



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

Tuesday, March 4, 2025, 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.

### Hybrid 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](https://www.youtube.com/channel/UCPpzm-uRBZRDjB89o2X6R_A)

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

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### Pages

1. Call to Order
2. Land Acknowledgement
3. Moment of Silent Reflection  
Moment of Silent Reflection and a Moment of Silence in Memory of Robert "Bob"  
Cornelious Allen
4. Disclosure of Pecuniary Interest:
5. Adoption of Agenda: March 4, 2025
6. Adoption of Minutes and Business Arising from the Minutes
  - 6.1 Regular Council Meeting Minutes - February 18, 2025 1
7. Consent Agenda (Reports voted upon by ONE motion) - No Debate
  - 7.1 County of Peterborough Council Meeting Minutes - February 5, 2025 13
8. Delegations, Petitions, Presentations or Public Meetings:

**8.1 Presentation - Long-Standing Commitment Award**

Certificates of Achievement to be presented to Paul McMahon, Starfra Feeds and Family for winning the Long-Standing Commitment Award from the Peterborough County Cattlemen Association.

**8.2 Public Meeting - Official Plan Amendment File No. 15OP-24005 (Shaughnessy-Duguay), Planning-2025-07** 20

Property Address:  
181 County Road 4, Douro ward  
Douro-Dummer, ON  
Roll No - 1522-010-00408-8000

**9. Public Comment Period - No Debate or Decision**

A list of registered speakers will be released no later than Monday at 4:30 p.m. The deadline to register is 12-noon on Monday prior to the meeting.

**10. Staff Reports:**

**10.1 2025 Budget Approval, Treasurer-2025-04** 59

**10.2 Future Hiring Committee Appointment - Deputy Fire Chief - Clerk's Office-2025-05** 137

**10.3 Amendment to 2025 Council Meeting Schedule - Clerk's Office-2025-06** 139

**11. Committee Minutes and Other Reports: None**

**12. Correspondence – Action Items:**

**12.1 Eastern Ontario Wardens' Caucus (EOWC), Town of Parry Sound, Township of The Archipelago, and Township of Uxbridge - Resolution to Support Federal-Provincial Call for "Buy Canadian" Strategy in Response to U.S.Tariffs** 141

**12.2 Township of McGarry - Resolution requesting Amendments to the Ontario Building Code** 149

**12.3 Douro Dummer Local Taxpayers - Comments regarding 2025 Township Budget Deliberations** 151

**12.4 Municipality of Trent Lakes - Issues Affecting Ontario's Waterfront Communities** 152

12.5	Town of Halton Hills - Resolution regarding Ontario's Deposit Return Program	154
12.6	Town of Niagara on the Lake - Request to Province to Reconsider the Amendment of Section 29(1.2) of the Ontario Heritage Act	157
12.7	Douro Dummer Local Taxpayers - Request and Article regarding Corruption in Local Government	159
13.	By-laws: None	
14.	Reports derived from previous Notice of Motions	
15.	Notices of Motion - No Debate	
16.	Announcements:	
17.	Closed Session: None	
18.	Rise from Closed Session with or without a Report	
19.	Matters Arising from Closed Session	
20.	Confirming By-law - 2025-11	163
21.	Next Meeting - Regular Council Meeting, March 18, 2025	
22.	Adjournment	

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

**February 18, 2025, 5:00 PM  
Council Chambers in the Municipal Building**

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

**Member Absent:** Councillor Adam Vervoort

**Staff Present:** C.A.O. - Todd Davis  
Clerk - Deputy C.A.O. - Martina Chait-Hartwig  
Treasurer - Paul Creamer  
Fire Chief - Chuck Pedersen  
CBO - Don Helleman  
Manager of Recreation Facilities - Mike Mood  
Manager of Public Works - Jake Condon  
Library CEO – Maggie Pearson

1. Call to Order

With a quorum of Council being present, the Mayor called the meeting to order at 5:00 p.m.

2. Land Acknowledgement

The Mayor recited the Land Acknowledgement.

3. Moment of Silent Reflection

Council observed a moment of silent reflection.

4. Disclosure of Pecuniary Interest:

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

5. Adoption of Agenda: February 18, 2025

**Resolution Number 042-2025**

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the agenda for the Regular Council Meeting, dated February 18, 2025, be adopted, as circulated.

Carried

6. Adoption of Minutes and Business Arising from the Minutes

6.1 Regular Meeting Minutes - February 4, 2025

**Resolution Number 043-2025**

Moved by: Councillor Johnston

Seconded by: Councillor Watt

That the Regular Council Meeting Minutes from February 18, 2025, be received and approved.

Carried

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

7.1 County of Peterborough Council Meeting Minutes - January 22, 2025

7.2 County of Peterborough - Notice of Public Open House and Public Meeting for Modifications to the Adopted Official Plan

**Resolution Number 044-2025**

Moved by: Councillor Johnston

Seconded by: Councillor Watt

The Consent Agenda item 7.1 for February 18, 2025, be received and item 7.2 be held until Section 12 – Correspondence – Action Items.

Carried

8. Delegations, Petitions, Presentations or Public Meetings:

8.1 Public Meeting - Zoning By-law Amendment File R-14-24 (Huycke) Public Meeting Report, Planning-2025-03

Property Address:

1006 Stony Lake-Island 35,  
Plan 6, Part Block A and Plan 7, Part Lot 3 (Dummer Ward)  
Parts 2 and 3, Plan 45R-14724  
Roll No. 1522-020-005-7320

**Resolution Number 045-2025**

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the Public Meeting regarding the Zoning By-law Amendment File R-14-24 (Huycke) Public Meeting Report, Planning-2025-03 be declared open. (5:04 p.m.).

Carried

In attendance: Holly Richards-Conley, Agent, Black Point Construction Services

In-person Comments: None

Comments received:

- Enbridge Gas Inc.: No objections to the application.
- Otonabee Region Conservation Authority:  
The property is subject to a natural flooding hazard associated with Stony Lake (235.51 CGVD28). The site plan depicts the floodplain incorrectly at 235.58 CGVD 28 (above the floodplain 235.51 CGVD 28).

Otonabee Conservation mapping indicates that the proposed development is not located within the known natural flooding hazard. Therefore, it is the opinion of Otonabee Conservation that the application is consistent with Chapter 5 of the Provincial Planning Statement (PPS), referencing Natural Hazards.

Otonabee Conservation has reviewed this application through our mandated responsibility under Ontario Regulation 686/21. Based on

the information provided the proposed development will not create new or is proposing to aggravate existing hazards.

Otonabee Conservation mapping indicates that the lands are partially subject to Ontario Regulation 41/24 Otonabee Conservation's "Prohibited Activities, Exemptions and Permits" regulation. The proposed addition and septic are beyond our regulatory jurisdiction for the property and no permits are required by Otonabee Conservation.

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

Following the pre-consultation, correspondence was received on January 11, 2023 from Curve Lake First Nation (CLFN) stating that, based on the explanation of the proposed construction, there will be no soil disturbance and as such, no archaeology is required. However, if any archaeological resources are located, CLFN is to be contacted.

The application was circulated to Senior Staff on January 27, 2025. As of the writing of this Report, there were no concerns identified by Senior Staff. Carried

### **Resolution Number 046-2025**

Moved by: Councillor Johnston

Seconded by: Councillor Watt

That the Public Meeting regarding the Zoning By-law Amendment File R-14-24 (Huycke) Public Meeting Report, Planning-2025-03 be declared closed. (5:14 p.m.) Carried

### **Resolution Number 047-2025**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That Report, Planning-2025-03, dated February 18, 2025, regarding File R-14-24 (Huycke) be received; and

That Council receive all comments related to File R-14-24; 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 Registered Speakers List – Public Comment Period for February 18th, 2025

- Douro-Dummer Local Taxpayers, Name of Speaker Unknow – Items 10.5, 10.5.1 and 10.5.2 - 2025 Budget - Additional Information for Deliberation Meeting – Did not attend meeting.
- Matthew Cory, Agent for Yancy Eddie – Item 10.3 – Severance Application B-118-24 (Eddie) Report

10. Staff Reports

10.1 Report and Capital Project Status

**Resolution Number 048-2025**

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the Report and Capital Project Status document be received. Carried

10.2 Severance Applications B-104-24 and B-105-24 (Edwards) Report, Planning-2025-33

**Resolution Number 049-2025**

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That Severance Applications B-104-24 and B-105-24 (Edwards), as outlined in Report Planning-2025-33 dated February 18, 2025, be deferred to allow staff time to discuss road standards with the applicants. Carried



10.3 Severance Application B-118-24 (Eddie) Report, Planning-2025-04

**Resolution Number 050-2025**

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the Severance Application B-118-24 (Eddie) Report, Planning-2025-04, dated February 18, 2025, be deferred to allow staff time to discuss the severance application with the applicants. Carried

10.4 Amendment to Site Plan Control By-law (Housekeeping Update), Planning-2025-06

**Resolution Number 051-2025**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That Report Planning-2025-06, dated February 18, 2025, regarding housekeeping amendments to the Site Plan Control By-law (By-law No. 2022-58) be received and;

That at the appropriate time during the meeting Council pass the revised Site Plan Control By-law as per the changes that are outlined in the attached track changes version. Carried

10.5 2025 Budget - Additional Information for Deliberation Meeting - Treasurer-2025-03

10.5.1 2025 Budget - Deputy Chief - Fire Chief-2025-02

10.5.2 2025 Budget - Corporate Services Assistant - Clerk's Office-2025-03

**Resolution Number 052-2025**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the Public Works Pickup Truck #24 remain in the 2025 Budget. Carried

**Resolution Number 053-2025**

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the elevator restoration and modernization remain in 2025 Budget, with staff directed to provide a cost report and after which Council will determine the funding source before the project begins. Carried

**Resolution Number 054-2025**

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the budget for the Township Tree Planting Project be reduced to \$5,000 for 2025, with priority given to residents who did not purchase trees in 2024 for the first three weeks of the program, after which the program will be open to all Township residents. Carried

**Resolution Number 055-2025**

Moved by: Councillor Johnston

Seconded by: Councillor Watt

That the Facility Maintenance Plan be added to the Budget and that it be funded through modernization funding. Carried

**Resolution Number 056-2025**

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the By-law Review Project in the amount of \$10,000 be included in the 2025 Budget. Carried

**Resolution Number 057-2025**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the request to replace the microphone in Council Chamber be added to the 2025 Budget in the amount of \$7,500 and further that the project be funded through modernization funding. Carried

**Resolution Number 058-2025**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the request for a full-time Corporate Administrative Assistant be added to the 2025 Budget. Carried

**Motion**

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That a part-time, contract-based Deputy Fire Chief position be established, with staff directed to prepare a report outlining the associated costs. Defeated

**Motion**

Moved by: Deputy Mayor Nelson

Seconded by: None

That the Deputy Fire Chief position be filled as a full-time role. Failed

**Resolution Number 059-2025**

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the Deputy Fire position be approved as a full-time, one-year contract in the 2025 Budget. Carried

**Resolution Number 060-2025**

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the Records Management Software Project be funded with modernization funds to limit the projects impact on the tax levy. Carried

**Resolution Number 061-2025**

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the report, dated February 18, 2025, regarding 2025 Budget - Additional Information for Deliberation Meeting - Treasurer-2025-03; and

That the report, dated February 18, 2025, regarding 2025 Budget - Deputy Chief - Fire Chief-2025-02; and

That the report, dated February 18, 2025, regarding the request for a 2025 Budget - Corporate Services Assistant - Clerk's Office-2025-03 budget all be received.

Carried

11. Committee Minutes and Other Reports:

11.1 Township of Douro-Dummer Library Board Meeting Minutes - December 10, 2024

**Resolution Number 062-2025**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That the minutes from the Township of Douro-Dummer Library Board meeting held on December 10, 2024, be received.

Carried

11.2 Township of Douro-Dummer - Committee of the Whole Meeting Minutes - February 12, 2025

**Resolution Number 063-2025**

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the minutes from the Township of Douro-Dummer - Committee of the Whole meeting held on February 12, 2025, be received and approved.

Carried

12. Correspondence – Action Items:

12.1 County of Peterborough and Town of Hanover - Resolution Regarding United States Imposition of Tariffs on Canada

**Resolution Number 064-2025**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the Resolutions from the County of Peterborough dated February 5, 2025 and Town of Hanover, dated February 6, 2025 regarding the possible United States imposition of tariffs on Canada, be received. Carried

12.2 Town of Cobourg - Resolution Regarding Municipal Restructuring Study

**Resolution Number 065-2025**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That the letter from the Town of Cobourg, dated January 31, 2025, regarding a Municipal Restructuring Study be received. Carried

12.3 County of Peterborough - Notice of Public Open House and Public Meeting for Modifications to the Adopted Official Plan

**Resolution Number 066-2025**

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the Resolution 38-2022 and the request sent to the County of Peterborough, dated March 15, 2022, regarding the agriculture system and the natural heritage maps be sent to the County of Peterborough as the Township submission on the amendments to the Official Plan.

Carried

13. By-laws:

- 13.1 By-law 2025-08 - 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" File: R-14-24 Roll No. 1522-020-005-73200

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the By-law 2025-08 - 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" File: R-14-24 Roll No. 1522-020-005-73200 be passed, in open Council this 18th day of February 2025 and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

- 13.2 By-law 2025-09 - Being a By-law to Designate the Township of Douro-Dummer as a Site Plan Control Area and Repeal By-law 2022-58

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the By-law 2025-09 - Being a By-law to Designate the Township of Douro-Dummer as a Site Plan Control Area and Repeal By-law 2022-58 be passed, in open Council this 18th day of February 2025 and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

14. Reports derived from previous Notice of Motions: None

15. Notices of Motion - No Debate: None

16. Announcements:

Councillor Watt - Lions Club will host dinner and auction on April 26, 2025.

17. Closed Session: None
18. Rise from Closed Session with or without a Report: None
19. Matters Arising from Closed Session: None

20. Confirming By-law 2025-10  
 Moved by: Councillor Watt  
 Seconded by: Deputy Mayor Nelson

That By-law Number 2025-10, being a By-law to confirm the proceedings of the Regular Meeting of Council, held on the 18th day of February 2025, be passed in open Council and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

21. Next Meeting: Regular Council Meeting - March 4, 2025

22. Adjournment  
**Resolution Number 067-2025**

Moved by: Councillor Watt  
 Seconded by: Councillor Johnston

That this meeting adjourn at 7:17 p.m. Carried

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Mayor, Heather Watson

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Clerk, Martina Chait-Hartwig

# Minutes County Council - Regular Meeting



9:30 AM - Wednesday, February 5, 2025

Electronic Participation

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

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**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 Lamshead, 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; CFO/CIO/Director of Corporate Services/Deputy CAO Jennifer Stover; Chief of Paramedics Patricia Bromfield; Director of Legislative Services/Clerk Kari Stevenson; Director of Planning, Development and Public Works Iain Mudd; Director of Strategic Services Lynn Fawn; Manager of Finance/Deputy Treasurer Michelle Fisher; General Manager of People Services Allison Young; General Manager of Economic Development Rhonda Keenan; General Manager of Engineering and Construction Doug Saccoccia; Deputy Chief, PCCP, Community Programming and Emergency Management Brent Abell;

## 1. Call To Order

Warden Clark called the meeting to order at 9:31 a.m.

## 2. Land Acknowledgement

## 3. Moment of Silent Reflection/Silence

## 4. Adoption of Agenda

**Resolution No. 13-2025**

Moved by Councillor Black

Seconded by Councillor Lamshead



That the agenda be adopted as circulated.

**Carried**

**5. Disclosure of Interest**

There were no disclosures of interest.

**6. Adoption of Minutes**

**Resolution No. 14-2025**

Moved by Councillor Martin  
Seconded by Councillor Amyotte

That the minutes of the Regular Council meeting of January 22, 2025 be adopted as circulated.

**Carried**

**7. Delegations and Presentations**

- a. **Jason Armstrong, Municipal Group Manager, Engage Engineering Ltd.  
Re: Ward Street Environmental Assessment**

**Resolution No. 15-2025**

Moved by Deputy Warden Senis  
Seconded by Councillor Whelan

That the presentation from Jason Armstrong, Municipal Group Manager, Engage Engineering Ltd. regarding the Ward Street Environmental Assessment be received.

**Carried**

- b. **Public Works - Engineering and Construction  
Doug Saccoccia, General Manager, Engineering & Construction  
Re: Ward Street Widening; Municipal Class Environmental Assessment**

**Resolution No. 16-2025**

Moved by Councillor Nelson  
Seconded by Councillor Burt

That Report PDPW 2025-03 Ward Street Widening; Municipal Class Environmental Assessment (MCEA) be received;

That the preferred alternative recommendation as presented by Engage Engineering being Alternative 1 be endorsed; and

That the Environmental Study Report be advertised for the mandatory 30 day review period.

**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**  
**Doug Saccoccia, General Manager, Engineering & Construction**  
**Re: Annual Review of E&C Policies**
- b. **Staff Reports**  
**Doug Saccoccia, General Manager, Engineering & Construction**  
**Re: Amend Reduced Load By-law**
- c. **Correspondence Report**
- d. **Liaison Reports from External Committees, Boards and Agencies**  
**Haliburton Kawartha Northumberland Peterborough Board of Health**  
**Re: Meeting Summary of January 16, 2025**  
  
**Resolution No. 17-2025**

Moved by Councillor Webb  
Seconded by Councillor Watson

That Report PDPW 2025-04 Annual Review of E&C Policies be received;

That the revised PDPW-E&C-01 Design and Construction Standards Policy be adopted; and

That Policy ISD-E&D-04 Internal Bike Share be rescinded; and,

That report PDPW 2025-05 Amend Reduced Load By-law be received; and,

That correspondence report CPS 2025-05 be received for information; and,

That the meeting summary of the Haliburton Kawartha Northumberland Peterborough Board of Health dated January 16, 2025 be received.

**Carried**

## 9. Staff Reports - Direction

- a. **Brent Abell, Deputy Chief, PCCP, Community Programming and Emergency Management**  
**Re: Grant Approval For 2024-2025 Community Emergency Preparedness Grant (CEPG)**

**Resolution No. 18-2025**

Moved by Councillor Huntley  
Seconded by Councillor Graham

That Report PAR 2025-01, Grant Approval For 2024-2025 CEPG, be received;  
and

That Peterborough County Emergency Management procure and develop a deployable Emergency Operations Centre/Mobile Clinic for emergency preparedness; and

That the Warden and Clerk be authorized to execute the Transfer Payment Agreement for the Community Emergency Preparedness Grant with the Province of Ontario.

**Carried**

## **10. Notices of Motion**

### **Resolution No. 19-2025**

Moved by Deputy Warden Senis  
Seconded by Warden Clark

Whereas the federal government is currently in negotiations with the U.S. government on their proposed 25% tariffs on Canadian goods exported to the U.S.; and

Whereas Premier Doug Ford has outlined several plans to combat the impact the proposed tariffs would have on Ontario including Fortress Am-Can which focus on strengthening trade between Ontario and the U.S. while bringing good jobs back home for workers on both sides of the border; and

Whereas the federal government has also outlined several ways to address the current relationship with the U.S. including establishing the Council on Canada-U.S. relations to support the federal government as it negotiates with the U.S on tariffs; and

Whereas trade between Ontario and the United States is very important to our residents and local economies and requires all levels of government to work together in the best interest of those residents; and

Whereas according to data from the Association of Municipalities of Ontario, across Ontario municipalities are expected to spend between \$250 and \$290 billion on infrastructure in the next 10 years; and

Whereas municipalities have traditionally treated all procurements from trade partners equally and fairly; and

Whereas municipalities can assist in the Team Canada effort to combat tariffs and support businesses in our procurement for capital and infrastructure programs; and

Whereas there are trade barriers between Canadian provinces.

Therefore, be it resolved that, the County of Peterborough supports the provincial and federal governments on the measures they have put in place in response to the proposed U.S. tariffs on Canadian goods and ask that they take any and all measures to protect the interests of Ontario in any upcoming trade negotiations;

And that federal and provincial governments remove any impediments to municipalities preferring Canadian companies and services for capital projects and other supplies;

And that the provincial and federal governments take action to remove trade barriers between provinces as a response to US tariffs and support Canadian businesses.

And that the CAO be directed to bring back a report detailing a temporary purchasing policy that integrates and addresses these concerns;

And that County Economic Development & Tourism Division be directed to implement a "Buy Local Peterborough County, Buy Canadian" campaign to encourage residents and businesses to purchase locally made and Canadian goods and services.

Be it further resolved, that copies of this motion be sent to:

- The Right Hon. Justin Trudeau, Prime Minister of Canada
- The Hon. Doug Ford, Premier of Ontario
- The Hon. Melanie Joly, Minister of Foreign Affairs
- The Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade
- The Hon. Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities
- The Hon. Paul Calandra, Minister of Municipal Affairs and Housing
- Rebecca Bligh, President, FCM and Councillor, City of Vancouver
- Robin Jones, President, AMO and Mayor of Westport
- Bonnie Clark, Chair, Eastern Ontario Wardens' Caucus
- Jeff Leal, Chair, Eastern Ontario Leadership Council
- John Beddows, Chair, Eastern Ontario Mayors' Caucus
- All provincial and territorial Premiers.
- All local MPs and MPPs,
- All Ontario Municipalities for their support.

**Carried**

## **11. Announcements**

Councillor Martin announced that the Township of Havelock-Belmont-Methuen is holding their annual Fire and Ice Festival on Saturday, February 8th from 12 p.m. until 6:30 p.m. at the Havelock-Belmont-Methuen Community Centre.

Councillor Burt reminded Council that the Peterborough Cattlemen's Association and the Peterborough County Federation of Agriculture will be

holding their second annual Celebration of Agriculture event at the Lang Heritage building on Saturday, February 8th starting at 6 p.m.

Warden Clark advised in light of the U.S. government's proposed 25% tariffs on Canadian goods, that she will be meeting with the local Chamber of Commerce, neighbouring municipalities, and industry organizations to discuss the potential impacts and offer her support. Through the EOWC, she has reached out to municipal organizations in the U.S. to build relationships and grow in solidarity in light of recent political and economic challenges. She encouraged all residents, businesses, and council members to buy Canadian and shop local.

**12. Closed Session**

**13. Rise from Closed Session**

**14. Matters Arising from Closed Session**

**15. By-laws**

- a. By-law No. 2025-03 being, "A by-law to establish reduced loads on County roads".
- b. By-law No. 2025-05 being, "A by-law to authorize the Corporation of the County of Peterborough to enter into an Ontario Transfer Payment Agreement with His Majesty the King in right of Ontario as represented by the President of the Treasury Board".

**Resolution No. 20-2025**

Moved by Councillor Wilford  
Seconded by Councillor Armstrong

That By-law Nos. 2025-03 and 2025-05 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. 21-2025**

Moved by Councillor Taylor  
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. 22-2025**

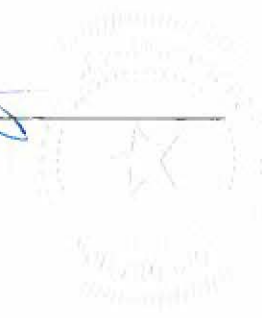
Moved by Councillor Nelson  
Seconded by Councillor Watson

That the Council meeting adjourn at 10:08 a.m.

**Carried**

  
\_\_\_\_\_  
Warden, Bonnie Clark

  
\_\_\_\_\_  
Clerk, Kari Stevenson



**Recommendation:**

That Report Planning-2025-07, dated March 4, 2025, regarding OPA File No. 15OP-24005 (Shaughnessy-Duguay) be received; and

That Council receive all comments related to OPA File No. 15OP-24005 (Shaughnessy-Duguay); and further

That Council advise the County of Peterborough that the Township of Douro-Dummer supports proposed Official Plan Amendment File No. 15OP-24005 which represents Amendment No. 79 to the County Official Plan as described in the document prepared by the County of Peterborough Planning Department and attached to this Report.

**Overview:**

A complete application for the approval of an Official Plan Amendment (OPA) was submitted together with the required supporting documentation and was deemed complete by the County of Peterborough in correspondence dated December 17, 2024. The application was assigned file number 15OP-24005. This file represents OPA No. 79 to the County Official Plan. A copy of the Notice is attached to this Report.

The application applies to a property described legally as Part Lot 1, Concession 10, Douro Ward in the Township of Douro-Dummer, and known municipally as 181 County Road 4. The property has an area of approximately 40 hectares (98.84 acres) and approximately 351.19 metres (1152.2 feet) of frontage on County Road 4. The property also abuts Daleview Road for a distance of approximately 302.19 metres (991.44 feet) and Division Road for approximately 65.07 metres (213.48 feet).

The OPA application proposes to re-designate a portion of the subject lands from the "Highway Commercial" and "Special Policy Area 6.2.10.4(c)(i)" designation to the "Rural" designation in order to facilitate the creation of two new residential lots by way of consent (severance) for residential purposes. While the application proposes to delete Special Policy Area 6.2.10.4(c)(i) from the Official Plan, this Special Policy Area applies to the abutting severed parcel located at 800 Daleview Road. As a result, the effect of the OPA will not delete the Special Policy Area in its entirety but will remove the designation on the subject lands. A copy of Draft OPA No. 79 is attached to this Report.

Each severed parcel is proposed to be 0.57 hectares (1.4 acres) and 0.48 hectares (1.8 acres), respectively and located within the northwest portion of the property along the south side of County Road 4. Each lot has frontage along County Road 4; however, access to the new lots is proposed via shared/mutual driveway entrance from Daleview Road. Mutual entrances are permitted and subject to the requirements of the entrance permit policies. Separate consent applications to create each lot including the establishment of an easement over the proposed mutual driveway will be required.

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

- Planning Justification Report, prepared by Kevin M. Duguay Community Planning and Consulting Inc., dated October 2024.
- Revised Planning Justification Report, prepared by Kevin M. Duguay Community Planning and Consulting Inc., dated November 2024.
- Minimum Distance Separation Calculation, prepared by One Community Planning, dated February 2024.

Copies of the November 2024 Revised Planning Justification Report and the Minimum Distance Separation Calculation are attached to this Report.

An Environmental Impact Study (EIS) was prepared and submitted with the OPA application to address the natural heritage policies under the now repealed Growth Plan for the Greater Golden Horseshoe, consolidated 2020. The 2024 Provincial Planning Statement does not carry forward these natural heritage policies and therefore the EIS is no longer applicable to the OPA application.

A Notice of Public Meeting dated February 11, 2025, was provided in the Peterborough Examiner on February 14, 2025. A copy of the Notice is attached to this Report. The prescribed persons and public bodies were provided Notice via email and/or Regular Mail. Finally, the Notice is available on the [County](#) and [Township](#) websites. The notice circulation complies with the requirements of the Planning Act.

Planning Staff from the County of Peterborough are present to speak to the peer review of the supporting documents, to Official Plan, Provincial Planning Statement conformity and to any comments received from the prescribed persons and public bodies.

Senior Staff from the Township were circulated for comment on December 18, 2024. The Manager of Public Works commented that he does not have any concerns/issues for the shared driveway entrance to the proposed severed lots. There were no other comments or concerns received.

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

**Conclusion:**

OPA No.79 serves to change the land use designation on a portion of the subject property from the "Highway Commercial" and "Special Policy Area 6.2.10.4(c)(i)" designation to the "Rural" designation to permit the development of two rural residential lots.



Development of the two proposed parcels are subject to the zoning requirements of the Township Zoning By-law and amendments to the applicable zone and general provisions may be required.

Upon receiving all comments related to OPA File No. 15OP-24005 (Shaughnessy-Duguay); and with no comments identified, it is recommended that Council advise the County of Peterborough that the Township of Douro-Dummer supports proposed Official Plan Amendment File No. 15OP-24005 which represents Amendment No. 79 to the County Official Plan.

Upon the completion of the Public Meeting for OPA File No. 15OP-24005 (Shaughnessy-Duguay), the County Planning Department will prepare a technical report for consideration by County Council and the Township will be advised of the date it will be dealt with by County Council.

**Financial Impact:**

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

	<p><b>Service Modernization and Innovation</b>                  Modernizing, refining and innovating services for residents is essential to effectively meet the needs of our community, enhance our operational efficiency, and ensure we remain adaptable in a rapidly changing world.</p>
	<p><b>Business Attraction, Expansion, and Retention</b>                  Business attraction, expansion, and retention is vital for the economic health and sustainability of our Township, such as job creation, tax revenue, investing in innovation, maintaining our quality of life, and supporting community stability.</p>
	<p><b>Infrastructure Renewal</b>                  Infrastructure renewal is a critical investment for our Township as it will ensure our adherence to health and safety, economic development, investment attraction, environmental sustainability, quality of life, public confidence, and regional competitiveness.</p>

Prepared By:

Michelle Duong, B.URPI  
 D.M. Wills Associates Limited  
 Junior Planner  
 Township Planning Consultant

Reviewed By:

Diana Keay, MCIP, RPP  
 D.M. Wills Associates Limited  
 Principal Planner  
 Township Planning Consultant

**Report Approval Details**

Document Title:	Staff Report Regarding OPA 15OP-24005 (Shaughnessy-Duguay).docx
Attachments:	<ul style="list-style-type: none"> <li>- 1. 15OP-24005 - Notice of Complete Application.pdf</li> <li>- 2. 15OP-24005 OPA Document - DRAFT.pdf</li> <li>- 3. Planning Justification Report - 181 County Rd 4 FINAL Revised nov 28-24.pdf</li> <li>- 4. MDS I Calculation- 181 County Road 4 - Shaughnessy.pdf</li> <li>- 5. 15OP-24005 - Notice of Public Meeting.pdf</li> </ul>
Final Approval Date:	Feb 26, 2025

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

Martina Chait-Hartwig

Todd Davis



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



**Notice of Complete Application  
for Approval of Official Plan Amendment**

**Take notice** that the Corporation of the County of Peterborough has received a complete application for an Official Plan Amendment in accordance with Section 22(6.4) of the *Planning Act*. The application has been assigned file number 15OP-24005.

**Location**

A key map is attached which indicates the location of the lands which are subject to the application. The lands are located on Lot 1, Concession 10, Douro Ward, Township of Douro-Dummer, and are known municipally as 181 County Road 4.

**Purpose and Effect of the Application**

The Official Plan currently designates these lands as Highway Commercial and Rural. The Official Plan Amendment will have the effect of changing the portion of the subject property designated Highway Commercial to Rural and to delete Special Policy Area 6.2.10.4 (c)(i) to facilitate potential future severances and allow the uses permitted in the Rural designation.

**The Right to Appeal**

If a person or public body would otherwise have an ability to appeal the decision of the County of Peterborough to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the County of Peterborough before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the County of Peterborough before the proposed official plan is adopted, 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 add the person or public body as a party.

**A Public Meeting** concerning this application has not yet been scheduled. A notice will be provided in due course advising the date, time and location of the public meeting.

**To Be Notified**

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

**Getting Additional Information**

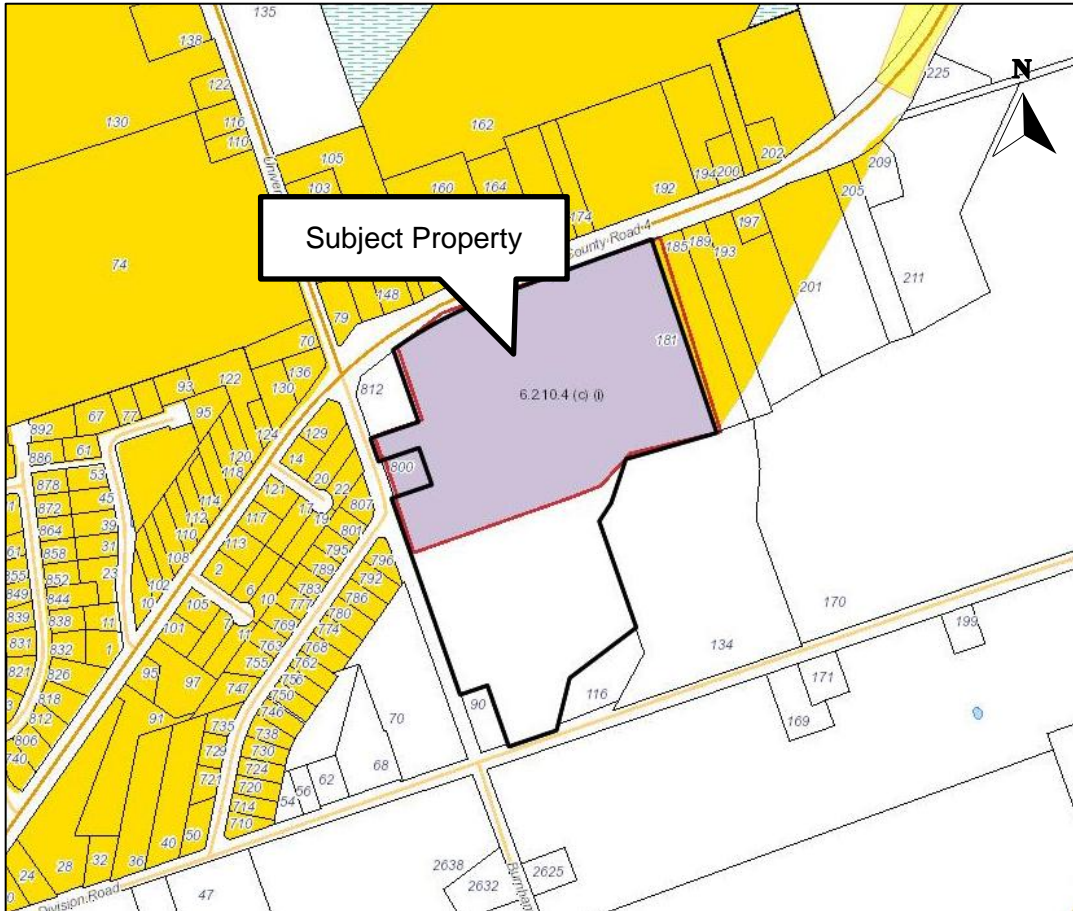
The application and supporting documents are posted online at [www.ptbocounty.ca](http://www.ptbocounty.ca) and at [www.dourodummer.ca](http://www.dourodummer.ca). Hard copies and additional information concerning the applications can be obtained by contacting the County of Peterborough or the Township of Douro-Dummer.

**Contact Information**

Jennifer Clinesmith, Planner  
County of Peterborough  
470 Water Street  
Peterborough, ON K9H 3M3  
Tel: (705) 743-0380  
[jclinesmith@ptbocounty.ca](mailto:jclinesmith@ptbocounty.ca)

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

# Key Map



**Amendment No. 79**  
**to the**  
**Official Plan of the**  
**County of Peterborough**

Tom and Brenda Shaughnessy  
Part Lot 1, Concession 10  
Douro Ward  
Township of Douro-Dummer

## **Official Plan Amendment No. 79**

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

**Part “B” - The Amendment** consisting of the following text and schedules constitutes Amendment No. 79 to the Official Plan for the County of Peterborough.

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

## **Part B - The Amendment**

All of this Part of the document entitled Part B - The Amendment consisting of the following text and schedule constitutes Amendment No. 79 to the Official Plan of the County of Peterborough.

## **Details of the Amendment**

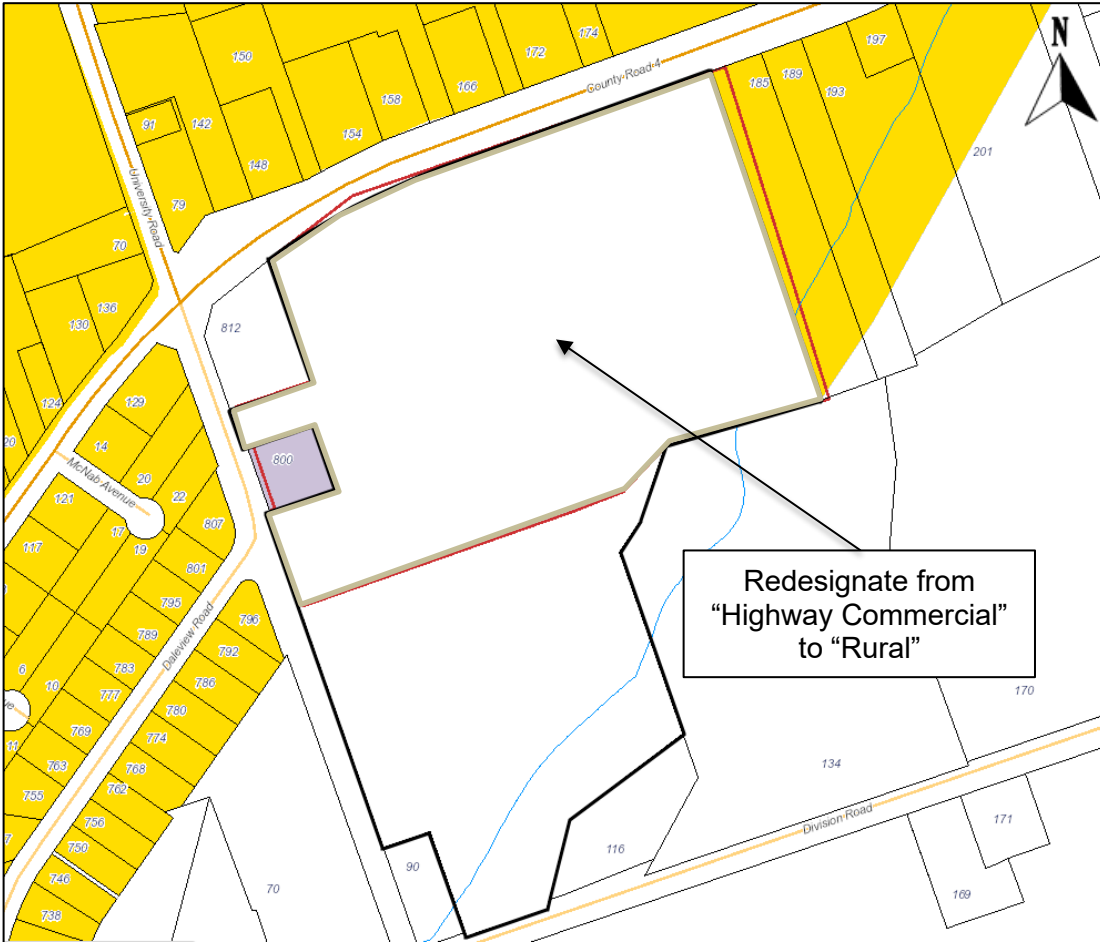
The Official Plan of the County of Peterborough is hereby amended as follows:



Schedule 'A4-1' Land Use and Transportation Plan, Douro Ward of the Official Plan of the Township of Douro-Dummer within the Official Plan of the County of Peterborough is amended by redesignating a portion of the property located at Part Lot 1, Concession 10, in the geographic Township of Douro-Dummer, from the "Highway Commercial" designation to the "Rural" designation as shown on Schedule '1' attached hereto and forming part of this Amendment.

## **Implementation and Interpretation**

The implementation and interpretation of Official Plan Amendment No. 79 shall be in accordance with the respective policies of the Official Plan of the County of Peterborough, as amended.

**Schedule '1'**  
**To**  
**Official Plan Amendment No. 79**  
**County of Peterborough Official Plan**



-  Highway Commercial
-  Rural



### **Part C - The Appendices**

The following appendices do not constitute part of Official Plan Amendment No. 79 but are included as information supporting the Amendment.

- **Appendix No. 1    Correspondence**
- **Appendix No. 2    Public Meeting Notices and Minutes**
- **Appendix No. 3    Public Comments**
- **Appendix No. 4    Agency Comments**

**Appendix No. 1 – Correspondence**

None.

**Appendix No. 2 – Public Meeting Notices and Minutes**

**Appendix No. 3 – Public Comments**

**Appendix No. 4 – Agency Comments**



Kevin M. Duguay  
Community  
Planning and  
Consulting Inc.



## Revised Planning Justification Report (November 2024) Official Plan Amendment (OPA) Application 181 County Road No. 4, Township of Douro-Dummer

### Introduction

This “Revised” Planning Justification Report has been prepared in support of an Official Plan Amendment (OPA) Application filed with the Township of Duro-Dummer (County of Peterborough) regarding the rural property known municipally as 181 County Road (Douro Ward), Township of Douro-Dummer. The original PJR was filed in late October 2024.

### The Property



The Property

(Source: County of Peterborough GIS Website, October 2024)

### The Official Plan Amendment (OPA) Application

The property is located east of the intersection of County Road No. 4 and Division Road having frontage on both County Road No. 4 and Division Road. Surrounding land uses are summarized as follows:

Direction	Land Uses

North	County Road No. 4, Rural Residential, Rural
South	Rural
East	Rural
West	Township Fire Hall, Rural Residential, Division Road

The property contains a detached single-unit dwelling, a barn, drive shed and small accessory buildings.

**The OPA Application – An Overview**

The OPA Application is required to delete a site-specific Policy Area – 6.2.10.4 ( c ) (i), and to amend the current Official Plan -Lower Tier Designation from “Highway Commercial” to “Rural”, as applied to the northern part of the property, which would permit a major commercial/retail development. My research revealed that this “Special Policy Area” was applied to the property to permit a contemplated major retail – commercial use. However, this land use would essentially not be permitted given current Provincial and local planning polices and regulations.

The property owner is prepared to delete this policy exception, in order to facilitate the contemplated severance of land within the northwest part of the property, serving to allow for the creation of two (2) lots intended for rural residential purposes.

**The Proposed Severance Plan** (Source: KMD Planning, June 2024)



The 2 (two) proposed severed lots cannot be realized unless and until the OPA is approved. Additionally, the Consent (Severance) Approval process might necessitate a

Zoning By-law Amendment (ZBLA) Application approval. Finally, the two (2) severed lots will require a vehicular easement from the retained lot, which would be addressed concurrent with the Consent (Severance) Applications process.

## **Pre-Consultation**

The OPA Application was subject of Pre-Consultation (see Attachment 'H' for the Pre-Consultation Meeting Summary). The Pre-Consultation identified the need for specific reports to be prepared in support of the OPA Application, as follows:

- MDS Analysis;
- Environmental Impact Study (Natural Heritage Evaluation);
- Scoped Aggregate Assessment; and
- Planning Justification Report.

### **A) MDS Analysis**

A MDS Analysis was carried-out by One Community Planning. The analysis confirmed that the location of the two (2), proposed lots are outside of the applicable MDS Arch (see Attachment 'I' for details).

### **B) Natural Heritage Evaluation (NHE)**

The NHE was carried-out by Sumac Environmental Services. The NHE concluded that the OPA, which in itself does not result in development, is appropriate and would not impactful upon site and/or area natural features. The proposed area of the two (2) severed lots were also considered and same do not represent an environmental/ecological risk. Any recommended mitigation measures can be enshrined as part of the eventual Consent (Severance) approval process.

### **C) Scoped Aggregate Assessment**

It is my Professional Planning Opinion and on-going experience with such matters, that this Assessment is not warranted. The Pre-Consultation meeting flagged a Tertiary Aggregate area to the south and west of the property; a significant distance from the location of the proposed severed lots. Additionally, there are several established single-unit dwelling properties within the immediate area of the



Tertiary Assessment Area, which by the very existence, render any aggregate opportunity as not feasible.

### D) Planning Justification Report (PJR)

This PJR is in response to the identified Pre-Consultation requirement.

### Preliminary Severance Review (PSR)

The proposed severed lots were also subject of a Preliminary Severance Review dated December 2, 2022. This Review eventually gave rise to the requirement for a formal OPA Application Pre-Consultation (see Attachment 'G' for details).

### Analysis

#### 2024 Provincial Planning Statement (2024 PPS)

The 2024 PPS sets forth a series of policies that address a range of land use, planning, development and related topics on a provincial wide basis.

With respect to the OPA Application, the following policies of the 2024 PPS are considered to have direct relevancy:

Policy	Detail, Planning Opinion
2.3	Settlement Areas and Settle Area Boundary Expansions
2.3.1	<p>General Policies for Settlement Area</p> <p>1. <i>Settlement areas</i> shall be the focus of growth and development. Within <i>settlement areas</i>, growth should be focused in, where applicable, <i>strategic growth areas</i>, including <i>major transit station areas</i>.</p> <p><b>Opinion: The property is located adjacent to a designated rural settlement area, but does not form part of same.</b></p>
2.5	<p>Rural Areas in Municipalities</p> <p>1. Healthy, integrated and viable rural areas should be supported by:</p> <p>a) building upon rural character, and leveraging rural amenities and assets;</p> <p>d) using rural infrastructure and public service facilities efficiently;</p>

	<p>g) conserving biodiversity and considering the ecological benefits provided by nature;</p> <p><b>Opinion: The OPA Application serves to delete a dated site-specific policy, which if left unattended could conceivably allow for a major retail/commercial use. The OPA Application, if approved eliminates this land use opportunity, and would in turn facilitate the creation of two (2) lots intended for single-unit dwelling use. This land use is considerate of its rural context and would not impact upon natural features.</b></p>
	<p>2. In rural areas, rural settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted.</p> <p><b>Opinion: The proposed development can be sustained by rural service levels. The development area is located immediately of a designated rural settlement area south and east.</b></p>
2.6	<p>Rural Lands in Municipalities</p> <p>4. Planning authorities should support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.</p> <p><b>Opinion: The MDS Analysis carried-out in support of the OPA Application confirmed that the two (2) proposed lots conform to the policies of the applicable MDS regulations.</b></p> <p>5. New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.</p> <p><b>Opinion: The MDS Analysis carried-out in support of the OPA Application confirmed that the two (2) proposed lots conform to the policies of the applicable MDS regulations.</b></p>
3.6	<p>Sewage, Water and Stormwater</p> <p>4. Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts.</p>

	<p><b>Opinion: The two (2) proposed residential lots (single-unit dwelling use) will rely upon private/individual water and waste-water facilities. The details of the Consent (Severance) Application approval process.</b></p>
<p>4.1</p>	<p>Natural Heritage</p> <p>Natural features and areas shall be protected for the long term.</p> <p>2. The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and ground water features.</p> <p><b>Opinion: The Sumac NHE Report confirmed that the OPA Application, which will serve to facilitate the creation of two (2) lots intended for residential purposes will not impact upon on-site and/or area natural heritage features.</b></p>
	<p>7. Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.</p> <p><b>Opinion: The Sumac NHE Report confirmed that the OPA Application, which will serve to facilitate the creation of two (2) lots intended for residential purposes will not impact upon on-site and/or area natural heritage features.</b></p>

**In summary, it is my professional planning opinion that the OPA Application, serving to facilitate the creation of two (2) lots intended for single-unit dwelling use, demonstrates conformity with the policy directives of the 2024 Provincial Planning Statement.**

**County of Peterborough Official Plan (COP) – Pre-July 2022 Version**

The property is designated by the County Official Plan as ‘Highway Commercial with Site-Specific Policy’ and ‘Rural’.

As previously noted, the property is also subject of a site-specific policy exception.

<p>6.2.10 Highway Commercial</p>
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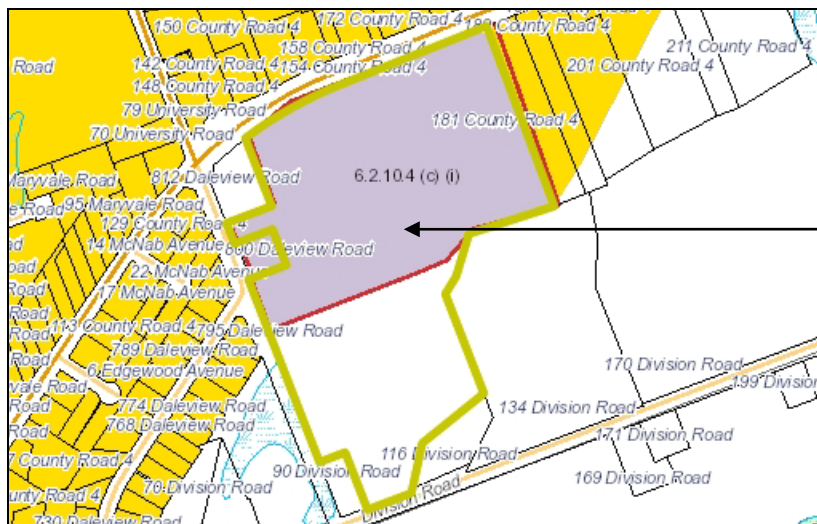
#### 6.2.10.4 Site-Specific Special Policy Area

c) Township of Douro-Dummer:

i) Regarding the commercial designation located in part of Lot 1, Concession 10, Douro Ward the total gross leasable floor area of all commercial development shall be limited to 4,500 square metres, and single uses shall be limited to 1,500 square metres of gross leasable floor area.

(Source: County of Peterborough Website, October 2024)

#### Official Plan Map Detail



(Source: County of Peterborough Website, October 2024)

The OPA Application, if approved, will delete the site-specific policy exception applied to the property and to amend the Lower Tier land use designation from “Highway Commercial” to “Rural”.

There is no development to occur from this deletion of the site-specific policy, other than the contemplated severance of land within the northwest part of the property. The balance of the property would maintain its current development condition/land use (includes an agricultural component).

Relative to the OPA Application (deletion of the Site-Specific Policy); the following policies of the County Official Plan are considered to have direct relevancy:

Section	Title – Comments
2.3	<p data-bbox="407 275 675 306">Local Official Plans</p> <p data-bbox="407 344 1409 457">It is the intent, and a requirement of the Planning Act that local official plans shall conform to this Plan and be one of the primary means of implementing the policies herein.</p> <p data-bbox="407 491 1403 638">In the event of a conflict between the provisions of a local official plan and the provisions of this Plan, the provisions of this Plan shall prevail to the extent of that conflict except where the local plan is more restrictive.</p>
2.4	<p data-bbox="407 686 708 718">Local Zoning By-laws</p> <p data-bbox="407 753 1398 940">When this Plan or any part thereof takes effect, every local zoning by-law shall be amended by the local municipalities to conform with this Plan pursuant to the Planning Act. The Amendments to the zoning by-laws should occur after the local Official Plan has been amended to conform to this Plan.</p>
2.6.3	<p data-bbox="407 974 638 1005">Division of Land</p>
2.6.3.1	<p data-bbox="407 1041 634 1073">General Policies</p> <p data-bbox="407 1106 1382 1367">The acceptability of severances in Peterborough County shall be determined by applying the relevant policies contained in this Plan, policies contained in local Official Plans, the 2005 Provincial Policy Statement, and the provisions of the Planning Act. Under no circumstances shall severances be recommended for approval where proposed severances are contrary to this Plan and/or the respective local Official Plan.</p>
2.6.3.5	<p data-bbox="407 1402 574 1434">Rural Areas</p> <p data-bbox="407 1478 1422 1665">Residential severances for land holdings located in the Rural Area should be discouraged in favour of development in Settlement Areas as identified on Map 'A' in an effort to promote orderly growth and development. However, severances in the rural area may be considered subject to the following:</p> <p data-bbox="407 1709 1398 1780">A) If the proposed lot(s) has been identified by the Health Unit and/or the Ministry of the Environment as a proposal where;</p> <p data-bbox="453 1824 1419 1856">i) municipal or communal services for water and/or sewer cannot be</p>

provided because of capacity problems or physical constraints; or

ii) in the absence of municipal or communal water and sewage services, it is determined by the Health Unit and/or the Ministry of the Environment that the area for sewage disposal on the proposed lots does not or cannot be made 2-16 Official Plan County of Peterborough to meet the requirements of current Health Unit or Ministry of the Environment policy;

an application for severance shall not be granted.

B) If it is determined by the local municipality, or the Ministry of the Environment that solid waste disposal cannot be provided, severances shall not be permitted.

C) Lots shall have direct frontage on and access from publicly owned and maintained roads, unless otherwise permitted in local Official Plans.

D) Applications which would create a traffic hazard because of limited sight lines on curves or grades shall not be granted.

E) A severance from a farm operation may be granted if such is permitted in the local plan.

F) Applications for severance may be granted when each of the severed and retained parcels is equivalent to a natural township lot (about 40 hectares).

G) Consent applications shall comply with Minimum Distance Separation formula as established by the Province in order to minimize odour conflicts between livestock facilities and development, as amended from time to time.

H) Consents in the Rural Area may be permitted in accordance with policies contained in local official plans provided the applicable policies of Sections 2.6.3.1, 2.6.3.5, 4.1.3 and 4.3 are complied with.

I) Where local municipalities have specific Official Plan policies regarding scattered or strip development, the County will support local municipalities in their effort to control scattered or strip development and support development that is appropriate for the infrastructure which is planned or available and avoid the need for unjustified or uneconomical expansion of this infrastructure

	<p><b>Opinion: The proposed severed lots meet the applicable tests of 2.6.3.5. There is sufficient land base to support the installation of an individual well and septic systems and the proposed lot and frontage on a municipally-maintained road will be provided. The OPA Application serves to permit the proposed lots severances, of which Consent Applications will be filed with the County Land Division in due course, following the outcome of this OPA Application.</b></p>
<p>4.1.3.3</p>	<p>Mineral Aggregate and Non-Aggregate Mineral Resources</p> <ul style="list-style-type: none"> <li>• Mineral aggregate and non-aggregate resources shall be recognized and managed by local Official Plans as limited and non-renewable natural resources to be protected for long-term use;</li> <li>• Local municipalities, in consultation with the County, the Ministry of Northern Development and Mines and the Ministry of Natural Resources shall review development proposals with respect to mineral aggregate and non-aggregate resources;</li> <li>• In areas of significant mineral aggregate and non-aggregate resource potential, as identified by the Ministry of Natural Resources, the Ministry of Northern Development and Mines, private landholders or the development industry in consultation with the local municipalities, uses which do not preclude future access to and extraction of these potential resources may be permitted. All other uses of the land which prohibit future access to and extraction of the resources shall be considered secondary and generally discouraged until such time as the resource is substantially depleted. Alternative land uses may be permitted where: <ul style="list-style-type: none"> <li>– extraction would not be feasible; or</li> <li>– the proposed use of the land serves a greater long-term interest of the general public;</li> <li>– prior to any approval of a change in land use, the proponent shall consult with the County and the Ministry of Natural Resources and will be required to prepare a study indicating the nature of the land use change, detailing the deposit's potential for extraction and demonstrating the compatibility and the need for the alternative land use.</li> </ul> </li> </ul> <p><b>Opinion: It is my professional planning opinion and experience</b></p>

	<b>that is not warranted in this instance. The OPA serves to delete as a dated Site-Specific Policy. Moreover, the proposed severed lots are a significant distance from the designated lands.</b>
4.3	<p>Rural and Cultural Landscape</p> <p>The rural and cultural landscape represents all land areas outside of an identified settlement area, that are not:</p> <ul style="list-style-type: none"> <li>• shoreland areas as described in Section 4.4;</li> <li>• significant natural heritage features or other natural resources listed in Section 4.1;</li> <li>• utilized for transportation purposes, physical services and utilities;</li> <li>• used for recreation and open space purposes.</li> </ul>
4.3.1	<p>Goal</p> <p>To preserve and enhance the rural character of the County as a cultural resource and ensure the viability of the agricultural industry.</p>
4.3.2	<p>Objectives</p> <ul style="list-style-type: none"> <li>• to permit an amount and type of development in the rural area consistent with maintaining its rural and cultural landscape;</li> <li>• to reinforce the historical relationship between settlement areas and the surrounding farm community to which the settlement areas provide basic services;</li> <li>• to provide for limited rural development and to ensure that such development does not threaten the quality or quantity of ground and surface water; 4-24 Official Plan County of Peterborough</li> <li>• to ensure that the agricultural industry remains viable;</li> <li>• to preserve prime agricultural soils and protect farms, where possible, from activities and land uses which would limit productivity or efficiency;</li> <li>• to encourage compatible economic diversification including greater flexibility for on-farm activities, home-based businesses and agri-tourism;</li> </ul>



	<ul style="list-style-type: none"> <li>• to preserve the farm community as an important social resource;</li> <li>• to encourage local municipalities within similar watersheds to participate, coordinate and carry out sound land use and environmental management practices.</li> </ul> <p><b>Opinion: The OPA Application serves to delete a date site specific policy which contemplates a major commercial-retail use. This form of land use is not appropriate for the property and is contrary to current Provincial, County and local land use policies.</b></p>
4.3.3	<p>Policies</p> <p>Notwithstanding the description of the rural and cultural landscape at the beginning of Section 4.3, the policies of Section 4.3.3 apply wherever relevant throughout the County.</p>
4.3.3.1	<p>General</p> <ul style="list-style-type: none"> <li>• Local municipalities should encourage and, where appropriate require, through the passage of tree cutting by-laws public and private land owners to maintain the forested appearance of the landscape;</li> <li>• In recognition of potential impacts new growth and development may have on entire watershed systems, the County encourages communication between municipalities within the same watershed area when development proposed within the rural and cultural landscape is considered to have a potential impact on the quality and function of the watershed:</li> <li>• this consultation process, may involve: <ul style="list-style-type: none"> <li>➤ the identification of areas for subwatershed management plans, carrying capacity studies of waterbodies or any such other studies and testings that would be appropriate to determine the environmental sensitivity of areas and their development potential;</li> </ul> </li> <li>• funding arrangements among the municipalities in the watershed, and/or the private industry and Provincial Ministry agencies if studies and testings are deemed appropriate and required.</li> </ul>

- Rural areas will generally be the focus of resource activity, resource based recreational activity and other rural land uses. The County, recognizing the need for growth on a limited basis, will permit non-agricultural related uses in the rural community outside prime agricultural 4-25 Official Plan County of Peterborough areas and other agricultural areas designated in local plans in accordance with Section 4.3.3.2 which reflect the cultural and rural character of the area, promote a variety of living and employment opportunities for the rural community and do not negatively impact on the natural environment that cannot be located in settlement areas;
- Development shall be appropriate to the infrastructure which is planned or available, and shall avoid the need for unjustified and/or uneconomical expansion of this infrastructure;
- New land uses, including the creation of lots, and new or expanding land use facilities, shall comply with the minimum distance separation formulae.
- New land uses, including the creation of lots, shall comply with the Source Water Protection policies of Section 5.7 where applicable; • Throughout the rural area, home based business uses will be encouraged as permitted in the local plans;
- Research in the fields of soil science and hydrogeology has concluded that fractured bedrock aquifers can be contaminated by micro-organisms originating from untreated septic tank effluent and urban runoff. To minimize the risk of contamination to water resources, it is policy of the County that development permitted by local municipalities be directed to areas where the depth of soil is sufficient to retain and treat micro-organisms, as well as provide a stable anchoring platform for raised (imported material) tile bed systems.

**Opinion: The proposed severed lots conform to the objectives and policies of the County's Rural and Cultural Landscape Areas. The development is limited in area, does not impact prime agricultural areas and can be sustained by rural service levels. The proposed location of the lots are in proximity to other established residential properties. No environmental impacts have been identified as a result of the proposed development/severance (Sumac NHE Report).**

6.2.2	<p>Rural</p> <p>.1 General Principles</p> <p>The Rural designation applies to areas where Class 4, 5, 6 and 7 and Organic soils under the Canada Land Inventory Soil Capability for Agriculture predominate and areas where previous non-farm development has effectively limited the future of intensive farm activity.</p> <p>.2 Permitted Uses</p> <p>The predominant use of land within the Rural designation may include all agricultural uses outlined in Section 6.2.1 of this Plan. Other permitted uses shall include forestry, passive outdoor recreation uses and activities connected with the conservation of soil and wildlife.</p> <p>Development by consent will be permitted within the Rural designation, although that <b>development shall be limited</b> and will be subject to the following policies.</p> <p>A very limited amount of small-scale commercial uses, or farm-related commercial/industrial uses will also be permitted. Commercial and industrial uses shall be subject to site plan control, and shall require a site specific amendment to the implementing Zoning By-law, as part of the approval process.</p> <p><b>Low density residential development</b> as defined by the Policies of Section 6.2.2.3, home occupations and home industries shall be permitted.</p> <p>.3 Rural Policies</p> <p>a) It shall be a policy of this Plan to discourage the development of non-rural related uses within the Rural designation and to prevent uncontrolled and scattered development. This leads to an unnecessary fragmentation of the land base. Non-rural growth related uses shall be encouraged to locate within designated growth centres and hamlet areas as identified on the land use schedules.</p> <p>b) <b>A maximum of one single-detached dwelling shall be permitted on a lot.</b></p>
-------	---

	<p><b>Opinion: The Official Plan Amendment Application, if approved, would facilitate two (2) rural residential lots each to contain one (1) single unit dwelling, subject to the provisions of any forthcoming Consent (Severance) Approval.</b></p>
<p>6.2.13</p>	<p>EXTRACTIVE INDUSTRIAL</p> <p>6.2.13.1 - General Principles</p> <p>The participating Townships contain areas with high quality mineral aggregate reserves. It is the intent of this Plan to recognize legally existing pits and high potential aggregate resource areas and to protect them from incompatible land uses.</p> <p><b>6.2.13.2 - Permitted Uses</b></p> <p><b>The predominant use of land within the Extractive Industrial designation shall be sand, gravel and quarry operations.</b></p> <p><b>Aggregate extraction operations shall be developed with minimal impacts on surrounding natural and cultural resources. All expended aggregate pits and quarries shall be rehabilitated.</b></p> <p>c) Generally, only licensed pit and quarry operations shall be zoned for extraction in the implementing Zoning By-law. The area zoned should correspond precisely to the area licensed under the Aggregate Resources Act. Potential aggregate resource areas which are not licensed shall be zoned in a holding or Rural Zone until such time as the lands are licensed, thereby protecting the lands from incompatible development.</p> <p>h) All pit and quarry operations must be licenced by the Ministry of Natural Resources and must meet the requirements of the Aggregate Resources Act.</p> <p>i) Lands designated as Extractive Industrial may be converted to non-industrial uses only through a municipal comprehensive review where it has been demonstrated that:</p> <ul style="list-style-type: none"> <li>i) There is a need for the conversion;</li> <li>ii) The Township will meet the employment forecasts allocated to it by</li> </ul>

	<p>the County of Peterborough pursuant to the Growth Plan for the Greater Golden Horseshoe;</p> <p>iii) The conversion will not adversely affect the overall viability of the industrial area, and achievement of the intensification target, density targets, and other polices of the Growth Plan for the Greater Golden Horseshoe;</p> <p>iv) There is existing or planned infrastructure to accommodate the proposed conversion; the lands are not require over the long term for the industrial purposes for which they are designated; and</p> <p>v) Cross-jurisdictional issues have been considered j) In circumstances where the aggregate resource in an Extractive Industrial designation has been depleted and the license has been surrendered, an official plan amendment may be approved to redesignate the lands to Rural or Agriculture or other suitable designation without the requirement of a municipal comprehensive review.</p> <p><b>Opinion: No Aggregate Assessment was completed, as same was deemed to be necessary in this instance.</b></p>
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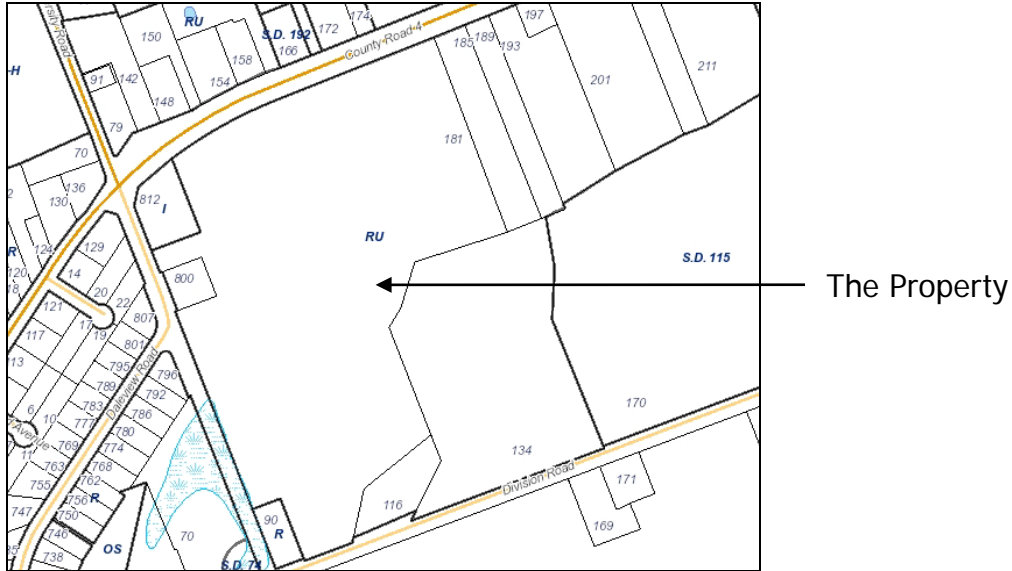
**It is my professional planning opinion that the OPA Application is in keeping with the general purpose and intent of the land use policy directives of the COP.**

**The dated site-specific policy, frankly, no longer has relevancy, and moreover, the property could not be developed for such purposes (major commercial/retail) given the realities of Provincial, County and Local land use policies/programs**

## Township of Douro-Dummer Zoning By-law (TZBL)

The property is currently zoned 'RU - Rural'.

### Zoning Map Detail



(Source: County of Peterborough GIS Website, October 2024)

As previously noted, it might be required to amend the current zoning for the area of the proposed severed lots.

Such condition could be achieved through the Peterborough County Land Division Committee (PCLDC) Consent approval process.

Additionally, the Township may elect to require the rezoning of those portions of the property having environmental features (as confirmed through the EIS Report).

**It is my professional planning opinion that the OPA Application is in keeping with the general purpose and intent of the regulatory provisions of the TZBL.**

## Summary

The Official Plan Amendment Application is required to delete a dated/impractical site-specific policy applied to the northern part of the property. This requirement was identified through the formal Official Plan Amendment Re-Consultation meeting, as necessary to allow for the contemplated lot severances (2 lots).

It is my professional planning opinion that the Official Plan Amendment Application is:

- Consistent with policy directives of the 2024 PPS;
- In Keeping with the general purpose and intent of the policy provisions/directives of both the County of Peterborough and the Township of Douro-Dummer Official Plan;
- In Keeping with the general purpose and intent of the regulatory provisions of the Township of Douro-Dummer Zoning By-law;
- An Opportunity to delete a dated/impractical policy (site-specific) from the County Official Plan (lower tier context, Township of Douro-Dummer); and
- Representative of Good Planning.

Respectfully submitted,



Kevin M. Duguay, MCIP, RPP

MDS I

General information

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**Application date**

Feb 26, 2024

**Municipal file number**

**Proposed application**

Lot creation for four, or more, residential lots outside of a settlement area

**Applicant contact information**

Kevin M Duguay  
KMD Planning Inc  
560 Romaine Street  
Peterborough, ON  
K9J2E3  
705-749-6710  
kevin@kmdplanning.com

**Location of subject lands**

County of Peterborough  
Township of Douro-Dummer  
DOURO  
Concession 1 , Lot 10  
Roll number: 1522-010-004-08800

**Notes**

Barn is approximately 2000 sqft. (185sqm.) and is currently unoccupied. For the purposes of calculating MDS, only 700 sqft (65sqm) has the ability to house livestock. The remainder of the building is designed as storage (farm implements etc.)



## Calculations

### Shaughnessy

#### Farm contact information

Tom Shaughnessy  
181 County Road 4  
ON

#### Location of existing livestock facility or anaerobic digester

County of Peterborough  
Township of Douro-Dummer  
DOURO  
Concession 1, Lot 10  
Roll number: 1522-010-004-08800

#### Total lot size

16.5 ha

#### Notes

Barn does not house livestock. Beef are located on the subject lands grazing from May-November and utilize a sun shelter. The empty barn has 65 sqm of area to potentially house livestock.

#### Livestock/manure summary

Manure Form	Type of livestock/manure	Existing maximum number	Existing maximum number (NU)	Estimated livestock barn area
Solid	Beef, Shortkeepers (12.5 - 17.5 months)	11	5.5 NU	66 m <sup>2</sup>

#### Setback summary

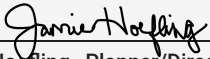
Existing manure storage	V3. Solid, outside, no cover, >= 30% DM		
Design capacity	5.5 NU		
Potential design capacity	11 NU		
Factor A (odour potential)	0.8	Factor B (design capacity)	170
Factor D (manure type)	0.7	Factor E (encroaching land use)	2.2
Building base distance 'F' (A x B x D x E) (minimum distance from livestock barn)			210 m (689 ft)
Actual distance from livestock barn			NA
Storage base distance 'S' (minimum distance from manure storage)			210 m (689 ft)
Actual distance from manure storage			NA

#### Preparer signoff & disclaimer

##### Preparer contact information

Jamie Hoefling  
One Community Planning Inc.  
PO Box 50005  
RPO Lansdowne  
Peterborough, ON  
K9J8R1  
613-334-8527  
jamie@oneplanning.ca

Signature of preparer



Jamie Hoefling, Planner/Director

Feb-26-2024

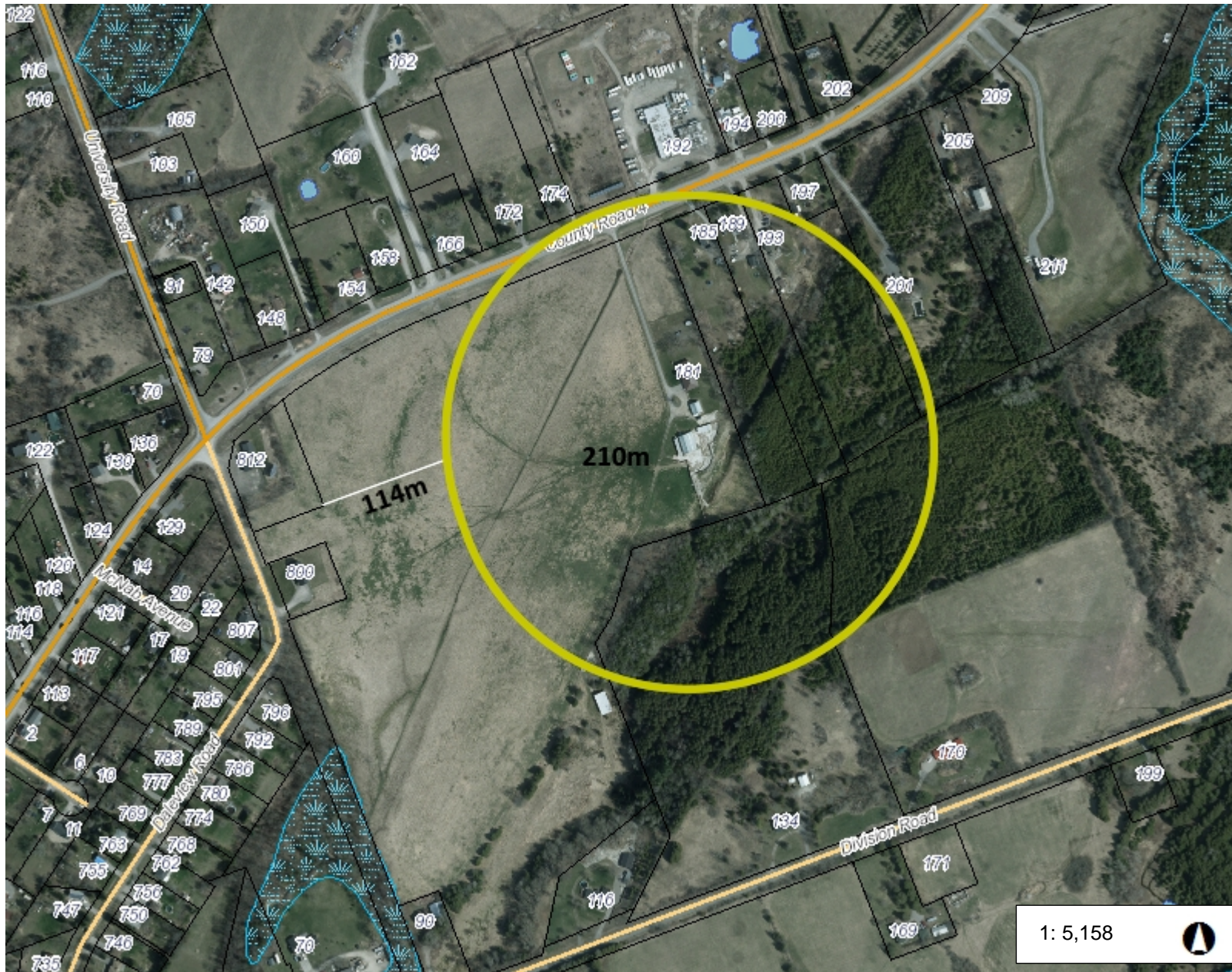
Date (mmm-dd-yyyy)

**Note to the user**

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has developed this software program for distribution and use with the Minimum Distance Separation (MDS) Formulae as a public service to assist farmers, consultants, and the general public. This version of the software distributed by OMAFRA will be considered to be the official version for purposes of calculating MDS. OMAFRA is not responsible for errors due to inaccurate or incorrect data or information; mistakes in calculation; errors arising out of modification of the software, or errors arising out of incorrect inputting of data. All data and calculations should be verified before acting on them.


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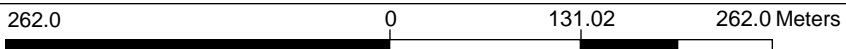
# MDS I Arc - 210m, Type B Land Use



### Legend

- Roads < 50,000**
  - PRIV ; Private; PRIV
  - City Arterial
  - City Collector and Local
  - City Owned Unclassified
  - Provincial
  - County
  - Township
  - Water Access Only
- Outside Roads < 50,000**
  - Major Roads
  - Local Roads
- First Nations
- Civic Address
- Parcel Fabric
- Parcel First Nations - Canada I
- Clean Water Act Policies Apply
- Provincially Significant Wetland
- Locally Significant Wetlands
- Non-evaluated Wetlands
- Lakes - Local Scale
- Municipal Boundary - Upper Ti
  - <all other values>
  - COUNTY OF PETERBOROUGH

1: 5,158 



### Notes



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



**Notice of Public Meeting for an  
Official Plan Amendment**

**Take notice** that the Corporation of the County of Peterborough previously provided Notice of Complete Application for an Official Plan Amendment (OPA) in accordance with Section 22(6.4) of the Planning Act, R.S.O. 1990, as amended. The application has been assigned file number 15OP-24005.

**And Take notice** that the Council of the Township of Douro-Dummer will hold a public meeting as outlined below to consider the proposed Official Plan Amendment under Section 17 of the Planning Act, R.S.O., 1990 as amended.

**Location**

The subject lands are located on Lot 1, Concession 10, Douro Ward, Township of Douro-Dummer, and are known municipally as 181 County Road 4. A key map is provided below that shows the location of the lands that are subject to the application.

**Purpose and Effect of the Application**

The Official Plan currently designates these lands as Highway Commercial and Rural. A portion of the subject lands are also within a Site Specific Special Policy Area and subject to the provisions of Section 6.2.10.4 (c)(i) of the Official Plan. The OPA will have the effect of changing the portion of the subject property designated Highway Commercial and within the Site Specific Special Policy Area to Rural to facilitate the creation of two residential lots through the severance process and allow the uses permitted in the Rural designation.

**Statutory Public Meeting Information**

The Corporation of the Township of Douro-Dummer will hold a Public Meeting on **Tuesday, March 4, 2025 at 5:00 p.m.** to consider the proposed Official Plan Amendment.

The meeting will be held in the Council Chambers of the Municipal Office located at 894 South Street, Warsaw ON.

**Participation in the Public Hearing**

The meeting will be held in person and electronically (virtual). Any person wishing to make written and/or oral submissions either in support of or opposition to the proposal must contact the Clerk by email at [mchaithartwig@dourodummer.ca](mailto:mchaithartwig@dourodummer.ca) or call 705-652-8392 ext. 210 no later than 9:00 a.m. on the day of the scheduled public hearing. Please indicate if you wish to attend in person or virtually and you will be provided with the applicable instructions for participation.

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 [mchaithartwig@dourodummer.ca](mailto:mchaithartwig@dourodummer.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.

It is the responsibility of the interested member of the public to have technology in place to connect to the meeting.

**The Right to Appeal**

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

If a person or public body does not make oral submissions at a public meeting or make written submissions to the County of Peterborough in respect of the proposed OPA before the approval authorities make a decision regarding the amendments, the person or public body may not be added

as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

**Getting Additional information:**

relating to the proposed amendment is available on the Township Website [Notice of Complete Application for an Official Plan Amendment - 181 County Road 4 - Township of Douro-Dummer](#) and on the County Website at: [News and Public Notices - County of Peterborough](#). A copy of the Township Planner's report and other relevant information will be posted on the Township's website [Agendas and Minutes - Township of Douro-Dummer](#) prior to the Public Meeting.

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

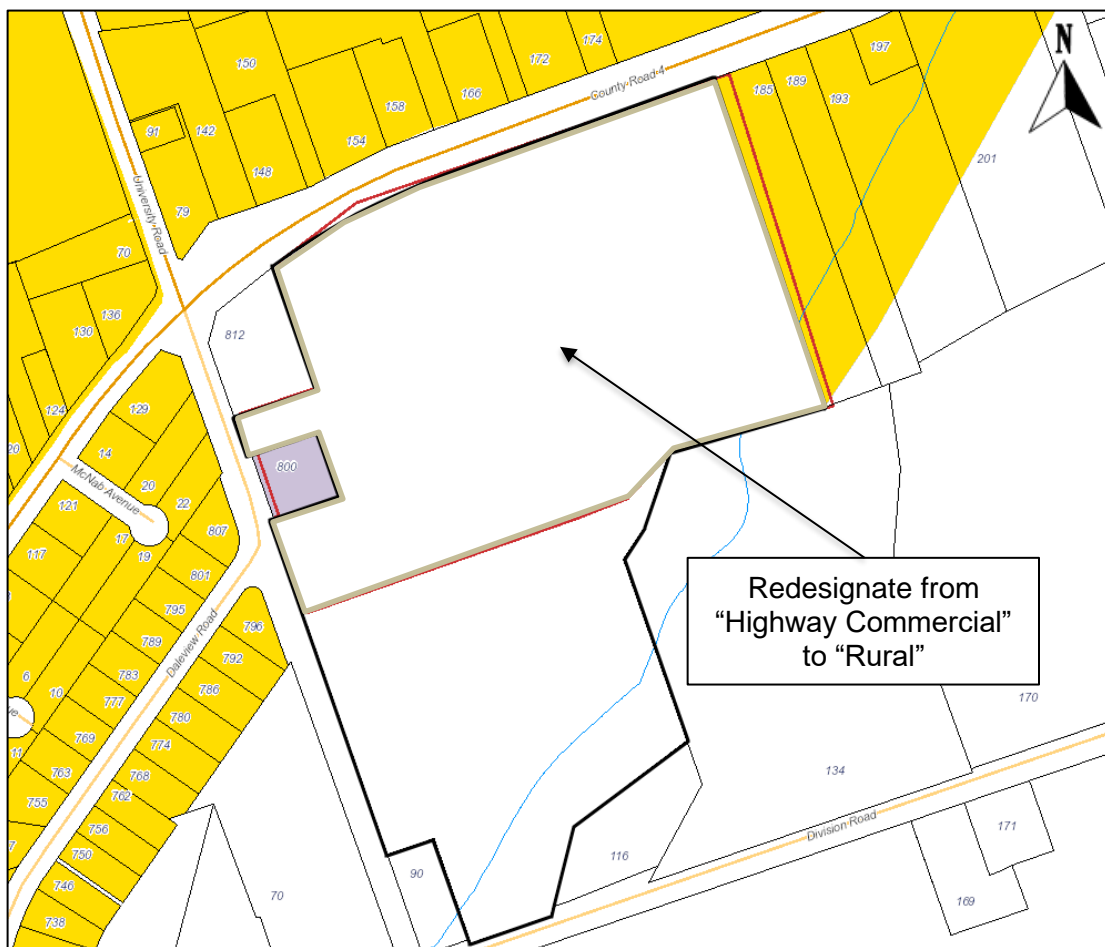
**Contact:**

Jennifer Clinesmith, Planner  
County of Peterborough  
470 Water Street  
Peterborough, ON K9H 3M3  
Tel: (705) 743-0380  
[jclinesmith@ptbocounty.ca](mailto:jclinesmith@ptbocounty.ca)

Planning Department  
Township of Douro-Dummer  
894 South Street, P.O. Box 92  
Warsaw, ON K0L 3A0  
Tel: (705) 652-8392 x211  
[building-planning@dourodummer.ca](mailto:building-planning@dourodummer.ca)

Dated this Tuesday, February 11, 2025.

**Key Map**



**Recommendation:**

That the Treasurer-2025-04 report, dated March 4,2025 regarding 2025 Budget Approval be received;

That Council approve the conversion of a seasonal Parks and Recreation employee to full-time at a cost of \$8,577;

That Council approve the tax levy needed for the 2025 Budget in the amount of \$7,395,601; and

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

**Overview:**

Staff are happy to present the final copy of the 2025 Budget for Council approval. The attached document outlines the final budget.

There is one item that was missed for approval during the deliberation meeting which is the amalgamation of one winter seasonal position and one summer seasonal position into a single full-time year around position which will cost \$8,577 related to adding benefits. This will create efficiencies in the long run by reducing turnover which maximizes the output of the role and reduces training time and costs. This request has been included in the final document but can be removed; if removed the updated levy would be \$7,387,024.

**Conclusion:**

The Operating Budget impacts the levy by 4.6% and the Capital Budget by 1.0%. Assessment increased by 1.2% in 2024 which means the change to the net levy from Township departments is 4.4% before the capital levy. The Township Boards and Agencies added 0.7% and the Capital Levy to fund the debenture payments related to the Joint Building are 1.0% for a total of 6.2%.

This increase in the levy results in an extra \$28.52 annually, or \$2.38 per month per \$100,000 of Assessment; for the median property of \$256,000 there would be an increase of \$73.01 annually and \$6.08 monthly.

**Summary of Change to the 2025 Levy**

	<b>2024</b>	<b>2025</b>	<b>\$ Change</b>	<b>% Change</b>	<b>Tax Impact</b>
<b>Township Departments</b>					
Operating Budget	\$3,916,301	\$4,233,470	\$317,169	8.1%	4.6%
Capital Budget	\$1,238,329	\$1,309,973	\$71,644	5.8%	1.0%
Less: Assessment Growth in 2024					-1.2%
<b>Total Township Departments</b>	<b>\$5,154,630</b>	<b>\$5,543,443</b>	<b>\$388,813</b>	<b>7.5%</b>	<b>4.4%</b>
<b>Township Boards and Agencies</b>					
Police Budget	\$954,071	\$983,605	\$29,534	3.1%	0.4%
Library Budget	\$155,957	\$168,922	\$12,966	8.3%	0.2%
Otanabee Conservation Authority	\$108,030	\$116,221	\$8,191	7.6%	0.1%
Capital Levy For Joint Building	\$514,537	\$583,409	\$68,872	13.4%	1.0%
Total Levy Requirement	\$6,887,225	\$7,395,601	\$508,376	7.4%	
<b>Percent Change to the Tax Rate as at 1st Draft:</b>					<b>6.2%</b>

	<b>2024</b>	<b>2025</b>	<b>Annual Change</b>	<b>Monthly Change</b>
Residential Impact Per \$100,000 of Assessment	\$462.87	\$491.39	\$28.52	\$2.38
Impact on Median Property of \$256,000	\$1,184.95	\$1,257.96	\$73.01	\$6.08

**Financial Impact:**

The 2024 Levy requirement is \$7,395,601.

**Report Approval Details**

Document Title:	2025 Budget - Final - Treasurer-2025-04.docx
Attachments:	- 2025 Budget - Final.pdf
Final Approval Date:	Feb 26, 2025

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

Martina Chait-Hartwig

Todd Davis





# 2025 Budget

Township of Douro-Dummer

March 4, 2025



# Table of Contents

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2025 Budget

## **Section 1 - Introduction**

- CAO Message
- Strategic Plan Overview

## **Section 2 – 2025 Budget Summary**

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

## **Section 3 - Department Summaries**

- Departmental Responsibilities
- 2025 Capital Projects
- 2025 Operating Summary

## **Section 4 – Additional Tables**

- Capital Funding Table
- 10-Year Forecast – Machinery and Vehicles
- Reserve Schedule

# Introduction

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## Section 1

# CAO Message



Setting the budget each year is perhaps the most important role of Council; it sets the service standards for our next fiscal year and has an impact on every one of our rate payers and residents. I am pleased with what we are bringing forward as a first draft and want to compliment staff for the professional job they did in preparing this draft budget.

What is being presented at this meeting is the beginning of a public process and the start of Council's deliberations on 2025 municipal services and spending that we anticipate will take a number of meetings and days to discuss. Getting us to this stage of the conversation would not be possible without the countless hours of work done by our team in Finance and the care and concern of every department in the Township. Our guiding principles were rooted in the outcomes of the Douro-Dummer Strategic Plan 2024 – 2027, and we believe this budget reflects those core values and strategic pillars.

# **Our Core Values**

✓ **Fiscal Responsibility**

✓ **Transparency**

✓ **Service Excellence**

✓ **Environment**

# Our Strategic Pillars

1

Service  
Modernization  
and Innovation

2

Business  
Attraction,  
Expansion, and  
Retention

3

Infrastructure  
Renewal



## **Service Modernization and Innovation**

Modernizing, refining and innovating services for residents is essential to effectively meet the needs of our community, enhance our operational efficiency, and ensure we remain adaptable in a rapidly changing world.

1

**Continue to modernize and improve services, processes, and outcomes for our community.**

2

**Update our website with a cleaner interface and easier access to information.**

3

**Maintain a document management and retention system with a focus on public accessibility.**

4

**Provide online community engagement where residents can sign up to receive information.**



## **Business Attraction, Expansion, and Retention**

Business attraction, expansion, and retention is vital for the economic health and sustainability of our Township, such as job creation, tax revenue, investing in innovation, maintaining our quality of life, and supporting community stability.

1

**Promote our Township through story-telling about who we are, what we do, and our brand identity.**

2

**Improve our community signage throughout the Township, making it easier for residents and visitors to navigate our spaces.**

3

**Prepare for the completion of our comprehensive Zoning By-law, to ensure that land is properly zoned for commercial and industrial development.**

4

**Provide incentives to new and growing businesses while ensuring existing businesses have opportunities to flourish.**





## **Infrastructure Renewal**

Infrastructure renewal is a critical investment for our Township as it will ensure our adherence to health and safety, economic development, investment attraction, environmental sustainability, quality of life, public confidence, and regional competitiveness.

1

**Prioritize roads where surface treatments are obtainable, and upgrade roads based on regular needs assessments.**

2

**Put an actionable and measurable plan in place to replace or repair aging infrastructure of all Municipal facilities.**

3

**Make asset management a core focus of the budget process to ensure funds are being dedicated to improvement and maintenance of infrastructure.**

# 2025 Budget Overview

---

## Section 2

# Background and Timelines

## Budget Background

The 2025 budget for the Township of Douro-Dummer is a reflection of thoughtful planning, guided by Council's Strategic Plan and the Township's commitment to providing excellent services to our residents while maintaining fiscal responsibility. This section highlights the foundational elements influencing the budget process and the external and internal factors shaping our financial planning.

As we enter 2025, inflation has stabilized to some degree, with the September Consumer Price Index (CPI) recorded at 1.6%. While this represents a marked improvement from the inflation rates seen in recent years, the reality remains that the Township's operational and capital costs continue to rise at rates far exceeding CPI. For example, the cost of essential equipment like fire trucks has more than doubled over the past five years. Similarly, legislative requirements and service demands from upper levels of government continue to increase, with diminishing financial support from those same entities.

Council's Strategic Plan, completed in 2024, established core values of fiscal responsibility, transparency, service excellence, and environmental stewardship. The strategic pillars—Service Modernization and Innovation, Business Attraction, Expansion and Retention, and Infrastructure Renewal—have been key factors in shaping this budget. Additionally, the adoption of the Asset Management Plan underscored the need for increased investment in asset replacement to ensure our infrastructure remains viable for future generations.

## Meeting Schedule:

- 1st Draft Presentations – January 7<sup>th</sup> and January 9<sup>th</sup>
- Budget Working Session – January 23<sup>rd</sup>
- Public Meeting – February 4<sup>th</sup>
- Council Budget Deliberation – February 18<sup>th</sup>
- Budget Passage – March 4<sup>th</sup>

# Impact to the Levy

## Summary of Change to the 2025 Levy

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	2024	2025	Annual Change	Monthly Change
Residential Impact Per \$100,000 of Assessment	\$462.87	\$491.39	\$28.52	\$2.38
Impact on Median Property of \$256,000	\$1,184.95	\$1,257.96	\$73.01	\$6.08

# Summary of Key Operating Changes

		Impact on Levy	
		\$	%
<b>Inflationary Pressures</b>			
Salary and Wage Cost of Living Adjustment	As part of the employee Compensation Agreement Council approves a salary grid increase as per the annual OMERS pension inflation index. OMERS uses the average of the CPI for the 12-month period ending in October and compares it to the average for the same period the previous year. CPI from September to September was 2.61%	\$68,639	1.0%
Insurance	All across the country municipalities are continuing to see large increases in general liability insurance costs. The total amount of insurance paid for by the Township in 2023 will be \$281,453; this represents a \$34,483 increase, or 14%, from the previous budget.	\$34,483	0.5%
OMPF	The Province increased OMPF funding to reflect municipal cost increases.	-\$28,400	-0.4%
<b>Legislative Changes</b>		<b>\$</b>	<b>%</b>
Mandatory Firefighter Certification	Volunteer costs - 2025 increase due to phase 1 of mandatory certification. Pump Ops \$30K alone. Will need to finish phase one and begin specialty rescue certification in 2026	\$49,711	0.7%
Additional Vehicle Safety Requirements	Increase to costs related to the new additional safety requirements. This impact Public Works, Fire and Parks. The stricter safeties are also now requiring repair work that would not have been required in the past.	\$25,000	0.4%
<b>Reserve Transfers</b>			
Reserves	The decrease in reserve transfers is related to transfers to reserves for the licensing and purchase of a gravel pit. These transfers are calculated based on the tonnes of gravel that are being used in the capital budget. The 2024 budget is forecasted to have less than 2023.	-\$19,241	-0.3%

# Summary of Key Operating Changes Cont'd

Departmental Adjustments		Impact on Levy	
		\$	%
Council	Increase to professional development budget to reflect current costs.	\$10,000	0.1%
Corporate Services	Corporate Admin Assistant	\$77,000	1.1%
	Salary Grid and Benefit Adjustments	\$8,500	0.1%
	Adjustments to Supplemental Taxes, Tax Penalties and Taxes Written Off	-\$35,000	-0.5%
	Increase software budget in Finance - this increase is required to fund the additional ongoing costs related to HRIS MyWay and the new Project Costing module that were implemented in 2023. Also, the budget was incorrectly decreased in 2024 as some costs were believed to be related to costs to our previous IT provider but were not.	\$35,000	0.5%
	Microsoft Office 365 - this was implemented in 2024 and these costs reflect the ongoing subscription costs.	\$9,000	0.1%
	Audit Fees - this is to reflect an increase in audit fees that have not been captured in previous budgets.	\$12,000	0.2%
Fire Services	Deputy Fire Chief - convert the Deputy from a part-time/voluntary basis to full-time on a one-year contract starting April 1st.	\$59,858	0.9%
Parks and Recreation	Convert a seasonal position to full-time to reduce turnover. Additional costs are related to benefits.	\$8,577	0.1%
	Increase in rental income (\$33,300) which is offset by additional wages required to staff the rentals (\$10,300).	-\$23,000	-0.3%
	Change in Staffing costs from grid changes	\$9,960	0.1%
	Increase to various accounts for building repairs, software, professional development, utilities and vehicle repairs.	\$14,000	0.2%
Waste Services	Increased costs related to ground water monitoring but also increased revenues to reflect prior years tipping fees.	-\$14,000	-0.2%
Other operating adjustments	These reflect the adjustments that staff make to various line items to reflect recent spending and current needs. Details can be found in each department's budget detail.	\$15,586	0.2%
<b>Total Operating Impact</b>		<b>\$317,672</b>	<b>4.6%</b>

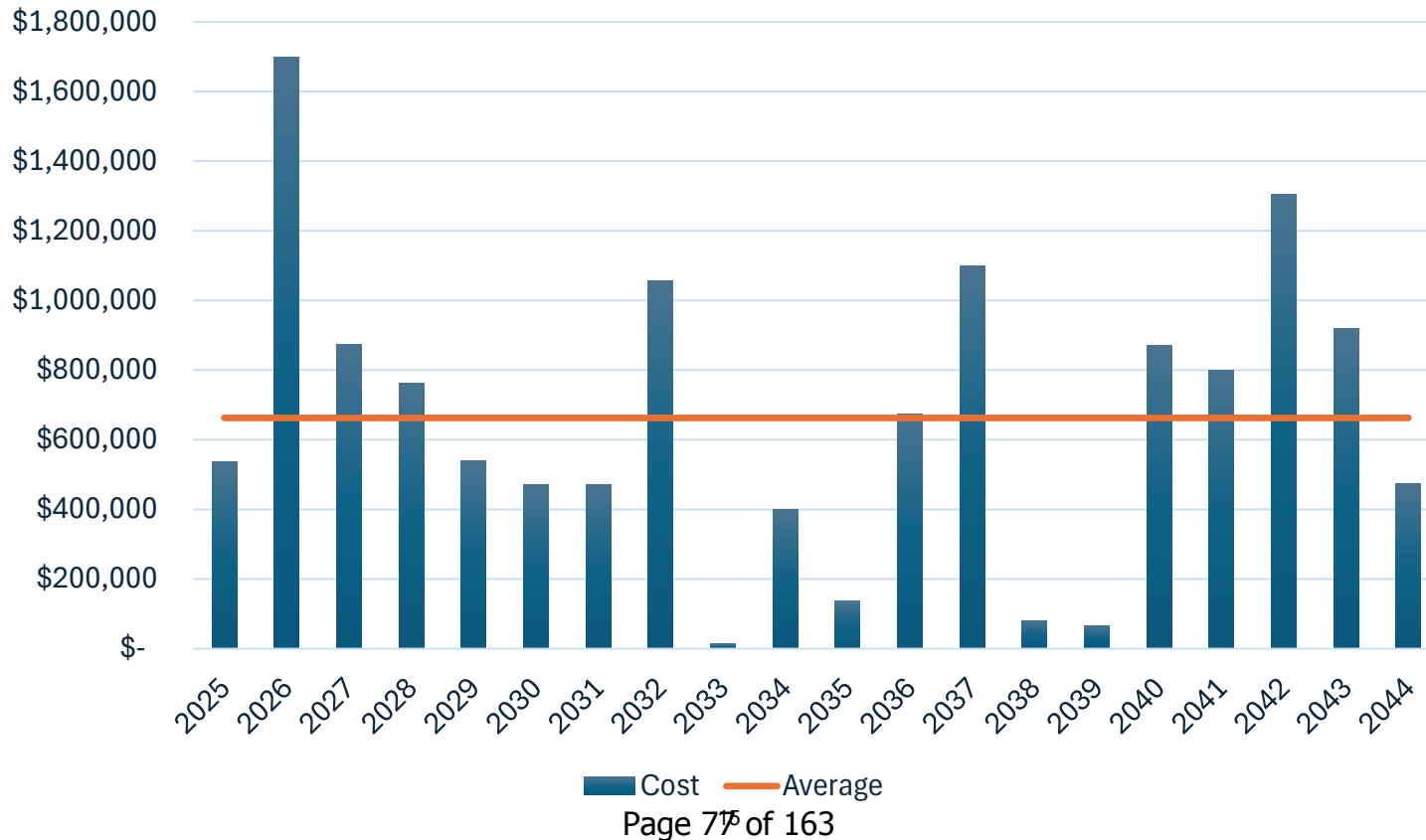
# Reserve Summary

- The table below outlines the Township’s reserves and the forecasted use in the 2025 Budget
  - Finance staff are working on an updated reserve policy that will see funds moved to meet the current needs of the Township
  - The table shows that the Township would have approximately \$4 million in uncommitted reserves at the end of 2025.

Opening Balance:			\$7,467,609
Contributions:	Joint Building Fund		\$583,409
Withdrawals:	Pumper Chassis x2	-\$500,000	
	Surface Treatment - 4th Line Road South Dummer	-\$363,253	
	Plow Truck	-\$370,000	
	Library Strategic Plan and Drop Box	-\$17,500	-\$1,250,753
<b>Forecasted Ending Balance</b>			<b>\$6,800,265</b>
Major Commitments:	Joint Building	-\$1,000,000	
	Remainder of Pumper Cost	-\$774,096	
	Arena Floor Replacement (Township share after grant)	-\$1,000,000	-\$2,774,096
<b>Uncommitted Reserves:</b>			<b>\$4,026,169</b>

# Asset Management Forecast - Vehicles

- The graph below outlines the Township's forecasted vehicle replacement costs over the next 20 years. This shows that we are currently in a period that requires significant replacements.
- Due to the cyclical nature of replacements, reserves allow the Township to manage the varying annual funding requirements.
- The average annual replacement amount based on current replacement costs is \$662,650.





# Joint Public Works and Fire Hall Building

- Since 2022 Council has been allocating a portion of the levy towards the Joint Building. This has been increasing each year in order to get to an annual debenture payment of \$914,537. This annual amount is based on \$12million construction cost and a 4.4% 20-year debenture.
- 2024 saw Council allocate an additional \$376,025 which resulted in a 5.9% levy increase. This reduced future year increases.
- Construction has been delayed due to environmental factors at the site and we expect tendering and site preparation and to commence in 2025. Once tendering has been completed, we will be able to able to finalize the financing strategy. Interest rates declined in 2024 and the rates are now back to where they were when we began planning for this project in 2022.
- A 2026 construction date would mean that the first debenture payment would be made in 2027. The following table shows an updated funding strategy based on the current timeframes.

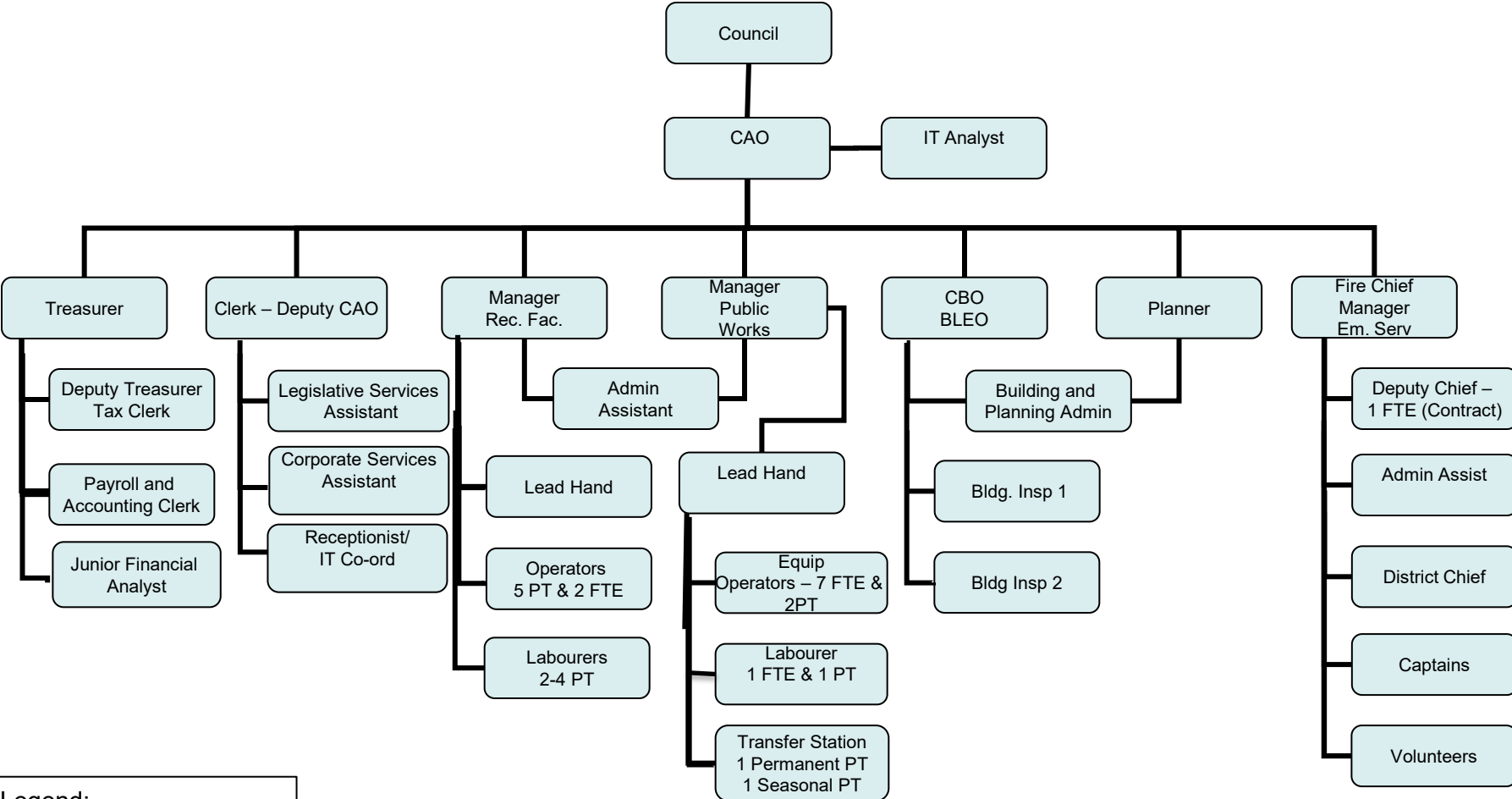
Year	Reserves	Levy	Debt Payment	Levy Increase
2022		\$67,872		1.2%
2023		\$138,512		1.2%
2024		\$514,537		5.9%
2025		\$583,409		1.0%
2026		\$654,003		1.0%
2027	\$188,176	\$726,361	\$914,537	1.0%
2028	\$114,009	\$800,529	\$914,538	1.0%
2029	\$37,988	\$876,551	\$914,539	1.0%
2030	\$0	\$914,540	\$914,540	0.5%

# Departmental Summaries

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## Section 3

# Organization Chart



Legend:  
 FTE – Full Time Position  
 PT – Part Time or Seasonal Position

# Corporate Services

- CAO Office
- Clerk's
- Finance

3.1

# CAO Office

## **Responsibility Summary:**

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

# Clerks Department

## **Responsibility Summary:**

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

# Finance Department

## Responsibility Summary:

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

# Operating Request #1

## **1 Additional FTE for a Corporate Admin Assistant – *Approved as presented on February 18<sup>th</sup> at the Deliberation Meeting.***

Cost - \$77,000 which includes the salary and benefits.

There are several functions and projects in the Clerk's Department that are not able to be completed, at all or at the desired service level, with current staff and this additional position would be able to support:

- Digitizing past records and management of current records
- Implementing a digital records management system as per Strat Plan
- Increased volume of FOI and Requests for Information
- Support for Council Members such as assist members with logistics, research, support with writing motions ect...
- Communication – Both Service Delivery Report and Strategic Plan recommend the Township improve and enhances its communication with the public through channels such as newsletters (paper and digital), the website, social media, information campaigns, attending community events, ect...
- Transition the website to GovStack as iCreate is being phased out and do an overhaul on the site as per Strat Plan and then ongoing maintenance
- Maintenance and ongoing review of Policy Manual – improve access to Policies for users, phase out Policies which are no longer relevant, enhance/review existing policies, provide training on policies to users
- Create process maps to find and remove inefficiencies, roadblocks and provide enhanced value to users and stakeholders.
- Creation and holding of new special events – Mayor for a Day, outreach to schools, Open Houses, attendance and pop-ups at public events
- Ongoing maintenance of the Voters List (currently only happens during the election period, not best practice)
- Undertake special projects – By-law updates, Archives in 2016 with Library, Public Education, ect...



# Corporate Capital Projects

## 1. IT Hardware Replacements - \$20,000 (Levy)

- The IT Hardware replacements is a strategic initiative aimed at ensuring the continued efficiency, security and reliability of our IT infrastructure. This allocation will allow for replacement of computers, servers, network equipment and other IT infrastructure in the Township.
- This is the second year of this project. The first year of the program provided for a server replacement and some equipment purchases like a TV display for the meeting room.
- Year 2 of this project will see several laptops replaced based on both age and condition, equipment needed for the implementation of VoIP and a security badge system.

## 2. Elevator Restoration and Modernization – \$22,000 (Levy)

- This project will repair the elevator at the Municipal Office.
- The elevator at the Municipal Office has been out of commission since 2023 which can make accessing the Building and Planning Departments, storage areas and Council Chambers difficult for both staff and residents.

## 3. Tree Replacement Program – \$5,000 (Levy)

- It is being proposed to allocate \$10,000 for Tree Replacement program. This program was well received by the residents in 2023 and 2024 and will continue to help replace the trees lost during the 2022 Derecho Storm.

# Corporate Capital Projects Continued

## 4. **Asset Retirement Obligation Costs** – \$20,000 (Levy)

- This project will test for and identify any asbestos in our facilities.
- This study is required to be completed in accordance with the Public Sector Account Board's (PSAB) PS 3280 which requires liabilities to be identified in our financial statements for asbestos abatement when demolishing buildings in the future.
- Our financial statements cannot be finalized until this is completed.

## 5. **Asset Management Plan & Data Updates** – \$20,000 (Levy)

- Part 1 of this project is to receive some support in reviewing the Township's tangible capital asset data in order to implement a dedicated Asset Management Software (Citywide). This review will also ensure that we incorporate the findings of the Facility Maintenance Plan into our data.
- Part 2 of this project will be to update our Asset Management Plan to meet the legislated July 1, 2025, requirements of O. Reg. 588/17 which requires asset management plans to include proposed levels of service, including detailed financial strategies in their asset management plans.
- Having an up-to-date asset management plan ensures that the organization can make well-informed decisions regarding maintenance, repairs, and future investments. Accurate, current data enables effective prioritization of resources, helps mitigate risks, and optimizes the lifespan and performance of assets, ultimately saving costs in the long run.

# Corporate Capital Projects Continued

## 6. Township Webpage Update – \$20,000 (Levy)

- This project was pre-approved by Council at the December 17, 2024, meeting for the migration of the Township website to the new GovStack platform.

## 7. Records Management Software - Phase 1 of 3 – \$22,500 (Modernization Grant)

- This project will create a digital records management system for the Township.
- Currently, digital records are held in a Shared Corporate Drive. With this program we will move to a system routed in Office365 which will allow the Township to safeguard electronic records, increase efficiencies in finding items and sharing data with the public. It will also allow for more digital collaboration, removing the need to save multiple versions of files and creating confusion. The preferred vendor solution automates document retention and destruction with built in approval processes and information audits.
- This project was approved in 2022 with an allocation of \$35,000 from Modernization Funding. We have received multiple quotes, and the preferred vendor has proposed an approach that will see the Township implement this over 3 years at a cost of \$20k to \$25k per year. Therefore, 2025 is fully funded but funds will need to be committed for 2026 and 2027.

# Corporate Capital Projects Continued

## 8. Council Chamber A/V Upgrades (Includes Microphones) – \$23,800 (Levy - \$16,300 and Modernization Grant - \$7,500)

- The project would see upgrades to Council Chambers audio and video.
- This was a recommendation from the Strategic Plan and resident feedback.
- Staff had a 3rd party on-site technical assessment (OTA) completed of the Chambers which provided a list of recommendations. Staff have costed out the recommendations which will cover the main pain points in the Chambers while also allowing for further upgrades should funds become available. The OTA can be provided in Closed Session if requested.
- The following is a summary of the work proposed in 2025:
  - Video - Install two 98' monitors to replace failing projectors. Relocate one of the existing PTZ cameras to the ideal position in the room to provide a wide shot of the room. Configure and commission existing PTZ cameras so they can start being utilized. Configure Blackmagic video hardware to interface with Zoom application and allow client to switch between PTZ cameras. Configure preset shots on respective cameras. Configure network access to camera control so client can easily recall different preset shots (i.e. from Delegate/Podium to Gallery) as needed.
  - Audio - Configure all AV components within the same subnet/VLAN. Install dedicated audio DSP to provide proper audio routing, processing, and integration between the in-room microphone/speaker system and Zoom. Replace intermittent consumer-grade audio cabling with commercial-grade cabling wherever possible (TOA unit only offers consumer-grade inputs/outputs). Re-zone/disconnect existing ceiling speakers which are causing feedback. Replace microphone system.

# Corporate Capital Projects Continued

## **9. Facility Maintenance Plan – \$25,000 (Modernization Funding)**

- This project will create a replacement/maintenance plan for all our facilities.
- It was identified during the development of our Asset Management Plan that we need to have a better understanding and plan of the required maintenance needed at our buildings to maximize the time they can be in service. Currently, we are typically reactive to problems that arise at our facilities and this study will create a comprehensive plan for each component that will include timing and costing.
- This data would be then incorporated into our updated 2025 Asset Management Plan.

**2025 Operating Budget  
Council**

	2023 Actuals	2024 Budget	2024 Actuals YTD	2025 Budget	Change (\$)	Change (%)	Notes:
<b>Expenses</b>							
Employee Wages and Benefits	\$141,829	\$148,295	\$148,873	\$152,076	\$3,781	2.5%	Cost of Living Adjustment
Advertising and Special Events	\$5,091	\$3,700	\$2,506	\$5,000	\$1,300	35.1%	Added budget to allow for advertising for various events and hospitality expenses.
Building Maintenance and Repairs	\$0	\$500	\$0	\$500	\$0	0.0%	
Community Grants	\$5,118	\$5,000	\$9,945	\$5,000	\$0	0.0%	
Contracted Services	\$6,589	\$4,000	\$1,068	\$4,000	\$0	0.0%	
Insurance	\$2,352	\$2,703	\$2,352	\$2,703	\$0	0.0%	
Materials and Supplies	\$98	\$855	\$585	\$855	\$0	0.0%	
Office Equipment, Materials and Supplies	\$285	\$208	\$35	\$208	\$0	0.0%	
Professional Development and Memberships	\$17,055	\$10,200	\$19,553	\$20,200	\$10,000	98.0%	Right sized budget for professional development
<b>Expenses Total</b>	<b>\$178,418</b>	<b>\$175,461</b>	<b>\$184,917</b>	<b>\$190,542</b>	<b>\$15,081</b>	<b>8.6%</b>	
<b>Grand Total</b>	<b>\$178,418</b>	<b>\$175,461</b>	<b>\$184,917</b>	<b>\$190,542</b>	<b>\$15,081</b>	<b>8.6%</b>	

**2025 Operating Budget  
Corporate Services**

	2023 Actuals	2024 Budget	2024 Actuals YTD	2025 Budget	Change (\$)	Change (%)	Notes:
<b>Expenses</b>							
Employee Wages and Benefits	\$928,311	\$959,690	\$909,052	\$1,069,611	\$109,921	11.5%	Cost of living adjustment and grid adjustments.
Advertising and Special Events	\$19,721	\$5,000	\$3,842	\$6,300	\$1,300	26.0%	To allow for sufficient advertising and budget for corporate events.
Building Maintenance and Repairs	\$35,339	\$14,500	\$11,105	\$14,500	\$0	0.0%	
Computer Hardware and Software	\$100,570	\$39,300	\$81,233	\$82,500	\$43,200	109.9%	Correcting 2024 Budget which was incorrectly reduced; added budget for additional modules implemented in 2023 (time management, project costing and financial reporting); added budget for Office365 and Adobe Pro licenses.
Contracted Services	\$106,730	\$94,462	\$194,831	\$106,797	\$12,335	13.1%	Adjusted budget for Audit fees which have been underbudgeted for the past few years; have been using the carryforward to pay for audit expenses.
Equipment Repairs and Maintenance	\$6,353	\$1,550	\$6,499	\$1,550	\$0	0.0%	
Financial Fees and Expenses	\$44,911	\$32,000	\$69,401	\$52,000	\$20,000	62.5%	Adjustment for tax writeoffs which are a result of assessment changes from MPAC; this can be correlated to the absence of updated assessments.
Insurance	\$83,394	\$73,341	\$87,200	\$97,765	\$24,424	33.3%	Increase 2024 actual expense by 14%.
Interest Expense	\$269	\$300	\$98	\$300	\$0	0.0%	
Materials and Supplies	\$16,054	\$27,150	\$48,149	\$26,850	-\$300	-1.1%	
Office Equipment, Materials and Supplies	\$29,773	\$30,580	\$27,471	\$30,580	\$0	0.0%	
Other Expenses	\$0	\$0	\$0	\$0	\$0	0.0%	
Overhead Transfer	\$0	-\$24,670	\$0	-\$24,670	\$0	0.0%	
Professional Development and Memberships	\$18,147	\$36,220	\$11,985	\$35,940	-\$280	-0.8%	
Tools and Equipment	\$116	\$600	\$0	\$600	\$0	0.0%	
Utilities	\$15,785	\$35,800	\$30,663	\$35,800	\$0	0.0%	
<b>Expenses Total</b>	<b>\$1,405,487</b>	<b>\$1,325,823</b>	<b>\$1,481,597</b>	<b>\$1,536,423</b>	<b>\$210,600</b>	<b>15.9%</b>	
<b>Reserves</b>							
Transfer From Reserves	-\$10,039	-\$20,000	\$0	-\$20,000	\$0	0.0%	
Transfer to Reserves	\$0	\$34,000	\$0	\$34,000	\$0	0.0%	
<b>Reserves Total</b>	<b>-\$10,039</b>	<b>\$14,000</b>	<b>\$0</b>	<b>\$14,000</b>	<b>\$0</b>	<b>0.0%</b>	

**2025 Operating Budget  
Corporate Services**

	2023 Actuals	2024 Budget	2024 Actuals YTD	2025 Budget	Change (\$)	Change (%)	Notes:
<b>Revenues</b>							
Financial Fees	-\$2,333	-\$1,040	-\$2,063	-\$1,040	\$0	0.0%	
Grants	-\$582,178	-\$585,600	-\$617,709	-\$614,000	-\$28,400	4.8%	Increase in OMPF Funding.
Interest Revenue	-\$321,771	-\$175,000	-\$277,266	-\$175,000	\$0	0.0%	
Licence Revenue	-\$717	-\$900	-\$306	-\$900	\$0	0.0%	
Other Revenues	-\$9,474	-\$195	-\$18,372	-\$245	-\$50	25.6%	
Rental Revenue	-\$2,230	-\$5,000	-\$2,662	-\$5,000	\$0	0.0%	
Taxation Revenue	-\$226,131	-\$188,749	-\$249,702	-\$233,749	-\$45,000	23.8%	Increase in revenue from Payments in Lieu of Taxes and penalties.
<b>Revenues Total</b>	<b>-\$1,144,834</b>	<b>-\$956,484</b>	<b>-\$1,168,081</b>	<b>-\$1,029,934</b>	<b>-\$73,450</b>	<b>7.7%</b>	
<b>Grand Total</b>	<b>\$250,614</b>	<b>\$383,339</b>	<b>\$313,516</b>	<b>\$520,489</b>	<b>\$137,150</b>	<b>35.8%</b>	



# Public Works

3.2

# Public Works Responsibility Summary

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

Functions of the Department include but are not limited to:

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

# Public Works Responsibility Summary

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

# Public Works Brushing Projects

Brushing was previously budgeted for as a capital item but is now being budgeted for in operating as it reflects maintenance activities. However, there will still be planned brushing projects for the upcoming year to ensure brushing is completed regularly on each road. The following roads are planned to have brushing completed in 2025 and there is also an allocation to allow for roads that are deemed to need brushing throughout the year.

	Road Length (km)
12th Line Dummer	8.5
Centre Dummer Rd	7.9
Douro 3rd line from South Beach Rd to Rishor Avenue	0.4
Douro 3rd Line South of Cty Rd 8	3.4
Gilchrist Bay Road	0.5
Little Lane	
Maryvale Road	0.6
Misc Brushing Projects	
Moodie Drive	0.8
Old Highway 28 from South Beach Rd to west limit	0.3
South Beach Road	0.6
South Beach Road from Highway 28 to east limit	0.6
Stenner Rd	0.5
Thelgar Rd from Highway 28 to west limit	0.3
White Lake Rd West	2.7
<b>Grand Total</b>	<b>27.1</b>

# Public Works Capital Projects

## 1. **Plow Truck #23** – \$370,000 (Capital Reserve)

- Replacement of 2011 Plow Truck.
- The estimated purchase price is \$400,000, with an estimated trade-in value of \$30,000 for the current truck.

## 2. **Pickup Truck #24** – \$55,000 (Levy)

- Replacement of 2014 pickup truck that is due for replacement after its 10-year service life.
- The estimated purchase price is \$65,000, with an estimated trade-in value of \$10,000 for the current truck.

## 3. **Road Needs Study** – \$32,500 (Levy)

- Road Needs Study is required every 4 years, with the last study completed in 2021.
- This study provides critical data on road conditions, helping the Township prioritize and determine necessary transportation work.

## 4. **Water Tank for Roads Vehicle** – \$30,000 (Levy)

- Purchase of a new poly water tank to replace the current one that is due for replacement and has shown continued defects.
- The estimated purchase price is \$35,000, with an estimated resale value of \$5,000 for the current tank.

## 5. **Scale Replacement (Hall's Glen)** – \$55,000 (Levy)

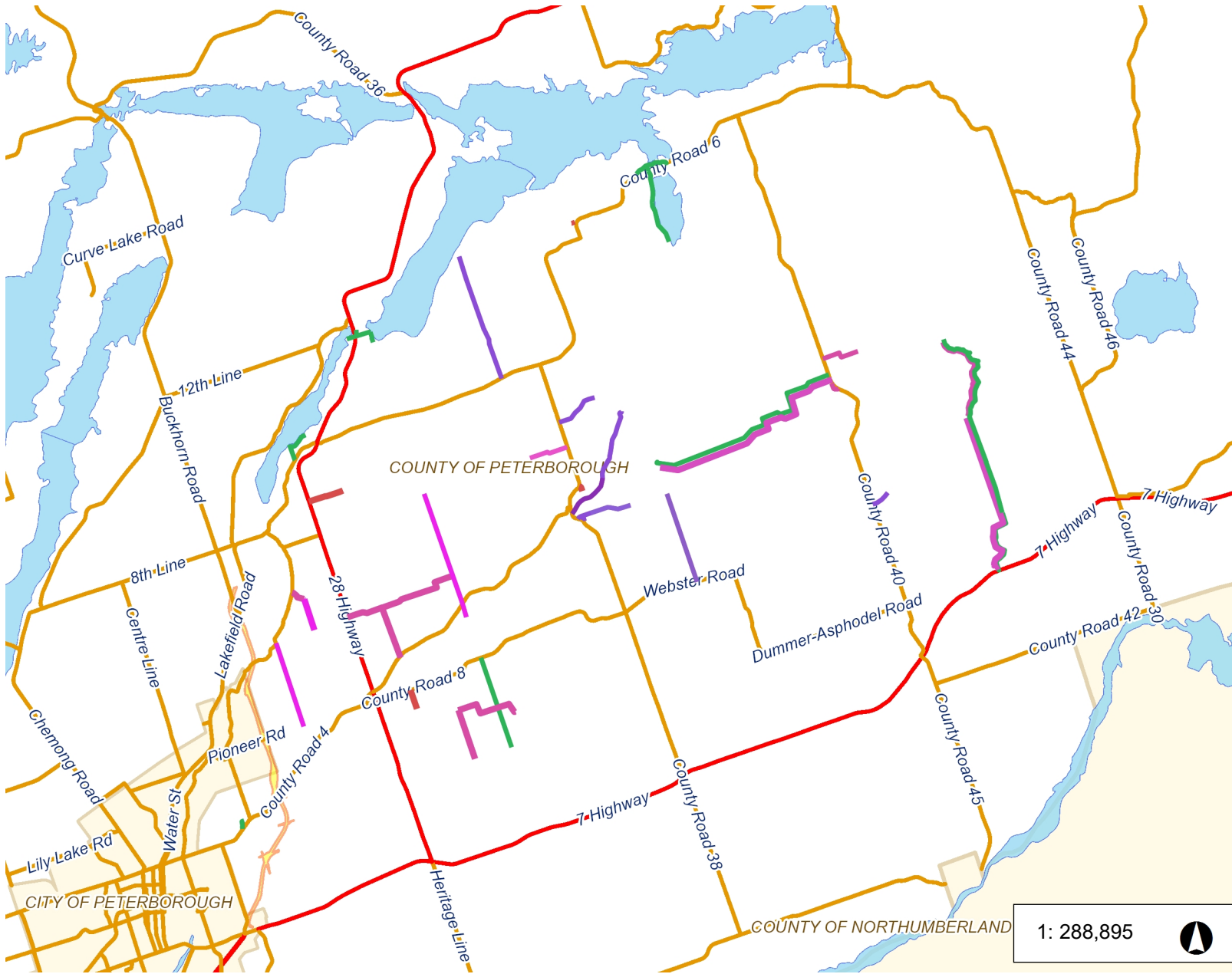
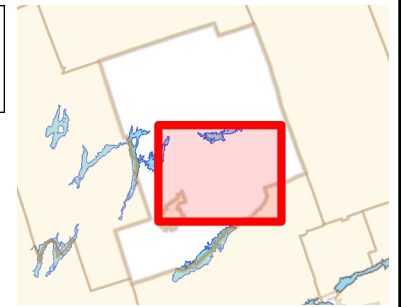
- The scale deck structure at the landfill is failing and is due for replacement.

# 2025 Road Program

	Road Length (km)	Cost
<b>Gravel</b>		
12th Line from forced Rd section to private lane	0.2	\$917
12th Line Rd from Hwy 7 to 12th Line S, Dummer	2.2	\$18,048
12th Line Rd from Hwy 7 to North limit	6.3	\$79,665
Centre Dummer Road from 4th Line to Cty Rd 40	7.9	\$16,920
Centre Road from Douro 3rd line to Douro 5th line	2.9	\$47,700
Centre Road from Douro 5th Line Rd to Highway 28	1.3	\$36,755
Cooney Island Rd from Douro 4th line to East limit	2.5	\$31,020
Douro 4th Line Rd from Division Rd to Cooney Island Rd	1.8	\$52,793
Douro 5th Line Rd from Centre Rd to Cty Rd 4	1.3	\$16,356
Douro 7th Line Rd from Centre Rd to Hickey Rd	1.2	\$23,070
Douro 8th Line from Cty Rd 32 to Nassau Rd	3.9	\$74,219
Douro Third Line from County Rd 4 to Cedar Cross Rd	5.3	\$72,545
Douro Third Line from County Rd 4 to south limit	0.4	\$2,256
Hickey Rd from Douro 7th to Cty Rd 32	0.5	\$22,542
Hickson Rd from County Rd 40 to west limit	0.4	\$2,115
Oke Rd from Cty Rd 4 to Payne Line Rd	1.4	\$19,740
Rusaw Lane from Cty Rd 40 to east limit	1.4	\$17,625
<b>Gravel Total</b>	<b>40.9</b>	<b>\$534,284</b>
<b>Surface Treatment</b>		
4th Line Road South Dummer from Clifford Rd to Cty Rd 8	3.2	\$363,253
Banks Avenue from County Rd 38 to east limit	0.2	\$12,400
Campline Rd from Henderson to Birchview Rd	2.7	\$110,355
Campline Rd from Henderson to Cty Rd 6	1.8	\$80,655
Caves Road from Cty Rd 4 to Cooper Rd	1.6	\$185,282
Clifford Road from South St to 3rd Line Mid Dummer	2	\$69,300
Mill Line Road from Cty Rd 40 to Bridge	1.3	\$110,800
Rock Rd from Cooper Rd to Douglas Rd	2	\$71,800
Rock Rd from Douglas Rd to Rock Rd	0.5	\$6,600
<b>Surface Treatment Total</b>	<b>15.3</b>	<b>\$1,010,445</b>
<b>Grand Total</b>	<b>56.2</b>	<b>\$1,544,729</b>



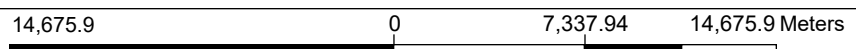
# 2025 Public Works Capital Projects



### Legend

- Roads > 100,000
  - ART
  - County
  - EXP
  - Provincial
- Outside Roads > 100,000
- Peterborough Proposed Bypass
- Lakes - Regional
- Municipal Boundary - Upper Ti
  - <all other values>
  - COUNTY OF PETERBOROUGH

1: 288,895



WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

### Notes

- Pink= Gravel Road Project
- Purple= Surface Treatment Road Project
- Green = Roadside Brushing Project
- Red = Excluded Public Works Projects

**2025 Operating Budget  
Public Works**

	2023 Actuals	2024 Budget	2024 Actuals YTD	2025 Budget	Change (\$)	Change (%)	Notes:
<b>Roads</b>							
<b>Expenses</b>							
Employee Wages and Benefits	\$821,155	\$920,371	\$844,338	\$960,767	\$40,395	4.4%	Cost of living adjustment and grid adjustments.
Advertising and Special Events	\$925	\$1,750	\$1,404	\$1,750	\$0	0.0%	
Building Maintenance and Repairs	\$18,530	\$3,840	\$8,853	\$5,340	\$1,500	39.1%	Increase building repairs to reflect recent actuals.
Computer Hardware and Software	\$2,294	\$2,305	\$1,737	\$17,755	\$15,450	670.3%	Reallocated expense from contracted services.
Contracted Services	\$305,679	\$112,197	\$354,020	\$264,977	\$152,780	136.2%	Reallocation of calcium chloride expenses from Materials and Supplies to Contracted Services. Increase budget for calcium chloride to reflect price increases.
Equipment Repairs and Maintenance	\$39,039	\$36,315	\$37,626	\$39,375	\$3,060	8.4%	Increase to reflect actuals.
Fuel	\$172,613	\$143,778	\$130,411	\$143,778	\$0	0.0%	
Insurance	\$42,555	\$41,195	\$50,609	\$57,695	\$16,500	40.1%	Increase 2024 actual expense by 14%.
Internal Rental Recoveries	-\$135,305	-\$63,379	-\$135,791	-\$83,822	-\$20,443	32.3%	This is the amount that is transferred to capital for salaries and wages.
Materials and Supplies	\$287,886	\$371,333	\$247,795	\$237,947	-\$133,386	-35.9%	Calcium Chloride moved to Contracted Services.
Office Equipment, Materials and Supplies	\$4,041	\$4,725	\$4,723	\$5,225	\$500	10.6%	
Professional Development and Memberships	\$7,034	\$9,840	\$10,035	\$13,760	\$3,920	39.8%	Increase is to allow for sufficient training of staff.
Tools and Equipment	\$1,050	\$250	\$1,606	\$450	\$200	80.0%	
Utilities	\$18,003	\$23,199	\$15,132	\$21,375	-\$1,824	-7.9%	
Vehicle Repairs and Maintenance	\$100,481	\$71,762	\$142,561	\$86,112	\$14,350	20.0%	Increase due to stricter road safety requirements.
<b>Expenses Total</b>	<b>\$1,685,980</b>	<b>\$1,679,551</b>	<b>\$1,715,070</b>	<b>\$1,772,553</b>	<b>\$93,002</b>	<b>5.5%</b>	
<b>Reserves</b>							
Transfer to Reserves	-\$13,425	\$36,594	\$0	\$22,600	-\$13,994	-38.2%	Reduction in transfer to reserves for gravel pit. Increase the transfer to reserve from the solar panel revenues.
<b>Reserves Total</b>	<b>-\$13,425</b>	<b>\$36,594</b>	<b>\$0</b>	<b>\$22,600</b>	<b>-\$13,994</b>	<b>-38.2%</b>	
<b>Revenues</b>							
Aggregate Revenue	-\$34,794	-\$52,500	-\$53,619	-\$52,500	\$0	0.0%	
Financial Fees	\$0	-\$250	\$0	-\$250	\$0	0.0%	
Grants	-\$503,639	\$0	-\$150,197	\$0	\$0	0.0%	
Other Revenues	-\$20,033	-\$25,000	-\$44,440	-\$25,000	\$0	0.0%	
Permit Revenue	-\$7,625	-\$10,000	-\$10,964	-\$11,000	-\$1,000	10.0%	
<b>Revenues Total</b>	<b>-\$566,091</b>	<b>-\$87,750</b>	<b>-\$259,220</b>	<b>-\$88,750</b>	<b>-\$1,000</b>	<b>1.1%</b>	
<b>Roads Total</b>	<b>\$1,106,464</b>	<b>\$1,628,395</b>	<b>\$1,455,850</b>	<b>\$1,706,403</b>	<b>\$78,009</b>	<b>4.8%</b>	



**2025 Operating Budget  
Public Works**

	2023 Actuals	2024 Budget	2024 Actuals YTD	2025 Budget	Change (\$)	Change (%)	Notes:
<b>Waste Services</b>							
<b>Expenses</b>							
Employee Wages and Benefits	\$45,312	\$46,829	\$49,340	\$46,923	\$94	0.2%	
Advertising and Special Events	\$0	\$500	\$20	\$500	\$0	0.0%	
Building Maintenance and Repairs	\$33,931	\$35,500	\$32,204	\$35,500	\$0	0.0%	
Computer Hardware and Software	\$163	\$500	\$0	\$500	\$0	0.0%	
Contracted Services	\$284,077	\$249,555	\$272,498	\$265,055	\$15,500	6.2%	Budget for groundwater testing.
Equipment Repairs and Maintenance	\$244	\$2,330	\$51	\$2,330	\$0	0.0%	
Insurance	\$2,736	\$3,144	\$3,215	\$3,695	\$551	17.5%	
Internal Rental Recoveries	\$0	\$3,000	\$0	\$3,000	\$0	0.0%	
Materials and Supplies	\$889	\$1,200	\$466	\$1,200	\$0	0.0%	
Office Equipment, Materials and Supplies	\$1,176	\$2,105	\$1,997	\$2,130	\$25	1.2%	
Professional Development and Memberships	\$0	\$305	\$76	\$355	\$50	16.4%	
Utilities	\$1,162	\$1,095	\$1,237	\$1,095	\$0	0.0%	
<b>Expenses Total</b>	<b>\$369,691</b>	<b>\$346,064</b>	<b>\$361,104</b>	<b>\$362,283</b>	<b>\$16,220</b>	<b>4.7%</b>	
<b>Revenues</b>							
Other Revenues	-\$2,446	-\$5,500	-\$2,799	-\$5,000	\$500	-9.1%	
Rental Revenue	-\$111,999	-\$90,000	-\$138,390	-\$110,000	-\$20,000	22.2%	Increase rental revenues at Douro.
Tipping Fees	-\$39,310	-\$25,000	-\$41,912	-\$35,000	-\$10,000	40.0%	Increase tipping fees to reflect actuals.
<b>Revenues Total</b>	<b>-\$153,755</b>	<b>-\$120,500</b>	<b>-\$183,102</b>	<b>-\$150,000</b>	<b>-\$29,500</b>	<b>24.5%</b>	
<b>Waste Services Total</b>	<b>\$215,936</b>	<b>\$225,564</b>	<b>\$178,002</b>	<b>\$212,283</b>	<b>-\$13,280</b>	<b>-5.9%</b>	
<b>Grand Total</b>	<b>\$1,322,400</b>	<b>\$1,853,958</b>	<b>\$1,633,852</b>	<b>\$1,918,687</b>	<b>\$64,728</b>	<b>3.5%</b>	

# Fire and Emergency Services

3-3

# Fire and Emergency Services Responsibility Summary

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

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

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

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

# Fire and Emergency Services Responsibility Summary

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

# Operating Request #2

**Full-time Deputy Fire Chief** - \$59,858 (this cost assumes an April 1<sup>st</sup> start date and accounts for the current hours worked by the Deputy) – *Approved as a one-year contract position by Council at the February 18<sup>th</sup> Deliberation Meeting.*

The need for a Deputy Fire Chief has been identified through both the Community Risk Assessment and the Master Fire Plan. The duties would be focused on Fire Prevention/Education and administrative support to implement the Master Fire Plan recommendations. The following is a detailed breakdown of the proposed duties of the Deputy Fire Chief:

1. Community Risk Assessment (CRA) indicates the need to increase fire inspections
  - Inspections of all commercial, industrial, and mercantile occupancies every two years.
  - Annual inspections of legacy buildings, community buildings, and any buildings considered to have a substantial economic loss due to fire
  - Vacant building inspections to ensure proper security and/or process for demolition
  - Home inspections for rural occupied properties as needed to ensure compliance with smoke alarm & CO requirements and pro-active suggestions for fire extinguishers and fire-safe housekeeping practices.
2. Meet with local builders annually and discuss fire protection strategies, including residential sprinklers

# Operating Request #2 cont'd

3. Community Risk Assessment indicates the need to increase Fire Public Education
  - Engaging seniors
  - Attend local events to promote fire safety education
  - Engaging Youth
  - School presentations for children
  - Targeted education focusing on cooking practices
4. Wildfire Education through FireSmart initiatives in the community
5. The Master Fire Plan has 56 recommendations, where nearly 90% are administrative tasks and over 80% are suggested in the short-term window to be accomplished (1-3 years).
6. The next step for both the CRA & MFP is to create an implementation plan. One of the recommendations is to hire a Deputy Chief, if this is done, then the implementation plan will look much different than without the extra resources.

# Fire and Emergency Services Capital Projects

## **1. Pumper 1 & 4 – \$500,000 (Capital Reserves)**

- To stay compliant with CSA, NFPA standards, and maintain insurance ratings (tanker shuttle accreditation), a 20-year pumper replacement plan is in place..
- The budgeted amount covers the cost for 2 chassis as part of the replacement plan, the remainder of the purchase is to be made in 2026 when the trucks are delivered.
- This purchase was preapproved by Council during the procurement phase to ensure timely replacement.

## **2. Bunker Gear – \$62,000 – 18 sets (Levy)**

- 10-year replacement plan as per CSA & NFPA standards.

## **3. Thermal Imaging Cameras – \$12,500 (Levy)**

- TICs are crucial for interior operations in deep-seated and smoldering fires, as well as for chimney fires, car accidents, and car fires.
- Having a Thermal Imaging Camera (TIC) at each station enables quick and effective size-up of fire scenes, aiding in the detection of fire growth, area and spread.
- This project has been pre-approved by Council to take advantage of lower pricing.

# Fire and Emergency Services

## **4. Annual Minor Equipment Replacement – \$10,000 (Levy)**

- Fire hoses, single gas detection and one piercing nozzle.
- Replacing minor yet critical equipment like fire hoses, nozzles, and gas detectors on time ensures that all gear is functional, safe, and ready for use during emergency responses.

## **5. Pickup Truck Replacement - \$65,000 (Levy)**

- The current truck has reached the end of its useful life of 10 years.
- To maximize the life of the truck the department rotates the two trucks; the Fire Chief uses the new truck as it gets more use and then the older truck is moved to Station 4.
- The current truck at Station 4 has had an increase in repair costs. This year we have spent \$4000 on high priority repairs and have also deferred an additional \$4,500 due to its near replacement.



**2025 Operating Budget  
Fire and Emergency Services**

	2023 Actuals	2024 Budget	2024 Actuals YTD	2025 Budget	Change (\$)	Change (%)	Notes:
<b>Expenses</b>							
Employee Wages and Benefits	\$396,964	\$457,738	\$418,858	\$576,515	\$118,777	25.9%	Cost of living adjustment and increase due to Phase 1 of the mandatory certification. Need to finish Phase 1 in 2025 and begin specialty rescue certification in 2026.
Advertising and Special Events	\$3,764	\$5,050	\$537	\$5,050	\$0	0.0%	
Building Maintenance and Repairs	\$14,744	\$6,500	\$5,205	\$6,000	-\$500	-7.7%	
Computer Hardware and Software	\$4,714	\$2,750	\$2,478	\$3,000	\$250	9.1%	
Contracted Services	\$63,771	\$104,522	\$108,531	\$92,897	-\$11,625	-11.1%	The new rates for paging were budgeted in full in 2024 but will not be implemented until mid-year in 2025.
Equipment Repairs and Maintenance	\$5,612	\$7,400	\$3,027	\$7,400	\$0	0.0%	
Fuel	\$15,920	\$12,500	\$15,114	\$12,500	\$0	0.0%	
Insurance	\$44,315	\$52,198	\$43,756	\$47,900	-\$4,298	-8.2%	Increase is applied to 2024 actuals. The rates for each department end up changing at varying rates.
Internal Rental Recoveries	\$63	\$500	\$98	\$500	\$0	0.0%	
Materials and Supplies	\$22,201	\$26,400	\$19,894	\$37,900	\$11,500	43.6%	Bunker gear testing and cleaning as per NFPA and recommendation in Master Fire Plan (est. \$13,500 for 2025).
Mutual Aid Agreements	\$22,650	\$26,000	\$39,815	\$26,000	\$0	0.0%	
Office Equipment, Materials and Supplies	\$2,859	\$2,700	\$1,212	\$3,450	\$750	27.8%	
Paging and Communication Expenses	\$5,268	\$6,000	\$5,559	\$6,000	\$0	0.0%	
Professional Development and Memberships	\$37,640	\$44,405	\$37,324	\$45,255	\$850	1.9%	
Tools and Equipment	\$6,335	\$11,000	\$9,229	\$10,000	-\$1,000	-9.1%	
Utilities	\$33,391	\$30,830	\$26,163	\$30,830	\$0	0.0%	
Vehicle Repairs and Maintenance	\$19,918	\$19,000	\$28,241	\$26,000	\$7,000	36.8%	
<b>Expenses Total</b>	<b>\$700,154</b>	<b>\$815,493</b>	<b>\$765,101</b>	<b>\$937,197</b>	<b>\$121,704</b>	<b>14.9%</b>	Increase due to stricter road safety requirements.
<b>Revenues</b>							
Donations and Fundraising	-\$200	\$0	-\$1,000	\$0	\$0	0.0%	
Grants	\$0	\$0	-\$150,992	\$0	\$0	0.0%	
Mutual Aid Agreements	-\$2,950	-\$25,400	-\$19,595	-\$25,400	\$0	0.0%	
Other Revenues	-\$19,654	-\$18,000	-\$21,197	-\$18,000	\$0	0.0%	
Permit Revenue	-\$17,561	-\$12,000	-\$16,439	-\$12,000	\$0	0.0%	
<b>Revenues Total</b>	<b>-\$40,364</b>	<b>-\$55,400</b>	<b>-\$209,223</b>	<b>-\$55,400</b>	<b>\$0</b>	<b>0.0%</b>	
<b>Grand Total</b>	<b>\$659,789</b>	<b>\$769,593</b>	<b>\$555,878</b>	<b>\$891,297</b>	<b>\$121,704</b>	<b>15.8%</b>	

# Parks and Recreation

3.4

# Parks and Recreation Responsibility Summary

## **Parks Department:**

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

## **Recreation Department:**

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

# Operating Request #3

## **Convert Part-time Operator to Full-time - \$8,577 (includes salary and benefits)**

- The Parks and Recreation Department can have difficulty recruiting and retaining part-time labourer and operator positions. Each time that there is staff turnover, it costs the Township significant money to train and certify new staff.
- Often the Township has a part-time employee who works 5 months in the Parks Department and then the rest of the year in the arenas.
- It is being proposed to convert this employee to full-time. This would also allow for potential succession planning in the Department.
- The cost shown represents the added costs that would be related to benefits and OMERS.

# Parks Capital Projects

## 1. Picnic Tables – \$12,000 (Levy)

- New picnic tables will replace the lost wooden picnic that has deteriorated over time and need replacement to restore the parks amenities.

## 2. Back Dam Survey – \$7,000 (Levy)

- The current land lease has expired, and the survey will facilitate the process for a new 20-year lease agreement with the Ministry of Natural Resources.

## 3. Tennis Court Wind Screens at Douro South Park – \$5,000 (Levy)

- Community members have reported that strong winds at times affects the gameplay.
- Installing wind screens around the court's fencing will help reduce the impact of wind, improving the quality of play during games.

## 4. North Park Parking Lot Expansion – \$70,000 (Development Charges)

- This project would expand the lower parking lot. There are concerns regarding safety and traffic obstruction during multiple or large events, leading to overflow and crowding.
- The park is going to be hosting the Provincial finals for archery in the summer of 2025 and this project would make the event safer.

# Douro Community Centre Capital Projects

## 1. Floor Machine – \$7,000 (Levy)

- Replacement of the current machine that is past its life expectancy.

## 2. Ice Surface Floor Design and Drawings - \$100,000 (CSRIF Grant if awarded)

- As per report Recreation Facilities-2024-05 the Township applied to the Community Sport and Infrastructure Fund to replace the ice surface floor at Douro Arena.
- The project will require a design and drawings to be completed, it is proposed that these ideas are completed in 2025 in order to complete construction in 2026.
- This project will only proceed if the Township is approved for funding. If the grant application is not approved, staff will present an alternative plan for the arena floor.

# Warsaw Community Centre Capital Projects

## **1. Floor Machine – \$7,000 (Levy)**

- Replacement of the current machine that is past its life expectancy.

## **2. Upstairs Room Window Replacement – \$4,500 (Levy)**

- Replacement of the current windows since they no longer open and close properly and are beginning to deteriorate.

## **3. Olympia Hot Water Tank – \$10,000 (Levy)**

- Replacement of the existing oil-fired hot water tank that can no longer be filled by our fuel supplier.

**2025 Operating Budget  
Parks and Recreation - Parks**

	2023 Actuals	2024 Budget	2024 Actuals YTD	2025 Budget	Change (\$)	Change (%)	Notes:
<b>Expenses</b>							
Employee Wages and Benefits	\$112,814	\$107,322	\$124,115	\$145,483	\$38,161	35.6%	Adjusted hours of staff in the budget from WCC to Parks to reflect actuals and added cost of living adjustment.
Advertising and Special Events	\$978	\$2,300	\$190	\$2,300	\$0	0.0%	
Building Maintenance and Repairs	\$15,198	\$19,600	\$17,346	\$19,600	\$0	0.0%	
Computer Hardware and Software	\$1,041	\$0	\$1,295	\$1,500	\$1,500	0.0%	Share of Book King software.
Contracted Services	\$987	\$4,150	\$1,119	\$4,600	\$450	10.8%	
Equipment Repairs and Maintenance	\$5,350	\$4,500	\$1,363	\$3,550	-\$950	-21.1%	
Fuel	\$4,785	\$3,300	\$4,316	\$3,300	\$0	0.0%	
Insurance	\$8,695	\$9,993	\$9,998	\$11,490	\$1,497	15.0%	
Internal Rental Recoveries	-\$2,174	\$2,500	\$2,726	\$2,500	\$0	0.0%	
Materials and Supplies	\$9,290	\$1,800	\$2,503	\$1,800	\$0	0.0%	
Office Equipment, Materials and Supplies	\$1,009	\$1,150	\$625	\$1,300	\$150	13.0%	
Professional Development and Memberships	\$2,253	\$3,350	\$3,115	\$5,250	\$1,900	56.7%	Joining Parks and Recreation Ontario and attending conference.
Tools and Equipment	\$1,490	\$1,500	\$902	\$1,500	\$0	0.0%	
Utilities	\$1,361	\$1,200	\$1,074	\$1,200	\$0	0.0%	
Vehicle Repairs and Maintenance	\$1,898	\$600	\$714	\$1,600	\$1,000	166.7%	Transferred from Equipment Repairs and Maintenance.
<b>Expenses Total</b>	<b>\$164,974</b>	<b>\$163,265</b>	<b>\$171,400</b>	<b>\$206,973</b>	<b>\$43,708</b>	<b>26.8%</b>	
<b>Revenues</b>							
Donations and Fundraising	\$0	\$0	-\$5,298	\$0	\$0	0.0%	
Grants	-\$293,059	\$0	-\$2,302	\$0	\$0	0.0%	
Other Revenues	-\$5,437	-\$3,000	-\$3,794	-\$3,000	\$0	0.0%	
Rental Revenue	-\$6,152	-\$7,500	-\$9,153	-\$7,500	\$0	0.0%	
<b>Revenues Total</b>	<b>-\$304,649</b>	<b>-\$10,500</b>	<b>-\$20,546</b>	<b>-\$10,500</b>	<b>\$0</b>	<b>0.0%</b>	
<b>Grand Total</b>	<b>-\$139,674</b>	<b>\$152,765</b>	<b>\$150,854</b>	<b>\$196,473</b>	<b>\$43,708</b>	<b>28.6%</b>	



**2025 Operating Budget  
Parks and Recreation - Douro Community Center**

	2023 Actuals	2024 Budget	2024 Actuals YTD	2025 Budget	Change (\$)	Change (%)	Notes:
<b>Expenses</b>							
Employee Wages and Benefits	\$164,605	\$201,862	\$193,673	\$209,860	\$7,998	4.0%	Due to cost of living adjustment and projected grid movement.
Advertising and Special Events	\$406	\$1,400	\$98	\$1,400	\$0	0.0%	
Building Maintenance and Repairs	\$29,952	\$23,800	\$28,438	\$23,800	\$0	0.0%	
Computer Hardware and Software	\$1,023	\$0	\$1,272	\$1,500	\$1,500	0.0%	Share of Book King software.
Contracted Services	\$4,225	\$5,650	\$2,105	\$5,150	-\$500	-8.8%	
Equipment Repairs and Maintenance	\$13,658	\$19,430	\$12,723	\$19,430	\$0	0.0%	
Fuel	\$2,505	\$2,000	\$2,854	\$2,000	\$0	0.0%	
Insurance	\$39,169	\$45,017	\$46,091	\$52,973	\$7,956	17.7%	Insurance increase of 14% applied to 2024 actuals.
Internal Rental Recoveries	\$7,920	\$1,500	\$1,879	\$1,500	\$0	0.0%	
Materials and Supplies	\$5,520	\$1,025	\$1,669	\$1,025	\$0	0.0%	
Office Equipment, Materials and Supplies	\$1,155	\$2,900	\$1,348	\$2,900	\$0	0.0%	
Professional Development and Memberships	\$2,710	\$7,300	\$5,366	\$7,500	\$200	2.7%	
Tools and Equipment	\$701	\$1,000	\$403	\$1,000	\$0	0.0%	
Utilities	\$111,940	\$118,363	\$116,701	\$118,392	\$29	0.0%	
Vehicle Repairs and Maintenance	\$0	\$0	\$0	\$0	\$0	0.0%	
<b>Expenses Total</b>	<b>\$385,489</b>	<b>\$431,247</b>	<b>\$414,620</b>	<b>\$448,430</b>	<b>\$17,183</b>	<b>4.0%</b>	
<b>Revenues</b>							
Advertising Revenue	-\$5,228	-\$4,000	-\$3,839	-\$4,000	\$0	0.0%	
Other Revenues	-\$13,929	-\$1,200	-\$15,190	-\$1,200	\$0	0.0%	
Rental Revenue	-\$250,115	-\$234,846	-\$206,823	-\$254,675	-\$19,829	8.4%	Increasing to reflect recent ice usage and annual inflation increase to user fees.
<b>Revenues Total</b>	<b>-\$269,272</b>	<b>-\$240,046</b>	<b>-\$225,852</b>	<b>-\$259,875</b>	<b>-\$19,829</b>	<b>8.3%</b>	
<b>Grand Total</b>	<b>\$116,217</b>	<b>\$191,201</b>	<b>\$188,768</b>	<b>\$188,554</b>	<b>-\$2,647</b>	<b>-1.4%</b>	

**2025 Operating Budget  
Parks and Recreation - Warsaw Arena**

	2023 Actuals	2024 Budget	2024 Actuals YTD	2025 Budget	Change (\$)	Change (%)	Notes:
<b>Expenses</b>							
Employee Wages and Benefits	\$117,068	\$154,223	\$134,986	\$147,364	-\$6,859	-4.4%	Transferred some costs to Parks to reflect actuals.
Advertising and Special Events	\$406	\$1,400	\$98	\$900	-\$500	-35.7%	
Building Maintenance and Repairs	\$15,497	\$15,000	\$23,463	\$18,500	\$3,500	23.3%	Increase to reflect recent actuals.
Computer Hardware and Software	\$1,023	\$600	\$1,272	\$1,800	\$1,200	200.0%	Share of Book King software.
Contracted Services	\$1,209	\$3,125	\$2,327	\$3,350	\$225	7.2%	
Equipment Repairs and Maintenance	\$15,050	\$15,050	\$12,322	\$15,050	\$0	0.0%	
Fuel	\$1,866	\$1,000	\$1,503	\$1,000	\$0	0.0%	
Insurance	\$29,622	\$34,044	\$34,696	\$39,876	\$5,832	17.1%	
Internal Rental Recoveries	\$5,482	\$2,000	\$3,052	\$2,000	\$0	0.0%	
Materials and Supplies	\$144	\$1,100	\$163	\$1,100	\$0	0.0%	
Office Equipment, Materials and Supplies	\$1,097	\$1,950	\$949	\$1,950	\$0	0.0%	
Professional Development and Memberships	\$2,710	\$7,300	\$5,308	\$7,500	\$200	2.7%	
Tools and Equipment	\$155	\$1,000	\$403	\$1,000	\$0	0.0%	
Utilities	\$67,176	\$80,250	\$89,503	\$83,200	\$2,950	3.7%	
<b>Expenses Total</b>	<b>\$258,505</b>	<b>\$318,043</b>	<b>\$310,045</b>	<b>\$324,590</b>	<b>\$6,547</b>	<b>2.1%</b>	
<b>Revenues</b>							
Advertising Revenue	-\$2,314	-\$2,000	-\$1,675	-\$2,000	\$0	0.0%	
Other Revenues	-\$1,668	-\$550	-\$2,998	-\$1,050	-\$500	90.9%	
Rental Revenue	-\$138,549	-\$130,750	-\$105,295	-\$143,704	-\$12,954	9.9%	Increasing to reflect recent ice usage and annual inflation increase to user fees.
<b>Revenues Total</b>	<b>-\$142,531</b>	<b>-\$133,300</b>	<b>-\$109,969</b>	<b>-\$146,754</b>	<b>-\$13,454</b>	<b>10.1%</b>	
<b>Grand Total</b>	<b>\$115,974</b>	<b>\$184,743</b>	<b>\$200,076</b>	<b>\$177,836</b>	<b>-\$6,906</b>	<b>-3.7%</b>	

# Planning and Development

3.5

# Planning Services Responsibility Summary

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

**2025 Operating Budget  
Planning and Development**

	2023 Actuals	2024 Budget	2024 Actuals YTD	2025 Budget	Change (\$)	Change (%)	Notes:
<b>Planning &amp; Development</b>							
<b>Expenses</b>							
Employee Wages and Benefits	\$103,373	\$105,340	\$112,985	\$102,026	-\$3,314	-3.1%	Grid adjustment.
Advertising and Special Events	\$2,973	\$3,000	\$171	\$3,000	\$0	0.0%	
Computer Hardware and Software	\$5,088	\$5,500	\$5,088	\$5,500	\$0	0.0%	
Contracted Services	\$3,467	\$9,000	\$6,744	\$9,500	\$500	5.6%	
Office Equipment, Materials and Supplies	\$23	\$1,000	\$976	\$500	-\$500	-50.0%	
Professional Development and Memberships	\$1,691	\$1,700	\$1,366	\$2,800	\$1,100	64.7%	Allow for conference attendance and OPPI membership.
<b>Expenses Total</b>	<b>\$116,617</b>	<b>\$125,540</b>	<b>\$127,330</b>	<b>\$123,326</b>	<b>-\$2,214</b>	<b>-1.8%</b>	
<b>Revenues</b>							
Other Revenues	-\$3,880	-\$300	-\$2,790	-\$1,500	-\$1,200	400.0%	
Planning Application Revenue	-\$28,156	-\$34,992	-\$43,590	-\$38,000	-\$3,008	8.6%	Increase to reflect recent actuals.
<b>Revenues Total</b>	<b>-\$32,036</b>	<b>-\$35,292</b>	<b>-\$46,380</b>	<b>-\$39,500</b>	<b>-\$4,208</b>	<b>11.9%</b>	
<b>Planning &amp; Development Total</b>	<b>\$84,581</b>	<b>\$90,248</b>	<b>\$80,950</b>	<b>\$83,826</b>	<b>-\$6,422</b>	<b>-7.1%</b>	
<b>Otonabee CA</b>							
<b>Expenses Total</b>	<b>\$104,563</b>	<b>\$108,030</b>	<b>\$108,030</b>	<b>\$116,221</b>	<b>\$8,191</b>	<b>7.6%</b>	
<b>Otonabee CA Total</b>	<b>\$104,563</b>	<b>\$108,030</b>	<b>\$108,030</b>	<b>\$116,221</b>	<b>\$8,191</b>	<b>7.6%</b>	
<b>Grand Total</b>	<b>\$189,144</b>	<b>\$198,278</b>	<b>\$188,980</b>	<b>\$200,047</b>	<b>\$1,769</b>	<b>0.9%</b>	

# Building and By-law Services

3.6

# Building Services Responsibility Summary

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

**2025 Operating Budget  
Building Department**

	2023 Actuals	2024 Budget	2024 Actuals YTD	2025 Budget	Change (\$)	Change (%)	Notes:
<b>Expenses</b>							
Employee Wages and Benefits	\$407,776	\$417,807	\$413,278	\$437,515	\$19,708	4.7%	This change is related to the annual cost of living adjustment and some movement of staff on the grid due to additional experience.
Advertising and Special Events	\$1,984	\$1,200	\$20	\$1,200	\$0	0.0%	
Computer Hardware and Software	\$15,373	\$12,000	\$14,300	\$14,500	\$2,500	20.8%	Increased costs related to Office 365 and Adobe subscriptions.
Contracted Services	\$33,811	\$43,000	\$27,377	\$50,600	\$7,600	17.7%	1. Added \$4,100 to reflect cost of copier which was previously included in the indirect cost allocation but is dedicated to the Building department and therefore should be directly allocated. 2. Added \$3,000 to allow for plans reviews to be completed by a third party during busy times or during staff shortages; this will ensure we continue to meet legislated timelines.
Equipment Repairs and Maintenance	\$763	\$1,500	\$509	\$1,500	\$0	0.0%	
Fuel	\$2,951	\$4,000	\$2,232	\$4,000	\$0	0.0%	
Insurance	\$13,087	\$15,041	\$14,094	\$16,068	\$1,027	6.8%	Inflationary increase
Materials and Supplies	\$103	\$0	\$78	\$700	\$700	0.0%	Small budget for tools and miscellaneous supplies.
Office Equipment, Materials and	\$1,836	\$6,300	\$1,645	\$7,120	\$820	13.0%	
Professional Development and Memberships	\$4,207	\$11,575	\$11,284	\$20,064	\$8,489	73.3%	This budget ensures there is sufficient budget for staff to receive the required training through conferences and courses. There has been a reduction in online courses offered by the Ontario Building Officials Association (OBOA) which increases hotel and travel expenses
Utilities	\$638	\$3,840	\$756	\$3,840	\$0	0.0%	
Vehicle Repairs and Maintenance	\$599	\$2,000	\$1,155	\$2,000	\$0	0.0%	
Overhead Transfer	\$0	\$24,670	\$24,670	\$24,670	\$0	0.0%	
<b>Expenses Total</b>	<b>\$483,138</b>	<b>\$542,932</b>	<b>\$511,406</b>	<b>\$583,777</b>	<b>\$40,844</b>	<b>7.5%</b>	
<b>Reserves</b>							
Transfer to Reserves	\$95,450	\$53,847	\$0	\$57,931	\$4,084	7.6%	
<b>Reserves Total</b>	<b>\$95,450</b>	<b>\$53,847</b>	<b>\$0</b>	<b>\$57,931</b>	<b>\$4,084</b>	<b>7.6%</b>	This transfer is based on a percentage of expenses and because expenses increased so did the transfer.
<b>Revenues</b>							
Other Revenues	\$0	\$0	-\$1,550	\$0	\$0	0.0%	
Permit Revenue	-\$604,971	-\$592,315	-\$521,668	-\$637,244	-\$44,929	7.6%	
<b>Revenues Total</b>	<b>-\$605,271</b>	<b>-\$596,779</b>	<b>-\$523,218</b>	<b>-\$641,708</b>	<b>-\$44,929</b>	<b>7.5%</b>	The increase is based on forecasted revenues.
<b>Grand Total</b>	<b>-\$26,683</b>	<b>\$0</b>	<b>-\$11,813</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	



**2025 Operating Budget  
By-law Enforcement**

	2023 Actuals	2024 Budget	2024 Actuals YTD	2025 Budget	Change (\$)	Change (%)	Notes:
<b>Expenses</b>							
Employee Wages and Benefits	\$0	\$31,392	\$27,419	\$32,621	\$1,229	3.9%	Staffing costs were not allocated to by-law until 2024, that is why 2023 Actuals are \$0.  These costs are from 20% of the CBO and 10% of the Building and Planning admin to reflect time spent on By-law matters and not building code related issues. The increase is related to the cost of living adjustment and grid adjustments.
Professional Development and Memberships	\$72	\$500	\$0	\$500	\$0	0.0%	
Advertising and Special Events	\$0	\$200	\$0	\$200	\$0	0.0%	
Contracted Services	\$19,120	\$28,750	\$22,049	\$29,484	\$734	2.6%	
Insurance	\$4,352	\$5,000	\$10,253	\$5,000	\$0	0.0%	
Materials and Supplies	\$0	\$200	\$286	\$200	\$0	0.0%	
<b>Expenses Total</b>	<b>\$23,544</b>	<b>\$66,042</b>	<b>\$60,017</b>	<b>\$68,005</b>	<b>\$1,963</b>	<b>3.0%</b>	
<b>Revenues</b>							
Financial Fees	-\$300	\$0	-\$150	\$0	\$0	0.0%	
Infractions	\$0	-\$5,000	\$0	-\$5,000	\$0	0.0%	
Other Revenues	-\$9,891	-\$5,200	-\$10,965	-\$5,200	\$0	0.0%	
<b>Revenues Total</b>	<b>-\$10,191</b>	<b>-\$10,200</b>	<b>-\$11,115</b>	<b>-\$10,200</b>	<b>\$0</b>	<b>0.0%</b>	
<b>Grand Total</b>	<b>\$13,353</b>	<b>\$55,842</b>	<b>\$48,902</b>	<b>\$57,805</b>	<b>\$1,963</b>	<b>3.5%</b>	

# Library Services

3.7

# Library Services Responsibility Summary

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

# Library Services Projects

## 1. **Library Strategic Plan** - \$12,500 (Library Capital Reserve)

- The Library Board aims to create a 5-10 year strategic plan for the library, addressing growth and service goals to better communicate with the community and Council, with the support of a free consultant from Ontario Library Service.
- The 8-12 month project will cover the development of the plan, including travel recovery costs and additional staff hours to ensure the Library CEO can focus on the project without interrupting public-facing services.
- The strategic plan will provide a clear roadmap for library development, ensuring alignment with community needs and Council priorities for the future.

## 2. **Books and Material** - \$14,000 (Library Operating Grant)

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

## 3. **Drop Box** - \$5,000 (Library Capital Reserve)

- The current handmade book drop at the Douro location is at the end of its life, often falling apart when multiple books are deposited, with a makeshift cardboard flap that fails to protect from wind and wet conditions.
- A new book drop is needed at the Warsaw Township office building to provide better access for residents who are further away from the Douro location, improving convenience and service for the community.

**2025 Operating Budget  
Library**

	2023 Actuals	2024 Budget	2024 Actuals YTD	2025 Budget	Change (\$)	Change (%)	Notes:
<b>Library</b>							
<b>Expenses</b>							
Employee Wages and Benefits	\$104,171	\$114,639	\$112,329	\$125,291	\$10,652	9.3%	Increased costs related to the requirement to add cleaning services.
Advertising and Special Events	\$266	\$785	\$478	\$885	\$100	12.7%	
Building Maintenance and Repairs	\$20,452	\$5,450	\$8,581	\$5,450	\$0	0.0%	
Computer Hardware and Software	\$3,673	\$4,100	\$2,203	\$3,500	-\$600	-14.6%	
Contracted Services	\$7,769	\$7,050	\$4,642	\$9,050	\$2,000	28.4%	Increase in subscription fees but reduced other software expenses to account for the change.
Equipment Repairs and Maintenance	\$152	\$800	\$598	\$800	\$0	0.0%	
Insurance	\$3,758	\$4,320	\$4,630	\$5,093	\$773	17.9%	
Internal Rental Recoveries	\$73	\$204	\$0	\$204	\$0	0.0%	
Materials and Supplies	\$3,970	\$3,055	\$3,114	\$3,055	\$0	0.0%	
Office Equipment, Materials and Supplies	\$2,063	\$2,910	\$2,494	\$2,910	\$0	0.0%	
Professional Development and Memberships	\$2,148	\$3,090	\$2,434	\$3,130	\$40	1.3%	
Utilities	\$10,846	\$10,600	\$9,804	\$10,600	\$0	0.0%	
<b>Expenses Total</b>	<b>\$159,372</b>	<b>\$157,032</b>	<b>\$151,311</b>	<b>\$169,998</b>	<b>\$12,966</b>	<b>8.3%</b>	
<b>Revenues</b>							
Donations and Fundraising	-\$282	-\$385	-\$497	-\$385	\$0	0.0%	
Infractions	-\$174	-\$408	-\$25	-\$408	\$0	0.0%	
Other Revenues	-\$588	-\$208	-\$555	-\$208	\$0	0.0%	
Program Revenue	-\$20	-\$75	-\$5	-\$75	\$0	0.0%	
<b>Revenues Total</b>	<b>-\$3,759</b>	<b>-\$1,076</b>	<b>-\$2,834</b>	<b>-\$1,076</b>	<b>\$0</b>	<b>0.0%</b>	
<b>Library Total</b>	<b>\$155,613</b>	<b>\$155,957</b>	<b>\$148,477</b>	<b>\$168,922</b>	<b>\$12,966</b>	<b>8.3%</b>	
<b>Grand Total</b>	<b>\$155,613</b>	<b>\$155,957</b>	<b>\$148,477</b>	<b>\$168,922</b>	<b>\$12,966</b>	<b>8.3%</b>	

# Additional Tables

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## Section 4

**Summary of 2025 Capital Program**

			DCs	Grant	Reserves	Levy
<b>By-Law Enforcement</b>	<b>Consultant Fees</b>	By-law Review				\$10,000
<b>Council</b>	<b>Equipment</b>	Council Chamber A/V Upgrades		\$7,500		\$16,300
<b>CAO Office</b>	<b>Computer Hardware</b>	Corporate IT Requirements				\$20,000
	<b>Consultant Fees</b>	Facility Maintenance Plan		\$25,000		
	<b>Land Improvements</b>	Tree Program				\$5,000
<b>Clerks</b>	<b>Computer Software</b>	Web Page Migration				\$20,000
		Records Management Software		\$22,500		
<b>Finance</b>	<b>Consultant Fees</b>	Asset Management Study and Data Updates				\$20,000
		Asset Retirement Obligation Costs				\$20,000
<b>Fire</b>	<b>Equipment</b>	Annual Minor Equipment Replacement				\$10,000
		Bunker Gear (18 sets) - 2015				\$62,000
		Thermal Imaging Cameras				\$12,500
	<b>Vehicles</b>	Protection Services Stn. 4 Pick-up Truck (2020)				\$65,000
		Pumper#1 & Pump 4 chassis purchase for Awarded RFP (2026 delivery)			\$500,000	
<b>Municipal Office</b>	<b>Bldg Imp</b>	Elevators				\$22,000
<b>Parks &amp; Recreation</b>	<b>Consultant Fees</b>	Back Dam Survey				\$7,000
	<b>Equipment</b>	Picnic Tables				\$12,000
		Tennis Court Wind Screens				\$5,500
	<b>Land Improvements</b>	North Park Parking Lot Expansion	\$70,000			
<b>Warsaw Rink (Community Centre)</b>	<b>Bldg Imp</b>	Upstairs Windows				\$4,500
	<b>Equipment</b>	Floor Machine				\$7,000
		Olympia Hotwater Tank				\$10,000
<b>Douro Rink (Community Centre)</b>	<b>Consultant Fees</b>	Ice surface floor design and drawings		\$100,000		
	<b>Equipment</b>	Floor Machine				\$7,000

**Summary of 2025 Capital Program**

			DCs	Grant	Reserves	Levy
<b>Roads</b>	<b>Consultant Fees</b>	Road Needs Study incl Condition Asseements				\$32,500
	<b>Equipment</b>	Water Tank for Roads Vehicle				\$30,000
	<b>Gravel</b>	12th Line from forced Rd section to private lane				\$917
		12th Line Rd from Hwy 7 to 12th Line S, Dummer				\$18,048
		12th Line Rd from Hwy 7 to North limit				\$79,665
		Centre Dummer Road from 4th Line to Cty Rd 40				\$16,920
		Centre Road from Douro 3rd line to Douro 5th line				\$47,700
		Centre Road from Douro 5th Line Rd to Highway 28				\$36,755
		Cooney Island Rd from Douro 4th line to East limit				\$31,020
		Douro 4th Line Rd from Division Rd to Cooney Island Rd				\$52,793
		Douro 5th Line Rd from Centre Rd to Cty Rd 4				\$16,356
		Douro 7th Line Rd from Centre Rd to Hickey Rd				\$23,070
		Douro 8th Line from Cty Rd 32 to Nassau Rd				\$74,219
		Douro Third Line from County Rd 4 to Cedar Cross Rd				\$72,545
		Douro Third Line from County Rd 4 to south limit				\$2,256
		Hickey Rd from Douro 7th to Cty Rd 32				\$22,542
		Hickson Rd from County Rd 40 to west limit				\$2,115
		Oke Rd from Cty Rd 4 to Payne Line Rd				\$19,740
		Rusaw Lane from Cty Rd 40 to east limit				\$17,625
	<b>Surface Treatment</b>	4th Line Road South Dummer from Clifford Rd to Cty Rd 8			\$363,253	
		Banks Avenue from County Rd 38 to east limit				\$12,400
		Campline Rd from Henderson to Birchview Rd				\$110,355
		Campline Rd from Henderson to Cty Rd 6				\$80,655
		Caves Road from Cty Rd 4 to Cooper Rd		\$185,282		
		Clifford Road from South St to 3rd Line Mid Dummer		\$69,300		
		Mill Line Road from Cty Rd 40 to Bridge		\$53,421		\$57,379
		Rock Rd from Cooper Rd to Douglas Rd		\$71,800		
		Rock Rd from Douglas Rd to Rock Rd				\$6,600
	<b>Vehicles</b>	Pickup Truck #24				\$55,000
		Plow Truck #23			\$370,000	
<b>Waste Hall's Glen</b>	<b>Land Improvements</b>	Scale replacement				\$55,000
<b>Library</b>	<b>Bldg Imp</b>	Drop Box			\$5,000	
	<b>Consultant Fees</b>	Library Strategic Plan			\$12,500	
	<b>Equipment</b>	Books and Materials		\$14,000		
<b>Grand Total</b>			<b>\$70,000</b>	<b>\$548,803</b>	<b>\$1,250,753</b>	<b>\$1,309,973</b>



**2025 Budget**  
**10-Year Forecast - Vehicles and Machinery**

Year	Department	Vehicle	Current Replacement Cost
2025	Fire	CAR1 - FIRE CHIEF RAM CREWCAB	72,000.00
	Roads	Ford F250 Crew Cab -2014	65,000.00
		Truck 23 - Plow Truck (Inter Tandem Truck Workstar)	400,000.00
<b>2025 Total</b>			<b>537,000.00</b>
2026	Fire	Pumper @ Station # 1	650,000.00
		Pumper Tanker @ Station # 4	650,000.00
	Roads	Truck 25 - Plow Truck (2015 Frieghtliner)	400,000.00
<b>2026 Total</b>			<b>1,700,000.00</b>
2027	Fire	Pontoon Boat - Berkshire	30,000.00
		Pontoon Boat -Berkshire	30,000.00
		Rescue # 4 @ Station # 4	400,000.00
	Roads	Truck 27 - Plow Truck (2017 INTERNATIONAL)	400,000.00
<b>2027 Total</b>			<b>860,000.00</b>
2028	Fire	PUMPER	400,000.00
	Roads	Compact Roller Heavy Packer	30,000.00
		Steamer	12,000.00
		Sweeper Attached to Case Tractor	15,000.00
		Tractor	80,000.00
		Backhoe (JD 410J)	225,000.00
<b>2028 Total</b>			<b>762,000.00</b>

**2025 Budget**  
**10-Year Forecast - Vehicles and Machinery**

Year	Department	Vehicle	Current Replacement Cost
2029	Roads	2019 GMC SIERRA1500 TRCK 28	65,000.00
		Champion Grader	475,000.00
<b>2029 Total</b>			<b>540,000.00</b>
2030	Fire	P/U TRUCK	70,000.00
	Roads	TRUCK 30 - Plow Truck	400,000.00
<b>2030 Total</b>			<b>470,000.00</b>
2031	Fire	FIRE - 2016 4WD CREW CAB TRK	72,000.00
	Roads	Truck 32 - Plow Truck - (2022 MODEL INTERNATIONAL)	400,000.00
<b>2031 Total</b>			<b>472,000.00</b>
2032	Fire	2017 Dodge Ram Crew Cab	70,000.00
		FARGO AVENGER RESPONDER	50,000.00
		Pumper Tanker @ Station #3	650,000.00
	Parks	2017 CHEV PARKS TRUCK	35,032.04
	Roads	TRUCK 33 - 1/2 TON PICKUP SILVERADO 1500	65,000.00
		TRUCK 34 - 2 TON PICKUP RAM 5500	125,000.00
		TRUCK 35 - 3/4 TON PICKUP RAM 2500	95,000.00
<b>2032 Total</b>			<b>1,090,032.04</b>
<b>Grand Total</b>			<b>6,431,032.04</b>
<b>Average</b>			<b>643,103.20</b>

**2025 Reserve Forecast as at Dec 31, 2025**

<b>Reserves and Reserve Funds</b>	<b>Opening Balance</b>	<b>Contributions</b>	<b>Draws</b>	<b>Forecasted Balance</b>
Reserve For Working Funds	\$1,836,691	\$0	\$0	\$1,836,691
Self Insurance	\$43,221	\$0	\$0	\$43,221
Accessibility Plan	\$27,887	\$0	\$0	\$27,887
Retirement Benefits	\$69,156	\$0	\$0	\$69,156
Capital Project/Purchases	\$2,749,642	\$583,409	\$1,233,253	\$2,099,799
Elections	\$28,900	\$0	\$0	\$28,900
Office Equipment	\$47,213	\$0	\$0	\$47,213
Town Hall	\$35,838	\$0	\$0	\$35,838
Protection Services	\$10,670	\$0	\$0	\$10,670
Protection Services Hall #5 Construction	\$350	\$0	\$0	\$350
O.P.P. Recoverable Expense	\$98,367	\$0	\$0	\$98,367
Policing Contract	\$160,752	\$0	\$0	\$160,752
Emergency Preparedness	\$71,623	\$0	\$0	\$71,623
Gravel Pit Purchase Reserve	\$166,155	\$0	\$0	\$166,155
Gravel Pit License Reserve	\$69,104	\$0	\$0	\$69,104
Roads Severe Weather	\$100,000	\$0	\$0	\$100,000
Roads Equipment	\$242,041	\$0	\$0	\$242,041
Road Construction	\$169,134	\$0	\$0	\$169,134
Solar Panels	\$155,586	\$0	\$0	\$155,586
Waste Disposal	\$70,949	\$0	\$0	\$70,949
Cenotaph	\$31,230	\$0	\$0	\$31,230
Park Improvement	\$39,387	\$0	\$0	\$39,387
Parks Equipment	\$73,607	\$0	\$0	\$73,607
Douro Cc	\$27,604	\$0	\$0	\$27,604
Warsaw Cc	-\$10,483	\$0	\$0	-\$10,483
Library - Capital	\$58,005	\$0	\$17,500	\$40,505
Library - Operating	-\$2,500	\$0	\$0	-\$2,500
Planning & Development	\$100,000	\$0	\$0	\$100,000
Economic Development	\$11,546	\$0	\$0	\$11,546
Centennial Publication Committee	\$6,283	\$0	\$0	\$6,283
Policing Emergency	\$43,818	\$0	\$0	\$43,818
TV Road Reserve	\$77,530	\$0	\$0	\$77,530
Donwood	\$9,496	\$0	\$0	\$9,496
Warsaw Playground	-\$2,500	\$0	\$0	-\$2,500
Proceeds From Indacom Drv	\$8,597	\$0	\$0	\$8,597
Parkland	\$77,123	\$0	\$0	\$77,123
Gas Tax	\$765,588	\$0	\$0	\$765,588
<b>Total</b>	<b>\$7,467,609</b>	<b>\$583,409</b>	<b>\$1,250,753</b>	<b>\$6,800,266</b>

**Report to Council**

Re: Appointment of Council Member to Recruitment Committee – Deputy Clerk -Clerk's Office-2025-05  
From: Martina Chait-Hartwig  
Date: March 4, 2025

**Recommendation:**

That the Clerk's Office-2025-05 report, dated March 4, 2025, regarding the appointment of a Council member to the Deputy Fire Chief recruitment committee be received and that Council appoint a member to participate when the recruitment process begins.

**Overview:**

As part of the 2025 Budget Deliberations, Council approved a one-year contract for the role of Deputy Fire Chief. While the Budget has not yet been passed via By-law, staff are preparing for the upcoming recruitment process for the position.

As the Deputy Chief role is a management role, Township hiring policy requires that a member of Council be appointed to sit on the hiring committee.

**Conclusion:**

To ensure that the recruitment of a Deputy Fire Chief can proceed without delay once the 2025 Budget is approved and to be in compliance with the Township's Hiring Policy, a member of Council is required to sit on the hiring committee.

**Financial Impact:**

The appointment of a member of Council to the hiring committee will not have a financial impact.

**Service Modernization and Innovation**  
Modernizing, refining and innovating services for residents is essential to effectively meet the needs of our community, enhance our operational efficiency, and ensure we remain adaptable in a rapidly changing world.

**Business Attraction, Expansion, and Retention**  
Business attraction, expansion, and retention is vital for the economic health and sustainability of our Township, such as job creation, tax revenue, investing in innovation, maintaining our quality of life, and supporting community stability.

**Infrastructure Renewal**  
Infrastructure renewal is a critical investment for our Township as it will ensure our adherence to health and safety, economic development, investment attraction, environmental sustainability, quality of life, public confidence, and regional competitiveness.

**Report Approval Details**

Document Title:	Future Hiring Committee Appointment - Deputy Fire Chief - Clerk's Office-2025-05.docx
Attachments:	
Final Approval Date:	Feb 27, 2025

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

Todd Davis

**Report to Council**

Re: Amendment to 2025 Council Meeting Schedule Clerk's Office-2025-06

From: Martina Chait-Hartwig

Date: March 4, 2025

**Recommendation:**

That the Clerk's Office-2025-06 report, dated March 4, 2025, regarding an amendment to the Regular Council meeting schedule for 2025 be received and that the Council meeting scheduled for April 1, 2025 be cancelled and an updated calendar be published on the Township website.

**Overview:**

The Procedural By-law directs staff to bring forward the proposed Council meeting schedule for approval no later than November 30<sup>th</sup> for the upcoming year.

The Ontario Good Roads Association (OGRA) annual conference will be held from March 30 until April 2, 2025, with various events held in the evening on each day.

**Conclusion:**

As multiple members of Council will be attending the OGRA conference which conflicts with the scheduled April 1, 2025 Council meeting, staff are proposing that the meeting be cancelled.

**Financial Impact:**

There is no financial impact from this decision.

**Service Modernization and Innovation**  
Modernizing, refining and innovating services for residents is essential to effectively meet the needs of our community, enhance our operational efficiency, and ensure we remain adaptable in a rapidly changing world.

**Business Attraction, Expansion, and Retention**  
Business attraction, expansion, and retention is vital for the economic health and sustainability of our Township, such as job creation, tax revenue, investing in innovation, maintaining our quality of life, and supporting community stability.

**Infrastructure Renewal**  
Infrastructure renewal is a critical investment for our Township as it will ensure our adherence to health and safety, economic development, investment attraction, environmental sustainability, quality of life, public confidence, and regional competitiveness.

**Report Approval Details**

Document Title:	Amendment to 2025 Council Meeting Schedule - Clerk's Office-2025-06.docx
Attachments:	
Final Approval Date:	Feb 27, 2025

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

Todd Davis

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**Resolution: EOWC Support of Canadian and Ontario Governments' Negotiations with the United States Government on Trade Tariffs**

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**Moved by: Corinna Smith-Gatcke, Warden of the United Counties of Leeds & Grenville**  
**Seconded by: Steve Ferguson, Vice-Chair, EOWC / Mayor of Prince Edward County**

**Whereas** the Canadian government is currently in negotiations with the United States (U.S.) government on their proposed 25% tariffs on Canadian goods exported to the U.S.; and

**Whereas** Canada's Prime Minister and Ontario's Premier have outlined several plans to combat the impact that the proposed tariffs would have on Ontario which focus on strengthening trade between Ontario and the U.S. while bringing jobs back home for workers on both sides of the border; and

**Whereas** the Canadian government has also outlined several ways to address the current relationship with the U.S. including establishing the Council on Canada-U.S. relations to support the federal government as it negotiates with the U.S. on tariffs; and

**Whereas** trade between Ontario and the U.S. is very important to our residents and local economies, and requires all levels of government to work together in the best interest of those residents; and

**Whereas** according to data from the Association of Municipalities of Ontario, across Ontario municipalities are expected to spend between \$250 and \$290 billion on infrastructure in the next 10 years; and

**Whereas** Ontario municipalities have traditionally treated trade partners equally and fairly in all procurements in accordance with our established international trade treaties; and

**Whereas** municipalities play a crucial role as part of the Team Canada approach to combat tariffs and support businesses in our procurement for capital and infrastructure programs; and

**Whereas** there are trade barriers between Canadian provinces and territories.

**Therefore, be it resolved that the Eastern Ontario Wardens' Caucus** supports the Canadian and Ontario governments on the measures they have put in-place in response to the proposed U.S. tariffs on Canadian goods and ask that they take any and all measures to protect the interests of Ontario in any upcoming trade negotiations, and ensure municipalities are part of the coordinated Team Canada approach;

**And that** the Canadian and Ontario governments remove any impediments to municipalities preferring Canadian companies and services for capital projects and other supplies;

**And that** the Canadian and Ontario governments take action to remove trade barriers between provinces as a response to U.S. tariffs and support Canadian businesses;

**And that** the Canadian and Ontario governments remove all legislative barriers that impact the ability to buy local, and indemnify municipalities should there be challenges to buying Canadian;

**And that** the Canadian and Ontario governments continue to invest in infrastructure to provide stability, jobs, and support our communities' social and economic prosperity over the long-term.



**Be it further resolved, that copies of this motion be sent to:**

- The Right Hon. Justin Trudeau, Prime Minister of Canada
- The Hon. Melanie Joly, Minister of Foreign Affairs
- The Hon. Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities
- Doug Ford, Leader of the Progressive Conservative Party
- Marit Stiles, Leader of the Ontario New Democratic Party
- Bonnie Crombie, Leader of the Ontario Liberal Party
- Mike Schreiner, Leader of the Ontario Green Party
- Ontario's Minister of Economic Development, Job Creation and Trade
- Ontario's Minister of Municipal Affairs and Housing
- Rebecca Bligh, President, FCM and Councillor, City of Vancouver
- Robin Jones, President, AMO and Mayor of Westport
- Christa Lowry, Chair, Rural Ontario Municipal Association
- Jeff Leal, Chair, Eastern Ontario Leadership Council
- John Beddows, Chair, Eastern Ontario Mayors' Caucus
- All regional Members of Canadian Parliament
- All candidates running as Ontario Members of Parliament
- All of Ontario's municipalities for their support

**Carried**



**Chair Bonnie Clark, EOWC**

**February 10, 2025**







The Corporation of The Township of The Archipelago  
Council Meeting

**Agenda Number:** 16.5.  
**Resolution Number** 25-029  
**Title:** Response to Tariff Threats - Support Canadian Business and Consumers  
**Date:** Friday, February 21, 2025

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**Moved by:** Councillor Manners  
**Seconded by:** Councillor Barton

**WHEREAS** the Corporation of The Township of The Archipelago (The Archipelago) is a Canadian government entity; and

**WHEREAS** The Archipelago is committed to fiscal responsibility and prudent management of financial and organizational resources, information databases, and the protection of taxpayer information; and

**WHEREAS** The Archipelago developed 'guiding principles' for its broadband connectivity project that included 'Canadian solutions first, North American second' in the acquisition of technology and services; and

**WHEREAS** The Archipelago's projected capital program for 2025 is \$1.5 million; and

**WHEREAS** all Canadian municipalities have significant purchasing power through capital and infrastructure programs; and

**WHEREAS** United States President, Donald Trump, issued executive orders to impose tariffs on imports from Canada effective March 12, 2025; and

**WHEREAS** predatory tariffs by the US government affect all our residents, businesses, and institutions within The Archipelago, the Province of Ontario, and Canada; and

**WHEREAS** federal, provincial, and municipal leaders are encouraging Canadians to 'buy Canadian'; and

**WHEREAS** The Archipelago supports Team Canada efforts to stop US tariffs on Canadian goods and services.

**NOW THEREFORE BE IT RESOLVED** that The Archipelago adopts the following actions:

1. That staff ensure that all municipal data resides within Canada for security and sovereignty interests; and
2. That The Archipelago supports the federal and provincial call to action “Canadian business first” policy in its procurement of capital and infrastructure programs; and
3. That The Archipelago promotes the policy of “Buy Canadian” to encourage the purchase of Canadian goods and services and to support local business in The Archipelago and Parry Sound District; and
4. That all travel to the US for municipal advocacy requires the adoption of a formal position on US tariffs by The Archipelago; and
5. That Staff prepare a Council tariff position and policy for Council approval.
6. That The Archipelago participate in the Parry Sound Chamber of Commerce survey of businesses on the impact of tariffs and support, where possible, actions that follow.

**FURTHER BE IT RESOLVED** that this resolution be forwarded to: Prime Minister Justin Trudeau, Premier Doug Ford, MP Scott Aitchison – Parry Sound Muskoka, MPP Graydon Smith – Parry Sound Muskoka, Mayors of Parry Sound District Municipalities, Chief Adam Pawis - Shawanaga First Nation, Chief Warren Tabobondung - Wasauksing First Nation, Chief M. Wayne McQuabbie - Henvey Inlet First Nation, Association of Municipalities of Ontario, all Ontario municipalities, Rural Ontario Municipal Association, The Federation of Northern Ontario Municipalities, the Federation of Canadian Municipalities, and community associations in The Archipelago.

**Carried**



The Corporation of the  
**Township  
of  
Uxbridge**

In The Regional Municipality of Durham

**SENT VIA E-MAIL**

Town Hall  
51 Toronto Street South  
P.O. Box 190  
Uxbridge, ON L9P 1T1  
Telephone (905) 852-9181  
Facsimile (905) 852-9674  
Web [www.uxbridge.ca](http://www.uxbridge.ca)

February 14, 2025

Premier Doug Ford  
Legislative Building, Queen's Park  
Toronto, Ontario, M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

**RE: IMPLEMENTATION OF "BUY CANADIAN" POLICY  
TOWNSHIP FILE: A-00 G**

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Please be advised that during the regular meeting of the General Purpose and Administration Committee of February 3, 2025, the following motion was carried:

THAT the Administration and Special Projects Committee receive Report CAO-04/25 regarding the implementation of "Buy Canadian" Policy;

AND THAT the Policy remain in place until such time as there is clear indication from the Provincial and Federal Governments that trade relations have been normalized;

AND THAT the Policy be forwarded to all municipalities in Ontario requesting they implement similar policies;

AND THAT the Policy be forwarded to AMO and ROMA;

AND THAT the Policy be forwarded to the Premier of Ontario, MP O'Connell, all Durham MPP's and appropriate Provincial Ministers;


AND THAT the Policy be forwarded to all Township Committee Chairs for information;

AND THAT Committee support this Policy in principle;

AND THAT the final document be run through the CAO's office for final approval.

I trust you will find the above to be satisfactory.

Yours truly,

  
Emily Elliott  
Deputy Clerk  
/ljr

cc: Honourable Jennifer O'Connell, MP  
Honourable Peter Bethlenfalvy, MPP ([peter.bethlenfalvy@pc.ola.org](mailto:peter.bethlenfalvy@pc.ola.org))  
Minister of Finance ([Minister.fin@ontario.ca](mailto:Minister.fin@ontario.ca))  
Minister of Public and Business Service Deliver ([todd.mccarthy@ontario.ca](mailto:todd.mccarthy@ontario.ca))  
AMO ([amo@amo.on.ca](mailto:amo@amo.on.ca))  
ROMA ([roma@roma.on.ca](mailto:roma@roma.on.ca))  
All Ontario Municipalities



**THE CORPORATION OF THE TOWNSHIP OF MCGARRY**  
**P.O. BOX 99**  
**VIRGINIATOWN, ON. P0K 1X0**  
**705-634-2145, Fax 705-634-2700**

**MOVED BY COUNCILLOR:**  
 \_\_\_\_\_  Louanne Caza  
 \_\_\_\_\_  Elaine Fic  
 \_\_\_\_\_  Annie Keft  
 \_\_\_\_\_  Francine Plante  
 \_\_\_\_\_  Mayor Culhane

**SECONDED BY COUNCILLOR:**  
 \_\_\_\_\_  Louanne Caza  
 \_\_\_\_\_  Elaine Fic  
 \_\_\_\_\_  Annie Keft  
 \_\_\_\_\_  Francine Plante  
 \_\_\_\_\_  Mayor Culhane

**RESOLUTION #** 47/2025  
**DATE :** February <sup>18</sup> 2025

**WHEREAS** Ontario is facing a significant affordable housing crisis, with many residents struggling to secure safe and affordable living accommodations;

**AND WHEREAS** the crisis of homelessness in Ontario continues to affect thousands of individuals and families, necessitating urgent and effective housing solutions;

**AND WHEREAS** the current Ontario Building Code contains regulations that may inadvertently hinder the development of affordable housing by imposing excessive costs and barriers on individuals and developers;

**AND WHEREAS** current building code regulations may restrict the development of innovative housing solutions designed to address the needs of homeless individuals and families;

**AND WHEREAS** an increase in affordable housing units is essential to promote economic stability, community well-being, and social equity within Ontario;

**AND WHEREAS** providing pre-approved affordable housing plans can streamline the construction process, reduce costs, and facilitate quicker access to housing for those in need;

**THAT** the Council of the Township of McGarry hereby calls on the Ontario government to amend the Ontario Building Code to include provisions for pre-approved affordable housing plans specifically aimed at supporting low income and homeless individuals, including:

1. **Standardized Designs:** Creating a set of pre-approved housing designs that meet safety and quality standards while being cost-effective and quick to construct.
2. **Flexible Design Standards:** Allowing for innovative building designs and materials that meet affordability criteria while ensuring safety and livability.
3. **Community Integration:** Ensuring that these housing designs can be integrated into existing neighborhoods in a way that respects community character and promotes acceptance.
4. **Support for Diverse Models** Including options for various types of housing, such as tiny homes, modular units, and converted shipping containers, to cater to different needs and preferences.

**AND FURHTER** the Council of the Township of McGarry encourages the Ontario government to engage with stakeholders, including architects, housing advocates, and service providers, to develop these pre-approved plans that effectively address the needs of low income and homeless individuals;



**AND FURTHER THAT** this resolution be provided to Hon. Doug Ford, Premier of Ontario, Hon. Paul Calandra, Minister of Municipal Affairs and Housing, Hon. Micheal Parsa, Minister of Children, Community and Social Services, Hon. Victor Fedeli, Chair of Cabinet, Minister of Economic Development, Job Creation and Trade, Association of Ontario, Ontario Building Officials Association, Municipalities of Ontario.

Recorded vote requested by \_\_\_\_\_

	For	Against
Councillor Louanne Caza		
Councillor Elaine Fic		
Councillor Annie Keft		
Councillor Francine Plante		
Mayor Bonita Culhane		

<i>Disclosure of Pecuniary Interest *</i>

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

Signature of Chair:

 \_\_\_\_\_

*\*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.*

**From:** [Douro Locals](#)  
**To:** [Martina Chait-Hartwig](#)  
**Cc:** [Heather Watson](#); [Harold Nelson](#); [Tom Watt](#); [Adam Vervoort](#); [Ray Johnston](#)  
**Subject:** 2025 Budget Deliberations  
**Date:** Friday, February 14, 2025 12:59:56 PM

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Hi Martina, Mayor and Councillors:

We have reviewed the 2025 budget and would like to enter into correspondence the following concerns, questions and revisions to be addressed in the next public budget meeting by Council (February 18th, 2025).

1) Please clarify the increase in funding to ORCA. With the changes to the Planning Act and the subsequent decrease in powers of the Otonabee Region Conservation Authority locally, we fully expected that the amount of tax dollars being sent to the organization should have decreased significantly – but instead they are increasing? We would like to see a full breakdown of services provided by ORCA so that this partnership can be re-evaluated to provide the best return on investment for our tax dollars. A large portion of our money being sent to ORCA could and should be diverted to our infrastructure needs. No approval of funding to ORCA should be confirmed until this is thoroughly and publicly addressed and re-evaluated.

2) We do not want to fund more staff at the constituency office. We would like to see this municipality take strong austerity measures in 2025 and future budgeting proposals, to lower taxation unless there is a strong correlation with an observable increase in services, which we have not seen. This would involve cutting costs on bureaucratic bloat. Our Government should not be permitted to create the inflation we are facing, and then make decisions to increase our taxes “because of inflation”. Cost savings need to be found within the structure of the organization rather than on the backs of the taxpayer.

With the Municipal Planner retiring from her position, we would also argue that it is not in the best interest of our community to continue this position while Peterborough County is still our planning authority. This is a redundancy that can be terminated before an employee is hired, and will go towards lowering our taxes, especially since the jobs being posted are being paid at rates higher than our municipal single-family incomes.

4) We agree, the microphones in the Chamber do need to be replaced, but please confirm when the existing microphones were installed so we can understand the cost breakdown of this investment?

5) We do not feel that any tax dollars should be proposed to increase Council’s “professional development” budget. Taxpayers elect council members to represent them, address their concerns and make decisions that best represent the community as a whole: not boost their personal resumes while in office. We would like to see “Professional Development” ~~removed completely~~ from the Council's budget, a good step in showing that our elected officials are also willing to personally contribute to budgeting and cost cutting for less financial waste of our hard-earned tax dollars, and take on their own personal Professional Development expenses going forward, as we all do.

Looking forward to some robust debate in the consideration of this review,

Douro-Dummer Local Taxpayers

February 19, 2025

**Via email only**

To: Jen Deck – [contact@pkndp.ca](mailto:contact@pkndp.ca)  
Lucas Graham – [info@ptbogreens.org](mailto:info@ptbogreens.org)  
Adam Hopkins – [adam4pk@gmail.com](mailto:adam4pk@gmail.com)  
Brian Martindale – [info@ontarioparty.ca](mailto:info@ontarioparty.ca)  
Andrew Roudny – [info@newblueontario.com](mailto:info@newblueontario.com)  
Dave Smith – [davesmith@davesmithptbo.com](mailto:davesmith@davesmithptbo.com)

**Re: Issues Affecting Ontario's Waterfront Communities**

The Municipality of Trent Lakes, north of Peterborough, has over fifty lakes within its geographic boundaries. Over 50% of our population are seasonal residents who have chosen this area because of the abundant lakes, rivers and forests. Over 80% of our residents are waterfront property owners.

We are writing to express our concerns about key issues affecting Ontario's waterfront communities. These matters are critical to the economic vitality, environmental health, and quality of life for countless families across the province.

Cottage owners and waterfront communities contribute significantly to Ontario's economy, supporting over 150,000 full-time equivalent jobs and generating over \$11.66 billion of Ontario's GDP. Collectively, these families own and steward 50,000 hectares of waterfront land, and 15,000 kilometres of sensitive Ontario shorelines. However, we face growing challenges that require immediate policy attention.

We urge you to prioritize the following issues and policy resolutions as part of your platform:

- 1. Municipal Downloading, Property Taxes, and Development Charges:** Municipalities face growing financial pressures due to insufficient provincial funding. Recent changes to development charges, limitations on conservation authorities, expanded municipal responsibilities, and aging infrastructure have compounded the financial burden, leading to local tax increases. We urge support for predictable and sustainable funding models to help relieve these pressures.
- 2. Forest Fire Protection:** As climate risks escalate, enhanced investment in fire prevention, detection, emergency planning, and coordinated response efforts are necessary to protect our communities and natural landscapes.
- 3. Lake Water Quality Monitoring:** Healthy lakes are vital for our environment, recreation, and tourism. Through the Lake Partner Program, the province

mobilizes over 630 citizen scientists across Ontario to monitor lake water quality in 546 lakes and rivers at 917 sites, providing an invaluable resource for management and response. This program needs to be continued and expanded to ensure our lakes continue to provide recreational and ecological benefits for years to come.

4. **Hospital Emergency Room Closures:** Timely access to emergency healthcare services in rural and waterfront areas is essential. We urge you to advocate for increased healthcare funding and staffing incentives to ensure 24/7 emergency services.
5. **Flood Management:** Many areas of the province have been affected by more frequent and severe incidents of flooding in recent years. Investment in watershed planning, monitoring technology and infrastructure is needed to ensure that our communities are prepared for a future with climate change. Support from the province is crucial, particularly for small municipalities and conservation authorities.
6. **Restoration of Public Appeal Rights:** The passage of Bill 185, the “Cutting Red Tape to Build More Homes Act, 2024,” removed the public's right to appeal the adoption or amendment of Official Plans and Zoning By-laws. This undermines public participation and local decision-making. Restore the rights of constituents to fully participate in planning processes that impact the use and enjoyment of our lakes and rivers.
7. **Invasive Species Prevention:** The spread of invasive species poses threats to biodiversity and property values. Preventative measures are far less costly than managing infestations. Sustained funding for early detection and response programs is essential.

Ontario’s waterfront communities are a unique and valuable part of our province’s heritage, economy, and natural environment. We urge you to champion these issues on behalf of your constituents and work towards practical solutions.

Thank you for your attention to these important matters.

We support the efforts of the Federation of Ontario Cottagers’ Association to represent and advocate for waterfront communities and encourage you to consult with them to discuss these issues further or provide additional insights.

Sincerely,

Mayor and Council of the Municipality of Trent Lakes

cc: FOCA – [communications@foca.on.ca](mailto:communications@foca.on.ca)  
Peterborough County  
Peterborough County Lower Tier Municipalities

February 20, 2025

Honourable Doug Ford, Premier of Ontario  
Via Email

**Re: Ontario Deposit Return Program**

Please be advised that Council of the Town of Halton Hills at its meeting of Monday, February 10, 2025, adopted Resolution No. 2025-0025 regarding Support for the Town of Bradford West Gwillimbury regarding Ontario Deposit Return Program.

Attached for your information is a copy of Resolution No. 2025-0025.

Respectfully,



Melissa Lawr, AMP  
Deputy Clerk – Legislation

cc. Honourable Andrea Khanjin, Minister of Environment, Conservation and Parks  
Honourable Peter Bethlenfalvy, Minister of Finance  
Association of Municipalities of Ontario (AMO)  
Honourable Ted Arnott, MPP Wellington – Halton Hills  
Leaders of the Opposition Parties  
All Municipalities in Ontario



TOWN OF  
**HALTON HILLS**

THE CORPORATION  
OF  
THE TOWN OF HALTON HILLS

**Resolution No.:** 2025-0025  
**Title:** Ontario Deposit Return Program  
**Date:** February 10, 2025  
**Moved by:** Councillor C. Somerville  
**Seconded by:** Councillor J. Fogal

Item No. 12.1

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WHEREAS the Ontario Deposit Return Program has successfully incentivized the recycling of alcoholic beverage containers;

AND WHEREAS ON September 20, 2024 the Town of Bradford West Gwillimbury issued a letter endorsing the expansion of the Ontario Deposit Return Program to include nonalcoholic beverage containers;

AND WHEREAS Halton Hills has always shown a leadership role in environmental matters including, passing in 2005, asking the province to create a deposit and return system for wine and liquor bottles;

NOW THEREFORE BE IT RESOLVED THAT the Council for the Town of Halton Hills hereby supports the letter dated September 20, 2024, by the Town of Bradford West Gwillimbury, regarding the Ontario Deposit Return Program;

AND FURTHER THAT a copy of this resolution be sent to the Premier of Ontario, Doug Ford; Minister of Environment, Conservation and Parks, Andrea Khanjin; the Minister of Finance, Peter Bethlenfalvy; the Association of Municipalities of Ontario (AMO); MPP Ted Arnott; Leaders of the Opposition Parties; and all Ontario Municipalities.

Mayor Ann Lawlor

September 20, 2024

**BY E-MAIL**

Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks  
5th Floor  
777 Bay St.  
Toronto, ON M7A 2J3

Dear Minister Khanjin:

### **Ontario Deposit Return Program**

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I hope this letter finds you well. I am writing to formally address the recent discussions surrounding the Ontario Deposit Return Program, particularly regarding our community residents asking us about the recycling of nonalcoholic beverage plastics.

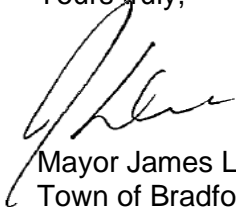
Whereas the Ontario Deposit Return Program has successfully incentivized the recycling of alcoholic beverage containers, resulting in the removal of over 204,000 tonnes of greenhouse gas emissions, we recognize the potential for similar success with nonalcoholic beverages.

The Ministry of the Environment, Conservation and Parks highlighted in their June 2023 letter that they are considering the adoption of a deposit-and-return system for nonalcoholic beverages. This initiative presents a unique opportunity to further promote recycling, reduce litter, and encourage sustainable practices among consumers.

Therefore, I am proud to announce that our Council endorses the expansion of the Ontario Deposit Return Program to include nonalcoholic beverage containers. We believe that this expansion will not only enhance environmental stewardship but also foster a culture of sustainability within our community.

We encourage all stakeholders to support this initiative and work collaboratively towards its implementation. Together, we can make a significant impact on our environment and set a positive example for future generations.

Yours truly,



Mayor James Leduc  
Town of Bradford West Gwillimbury

CC:

Hon. Peter Bethlenfalvy, Minister of Finance  
Hon. Caroline Mulroney, Member of Provincial Parliament for York-Simcoe  
MPP Sandy Shaw, Opposition Environment, Conservation and Parks Critic  
Ontario's Municipal Councils and Conservation Authorities

February 26, 2025

Honourable Doug Ford,  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

EMAIL: [Doug.fordco@pc.ola.org](mailto:Doug.fordco@pc.ola.org)

Dear Premier Ford,

**RE: Requests the Province of Ontario Reconsider the Amendment of  
Subsection 29(1.2) of the Ontario Heritage Act**

Please be advised that at its meeting of February 25, 2025, Council of the Town of Niagara on-the-Lake adopted the following resolution:

1. Now Therefore Be It Hereby Resolved That Niagara-on-the-Lake Town Council endorses the resolution from the Municipality of South Huron requesting the Province reconsider the amendment to Subsection 29(1.2) of the Ontario Heritage Act.
2. Be It Resolved That copies of this resolution be forwarded to Minister Premier Doug Ford, the Minister of Municipal Affairs and Housing, the Minister of Citizenship and Multiculturalism, local Members of Provincial Parliament (MPPs); and MPP Thompson.
3. Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.



If you have any questions or require further information, please contact our office at 905-468-3266.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Grant Bivol', written in a cursive style.

Grant Bivol  
Town Clerk

c.c. Minister of Citizenship and Multiculturalism Hon. Michael Ford - [Michael.Ford@ontario.ca](mailto:Michael.Ford@ontario.ca)  
Minister of Municipal Affairs and Housing Hon. Paul Calandra - [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)  
The Association of Municipalities of Ontario - [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)  
All local Members of Provincial Parliament (MPPs)  
MPP Thompson - [lisa.thompsonco@pc.ola.org](mailto:lisa.thompsonco@pc.ola.org)  
All 444 Municipalities of Ontario

**REQUEST FOR ACTION: That Douro-Dummer Council publicly acknowledge that they have each read the following article in its entirety and receive it into the record.**

# Corruption in local government

Corruption in local government refers to the misuse of public office and resources by individuals in positions of power at the local level for personal gain or the benefit of select groups. It involves the abuse of entrusted authority, bribery, embezzlement, fraud, nepotism, and other forms of illicit activities that undermine the integrity and effectiveness of local governance.

## Types

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There are several types of political corruption that occur in local government. Some are more common than others, and some are more prevalent to local governments than to larger segments of government. Local governments may be more susceptible to corruption because interactions between private individuals and officials happen at greater levels of intimacy and with more frequency at more decentralized levels. Forms of corruption pertaining to money like [bribery](#), [extortion](#), [embezzlement](#), and [graft](#) are found in local government systems. Other forms of political corruption are [nepotism](#) and [patronage](#) systems. One historical example was the [Black Horse Cavalry](#), a group of New York state legislators accused of blackmailing corporations.

- *Bribery* is the offering of something which is most often money but can also be goods or services in order to gain an unfair advantage. Common advantages can be to sway a person's opinion, action, or decision, reduce amounts of fees collected, speed up government grants, or change outcomes of the legal processes.
- *Extortion* is threatening or inflicting harm to a person, their reputation, or their property in order to unjustly obtain money, actions, services, or other goods from that person. Blackmail is a form of extortion.
- *Embezzlement* is the illegal taking or appropriation of money or property that has been entrusted to a person but is actually owned by another. In political terms, this is called graft, which is when a political officeholder unlawfully uses public funds for personal purposes.
- *Nepotism* is the practice or inclination to favor a group or person who is a relative when giving promotions, jobs, raises, and other benefits to employees. This is often based on the concept of familism, which is believing that a person must always respect and favor family in all situations, including those pertaining to politics and business. This leads some political officials to give privileges and positions of authority to relatives based on relationships and regardless of their actual abilities.

- *Patronage systems* consist of the granting favors, contracts, or appointments to positions by a local public office holder or candidate for a political office in return for political support. Many times patronage is used to gain support and votes in elections or in passing legislation. Patronage systems disregard the formal rules of a local government and use personal instead of formalized channels to gain an advantage.

## Demographic factors

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Socioeconomic characteristics and the size of the population of people that make up a municipality can be encouraging factors for local government officials to engage in corrupt practices. Patterns of political corruption can be found in places that have a similar demographic makeup. Demographic factors that have been known to lead to or increase the likelihood of corruption in a local government system are religion, race, class, size of the municipality, local economic conditions, education, political culture, and gender. Some factors are interrelated or can lead to other factors which may cause more corruption.

### Size of a municipality

Smaller municipalities may be more prone to experience corruption within their local government. These towns and villages nominate (or self-nominate) residents or officials to represent and run the local government, sometimes without oversight approval from higher levels of government. In a small community, personal opinions and relationships play a larger role in politics. Due to this, problems like nepotism or extortion can be prevalent. In addition, some local governments face another kind of disadvantage: lack of experience and professionalism from their representatives. It can be a challenge to attract qualified up-and-coming politicians to small towns. Another major issue in small municipalities lies with accountability—some have inadequate or insufficient structures for policing and prosecution of corrupt local officials, culminating in a difficult situation for those affected.<sup>[1]</sup>

### Condition of the local economy

Low [economic development](#) has been found to be an encouraging factor for political corruption. Economic practices like dependence on raw material [industries](#) and [drug trades](#) are characteristic of poorer cities and areas with increased amounts of corruption. Economic dependence on certain industries will also lead to less stable governments and less money available to fund governments. Fragile economies lead to increased levels of [poverty](#) and fewer opportunities to get out of

poverty. Poverty is a known factor that encourages corruption in local governments. Places with failing economies and poverty sometimes get loans or start aid programs to support the local economy and the people, and public officials are often able to unlawfully take the money or goods for private gain. With less money available, local officials are more likely to get lower wages, which is seen as another factor that leads to corruption. Officials who get lower [wages](#), which are not enough to provide for their necessities, will many times become corrupt and try something like embezzling money that may entrusted to them in the local treasury. Low wages can cause economic insecurity and encourage politicians to take advantage of current opportunities as public figures of authority. On the other hand, some researchers argue that the more money a local government has to spend, the more tendency it will have to do so inefficiently, which can lead to suspicions of corruption. Overall, poorer municipalities are more often perceived to have corrupt local governments than rich ones.

## Education

Lower levels of [education](#) which are often caused by poverty are seen as a factor that encourages corrupt government practices. Those with less education are not as informed as to how the government works or what rights they have under the government. It is easier for corrupt office-holders to conceal corrupt activities from a poorly educated public. Uneducated citizens are less likely to be aware of corruption in local governments or how to stop it, and therefore, corruption is able to remain and spread. Without some kind of political awareness, citizens will not know which candidates to elect that are honest or dishonest or other ways to prevent corruption from taking place in their local governments. This often leads municipalities to be continually governed by one or more corrupt local officials, who use patronage or nepotistic practices to stay in office or keep influence in the government for long periods of time. When local political leaders are less educated, they will be less likely to find legitimate ways to make the municipality well-structured, productive, and successful.

## Political culture of municipality

Many local governments have an established [political culture](#) with certain expectations and practices that often determine what is seen as acceptable and not acceptable in local politics. In municipalities with an undeveloped or underdeveloped political culture, [accountability](#) and [legitimacy](#) are usually low and principles of ethics in government are not established. This can encourage corruption to take hold in the local government because citizens do not know what is considered corrupt, and local officials are not afraid to be corrupt because of the low

accountability. In some places the local governments have been corrupt for so long that the citizens think that is how it is supposed to work because that is all they have been exposed to. Long periods of political instability will also lead to corruption in the government because people are unsure of how the government should operate, and thus do not know what practices are corrupt or how to stop them if they are corrupt.

## Links and references

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### Academic references

- *The Causes of Corruption: A Cross-National Study* (<http://citeseerx.ist.psu.edu/viewdoc/summary?doi=10.1.1.8.4980>) , Daniel Treisman, Department of Political Science, University of California
- *Consequences and Causes of Corruption – What do We Know from a Cross-Section of Countries?* ([https://web.archive.org/web/20051109130142/http://www.wiwi.uni-passau.de/lehrtuehle/lambsdorff/downloads/Corr\\_Review.pdf](https://web.archive.org/web/20051109130142/http://www.wiwi.uni-passau.de/lehrtuehle/lambsdorff/downloads/Corr_Review.pdf)) , Johann Graf Lambsdorff
- *A Handbook on Fighting Corruption* ([https://web.archive.org/web/20051205062035/http://www.usaid.gov/our\\_work/democracy\\_and\\_governance/publications/pdfs/pnace070.pdf](https://web.archive.org/web/20051205062035/http://www.usaid.gov/our_work/democracy_and_governance/publications/pdfs/pnace070.pdf)) , CENTER FOR DEMOCRACY AND GOVERNANCE, U.S. Agency for International Development

### Web references

- *Corruption and Development* (<http://www.worldbank.org/fandd/english/0398/articles/020398.htm>) , CHERYL W. GRAY AND DANIEL KAUFMANN
- *Transparency Internat'l* ([http://www.transparency.org/building\\_coalitions/public/local\\_government/localindex.html](http://www.transparency.org/building_coalitions/public/local_government/localindex.html))

### Footnotes

1. Eisenstein, Lena (March 27, 2019). "How to Report Corruption in Local Government" (<https://insights.diligent.com/laws-compliance-local-government/how-to-report-corruption-in-local-government>) . *Diligent Insights*. Archived (<https://web.archive.org/web/20200722175833/https://insights.diligent.com/laws-compliance-local-government/how-to-report-corruption-in-local-government>) from the original on July 22, 2020. Retrieved July 22, 2020.

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

**By-law Number 2025-11**

Being a By-law of The Corporation of the Township of Douro-Dummer to confirm the proceedings of the regular meeting of Council held on the 4th day of March 2025 in the Municipal Building

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**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 March 4th, 2025, 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 4th day of March, 2025.

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Mayor, Heather Watson

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Clerk, Martina Chait-Hartwig