\$40.00	\$0.00	\$40.00	
	Building Permit Compliance	\$40.00	\$0.00	\$40.00	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2024	HST	Total	By-Law/Resolution/Policy Reference
13.	Public Works - Roads		HST	Total	
13.1	Entrance Permit				Policy No. T-1
	Application Fee (Township to install Entrance)	\$100.00	\$13.00	\$113.00	
	Application Fee (Owner to install Entrance)	\$200.00	\$26.00	\$226.00	\$500.00 deposit required
	No Culvert Required				
	Culvert Required	Cost shall be based on the current year pricing of materials required, labour wages and machine time			
13.2	Parking Infractions				2014-25
	No Stopping Infractions	\$30.00	\$0.00	\$30.00	(Amended by: 2014-57, 2015-54, 2015-55)
14.	Public Works - Transfer Station				
	Tipping Fees				By-Law 2008-39
	Waste weighing less than 30 lbs. (13.6 kgs.)	\$3.00	Excist Tax Act S. 20 Pt. 6 Sch. 5	\$3.00	(amended 2009-55, 2014-29, 2017-04)
	Waste weighing more than 30 lbs. (13.6 kgs.) - per tonne	\$150.00		\$150.00	
	Propane Tanks (weighing 20 lbs. or less) each	Free		Free	
	Propane Tanks (weighing more than 20 lbs.) each	Free		Free	
	Appliances containing Freon surcharge plus per tonne rate	\$27.00		\$27.00	
	Replacement Landfill Cards	\$25.00		\$25.00	
	Box Springs	\$25.00 each		\$25.00 each	
	Bag Tags (each)	\$3.00		\$3.00	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2024	HST	Total	By-Law/Resolution/Policy Reference
15.	Parks and Recreation				
	*Note: A 1.25% per month late payment penalty fee applies to Section 15				
15.1	Advertising at Arenas & Parks		HST	Total	
	Advertising Options				
	Ice Resurfacers (per side)	\$500.00	\$65.00	\$565.00	
	Wall Mounted (4'x8' Sheet)	\$250.00	\$32.50	\$282.50	
	Board Mounted (38"x8' Kit)	\$250.00	\$32.50	\$282.50	
	In Ice logo (per logo)	\$500.00	\$65.00	\$565.00	
	Viewing Lobby (11/2' x 3')	\$175.00	\$22.75	\$197.75	
	South Ball Diamond (4'x8' Sheet)	\$150.00	\$19.50	\$169.50	
	Sponsorship Options				
	Public Ice Skating	\$138.79	\$18.04	\$156.83	
	Public Roller Skating	\$68.00	\$8.84	\$76.84	
	Advertising & Sponsorship Packages				
	Platinum (15% discount)	\$1,414.04	\$183.83	\$1,597.87	
	Gold (10% discount)	\$1,047.22	\$136.14	\$1,183.36	
	Silver (5% discount)	\$908.95	\$118.16	\$1,027.11	
	Bronze	\$663.58	\$86.27	\$749.85	
	Starter	\$456.79	\$59.38	\$516.17	
	Public Ice Skating	\$138.79	\$18.04	\$156.83	
	Public Roller Skating	\$68.00	\$8.84	\$76.84	
	Parking Lot Rentals				
	Douro - Full Lot (Daily)	\$300.00	\$39.00	\$339.00	
	Douro - Half Lot (Daily)	\$150.00	\$19.50	\$169.50	
	Warsaw - Full Lot (Daily)	\$150.00	\$19.50	\$169.50	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2024	HST	Total	By-Law/Resolution/Policy Reference
15.2	Arena-Douro (effective September 1st - see previous by-law for rates from Jan-Aug)		HST	Total	fees increase 3% annually as of Septmber 1st
	Douro Arena - Harvest Room				
	Hourly Rental	\$29.17	\$3.79	\$32.97	
	1/2 Day Rental (4 hours or less)	\$95.48	\$12.41	\$107.89	
	Full Day Rental (Mon - Fri)	\$159.14	\$20.69	\$179.82	
	Full Day Rental (Sat, Sun, Stat)	\$175.05	\$22.76	\$197.80	
	Douro Seniors Club (3 hours or less)	\$10.61	\$1.38	\$11.99	
	Douro Minor Hockey (3 hours or less)	\$29.18	\$3.79	\$32.97	
	Douro Community Centre - Wellington Room				
	Day Rental (Off Peak Sunday - Thursday)	\$291.75	\$37.93	\$329.67	
	Day Rental (Peak Friday, Saturday and Stat Holidays)	\$466.80	\$60.68	\$527.48	
	1/2 Day Rental (4 hours or less)	\$145.87	\$18.96	\$164.84	
	Hourly Rental	\$52.51	\$6.83	\$59.34	
	Bar	\$58.35	\$7.59	\$65.93	
	Kitchen Rental (Catering/Use of Appliances)	\$87.52	\$11.38	\$98.90	
	Extra's				
	Settings - per setting (dishes, cutlery)	\$5.62	\$0.73	\$6.36	
	Coffee Urn	\$10.61	\$1.38	\$11.99	
	Chafing Dishes	\$13.45	\$1.75	\$15.20	
	Custom Announcement on Arena Roadside Sign	\$25.75	\$3.35	\$29.10	
	*Prices for catering may be adjusted at management's discretion in the event of unforeseen changes in the market price of food *Prices for catering range from the choice of lunch/dinner provided *Facility subsidy Requests can be made under the Policy				
	Douro Arena Winter Ice Rentals				
	Prime Time	\$180.35	\$23.45	\$203.80	
	Non-Prime Time	\$95.48	\$12.41	\$107.89	
	Hourly Local Youth Sport	\$143.22	\$18.62	\$161.84	
	Hourly Outside Youth Sport	\$153.83	\$20.00	\$173.83	
	Hourly Non-Prime Time *Mon-Fri 7:00 am - 5:00 pm (3 or more hours)	\$74.26	\$9.65	\$83.92	
	Adult/public skate (unsponsored)	\$3.00	\$0.00	\$3.00	
	Douro and Warsaw Schools skates	\$0.00	\$0.00	\$0.00	
	Douro Arena Floor Surface				
	Adult Sport Hourly Rental	\$70.02	\$9.10	\$79.12	
	Youth Sport Hourly Rental	\$58.35	\$7.59	\$65.93	
	1/2 Day Event Rental	\$350.10	\$45.51	\$395.61	
	Day Event Rental	\$700.19	\$91.03	\$791.22	
	2 Day Event Rental	\$1,166.99	\$151.71	\$1,318.70	
	Douro - Rec Centre		HST	Total	
	Hourly Rental	\$29.17	\$3.79	\$32.97	
	1/2 Day Rental (4 hours or less)	\$95.48	\$12.41	\$107.89	
	Full Day Rental	\$159.14	\$20.69	\$179.82	
	Service Groups & Seniors (3 hours or less)	\$10.61	\$1.38	\$11.99	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2024	HST	Total	By-Law/Resolution/Policy Reference
15.3	Arena-Warsaw (effective September 1st - see previous by-law for rates from Jan-Aug)		HST	Total	
					fees increase 3% annually as of Septmber 1st
	Warsaw Arena - Upstairs Room				
	Hourly Rental	\$29.17	\$3.79	\$32.97	
	1/2 Day Rental (4 hours or less)	\$95.48	\$12.41	\$107.89	
	Day Rental (Monday - Friday)	\$159.14	\$20.69	\$179.82	
	Weekend or Stat Day Rental (Saturday, Sunday, Stat)	\$175.05	\$22.76	\$197.80	
	Bar Requested	\$58.35	\$7.59	\$65.93	
	Douro Minor Hockey (3 hours or less)	\$29.18	\$3.79	\$32.97	
	Extra's				
	Settings - per setting (dishes, cutlery)	\$5.62	\$0.73	\$6.36	
	Coffee Urn	\$10.61	\$1.38	\$11.99	
	Chafing Dishes	\$13.45	\$1.75	\$15.20	
	*Prices for catering may be adjusted at management's discretion in the event of unforeseen changes in the market price of food				
	Warsaw Arena Winter Ice Rentals				
	Prime Time	\$159.14	\$20.69	\$179.82	
	Non-Prime Time (1 or 2 hours)	\$84.87	\$11.03	\$95.91	
	Hourly Local Youth Sport	\$122.00	\$15.86	\$137.86	
	Hourly Outside Youth Sport	\$132.61	\$17.24	\$149.85	
	Hourly Non-Prime Time *Mon-Fri 7:00 a.m. - 5:00 p.m. (3 or more hours)	\$74.26	\$9.65	\$83.92	
	Adult/public skate (unsponsored)	\$3.00	\$0.00	\$3.00	
	Douro and Warsaw Schools skates	\$0.00	\$0.00	\$0.00	
	Warsaw Arena Floor Surface				
	Adult Sport Hourly Rental	\$70.02	\$9.10	\$79.12	
	Youth Sport Hourly Rental	\$58.35	\$7.59	\$65.93	
	1/2 Day Event Rental	\$350.10	\$45.51	\$395.61	
	Day Event Rental	\$700.19	\$91.03	\$791.22	
	2 Day Event Rental	\$1,166.99	\$151.71	\$1,318.70	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2024	HST	Total	By-Law/Resolution/Policy Reference
15.4	Parks		HST	Total	
					fees increase 3% annually as of January 1st
	Park Rental Rates				
	Adult Sports Field - per hour	\$30.90	\$4.02	\$34.92	
	Youth Sports Field - per hour	\$10.30	\$1.34	\$11.64	
	Youth Sports Field - per hour with Lights	\$17.51	\$2.28	\$19.79	
	Ball Diamond with Lights (hourly)	\$51.50	\$6.70	\$58.20	
	Day Tournaments - Douro Park - Includes Lining	\$169.95	\$22.09	\$192.04	
	Picnic Area/Park Rental - 20-50 People (Daily)	\$36.05	\$4.69	\$40.74	
	Picnic Area/Park Rental - 51-100 People (Daily)	\$72.10	\$9.37	\$81.47	
	Picnic Area/Park Rental - 101+ People (Daily)	\$154.50	\$20.09	\$174.59	
	Major Event - for Profit Organization (Daily)	\$515.00	\$66.95	\$581.95	
	Farmers Market (Daily)	\$51.50	\$6.70	\$58.20	
	Tennis/Pickleball Court Rental - per hour	\$30.90	\$4.02	\$34.92	
	Concession at South Park (Daily)	\$84.98	\$11.05	\$96.02	
	Signage at Parks (ie. Roadside event signage at parks)	\$25.75	\$3.35	\$29.10	

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2024	HST	Total	By-Law/Resolution/Policy Reference
15.5	Surcharge for Liability Insurance		HST	Total	
	Auctions, Banquets, Bingo, Cards, Celebrations, Craft Shows, Dances				
	Non - Alcohol Hourly Rate Event - 0 to 50 people	\$1.10	\$0.14	\$1.24	
	Non - Alcohol Hourly Rate Event - 51 to 100 people	\$2.20	\$0.29	\$2.49	
	Non - Alcohol Hourly Rate Event - 101 to 150 people	\$4.40	\$0.57	\$4.97	
	Non - Alcohol Hourly Rate Event - 151 to 200 people	\$8.80	\$1.14	\$9.94	
	Non - Alcohol Hourly Rate Event - 201 to 250 people	\$11.00	\$1.43	\$12.43	
	Non - Alcohol Hourly Rate Event - 251 to 350 people	\$13.20	\$1.72	\$14.92	
	Non - Alcohol Hourly Rate Event - 351 to 500 people	\$16.50	\$2.15	\$18.65	
	Non - Alcohol Hourly Rate Event - 500+ people	Refer to Marsh			
	Non - Alcohol Hourly Rate Event - 0 to 50 people	\$11.00	\$1.43	\$12.43	
	Non - Alcohol Day Rate Event - 51 to 100 people	\$16.50	\$2.15	\$18.65	
	Non - Alcohol Hourly Rate Event - 101 to 150 people	\$22.00	\$2.86	\$24.86	
	Non - Alcohol Hourly Rate Event - 151 to 200 people	\$27.50	\$3.58	\$31.08	
	Non - Alcohol Day Rate Event - 201 to 250 people	\$33.00	\$4.29	\$37.29	
	Non - Alcohol Hourly Rate Event - 251 to 350 people	\$38.50	\$5.01	\$43.51	
	Non - Alcohol Hourly Rate Event - 351 to 500 people	\$44.00	\$5.72	\$49.72	
	Non - Alcohol Hourly Rate Event - 500+ people	Refer to Marsh			
	Alcohol Hourly Rate Event - 0 to 50 people	\$11.00	\$1.43	\$12.43	
	Alcohol Hourly Rate Event - 51 to 100 people	\$13.20	\$1.72	\$14.92	
	Alcohol Hourly Rate Event - 101 to 150 people	\$15.40	\$2.00	\$17.40	
	Alcohol Hourly Rate Event - 151 to 200 people	\$17.60	\$2.29	\$19.89	
	Alcohol Hourly Rate Event - 201 to 250 people	\$19.80	\$2.57	\$22.37	
	Alcohol Hourly Rate Event - 251 to 350 people	\$22.00	\$2.86	\$24.86	
	Alcohol Hourly Rate Event - 351 to 500 people	\$27.50	\$3.58	\$31.08	
	Alcohol Hourly Rate Event - 500+ people	Refer to Marsh			
	Alcohol Day Rate Event - 0 to 50 people	\$55.00	\$7.15	\$62.15	
	Alcohol Day Rate Event - 51 to 100 people	\$66.00	\$8.58	\$74.58	
	Alcohol Day Rate Event - 101 to 150 people	\$77.00	\$10.01	\$87.01	
	Alcohol Day Rate Event - 151 to 200 people	\$88.00	\$11.44	\$99.44	
	Alcohol Day Rate Event - 201 to 250 people	\$99.00	\$12.87	\$111.87	
	Alcohol Day Rate Event - 251 to 350 people	\$110.00	\$14.30	\$124.30	
	Alcohol Day Rate Event - 351 to 500 people	\$121.00	\$15.73	\$136.73	
	Alcohol Day Rate Event - 500+ people	Refer to Marsh			
	Picnics				
	Non - Alcohol Day Rate Event - up to 250 people	\$2.50	\$0.33	\$2.83	
	Meetings, Seminars, Speakers, Workshops, Classroom Instruction				
	Non-Alcohol Event Flat Rate - 1 to 100 people	\$1.65	\$0.21	\$1.86	
	Non-Alcohol Event Flat Rate - 101 to 250 people	\$2.75	\$0.36	\$3.11	
	Non-Alcohol Event Flat Rate - 250 to 500 people	\$5.78	\$0.75	\$6.53	
	Non-Alcohol Event Flat Rate - 500+	Refer to Marsh			

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2024	HST	Total	By-Law/Resolution/Policy Reference
	Sports Events or Activities				
	Low Risk Programs - Hourly Rate - 0 to 25 people	\$0.83	\$0.11	\$0.94	
	Low Risk Programs - Hourly Rate - 26 to 50 people	\$1.65	\$0.21	\$1.86	
	Low Risk Programs - Hourly Rate - 51 to 100 people	\$2.20	\$0.29	\$2.49	
	Low Risk Programs - Hourly Rate - 101 to 250 people	\$2.75	\$0.36	\$3.11	
	Low Risk Programs - Hourly Rate - 250+ people	Refer to Marsh			
	Low Risk Programs - Daily Rate - 0 to 25 people	\$22.00	\$2.86	\$24.86	
	Low Risk Programs - Daily Rate - 26 to 50 people	\$27.50	\$3.58	\$31.08	
	Low Risk Programs - Daily Rate - 51 to 100 people	\$49.50	\$6.44	\$55.94	
	Low Risk Programs - Daily Rate - 101 to 250 people	\$82.50	\$10.73	\$93.23	
	Low Risk Programs - Daily Rate - 250+ people	Refer to Marsh			
	Low Risk Programs - Per Season - 0 to 25 people	\$110.00	\$14.30	\$124.30	
	Low Risk Programs - Per Season - 26 to 50 people	\$137.50	\$17.88	\$155.38	
	Low Risk Programs - Per Season - 51 to 100 people	\$165.00	\$21.45	\$186.45	
	Low Risk Programs - Per Season - 101 to 250 people	\$192.50	\$25.03	\$217.53	
	Low Risk Programs - Per Season - 250+ people	Refer to Marsh			
	Medium Risk Programs - Hourly Rate - 0 to 25 people	\$1.65	\$0.21	\$1.86	
	Medium Risk Programs - Hourly Rate - 26 to 50 people	\$3.30	\$0.43	\$3.73	
	Medium Risk Programs - Hourly Rate - 51 to 100 people	\$5.50	\$0.72	\$6.22	
	Medium Risk Programs - Hourly Rate - 101 to 250 people	\$8.80	\$1.14	\$9.94	
	Medium Risk Programs - Hourly Rate - 250+ people	Refer to Marsh			
	Medium Risk Programs - Daily Rate - 0 to 25 people	\$40.00	\$5.20	\$45.20	
	Medium Risk Programs - Daily Rate - 26 to 50 people	\$45.00	\$5.85	\$50.85	
	Medium Risk Programs - Daily Rate - 51 to 100 people	\$60.00	\$7.80	\$67.80	
	Medium Risk Programs - Daily Rate - 101 to 250 people	\$100.00	\$13.00	\$113.00	
	Medium Risk Programs - Daily Rate - 250+ people	Refer to Marsh			
	Medium Risk Programs - Per Season - 0 to 25 people	\$165.00	\$21.45	\$186.45	
	Medium Risk Programs - Per Season - 26 to 50 people	\$192.00	\$24.96	\$216.96	
	Medium Risk Programs - Per Season - 51 to 100 people	\$275.00	\$35.75	\$310.75	
	Medium Risk Programs - Per Season - 101 to 250 people	\$330.00	\$42.90	\$372.90	
	Medium Risk Programs - Per Season - 250+ people	Refer to Marsh			
	High Risk Programs - Hourly Rate - 0 to 25 people	\$2.20	\$0.29	\$2.49	
	High Risk Programs - Hourly Rate - 26 to 50 people	\$4.40	\$0.57	\$4.97	
	High Risk Programs - Hourly Rate - 51 to 100 people	\$6.60	\$0.86	\$7.46	
	High Risk Programs - Hourly Rate - 101 to 250 people	\$11.00	\$1.43	\$12.43	
	High Risk Programs - Hourly Rate - 250+ people	Refer to Marsh			
	High Risk Programs - Daily Rate - 0 to 25 people	\$55.00	\$7.15	\$62.15	
	High Risk Programs - Daily Rate - 26 to 50 people	\$66.00	\$8.58	\$74.58	
	High Risk Programs - Daily Rate - 51 to 100 people	\$82.50	\$10.73	\$93.23	
	High Risk Programs - Daily Rate - 101 to 250 people	\$165.00	\$21.45	\$186.45	
	High Risk Programs - Daily Rate - 250+ people	Refer to Marsh			

2024 User Fee Schedule - Effective Jan 1, 2024

Item	Department and Type	2024	HST	Total	By-Law/Resolution/Policy Reference
	High Risk Programs - Per Season - 0 to 25 people	\$220.00	\$28.60	\$248.60	
	High Risk Programs - Per Season - 26 to 50 people	\$247.50	\$32.18	\$279.68	
	High Risk Programs - Per Season - 51 to 100 people	\$302.50	\$39.33	\$341.83	
	High Risk Programs - Per Season - 101 to 250 people	\$385.00	\$50.05	\$435.05	
	High Risk Programs - Per Season - 250+ people	Refer to Marsh			
	Sale of non-food or drink items				
	Per Day	\$27.50	\$3.58	\$31.08	
	Per Week	\$55.00	\$7.15	\$62.15	
	Per Month	\$99.00	\$12.87	\$111.87	
	3 to 6 months	\$495.00	\$64.35	\$559.35	
	Sale of food or drink items				
	Per Day	\$52.80	\$6.86	\$59.66	*Must be certified and approved by health board with proof of certificate if selling food & beverages
	Per Week	\$137.50	\$17.88	\$155.38	
	Per Month	\$275.00	\$35.75	\$310.75	
	3 to 6 months	\$687.50	\$89.38	\$776.88	
	Leagues				
	Up to 30 players per team	\$192.50	\$25.03	\$217.53	
	Up to 25 teams per league	\$192.50	\$25.03	\$217.53	
	Anything above 30 players or 25 teams	Refer to Marsh			
	Tournaments (High risk only)				
	0 to 8 Teams	\$550.00	\$71.50	\$621.50	
	9 to 16 Teams	\$770.00	\$100.10	\$870.10	
	16 to 21 Teams	\$1,100.00	\$143.00	\$1,243.00	
	21 Teams+	Refer to Marsh			

The Corporation of the Township of Douro-Dummer

By-law Number 2023-63

Being a By-law of The Corporation of the Township of Douro-Dummer to confirm the proceedings of the Special and Regular meetings of Council both held on the 19th day of December, 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 Special and Regular meetings held on December 19th, 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 19th day of December, 2023.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig