



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

Tuesday, April 2, 2024, 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

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1. Call to Order	
2. Land Acknowledgement	
3. Moment of Silent Reflection	
4. Disclosure of Pecuniary Interest:	
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22.	Adjournment	

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

**March 19, 2024, 4:00 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
 CBO - Don Helleman
 Interim Treasurer - Paul Creamer
 Planner - Christina Coulter

1. Call to Order

With a quorum of Council being present, the Mayor called the meeting to order at 4:03 p.m.

2. Land Acknowledgement

The Mayor recited the Land Acknowledgement.

3. Moment of Silent Reflection

Council observed a moment of silent reflection and marked the passing of former Prime Minister, Brian Mulroney.

4. Disclosure of Pecuniary Interest:

The Mayor reminded members of Council of their obligation to declare any pecuniary interest they might have. Councillor Vervoort declared a pecuniary interest with item 7.1 as he is the applicant for Severance File B-16-24.

5. Adoption of Agenda: March 19, 2024

Resolution Number 063-2024

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the agenda for the Regular Council Meeting, dated March 19, 2024, be adopted, as circulated.

Carried

6. Adoption of Minutes and Business Arising from the Minutes

6.1 Regular Council Meeting Minutes – March 5, 2024

6.2 Special Council Meeting Minutes - March 11, 2024

Resolution Number 064-2024

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That the Minutes from the Regular Council Meeting held on March 5, 2024 and the Special Council Meeting held on March 11, 2024 be received and approved.

Carried

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

7.1 Municipal Appraisal Forms (MAF) for Severance Files B-96-23 and B-16-24

Councillor Vervoort remained seated in the Council Chambers but took no part in the vote regarding Severance File B-16-24.

Resolution Number 065-2024

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That Severance File B-96-23 on the Consent agenda for March 19, 2024 be received.

Carried

Resolution Number 066-2024

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That Severance File B-16-24 on the Consent agenda for March 19, 2024 be received.

Carried

8. Delegations, Petitions, Presentations or Public Meetings:

8.1 Joanna Parks, Baker Tilly - Audit of the 2021 Consolidated Financial Statements

Resolution Number 067-2024

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the presentation from Joanna Parks, Baker Tilley regarding the Audit of the 2021 Consolidated Financial Statements be received and that the signing of all required forms be approved. Carried

8.2 Lynn van der Linde, Quarry Consulting - Draft 2023-2027 Strategic Plan Presentation

Resolution Number 068-2024

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Vervoort

That the presentation from Lynn van der Linde, Quarry Consulting regarding the Draft 2023-2027 Strategic Plan be received. Carried

8.3 Maggie Braun, Gather 2030 - Response to Draft 2023-2027 Strategic Plan

Resolution Number 069-2024

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That the delegation from Maggie Braun, Gather 2030 regarding a response to the Draft 2023-2027 Strategic Plan be received with thanks. Carried

8.4 Public Meeting - Zoning By-law Amendment - File R-03-24 (Smith), Planning-2024-07

Resolution Number 070-2024

Moved by: Councillor Watt

Seconded by: Councillor Vervoort

That the Public Meeting regarding the proposed Zoning By-law Amendment R-03-24 (Smith) be declared open. (5:04 p.m.) Carried

In attendance:

Peter and Wendy Smith, Owner

Marnie Saunders c/o DM Wills, Agent

In-person Comments:

None

Comments Received:

- Enbridge Gas Inc.: No objections to the application.
- Hiawatha First Nation: No questions, comments or concerns.
- Otonabee Region Conservation Authority:
Otonabee Conservation mapping indicates that the proposed development on the severed lands is not located within a known hazard. Therefore, it is the opinion of Otonabee Conservation staff that the application remains consistent with Section 3.1 of the PPS.
Otonabee Conservation mapping indicates that the severed lands are not subject to Ontario Regulation 167/06 Otonabee Conservation's "development, interference with wetlands and alterations to shorelines and watercourses" regulation. Permits from Otonabee Region Conservation Authority are not required.
It was determined that the subject property is not located within a vulnerable area that is subject to SPP policies. The subject property is located within the vulnerable area(s) listed below. Significant drinking water threats are not possible and a Restricted Land Use Notice is not required.
- Highly Vulnerable Aquifer

Resolution Number 071-2024

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the Public Meeting for the proposed Zoning By-law Amendment

R-03-24 (Smith) be declared closed. (5:09 p.m.)

Carried

Resolution Number 072-2024

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That Report, dated March 19, 2024, regarding Zoning By-law Amendment File R-03-24 be received; and

That Council receive all comments related to Zoning By-law Amendment File R-03-24; and

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

Carried

8.5 Public Meeting - Zoning By-law Amendment - File R-04-24 (Murphy), Planning-2024-08

Resolution Number 073-2024

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Vervoort

That the Public Meeting for the proposed Zoning By-law Amendment R-04-24 (Murphy) be declared open. (5:10 p.m.)

Carried

In attendance:

No one

In-person Comments:

None

Comments Received:

- Peterborough County Public Works (Engineering and Design): no objections, comments or concerns with respect to this application.
- Enbridge Gas Inc.: No objections to the application.
- Otonabee Region Conservation Authority:
 Otonabee Conservation mapping indicates that the proposed development is not located within a known hazard. Therefore, it is the opinion of Otonabee Conservation staff that the application remains consistent with Section 3.1 of the PPS.
 Otonabee Conservation mapping indicates that the lands are not subject to Ontario Regulation 167/06 Otonabee Conservation's "development, interference with wetlands and alterations to shorelines and watercourses" regulation. Permits from Otonabee Region Conservation Authority are not required.
 It was determined that the subject property is not located within a vulnerable area that is subject to SPP policies. The subject property is located within the vulnerable area(s) listed below. Significant drinking water threats are not possible and a Restricted Land Use Notice is not required.
- Highly Vulnerable Aquifer

Resolution Number 074-2024

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That the Public Meeting for the proposed Zoning By-law Amendment R-04-24 (Murphy) be declared closed. (5:15 p.m.) Carried

Resolution Number 075-2024

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the report, dated March 19, 2024, regarding Zoning By-law Amendment – File R-04-24 be received; and

That Council receive all comments related to Zoning By-law Amendment File R-04-24; and

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

9. Public Comment Period - No Debate or Decision

9.1 Public Comment Period - List of Registered Speakers

The following person(s) provided a public comment on the following item(s):

- Pat Smallman - Item 8.2
- Sue Field - Item 8.2
- Lynn McCabe - Item 8.2
- Nadine Ellis-Maffei - Item 8.2
- Marie Howran - Item 8.2

10. Staff Reports

Resolution Number 076-2024

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That the public comments made regarding Item 8.2 Draft 2023-2027 Strategic Plan be reviewed and the discussion of the Draft 2023-2027 Strategic Plan be deferred to the April 9, 2024 Committee of the Whole Meeting and;

That the Draft Strategic Plan survey be reopened to the public until April 3, 2024. Carried

10.1 Report and Capital Project Status

Resolution Number 077-2024

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That the Report and Capital Status document be received. Carried

At this time, Council recessed from 6:01 p.m. – 6:07 p.m.

10.2 Status of Septic Systems in the Township's Zoning By-law, Building Department-2024-03

Resolution Number 078-2024

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the setback requirement for septic systems from public and private roads, be reduced to 3 metres and;

That a septic system no longer be referred to as a structure in the Zoning By-law. Carried

10.3 Purchasing Report – March 2024, Treasurer-2024-04

Resolution Number 079-2024

Moved by: Councillor Watt

Seconded by: Councillor Vervoort

That the report, dated March 19, regarding Purchasing Report – March 2024 be received;

That Council award the purchase of a new plow truck to Winslow Gerolamy Motors Ltd. in the amount of \$373,019 (plus applicable taxes); and;

That Council direct staff to order a second plow truck at an estimated \$398,000 that will arrive early 2026 and will be funded through the 2025 and 2026 Budgets. Carried

11. Committee Minutes and Other Reports:

11.1 Police Service Board Meeting Minutes - December 4, 2024

11.2 Library Board Meeting Minutes - February 13, 2024

Resolution Number 080-2024

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That the minutes from both the Police Service Board Meeting held on December 4, 2023 and the Library Board Meeting held on February 13, 2024.

Carried

12. Correspondence – Action Items:

12.1 Town of Aurora - Resolution regarding Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement

Resolution Number 081-2024

Moved by: Councillor Vervoort

Seconded by: Councillor Watt

That the resolution regarding Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement be received and supported.

Carried

12.2 Township of Amaranth - Resolution regarding Operational Budget Funding

Resolution Number 082-2024

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That the resolution from the Township of Amaranth regarding Operational Budget Funding be received and supported.

Carried

12.3 County of Peterborough - Resolution regarding Concern with Closure of Peterborough Lab

Resolution Number 083-2024

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the resolution from the County of Peterborough regarding Concern with Closure of Peterborough Lab be received and supported.

Carried

13. By-laws:

13.1 By-law 2024-12 Being a By-law to Appoint an Acting Chief Administrative Officer

Resolution Number 084-2024

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That By-law 2024-12, Being a By-law to Appoint an Acting Chief Administrative Officer, be passed, in open Council this 19th day of March, 2024 and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

13.2 By-law 2024-13 to amend By-law Number 10-1996, as amended, otherwise known as "The Township of Douro-Dummer Comprehensive Zoning By-law" (File R-03-24)

Resolution Number 085-2024

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That By-law 2024-13 to amend By-law Number 10-1996, as amended, otherwise known as "The Township of Douro-Dummer Comprehensive Zoning By-law" (File R-03-24). Carried

13.3 By-law 2024-14 to amend By-law Number 10-1996, as amended, otherwise known as "The Township of Douro-Dummer Comprehensive Zoning By-law" (File R-04-24)

Resolution Number 086-2024

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That By-law 2024-14 to amend By-law Number 10-1996, as amended, otherwise known as "The Township of Douro-Dummer Comprehensive Zoning By-law" (File R-04-24). Carried

14. Reports derived from previous Notice of Motions: None

15. Notices of Motion - No Debate: None

16. Announcements:

Mayor Watson thanked CAO, Elana Arthurs for her three years of service with the Township of Douro-Dummer as she has accepted the role of CAO with the Municipality of Brighton, effective March 28, 2024. The remaining members of Council echoed the Mayor's gratitude for Ms. Arthurs.

Mayor Watson mentioned the Douro-Dummer Easter Egg Hunt hosted by the Parks and Recreation Department that will be held on March 30, 2024 at the Douro Park.

Councillor Johnston mentioned the Warsaw and District Lions' Beef Dinner that will take place on May 4, 2024 at the Warsaw Town Hall.

17. Closed Session:

Resolution Number 087-2024

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

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

(b) personal matters about an identifiable individual, including municipal or local board employees; (HR Matters)

(d) labour relations or employee negotiations (CAO Recruitment); (6:52 p.m.)

Carried

17.1 Report to Council – C.A.O.-2024-09

17.2 Report to Council – C.A.O.-2024-10

18. Rise from Closed Session with or without a Report

Resolution Number 088-2024

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That Council rise from Closed Session at 7:10 p.m. without a report.

Carried

19. Matters Arising from Closed Session: None

20. Confirming By-law 2024-15

Moved By: Councillor Vervoort

Seconded By: Deputy Mayor Nelson

That By-law Number 2024-15, being a By-law to confirm the proceedings of the Regular Meeting of Council, held on the 19th day of March, 2024, 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 Meetings

Regular Council Meeting – April 2, 2024

Committee of the Whole Meeting – April 9, 2024

22. Adjournment

Resolution Number 089-2024

Moved By: Councillor Watt

Seconded By: Councillor Vervoort

That this meeting adjourn at 7:11 p.m. Carried

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

Minutes County Council - Regular Meeting



9:30 AM - Wednesday, February 21, 2024

Electronic Participation

The meeting was held hybrid (in-person and electronic) and was streamed live on the County of Peterborough's YouTube channel ([Part 1](#), [Part 2](#) and [Part 3](#)).

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

Regrets: Councillor Carolyn Amyotte

Staff Present: Chief Administrative Officer Sheridan Graham; Senior Director of Emergency & Shared Services/Deputy CAO Randy Mellow; Chief Information Officer/Chief Financial Officer and Senior Director of Corporate Services Jennifer Stover; Chief of Paramedics Patricia Bromfield; Director of Strategic Services Lynn Fawn; Director of Human Resources Mary Spence; Senior Director of Planning and Public Works Bryan Weir; Director of Legislative Services/Clerk Kari Stevenson; Director of Planning Iain Mudd; Manager of Finance/Deputy Treasurer Michelle Fisher; General Manager of People Services Allison Young; General Manager of Public Works Operations Bill Linnen; Manager of Communications Tracie Bertrand; Manager of Waste Management Kerri Snoddy;

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

1. Call To Order

Warden Clark called the meeting to order at 9:30 a.m.

2. Land Acknowledgement

The Warden recited the Land Acknowledgement.

3. Moment of Silent Reflection/Silence

4. Adoption of Addendum Agenda

Resolution No. 48-2024

Moved by Councillor Lambshead
Seconded by Councillor Huntley

That the addendum agenda be adopted as circulated.

Carried

5. Disclosure of Interest

There were no disclosures of interest.

6. Adoption of Minutes

Resolution No. 49-2024

Moved by Councillor Webb
Seconded by Councillor Burt

That the minutes of the Special Council meeting of February 2, 2024 and
Regular Council meeting of February 7, 2024 be adopted as circulated.

Carried

7. Delegations and Presentations

- a. **Sheridan Graham, CAO, Deputy Clerk, Deputy Treasurer**
Re: Mary Spence Retirement

Sheridan Graham and Council congratulated Mary Spence, Director of Human Resources, on her retirement and thanked her for her many years of service.

- b. **Rebecca Schillemat, Executive Director, Peterborough and the Kawarthas Home Builders Association**
Re: Ontario Energy Board's Decision Increasing Costs at Municipal Level

Resolution No. 50-2024

Moved by Councillor Whelan
Seconded by Councillor Wilford

That the presentation from Rebecca Schillemat, Executive Director,
Peterborough and the Kawarthas Home Builders Association regarding Ontario
Energy Board's Decision Increasing Costs at Municipal Level be supported;
and

That this presentation and resolution be sent to the local MPPs.

Carried

- c. **Kevin Duguay, Authorized Agent and Jason Feinman, family member of owner**

**Re: 14 Bluebird Lane, Township of North Kawartha, Official Plan
Amendment Application**

Resolution No. 51-2024

Moved by Councillor Taylor
Seconded by Councillor Black

That the delegation from Kevin Duguay, Authorized Agent and Marcy Feinman, owner, regarding 14 Bluebird Lane, Township of North Kawartha, Official Plan Amendment Application be received.

Carried

- d. Betsy Varghese, Dillon Consulting
Re: Garbage Upload Study Consolidated Approach**

Resolution No. 52-2024

Moved by Deputy Warden Senis
Seconded by Councillor Nelson

That the presentation from Betsy Varghese from Dillon Consulting regarding the Garbage Upload Study Consolidated Approach be received.

Carried

8. Consent Items

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

- a. Staff Reports
Bonnie Clark, Warden
Re: Consolidated Municipal Service Management (CMSM) Agreement
Review Committee**
- b. Staff Reports
Karla Sampson, Senior Executive Assistant to the CAO/Special Projects
Lead
Re: CAO 2024-06 Economic Development Task Force - Council
Representation**
- c. Staff Reports
Lynn Fawn, Director of Strategic Services
Re: CPS 2024-05 Revisions to CORP-05 Municipal Alcohol Policy**
- d. Staff Reports
Michelle Fisher, Manager of Finance/Deputy Treasurer
Re: FIN 2024-03 Asset Retirement Obligation Policy**
- e. Correspondence Report
Re: CPS 2024-06 Correspondence**
- f. Committee Minutes**

Waste Management Committee

Re: Minutes of January 5 and January 29, 2024

Consent item 8. a., and the entire correspondence report, Consent item 8.e., were pulled from the Consent Agenda to be dealt with separately.

Resolution No. 53-2024

Moved by Councillor Webb

Seconded by Councillor Lambshead

That Councillor Joe Taylor and Councillor Matthew Graham be appointed to the Consolidated Municipal Service Management (CMSM) Agreement Review Committee.

Carried

Resolution No. 54-2024

Moved by Councillor Lambshead

Seconded by Councillor Black

That the County of Renfrew's resolution regarding Affordability of Water and Wastewater Systems be supported.

Carried

Resolution No. 55-2024

Moved by Deputy Warden Senis

Seconded by Councillor Armstrong

That the balance of the Correspondence Report be received.

Carried

Resolution No. 56-2024

Moved by Councillor Graham

Seconded by Councillor Burt

That Report CAO 2024-06 Economic Development Task Force – Council Representation be received; and,

That Council Members interested in participating on the Economic Development Task Force advise the Warden in order for the Warden to appoint 2 members at the March 6th Council meeting; and,

That report CPS 2024-05 Revisions to CORP-05 Municipal Alcohol Policy be received; and

That comments be forwarded to the Director of Strategic Services by February 28, 2024; and,

That Policy FI-18 Asset Retirement Obligation Policy, received with Report FIN 2024-03 on February 7, 2024, be adopted; and,

That the Waste Management Committee minutes of January 5 and January 29, 2024 be adopted.

Carried

9. Staff Reports - Direction

- a. Public Works - Waste Management**
Kerri Snoddy, Manager of Waste Management
Re: PPW 2024-03 Garbage Upload Study Consolidated Approach

Resolution No. 57-2024

Moved by Councillor Nelson
Seconded by Councillor Black

That Report PPW 2024-03 "Garbage Upload Study Consolidated Approach" be received;

That Dillon Consulting and staff be directed to present to the local municipalities, requesting a motion from each Council be sent to County Council indicating either a) or b) below:

a) That the Township supports inclusion of the local municipality to the implementation costing process of the garbage upload study, understanding that this does not mean the local municipality is committed to/supports the uploading of garbage collection services to the County level at this time;

or

b) That the Township does not wish to proceed to the implementation costing process of the garbage upload study; and

That County staff report back to County Council for a decision with the respect to the garbage upload study engagement results with the Townships and referral to implementation phase costing, if applicable.

Carried

- b. Public Works - Waste Management**
Kerri Snoddy, Manager of Waste Management
Re: PPW 2024-04 County Wide Organics Options Review

Resolution No. 58-2024

Moved by Councillor Armstrong
Seconded by Councillor Graham

That Report PPW 2024-04, County Wide Organics Option Review, be received;

That County staff be directed to present to the local municipalities (to coincide with waste upload study presentation date), requesting a motion from each Council be sent to County Council indicating either a) or b) below:

1. That the Township supports the County continuing to investigate a County Wide Organics Program and provides direction to the County as to what methods of organic collection they would like considered, including curbside for all, curbside for urban only, or other considerations;

or

2. That the Township does not wish to proceed with a County Wide Organics Program; and

That County staff report back to County Council with respect to a County Organics Program options at the same time as the report back for a decision with respect to the garbage upload study engagement results with the Townships and referral to implementation phase costing, if applicable.

Carried

Council recessed from 11:57 a.m. until 12:24 p.m.

- c. Public Works - Planning**
Iain Mudd, Director of Planning
Re: PPW 2024-05 Official Plan Amendment No. 77 - 14 Bluebird Lane, NK

Resolution No. 59-2024

Moved by Councillor Lambshead
Seconded by Councillor Whelan

That Report PPW 2024-05, Official Plan Amendment Application, County File No. 15OP-23006, Duguay (Feinman), 14 Bluebird Lane, North Kawartha Township, be received;

That Council acknowledge why planning staff recommend denying Official Plan Amendment Application 15OP-23006, but disagree with the recommendation;

That Official Plan Amendment Application 15OP-23006, regarding 14 Bluebird Lane, North Kawartha Township, be approved with Council's statement that the encroachment exists today, and it has existed for many years, due to the roofline over the previous deck;

That a by-law be brought forward to the next Council meeting to be adopted;

That after the by-law has been adopted, the required Notice of Decision be circulated in accordance with the provisions of the Planning Act; and

That the Director of Planning be authorized to sign the approval certificate at the conclusion of the appeal period if no appeals are received.

Carried

- d. **Public Works - Engineering and Design**
Bryan Weir, Senior Director of Public Works and Planning
Re: PPW 2024-06 County Road 10 Corridor Study

Resolution No. 60-2024

Moved by Councillor Graham
Seconded by Councillor Taylor

That Report PPW 2024-06 County Road 10 Corridor Study be received;

That the County accelerate the corridor study for County Road 10, as identified in the Transportation Master Plan from 2025 to 2024 and that it also include a portion of County Road 10 extending from Fallis Line to Highlands Street North with costs of the study being covered by Development Charges; and,

That this project be included in the 2024 budget.

Carried

- e. **Finance**
Jennifer Stover, CIO/CFO, Senior Director of Corporate Services
Re: FIN 2024-04 2024 Final Budget

Resolution No. 61-2024

Moved by Councillor Nelson
Seconded by Councillor Wilford

That Report FIN 2024-04 2024 Final Budget be received; and,

That the 2024 budget with a tax levy of \$57,705,979, representing a 6.29% tax levy increase (consisting of a 2.5% dedicated infrastructure levy and a 3.79% increase for County operations and Shared Services), which equates to a 5.69% tax rate increase be approved.

Ayes: Clark, Senis, Black, Burt, Huntley, Martin, Nelson, Watson, Whelan, and Wilford

Nays: Armstrong, Graham, Lambshead, Taylor, and Webb

CARRIED. 13-6 on a recorded vote

10. Notices of Motion

11. Announcements

Warden Clark advised that the 2nd Annual Blankets For People's last Township "Pop Up" is on February 24, 2024, at the Asphodel-Norwood Community Centre from 11 a.m. until 12 p.m. She also thanked everyone who donated and Windsor's Dry Cleaners for professionally cleaning all the donations.

Warden Clark announced that February 19th to 25th is Heritage Week in Ontario; a week where Ontarians are invited to celebrate heritage in all its forms. She also noted that Lang Pioneer Village Museum is celebrating by featuring different staff members and their favourite artifact/story this week.

12. Closed Session

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

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

Resolution No. 62-2024

Moved by Councillor Graham
Seconded by Councillor Burt

That Council move into Closed Session at 12:47 p.m. under Section 239 (2) (c) of the Municipal Act, 2001.

Carried

13. Rise from Closed Session

Resolution No. 63-2024

Moved by Councillor Webb
Seconded by Councillor Wilford

That Council rise from closed session at 12:50 p.m.

Carried

14. Matters Arising from Closed Session

Resolution No. 64-2024

Moved by Deputy Warden Senis
Seconded by Councillor Huntley

That the minutes of the Closed Session dated February 7, 2024 be adopted.

Carried

15. By-laws

- a. By-law No. 2024-06 being, "A by-law concerning the Collective Agreement between the Corporation of the County of Peterborough and the Canadian Union of Public Employees, Local 4911".

Resolution No. 65-2024

Moved by Councillor Taylor
Seconded by Councillor Black

That By-law No. 2024-06 be read and passed and that this by-law shall be signed by the Warden and Clerk and sealed with the Seal of the Corporation.

Carried

16. Confirming By-law

Resolution No. 66-2024

Moved by Councillor Nelson
Seconded by Councillor Lambshead

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

Carried

17. Adjournment

Resolution No. 67-2024

Moved by Councillor Graham
Seconded by Councillor Martin

That the Council meeting adjourn at 12:51 p.m.

Carried



Warden, Bonnie Clark



Clerk, Karl Stevenson

Minutes County Council - Regular Meeting

9:30 AM - Wednesday, March 6, 2024

Electronic Participation



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

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

Regrets:

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

1. Call To Order

Warden Clark called the meeting to order at 9:30 a.m.

2. Land Acknowledgement

The Warden recited the Land Acknowledgement.

3. Moment of Silent Reflection/Silence

Council observed a Moment of Silence for the 18th Prime Minister of Canada, Brian Mulroney. Council extended their deepest condolences to his family, friends, colleagues, and all mourning his loss.

4. Adoption of Addendum Agenda

Resolution No. 68-2024

Moved by Councillor Lambshead
Seconded by Councillor Burt

That the addendum agenda be adopted as circulated.

Carried

5. Disclosure of Interest

There were no disclosures of interest.

6. Adoption of Minutes

Resolution No. 69-2024

Moved by Councillor Taylor
Seconded by Councillor Amyotte

That the minutes of the Regular Council meeting of February 21, 2024 be adopted as circulated.

Carried

7. Delegations and Presentations

8. Consent Items

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

- a. **Kari Stevenson, Director of Legislative Services/Clerk**
Re: Securing access to natural gas for our community and Ontario
- b. **Karla Sampson, Senior Executive Assistant to the CAO/Special Projects Lead**
Re: February 21, 2024 Report CAO 2024-06 - Economic Development Task Force
- c. **Staff Reports**
Sheridan Graham, CAO/Deputy Clerk/Deputy Treasurer
Re: CAO 2024-04 Organizational and Service Delivery Review (OSDR) Projects - Staffing Changes
- d. **Staff Reports**
Lynn Fawn, Director of Strategic Services
Re: CPS 2024-07 Revisions to CORP-05 Municipal Alcohol Policy
- e. **Staff Report**
Ann Hamilton, Land Division Secretary/Treasurer
Re: PPW 2024-08 Land Division Committee Report January to December 2023
- f. **Correspondence Report**
Re: CPS 2024-08 Correspondence Report
- g. **Liaison Reports from External Committees, Boards and Agencies**

Fairhaven Board of Directors
Re: Minutes of January 10, 2024

The entire correspondence report, item 8.f., was pulled from the Consent Agenda to be dealt with separately.

Resolution No. 70-2024

Moved by Councillor Taylor
Seconded by Deputy Warden Senis

That the Township of Perry's resolution regarding amending the Blue Box Regulation for "Ineligible" Sources be supported.

Carried

Resolution No. 71-2024

Moved by Deputy Warden Senis
Seconded by Councillor Black

That the letter from the Former Senior Managers of Public Health Ontario regarding the closure of regional laboratories, including the reasons for not closing the laboratories set out in that letter, be supported; and

That this resolution be sent to the three local MPPs and the eight lower-tier Clerks.

Carried

Resolution No. 72-2024

Moved by Councillor Webb
Seconded by Councillor Martin

That the balance of the Correspondence Report be received.

Carried

Resolution No. 73-2024

Moved by Councillor Graham
Seconded by Councillor Wilford

Whereas access to natural gas is important to residents and businesses in our community for affordability and reliability;

Whereas the Ontario Energy Board's (OEB) decision on Phase 1 of the Enbridge Gas 2024 rebasing application, issued on 21 December 2023, has concerning implications including putting into question the future access to natural gas that support of economic development, affordable housing growth, and energy reliability in communities such as Peterborough County; and

Whereas Ontario is growing and access to affordable energy to support this growth for homes and businesses is crucial, as is a measured approach to

energy transition as not having access to natural gas will stifle economic growth and put housing and energy affordability at risk.

Now Therefore Be It Resolved: That the Corporation of the County of Peterborough (the "County") supports a measured approach to Ontario's energy transition;

That the County recognizes that there may not be enough electricity available to replace the energy provided by natural gas and meet the increased demand from electrification;

That natural gas must continue to play an integral role in meeting the energy needs of Ontario;

That the County supports the work the Government of Ontario has done to date, including the Natural Gas Expansion Program and Electrification and Energy Transition Panel's call for a clear policy on the role of natural gas to secure access to affordable energy;

That this resolution be circulated to the Colin Best, President of AMO, Hon. Doug Ford, Premier of Ontario, Hon. Todd Smith, Minister of Energy, MPP Smith, MPP Piccini, and MPP Scott and submitted to municipalaffairs@enbridge.com; and

That the attached draft letter to MPP Smith, MPP Piccini and MPP Scott be approved and signed by the Warden.

That Deputy Warden Senis (Warden's Designate), Councillor Watson and Councillor Martin be appointed as Council representation on the Economic Development Task Force; and,

That Report CAO 2024-04 Organizational and Service Delivery Efficiencies and Staffing changes report be received for information; and,

That report CPS 2024-07 Revisions to CORP-05 Municipal Alcohol Policy be received; and

That the revised CORP-05 Municipal Alcohol policy be adopted; and

That LPV-16 Serving and Consumption of Alcohol Policy be rescinded; and,

That Report PPW 2024-08 "Land Division Committee Report January to December 2023" be received; and,

That the minutes of the Fairhaven Board of Directors meeting on January 10, 2024 be received.

Carried

9. Staff Reports - Direction

- a. **Iain Mudd, Director of Planning**
Re: PPW 2024-07 Watershed Plan Options

Resolution No. 74-2024

Councillor Whelan amended the main motion (Res No. 75-2024).

Moved by Councillor Whelan
Seconded by Deputy Warden Senis

That Report PPW 2024-07, Watershed Plan Options, be received; and

That staff be directed to bring a report back to Council, once obtaining more information from the Province regarding speculated changes, with a comprehensive report on a watershed plan, what it entails and the estimated costs for Council's consideration to move forward.

Defeated

Resolution No. 75-2024

Moved by Councillor Graham
Seconded by Councillor Black

That report PPW 2024-07, Watershed Plan Options be received; and

That staff be directed to report back to Council as soon as possible with a comprehensive report on a watershed plan, with what it entails and the estimated costs for Council's consideration to move forward.

Carried.

10. Notice of Motions

11. Announcements

Deputy Warden Senis reminded Council of the "March Midnight Madness" event that evening from 5:00 p.m. until 8:00 p.m. at the Selwyn Township Thrift Stores supporting Community Care and the Selwyn Public Libraries.

Warden Clark announced that this Friday is International Women's Day, and that next week is March Break.

12. Closed Session

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

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

Resolution No. 76-2024

Moved by Councillor Watson
Seconded by Councillor Amyotte

That Council move into Closed Session at 11:06 a.m. under Section 239 (2) (c) of the Municipal Act, 2001.

Carried

13. Rise from Closed Session

Resolution No. 77-2024

Moved by Councillor Armstrong
Seconded by Councillor Burt

That Council rise from closed session at 11:09 a.m.

Carried

14. Matters Arising from Closed Session

Resolution No. 78-2024

Moved by Councillor Wilford
Seconded by Councillor Webb

That the minutes of the Closed Session dated February 21, 2024 be adopted.

Carried

Resolution No. 79-2024

Moved by Councillor Black
Seconded by Councillor Huntley

That the CAO and Treasurer be authorized to take all steps necessary to purchase the property located at 1326 Young's Point Road, Selwyn Township.

Carried

15. By-laws

- a. By-law No. 2024-08 being, "A by-law to authorize the Corporation of the County of Peterborough to enter into Amending Agreement No. 1 to the Transfer Payment Agreement for the Investing in Canada Infrastructure Program (ICIP): Public Transit Stream with His Majesty the King in right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario".
- b. By-law No. 2024-09 being, "A by-law to adopt County of Peterborough Official Plan Amendment No. 77, File No. 15OP-23006, 14 Bluebird Lane, North Kawartha Township".

Resolution No. 80-2024

Moved by Councillor Graham
Seconded by Councillor Nelson

That By-law Nos. 2024-08 and 2024-09 be read and passed and that these by-laws shall be signed by the Warden and Clerk and sealed with the Seal of the Corporation.

Carried

16. Confirming By-law

Resolution No. 81-2024

Moved by Deputy Warden Senis
Seconded by Councillor Martin

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

Carried

17. Adjournment

Resolution No. 82-2024

Moved by Councillor Armstrong
Seconded by Councillor Amyotte

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

Carried



Warden, Bonnie Clark



Clerk, Karl Stevenson

County Official Plan Modifications

Meeting Minutes – March 21, 2024 Technical Advisory Committee OP Modification Meeting No. 4



Location: Committee Room, County Court House

Attendees: Arya Hejazi (HBM), Matt Wilkinson (CM), Emily Baker (OSM), Christina Coulter (DD), Karen Ellis (CM), Ed Whitmore (AN), Barb Waldron (TL), Derek Bertram (TL), Iain Mudd (County), Bryan Weir (County), Keziah Holden (County)

Regrets: Kaitlin Hill (Curve Lake FN), Tom Cowie (Hiawatha FN), Forbes Symon (Jp2g for NK), Jessica Reid (EcoVue for OSM), Per Lundberg (SEL), Adele Arbour (TL)

NOTE: Modification Meetings are being held to draft modifications to the new Official Plan to be consistent with the draft Provincial Planning Statement (2023) and as directed by County Council through report PPW 2023-17, and to incorporate Official Plan Amendments approved since the time of adoption of the new Official Plan.

Meeting started at 2:06pm

Items and issues discussed at the meeting were as follows:

Revisit Previous Policy Review

- Time is scheduled at the start of each meeting that will allow TAC members to revisit any previous modifications, recognizing that additional thoughts or insight may be gained between meetings.
- No policies were revisited

Proposed Modifications based on draft PPS (2023)

- Reviewed Section 5.3 (Growth Targets) through to end of Section 8.3 (Mineral Mining and Aggregate Resources - Rehabilitation).
 - Did not review any part of Section 6 (Natural Heritage Features and Natural Hazards) as there are many modifications anticipated to this section. At least one meeting in the future will be dedicated to reviewing Natural Heritage policies and mapping.

- Discussed intensification and density targets at length. Agreed that the direction to see majority of growth in settlement areas represents good planning. TAC opted to maintain all targets with some modification to the wording to better reflect draft PPS and remove Growth Plan terminology (reference to built-up areas, for example, which is a defined term and delineated area under the current Growth Plan). Propose to apply the intensification targets to serviced settlement areas and residential density targets to greenfield areas in municipally serviced settlement areas.
- Intensification target that is no less than 40 residents and jobs combined per hectare is a figure mandated by the Growth Plan – County staff will research this further and TAC will revisit this policy at future date to determine if this figure is appropriate for Peterborough County as it has historically been a difficult number to reach.
- Clarification provided that employment density target is applicable to the Urban Employment designation only.
- Criteria added to match draft PPS when lands may be removed from employment areas.
- Removed references to built-boundaries in settlement areas since the built-boundary was implemented through the Growth Plan and were last updated in 2006. Also provided updates to settlement area expansions and new settlement areas to better reflect the draft PPS.
 - To promote orderly growth and development, establishment of new settlement areas is now proposed to be permitted by Amendment to the Official Plan and must be initiated by the Township in which the settlement area is situate.
 - Update/add definitions to match draft PPS for servicing types and settlement areas.
- Discussed need for cross-boundary servicing with City of Peterborough. City's OP was being amended to include a new policy and the question was raised whether the County OP should have a similar policy. To be discussed further in review of Section 10 (Transportation and Infrastructure).
- Discussed rehabilitation of aggregate extraction sites at length. Several policies in the adopted OP are very prescriptive and Growth Plan specific. TAC reviewed the policy to determine whether the premise of the policy was necessary or if the policies could be deleted in their entirety. The County and local Municipalities are not responsible for authorizing or approving pit rehabilitation, but OP policies could provide direction when providing comments to the Ministry of Natural Resources and Forestry on new aggregate licences being issued.

Meeting adjourned at 4:25pm

Recommendation:

That Report Planning-2024-09, dated April 2, 2024, regarding Zoning By-law Amendment – File R-06-24 be received; and

That Council receive all comments related to Zoning By-law Amendment File R-06-24; and

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

Overview:

Owners, Michel and Megan Girard have applied to amend the existing zoning on their property known municipally as 782 Canal Road, being Roll No. 1522-010-005-24000. The subject property is currently zoned the Residential Zone (R) and the Special District 95 Zone (S.D. 95) as shown on Schedule B1 to By-law No. 10-1996, as amended.

The subject property was previously two separate properties. The southern parcel was known municipally as 782 Canal Road, Roll No. 1522-010-005-24000 and zoned Residential (R). The northern parcel was known municipally as 796 Canal Road, Roll No. 1522-010-005-24100 and zoned Special District 95 (S.D. 95). The Special District zoning was approved by the Township of Douro through By-law No. 1992-72 and the effect of the By-law was to permit an existing home on the subject lands for the purposes of a single-family residential dwelling and to allow the use on the property with a deficient lot frontage and lot area. A copy of By-law No. 1992-72 is attached to this Report.

With the consolidation of the two parcels into Roll No. 1522-010-005-24000, the property, as it exists today, contains two single detached dwellings and a shed. The larger of the two dwellings is considered the primary dwelling unit while the smaller of the two dwellings is considered a second dwelling unit. Both are permitted uses in the Zoning By-law (Ss. 21.95.1.1, 4.1.1 and 4.1.3).

The owners wish to construct a 128 m² addition with combined 39 m² front and rear decks on the existing single detached dwelling (primary dwelling). An existing rear deck is proposed to be removed in order to accommodate the new addition. At the closest point, the proposed front deck addition will be 9.27 metres from the front lot line. The owner is seeking relief to reduce the front yard setback from 9.4 metres to 9.2 metres.

The existing structures, proposed additions and structures to be removed are illustrated on the site plan prepared by Elliott and Parr, dated 03-01-2024, and attached to this Report. The proposed addition elevations prepared by Molly Conlin Design and Drafting, dated October 2023 are also attached to this Report.

The need for planning relief was identified through review of Permit Number DD-2023-1100. A pre-consultation was held on November 23, 2023 and Township Staff recommended that the entire property be rezoned to the Special District 95 Zone (S.D. 95) and that Section 21.95.2 of the (S.D. 95) Zone be amended to reflect all existing deficiencies and the requested reduced front yard setback.

As proposed, the effect of the Amendment is to rezone the southern portion of the subject property from the Residential Zone (R) to the Special District 95 Zone (S.D. 95). The By-law proposes to replace the existing text for the (S.D. 95) Zone to recognize the deficient lot area and deficient lot frontage as well as the existing deficient interior side yard and deficient rear yard for the second dwelling unit. The rezoning will also reduce the front yard setback of the (S.D. 95) Zone from 9.4 metres to 9.2 metres in order to accommodate an addition to the existing primary dwelling.

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

Notice of the public meeting was given on March 12, 2024 by ordinary mail and/or e-mail to all prescribed public bodies and to every person and public body that has provided a written request for Notice.

Notice of the public meeting was posted on the subject property and on the Township Website.

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

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

The subject property is within a settlement area for the purposes of the PPS and Growth Plan. Settlement areas are the focus of growth and development (PPS Policy 1.1.3.1).

While a key hydrologic feature (Otonabee River/Trent Canal) is within 120 m, the subject lands are within a settlement area and therefore Sections 4.2.3 and 4.2.4 of the Growth Plan are not applicable.

The property is flagged for species at risk (PPS Policy 2.1.7). The landowner/applicant, not the planning authority, is responsible to demonstrate compliance with the Endangered Species Act prior to any on-site development (clearing, grading, roads, infrastructure, buildings) regardless of planning approvals or EIS/survey efforts/data in accordance with MECP comments/guidance.

In correspondence dated March 21, 2024, the Otonabee Region Conservation Authority indicated that the proposed development on the lands is not located within a known

hazard. Therefore, it is the opinion of Otonabee Conservation staff that the application remains consistent with Section 3.1 of the PPS.

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

The rezoning application has demonstrated consistency and conformity with the applicable provisions of the PPS and Growth Plan.

Conformity to Official Plan:

The subject property is within the Donwood settlement area and is designated Hamlet as illustrated on Schedule A4-4 to the Official Plan.

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

In the Township of Douro-Dummer, the settlement areas of Donwood, Douro and Warsaw function as the primary growth and service centres for the Township. It is intended that residential growth opportunities in Douro-Dummer be directed to these communities (S. 6.2.3.1).

A single detached residential dwelling and one second dwelling unit in an accessory structure are permitted within the Hamlet designation (S. 6.2.3.2 & 7.34). The Official Plan prohibits a second dwelling unit in an accessory building that is located within 30 metres of the high water mark (S. 7.34 (f)). While the existing second dwelling unit is located within 30 metres of the highwater mark of the Canal, the dwelling is an existing non-conforming use and is not proposed to be extended or enlarged as a result of this application. Therefore, the Application appears to meet the intent of 7.11.2 – Existing Non-Conforming Uses.

The Hamlet policies require provisions be made for, among other matters, adequate setbacks from property lines and off-street parking facilities (S. 6.2.3.3 (a)). The site plan attached to this Report demonstrates there will be sufficient parking spaces to accommodate the existing primary and second dwelling units. The proposed 9.27 m front yard setback to the deck and 12.90 m setback to the dwelling addition is within the acceptable setback distance from Canal Road as provided by the Manager of Public Works through the pre-consultation process.

The application appears to comply with the Official Plan.

Comments:

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

Comments were received from the following agencies:

- Enbridge Gas Inc.: No objections to the application.
- City of Peterborough: No comments or concerns in relation to the proposed rezoning application.
- Otonabee Region Conservation Authority:

Otonabee Conservation staff review indicates that the proposed development on the lands is not located within a known hazard. Therefore, it is the opinion of Otonabee Conservation staff that the application remains consistent with Section 3.1 of the PPS.

Otonabee Conservation staff review indicates that the lands are not subject to Ontario Regulation 167/06 Otonabee Conservation's "development, interference with wetlands and alterations to shorelines and watercourses" regulation. Permits from Otonabee Region Conservation Authority are not required.

It was determined that the subject property is not located within a vulnerable area that is subject to SPP policies. Significant drinking water threats are not possible and a Restricted Land Use Notice is not required.

Copies of these agency comments are attached to this Report.

The application was circulated to Senior Staff on March 12, 2024. As of the writing of this Report, there were no concerns identified by Senior Staff.

Conclusion:

The requested zoning by-law amendment is required in order to permit the construction of an addition including front and rear decks. The rezoning will apply the Special District 95 (S.D. 95) Zone to the entire subject parcel and will recognize all existing deficiencies and the requested reduced front yard setback.

As applied for, the proposed rezoning meets the intent of municipal and provincial policies.

Financial Impact:

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

Strategic Plan Applicability: N/A

Sustainability Plan Applicability: N/A

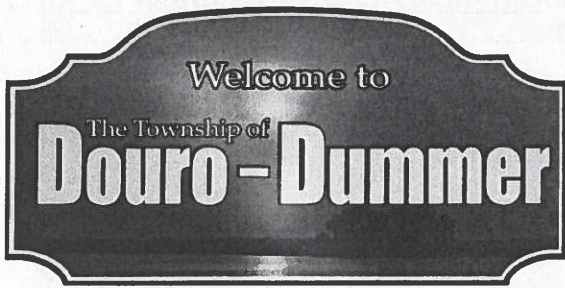
Report Approval Details

Document Title:	R-06-24 (Girard) Public Meeting Report.docx
Attachments:	<ul style="list-style-type: none"> - R-06-24 Application_Redacted.pdf - R-06-24 - ZBA Notice.pdf - R-06-24 PROPOSED SITEPLAN-03-01-2024.pdf - R-06-24 Elevations (NOVEMBER 13th 2023).pdf - R-06-24 - Draft By-law.pdf - By-law No. 1992-72.pdf - R-06-24 - Enbridge Comments (March 13, 2024).pdf - R-06-24 - City of Peterborough Comments (March 12, 2024).pdf - R-06-24 - ORCA File No PPLD-2303 (March 21, 2024).pdf
Final Approval Date:	Mar 21, 2024

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

Martina Chait-Hartwig

Elana Arthurs



Office Use Only

File No. R-06-24
 Date App. Submitted Mar. 8, 2024
 Application Fee \$1650.00
 Date Fee Received Mar. 8, 2024
 Date Application Deemed Complete _____
 Roll No. 010-005-24200

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

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

1.0 Applicant Information

Registered Owner(s): Michel Girard & Megan Girard
 (Please Indicate Name(s) *Exactly* as Shown on the Transfer/Deed of Land)

Address: 782 Canal Rd



Email: _____



Phone: (home) _____

Phone: (work) N/A

Phone: (cell) _____

Fax: N/A

2.0 Agent Information

Authorized Agent (if any): _____

Address: _____

Email: _____

Phone: (home) _____

Phone: (work) _____

Phone: (cell) _____

Fax: _____

3.0 Other Information – Charges Against the Land

If known, the name(s) and address(es) of holder(s) of any mortgages, charges or other encumbrance(s) in respect of the subject land: _____

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

County Peterborough	Township Douro-Dummer	Ward (Former Township) Douro
Concession Number(s) 12	Lot Number(s) Pt. lot 1	Legal Description: Plan 6, Pt lot 44
Registered Plan No: 45A-13398	Lot(s)/ Block No. Pt. lot 1	Civic/911 Address: 782 Canal Rd, Peterborough, On
Reference Plan No:	Part Number(s):	Are there any easements or restrictive covenants affecting the property?
Date subject land was purchased by current		December 2021

4.1 Dimensions of the Subject Land

Frontage:	Depth:	Area:
<input type="checkbox"/> Water: _____	<input checked="" type="checkbox"/> Min: 56.68m	2786.9 sq.m
<input checked="" type="checkbox"/> Road: 43.07m	<input checked="" type="checkbox"/> Max: 74m	

4.2 Access to the Subject Land

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

5.0 Official Plan Designation and ZoningOfficial Plan Designation: Hamlet (Schedule A 4-4)

Please provide an explanation of how the application for rezoning will conform to the Official Plan

Single detached dwelling is a permitted use in the Hamlet designationZoning By-law : Special District 95 (S.D. 95) and Residential (R)Is the subject land in an area where zoning conditions apply? ☐ Yes ☒ No. If yes, please explain how the application conforms to the Official Plan policies relating to zoning with conditions: _____**5.1 Density and Height Requirements**Are there minimum and maximum density requirements on the property: ☐ Yes ☒ No
If Yes, what are they and are they being met? _____Are there minimum and maximum height requirements on the property: ☒ Yes ☐ No
If Yes, what are they and are they being met? Max height is 9m - Yes it is met**6.0 Purpose of the Application**Please describe the nature and extent of the rezoning request: We wish to construct a 138.9m² addition with porch and 30m² deck on the existing single detached dwellingPlease explain the reason for the requested rezoning: To rezone the entire property to the S.D. 95 zone and recognize the existing min. lot area, min. lot frontage and reduced front yard setback + reduced side yard setback of accessory dwelling**7.0 Settlement/Employment Areas**

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

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

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

- ☒ Existing
☐ Proposed

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

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

Storm Drainage:

- ☒ Existing
☐ Proposed

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

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

Sewage Disposal:

- ☐ Existing
☒ Proposed

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

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

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

Permit Number: _____

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

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

- ☐ Yes or ☒ No

If yes, the following are required:

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

Source Water Protection Area:

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

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

9.0 Existing and Proposed Uses and Structures:What is the subject land currently used for? ResidentialHow long have the existing uses of the subject land continued? 1938What are the proposed uses of the subject land? Residential

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

Existing Structures (in metric)

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Length	Width	Height	Date Constructed
Dwelling	101.2 sq.m	141.6 m ²	1	12.2 m	8.5 m	6.7	1938
Accessory dwelling shed	50.3 sq.m	76.9 m ²	1	7.3 m	6 m	3.5 m	2002
	7.8 sq.m	15.3 m ²	1	3 m	3 m	2.9	1950
* Container 1	18.6 sq.m	18.6 m ²	1	6 m	2.4 m	2.4	2022
* Container 2	18.6 sq.m	18.6 m ²	1	6 m	2.4 m	2.4	2022

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

Proposed Structures (in metric)

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Length	Width	Height
Addition	128 m ²	167 m ²	1	12.2 m	11.6 m	7.9 m

Will the proposal add any of the following?

	Yes	No	If yes, please provide:	Existing	Proposed
Total Living Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Size	141.6 m ²	308.6 m ²
Bedrooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Number	2	3
Bathrooms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Number	4	4
New Plumbing Fixtures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Number of Fixtures	21	23

10.0 Existing and Proposed Structures: Setbacks

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

Existing Structures (in metric)

Type of Structure	Front Lot Line	Rear Lot Line	Side Lot Line N	Side Lot Line S	Water yard	Other (specify)
House	9.4 m	37.87 m	20 m	14 m	N/A	N/A
Accessory dwelling	43.88 m	6.76 m	4.5 m	30.88 m	N/A	N/A

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

Proposed Structures (in metric)

Type of Structure	Front Lot Line	Rear Lot Line	Side Lot Line N	Side Lot Line S	Water yard	Other (specify)
Addition	9.27 m	34 m	11 m	20 m	N/A	N/A

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

Lot Coverage (in metric and percentage)

	Existing	Proposed
Principle Use (i.e. Dwelling)	5 %	9.9 %
Accessory Structures	3 %	3 %
Total	8 %	12.9 %

11.0 Other Information:

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

12.0 Other Planning Applications

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

Type of Planning Application	Yes	No	File Number	Status
Approval of Plan of Subdivision (under Section 51)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Consent (Severance) (Section 53)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B-141-04	Approved
Minor Variance (Section 45)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

13.0 Provincial Plans

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

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

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


14.0 Public Consultation Strategy:

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


Public meeting as prescribed by the Planning Act

15.0 Authorization by Owner to Appoint an Agent:

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

Signature  _____

Date Mar. 8, 2024

Signature  _____

Date Mar. 8, 2024

16.0 Freedom of Information:

For the purposes of the Freedom of Information and Protection of Privacy Act, I/We authorize and consent to the use by or the disclosure to any person or public body or publishing on the Municipal website any information that is collected under the authority of the Planning Act for the purposes of processing this application.


Owner/Applicant/Agent Signature

03/08/2024
Date

Owner/Applicant/Agent Signature

Date

17.0 Access to Property:

I/We Michel Girard, hereby, authorize the members of the Council of the Township of Douro-Dummer or their agent(s)/representative(s) to attend at the subject property located at [insert address] 782 Canal Rd Peterborough


Owner/Applicant/Agent Signature

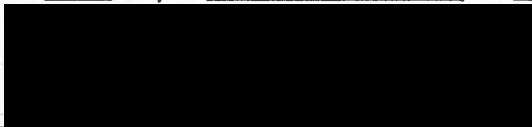
03/08/2024
Date

18.0 Declaration of Applicant:

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

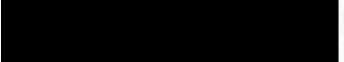
All the statements contained in this application and provided by me are true and I
 make this solemn declaration conscientiously believing it to be true and knowing
 that it is of the same force and effect as if made under oath

Declared before me at the Township of
 Douro-Dummer in the County of Peterborough
 this 8th day of March, 2024.



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

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



Owner/Applicant Agent Signature

Owner/Applicant Agent Signature

This application must be accompanied by the Township of Douro-Dummer Zoning By-law
 Amendment Fee (\$1650.00) plus the ORCA Fee in cash, by Interac or cheque made payable to
 the Treasurer of the Township of Douro-Dummer).

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

Donna Kelly
 Deputy Treasurer /Tax Clerk
 Commissioner of Oath
 Township of Douro-Dummer

File Name/No. _____
Roll No. _____

Affidavit

In the Matter of a **Zoning By-law** application to the Township of Douro-Dummer,

I/We, Michel Girard, make oath and say that:
[Print Owner/Applicant/Agent name]


1. I am: [Place a clear mark within the square opposite one of the following paragraphs that describes capacity of deponents.]

- ☒ the applicant or one of the applicants in the Application(s).
☐ the authorized agent acting in this matter for the applicant or applicants.
☐ an officer of the corporate applicant named in the Application(s).

2. On or before the [Insert date] Public meeting,
I will ensure that the notice or notices of the Application(s) provided to me (or the Applicant, as the case may be) by the Township of Douro-Dummer have been posted so as to be clearly visible and legible from a public highway, or other place to which the public has access, at every separately assessed property in the area that constitutes the subject land of the Application(s) or, where posting on the property was impractical, at a nearby location so as to adequately indicate to the public what property is the subject of the Application(s).

Should the notice(s) be removed, by any means from the posting area(s), I will immediately contact the Township of Douro-Dummer Planning Department for replacement copies of the notice(s).

Declared before me at the Township of
Douro-Dummer in the County of Peterborough
this 8th day of March, 2024.


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

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


Owner/Applicant Agent Signature

Owner/Applicant Agent Signature

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



Township of Douro-Dummer

Planning Application Costs Acknowledgement Form

I/We, Michel Girard
[Print Owner/Applicant/Agent name]

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

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

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

Dated this 8 day of March, 2024.


Owner/Applicant/Agent Signature

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



Township of Douro-Dummer
Notice of Complete Application and Public Meeting
Concerning a proposed Zoning By-law Amendment
Application R-06-24

The meeting will be held in person and electronically

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

Date and Time: **Tuesday, April 2, 2024 at 5:00 p.m.**
Location: Council Chambers of the Municipal Office
894 South Street, Warsaw ON and
Electronic Meeting Site

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

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

Legal Description/ Address:	782 Canal Road Part Lot 1, Concession 12 (Douro Ward) Part Lot 44, Plan 6 and Part 1, 45R-13398 Roll No.: 1522-010-005-24000 A key map is provided on the next page
Owner/Applicant:	Michel & Megan Girard
File Name:	R-06-24

Purpose and Effect of Application:

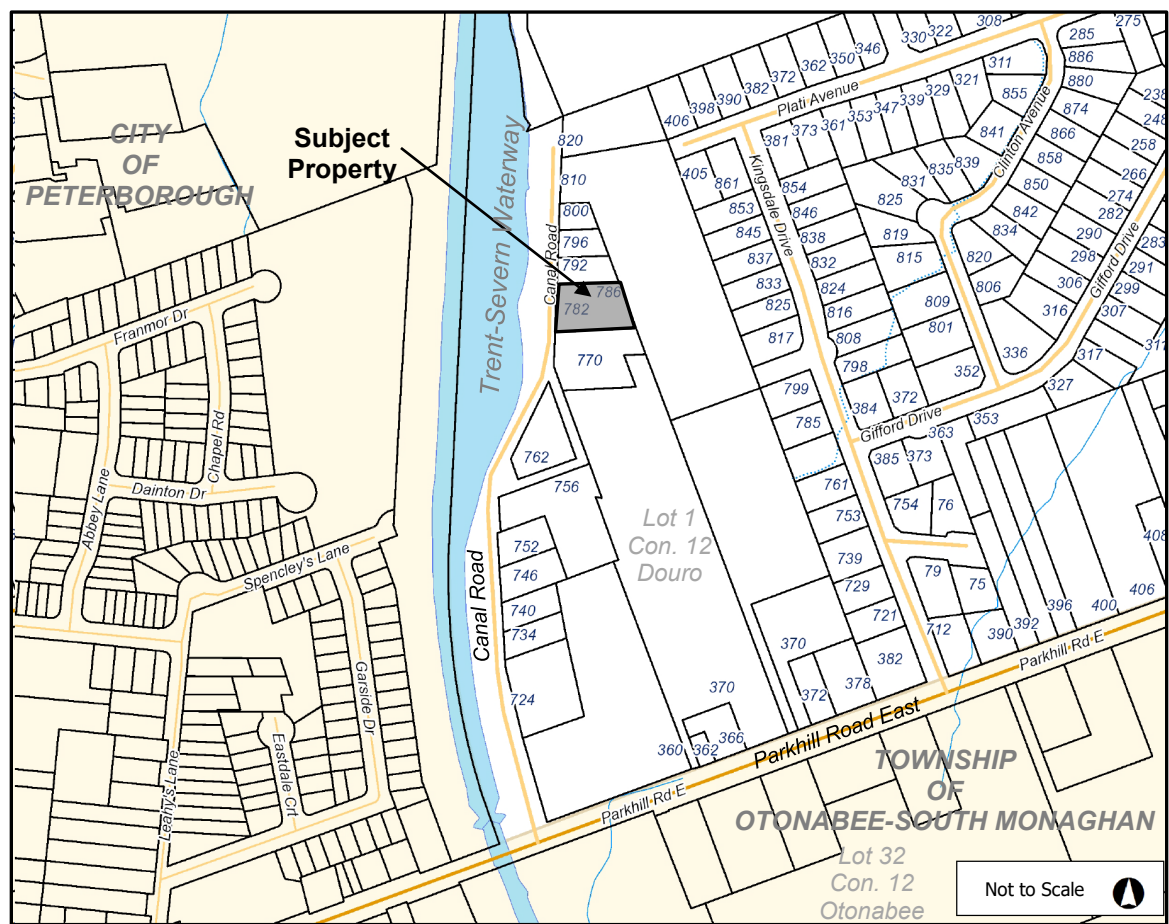
The Owners have applied to amend the existing zoning of a portion of their property located at 782 Canal Road, in the former Township of Douro, (now the Douro Ward of the Township of Douro-Dummer) in the County of Peterborough.

The subject property is currently zoned the as shown on Schedule B1 to By-law No. 10-1996, as amended. The effect of the Amendment is to rezone a portion of the subject property from the Residential Zone (R) to the Special District 95 Zone (S.D. 95) to recognize the existing deficient lot area and deficient lot frontage as well as the existing deficient interior side yard and deficient rear yard for the second dwelling unit. The rezoning will also reduce the front yard setback from 9.4 metres to 9.2 metres in order to accommodate an addition to the existing dwelling.

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

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

Key Map:



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

The Right to Appeal

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

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

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

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

Dated this 12th day of March, 2024 at the Township of Douro-Dummer.

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

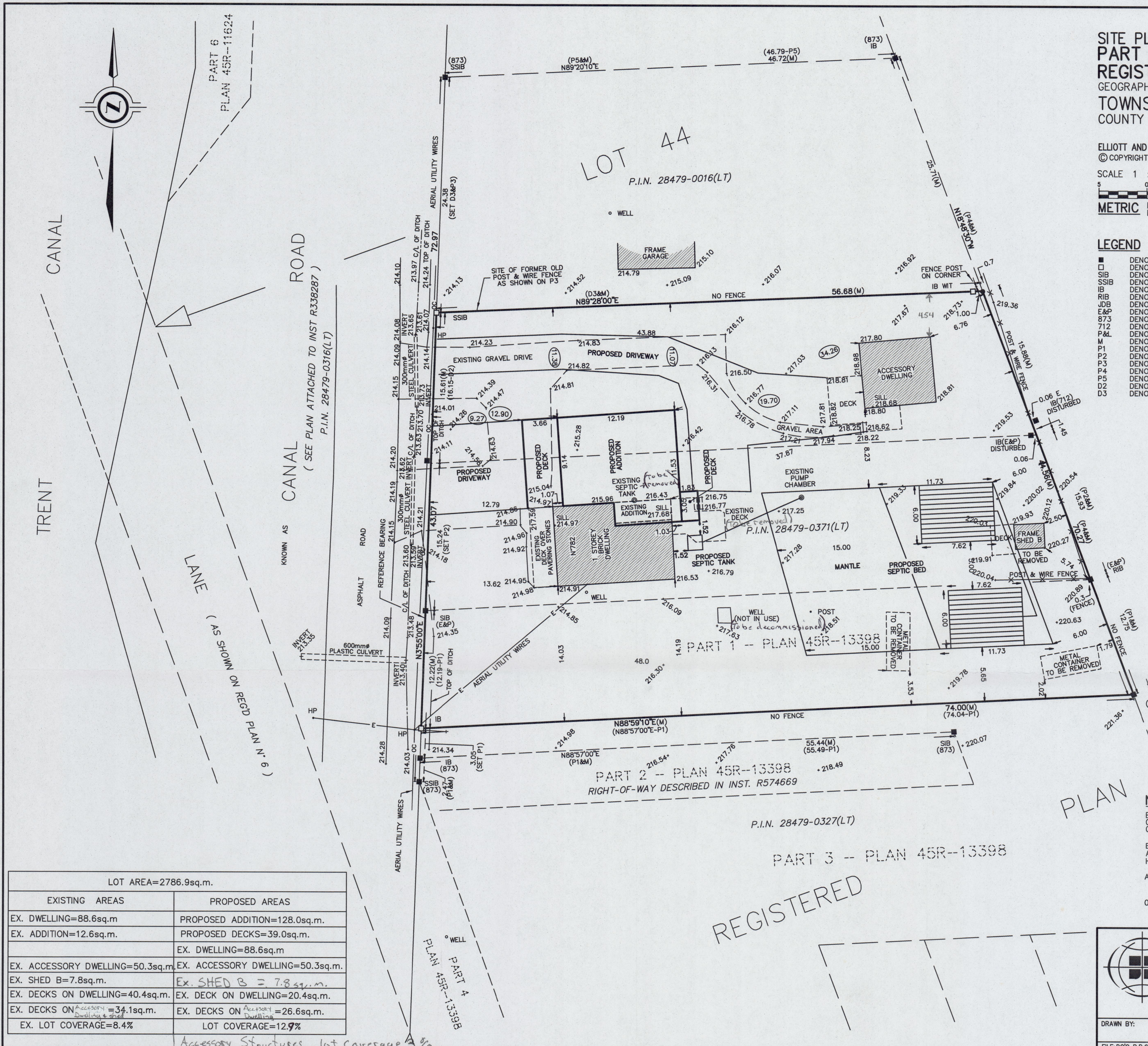
Christina Coulter
Planner
705-652-8392 Ext. 226
christinac@dourodummer.on.ca

SITE PLAN OF
PART OF LOT 44
REGISTERED PLAN N° 6
GEOGRAPHIC TOWNSHIP OF DOURO
TOWNSHIP OF DOURO-DUMMER
COUNTY OF PETERBOROUGH

ELLIOTT AND PARR (PETERBOROUGH), A DIVISION OF J.D. BARNES LIMITED
© COPYRIGHT 2024

SCALE 1 : 250
METRIC DISTANCES AND/OR COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

- LEGEND**
- DENOTES SURVEY MONUMENT FOUND
 - DENOTES SURVEY MONUMENT SET
 - SIB DENOTES STANDARD IRON BAR
 - SSIB DENOTES SHORT STANDARD IRON BAR
 - IB DENOTES IRON BAR
 - RIB DENOTES ROUND IRON BAR
 - JDB DENOTES J.D. BARNES Ltd., O.L.S.
 - E&P DENOTES ELLIOTT AND PARR (PETERBOROUGH) LTD., O.L.S.
 - 873 DENOTES BENINGER SURVEYING LTD., O.L.S.
 - 712 DENOTES G.W. ELLIOTT O.L.S.
 - P&L DENOTES PIERCE AND LYONS INC. O.L.S.
 - M DENOTES MEASURED
 - P1 DENOTES PLAN 45R-13398
 - P2 DENOTES PLAN BY ELLIOTT & PARR LTD. DATED 14 JUNE 1996
 - P3 DENOTES PLAN BY BENINGER SURVEYING LTD DATED 06 APRIL 1995
 - P4 DENOTES PLAN 45R-14774
 - P5 DENOTES PLAN BY ELLIOTT & PARR LTD. DATED 03 APRIL 2023
 - D2 DENOTES INST. R627028
 - D3 DENOTES INST. R630766




LOT AREA=2786.9sq.m.	
EXISTING AREAS	PROPOSED AREAS
EX. DWELLING=88.6sq.m	PROPOSED ADDITION=128.0sq.m.
EX. ADDITION=12.6sq.m.	PROPOSED DECKS=39.0sq.m.
	EX. DWELLING=88.6sq.m
EX. ACCESSORY DWELLING=50.3sq.m.	EX. ACCESSORY DWELLING=50.3sq.m.
EX. SHED B=7.8sq.m.	EX. SHED B = 7.8sq.m.
EX. DECKS ON DWELLING=40.4sq.m.	EX. DECK ON DWELLING=20.4sq.m.
EX. DECKS ON Accessory Dwelling = 34.1sq.m.	EX. DECKS ON Accessory Dwelling = 26.6sq.m.
EX. LOT COVERAGE=8.4%	LOT COVERAGE=12.9%

Accessory Structures lot coverage 3.9%
Proposed Dwelling + decks lot coverage 9.9%

NOTES
BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE EAST LIMIT OF CANAL ROAD SHOWN ON PLAN 45R-13398 AS HAVING A BEARING OF N3°55'00"E.
ELEVATIONS SHOWN ON THIS PLAN ARE RELATED TO GEODETIC DATUM AND ARE REFERRED TO THE COSINE BENCH MARK 0011996U011 HAVING A PUBLISHED ELEVATION OF 242.78 METRES (CGVD28:78)
ALL BUILDING TIES ARE TAKEN TO CONCRETE FOUNDATION

01 MARCH 2024

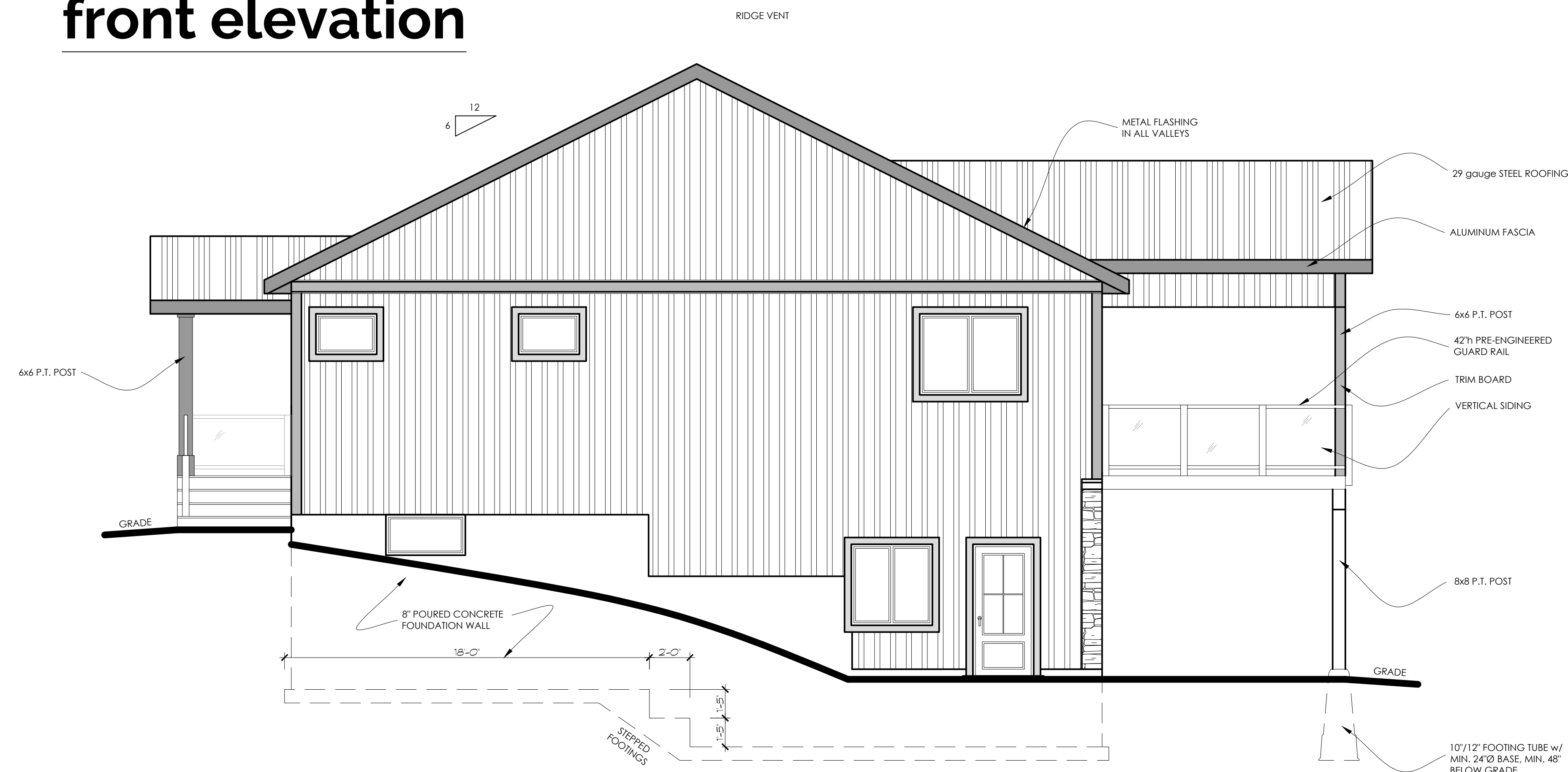


Elliott and Parr
(PETERBOROUGH)
A Division of
J. D. Barnes Limited
211 SHERBROOKE ST PETERBOROUGH, ON K9J 2N2
T: (705) 745-8444 F: (705) 745-5314 www.jdbarnes.com

DRAWN BY: AR	CHECKED BY: SWO	REFERENCE NO.: 24-19-022-00
FILE:DOO R.P.6 LOT 44		DATED: 03/01/2024



front elevation



left elevation

ALL CONSTRUCTION METHODS AS PER PART 9 OF THE O.B.C.

ALL TRADES TO HAVE MIN. FIVE YEARS EXPERIENCE IN THEIR RESPECTIVE DISCIPLINES.

ANY DEVIATION FROM THESE PLANS DURING THE BUILDING PROCESS MUST BE REPORTED TO THIS OFFICE TO ENSURE COMPLIANCE WITH THE ONTARIO BUILDING CODE, LATEST EDITION. FAILURE TO DO SO ABSOLVES THIS FIRM FROM RESPONSIBILITY AND LIABILITY. DRAWINGS ARE NOT TO BE SCALED.

ALL DIMENSIONS ARE TO BE CONFIRMED BY CONTRACTOR PRIOR TO ORDERING MATERIALS. ALL DISCREPANCIES ARE TO BE REPORTED TO DESIGNER.

DRAWINGS ARE NOT TO BE COPIED OR REPRODUCED WITHOUT PERMISSION OF MOLLY CONLIN DESIGN & DRAFTING.

Drawings For:
GIRARD
782 CANAL RD.
DOURO-DUMMER, ON

Notes / Revisions:

Project:
ADDITION

Title:
ELEVATIONS

Molly Conlin
design & drafting

FIRM BCIN#: 109402
319 County Rd. 8
Douro, ON K0L 2H0
705-313-5510

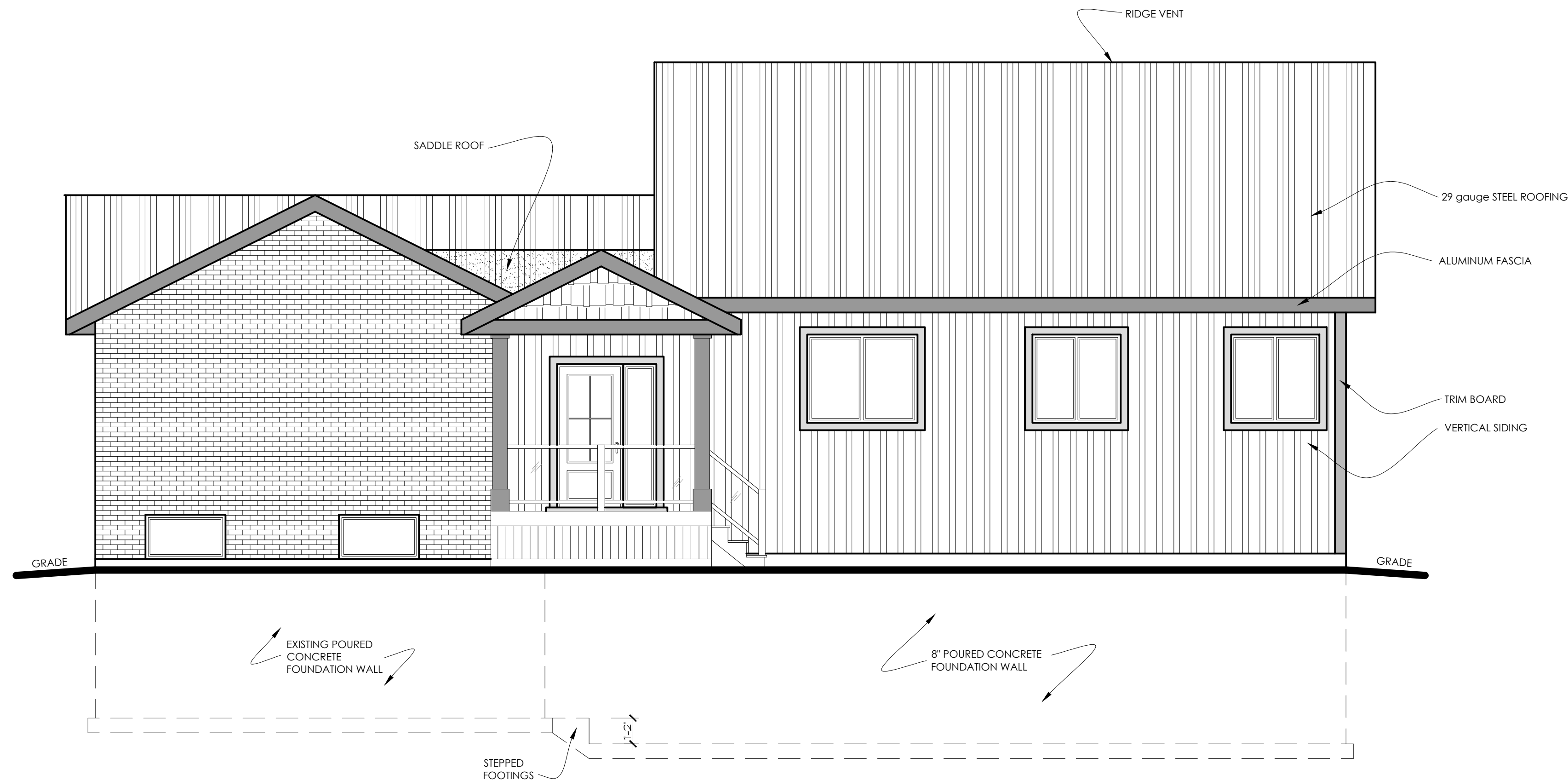
SIGNATURE: Molly Conlin

Designed By:
M. CONLIN

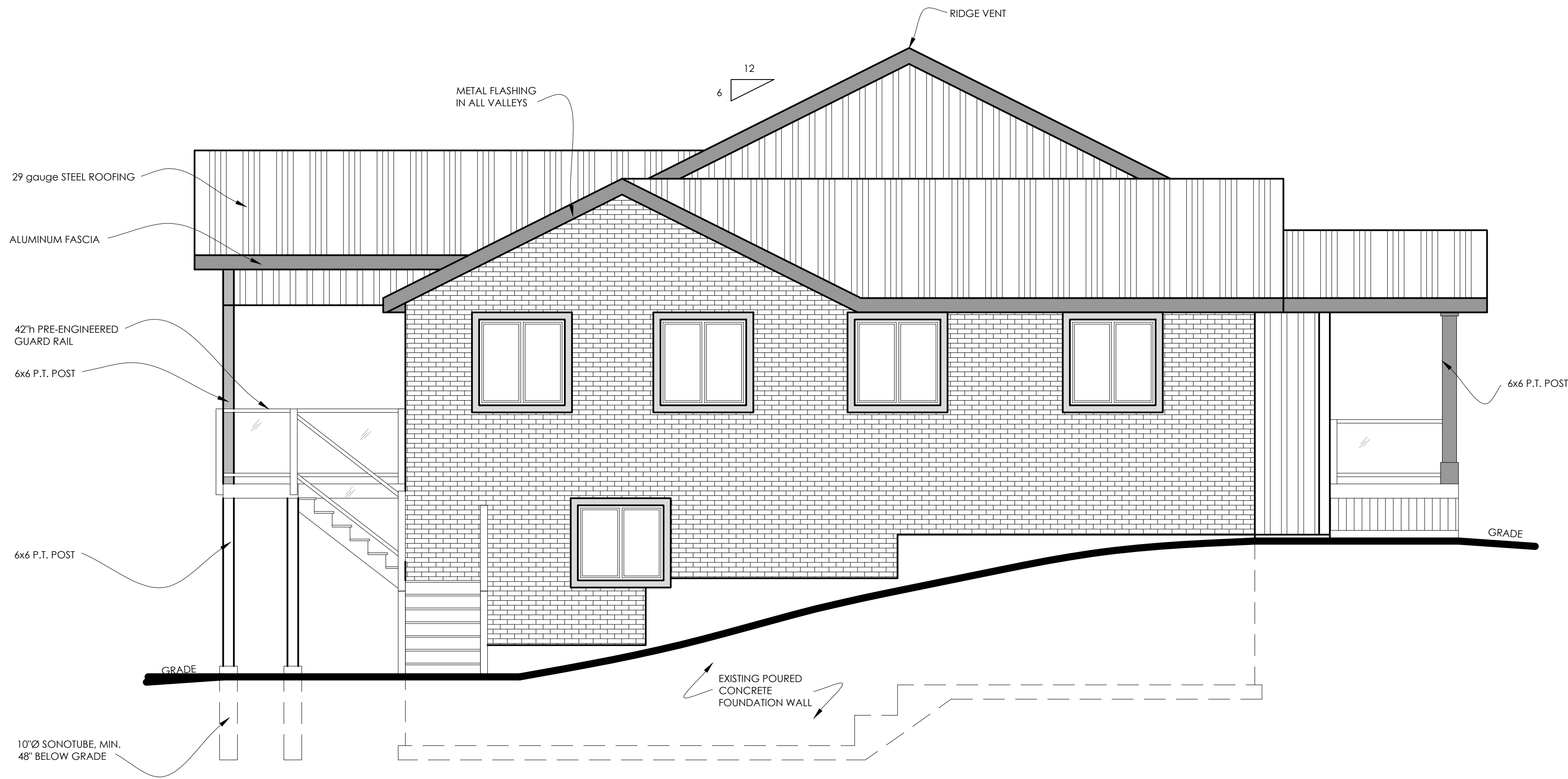
Date:
OCTOBER, 2023

Scale:
1/4" = 1'-0"

Page:
A6



rear elevation



right elevation

ALL CONSTRUCTION METHODS AS PER PART 9 OF THE O.B.C.

ALL TRADES TO HAVE MIN. FIVE YEARS EXPERIENCE IN THEIR RESPECTIVE DISCIPLINES.

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Drawings For:
GIRARD
782 CANAL RD.
DOURO-DUMMER, ON

Notes / Revisions:

Project:
ADDITION

Title:
ELEVATIONS



FIRM BCIN#: 109402
319 County Rd. 8
Douro, ON K0L 2H0
705-313-5510

SIGNATURE: *Molly Conlin*

Designed By:
M. CONLIN

Date:
OCTOBER, 2023

Scale:
1/4" = 1'-0"

Page:
A7



March 21, 2024

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

Dear Christina Coulter,

**Re: File: R-06-24, Owner: Michel & Megan Girard, 782 Canal Road (Douro Ward),
Township of Douro-Dummer, Roll# 1522-010-005-24000, ORCA File No: PPLD-2303.**

The Otonabee Region Conservation Authority (Otonabee Conservation) has received the circulation for a re-zoning for the above noted property on March 12, 2024. Otonabee Conservation staff have reviewed the information in accordance with our mandate and policies and offer the following comments.

The subject property is currently zoned Residential Zone (R). The effect of the application is to rezone a portion of the subject property from the Residential Zone (R) to the Special District 95 Zone (S.D. 95) to recognize the existing deficient lot area and deficient lot frontage as well as the existing deficient interior side yard and deficient rear yard for the second dwelling unit. The rezoning will also reduce the front yard setback from 9.4 metres to 9.2 metres in order to accommodate an addition to the existing dwelling.

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

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

Otonabee Conservation staff review indicates that the proposed development on the lands is not located within a known hazard. **Therefore, it is the opinion of Otonabee Conservation staff that the application remains consistent with Section 3.1 of the PPS.**

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

Otonabee Conservation staff review indicates that the lands are not subject to Ontario Regulation 167/06 Otonabee Conservation's "development, interference with wetlands and alterations to shorelines and watercourses" regulation. **Permits from Otonabee Region Conservation Authority are not required.**

3. Otonabee Conservation has reviewed the application to assess the applicability of the [Trent Source Protection Plan](#) (SPP) prepared under the Clean Water Act (CWA). The SPP came into effect on January 1, 2015, and contains policies to protect sources of municipal drinking water from existing and future land use activities that pose a significant [drinking water threat](#).

It was determined that the subject property is not located within a [vulnerable area](#) that is subject to SPP policies.

The subject property is located within the vulnerable area(s) listed below. Significant drinking water threats are not possible and a Restricted Land Use Notice is not required.

- Intake Protection Zone 3*

** Low and/or moderate drinking water threats may be possible.*

Please contact me if you have any questions or concerns.

Best Regards,



Marnie Guindon
Planning and Regulations Officer

The Corporation of the Township of Douro-Dummer

By-law Number 2024-XX

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

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

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

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

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

- 1. Schedule B1 to By-law No. 10-1996, as amended, is hereby further amended by changing the zone category on a portion of lands known municipally as 782 Canal Road and more particularly described as Part Lot 1, Concession 12 (Douro Ward) being Part Lot 44, Plan 6 and Part 1, 45R-13398 from the Residential Zone (R) to the Special District 95 Zone (S.D. 95) as shown on Schedule "1" attached hereto and forming part of this By-law.
- 2. Section 21 Special Districts is amended by deleting subsection "21.95 Special District 95 Zone (S.D. 95)" in its entirety and replacing it with the following:

21.95 Special District 95 Zone (S.D. 95) – Roll No. 1522-010-005-24000

No person shall within any Special District 95 Zone (S.D. 95) use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

21.95.1 Permitted Uses

21.95.1.1 All uses permitted in Section 4.1 of the Residential Zone (R) of By-law 10-1996, as amended.

21.95.2 Regulations for Permitted Uses

All regulations of Section 4.2.1 of the Residential Zone (R) of By-law 10-1996, as amended, shall apply with the following exceptions:

- a) Minimum Lot Frontage 43 m
- b) Minimum Lot Area 2,780 m²
- c) Minimum Front Yard 9.2 m
- d) Minimum Interior Side Yard (North) 4.3 m
for the existing second dwelling unit only
- e) Minimum Rear Yard 6.5 m
for the existing second dwelling unit only

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

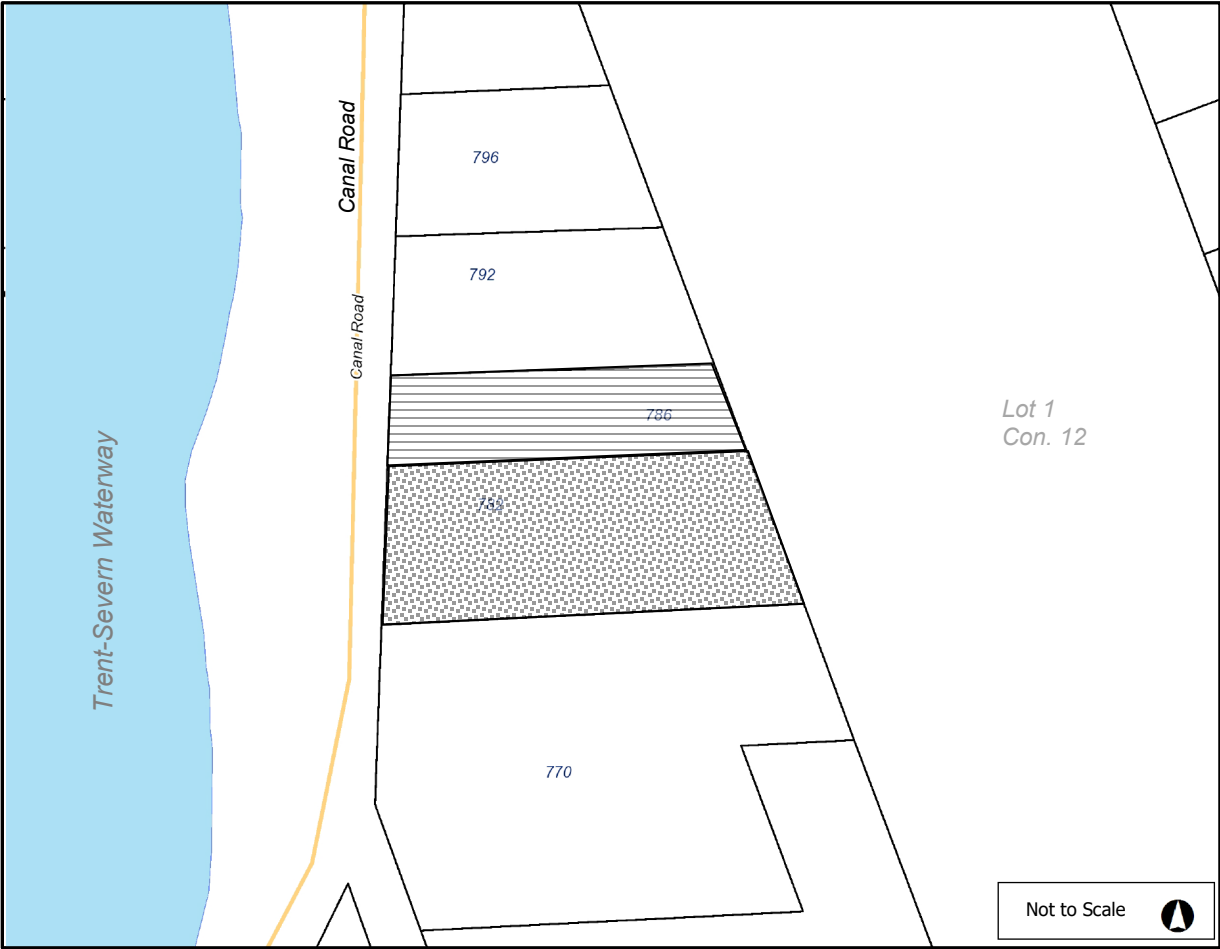
If no notice of objection is filed with the Clerk within the time provided, this By-law shall become effective on the date of passing hereof, subject to the provisions of The Planning Act, RSO 1990, as amended.



Passed in Open Council this 2nd day of April, 2024.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

Schedule "1" to By-law 2024-XX



-  Rezone from the 'Residential Zone (R)' to the 'Special District 95 Zone (S.D. 95)'
-  Area to remain zoned the 'Special District 95 Zone (S.D. 95)'

This is Schedule '1' to By-law No. 2024-XX passed this 2nd day of April, 2024.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

CORPORATION OF THE TOWNSHIP OF DOURO

ZONING BY-LAW NO. 1992-72

BEING A BY-LAW PASSED PURSUANT TO SECTION 34 OF THE PLANNING ACT, C.1, S.O., 1983, AS AMENDED, TO AMEND BY-LAW NO. 1973-11 AS AMENDED, OF THE CORPORATION OF THE TOWNSHIP OF DOURO.

WHEREAS the Council of the Corporation of the Township of Douro has received a request to amend By-law No. 1973-11, the comprehensive Zoning By-law, as amended, insofar as is necessary to rezone those lands at part of Lot 1, Concession 12 within the Township of Douro, legally described as Part of the West Half of Lot 44 on Registered Plan No. 6. The subject lands have an area of approximately 0.10 hectares (0.23 acres) and are located to the east of the City of Peterborough, adjacent to the east of the Trent Canal and fronting onto Canal Road. The rezoning would allow the use of the subject lands for residential purposes which would allow for one existing single-family residence.

AND WHEREAS the Council of the Corporation of the Township of Douro has given due consideration to the request and considers it reasonable to amend By-law No. 1973-11 as amended, by rezoning the subject property within the Open Space (OS) Zone;

AND WHEREAS By-law No. 1973-11, as amended, regulates the use of land and the use and erection of buildings and structures within the Township of Douro;

AND WHEREAS the matters herein are in conformity with the provisions of the Official Plan of the Township of Douro as approved by Council;

AND WHEREAS Section 34 of the Planning Act permits the Council to pass an amending Zoning By-law;

NOW THEREFORE THE Council of the Corporation of the Township of Douro ENACTS as follows:

1. THAT Schedule "A", the Zone Map, attached hereto and forming part of By-law No. 1973-11 is hereby further amended by rezoning those lands described as Part of Lot 1, Concession 12 within the Township of Douro, legally described as Part of the West Half of Lot 44 on Registered Plan No. 6, being adjacent to the east of the Trent Canal and having approximately 15.24 meters (50.0 feet) of frontage on Canal Road, from the Open Space (OS) Zone to Special Residential No. 5 Zone (S.R.5) in accordance with the Zone Map attached hereto as Schedule "A" and forming part of this By-law.
2. By-law No. 1973-11, as amended, is hereby further amended as follows:
 - a) The Township of Douro Zoning By-law is amended by the addition of a new subsection, namely Section 6E "Special Residential No. 5 Zone (S.R.5)" which shall read as follows:

"6E Special Residential No. 5 Zone (S.R.5)

Notwithstanding the provisions of Section 6 hereof to the contrary, no person shall in any Special Residential No. 5 Zone (S.R.5) use any land, or erect, alter or use any building except in accordance with the following provisions.

6E.1 Permitted Uses

6E.1.1 The uses permitted are those permitted in Section 6.1, Permitted Uses of the Residential (R) Zone.

6E.2 Regulations for Permitted Uses

The regulations for permitted uses are those contained in Section 6.2 Regulations for Permitted Uses in the Residential (R) Zone, except that the minimum lot area and frontage shall be 0.10 ha (0.23 ac.) and 15.24 m (50.0 ft.) respectively.

- b) The area shown on Schedule "A" of this By-law shall henceforth be zoned "Special Residential No. 5 Zone (S.R.5)" and shall cease to be zoned Open Space (OS).
- c) All other relevant provisions of By-law No. 1973-11, as amended shall apply.

- 3. THAT subject to notice of the passing of this By-law in accordance with the provisions of Section 34(17) of the Planning Act, this By-law shall come into force on the date of passing by the Council of the Corporation of the Township of Douro where no notice of appeal or objection is received pursuant to the provisions of Section 34(19) of the Planning Act, c.1, S.O., 1983.

THIS BY-LAW READ A FIRST, SECOND AND THIRD TIME and finally passed in Council this 27th day of October, 1992.

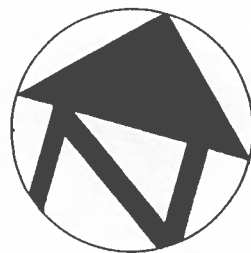
REEVE: Fred Hefferman

CLERK: Robert C. Allen

TOWNSHIP OF DOURO

SCHEDULE A

TO BY-LAW No. 1992-72



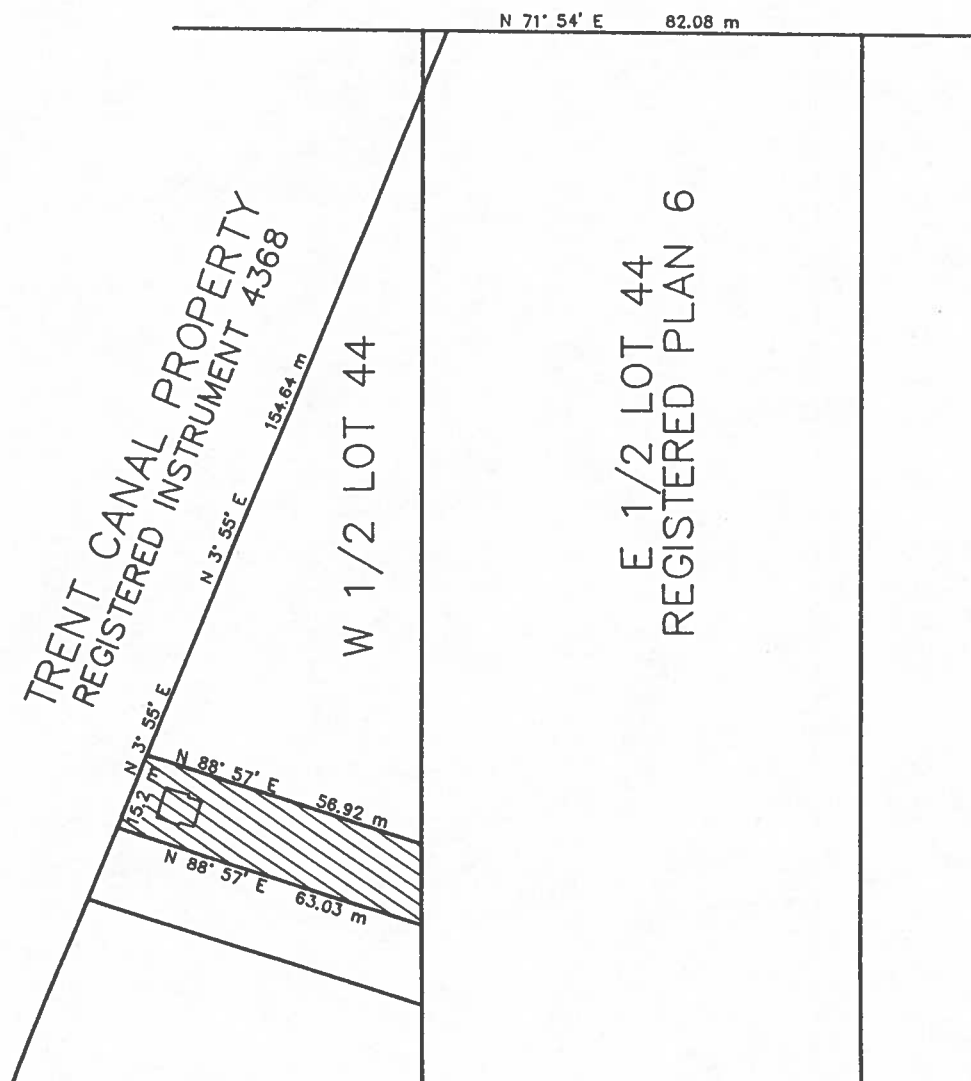
This is schedule A to By-Law 1992-72 passed this
27th day of October 1992.

Signatures of the signing officers. Frederick Heffernan Reeve
Robert J. Allen Clerk

REDESIGNATION:



FROM OPEN SPACE (OS) TO SPECIAL RESIDENTIAL 5 ZONE (S.R.5).



SCALE: 1 : 1500

M.J. DAVENPORT & ASSOCIATES LTD.

From: [Municipal Planning](#)
To: [Christina Coulter](#)
Subject: RE: R-06-24 (Girard)
Date: March 13, 2024 9:51:02 AM
Attachments: [image001.png](#)

Thank you for your circulation.

Enbridge Gas does not object to the proposed application(s) however, we reserve the right to amend or remove development conditions. This response does not signify an approval for the site/development.

Please always call before you dig, see web link for additional details:

<https://www.enbridgegas.com/safety/digging-safety-for-contractors>

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

Regards,

Willie Cornelio CET (he/him)

Sr Analyst, Municipal Planning
Engineering

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

From: Christina Coulter <ChristinaC@dourodummer.on.ca>
Sent: Tuesday, March 12, 2024 9:41 AM
Cc: Martina Chait <MartinaC@dourodummer.on.ca>
Subject: [External] R-06-24 (Girard)

CAUTION! EXTERNAL SENDER

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

Good Morning;

The Township is in receipt of a rezoning application File R-06-24 (Girard). A copy of the Notice of Complete Application and Public Meeting and Draft By-law are attached and will be mailed and posted on the [Township website](#) today.

Please provide your comments no later than 11:00 a.m. on Thursday March 21, 2024.

Sincerely,

Christina

Christina Coulter B. Sc. (Hons.)
Planner

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

Township of

Douro-Dummer

From: [Sarah Dilamarter](#)
To: [Christina Coulter](#)
Cc: [Brad Appleby](#)
Subject: R-06-24 (Girard)
Date: March 12, 2024 2:13:35 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

Good afternoon Christina,

It's been a while!

I'm just reaching out to let you know that the City of Peterborough has no comments or concerns in relation to the proposed rezoning application.

Have a great rest of your week!

Kind regards,

Sarah Dilamarter



Sarah Dilamarter

Junior Planner | Planning, Development and Urban Design
City of Peterborough

sdilamarter@peterborough.ca | 705-742-7777 ext. 1887
peterborough.ca



The City of Peterborough respectfully acknowledges that it is on the treaty and traditional territory of the Mississauga Anishinaabeg and offers its gratitude to the First Peoples for their care for, and teachings about, our earth and our relations. May those teachings be honoured.

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

The Corporation of the Township of Douro-Dummer

By-law Number 2024-16

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

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

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

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

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

- 1. Schedule B1 to By-law No. 10-1996, as amended, is hereby further amended by changing the zone category on a portion of lands known municipally as 782 Canal Road and more particularly described as Part Lot 1, Concession 12 (Douro Ward) being Part Lot 44, Plan 6 and Part 1, 45R-13398 from the Residential Zone (R) to the Special District 95 Zone (S.D. 95) as shown on Schedule "1" attached hereto and forming part of this By-law.
- 2. Section 21 Special Districts is amended by deleting subsection "21.95 Special District 95 Zone (S.D. 95)" in its entirety and replacing it with the following:

21.95 Special District 95 Zone (S.D. 95) – Roll No. 1522-010-005-24000

No person shall within any Special District 95 Zone (S.D. 95) use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

21.95.1 Permitted Uses

21.95.1.1 All uses permitted in Section 4.1 of the Residential Zone (R) of By-law 10-1996, as amended.

21.95.2 Regulations for Permitted Uses

All regulations of Section 4.2.1 of the Residential Zone (R) of By-law 10-1996, as amended, shall apply with the following exceptions:

- a) Minimum Lot Frontage 43 m
- b) Minimum Lot Area 2,780 m²
- c) Minimum Front Yard 9.2 m
- d) Minimum Interior Side Yard (North) 4.3 m
for the existing second dwelling unit only
- e) Minimum Rear Yard 6.5 m
for the existing second dwelling unit only

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

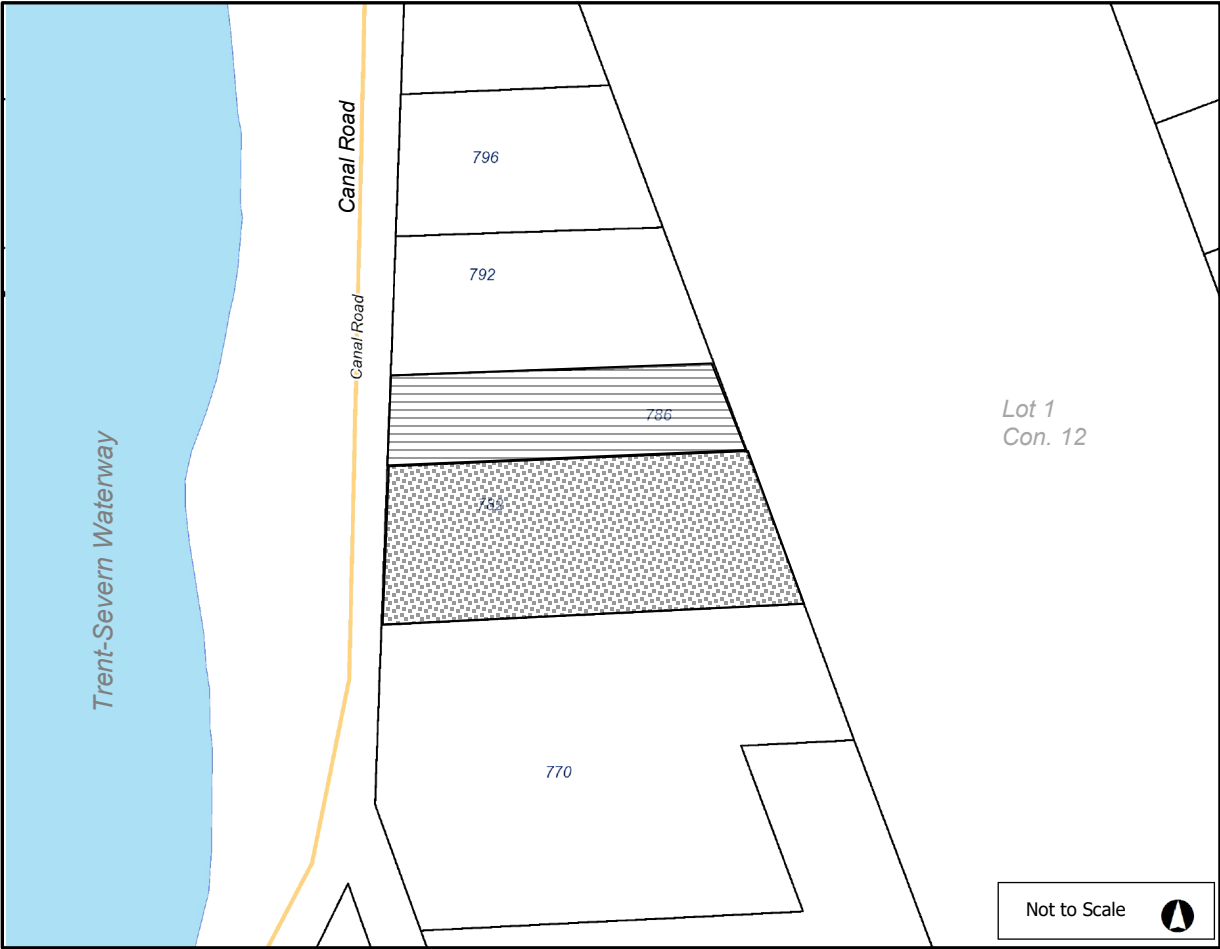
If no notice of objection is filed with the Clerk within the time provided, this By-law shall become effective on the date of passing hereof, subject to the provisions of The Planning Act, RSO 1990, as amended.



Passed in Open Council this 2nd day of April, 2024.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

Schedule "1" to By-law 2024-16



-  Rezone from the 'Residential Zone (R)' to the 'Special District 95 Zone (S.D. 95)'
-  Area to remain zoned the 'Special District 95 Zone (S.D. 95)'

This is Schedule '1' to By-law No. 2024-16 passed this 2nd day of April, 2024.

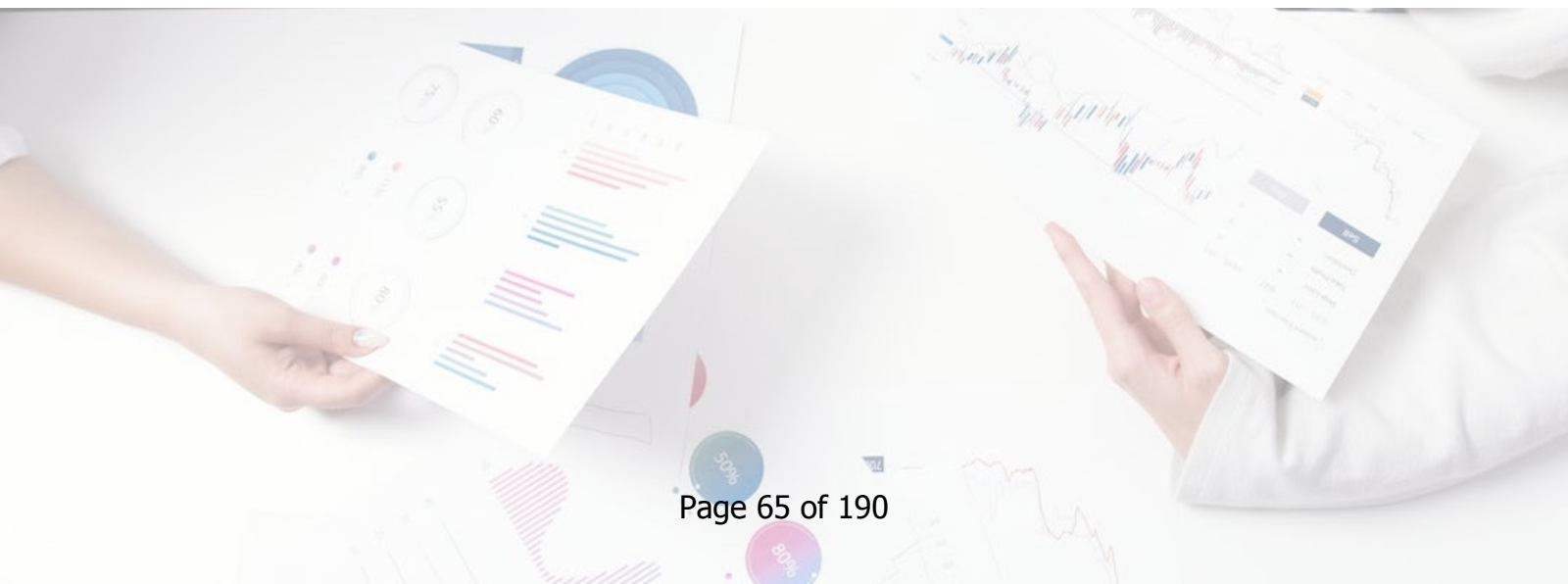
Mayor, Heather Watson

Clerk, Martina Chait-Hartwig



Peterborough County/City Paramedics

Paramedic Services Update





Peterborough County/City Paramedics



ABOUT US

Peterborough County/City Paramedics (PCCP) provides emergency medical care to citizens and visitors of both Peterborough County and City; combined population of 147,681 and combined coverage area of 3,844.23 km squared.

Our staffing consists of 76 Full-Time Paramedics and 64 Part-time Paramedics. 15 Community Paramedics. 18 Management staff including 8 part-time Road Supervisors, 2-FTE Logistics staff and 4 Administrators. Our 911 fleet consists of 17 Ambulances, 4 Administrative vehicles and 1 Bariatric truck.

Base Locations:

1. Headquarters: 310 Armour Road, Peterborough
2. Clonsilla Base
3. Lakefield Base
4. Norwood Base
5. Apsley Base
6. Buckhorn Base (seasonal from April until October)

In 2022, preparations began for our new base in the town of Millbrook to provide coverage to the quickly expanding region of Cavan-Monaghan. The base is anticipated to open in Fall 2024 and will be shared with Cavan Fire Department.



LEVELS OF TRAINING & ON-GOING EDUCATION

Levels of Service:

1. Primary Care Paramedics (PCP)
2. Advanced Care Paramedics (ACP)

Education:

Paramedic staff undergo annual education/ Continued Medical Education (CME) in both spring and fall for Central East Prehospital Care Program (CEPCP/Base Hospital) of 16 hours and 16 hours of in-service/ department required training to maintain certifications.

Total of 32 hours of required annual training.





THE PILLARS OF PCCP



Patricia Bromfield,
Chief of Paramedics



Ryan Moloney,
Deputy Chief of
Operations



Don Oettinger,
Deputy Chief of
Professional Support



Craig Jones,
Deputy Chief of
Community Programs &
Emergency Management

ADMINISTRATION



Creation of benchmarks to exceed expectations of stakeholders



Budget and financial responsibility



Transparent reporting to Council, public and other stakeholders

OPERATIONS



Equipment maintenance and Supply



Staffing - onboarding, scheduling & payroll



Fleet maintenance and Supply

PROFESSIONAL SUPPORT



Assist staff in maintaining credentials through ongoing training



Support staff by researching the best tools to do their job.



Ensure Staff Health & Wellness is maintained at work

COMMUNITY PROGRAMS/ EMERGENCY MGMT



Community Paramedicine Programs



Special Projects Coordination



Emergency Management Program/ Coordination with Allied Agencies



Land Ambulance Funding

Joint Funding

Land ambulance funding is provided jointly through the County of Peterborough, City of Peterborough and the Province of Ontario through the Ministry of Health.

50% is shared between the City and County and 50% from Ministry of Health.

The service is managed by the County of Peterborough and reports to both County Council and City's Peterborough Regional Liaison Committee.

Funding from the County and City is calculated based on Population for the respective catchment areas, although the majority of calls are serviced in the City.





COMMUNITY PARAMEDIC PROGRAMS

In 2022, PCCP was provided with funding from the Ministry of Health, Ontario Health and other sources, to provide additional resources and services to the Community. Below are our current programs.

Note: Due to changes in funding, the Mobile Support Overdose Resource Team (MSORT) has ended and was replaced by the Community Paramedic Outreach Program (CPOP).

Community Paramedics

- Staffing: 11 Full-time Paramedics, 1 Supervisor & 1 Administrator
- Provide care for patients in their homes'
- Remote monitoring of patients' health; detecting and addressing any health concerns quickly
- Coordinating health care of patients' with their physicians'
- Create a safe environment for patients to age in the comfort of their own homes.
- Largest of PCCP Community Programs

Community Paramedic Outreach Program

- Pilot project intended to reduce overdoses and minimize the risk of harms related to overdose and substance abuse, especially opioids
- Program compliments the Consumption & Treatment Services Site (CTS)
- The frontline team includes a Community-based Paramedic, two Addictions Treatment Specialists and Harm Reduction Peer Outreach Workers who offer a range of support, health and treatment options

Consumption Treatment Site (CTS)

- Health service that provides a safe, clean space for people to consume pre-obtained drugs under the supervision of health professionals.
- Individuals are provided with sterile injection supplies, education on safer consumption practices, basic medical services, and referrals to drug treatment, housing, and other social services.
- 2 Paramedic staff are assigned to the CTS site on rotation



"I know somebody is looking out for me. As soon as you call, you get an answer, you're not waiting. The other day, something came up with my pulse and I thought something was wrong. They looked after me, checked everything and I felt good when the paramedic said you don't have to go to the hospital if you don't want to go."

Lorraine Crawford
RPM Patient



"We're able to see and monitor their vital signs here in the office and if there's a problem with any of their vital signs, it comes up on my monitor and I'm able to reach out to that patient and confirm whether or not they're having any symptoms with those vital signs. It's another sort of safety net to check in with them before 911."

Chris O'Connor
Community Paramedic, Peterborough County



"I think the biggest advantage to having RPM and Community Paramedicine is the security that patients feel when they are in their home. They can hook up the machines, take their vital signs and have somebody acknowledge and review them. When patients go to the drugstore and buy a blood pressure cuff, they don't have anyone on the other end looking at results."

Stephanie Duggan
Community Paramedic, Peterborough County



Response Time Performance Standards Requirements

Per Part VIII of Ontario Regulation 257/00 under the Ambulance Act, land ambulance services are required to set Response Time Performance Standards and report on them annually. Report is broken out for Sudden Cardiac Arrest (SCA) and the Canadian Triage Acuity Scale (CTAS) 1, 2, 3, 4, and 5 patients requiring emergency responses. CTAS is an international medical triage standard utilized by hospitals, ambulance communication services and paramedics to identify how urgently a patient requires medical care.

Specifically, in providing performance plans and reports to the ministry, each municipality must report on:

- The percentage of times that sudden cardiac arrest patients received assistance from a person equipped to provide defibrillation (e.g., paramedic, fire, police, or other first responder) **within six minutes from the notification of a call by an ambulance communication service.**
- The percentage of times that an ambulance crew has arrived on-scene to provide ambulance services to sudden cardiac arrest patients or other patients categorized as CTAS 1 **within eight minutes of the time notice is received respecting such services.**
- The percentage of times that a paramedic arrived at the location of a patient determined to be CTAS 2, 3, 4, 5 within a period of time **determined appropriate by the municipality.**

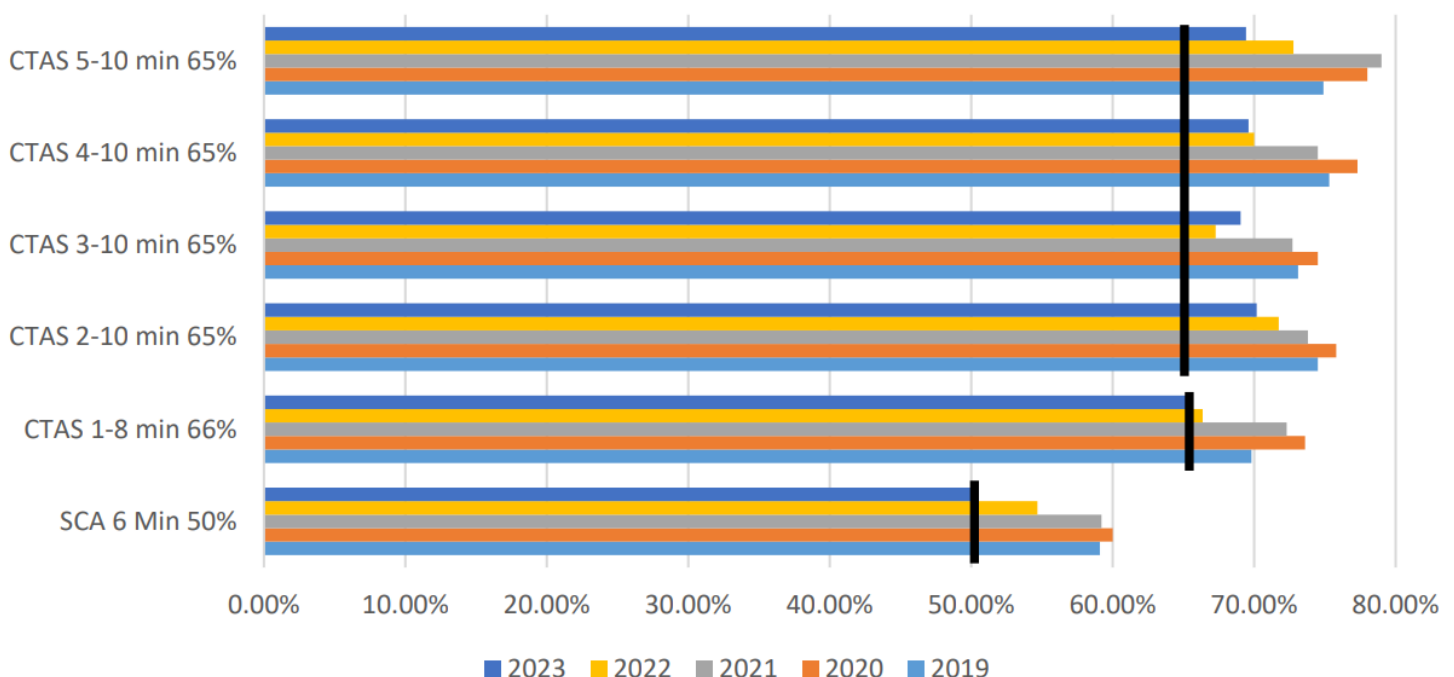
All municipal RTPPs are posted on the Ministry of Health and Long Term Care public website

(www.health.gov.on.ca/english/public/program/ehs/land/responsetime.html), and are to be accompanied by performance results for the previous year.

Municipalities may adjust individual performance plans at will, subject to timely notification of the Ministry. Annually, and no later than October 1st, municipalities are required to approve their Response Time Performance Plans for the upcoming calendar year and submit the plan to the Ministry by October 31st.

Below is our response time performance plan for the City & County for the past 5 years.

RTP-1 Response Time Performance Plan Reportable

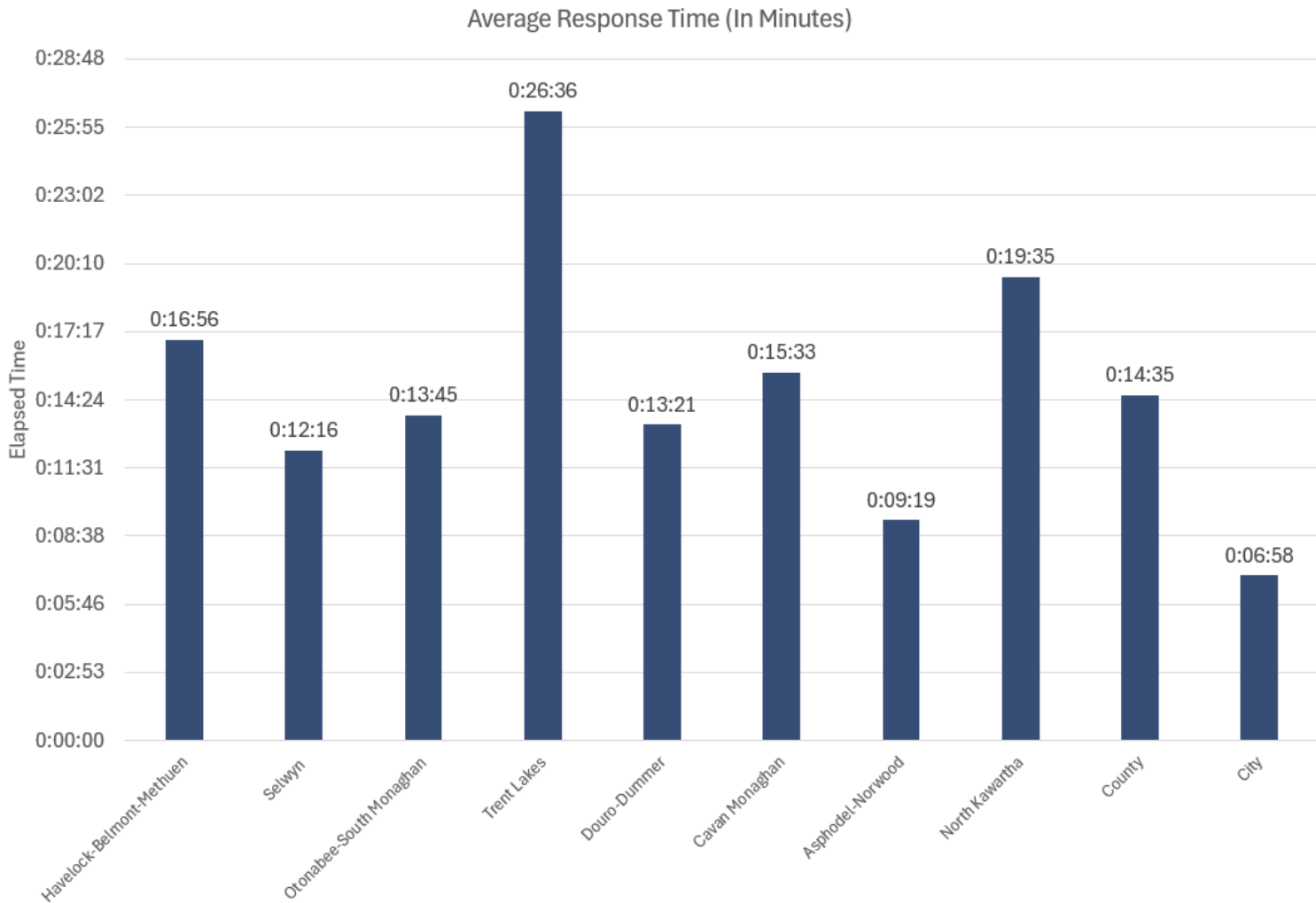




Average Response Time

The below chart, displays the Average Elapsed Time in minutes and seconds for calls received in our coverage area from the time crew is notified (T2) to the time crews arrive on scene (T4).

Douro-Dummer's average response time was 00:13:21 where the County average was 00:14:35.

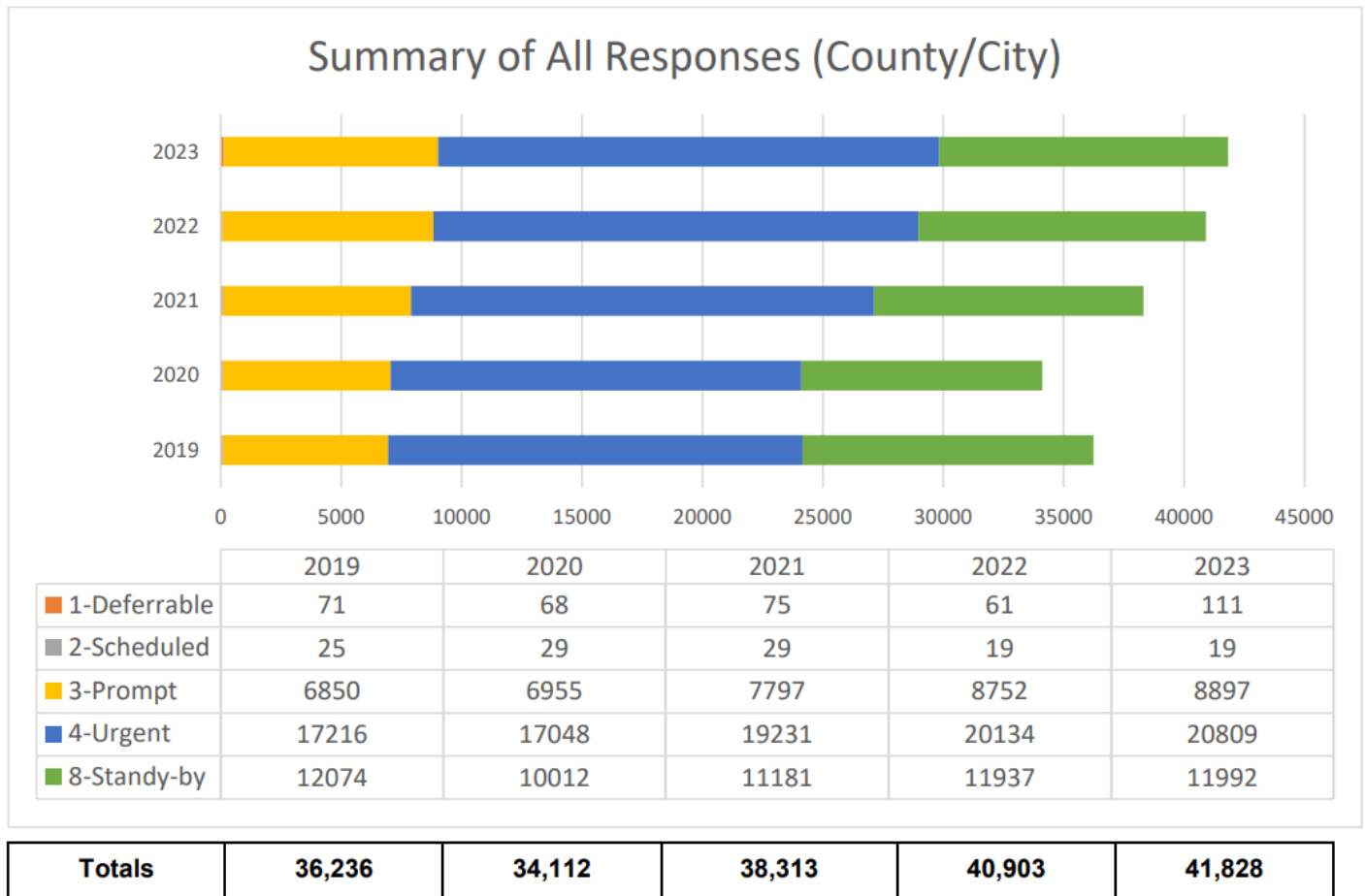




Summary of All Pickups

Below is the summary of all pickups serviced by Peterborough County/City Paramedics.

In 2023, the number of Emergency/Urgent (Code 4 - Urgent/Life threatening) calls dispatched saw an increase of 3.35% over 2022 and Prompt (Code 3-Prompt/Serious) calls saw an increase of 1.66%. **There was an overall increase of 2.26%.** The average year over year increase for the reporting period below is 3.87% for the past 5 years.



Douro-Dummer

In comparison, of the total calls above, Douro-Dummer experienced 672 calls or 1.61% of Peterborough County/City (coverage area) Call Volume.

Of the total Douro-Dummer calls, 23.96% were Code 3/Prompt and 73.81% were Code 4/Urgent calls and 2.23% were Stand-by calls.

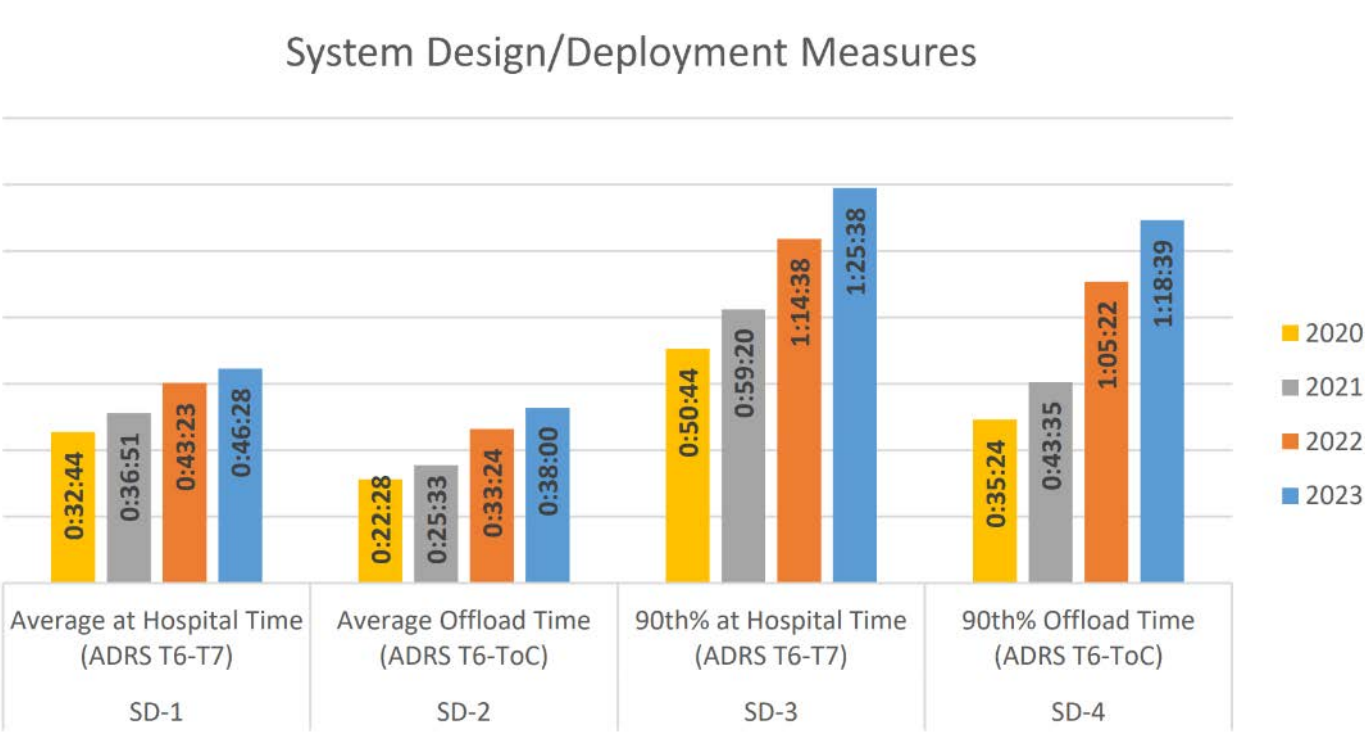
	1-Deferrable	2-Scheduled	3-Prompt	4-Urgent	8-Stand-by
Douro-Dummer	0	0	161	496	15



Offload Delay Summary

Charted below are the System Design and Deployment Measures. First category shows average at hospital time. Second category is Average Offload time. The last two categories are our 90th percentile at Hospital Time and 90th percentile Offload time.

The service experienced 10,340 hours (in excess of 30 minutes) of offload delay in 2023. That is 12.7% of the staffed hours or equivalent to 9 FTE's.





Peterborough County/City Paramedics developed a core set of questions for the patient experience survey.

During the period of Monday, October 2, 2023 to Friday, December 15th, 2023 patients and/or their care givers were invited to participate and provide feedback regarding their experience with PCCP in the previous 12 months.

The community members and visitors were invited to participate through the following means:

- Media including television and radio advertisements
- Social media
- Roadside signage
- Invitations included with hospital bill

Access to the online survey was provided through website address and QR codes to allow smart phone access.

Responses were collected through the use of a data collection and analysis tool. The data collection was designed and implemented to ensure anonymity. No personal identifiers or personal health information was collected.

The data analysis tool enabled aggregation of data in various formats including municipal boundaries, patient demographics and self described urban, rural and remote settings.

Limitations

While the data discovered through the Patient Experience Survey is informative, several limitations must be considered in the use of the information gathered.

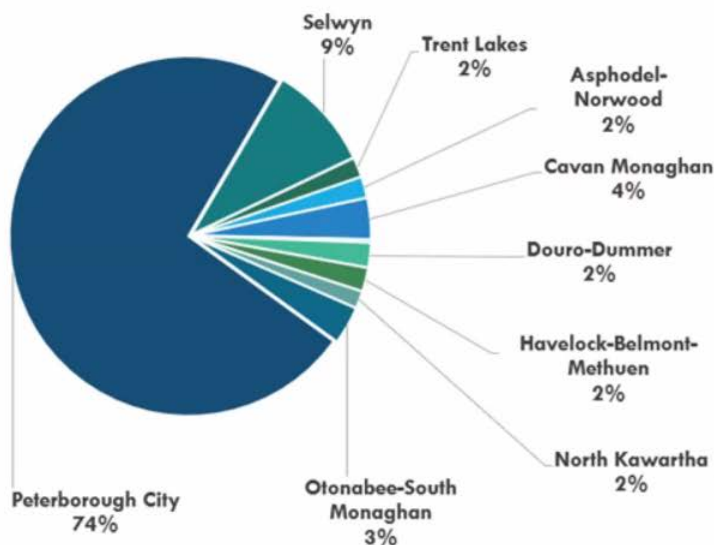
- **Distribution and Awareness:** The methods utilized to invite participation may not reach all potential participants
- **Access to survey tool:** The survey tool required internet access and a basic level of technical proficiency.
- **Sample Size:** In comparison to total annual responses, the sample size resulting from the survey is relatively low.
- **Participant Biases:** Willingness for survey participation and response content is likely effected by circumstances of their recent experience with strong negative or positive feelings compelling participation.

The most effective way of exploring and representing the patient's experience is by using a mixed-method approach. This could involve use of more consistency in survey distribution and more narrative methods, such as patient stories to effectively define quality and ensuring that the focus is always on what matters most to patients.

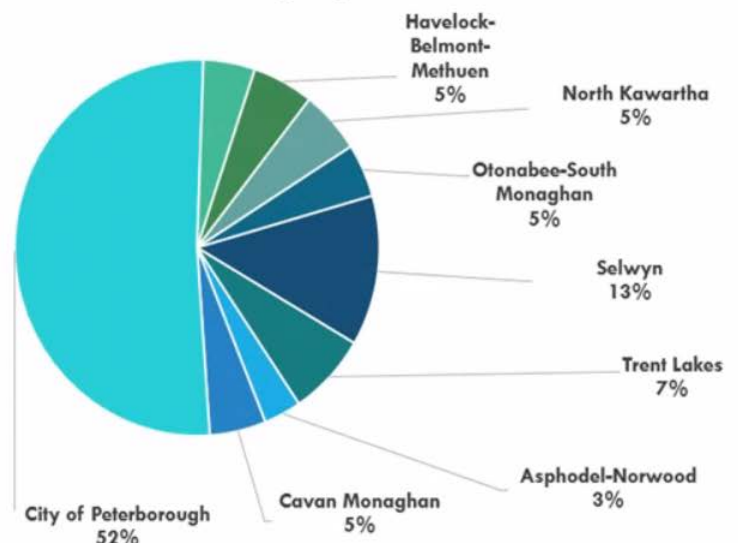
Response Rate

The rate of survey participation by residents of the County was higher than those of the City of Peterborough when comparing the previous 12 month call volume data against survey responses. Acknowledging the aforementioned survey limitations, the response rates suggest that the data collected is reasonably reliable to form conclusions related to patient satisfaction in the urban and rural settings.

Previous 12 Month Call Volume Distribution



Survey Response Distribution





Satisfaction Measures

Provision of Care

"Please rate how you felt about the level of care provided to you by the ambulance paramedics overall, including arrival, treatment and transport"

Overall, respondents' experiences with care provided by paramedics were very positive. 90% of County and 88% City patients reported their care was "very good" or "good" and additional 9% reported care met expectations or "ok".

Net satisfaction was reported higher in the County (90%) as compared to the City (88%). A deeper review of feedback indicates concern related to transport destination as significantly influencing the lower net satisfaction ratings in certain municipalities.

	Very Good	Good	OK	Poor	Very Poor	Net Good	Net Poor
Asphodel-Norwood	63%	25%	0%	0%	12%	88%	12%
Cavan-Monaghan	92%	0%	0%	0%	8%	92%	8%
Douro-Dummer	64%	18%	9%	0%	9%	82%	9%
Havelock-Belmont-Methuen	75%	17%	0%	8%	0%	92%	8%
North Kawartha	58%	25%	8%	8%	0%	84%	8%
Otonabee-South Monaghan	82%	18%	0%	0%	0%	100%	0%
Selwyn	76%	17%	0%	7%	0%	93%	7%
Trent Lakes	59%	29%	0%	0%	12%	88%	12%
County	72%	18%	2%	4%	4%	90%	8%
City of Peterborough	79%	9%	7%	2%	3%	88%	5%
All Areas	76%	14%	4%	3%	4%	90%	6%

"The crew were very kind to my elderly mother. Took the time to explain things to me. Very kind and professional. Also explained what was happening while waiting for a room at the hospital."- City of Peterborough Respondent



Satisfaction Measures

Trust and Confidence

"How would you rate the level of trust and confidence you had in the ambulance services staff and their ability to provide quality care and treatment?"

Survey responses revealed a very high level of trust and confidence in PCCP staff and their ability to provide care at 85% overall ratings of "high" or "very high" net level of trust and confidence.

Total confidence level ("confident", highly confident" and "very high confidence") is overwhelmingly high at 93% (95% City & 91% County) for the combined areas.

As noted in the survey limitations, the lower number of responses associated with the lower tier municipalities has potential to skew results directly associated with those regions. As such, observations and assumptions are provided mainly at County and City level.

	Very High Confidence	Highly Confident	Confident	Low Level of Confidence	Very Low Level of Confidence	Net High Confidence	Net Low Confidence
Asphodel-Norwood	50%	13%	25%	12%	0%	63%	12%
Cavan-Monaghan	64%	27%	0%	0%	9%	91%	9%
Douro-Dummer	36%	36%	10%	9%	9%	72%	18%
Havelock-Belmont-Methuen	54%	31%	8%	0%	7%	85%	7%
North Kawartha	36%	55%	0%	9%	0%	91%	9%
Otonabee-South Monaghan	55%	36%	0%	9%	0%	91%	9%
Selwyn	66%	24%	3%	7%	0%	90%	7%
Trent Lakes	53%	35%	6%	0%	6%	88%	6%
County	54%	32%	5%	5%	4%	86%	9%
City of Peterborough	70%	14%	11%	2%	3%	84%	5%
All Areas	62%	23%	9%	3%	3%	85%	7%

Everything was handled professionally, skillfully and with the greatest care for the patient. There is nothing that was lacking from our experiences with the service. —Selwyn Respondent



Satisfaction Measures

Waiting for ambulance

"Which of the following would best describe how you felt about the length of time you waited for the ambulance to arrive?"

69% of respondents in Peterborough County and City report the ambulance response was as quick as expected

- Response time satisfaction is higher in the City of Peterborough (72%) as compared to the County (66%)
- Lower levels of response time satisfaction was reported by respondents in the Municipalities of Trent Lakes (53%) and Havelock-Belmont-Methuen (54%)
- Highest levels of response time satisfaction was reported by respondents in the Municipalities of Otonabee South-Monaghan (82%) and North Kawartha (77%)

	Much Quick- er than Ex- pected	A little Quick- er	As Expected	A Little Slow- er	Much Slower	Net Exceeded Expectation	Net Dissatisfied
Asphodel-Norwood	25%	0%	38%	25%	12%	25%	38%
Cavan-Monaghan	27%	10%	36%	0%	27%	36%	27%
Douro-Dummer	27%	27%	18%	18%	10%	55%	27%
Havelock-Belmont- Methuen	15%	8%	15%	31%	23%	23%	54%
North Kawartha	31%	8%	38%	8%	15%	38%	23%
Otonabee-South Monaghan	37%	18%	27%	9%	9%	55%	18%
Selwyn	20%	10%	40%	13%	10%	30%	23%
Trent Lakes	0%	18%	29%	12%	41%	18%	53%
County	21%	13%	32%	14%	18%	34%	32%
City of Peterbor- ough	31%	18%	23%	12%	13%	49%	25%
All Areas	26%	16%	27%	13%	16%	41%	28%

An appreciable differing level of satisfaction with response times exists between City and County respondents.

As noted in the survey limitations, the lower number of responses associated with the lower tier municipalities has potential to skew results directly associated with those regions. As such, observations and assumptions are provided mainly at County and City level.



Satisfaction Measures

Overall satisfaction

"Please rate how satisfied were you overall with your last experience using the Ambulance Service"

Over 8-in-10 in patients in Peterborough County and City were satisfied with their most recent experience with Peterborough County/City Paramedic Service (PCCP)

- Satisfaction among respondents within the City of Peterborough was reported at higher than those within the County
- 85.0% of City respondents reporting "Very High" or "High" level of satisfaction
- 82% of County respondents reporting "Very High" or "High" level of satisfaction
- Lower levels of satisfaction was reported by respondents in the Municipalities of North Kawartha (23%) and Trent Lakes (20%)
- Highest levels of satisfaction was reported by respondents in the Municipalities of Asphodel-Norwood (87.5%) and Havelock-Belmont-Methuen (92.3%)

	Very Satisfied	Satisfied	Neither Satisfied, nor Dissatisfied	Dissatisfied	Very Dissatisfied	Net Satisfied	Net Dissatisfied
Asphodel-Norwood	38%	50%	0%	0%	12%	88%	12%
Cavan-Monaghan	64%	9%	9%	0%	18%	73%	18%
Douro-Dummer	73%	9%	9%	0%	9%	82%	9%
Havelock-Belmont-Methuen	46%	46%	0%	0%	8%	92%	8%
North Kawartha	46%	23%	8%	8%	15%	69%	23%
Otonabee-South Monaghan	82%	9%	9%	0%	0%	91%	0%
Selwyn	70%	14%	10%	3%	3%	83%	7%
Trent Lakes	40%	33%	7%	0%	20%	73%	20%
County	59%	22%	7%	2%	10%	82%	11%
City of Peterborough	69%	16%	3%	5%	7%	85%	12%
All Areas	65%	19%	5%	3%	8%	83%	12%

Net satisfaction is calculated by removing the neutral "Neither Satisfied nor Dissatisfied" responses. This method allows for comparison of responses indicating opinion that service level met or exceeded expectations against those that failed to meet expectations.

This summary once again demonstrates an appreciable differing level of satisfaction with service level expectations between City and County respondents.

As noted in the survey limitations, the lower number of responses associated with the lower tier municipalities has potential to skew results directly associated with those regions. As such, observations and assumptions are provided mainly at County and City level.



Peterborough County-City

Community Paramedics

About Community Paramedicine (CP)



Community Paramedicine is about helping community members who wish to remain at home safely, and ensure they receive the care they need. The program works by having a patient referred to the paramedic services through a caregiver, hospital, physician, or by self sign-up.

The CP program is an innovative and evolving model of community-based healthcare designed to provide more effective and efficient services at a lower cost. This allows paramedics to function outside their traditional emergency response and transport roles to help facilitate more appropriate use of emergency care resources while enhancing access to primary care for medically underserved populations.

Funding Overview



Ministry Long Term Care

11 Paramedic positions, 1 Supervisor and 1 administrative support position.



CTS Operations

Contracted by Foucast to provide Paramedic coverage for site every day, 2 Full Time Positions.



Ontario Health

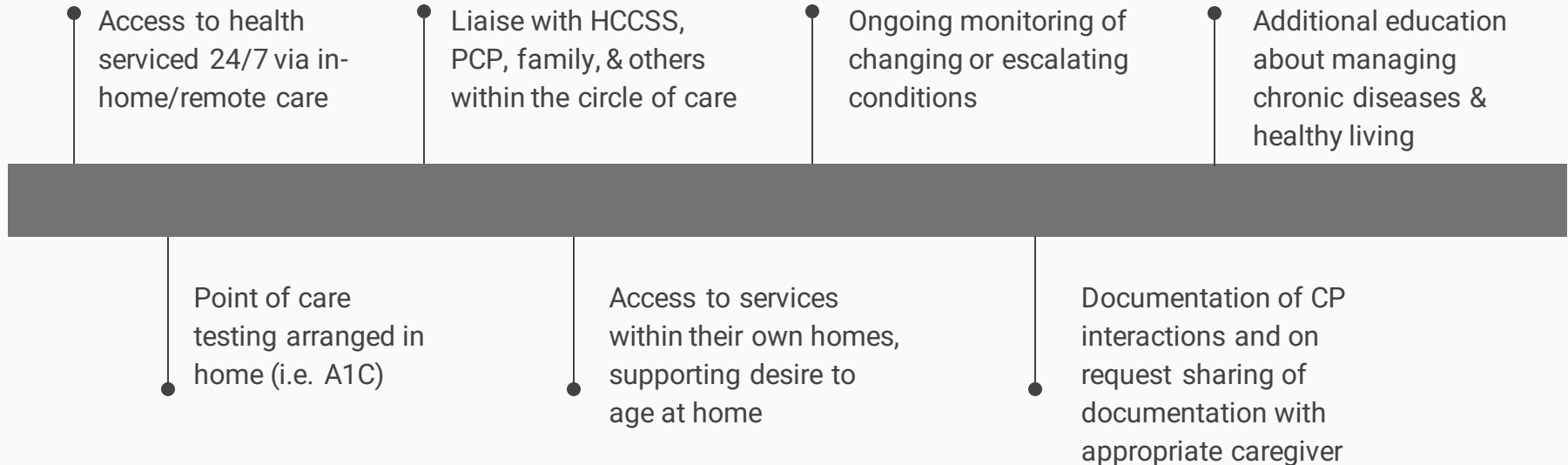
Base funding that supports 3 Full Time Positions.

CP Services Provided

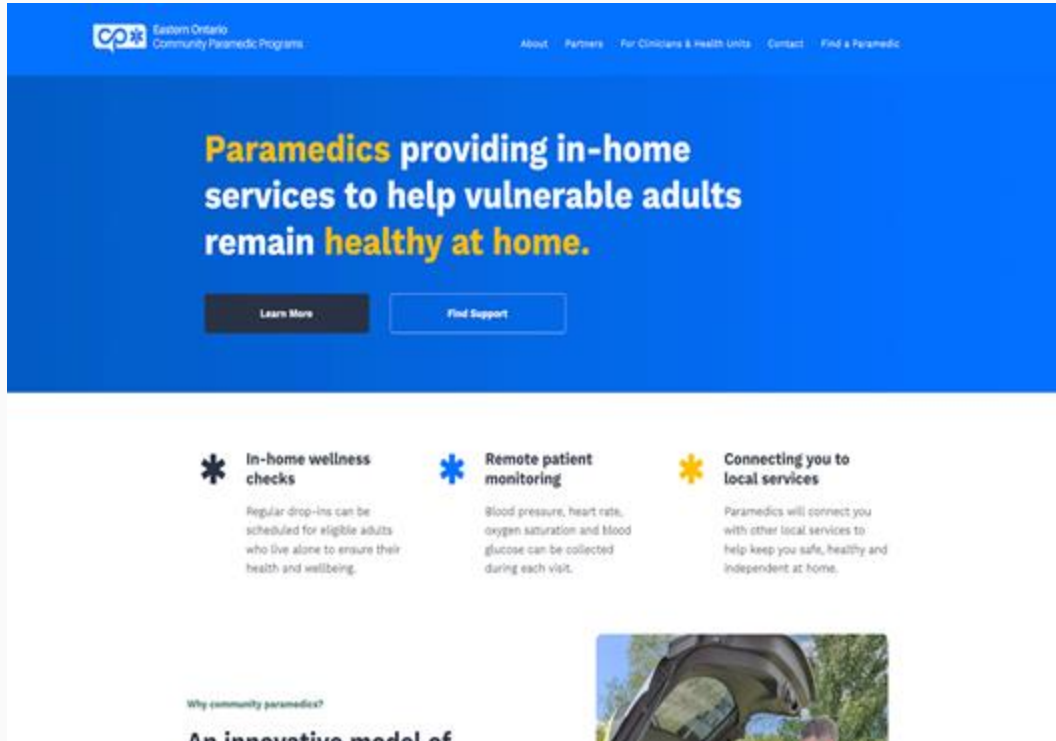


- Patient assessments including cardiac, respiratory, neurological, GI, GU and other body systems
- Vital signs assessment: GCS, temp, RR, BP, HR, pupils, and SP02
- Cardiac monitoring: Lead II, 12/15 Lead capabilities
- Blood glucose testing inclusive of A1C
- Point of care blood testing
- Point of care urinalysis
- Coagulation testing
- Chronic disease management, particularly for COPD, CHF, and diabetes
- Vaccinations
- Assessment of high utilization users of 911/ED services
- Remote patient monitoring services

Benefits of Community Paramedicine Program



Community Paramedic Program Website



Scan to View Website



Peterborough County/City Paramedics
Community Paramedics

communityparamedic@ptbocounty.ca
Administration: 1-855-367-3670 Ext. 1
F. 705 745-1784



Office Location:
1003 Clonsilla Avenue
Peterborough, ON K9J 5Y2

www.ptbocounty.ca

PCCP OUTREACH TEAM

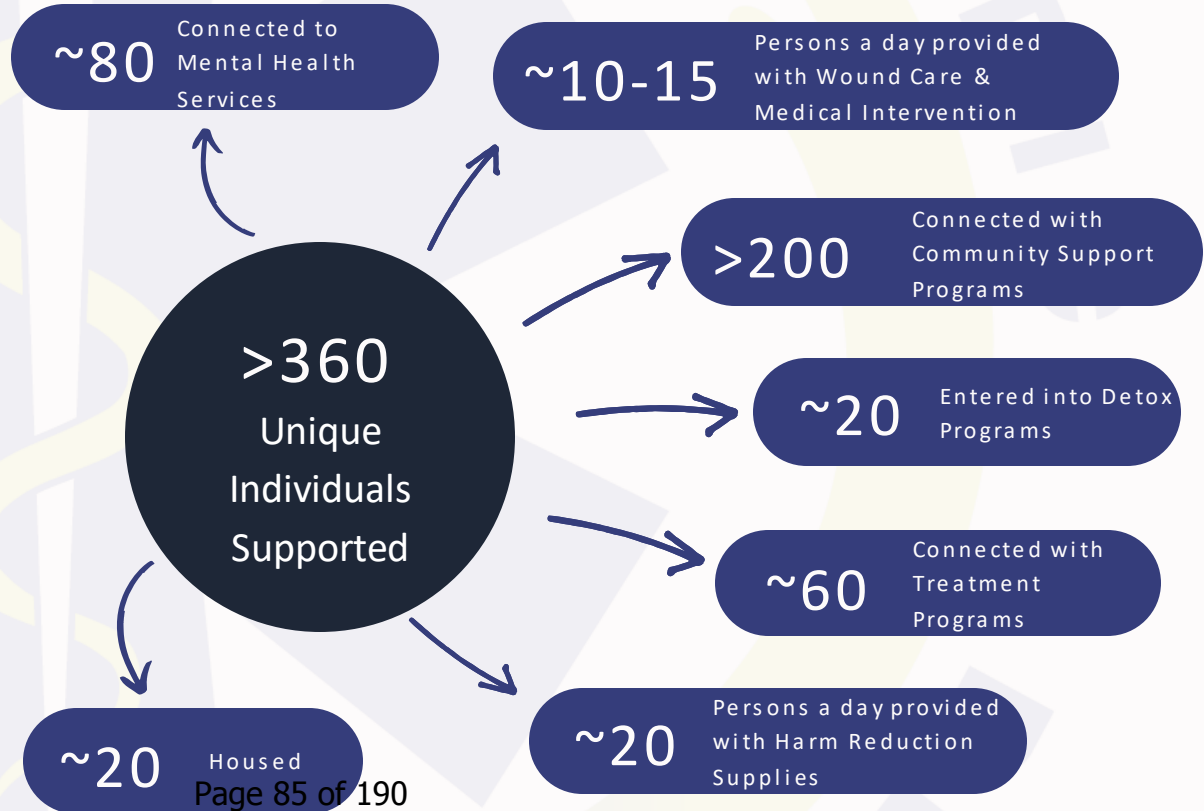


- Current program called MSORT
- 100% funded through Federal SUAP grant until March 2024
- Team of Paramedic, Addictions Specialist & Persons with Lived Experience
- Operates Monday to Friday
- April 2024 forward supported through Enhanced CP funding & new partner with One City Peterborough who supports shelters & outreach in the community. Name change to Community Paramedic Outreach Program (CPOP).
- Based on needs - program drastically changing



PCCP- MSORT PERFORMANCE

FROM 2022-04-01 - 2023-08-31



CURRENT SITUATION

Currently there is no provincially coordinated effort involving Paramedicine to help with this population.

Municipalities have implemented programs based on local identified needs.





WOUND CARE

Some wounds that are seen on a daily basis.

The first 3 pictures show the progression with treatment



WHAT'S NEXT?

▶ It's clear Community Paramedicine cannot solve this problem. But can contribute to harm reduction.

▶ Play to our strengths

▶ Coordinate & share, learn from each other & grow together



CP Supports 911



FUTURE OPPORTUNITIES

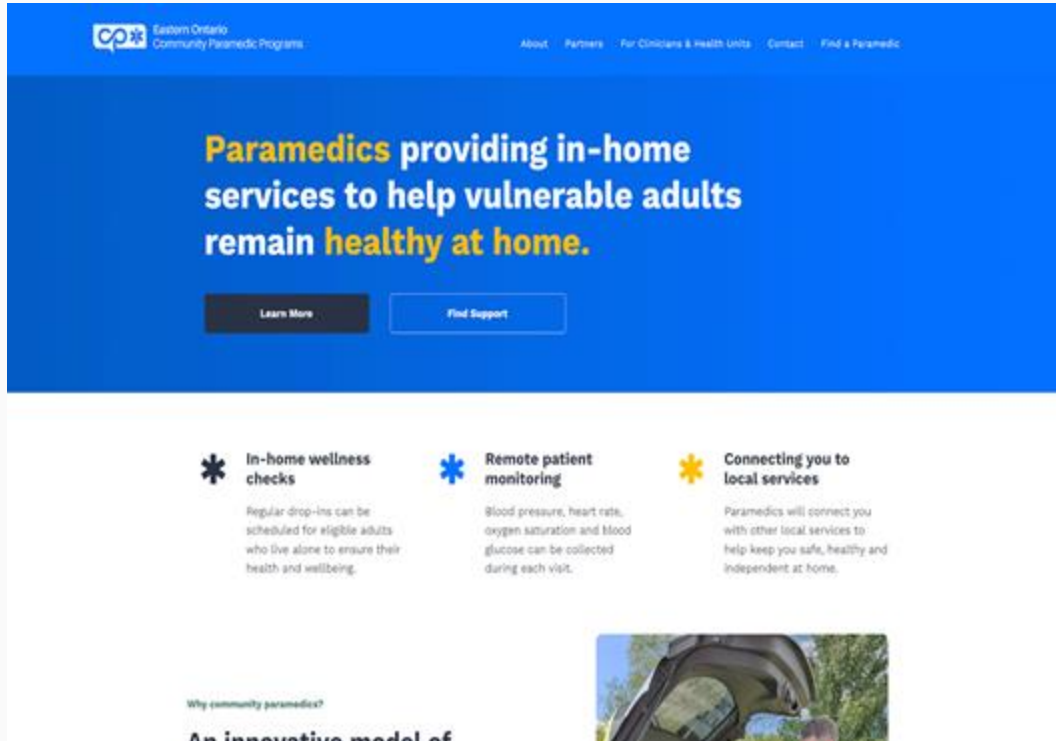


- Hospital Discharge
- Code 3 Diversion
- Physician Engagement
- MPDS
- Palliative
- Suboxone



QUESTIONS?

Community Paramedic Program Website



Scan to View Website



**Peterborough County/City Paramedics
Community Paramedics**

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F. 705 745-1784



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Delegation to Council or Committee of the Whole Request Form

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) *

Patrick Leahy

Name of Organization:

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

Douro 200th Anniversary Committee

Please Provide an Email Address:

Please provide an email address for contact

Please provide a phone number:

Please provide a phone number for contact



Nature of delegation request: *

Please provide information on what you wish to present or discuss with Council

2025 marks the 200th anniversary of the settlement in Douro Township of approximately 60 Irish families who were part of the larger Peter Robinson Emigration, the largest government sponsored emigration in British history. These families provided a nucleus for the social, economic, and political development of the community of Douro we have today.

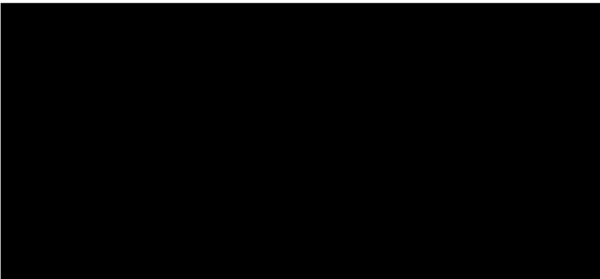
Major commemorations were held locally in 1925 and 1975 and preparations are currently underway in Downeyville, Ennismore, and Peterborough for their respective commemorative celebrations.

A committee of local community members has formed and will be facilitating commemorative events in the summer of 2025. A major focus will be the weekend of July 4-6, featuring dramatic performances, educational displays, children's activities, and a community concert and dance.

The committee wishes to inform council of the plans underway to celebrate the founding of our community 200 years ago, and is glad to investigate further co-operation with the Township of Douro-Dummer on the subject.

Please upload any additional information you wish to submit.

Please provide a signature *



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

Thank You

Change the text for this message.

MORTON COMMUNITY HEALTHCARE CENTRE

FINANCIAL STATEMENTS

DECEMBER 31, 2022

MORTON COMMUNITY HEALTHCARE CENTRE

FINANCIAL STATEMENTS

DECEMBER 31, 2022

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INDEPENDENT AUDITOR'S REPORT

To the Members of Morton Community Healthcare Centre

Opinion

We have audited the financial statements of Morton Community Healthcare Centre (the Centre), which comprise the statement of financial position as at December 31, 2022, the statements of operations, changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Centre as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Basis for Opinion

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

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Baker Tilly KDN LLP

Chartered Professional Accountants
Licensed Public Accountants

Peterborough, Ontario
June 30, 2023

MORTON COMMUNITY HEALTHCARE CENTRE

STATEMENT OF FINANCIAL POSITION As at December 31, 2022

	Operating Fund 2022 \$	Capital Asset Fund 2022 \$	Sustainability Fund 2022 \$	Total 2022 \$	Total 2021 \$
ASSETS					
Current assets					
Cash (note 3)	55,251	-	97,251	152,502	122,859
Accounts receivable	3,544	-	-	3,544	-
HST receivable	5,431	-	-	5,431	55
Interfund balance	(15,896)	-	15,896	-	-
	48,330	-	113,147	161,477	122,914
Other assets					
Long-term investments (note 6)	-	-	652,299	652,299	883,267
Tangible capital assets (note 4)	-	2,110,875	-	2,110,875	2,240,267
	-	2,110,875	652,299	2,763,174	3,123,534
	48,330	2,110,875	765,446	2,924,651	3,246,448
LIABILITIES AND FUND BALANCES					
Current liabilities					
Accounts payable and accrued liabilities	20,516	-	-	20,516	33,994
Fund balances					
Unrestricted	27,814	-	765,446	793,260	972,187
Internally restricted	-	2,110,875	-	2,110,875	2,240,267
	27,814	2,110,875	765,446	2,904,135	3,212,454
	48,330	2,110,875	765,446	2,924,651	3,246,448

The accompanying notes are an integral part of these financial statements

MORTON COMMUNITY HEALTHCARE CENTRE

STATEMENT OF CHANGES IN FUND BALANCES For the Year Ended December 31, 2022

	Operating Fund \$	Capital Asset Fund \$	Sustainability Fund \$	Total 2022 \$
Fund balances - beginning of year	6,928	2,240,267	965,259	3,212,454
Excess of revenue over expenses for the year	15,461	(179,715)	(144,065)	(308,319)
Transfer for purchase of tangible capital assets	-	50,323	(50,323)	-
Interfund transfer	5,425	-	(5,425)	-
Fund balances - end of year	27,814	2,110,875	765,446	2,904,135

	Operating Fund \$	Capital Asset Fund \$	Sustainability Fund \$	Total 2021 \$
Fund balances - beginning of year	(2,286)	2,418,617	684,295	3,100,626
Excess of revenue over expenses for the year	21,008	(190,144)	280,964	111,828
Transfer for purchase of tangible capital assets	(11,794)	11,794	-	-
Fund balances - end of year	6,928	2,240,267	965,259	3,212,454

The accompanying notes are an integral part of these financial statements

MORTON COMMUNITY HEALTHCARE CENTRE

STATEMENT OF OPERATIONS

For the Year Ended December 31, 2022

	Operating Fund 2022 \$	Capital Asset Fund 2022 \$	Sustainability Fund 2022 \$	Total 2022 \$	Total 2021 \$
Revenue					
Facility rentals	217,077	-	-	217,077	214,166
Parking fees	54,769	-	-	54,769	38,778
Investment income	-	-	31,297	31,297	25,399
Solar operations	11,510	-	-	11,510	11,252
Municipal property tax rebate	3,544	-	-	3,544	6,740
Donations	-	-	6,540	6,540	6,048
Total revenue	286,900	-	37,837	324,737	302,383
Expenses					
Amortization	-	179,715	-	179,715	190,144
Management fees	85,533	-	-	85,533	86,013
Repairs and maintenance	37,243	-	19,893	57,136	30,279
Utilities	45,604	-	-	45,604	38,816
Property taxes	28,640	-	-	28,640	28,437
Bloodletting room operations	29,818	-	-	29,818	29,993
Professional fees	15,494	-	-	15,494	33,607
Insurance	16,619	-	-	16,619	15,343
Office and supplies	8,874	-	-	8,874	4,230
Bank and investment fees	1,451	-	8,844	10,295	8,417
Advertising	2,163	-	-	2,163	2,003
Total expenses	271,439	179,715	28,737	479,891	467,282
Excess (deficiency) of revenue over expenses for the year before the following:	15,461	(179,715)	9,100	(155,154)	(164,899)
Realized gain (loss) on investments	-	-	(15,754)	(15,754)	73,204
Unrealized gain (loss) on investments	-	-	(143,023)	(143,023)	4,375
Unrealized gain (loss) on foreign exchange	-	-	5,612	5,612	(855)
Recovery of expenses	-	-	-	-	200,003
Excess (deficiency) of revenue over expenses for the year	15,461	(179,715)	(144,065)	(308,319)	111,828

The accompanying notes are an integral part of these financial statements

MORTON COMMUNITY HEALTHCARE CENTRE

STATEMENT OF CASH FLOWS

For the Year Ended December 31, 2022

	2022	2021
	\$	\$
CASH PROVIDED FROM (USED FOR):		
Operating activities		
Excess (deficiency) of revenue over expenses for the year	(308,319)	111,828
Items not affecting cash		
Amortization	179,715	190,144
Unrealized amounts in investments and foreign exchange	137,411	(3,520)
Realized loss (gain) on investments	15,754	(73,204)
	<u>24,561</u>	<u>225,248</u>
Changes in non-cash working capital items		
Accounts receivable	(3,544)	641
Prepaid expenses	-	509
HST receivable	(5,376)	1,204
Accounts payable and accrued liabilities	<u>(13,478)</u>	<u>6,835</u>
	<u>(22,398)</u>	<u>9,189</u>
Net increase in cash from operating activities	<u>2,163</u>	<u>234,437</u>
Investing activities		
Purchase of investments	(161,009)	(597,783)
Proceeds on disposal of investments	238,812	420,651
Purchase of tangible capital assets	<u>(50,323)</u>	<u>(11,794)</u>
Net increase/(decrease) in cash from investing activities	<u>27,480</u>	<u>(188,926)</u>
Increase in cash	<u>29,643</u>	<u>45,511</u>
Cash - beginning of year	<u>122,859</u>	<u>77,348</u>
Cash - end of year	<u>152,502</u>	<u>122,859</u>

The accompanying notes are an integral part of these financial statements

MORTON COMMUNITY HEALTHCARE CENTRE

NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2022

1. NATURE OF OPERATIONS

Morton Community Healthcare Centre (hereinafter called the 'Centre') is a charitable organization incorporated under the Ontario Corporations Act without share capital on July 25, 2003. The purpose of the Centre is to operate a community health care centre by providing medical, health and support services for the general public located in the Township of Selwyn, Township of Douro-Dummer and the surrounding areas. The Centre filed Supplementary Letters of Patent on April 8, 2011 to change its name and objects. The Centre was formerly called the Lakefield Community Medical Support Foundation. The Centre received registered charity status effective April 8, 2011.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations. Significant aspects of the accounting policies are as follows:

(a) *Fund Accounting*

Morton Community Healthcare Centre reports on a fund accounting basis. The funds are maintained as follows:

- (i) Operating fund - includes results of day-to-day operating transactions;
- (ii) Capital asset fund - includes the assets, liabilities, revenues and expenses related to tangible capital assets; and
- (iii) Sustainability fund - includes the assets, donations, investment income, gains, losses and fees related to the activities of the investments.

Transfers from the operating fund to the capital asset fund are for the purchase of tangible capital assets. Transfers from the sustainability fund to the operating fund are to fund operations.

(b) *Recognition of Revenues*

The Centre follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions such as donations, parking fees, recovery of expenses and the municipal property tax rebate are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Investment income is recognized as revenue when earned.

Facility rentals and solar income are recognized as revenue as the services are provided.

(c) *Income Taxes*

The Centre qualifies as a charitable organization as defined by the Federal and Ontario Income Tax Acts (s 149) and, as such, is not subject to federal and provincial income taxes.

(d) *Contributed Services*

Volunteers contributed time to assist the Centre in carrying out its activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

MORTON COMMUNITY HEALTHCARE CENTRE

NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2022

2. SIGNIFICANT ACCOUNTING POLICIES, continued

(e) *Financial Instruments*

(i) Measurement

The Centre initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Centre subsequently measures its financial assets and financial liabilities at amortized cost, except for investments quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statement of operations.

Financial assets measured at amortized cost include cash and receivables.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Financial assets measured at fair value are investments.

(ii) Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in the statement of operations. The write-down reflects the difference between the carrying amount and the higher of:

- ♦ the present value of the cash flows expected to be generated by the asset or group of assets;
- ♦ the amount that could be realized by selling the assets or group of assets;
- ♦ the net realizable value of any collateral held to secure repayment of the assets or group of assets.

When the events occurring after the impairment confirm that a reversal is necessary, the reversal is recognized in the statement of operations up to the amount of the previously recognized impairment.

(f) *Use of Estimates*

The preparation of financial statements in conformity with Canadian Accounting Standards for Not-for-Profit Organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty. The effect of changes in such estimates on the financial statements in future periods could be significant. Accounts specifically affected by estimates in these financial statements are accounts payable and the useful lives of capital assets and amortization.

MORTON COMMUNITY HEALTHCARE CENTRE

NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2022

2. SIGNIFICANT ACCOUNTING POLICIES, continued

(g) *Tangible Capital Assets*

Tangible capital assets are recorded at cost. The Centre provides for amortization using the straight-line method at rates designed to amortize the cost of the tangible capital assets over their estimated useful lives. The annual amortization rates are as follows:

Buildings	- 25 years
Equipment	- 10 years
Solar equipment	- 20 years
Computer equipment	- 5 years
Parking and land improvement	- 12 years

Tangible capital assets are reviewed for impairment whenever events or conditions indicate that the assets no longer contribute to the Centre's ability to provide services or that the service potential of the assets are less than their net carrying amount. When conditions indicate that a tangible capital asset is impaired, the net carrying amount of the asset is written down to the asset's fair value or replacement cost.

3. CASH

Cash held by the Centre consists of the following:

	2022 \$	2021 \$
Canadian investment cash account	65,202	24,108
U.S. investment cash account	29,114	15,688
Foundation account	2,935	36,520
Operating account	54,908	46,200
Change machine	343	343
	152,502	122,859

4. TANGIBLE CAPITAL ASSETS

Tangible capital assets consist of the following:

	Cost \$	Accumulated Amortization \$	Net Book Value	
			2022 \$	2021 \$
Land	200,000	-	200,000	200,000
Building	3,602,686	1,728,248	1,874,438	1,971,152
Equipment	248,974	247,499	1,475	22,321
Solar equipment	66,000	37,950	28,050	31,350
Computer equipment	235,024	228,112	6,912	15,444
Parking and land improvements	151,839	151,839	-	-
	4,504,523	2,393,648	2,110,875	2,240,267

MORTON COMMUNITY HEALTHCARE CENTRE

NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2022

5. FINANCIAL INSTRUMENTS

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments. The Centre is not exposed to any significant credit or liquidity risks.

(a) Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Centre is exposed to currency risk as it has \$134,031 (2021 - \$168,965) in foreign cash and equity securities and bonds.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Centre is exposed to interest rate and other price risks as it has a total of \$746,615 (2021 - \$923,063) in investments.

6. INVESTMENTS

The investments held by the Centre consist of domestic and foreign publicly traded shares and investments.

Delegation to Council or Committee of the Whole Request Form

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) *

Ron Fotheringham, David Bignell, and Sue Bell-Gastle

Name of Organization:

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

Morton Medical Centre

Please Provide an Email Address:

Please provide an email address for contact

150 Strickland St, Douro-Dummer, Ontario K0L 2H0

Please provide a phone number:

Please provide a phone number for contact

[Redacted]

Nature of delegation request: *

Please provide information on what you wish to present or discuss with Council

To share the Morton Medical Centres 2022 Financial Statements and additional information to support our application for the Douro-Dummer Community Grant we have applied for,

Please upload any additional information you wish to submit.

File Name



2022 MCHC FS March 25 2024.pdf
316.8 KB

Please provide a signature *

[Redacted]

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

Thank You

Change the text for this message.

Township of Douro-Dummer

Report and Capital Project Status

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

Report Status

Department	Date Requested	Directed By	Resolution/Direction	Est. Report Date
Corporate	May 3, 2022	Council	Future Gravel Resources	Winter 2023/2024
Finance/Clerk	February 21, 2023	Council	Policy to allow for multi-year budgets	Summer 2024
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	Spring 2024
Planning	March 19, 2024	Council	ZBA – Setback for Septic System and remove from list of structures	Summer 2024

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	Master Fire Plan & Community Risk Assessment	Due 2024
Fire	Station 1 Building Review and Drawings	Due 2024
Fire	Station 2 Parking Lot Resurfacing – Paving	Due 2024
Fire	Boat 4 – Trailered Boat	Due 2024
By-law Enforcement	Truck Purchase	Due 2024
General Government	Demolition of Old House at Fifth Line	Complete
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 2024 - New Payroll Module in place – Jan 2023
General Government	Development Charge Study	Winter 2024
General Government	Strategic Plan	January 2024
General Government	Computer IT Hardware Replacements	Due 2024
General Government	Tree Program	Due 2024
General Government	Storage Rom Exterior Door Replacement	Due 2024
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	Compressor Replacement Reserve Contribution	2024

Parks and Recreation	New Park Trailer	Complete
Parks and Recreation	30Hp Compressor Replacement	Due 2024
Parks and Recreation	Roof Repair	Due 2024
Parks and Recreation	Energy Audit	Due 2024
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	Gravel Pit Purchase	Late 2023 Ongoing
Public Works	Brushing Unit	RFP Released
Public Works	Plow Truck	RFP Awarded – 2025 Delivery

Recommendation:

That the Treasurer-2024-03 report, dated April 2, 2024, regarding Community Grant Requests be received, and;

That Council provide staff with direction regarding the Community Grant request from the Morton Community Healthcare Centre for 50% of the 2023 and 2024 municipal portion of the property taxes which totals \$7,711.78.

That Council provide staff with direction regarding the Community Grant request from the Warsaw and District Lion's Club for the 2024 property tax amount of \$1,324.49.

Overview:

The Township has received four grant requests to date, one of which was already approved by Council allocating \$1,000 to Kawartha Lake Stewards Association. The other three applications have been attached to this report and the details are summarized below:

Application #1

Applicant: INSPIRE Women's Portrait Project

Amount: \$500

Purpose: To cover the speaker fees for their International Women's Day event to be held March 8th.

Commentary: This application met all criteria of the policy.

Request Outcome: \$500 was approved and provided to the applicant.

Staff followed up with the applicant leading up to the event and we were informed that due to unforeseen circumstances the event would not be taking place, and we received our contribution back from the applicant. This is a good example of the audit/follow-up process that staff will be undertaking to ensure that the funds will be used for the purpose as stated in the application.

Application #2

Applicant: Morton Community Healthcare Centre

Amount: 50% of the municipal portion of the 2023 & 2024 property taxes. The amount for 2023 would be \$3,718.31 and approximately \$3,993.47 for 2024.

Purpose: Morton Community Healthcare Centre has indicated on their application that the funds requested are required to fund the roof replacement at the facility.

Commentary: Morton Community Centre has received funding from the Township since 2012. Council approved a 4-year commitment to the Community Healthcare Centre which ended in 2022. The Community Grant Policy states that the applicant needs to demonstrate a financial need; in reviewing the financial statements provided by the Community Centre staff feel that they are in good overall financial health.

Possible Outcome: Given the new policy that is now in place for these types of requests, the \$5,000 budget for the Community Grant Program and the financial condition of the Community Healthcare Centre, staff is recommending that Council provide \$1,000 to the Healthcare Centre. This amount shows continued support for the Centre but will also allow the Township to support other organizations.

Application #3

Applicant: The Warsaw and District Lion's Club

Amount: 2024 property tax amounts for both the County and the Township owned properties. The amount for 2024 would approximately be \$1,324.50.

Purpose: The Warsaw and District Lion's Club has indicated on their application that the funds requested will go towards maintenance, upkeep, insurance and event costs such as for the Sunday Concerts and Benefit Cruise Day.

Commentary: The Warsaw and District Lion's Club presented a delegation in 2023 and Council approved a one-time grant equivalent to the total 2023 property tax amount.

Possible Outcome: Assistance on the property taxes would provide more flexibility within the operational costs, therefore, having additional funds towards community events. Staff is recommending that Council grant the full tax amount to the Warsaw and District Lion's Club.

Conclusion:

Even though the INSPIRE Women's Portrait Project International Women's Day event did not occur, this is evidence that the Community Grant policy is working. A local organization was able to apply for support and received the funds in a timely manner. It also shows that having staff follow-up with the applicants is important to ensure funding was used as indicated in the application.

Morton Community Healthcare Centre continues to be a valued member of the community. A staff member will be speaking to their application as a delegate during the Council meeting on April 2, 2024.

The Warsaw and District Lion's Club has existed for over 50 years and continues to be a valued non-profit organization with a focus on making a difference in our community. The Club strives to explore various avenues in order to continue to serve those in our community who require assistance.

Financial Impact:

The total budget allocated for 2024 was \$5,000 for the entire program. The remaining budget is at \$4,000. Upon approval of the recommended amount of \$1,000 provided to the Morton Community Healthcare Centre, and the 2024 property tax amount of \$1,324.49 provided to the Warsaw and District Lion's Club, the remaining budget for the calendar year would be \$1,675.51.

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 Grants Requests - March 2024.docx
Attachments:	<ul style="list-style-type: none"> - IWD Grant Submission DD 2024 (002).pdf - Morton Community Healthcare Grant Submission 2024.pdf - Morton Community Healthcare Centre 2022 Financial Statements.pdf - Warsaw Lions Club - Grant Submission 2024.pdf - Community Grant Program Policy - Final.pdf
Final Approval Date:	Mar 26, 2024

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

Martina Chait-Hartwig

Elana Arthurs

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: Heather Doughty

Phone Number: 705-957-0808 **Email Address:** info@inspire-thewomensportraitproject.com

Organization Name (If Applicable): INSPIRE: The Women's Portrait Project

Address (including Postal Code): 129 1/2 Hunter Street West, Peterborough ON

K9H 2K7

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: \$ 500

Project/Event/Program Date: March 8, 2024

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:

This funding will be put towards the second annual International Women's Day (IWD) event on March 8, 2024. The event will feature workshops, lunch, Artisan Fair and a Keynote Speaker. This funding will be put towards our speakers fees.

**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:

Success of the IWD event will be based on ticket sales, attendee feedback (survey after event) and sponsor feedback.

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

150 - 200 Attendees
30 Artisans
10 Speakers

Over 300 Adults

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

The Municipality will be recognized as an 'Empower Sponsor'

- 2 tickets to the event
- placement in event program
- 3 social media posts
- recognition on website

Any additional information you find necessary:

This event is intended to celebrate women and non-binary individuals, inviting learning and discussion. We hope the Township of Douro-Dummer will join us for this exciting event on March 8, 2024 - Holiday Inn Waterfront Peterborough

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: Heather Doughty

Signature: 

Date (MM/DD/YYYY): 01/17/2024

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

From: noreply@douroddummer.ca
To: [Jijo Joshy](#)
Subject: New Response Completed for Community Grant Application
Date: Tuesday, February 20, 2024 10:06:05 AM

Hello,

Please note the following response to Community Grant Application has been submitted at Tuesday February 20th 2024 10:02 AM with reference number 2024-02-20-001.

- **Name:**
Mike McLean
- **Phone Number:**
7056510505
- **Email Address:**
propertymanager@mchclakefield.ca
- **Organization Name (If Applicable):**
Morton Community Healthcare Centre
- **Address (including Postal Code):**
150 Strickland Street
- **Are you applying on behalf of an organization or as an individual?**
Organization
- **Are you a non-profit organization or registered charity?**
Non-Profit Organization
- **Do any of the following apply to you?**
N/A
- **Amount of Grant Request:**
Portion of municipal property tax rebate
- **Please select one of the following that apply to your application:**
Program that enhances the health and well-being of the community

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

The funding will help pay for roof repairs to the Medical building.

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

The success of this project will be measured for years, as it is helping the Morton Medical Centre to maintain the building for the future.

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

The Morton Medical Centre serves over 10,000 patients per year.

- **Any additional information you find necessary:**

In 2022 we received \$3544.00 from the township as a tax rebate. We are applying now for 2023 and 2024. Many thanks in advance

- **Name:**

Mike McLean

- **Date:**

2/20/2024

[This is an automated email notification -- please do not respond]

MORTON COMMUNITY HEALTHCARE CENTRE

FINANCIAL STATEMENTS

DECEMBER 31, 2022

MORTON COMMUNITY HEALTHCARE CENTRE

FINANCIAL STATEMENTS

DECEMBER 31, 2022

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INDEPENDENT AUDITOR'S REPORT

To the Members of Morton Community Healthcare Centre

Opinion

We have audited the financial statements of Morton Community Healthcare Centre (the Centre), which comprise the statement of financial position as at December 31, 2022, the statements of operations, changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Centre as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Basis for Opinion

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

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Baker Tilly KDN LLP

Chartered Professional Accountants
Licensed Public Accountants

Peterborough, Ontario
June 30, 2023

MORTON COMMUNITY HEALTHCARE CENTRE

STATEMENT OF FINANCIAL POSITION As at December 31, 2022

	Operating Fund 2022 \$	Capital Asset Fund 2022 \$	Sustainability Fund 2022 \$	Total 2022 \$	Total 2021 \$
ASSETS					
Current assets					
Cash (note 3)	55,251	-	97,251	152,502	122,859
Accounts receivable	3,544	-	-	3,544	-
HST receivable	5,431	-	-	5,431	55
Interfund balance	(15,896)	-	15,896	-	-
	48,330	-	113,147	161,477	122,914
Other assets					
Long-term investments (note 6)	-	-	652,299	652,299	883,267
Tangible capital assets (note 4)	-	2,110,875	-	2,110,875	2,240,267
	-	2,110,875	652,299	2,763,174	3,123,534
	48,330	2,110,875	765,446	2,924,651	3,246,448
LIABILITIES AND FUND BALANCES					
Current liabilities					
Accounts payable and accrued liabilities	20,516	-	-	20,516	33,994
Fund balances					
Unrestricted	27,814	-	765,446	793,260	972,187
Internally restricted	-	2,110,875	-	2,110,875	2,240,267
	27,814	2,110,875	765,446	2,904,135	3,212,454
	48,330	2,110,875	765,446	2,924,651	3,246,448

The accompanying notes are an integral part of these financial statements

MORTON COMMUNITY HEALTHCARE CENTRE

STATEMENT OF CHANGES IN FUND BALANCES For the Year Ended December 31, 2022

	Operating Fund \$	Capital Asset Fund \$	Sustainability Fund \$	Total 2022 \$
Fund balances - beginning of year	6,928	2,240,267	965,259	3,212,454
Excess of revenue over expenses for the year	15,461	(179,715)	(144,065)	(308,319)
Transfer for purchase of tangible capital assets	-	50,323	(50,323)	-
Interfund transfer	5,425	-	(5,425)	-
Fund balances - end of year	27,814	2,110,875	765,446	2,904,135

	Operating Fund \$	Capital Asset Fund \$	Sustainability Fund \$	Total 2021 \$
Fund balances - beginning of year	(2,286)	2,418,617	684,295	3,100,626
Excess of revenue over expenses for the year	21,008	(190,144)	280,964	111,828
Transfer for purchase of tangible capital assets	(11,794)	11,794	-	-
Fund balances - end of year	6,928	2,240,267	965,259	3,212,454

The accompanying notes are an integral part of these financial statements

MORTON COMMUNITY HEALTHCARE CENTRE

STATEMENT OF OPERATIONS

For the Year Ended December 31, 2022

	Operating Fund 2022 \$	Capital Asset Fund 2022 \$	Sustainability Fund 2022 \$	Total 2022 \$	Total 2021 \$
Revenue					
Facility rentals	217,077	-	-	217,077	214,166
Parking fees	54,769	-	-	54,769	38,778
Investment income	-	-	31,297	31,297	25,399
Solar operations	11,510	-	-	11,510	11,252
Municipal property tax rebate	3,544	-	-	3,544	6,740
Donations	-	-	6,540	6,540	6,048
Total revenue	286,900	-	37,837	324,737	302,383
Expenses					
Amortization	-	179,715	-	179,715	190,144
Management fees	85,533	-	-	85,533	86,013
Repairs and maintenance	37,243	-	19,893	57,136	30,279
Utilities	45,604	-	-	45,604	38,816
Property taxes	28,640	-	-	28,640	28,437
Bloodletting room operations	29,818	-	-	29,818	29,993
Professional fees	15,494	-	-	15,494	33,607
Insurance	16,619	-	-	16,619	15,343
Office and supplies	8,874	-	-	8,874	4,230
Bank and investment fees	1,451	-	8,844	10,295	8,417
Advertising	2,163	-	-	2,163	2,003
Total expenses	271,439	179,715	28,737	479,891	467,282
Excess (deficiency) of revenue over expenses for the year before the following:	15,461	(179,715)	9,100	(155,154)	(164,899)
Realized gain (loss) on investments	-	-	(15,754)	(15,754)	73,204
Unrealized gain (loss) on investments	-	-	(143,023)	(143,023)	4,375
Unrealized gain (loss) on foreign exchange	-	-	5,612	5,612	(855)
Recovery of expenses	-	-	-	-	200,003
Excess (deficiency) of revenue over expenses for the year	15,461	(179,715)	(144,065)	(308,319)	111,828

The accompanying notes are an integral part of these financial statements

MORTON COMMUNITY HEALTHCARE CENTRE

STATEMENT OF CASH FLOWS

For the Year Ended December 31, 2022

	2022	2021
	\$	\$
CASH PROVIDED FROM (USED FOR):		
Operating activities		
Excess (deficiency) of revenue over expenses for the year	(308,319)	111,828
Items not affecting cash		
Amortization	179,715	190,144
Unrealized amounts in investments and foreign exchange	137,411	(3,520)
Realized loss (gain) on investments	15,754	(73,204)
	24,561	225,248
Changes in non-cash working capital items		
Accounts receivable	(3,544)	641
Prepaid expenses	-	509
HST receivable	(5,376)	1,204
Accounts payable and accrued liabilities	(13,478)	6,835
	(22,398)	9,189
Net increase in cash from operating activities	2,163	234,437
Investing activities		
Purchase of investments	(161,009)	(597,783)
Proceeds on disposal of investments	238,812	420,651
Purchase of tangible capital assets	(50,323)	(11,794)
Net increase/(decrease) in cash from investing activities	27,480	(188,926)
Increase in cash	29,643	45,511
Cash - beginning of year	122,859	77,348
Cash - end of year	152,502	122,859

The accompanying notes are an integral part of these financial statements

MORTON COMMUNITY HEALTHCARE CENTRE

NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2022

1. NATURE OF OPERATIONS

Morton Community Healthcare Centre (hereinafter called the 'Centre') is a charitable organization incorporated under the Ontario Corporations Act without share capital on July 25, 2003. The purpose of the Centre is to operate a community health care centre by providing medical, health and support services for the general public located in the Township of Selwyn, Township of Douro-Dummer and the surrounding areas. The Centre filed Supplementary Letters of Patent on April 8, 2011 to change its name and objects. The Centre was formerly called the Lakefield Community Medical Support Foundation. The Centre received registered charity status effective April 8, 2011.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations. Significant aspects of the accounting policies are as follows:

(a) *Fund Accounting*

Morton Community Healthcare Centre reports on a fund accounting basis. The funds are maintained as follows:

- (i) Operating fund - includes results of day-to-day operating transactions;
- (ii) Capital asset fund - includes the assets, liabilities, revenues and expenses related to tangible capital assets; and
- (iii) Sustainability fund - includes the assets, donations, investment income, gains, losses and fees related to the activities of the investments.

Transfers from the operating fund to the capital asset fund are for the purchase of tangible capital assets. Transfers from the sustainability fund to the operating fund are to fund operations.

(b) *Recognition of Revenues*

The Centre follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions such as donations, parking fees, recovery of expenses and the municipal property tax rebate are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Investment income is recognized as revenue when earned.

Facility rentals and solar income are recognized as revenue as the services are provided.

(c) *Income Taxes*

The Centre qualifies as a charitable organization as defined by the Federal and Ontario Income Tax Acts (s 149) and, as such, is not subject to federal and provincial income taxes.

(d) *Contributed Services*

Volunteers contributed time to assist the Centre in carrying out its activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

MORTON COMMUNITY HEALTHCARE CENTRE

NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2022

2. SIGNIFICANT ACCOUNTING POLICIES, continued

(e) *Financial Instruments*

(i) Measurement

The Centre initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Centre subsequently measures its financial assets and financial liabilities at amortized cost, except for investments quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statement of operations.

Financial assets measured at amortized cost include cash and receivables.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Financial assets measured at fair value are investments.

(ii) Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in the statement of operations. The write-down reflects the difference between the carrying amount and the higher of:

- ♦ the present value of the cash flows expected to be generated by the asset or group of assets;
- ♦ the amount that could be realized by selling the assets or group of assets;
- ♦ the net realizable value of any collateral held to secure repayment of the assets or group of assets.

When the events occurring after the impairment confirm that a reversal is necessary, the reversal is recognized in the statement of operations up to the amount of the previously recognized impairment.

(f) *Use of Estimates*

The preparation of financial statements in conformity with Canadian Accounting Standards for Not-for-Profit Organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty. The effect of changes in such estimates on the financial statements in future periods could be significant. Accounts specifically affected by estimates in these financial statements are accounts payable and the useful lives of capital assets and amortization.

MORTON COMMUNITY HEALTHCARE CENTRE

NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2022

2. SIGNIFICANT ACCOUNTING POLICIES, continued

(g) *Tangible Capital Assets*

Tangible capital assets are recorded at cost. The Centre provides for amortization using the straight-line method at rates designed to amortize the cost of the tangible capital assets over their estimated useful lives. The annual amortization rates are as follows:

Buildings	- 25 years
Equipment	- 10 years
Solar equipment	- 20 years
Computer equipment	- 5 years
Parking and land improvement	- 12 years

Tangible capital assets are reviewed for impairment whenever events or conditions indicate that the assets no longer contribute to the Centre's ability to provide services or that the service potential of the assets are less than their net carrying amount. When conditions indicate that a tangible capital asset is impaired, the net carrying amount of the asset is written down to the asset's fair value or replacement cost.

3. CASH

Cash held by the Centre consists of the following:

	2022 \$	2021 \$
Canadian investment cash account	65,202	24,108
U.S. investment cash account	29,114	15,688
Foundation account	2,935	36,520
Operating account	54,908	46,200
Change machine	343	343
	152,502	122,859

4. TANGIBLE CAPITAL ASSETS

Tangible capital assets consist of the following:

	Cost \$	Accumulated Amortization \$	Net Book Value	
			2022 \$	2021 \$
Land	200,000	-	200,000	200,000
Building	3,602,686	1,728,248	1,874,438	1,971,152
Equipment	248,974	247,499	1,475	22,321
Solar equipment	66,000	37,950	28,050	31,350
Computer equipment	235,024	228,112	6,912	15,444
Parking and land improvements	151,839	151,839	-	-
	4,504,523	2,393,648	2,110,875	2,240,267

MORTON COMMUNITY HEALTHCARE CENTRE

NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2022

5. FINANCIAL INSTRUMENTS

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments. The Centre is not exposed to any significant credit or liquidity risks.

(a) Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Centre is exposed to currency risk as it has \$134,031 (2021 - \$168,965) in foreign cash and equity securities and bonds.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Centre is exposed to interest rate and other price risks as it has a total of \$746,615 (2021 - \$923,063) in investments.

6. INVESTMENTS

The investments held by the Centre consist of domestic and foreign publicly traded shares and investments.

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: GARY DUNFORD SECRETARY

Phone Number: 705-872-1209 Email Address: gidunford@hotmail.com

Organization Name (If Applicable): The Warsaw and District Lions Club

Address (including Postal Code): P.O. Box 137

Warsaw, ON., K0L 3A0

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.

None of the above

Application Details

Amount of Grant Request: The amount of both property taxes for 2024

Project/Event/Program Date: Various as the year unfolds

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:

Maintance, upkeep and insurance of the Lions Park as a public service to the community as well as allowing events such as Sunday Concerts In The Park, Benefit Cruise Day and other such activities when requested.

**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:

Based on last years figures: Insurance cost alone was \$2,431.08 and with the grant of both taxes (\$1,233.24) was reduced to \$1,197.84 which made a significant difference in operating cost allowing us to continue to keep the park available to the community.

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

The Township of Douro-Dummer as a whole as well as outside the area when an event such as a Benefit Cruise Day takes place.

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

When an event such as a Benefit Cruise Day takes place all those that have given of their time and efforts to make it possible are thanked publicly such as: The Township Office, Fire & EMS, Public Works Department and any other individuals or service groups that have helped to make the event possible.

Any additional information you find necessary:

Over the 50 plus years since the formation of the Club in Warsaw its main goal has been to serve this community as a whole or individuals within it and wish to carry on as long as it is financially possible to do so. This grant greatly helps us to do so and to continue striving to make a difference in the community.

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.

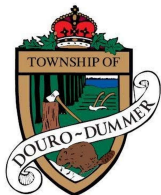
Name: GARY DUNFORD

Signature: Gary D. Ford.

Date (MM/DD/YYYY): 03/07/2024

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



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.

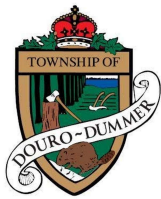
1. Purpose

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:

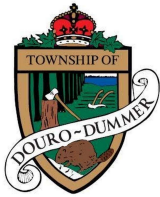
- Have a principal address in the Township; and
- Be in good financial standing with the Township and not in litigation with the Township; and
- Be in compliance with any other Township by-laws and policies.

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.

Recommendation:

That the Clerk's Office-2024-08 report, dated April 2, 2024, regarding the Line Fences Act Program Overhaul be received; and
That Council passes the draft Line Fences By-law, and approves the Policy and Procedure; and
That Council appoints Township Staff as Fence-Viewers until community viewers can be recruited.

Overview:

Under the Line Fences Act R.S.O. 1990, Ontario Municipalities are authorized to pass By-laws that outline the application of the Line Fences Act within their jurisdiction. In all Municipalities that permit Line Fence Disputes, a minimum of three (3) Fence-Viewers must be appointed by Council at all times. Council has not appointed Line-Fence Viewers in a number of years, making administering Line Fence Viewings impossible. In order to provide the necessary service of Line Fence Viewings it is important to have the minimum number of Fence-Viewers during each Council Term. Most Municipalities choose to appoint more than the minimum amount in order to avoid the possibility of scheduling issues. It is recommended that our Chief Building Official, Manager of Public Works, and Manager of Recreation Facilities be appointed in the interim until paid volunteer Line Fence-Viewers can be recruited and appointed by Council.

To date, the Township of Douro-Dummer has not passed a By-law regulating Fence Viewings in any part of the Township. Although it is not required, some of our neighbouring municipalities have chosen to prohibit Line Fence Viewings from all properties not zoned Rural (RU) or Environmental Conservation (EC) zones in order to remove the risk of an influx of frivolous and arduous requests for Fence Viewings. The Line Fences Act is not ideal for the resolution of neighbourly disputes in urban or residential properties. This is because, unlike properties zoned Rural (RU), the integrity of fences is not directly tied to the financial success of the owner or their business as it is in agricultural production areas.

To date the Township of Douro-Dummer has not passed a By-law regulating Fence Viewings between November 1st of one year and March 31st of the next year. Forbidding Fence Viewings during the winter months will ensure proper ground visibility, unencumbered by snow, during the Fence Viewing process. Although this stipulation is not present in all municipalities, it is essential for Douro-Dummer as allowing for Fence Viewings in the winter months, when ground visibility is obstructed by snow and ice, may lead to Fence-Viewer Awards that are not ideal for either owner.

There is a cost associated with a Line Fence Viewing both in the administration of the process and the Fence-Viewer remuneration. A review of area municipalities who provide frequent Line Fence Viewings showed that current Township fees for this

service need updating to bring in line with current costs. Raising the administrative fee will ensure that Line Fence arbitration is only used as a last resort for citizens, encouraging citizens to settle Line Fence disputes privately. Raising remuneration of Fence-Viewers will ensure that they will be properly compensated for their time and expertise. Moreover, more qualified individuals will feel inclined to apply for the position of paid volunteer Line Fence-Viewer if the remuneration is raised to reflect the necessity of the service they are providing.

Township staff have created a public education tool to be printed and put on the Township website. This informational material can be used by residents to see if their disputed fence is eligible for a Fence Viewing, and if requesting a Fence Viewing is right for them. This educational material will also help front-facing Township Staff answer any questions they are asked about the Line Fences Act, minimizing confusion for both residents and staff.

Conclusion:

The passing of By-law 2024-017, will set a framework of how the Line Fences Act will be applied within the Township of Douro-Dummer. That passing of draft Policy A33 by Council will guide the actions taken in the administration of the Line Fences Act. The passing of the draft Procedure A33a will allow Township Staff to know the steps and paperwork involved in the administration of the Line Fences Act. The passing of draft By-law 2024-017, Policy A33, and Procedure A33a will allow The Township of Douro-Dummer to provide Fence Viewing services to residents, efficiently, impartially, and without financial burden to the Township.

Financial Impact:

If Council determines it appropriate to pass the By-law, the recommended fees would be as follows:

Administrative Fee	\$250 (payable to the municipality)
Volunteer Fence-Viewer Remuneration	\$80 per viewer, per fence-viewing (payable to the municipality, and transferred to the Fence-Viewers)
Volunteer Fence-Viewer Mileage Compensation	Set in accordance with the current municipal mileage rate
Staff Appointed Fence-Viewer Mileage Compensation	Set in accordance with the compensation By-Law

There are no upfront costs to the Township for Fence Viewings.

Report Approval Details

Document Title:	Line Fences Report to Council - April 2024.docx
Attachments:	<ul style="list-style-type: none">- Line Fences By-Law.docx- Line Fences - Policy.docx- Line Fences - Procedures.docx- Line fences act - Brochure.pdf
Final Approval Date:	Mar 28, 2024

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

Martina Chait-Hartwig

Elana Arthurs

The Corporation of the Township of Douro-Dummer

By-law Number 2024-017

Application of the Line Fences Act in the Corporation of The Township of Douro-Dummer and Repeal By-law 2009-33, as amended

Whereas the Township of Douro-Dummer must pass a By-law that indicates procedures for all Line Fence disputes within the Township in accordance to the Line Fences Act R.S.O. 1990, Chapter L. 17. to best serve land-owners;

And whereas in accordance with Municipal Act Section 98(1): A local municipality may provide that the Line Fences Act does not apply to all or any part of the municipality. Under Ontario Municipal Legislation 2001, c. 25, s. 98 (1), the Township of Douro-Dummer has the right to evaluate what sections of the Township would benefit from being exempt from The Line Fences Act;

And whereas it is deemed expedient that the Township of Douro-Dummer Council approve a procedure for appointing the minimum number of Fence-Viewers for a full Council term;

And whereas in accordance with the Line Fences Act R.S.O 1990, c. L.17, s. 2, Council will fix a remuneration to be paid to the Fence-Viewers and the remuneration may be fixed on an hourly or daily rate or a rate for each attendance or reattendance by the Fence-Viewers.

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

1. **That** the Line Fences Act, 1990, shall apply to properties defined as Rural Zone (RU) and Environmental Conservation Zone (EC) and those adjoining them as outlined as outlined in the Township Zoning By-law.
2. **That** Council adopts procedures to appoint a minimum of three (3) fence-viewers for a Council term;
3. **That** Council adopts a fixed remuneration of \$80 to be paid to each volunteer fence-viewer per viewing in addition to standard municipal mileage compensation;
4. **That** the administrative fee be reviewed as part of the Annual User Fees and Charges By-law;
5. **That** By-law 2009-33, as amended – By-law to establish Municipal Administration fee pursuant to Line Fences Act, be repealed as of the passing of this By-law.

1. Definitions:

In this By-law;

- 1.1 **"Actual Cost"** means the total cost of the construction, reconstruction, maintenance or repair of a line fence, and includes the value of the material used and the value of the labour performed to complete the work;
- 1.2 **"Adjoining Owner"** means the person(s) who owns land adjoining the land on which another land owner desires to build a line fence;

- 1.3 **"Award"** means the legally-binding decision or ruling given out by Fence-Viewers;
- 1.4 **"Council"** or **"Municipal Council"** means the municipal Council for the Township;
- 1.5 **"Fence-Viewer"** means the person appointed to carry out the duties of Fence-Viewer described in the Line Fences Act, R.S.O. 1990;
- 1.6 **"Grade"** means the average elevation of the finished surface of the ground beneath the fence;
- 1.7 **"Line Fence"** means a fence marking the boundary between adjoining parcels of land and located on the actual property line;
- 1.8 **"Line Fences Act"** means the Line Fences Act, R.S.O. 1990, c. L.17, as amended;
- 1.9 **"Municipal Act"** means the Municipal Act, 2001, S.O. 2001, c. 25, as amended;
- 1.10 **"Municipal Clerk", "Township Clerk" or "Clerk"** means the person appointed by Council to carry out the duties of the Clerk described in Section 228 of the Municipal Act, 2001;
- 1.11 **"Owner"** means the registered owner of the land and includes the person managing or receiving the rent for the land or premises, and the person who wishes to erect the fence; and
- 1.12 **"Township", "Township of Douro-Dummer" or "Douro-Dummer"** means The Corporation of the Township of Douro-Dummer and includes its entire geographic area,

2. Application of Line Fences Act

- 2.1. The Line Fences Act 1990 shall solely apply to properties zoned Rural (RU) and Environmental Conservation (EV), or properties that share a line fence with properties zoned Rural or Environmental Conservation (as outlined in the Township Zoning By-Law).
- 2.2. No line fence viewings shall be scheduled between November 1 and March 31 as stated in the Line Fences Act R.S.O 1990, c. L17, s. 5(2) to ensure full visibility of the terrain and the fence.

3. Appointment of Fence-Viewers

- 3.1 Council will appoint no less than three (3) and no more than ten (10) fence viewers in January following each election. They are to serve of a full Council term.
- 3.2 To be eligible for the paid volunteer position of fence-viewer, one must;
 - a) Be a Canadian citizen;
 - b) Be at least 18 years of age;
 - c) Not be disqualified by any legislation from holding office;
 - d) Be willing to sign and abide by the fence-viewer code of conduct as attached to this By-law as Schedule A.

- 3.3 Township staff who meet the qualifications in 3.2 of this By-law shall be eligible to be a Fence-Viewer but will not be considered a Volunteer Fence-Viewer and shall not receive additional compensation.

4 Fence-Viewer Renumeration

- 4.1 A Volunteer Fence-Viewer will be paid a flat rate of \$80 for each fence viewing.
- 4.2 A Volunteer Fence-Viewer will be compensated for their mileage in accordance with the current municipal mileage compensation rate. A Staff appointed Fence-Viewer shall be compensated mileage in accordance with the Compensation By-law.

5. Fence Viewing Administrative Price

- 5.1 Administrative costs shall be \$250, and shall be reviewed in accordance with the Annual User Fees and Charges By-law. This fee will be due upon the filing of Form 1.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

Schedule "A" to By-Law Number 2024-017

The Corporation of the Township of Douro-Dummer Fence Viewer Code of Conduct

Policy Statement and Rationale:

This written Code of Conduct establishes a shared and common foundation for acceptable behaviour, conduct and actions. These standards are designed to supplement the legislative parameters within which Fence-Viewers must operate and is intended to support professional standards and Code of Conducts already in place.

General

All Fence-Viewers shall serve the Township of Douro-Dummer with honesty and integrity, and in a conscientious and diligent manner. Fence-Viewers shall:

- Perform the responsibilities assigned, within their legislated and prescribed authorities.
- Understand, and adhere to all Township by-laws, policies and procedures.
- Understand and adhere to federal and provincial legislation in a manner that is consistent with such legislation.
- Act in cooperation with Township staff members.
- Treat all members of Council and the public fairly and consistently with care and respect.
- Recognize their role as ambassadors and representatives of the Township at all times.
- Avoid any conflict of interest.
- Adhere to this Code of Conduct and report any contraventions of the Code to the appropriate authority.

Gifts and Benefits

Fence-Viewers shall not, directly or indirectly through a family member or otherwise, solicit any gift or accept/receive any gift or personal benefits or rewards which may be tied or inferred to be tied directly or indirectly to their position or the performance of their duties. Fence-Viewers shall not accept, directly or indirectly through a family member or otherwise, any gift, benefit, money, discount, favours or other assistance, from any business or organization which has a contract with the Township or who will potentially be contracted to do business in the future, or who has other business with the Township including the need for licenses, permits, agreements, development activities, procurement activities or other Township approvals.

Confidentiality and Use of Township Information

It is every Fence-Viewers' responsibility to ensure information disseminated to Council members and the public is accurate and complete. No Fence-Viewer shall willfully mislead Council members, employees or the public about any issue. All information shall be released based upon appropriate communication protocols as established.

Fence-Viewers shall ensure that confidential information provided through the course of their duties is kept strictly confidential and shall only be disclosed or otherwise released to authorized staff or as allowed by legislation. This shall relate to any time during or after their appointment as a Fence-Viewer except as required by law.

Fence-Viewers recognize that the *Municipal Freedom of Information and Protection of Privacy Act* provides standards for and requires administrative, technical and physical safeguards to ensure the security and confidentiality of records and personal information under the control of the Corporation of the Township of Douro-Dummer. Fence-Viewers also recognize that *Ontario Regulation 823* intends to apply access and security considerations in the day-to-

day administration of an institution record and requires measures be taken to prevent unauthorized access to an institution's records.

No Fence-Viewer shall:

- Use information acquired through their official duties and not available to the general public for a personal advantage or pecuniary interests during or after their appointment as a Fence-Viewer.
- Use confidential information so as to cause detriment or a benefit to others inappropriately.
- Release confidential documents or information until the matter ceases to be confidential as determined by Council, by policy or by legislation.
- Have access to information protected under legislation, unless it is specifically relevant to their responsibilities.
- Speak disrespectfully about the Township, an employee, a Council member, or Council's decisions. Any concerns regarding the conduct of another person including a contravention of the Code of Conduct by an employee or Council member shall be provided to the Clerk or Chief Administrative Officer.

Conduct at Meetings, Training Sessions or Events

Fence-Viewers shall conduct themselves with decorum at all events they attend as a Fence-Viewer for the Township of Douro-Dummer. Respect and courtesy will be provided to delegations, Council members, staff, and members of the general public.

Relationships with Staff and Members of Council

Fence-Viewers will show respect for staff members and Council members and recognize their distinct roles and responsibilities as defined by legislation.

Fence-Viewers shall:

- Refrain from using their position to improperly influence staff and/or Council members in their duties or functions or to gain an advantage or pecuniary interest for themselves, members of their family or other associates.
- Refrain from publicly criticizing staff or individual Council members in a way that maliciously or falsely injures the professional or ethical reputation of another individual.
- Provide advice that is objective and based upon their professional expertise, politically neutral, and considering a corporate perspective, without undue influence from any individual member or group of members of Council or other outside interests.
- Be respectful that staff and Council members have the right to a different point of view providing it is appropriately and responsibly shared.
- Carry out Council directions and administer the policies and programs of the municipality without any undue influence from any individual member or group of members of Council or by any outside interests.
- Carry out responsibilities that are set out in legislation without any undue influence from any individual employee or Council member or group of members of Council or any outside interests.
- Be respectful and supportive of the Township's commitment to foster a positive work environment that is free from discrimination, harassment, interference, intimidation or coercion through personal adherence to the and the Ontario Human Rights Code.

Use of Township Property

Fence-Viewers may use Township property, equipment, supplies or services only for activities connected with the discharge of their official duties as sanctioned by Township Policy or By-law. Any equipment or supplies purchased by the Township in the exercise of the Fence-Viewers duties (i.e. cameras) is Township

property and will be returned to the Township at the conclusion of their appointment term.

No Fence-Viewer shall obtain financial gain from the use of township-developed intellectual property, computer programs, technological innovations or other patentable items, while a Fence-Viewer or thereafter. All such property remains the exclusive property of the Township of Douro-Dummer.

No Fence-Viewer shall use information gained in the execution of their duties that is not available to the general public, for any pecuniary advantage for the Fence-Viewer or their family or for any other purpose not related to the implementation of their official duties.

Work of a Political Nature

No Fence-Viewer shall use Township facilities, services, or property in support of a municipal election or re-election campaign, expression of support for or against a political candidate, or any other outside political activity.

Fence-Viewers seeking to run for Municipal, Provincial, or Federal elected office shall submit a letter of resignation of their appointed position prior to the filing of nomination papers to the respective authorities.

Fraud, Breach of Trust and Other Criminal Activities

Fence-Viewers shall not engage in behaviour that is fraudulent or that constitutes a breach of trust with the Township of Douro-Dummer. A fraudulent activity includes, but is not limited to:

- Using deceit to gain a personal advantage, pecuniary interest or benefit for oneself and/or others.
- Illegally obtaining money, including the solicitation and/or acceptance of bribes or favours.
- Intentionally providing false or incomplete or withholding information from Council and/or Township officials.
- Intentionally circumventing Township policies or procedures to gain a personal advantage for oneself and/or others.
- Planning or participating in a theft of Township property, or the use of said property to aid or conduct a theft of any kind.
- Inappropriate personal use of or intentional damage of Township property.
- Undertaking any other illegal activity.

Conflicts of Interest

A conflict of interest is understood to occur if an individual's personal affairs, business, or relationships overlap with their professional functions. In order to avoid any conflict of interest, pecuniary interest or personal gain for the Fence-Viewer, their family or associates, a Fence-Viewer is not permitted to carry out any assigned duties for which a conflict of interest is present. Conflicts of interest could potentially arise in – but are not limited to – the following and Fence-Viewers shall avoid and reclude themselves from these situations of conflict:

- Decisions regarding the Township's procurement of goods and services.
- The advancement of a Fence-Viewer's personal business or outside activity.
- The advancement of another person's business or organization outside for personal or indirect gain.
- Any other matters that involve oneself or close colleagues, family members, or friends (including the display of nepotism in appointments, decisions, or instructions to municipal staff).

Additionally, Fence-Viewers should be aware that some conflicts will need to be considered on an individual basis.

Business/Other Organizations Relations

Fence-Viewers must demonstrate transparency with regards to their relations with businesses and/or organizations who do business with the Township.

Fence-Viewers shall recognize the need for their decision-making and actions to be viewed as impartial and transparent by refraining from having any pecuniary association with any business or organization that has interactions with them in the conduct of their duties and responsibilities. This may include but not be restricted to borrowing or receiving money or gifts, directly or indirectly.

Compliance/Contravention

Upon receipt of an alleged contravention, the Township Clerk shall determine the form an investigation will take. The Township Clerk shall disclose the alleged contravention to the Fence-Viewer and outline the form of investigation. Actions may include discipline up to and including termination of appointment as a Fence-Viewer. If the Township Clerk determines the action is grounds for termination of their appointment a report with this recommendation will be provided to Council for their decision as to whether the Fence-Viewer's appointment should or should not be terminated.

Any transgression of an illegal matter will be reported to the appropriate police authority.

Implementation

Fence-Viewers are to sign the Value Statement before they begin their duties as a Fence-Viewer.

Code of Conduct
Value Statement of Commitment – Fence-Viewers

As a Fence-Viewer of the Township of Douro-Dummer I am committed to discharging my duties conscientiously and to the best of my ability. I have read the Township of Douro-Dummer Code of Conduct for Fence-Viewers and I support and will follow the Code in my undertakings relating to my position with the Township.

Specifically:

- I will act with honesty and integrity, and conduct myself in a way that generates teamwork, confidence in our abilities, and enhances the image of the Township of Douro-Dummer.
- I will treat every person with dignity, understanding and respect.
- I will optimize the use of assigned resources to provide the maximum benefit to the Township of Douro-Dummer and the community, and I will only use Township resources for activities associated with the discharge of my official duties.
- I will be responsible for the disclosure of any situation where my personal interests may conflict with the Township of Douro-Dummer. Further, I will avoid any situations which would provide me, my family, or other associates, a pecuniary advantage of any kind, through my appointment with the Township.
- I will neither solicit nor accept any gift or benefit, directly or indirectly, the acceptance of which would compromise my ability to make impartial decisions or recommendations.
- I will honour the need for confidentiality and ensure that confidential information to which I may be privy as a result of my position shall remain confidential and not disclose or release to any person at any time during and after my appointment, except as may be required by law.
- I agree to take appropriate security measures to prevent unauthorized access to confidential information.
- I will ensure that my communications are consistent, open, honest, transparent and in the best interests of the Township of Douro-Dummer and the community.

	Print Name	Signature
Fence-Viewer:		
Witness:		
Date:		

Line Fences Policy

Approved By:
Approval Date:
Effective Date:
Revision Date:

Policy Statement

The Corporation of the Township of Douro-Dummer is committed to ensuring that all Line Fence disputes that are incapable of being resolved privately are resolved efficiently and impartially in accordance with the Township of Douro-Dummer Line Fence By-law.

All Line Fence Viewers will provide impartial and fair service and awards that will be most beneficial for all parties involved. Township staff will ensure that Line Fence Policies, Procedures and Forms are available to the public upon request for ease of access if a Line Fence viewing is absolutely necessary.

Purpose: The purpose of this Policy is to ensure that Line Fence Disputes are resolved efficiently and impartiality within the Township of Douro-Dummer, as per By-law 2024-017.

Application:

To resolve Line Fence disputes within the Township of Douro-Dummer.

Definitions:

"Actual Cost" means the total cost of the construction, reconstruction, maintenance or repair of a line fence, and includes the value of the material used and the value of the labour performed to complete the work;

"Adjoining Owner" means the person(s) who owns land adjoining the land on which another land owner desires to build a line fence;

"Award" means the legally-binding decision or ruling given out by Fence-Viewers;

"Council" or **"Municipal Council"** means the municipal Council for the Township;

"Fence-Viewer" means the person appointed to carry out the duties of Fence-Viewer described in the Line Fences Act, R.S.O. 1990;

"Grade" means the average elevation of the finished surface of the ground beneath the fence;

"Line Fence" means a fence marking the boundary between adjoining parcels of land and located on the actual property line;

"Line Fences Act" means the Line Fences Act, R.S.O. 1990, c. L.17, as amended;

"Municipal Act" means the Municipal Act, 2001, S.O. 2001, c. 25, as amended;

"Municipal Clerk", "Township Clerk" or "Clerk" means the person appointed by Council to carry out the duties of the Clerk described in Section 228 of the Municipal Act, 2001;

"Owner" means the registered owner of the land and includes the person managing or receiving the rent for the land or premises, and the person who wishes to erect the fence, and;

"Township", "Township of Douro-Dummer" or "Douro-Dummer" means The Corporation of the Township of Douro-Dummer and includes its entire geographic area,

References & Related Policies:

By-law 2024-017 Application of the Line Fences Act in the Corporation of The Township of Douro-Dummer

A Guide to The Line Fences Act (2014) – Ontario Ministry of Agriculture, Food and Rural Affairs

Consequences of Non-Compliance:

Failure to comply with this policy and failure to comply with the Fence Viewers' award may result in the development of legal issues.

Exceptions:

The Line Fences Act 1990 shall solely apply to properties zoned Rural (RU) and Environmental Conservation (EV), or properties that share a line fence with properties zoned Rural or Environmental Conservation (as outlined in the Township Zoning By-Law).

No line fence viewings shall be scheduled between November 1 and March 31 as stated in the Line Fences Act R.S.O 1990, c. L17, s. 5(2) to ensure full visibility of the terrain and the fence.

Review Cycle: This policy will be reviewed once per term of council.

Line Fences Procedure

Approved By:
Approval Date:
Effective Date:
Revision Date:

Purpose:

The purpose of this Procedure is to ensure that Line Fence Disputes are resolved efficiently and impartiality within the Township of Douro-Dummer, as per By-law 2024-017.

Application:

To resolve Line Fence disputes within the Township of Douro-Dummer.

Definitions:

"Actual Cost" means the total cost of the construction, reconstruction, maintenance or repair of a line fence, and includes the value of the material used and the value of the labour performed to complete the work;

"Adjoining Owner" means the person(s) who owns land adjoining the land on which another land owner desires to build a line fence;

"Award" means the legally-binding decision or ruling given out by Fence-Viewers;

"Council" or **"Municipal Council"** means the municipal Council for the Township;

"Fence-Viewer" means the person appointed to carry out the duties of Fence-Viewer described in the Line Fences Act, R.S.O. 1990;

"Grade" means the average elevation of the finished surface of the ground beneath the fence;

"Line Fence" means a fence marking the boundary between adjoining parcels of land and located on the actual property line;

"Line Fences Act" means the Line Fences Act, R.S.O. 1990, c. L.17, as amended;

"Municipal Act" means the Municipal Act, 2001, S.O. 2001, c. 25, as amended;

"Municipal Clerk", "Township Clerk" or "Clerk" means the person appointed by Council to carry out the duties of the Clerk described in Section 228 of the Municipal Act, 2001;

"Owner" means the registered owner of the land and includes the person managing or receiving the rent for the land or premises, and the person who wishes to erect the fence, and;

"Township", "Township of Douro-Dummer" or "Douro-Dummer" means The Corporation of the Township of Douro-Dummer and includes its entire geographic area,

Procedures

Responsibilities:

Municipal Council to:

- Appoint a minimum of three (3) Fence-Viewers for each term of Council;
- Enforce the criteria determined in By-law 2024-017 needed to qualify for the position of Fence-Viewer;
- Set the remuneration rate for Fence-Viewers as part of the Annual User Fees and Charges By-law;
- Set administrative fees to be paid to the municipality by owners involved in arbitration and reviewing these fees as part of the Annual User Fees and Charges By-law;
- Prohibit fence viewings between November 1st of one year and March 31st of the next year; and
- Prohibit line fence disputes in all properties not zoned Rural (RU) or Environmental Conservation (EC), or properties that share a line fence with properties zoned Rural (RU) or Environmental Conservation (EC) zone (as outlined in the Township Zoning By-Law).

Municipal Clerk to:

- Encourage parties to settle the dispute privately, and serve as a neutral third party to avoid the costs associated with a line fence viewing;
- Ensure that there are no boundary disputes prior to the filing of Form 1 (Procedure Appendix A);
- Ensure that Form 1 is filled out completely and accurately, and provide Form 1 to the adjoining owner;
- Mail formal notices of an upcoming viewing to both owners through Form 2 (Procedure Appendix B);

- Mail notice to request the attendance of Fence-Viewers through the filling of Form 3 (Procedure Appendix C);
- Schedule the date and time for the fence viewing within thirty (30) days of the filing of Form 1 (Procedure Appendix A) unless Form 1 is filled between the November 1st of one year and March 31st of the next year, then the fence viewing will take place within thirty (30) days of April 1;
- Ensure that Fence-Viewers are paid fifteen (15) days after the filing of Form 4 (Procedure Appendix D) if no appeal is filed;
- Mail certified copies of the Fence-Viewer Award to required persons.

Fence-Viewers to:

- Listen to the testimonies of both owners and be open to the evidence presented by both owners;
- Abide by the Fence-Viewer Code of Conduct (By-law XXXX, Schedule A);
- Consider the needs and wishes of both owners, the location of the fence, the description of the fence, allocation of costs and responsibility, and the best start and completion dates for the Award (Form 4, Procedure Appendix D).

Property owners:

- Complete Form 1 (Procedure A)
- Provide accurate information on all Line Fence paperwork, and when giving testimony to Fence-Viewers;
- If filing an Award appeal, ensure that it is filed (Form 5, Procedure Appendix E) within fifteen (15) days of the filing of the Award (Form 4, Procedure Appendix D);
- Abide by the Award made by the Fence-Viewers.

Steps:

Prior to filing a fence viewing:

- Township Clerk will offer to provide mediation for the owners to reach resolution without the need for a fence viewing.

Fence Viewing request:

- Land owner will make it known to Township Staff that they request a fence viewing.
- Township Clerk will ensure that the land in question is not subject to any boundary disputes.
- Township Clerk will ensure that land in question is subject to a line fence viewing as defined in By-law 2024-017 and the Line Fences Act R.S.O 1990.

- Land owner will complete Form 1 (Procedure Appendix A) and submit it to the Township Clerk along with paying the Line Fence Viewing administrative fee.

Fence Viewing:

- Township Clerk will request the attendance of three (3) Fence-Viewers through the filing of Form 3 (Procedure Appendix C).
- Township Clerk will file and mail Form 2 (Procedure Appendix B) alerting owners of date and time of fence viewing.
- Fence-Viewers will view the fence and listen to testimonies of owners.
- Fence-Viewers will deliberate and make an Award through the submission of Form 4 (Procedure Appendix D).
- Fence-Viewers are to be paid their remuneration fifteen (15) days after the filing of the Award (Form 4 - Procedure Appendix F) if no appeal is filed.

Award Appeal:

- Owner/owners, who deem it necessary, have fifteen (15) days to appeal the Award through the filing of Form 5 (Procedure Appendix E) to adjoining owner by registered mail.
- Form 5 (Procedure Appendix E) will then be filed with the Township Clerk along with Form 6 (Procedure Appendix F).
- Township Clerk will then submit the Award (Form 4, Procedure Appendix D), the notice of appeal (Form 5, Procedure Appendix E), and the affidavit of Service Notice of Appeal (Form 6, Procedure Appendix F) by registered mail to Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), at which time the Owner filing the appeal will be charged the appeal fee to OMAFRA which is subject to change in accordance with the Consumer Price Index of Ontario.

Enforcement of an Award:

Enforcement procedures set out in the Line Fences Act R.S.O. 1990 can be utilized at the request of one owner involved in a line fence dispute. If one owner (Owner A) is looking to have the Award implemented and the adjoining owner (Owner B) is unwilling to cooperate, Owner A may utilize the enforcement procedures, applicable to the following situations:

1. The work done by one of the owners does not comply with the Award.
 - If work is completed by both owners by the assigned date but Owner A does not believe that the work done Owner B complies with the Award the Fence-Viewers may be required to reconvene.
 - To begin the process the complainant (or Owner A) must first send a notice to the other owner through registered mail requiring Owner B bring

- the work into compliance with the Award. If Owner B does not comply within fourteen (14) days Owner A may apply to the Township Clerk to have the Fence-Viewers reconvene to review what work has been done.
- The Township Clerk is responsible for setting a time and date for the review no more than thirty (30) days from Owner A's re-viewing request.
 - Township Clerk is responsible for notifying owners by registered mail in Form 2 (Procedure Appendix B) and the Fence-Viewers by registered mail in Form 3 (Procedure Appendix C), at least one week prior to the re-viewing.
 - If the Fence-Viewers find the work done by Owner B does not comply with the Award they must use Form 12 (Procedure Appendix L) to specify the action Owner B is to take to make the work comply with the Award and the date by which this work must be completed.
 - Township Clerk is responsible for sending out this determination to the owners and the occupants of the lands by registered mail.
 - If the Fence-Viewers decide that the work done by Owner B adequately complies with the Award they must use Form 13 (Procedure Appendix O) to explain their decision.
2. One owner does not do the work specified in the Award.
- If Owner A completes the work determined in the Award and Owner B does not, Owner A is required to send notice to Owner B by registered mail requiring Owner B to obey the Award.
 - If the Award is not obeyed within fourteen (14) days, Owner A can do the necessary work, and is entitled to enter Owner B's property for this purpose. The Line Fences Act R.S.O. 1990, c. L.17, s. 11 (5) makes it an offence for Owner B obstruct Owner A from entering their property for the purpose of completing the Fence-Viewers' Award.
 - When the work is completed, Owner A can institute the proceedings to recover the value of that work from Owner B.
3. One owner does not pay for their share of the work.
- If the Award outlined that Owner A is responsible for completing the work, and Owner B is responsible for paying a portion of the cost of the work to Owner A and Owner B does not pay their share, Owner A must send them written notice by registered mail giving Owner B twenty-eight (28) days to abide by the Award.
 - If after the twenty-eight (28) days, Owner B does not pay the amount determined in the Award, Owner A may institute proceedings to recover the amount and the costs of the proceedings from Owner B.

Proceedings to Recover Amount Owed

- To begin proceedings and recover all or a portion of actual costs, Owner A is to apply to the Township Clerk to have the Fence Viewers reconvene.
- The Clerk is responsible for setting a date and time for the re-viewing and notifying both owners through the mailing of Form 7 (Appendix I) and Fence Viewers through the mailing of Form 8 (Appendix J) by registered mail at least seven (7) days prior to the re-viewing date.
- Upon re-viewing, if Fence-Viewers agree that Owner B has failed to obey the Award, Fence-Viewers must prepare a certificate of default in either Form 9 (Appendix K) or Form 10 (Appendix L), certifying default of payment, and specifying the amount payable from Owner B to Owner A. The Township Clerk is responsible for sending out a certified copy of the Certificate of Default (Form 9 - Appendix K) by registered mail to the Owners and occupants of the land.
- Upon re-viewing, if Fence-Viewers determine that Owner B has not failed to obey the Award Fence-Viewers must use Form 13 (Appendix O) to explain their decision and allocate the costs of the proceedings (re-viewing Fence Viewer remuneration) to one or both Owners.
- If Owner B pays the certified amounts to Owner A, no further action is needed. If Owner B fails or refuses to pay the certified amount to Owner A, steps can be made to collect this amount from Owner B (see Procedure Section "Collection of Certified Amounts").

Collection of Certified Amounts

1. Collection in the same manner as taxes:
 - An owner who is seeking reimbursement of a certified amount defined in the Award may apply in writing to have the amount added to the collector's roll.
 - The amount is then collected in the same manner as taxes, with the same interest rate as unpaid taxes. The owner seeking reimbursement will then receive the certified amount with interest once it has been collected.
2. Action in Small Claims Court:
 - As per the Line Fences Act R.S.O. 1990 12 (9), land owners can seek reimbursement through action in Small Claims court through the filing of the certificate of default (Form 10, Appendix J) and the original Award (Form 4, Appendix D) with the Small Claims Court Clerk.
 - This action may lead to the reimbursement of Owner A through the transferring of goods and chattel (or moveable personal property) from Owner B to Owner A.

Privacy

Personal Information Collected, Used & Disclosed

- Personal Information collected and used under this policy, procedure and By-law may include an individual's general description, photographic image or likeness, address and contact information, and shall not be used or disclosed for an inconsistent purpose;
- All Township staff shall have regard for the individual's privacy and shall not use or disclose their personal information in any way that may reveal to the public the individual's personal information, unless it is pertinent to the resolution of the line fence dispute.
- Information collected in and used under this Policy Procedure and By-law will be subject to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chapter M. 56 and will be treated accordingly.

Appendix

Appendix A: Form 1 - Request for Fence-Viewers
Appendix D: Form 2 – Clerk’s Notice to Parties (Dispute)
Appendix E: Form 3 – Clerk’s Notice to Fence-Viewers (Dispute)
Appendix F: Form 4 – Award
Appendix G: Form 5 – Owner’s Notice of Appeal from Fence-Viewers’ Award
Appendix H: Form 6 – Affidavit of Service of Notice of Appeal
Appendix I: Form 7 – Clerk’s Notice to Parties (Certification)
Appendix J: Form 8 – Clerk’s Notice to Fence-Viewers (Certification)
Appendix K: Form 9 – Certification of Default (Payment Not Made)
Appendix L: Form 10 – Treasurer’s Notice of Amount Owed to Municipality by Defaulting Owner
Appendix M: Form 11 – Treasurer’s Notice of Amount Owed to Municipality by Defaulting Owner
Appendix N: Form 12 – Determination with Directions
Appendix O: Form 13 – Decision of Fence-Viewers Where No Award, Certificate, etc., is Made
Appendix P: Form 14 – Agreement
Appendix Q: Form 15 – Agreement (Where One Party is a Municipality or Local Board)

Definitions

Adjoining Owner: The person who owns land adjoining the land on which another landowner desires to build a line fence.

Award: The legally binding decision or ruling given out by Fence-Viewers. The Award can determine the cost, division of costs, division of labour, and the material of the fence that is to be built.

Fence-Viewer: The person appointed by the Municipal Council to carry out the responsibility of viewing the fence, listening to the testimonies of both owners, and making the final decision (the Award) on the construction, reconstruction, or repair of the fence.

Line Fence: A fence marking the boundary between adjoining parcels of land and located on the actual property line.



Fees and Prices

Administrative Fee... \$250


Fence-Viewer Remuneration... \$80 per viewer, per Fence-Viewing

These fees can be split between owners as part of the Fence-Viewers' Award.




Township of Douro-Dummer



 (705) 652-8392

 info@dourodummer.on.ca

 www.township.dourodummer.on.ca

 894 South Street, P.O Box 92
Warsaw ON Canada M0C 3A0



Your
Guide to
The Line
Fences Act



What is the Line Fences Act?

A Line Fence is a fence that divides two properties.

When two property owners who share a fence cannot agree on the construction, repair or maintenance of their Line Fence, and one owner still wants a fence built or repaired, the one wanting the fence can turn to the dispute resolution process by contacting the Township Clerk and asking for the Fence-Viewers to come and make a decision.

This decision is called an “Award” and is legally binding. Because the Fence-Viewers’ award is binding, there are procedures set to recover the amount owed from your neighbour to ensure that you are both held to the division of costs outlined in the award.

The goal of the Township of Douro-Dummer is for Line Fence Disputes to be resolved efficiently and impartially.

Before Requesting a Line Fence Viewing

It is important to remember that requesting a Fence Viewing is a last-resort solution, and can be quite costly for both parties.

Before you file a request for a fence viewing here are some things you should do:

- Try everything you can to resolve this dispute privately with your neighbour;
- Ask the Township Clerk for their help resolving the conflict informally;
- Make sure that your property is eligible for a Fence Viewing under Douro-Dummer By-laws; and
- Make sure that the location of the fence is not subject to a property boundary dispute.

Is Your Fence Eligible?

To be eligible for a line fence viewing your fence must be located on property zoned Rural (RU) or Environmental Conservation (EC) on at least one side.

If your property is not zoned Rural (RU) or Environmental Conservation (EC) but your neighbour’s property is, your fence is still eligible for a viewing.



Line Fences Act Procedure

Bring your concerns to the Township Clerk, who will start by trying to mediate the conflict privately between you and your neighbour.

If private mediation does not lead to a resolution, you can fill out Form 1 (Request for Fence-Viewers) and pay the Line-Fence Administrative Fee. The Fence-Viewers may order this amount to be split between both owners in their Award.

The Township Clerk will then organise a time for the Fence Viewing, alerting both you and your neighbour through registered mail. The Fence Viewing will occur within thirty (30) days of the filing of Form 1.

Line Fence Viewings cannot happen between November 1st and March 31, as the snow can impair proper visibility of the fence. All Fence Viewing requests filed during these months will occur within thirty (30) days of April 1st.

During the Fence Viewing, you and your neighbour will both be given time to explain your side to the Fence-Viewers. Fence-Viewers are held to the “Fence-Viewer Code of Conduct”, and must ensure that no conflicts of interest are affecting their decision making.

If you believe that the Fence-Viewers’ Award is unfair, you have fifteen (15) days to file the appeal paperwork. This paperwork comes with a fee charged to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) who will handle the remainder of the appeal process.

Recommendation:

That the Clerk's Office-2024-07 report, dated April 2, 2024 regarding a request for a new member to be appointed to the Douro-Dummer Public Library Board be received and that Tina Fridgen be appointed to the Board for the remainder of the 2022-2026 term of Council.

Overview:

In December 2023, long-time Library Board member Sharon McKeiver resigned from the Douro-Dummer Public Library Board. After her resignation, the Board was left with five members which is the minimum number under the Public Libraries Act.

Board Chair Georgia Gale-Kidd had reached out to Township staff to inquire as to the process to add a member to the Board mid-term. The Township does not have a formal process for such but there is a precedent for adding additional members mid-term when a vacancy occurs. Tina Fridgen, local Douro-Dummer resident would like to join the Board for the remainder of the term. The Board has discussed Tina's request and is in support of her joining for the remainder of the term.

Conclusion:

All appointments to the Library Board must be completed by Council as per the Public Libraries Act. The Board has the opportunity to add another qualified member to their complement to ensure quorum and to strengthen the Board membership.

Financial Impact: None

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:	Request for Appointment to Library Board.docx
Attachments:	
Final Approval Date:	Mar 27, 2024

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

Elana Arthurs



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, March 19, 2024

Resolution # RC24069	Meeting Order: 12
Moved by: <i>M Hatfield</i>	Seconded by: <i>Cathy Cannon</i>

RESOLVED THAT Council of the Municipality of Wawa does hereby support the Resolution passed by the Township of Amaranth passed on February 23, 2024, regarding pausing advancement on proposed highway 413 and redirect the appropriate \$8 billion cost for Highway 413 to support municipal infrastructure costs and housing construction initiatives, a copy of which is attached hereto and;

FURTHERMORE, BE IT RESOLVED THAT a copy of this Resolution be circulated to Premier Doug Ford, Minister of Infrastructure, Kinga Surma, Association of Municipalities of Ontario (AMO), and all municipalities on Ontario.

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/> CARRIED		MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/> DEFEATED		Mitch Hatfield		
<input type="checkbox"/> TABLED		Cathy Cannon		
<input type="checkbox"/> RECORDED VOTE (SEE RIGHT)		Melanie Pilon		
<input type="checkbox"/> PECUNIARY INTEREST DECLARED		Jim Hoffmann		
<input type="checkbox"/> WITHDRAWN		Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

- ☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL
<i>M. Pilon</i>	<i>Maury O'Neill</i>

This document is available in alternate formats.

March 14, 2024

Re: Item for Discussion – Resolution of Support Regarding Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework

At its meeting of March 13, 2024, the Council of the Corporation of the Town of Bracebridge ratified motion #24-GC-053, regarding Resolution of Support Regarding Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework, as follows:

“WHEREAS the current provincial-municipal fiscal arrangements are undermining Ontario’s economic prosperity and quality of life;

AND WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year;

AND WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation;

AND WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure;

AND WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises;

AND WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;

AND WHEREAS property taxpayers – including people on fixed incomes and small businesses – can’t afford to subsidize income re-distribution programs for those most in need;

AND WHEREAS the province can, and should, invest more in the prosperity of communities;

AND WHEREAS municipalities and the provincial government have a strong history of collaboration;

NOW THEREFORE, BE IT RESOLVED THAT the Town of Bracebridge calls on the Province of Ontario commit to undertaking, with the Association of Municipalities of Ontario, a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;

1000 Taylor Court
Bracebridge, ON
P1L 1R6 Canada

telephone: (705) 645-5264
corporate services and finance fax: (705) 645-1262
public works fax: (705) 645-7525
planning & development fax: (705) 645-4209

AND FURTHER THAT a copy of this motion be sent to the Premier of Ontario; the Minister of Municipal Affairs and Housing; the Minister of Finance; the Local Member of Provincial Parliament; the Association of Municipalities of Ontario; the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO); the Muskoka and Area Indigenous Leadership Table (MAILT); and all Ontario Municipalities.”

In accordance with Council's direction, I am forwarding you a copy of the resolution for your reference.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,

A handwritten signature in black ink, appearing to read 'L McDonald', written in a cursive style.

Lori McDonald
Director of Corporate Services/Clerk

March 28, 2024

Please be advised that during the regular Council meeting of March 26, 2024 the following resolution regarding support for 'a call to action' to meet the deadline of an Accessible Ontario by 2025 was carried.

RESOLUTION NO. 2024-151

DATE: March 26, 2024

MOVED BY: Councillor MacNaughton

SECONDED BY: Councillor Pennell

WHEREAS the Accessibility for Ontarians With Disabilities Act (AODA) is ground-breaking legislation, created to help people with disabilities fully participate in society, bring them to the table in crafting regulations, and build mechanisms to enforce standards;

WHEREAS Rich Donovan, an expert in accessibility issues, was appointed as the Independent Reviewer of the Act in 2022, and in his 2023 legislative review declared a crisis as a necessary catalyst to get Ontario back on track for accessibility;

WHEREAS at least 2.9 million Ontarians currently live with a disability, representing at least 22% of the consumer base and the workforce, but due to barriers, Ontarians with disabilities are too often falling short of their full potential;

WHEREAS the AODA aims to develop, implement and enforce standards related to goods, services, accommodation, employment and buildings before Jan. 1, 2025, and municipalities, as the level of government closest to the people are at the front lines, developing, implementing and enforcing these standards without meaningful guidance on its implementation and/or enforcement by the Province;

WHEREAS people with disabilities and advocates, including Prince Edward County's Accessibility Advisory Committee, note the slow pace of current and previous Ontario governments in implementing the AODA and there are growing concerns there will be no renewed push to keep accessibility issues at the forefront after 2025;

WHEREAS Prince Edward County is dedicated and committed to creating a welcoming environment so that all people may have equitable access to programs, goods, services and facilities, but making investments to achieve the AODA

standards has been challenging given the lack of consistent and stable funding for municipalities to remove accessibility barriers;

THEREFORE BE IT RESOLVED THAT the Council of Prince Edward County strongly encourages action on the part of the Provincial Government to urgently:

- a) create a "Municipal Accessibility Fund" for municipalities to develop, implement and enforce AODA standards related to goods, services, accommodation, employment and buildings. Such a fund could be modeled after the Canada Community-Building Fund or the Ontario Cannabis Legalization Implementation Fund on a per household basis;
- b) to commit to working with municipalities to implement the Donovan Review immediate crisis recommendations;

AND FURTHER THAT the Mayor write a letter in support of this resolution to the Minister of Seniors and Accessibility, and that a copy of this resolution be sent to the Premier of Ontario, the Minister of Seniors and Accessibility, the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, and the Eastern Ontario Wardens Caucus, and all Ontario Municipalities.

CARRIED

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor MacNaughton, Councillor Pennell, and Marcia Wallace, CAO

The Corporation of the Township of Douro-Dummer

By-law Number 2024-16

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

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

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

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

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

- 1. Schedule B1 to By-law No. 10-1996, as amended, is hereby further amended by changing the zone category on a portion of lands known municipally as 782 Canal Road and more particularly described as Part Lot 1, Concession 12 (Douro Ward) being Part Lot 44, Plan 6 and Part 1, 45R-13398 from the Residential Zone (R) to the Special District 95 Zone (S.D. 95) as shown on Schedule "1" attached hereto and forming part of this By-law.
- 2. Section 21 Special Districts is amended by deleting subsection "21.95 Special District 95 Zone (S.D. 95)" in its entirety and replacing it with the following:

21.95 Special District 95 Zone (S.D. 95) – Roll No. 1522-010-005-24000

No person shall within any Special District 95 Zone (S.D. 95) use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

21.95.1 Permitted Uses

21.95.1.1 All uses permitted in Section 4.1 of the Residential Zone (R) of By-law 10-1996, as amended.

21.95.2 Regulations for Permitted Uses

All regulations of Section 4.2.1 of the Residential Zone (R) of By-law 10-1996, as amended, shall apply with the following exceptions:

- a) Minimum Lot Frontage 43 m
- b) Minimum Lot Area 2,780 m²
- c) Minimum Front Yard 9.2 m
- d) Minimum Interior Side Yard (North) 4.3 m
for the existing second dwelling unit only
- e) Minimum Rear Yard 6.5 m
for the existing second dwelling unit only

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

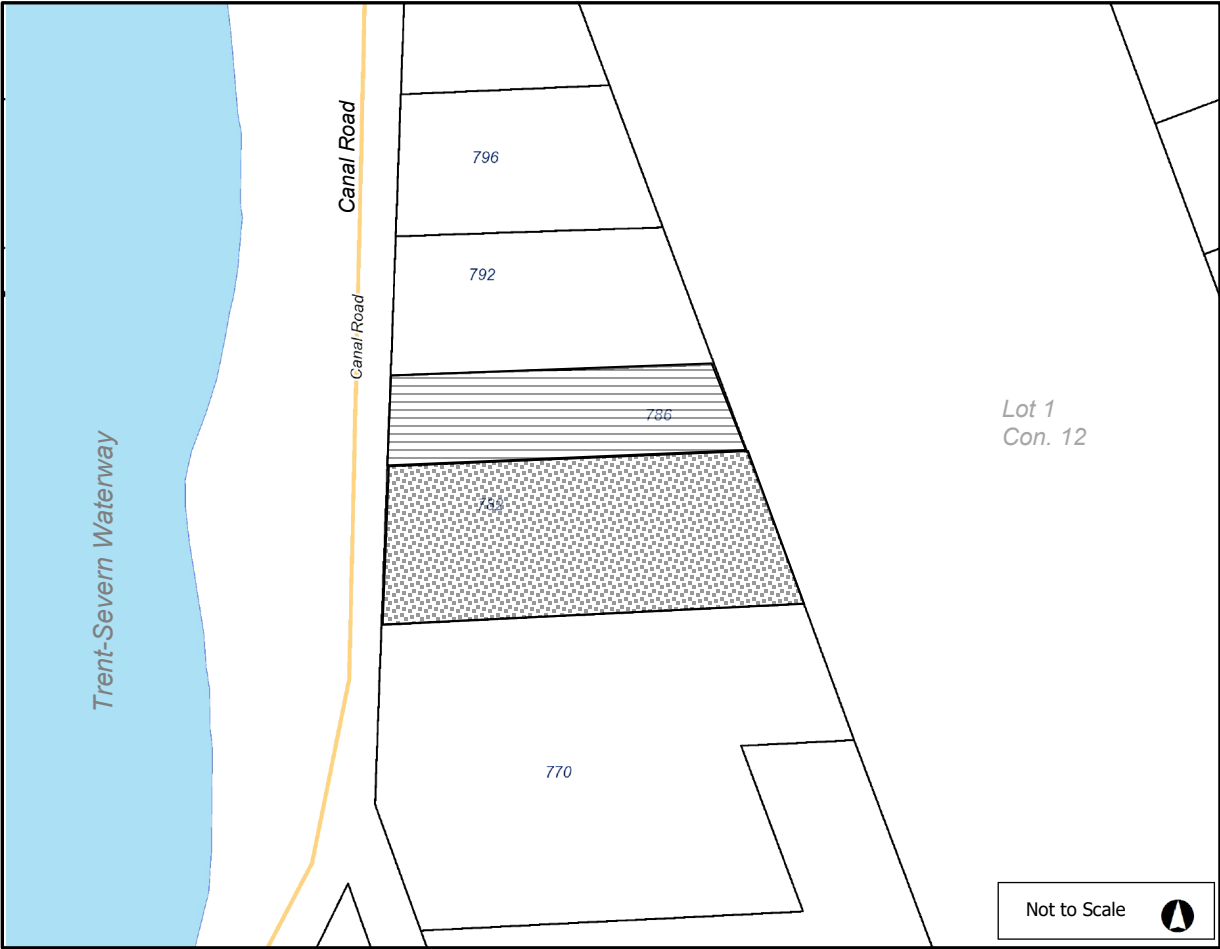
If no notice of objection is filed with the Clerk within the time provided, this By-law shall become effective on the date of passing hereof, subject to the provisions of The Planning Act, RSO 1990, as amended.



Passed in Open Council this 2nd day of April, 2024.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

Schedule "1" to By-law 2024-16



-  **Rezoned from the 'Residential Zone (R)' to the 'Special District 95 Zone (S.D. 95)'**
-  **Area to remain zoned the 'Special District 95 Zone (S.D. 95)'**

This is Schedule '1' to By-law No. 2024-16 passed this 2nd day of April, 2024.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

The Corporation of the Township of Douro-Dummer

By-law Number 2024-017

Application of the Line Fences Act in the Corporation of The Township of Douro-Dummer and Repeal By-law 2009-33, as amended

Whereas the Township of Douro-Dummer must pass a By-law that indicates procedures for all Line Fence disputes within the Township in accordance to the Line Fences Act R.S.O. 1990, Chapter L. 17. to best serve land-owners;

And whereas in accordance with Municipal Act Section 98(1): A local municipality may provide that the Line Fences Act does not apply to all or any part of the municipality. Under Ontario Municipal Legislation 2001, c. 25, s. 98 (1), the Township of Douro-Dummer has the right to evaluate what sections of the Township would benefit from being exempt from The Line Fences Act;

And whereas it is deemed expedient that the Township of Douro-Dummer Council approve a procedure for appointing the minimum number of Fence-Viewers for a full Council term;

And whereas in accordance with the Line Fences Act R.S.O 1990, c. L.17, s. 2, Council will fix a remuneration to be paid to the Fence-Viewers and the remuneration may be fixed on an hourly or daily rate or a rate for each attendance or reattendance by the Fence-Viewers.

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

1. **That** the Line Fences Act, 1990, shall apply to properties defined as Rural Zone (RU) and Environmental Conservation Zone (EC) and those adjoining them as outlined as outlined in the Township Zoning By-law.
2. **That** Council adopts procedures to appoint a minimum of three (3) fence-viewers for a Council term;
3. **That** Council adopts a fixed remuneration of \$80 to be paid to each volunteer fence-viewer per viewing in addition to standard municipal mileage compensation;
4. **That** the administrative fee be reviewed as part of the Annual User Fees and Charges By-law;
5. **That** By-law 2009-33, as amended – By-law to establish Municipal Administration fee pursuant to Line Fences Act, be repealed as of the passing of this By-law.

1. Definitions:

In this By-law;

- 1.1 **"Actual Cost"** means the total cost of the construction, reconstruction, maintenance or repair of a line fence, and includes the value of the material used and the value of the labour performed to complete the work;
- 1.2 **"Adjoining Owner"** means the person(s) who owns land adjoining the land on which another land owner desires to build a line fence;

- 1.3 **"Award"** means the legally-binding decision or ruling given out by Fence-Viewers;
- 1.4 **"Council"** or **"Municipal Council"** means the municipal Council for the Township;
- 1.5 **"Fence-Viewer"** means the person appointed to carry out the duties of Fence-Viewer described in the Line Fences Act, R.S.O. 1990;
- 1.6 **"Grade"** means the average elevation of the finished surface of the ground beneath the fence;
- 1.7 **"Line Fence"** means a fence marking the boundary between adjoining parcels of land and located on the actual property line;
- 1.8 **"Line Fences Act"** means the Line Fences Act, R.S.O. 1990, c. L.17, as amended;
- 1.9 **"Municipal Act"** means the Municipal Act, 2001, S.O. 2001, c. 25, as amended;
- 1.10 **"Municipal Clerk", "Township Clerk" or "Clerk"** means the person appointed by Council to carry out the duties of the Clerk described in Section 228 of the Municipal Act, 2001;
- 1.11 **"Owner"** means the registered owner of the land and includes the person managing or receiving the rent for the land or premises, and the person who wishes to erect the fence; and
- 1.12 **"Township", "Township of Douro-Dummer" or "Douro-Dummer"** means The Corporation of the Township of Douro-Dummer and includes its entire geographic area,

2. Application of Line Fences Act

- 2.1. The Line Fences Act 1990 shall solely apply to properties zoned Rural (RU) and Environmental Conservation (EV), or properties that share a line fence with properties zoned Rural or Environmental Conservation (as outlined in the Township Zoning By-Law).
- 2.2. No line fence viewings shall be scheduled between November 1 and March 31 as stated in the Line Fences Act R.S.O 1990, c. L17, s. 5(2) to ensure full visibility of the terrain and the fence.

3. Appointment of Fence-Viewers

- 3.1 Council will appoint no less than three (3) and no more than ten (10) fence viewers in January following each election. They are to serve of a full Council term.
- 3.2 To be eligible for the paid volunteer position of fence-viewer, one must;
 - a) Be a Canadian citizen;
 - b) Be at least 18 years of age;
 - c) Not be disqualified by any legislation from holding office;
 - d) Be willing to sign and abide by the fence-viewer code of conduct as attached to this By-law as Schedule A.

- 3.3 Township staff who meet the qualifications in 3.2 of this By-law shall be eligible to be a Fence-Viewer but will not be considered a Volunteer Fence-Viewer and shall not receive additional compensation.

4 Fence-Viewer Renumeration

- 4.1 A Volunteer Fence-Viewer will be paid a flat rate of \$80 for each fence viewing.
- 4.2 A Volunteer Fence-Viewer will be compensated for their mileage in accordance with the current municipal mileage compensation rate. A Staff appointed Fence-Viewer shall be compensated mileage in accordance with the Compensation By-law.

5. Fence Viewing Administrative Price

- 5.1 Administrative costs shall be \$250, and shall be reviewed in accordance with the Annual User Fees and Charges By-law. This fee will be due upon the filing of Form 1.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

Schedule "A" to By-Law Number 2024-017

The Corporation of the Township of Douro-Dummer Fence Viewer Code of Conduct

Policy Statement and Rationale:

This written Code of Conduct establishes a shared and common foundation for acceptable behaviour, conduct and actions. These standards are designed to supplement the legislative parameters within which Fence-Viewers must operate and is intended to support professional standards and Code of Conducts already in place.

General

All Fence-Viewers shall serve the Township of Douro-Dummer with honesty and integrity, and in a conscientious and diligent manner. Fence-Viewers shall:

- Perform the responsibilities assigned, within their legislated and prescribed authorities.
- Understand, and adhere to all Township by-laws, policies and procedures.
- Understand and adhere to federal and provincial legislation in a manner that is consistent with such legislation.
- Act in cooperation with Township staff members.
- Treat all members of Council and the public fairly and consistently with care and respect.
- Recognize their role as ambassadors and representatives of the Township at all times.
- Avoid any conflict of interest.
- Adhere to this Code of Conduct and report any contraventions of the Code to the appropriate authority.

Gifts and Benefits

Fence-Viewers shall not, directly or indirectly through a family member or otherwise, solicit any gift or accept/receive any gift or personal benefits or rewards which may be tied or inferred to be tied directly or indirectly to their position or the performance of their duties. Fence-Viewers shall not accept, directly or indirectly through a family member or otherwise, any gift, benefit, money, discount, favours or other assistance, from any business or organization which has a contract with the Township or who will potentially be contracted to do business in the future, or who has other business with the Township including the need for licenses, permits, agreements, development activities, procurement activities or other Township approvals.

Confidentiality and Use of Township Information

It is every Fence-Viewers' responsibility to ensure information disseminated to Council members and the public is accurate and complete. No Fence-Viewer shall willfully mislead Council members, employees or the public about any issue. All information shall be released based upon appropriate communication protocols as established.

Fence-Viewers shall ensure that confidential information provided through the course of their duties is kept strictly confidential and shall only be disclosed or otherwise released to authorized staff or as allowed by legislation. This shall relate to any time during or after their appointment as a Fence-Viewer except as required by law.

Fence-Viewers recognize that the *Municipal Freedom of Information and Protection of Privacy Act* provides standards for and requires administrative, technical and physical safeguards to ensure the security and confidentiality of records and personal information under the control of the Corporation of the Township of Douro-Dummer. Fence-Viewers also recognize that *Ontario Regulation 823* intends to apply access and security considerations in the day-to-

day administration of an institution record and requires measures be taken to prevent unauthorized access to an institution's records.

No Fence-Viewer shall:

- Use information acquired through their official duties and not available to the general public for a personal advantage or pecuniary interests during or after their appointment as a Fence-Viewer.
- Use confidential information so as to cause detriment or a benefit to others inappropriately.
- Release confidential documents or information until the matter ceases to be confidential as determined by Council, by policy or by legislation.
- Have access to information protected under legislation, unless it is specifically relevant to their responsibilities.
- Speak disrespectfully about the Township, an employee, a Council member, or Council's decisions. Any concerns regarding the conduct of another person including a contravention of the Code of Conduct by an employee or Council member shall be provided to the Clerk or Chief Administrative Officer.

Conduct at Meetings, Training Sessions or Events

Fence-Viewers shall conduct themselves with decorum at all events they attend as a Fence-Viewer for the Township of Douro-Dummer. Respect and courtesy will be provided to delegations, Council members, staff, and members of the general public.

Relationships with Staff and Members of Council

Fence-Viewers will show respect for staff members and Council members and recognize their distinct roles and responsibilities as defined by legislation.

Fence-Viewers shall:

- Refrain from using their position to improperly influence staff and/or Council members in their duties or functions or to gain an advantage or pecuniary interest for themselves, members of their family or other associates.
- Refrain from publicly criticizing staff or individual Council members in a way that maliciously or falsely injures the professional or ethical reputation of another individual.
- Provide advice that is objective and based upon their professional expertise, politically neutral, and considering a corporate perspective, without undue influence from any individual member or group of members of Council or other outside interests.
- Be respectful that staff and Council members have the right to a different point of view providing it is appropriately and responsibly shared.
- Carry out Council directions and administer the policies and programs of the municipality without any undue influence from any individual member or group of members of Council or by any outside interests.
- Carry out responsibilities that are set out in legislation without any undue influence from any individual employee or Council member or group of members of Council or any outside interests.
- Be respectful and supportive of the Township's commitment to foster a positive work environment that is free from discrimination, harassment, interference, intimidation or coercion through personal adherence to the and the Ontario Human Rights Code.

Use of Township Property

Fence-Viewers may use Township property, equipment, supplies or services only for activities connected with the discharge of their official duties as sanctioned by Township Policy or By-law. Any equipment or supplies purchased by the Township in the exercise of the Fence-Viewers duties (i.e. cameras) is Township

property and will be returned to the Township at the conclusion of their appointment term.

No Fence-Viewer shall obtain financial gain from the use of township-developed intellectual property, computer programs, technological innovations or other patentable items, while a Fence-Viewer or thereafter. All such property remains the exclusive property of the Township of Douro-Dummer.

No Fence-Viewer shall use information gained in the execution of their duties that is not available to the general public, for any pecuniary advantage for the Fence-Viewer or their family or for any other purpose not related to the implementation of their official duties.

Work of a Political Nature

No Fence-Viewer shall use Township facilities, services, or property in support of a municipal election or re-election campaign, expression of support for or against a political candidate, or any other outside political activity.

Fence-Viewers seeking to run for Municipal, Provincial, or Federal elected office shall submit a letter of resignation of their appointed position prior to the filing of nomination papers to the respective authorities.

Fraud, Breach of Trust and Other Criminal Activities

Fence-Viewers shall not engage in behaviour that is fraudulent or that constitutes a breach of trust with the Township of Douro-Dummer. A fraudulent activity includes, but is not limited to:

- Using deceit to gain a personal advantage, pecuniary interest or benefit for oneself and/or others.
- Illegally obtaining money, including the solicitation and/or acceptance of bribes or favours.
- Intentionally providing false or incomplete or withholding information from Council and/or Township officials.
- Intentionally circumventing Township policies or procedures to gain a personal advantage for oneself and/or others.
- Planning or participating in a theft of Township property, or the use of said property to aid or conduct a theft of any kind.
- Inappropriate personal use of or intentional damage of Township property.
- Undertaking any other illegal activity.

Conflicts of Interest

A conflict of interest is understood to occur if an individual's personal affairs, business, or relationships overlap with their professional functions. In order to avoid any conflict of interest, pecuniary interest or personal gain for the Fence-Viewer, their family or associates, a Fence-Viewer is not permitted to carry out any assigned duties for which a conflict of interest is present. Conflicts of interest could potentially arise in – but are not limited to – the following and Fence-Viewers shall avoid and reclude themselves from these situations of conflict:

- Decisions regarding the Township's procurement of goods and services.
- The advancement of a Fence-Viewer's personal business or outside activity.
- The advancement of another person's business or organization outside for personal or indirect gain.
- Any other matters that involve oneself or close colleagues, family members, or friends (including the display of nepotism in appointments, decisions, or instructions to municipal staff).

Additionally, Fence-Viewers should be aware that some conflicts will need to be considered on an individual basis.

Business/Other Organizations Relations

Fence-Viewers must demonstrate transparency with regards to their relations with businesses and/or organizations who do business with the Township.

Fence-Viewers shall recognize the need for their decision-making and actions to be viewed as impartial and transparent by refraining from having any pecuniary association with any business or organization that has interactions with them in the conduct of their duties and responsibilities. This may include but not be restricted to borrowing or receiving money or gifts, directly or indirectly.

Compliance/Contravention

Upon receipt of an alleged contravention, the Township Clerk shall determine the form an investigation will take. The Township Clerk shall disclose the alleged contravention to the Fence-Viewer and outline the form of investigation. Actions may include discipline up to and including termination of appointment as a Fence-Viewer. If the Township Clerk determines the action is grounds for termination of their appointment a report with this recommendation will be provided to Council for their decision as to whether the Fence-Viewer's appointment should or should not be terminated.

Any transgression of an illegal matter will be reported to the appropriate police authority.

Implementation

Fence-Viewers are to sign the Value Statement before they begin their duties as a Fence-Viewer.

Code of Conduct
Value Statement of Commitment – Fence-Viewers

As a Fence-Viewer of the Township of Douro-Dummer I am committed to discharging my duties conscientiously and to the best of my ability. I have read the Township of Douro-Dummer Code of Conduct for Fence-Viewers and I support and will follow the Code in my undertakings relating to my position with the Township.

Specifically:

- I will act with honesty and integrity, and conduct myself in a way that generates teamwork, confidence in our abilities, and enhances the image of the Township of Douro-Dummer.
- I will treat every person with dignity, understanding and respect.
- I will optimize the use of assigned resources to provide the maximum benefit to the Township of Douro-Dummer and the community, and I will only use Township resources for activities associated with the discharge of my official duties.
- I will be responsible for the disclosure of any situation where my personal interests may conflict with the Township of Douro-Dummer. Further, I will avoid any situations which would provide me, my family, or other associates, a pecuniary advantage of any kind, through my appointment with the Township.
- I will neither solicit nor accept any gift or benefit, directly or indirectly, the acceptance of which would compromise my ability to make impartial decisions or recommendations.
- I will honour the need for confidentiality and ensure that confidential information to which I may be privy as a result of my position shall remain confidential and not disclose or release to any person at any time during and after my appointment, except as may be required by law.
- I agree to take appropriate security measures to prevent unauthorized access to confidential information.
- I will ensure that my communications are consistent, open, honest, transparent and in the best interests of the Township of Douro-Dummer and the community.

	Print Name	Signature
Fence-Viewer:		
Witness:		
Date:		

Corporation of the Township of Douro-Dummer

By-law Number 2024-018

Being a By-law to Appoint Fence-Viewers for the Township of Douro-Dummer

Whereas per Section 2 of the Line Fences Act, R.S.O. 1990, Chapter L.17, as amended, the Council of very municipality shall by by-law appoint such number of fence-viewers as are required to carry out the provisions of the Act;

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

1. That the following Township staff positions be appointed as Fence-Viewers: Chief Building Official, Manager of Public Works and Manager of Recreation Facilities until such time as their appointments are repealed.
2. That the duties of said Fence-Viewers shall be set out in accordance with the Line Fences Act, as amended and as provided for in By-law 2024-017.
3. That this By-law shall come into full force and effect on April 2, 2024.

Passed in open Council this 2nd day of April, 2024.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

The Corporation of the Township of Douro-Dummer

By-law Number 2024-19

Being a By-law of The Corporation of the Township of
Douro-Dummer to confirm the proceedings of the Regular Council Meeting
held on the 2nd day of April, 2024 in the Township Council Chambers

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

1. **That** the action of the Council at its regular meeting held on April 2nd, 2024, 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 2nd day of April, 2024.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig