



## Township of Douro-Dummer Agenda for Committee of the Whole

Wednesday, April 16, 2025, 10:00 a.m.  
Council Chambers in the Municipal Building

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

### Hybrid Meetings

Committee of the Whole meetings are being held in person and electronically. Meetings held in Council Chambers 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 attend the meeting.  
mchaithartwig@dourodummer.ca or 705-652-8392 x210

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	Pages
1. Call to Order	
2. Land Acknowledgement	
3. Disclosure of Pecuniary Interest:	
4. Adoption of Agenda: April 16, 2025	
5. Delegations, Petitions or Presentations:	
5.1 Presentation - Municipal Road Allowances Policy and Procedure - Policy Intern - Tammy Francis - Clerk's Office-2025-09	1
6. Reports - Managers' Updates	
6.1 Parks and Recreational Department Update Report - February to April 2025, Recreation Facilities-2025-04	12
6.2 Fire Department Update Report - February to April 2025 - Fire Chief-2025-03	15
6.3 Public Works Department Update Report - February to April 2025 - Public Works-2025-02	19

6.4	Building Department Update Report - February to April 2025 - Building Department-2025-03	22
6.5	Finance Department Update Report - February to April 2025, Treasurer-2025-09	24
6.6	Clerk's Department Update Report - February to April 2025, Clerk's Office-2025-10	27
6.7	CAO's Office Update Report - February to April 2025, C.A.O.-2025-05	31
6.8	Strategic Plan Implementation - C.A.O.-2025-07	33
6.9	Councillor Watt - Discussion regarding Noise By-law and Dogs	39
7.	New Business to be requested for next Meeting:	
8.	Closed Session: None	
9.	Adjournment	

**Recommendation:**

That the Committee receive the Clerk's Office-2025-07 report, regarding the Improvement and/or Opening of Municipal Road Allowances Policy No. T-35 and procedure No. T-35a to replace Policy No.18, and that the Committee recommend to Council that the Policy and Procedure be approved and that the User Fees and Charges By-law be updated with the new fees.

**Overview:** The Township currently has Policy No. 18 - Improvement and/or Opening of Municipal Road Allowances in effect. However, this Policy is outdated and requires a comprehensive update for the following reasons:

- The current Policy, Policy No. 18, is undated.
- It is more procedural in nature than a modern policy and is difficult to follow.
- Policy No. 18 includes outdated language and references staff positions that no longer exist.
- The Policy does not align with the standards expected of a Township Policy
- This Policy should be updated based on the recommendations of the Service Delivery review.
- Since the adoption of Policy 18, the Provincial Government has delegated various road-related authority and responsibilities to the Municipality.

Considering these issues, the Legislative Services Policy Intern has developed a new Improvement and/or Opening of Municipal Road Allowances Policy and Procedure for the Committee to Review.

Written under the direction of the Clerk-Deputy CAO, the new draft Policy provides clear direction and guidelines for Council, Staff, and Property Owners requesting the improvement and/or opening of municipal road allowances. This Policy ensures financial fairness and liability protection for the Township and its residents. The new Policy defines the roles, responsibilities, and the sequential steps required to receive and process road allowance improvement and opening requests. The Procedure establishes a comprehensive framework for managing requests to improve and/or open municipal road allowances. It ensures the protection of municipal resources, compliance with regulations, and equitable allocation of responsibilities and costs.

The Management Team reviewed the draft Policy and Procedure, and their comments have been incorporated into the drafts being presented.

If the Committee recommends and Council determines it appropriate to approve the draft Improvement and/or Opening of Municipal Road Allowances Policy No. T-35 and Improvement and/or Opening of Municipal Road Allowances Procedure No. T-35a, as presented, the recommended fees would be as follows:

Non-refundable Application Fee	\$1,500.00 (payable to the Municipality)
Deposit	\$20,000.00 (payable to the Municipality)
Deposit	If additional deposit is required, Clerk will notify Applicant prior to commencement of project.
Deposit Refund	Any amount of the deposit not used by the Township to cover associated costs will be returned to the applicant upon completion of the project.


**Conclusion:** The attached draft Policy and Procedure provide a framework for how requests to improve and/or open unassumed municipal roads shall be submitted and the guiding principles for making such decisions. The draft Policy and Procedure ensures transparency, fairness, and compliance in managing requests for municipal road improvements and/or openings.

The draft Policy and Procedure safeguards the Township's resources by placing financial responsibility on the Applicant, while promoting thoughtful, sustainable road development. It helps reduce legal risks and ensures community involvement in decisions regarding the development of municipal unopened and/or unassumed roads.


**Financial Impact:** All costs are borne by the Applicant, ensuring no financial burden on the Township for the cost of the improvement and/or opening of the road. The Applicant's deposits are used to cover Township expenses, with unused portions refunded to the Applicant post-completion.

There will be long term costs to the Township for maintenance and repair of the new road section depending on the Council's decision; this should be considered when evaluating requests.


**Township of Douro-Dummer  
Strategic Plan 2023-2027**



**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:	Municipal Road Allowances Policy and Procedure - Clerk's Office-2025-09.docx
Attachments:	- Road opening policy - Revised April 2.docx - Road opening procedure - Revised April 2.docx
Final Approval Date:	Apr 10, 2025

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

Martina Chait-Hartwig

Todd Davis

## Improvement and/or Opening of Municipal Road Allowances

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

### Policy Statement

This Policy establishes guidelines for property owners requesting the improvement and/opening of municipal road allowances. This policy outlines the procedures the Township will follow in processing requests and determining who will be responsible for the costs associated with fulfilling those requests.

It is the intent of the Council of the Corporation of the Township of Douro-Dummer to protect the Municipality and its residents from incurring tax increases to finance road construction and upgrades to unopened road allowances.

Unless it is clearly in the public interest and for the general benefit of the Township as determined by Council, the Township does not assume the responsibility to fund improvement to unopened municipal road allowances.

### Definitions:

An **unopened road allowance** as defined by the *Municipal Act* is a public highway that has not been opened and assumed for maintenance purposes by way of By-law.

**Highway** Defined by the *Municipal Act*, Section 21 as amended as: means a common and public highway and includes any bridge, trestle, viaduct or other structure forming part of the highway and, except as otherwise provided, includes a portion of a highway.

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

**Applicant** for the purpose of this Policy, means developers, residents, or ratepayers or other associations who are making a request regarding an unopened road allowance.

**Road Allowances** refer to allowances originally laid out for roads by a crown surveyor, including both road allowances shown on an original Township survey and road allowances shown along the water in a plan of subdivision.

**Unassumed/unmaintained** means roads that are owned by the Township that are not maintained on a year-round basis or have not been assumed into the municipal road system. This shall include unopened road allowances.

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

**Council or Municipal Council** means the municipal Council for the Township.

**Manager of Public Works** means the person responsible for overseeing all aspects of the Township's public infrastructure, including roads, bridges, sidewalks, streetlights, storm water systems, and waste management, ensuring that maintenance standards, repairs, and construction projects are managed accordingly.

**Purpose:**

To protect the Township from liability claims by persons using unassumed unmaintained road allowances and from demands that such unopened road allowances be improved and maintained at the expense of the ratepayers of the Township.

**Application:**

When submitting a proposal to the Township, all documentation and information must satisfy Council that the improvement and possible opening of an unopened municipal road allowance is in the public interest, and/or in line with the strategic goals as set by Council. The Applicant acknowledges and accepts that any and all costs associated with the request are to be borne by the Applicant, including those associated with hiring contractors for road improvement if required.

**Exclusions:** none

**References & Related Policies:**

- Entrance Permit Policy No. T-1
- Road Allowance Closure Requests Policy No. T-6
- Minimum Maintenance Winter Policy No. T-11
- Sign Retroreflectivity Policy No. T-24
- Snow Removal and Sanding Policy No. T-26
- Criteria for Surface Treatment Policy No. T-27
- Road Damages due to Construction Policy No. T-33
- Municipal Asset Naming Policy No. C-09
- Municipal Asset Naming Procedure No. C-09-A

**Consequences of Non-Compliance:** Failure to comply with this Policy may result in the development of legal issues.

**Review Cycle:** This Policy will be reviewed on an as needed basis.



## **Improvement and/or Opening of Municipal Road Allowances Procedure**

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

### **Definitions:**

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**Purpose:**

To protect the Township from liability claims by persons using unassumed unmaintained road allowances and from demands that such unopened road allowances be improved and maintained at the expense of the ratepayers of the Township.

**Application:**

When submitting a proposal to the Township, all documentation and information must satisfy Council that the improvement and possible opening of an unopened municipal road allowance is in the public interest, and/or in line with the strategic goals as set by Council. The Applicant acknowledges and accepts that any and all costs associated with the request are to be borne by the Applicant, including those associated with hiring contractors for the road improvement if required.

**Responsibilities:**

Municipal Council shall:

Without being limited to the following, consider this criteria in determining if it is in the public interest and/or in line with the strategic goals to improve and open an unmaintained road allowance:

- Would the assumption of the road over-extend existing municipal roads maintenance programs, operations and resources?
- Would the road facilitate the safe and efficient movement of goods and people?
- Council shall ensure comments and concerns of neighboring property owners are taken into account.
- Council shall be satisfied that all planning regulations have been adhered to in line with the strategic goals.

Municipal Clerk shall:

- Receive and review application to Improve and/or Open a Municipal Road Allowance
- Provide a copy to Manager of Public Works
- Bring the application to Council.
- On the direction of Council shall provide all property owners within 120 meters of the request site and stakeholders for a period of 30 days to solicit their comments.
- Notify all relevant authorities about the application to ensure compliance with all planning regulations.

- Based on Council's decision, prepare a Constructed Roadway Agreement for the Applicant to enter into and/or a By-law to assume the road into the Township Road System.

**Applicant Responsibilities:**

- The costs associated with the construction works necessary to meet the minimum construction standards and administrative and legal costs associated with the assumption of the road shall be the responsibility of the Applicant
- Upon approval enter into a Constructed Roadway Agreement with the Township if directed to by Council
- Shall submit an application for Improving and/or Opening a Municipal Road Allowance in writing stating the intended use, reason for the application including an accurate location and description plan.
- Shall cover all costs/expenses of the entire project (including but not limited to replacing or repairing any ditches, culverts, fences or property damage caused by the construction
- Shall provide an OLS survey of the road allowance to the Township, before any work begins.
- Shall obtain adequate liability insurance coverage with the Township added as an insured party on the policy prior to the commencement of work.
- Shall hire Township approved contractors with adequate WSIB insurance coverage for the duration of the road improvement/opening project.

**Manager of Public Works shall:**

- Inspect the road allowance.
- Notify and Consult with the Fire Chief.
- Determine what Township specifications are required.
- Provide the Applicant with current specifications for multiple types of roads and a copy of the Policy and Procedure.
- Ensure full compliance with all planning regulations.
- Oversee the road allowance construction project – Provide approval and direction as required.
- Determine when the project is complete and notify the Clerk.

**Steps:**

1. The Clerk will review the application to make sure the necessary information is included and provide a copy to the Manager of Public Works
2. The Manager of Public Works shall visit the site to determine what is required to improve and/or open the road allowance and provide a copy

- to the Applicant and the Clerk, the necessary road specifications as well as a copy of the Policy and Procedure.
3. If the Applicant wishes to proceed:  
The Clerk shall present the request to Council, for their direction.
  4. If Council wishes to entertain the request, the Clerk shall notify all relevant authorities about the application to ensure compliance with all planning regulations and provide all of the property owners within 120 meters of the request site. The Township will wait 30 days for stakeholders to solicit their comments.
  5. Following the notification period, Council shall evaluate the proposal based on the information available.
  6. If the application is denied the decision is final and the Applicant cannot re-apply for a minimum of 12 months.
  7. Upon approval, the Applicant shall pay a non-refundable application fee as listed in the fees and charges By-law and submit to the Township a deposit of twenty thousand dollars (\$20,000.00). The Clerk will provide the Applicant with an estimate and an additional deposit may be required prior to proceeding. This deposit will be used to cover any Township costs, and the amount may be increased as needed. Note: Any amount of the deposit that is not used by the Township to cover associated costs will be returned to the Applicant.
  8. The Applicant will provide the Township with an OLS Survey. All work must be done under the direction of, and with the approval of the Manager of Public Works.
  9. If directed, the Applicant shall enter into a Constructed Roadway Agreement with the Township.
  10. The road must be built to the Township standards, by Township approved contractors with adequate WSIB insurance coverage for the duration of the road allowance improvement/opening project and the Applicant is required to have adequate liability insurance coverage with the Township of Douro-Dummer named on the policy for the duration of the road allowance improvement and/or opening project, the Applicant must provide proof to the Township before any construction begins.
  11. Any fences required shall be installed, repaired, or replaced as required with the property owner's approval. Any damages caused by the

- construction to private property or fences shall be repaired or replaced at the expense of the Applicant.
12. All wood, logs and other natural materials from any clearing done belong to the Township, unless deemed otherwise by the Manager of Public Works.
  13. The road construction will be considered complete when the Manager of Public Works has been confirmed and reported to the Clerk that the condition of road allowance is satisfactory to the Townships minimum mandatory standards.
  14. Upon Completion, the Clerk shall prepare a Constructed Roadway Agreement for the Applicant to enter into if necessary, and/or create a By-law to officially incorporate the road into the Township Road System.
  15. If the road is not an extension of an existing road, its name may be selected based in the naming convention and adhere to Policy and Procedure C-09 for Municipal Asset Naming.
  16. Any remaining deposit shall be returned to the Applicant.

## **ADMINISTRATIVE**

- HR, facility staff work plans, staff schedules
- Weekly management team meetings
- Networking/Meetings with Arena Managers and Douro Minor Hockey
- Invoices, payroll, inquiries, correspondence
- Bookings – inquires and set-ups
- Advertisement Policy/Program
- ORFA Training/Staff Training
- Feasibility studies for the Douro and Warsaw Community Centre are in progress
- Lease agreement for the Back Dam with Ministry of Natural Resources is in progress.
- 2025 capital and operating budget
- Working with plumber to increase water pressure at the Douro CC
- Coordinated Trent Security to complete fire alarm testing and inspections for Municipal Buildings
- Municipal Office elevator repair – estimates have been received, and work has been authorized. Waiting for date confirmation.
- Heath Unit inspections re: kitchens and public access water treatment have been completed for this cycle.
- Stats Canada survey for Warsaw CC on energy uses
- Conversion of part-time Operator to full-time
- Liquor License Renewal Report
- Working on potential long-term rental with Hill City Baptiste Church
- Ice storm management
- Preparation for our annual Easter Egg Hunt April 19, 2025 at 11am

## **OPERATIONAL**

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance – ongoing
- Set-up of facility rentals
- Warsaw CC had a roof leak from ice build up and a propane leak caused by falling ice and snow on to the supply lines. Corrective actions were taken.
- Warsaw CC ice taken out
- Douro CC had the 30hp motor fail in the compressor room along with an internal component with the ammonia gas. We were able to get repaired in a timely manner without losing the ice
- Douro CC ice taken out
- Park and municipal property inspections post ice storm

- Doyle Tree Service was in to help clean up the Municipal Office, Dr. Munroe Park and the Firehall Playground

### **CAPITAL PROJECT UPDATES**

- 2025 Pre-approved floor machines for Douro and Warsaw Community Centres – Completed
- Back Dam Survey – Surveyor to be on site April
- Picnic Tables – acquiring pricing
- Tennis/Pickleball Court Windscreen – Waiting to hear back on timing of completion
- North Park Parking Lot Expansion – Originally estimated to start beginning of May, will be reevaluated with Storm clean up activities.
- Warsaw CC Windows – Ordered and waiting for a installation date.

**Report Approval Details**

Document Title:	Committee of the Whole Feb - Mar, 2025 - Recreation Facilities-2025-04.docx
Attachments:	
Final Approval Date:	Apr 10, 2025

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

Todd Davis



This report includes call data (from February 1<sup>st</sup> to March 28<sup>th</sup>), as well as department updates from Douro-Dummer Fire Services for the same period.

**Overview:**

- Training included:
  - First Responder & Basic Life Support
  - Pump Operator
  - Ice Water Rescue Practical Skills
  - Rapid Intervention Team
  - Safety in the Fire Service – various topics
  - Wildland Fires
  - Begin Pump Operations Certification Course through OFM Learning Contract (class of 10)

**Fire Department Vehicle Information:**

- Car1 – Replace charged air cooler
- Pump 4 – Emergency light repairs
- Tank 4 – Roll-up door repairs

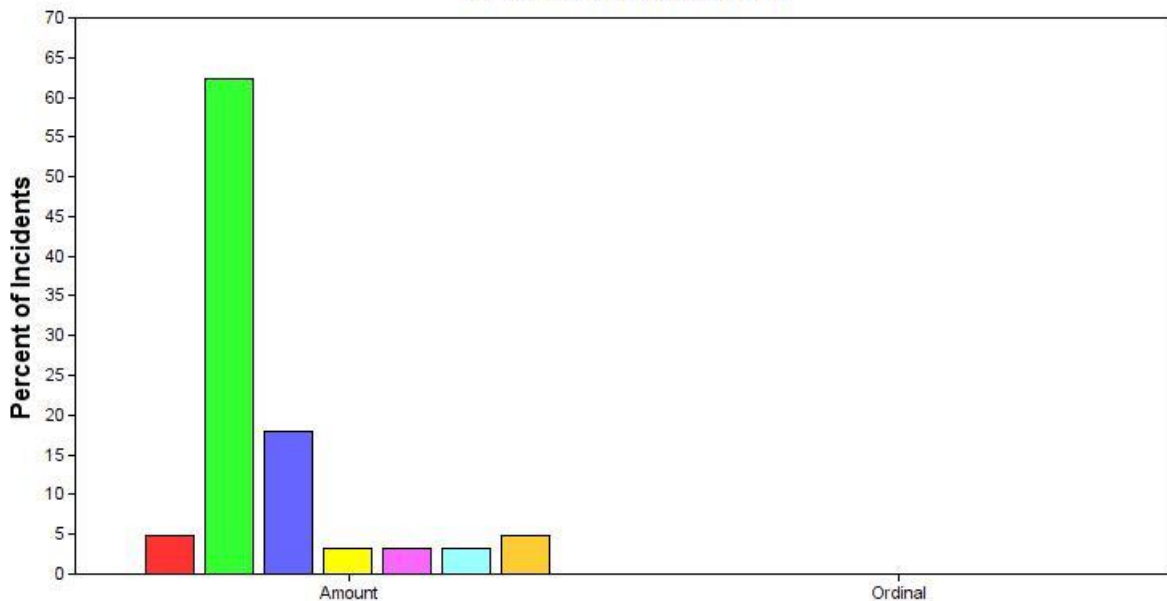
**Fire Administration Specific:**

- Participate with various internal meetings, Ontario Association of Fire Chiefs (OAFC) Rural Suburban Committee Meetings, C.O.W, EOETA executive meetings, County Fire Chiefs meeting, Emergency Management meetings, and Environment Canada Meetings
- Test new Dry Hydrant on Television Road
- Paging project
- Coordinate for Provincial Election at Fire Station 5
- Host Firefighter Annual Awards and Appreciation dinner
- Officers Meeting
- Two firefighter retirements
- Coordinate new Bunker Gear Extractor installation into Stations
- Review and work with external agencies regarding two new Dry Hydrants – Donwood and County Road 6 - White Lake area
- Participate with building/zoning application review inspections where applicable
- Classroom visits for Fire Prevention at both elementary schools - grades 2-4
- Attend Mutual Aid Coordinator Information Sessions
- Home Escape planning and book reading at library.
- Staff attended report writing training
- Update Township Emergency Management Webpage

**Fire Response Specific:**

- There were 61 calls for help from February 1<sup>st</sup> to March 28<sup>th</sup>, 2025, 81 station deployments, and 135 apparatus responses. Medical calls accounted for 62% of our calls.

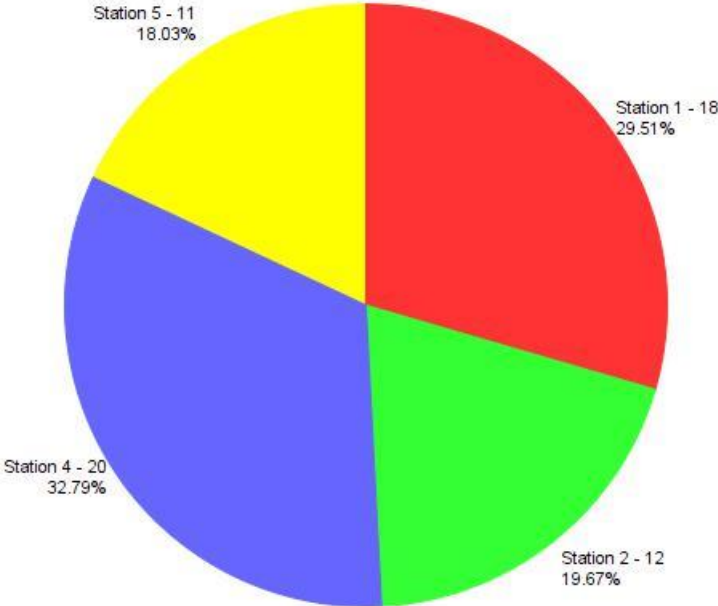
*Totals by Type (grouped)*  
 From Feb 1 25 to Mar 28 25



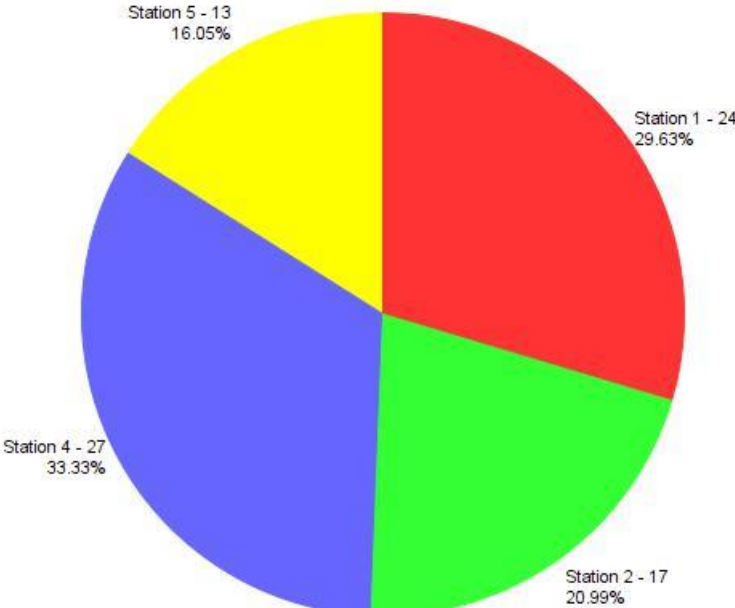
■ FALSE FIRE CALLS - 4.92    ■ MEDICAL/RESUSCITATOR CALL - 62.30    ■ OTHER RESPONSE - 18.03  
 ■ PRE FIRE CONDITIONS/NO FIRE - 3.28    ■ PROPERTY FIRES/EXPLOSIONS - 3.28    ■ PUBLIC HAZARD - 3.28  
 ■ RESCUE - 4.92

- “Other Response” call types included in this graph are Automatic Aid, Mutual Aid, Public Service, Assist other Agency, and Cancelled on Route.

***Totals by Primary Station***



***Totals by Station - Includes Support Calls***



**Report Approval Details**

Document Title:	February and March Departmental Report - Fire Chief-2025-03.docx
Attachments:	
Final Approval Date:	Apr 9, 2025

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

Martina Chait-Hartwig

Todd Davis

## **Departmental Update February – March, 2025:**

### **Administrative:**

- Attend quarterly public works manager meetings
- Prepare procurement tender specifications
- Participate in weekly management meetings
- Recruitment of equipment operator
- Committee of the whole report
- Update meetings with CAO
- Attend road supervisor executive meetings
- 2025 budget meetings
- Reviewing lease agreement - Waste Connections
- Pre - consultation meetings
- Respond to concerns and inquiries from the public
- Participate in County garbage upload meetings

### **Training:**

- Attend Report Writing Workshop at Douro Community Center

### **Operational:**

- Responded to 12 winter events in February and 4 winter events in March
- Monthly meetings with PW staff, discuss work schedules and future projects
- Repaired and replaced regulatory signs, street and 911 signs
- Warsaw and Douro Public Works shop and yard clean up
- Moved snow at Firehall #5
- Complete winter and regulatory road patrols
- Removed snow buildup, thawed frozen scale with heaters at transfer station
- Processed firewood for boiler
- Removed snow in the villages of Douro (x2) and Warsaw (x2)
- Clean and completed maintenance and repairs on vehicles and equipment
- Steamed various culverts, fixed washouts, cleared ditches to avoid flooding
- Hand brushing at various locations – fallen trees, sightlines, sign visibility
- Moved snow at Douro and Warsaw arenas
- Initiated seasonal changeovers, removing plows, sanders, etc.
- Installed half load signage on Township roads
- Patching as weather permits
- Installed sweeper on tractor, Install water tank on truck
- Started sweeping in Donwood and Douro
- Respond to ice storm, brush clearing from roadways

**Health & Safety:**

- Ensuring that all necessary health & safety precautions are in place and are being consistently adhered to

**Waste Management Division:**

- Extended hours at Transfer Station – Free disposal of storm related brush
- Hall's Glen Transfer Station continues to operate with all necessary health & safety precautions in place and is functioning well
- Household Hazardous Waste Events are May 24<sup>th</sup> and August 16<sup>th</sup>, 2025, Events run from 10:00 am - 2:00 pm, each day

**Report Approval Details**

Document Title:	Public Works Update - Public Works-2025-02.docx
Attachments:	
Final Approval Date:	Apr 9, 2025

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

Martina Chait-Hartwig

Todd Davis

### Building

- Year-to-date permit submissions on par with 2024
  - Approximately 11% new residential, 30% sewage, 40% accessory structures, 20% addition/renovations
- Currently 11 permit submissions under review with an additional 8 waiting on the applicant to provide further information
- 6 active enforcement files
- Notices for properties located within the Source Water Protection Area that are regulated under the Mandatory Sewage System Maintenance Inspection Program will receive notices within the next few weeks.
- A report, addressing the requests of Resolution 426-2024, regarding the Discretionary Sewage System Maintenance Inspection Program is scheduled to be presented at the May 6, 2025, Regular Council Meeting

### Planning

- Recruitment for the open position in the Planning Department has come to a successful close.
  - The new Township Planner will start at the end of the April
- The Township has hosted 9 pre-consultations and attended 1 County led pre-consultation
- The Department has received the following new planning applications
  - 6 consents
  - 2 zoning by-law amendments
  - 1 minor variance



**Report Approval Details**

Document Title:	Committee of the Whole - April 2025 - Building Department-2025-03.docx
Attachments:	
Final Approval Date:	Apr 9, 2025

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

Martina Chait-Hartwig

Todd Davis

The following provides an update on recent work completed by the Finance Department:

- 2025 Budget
  - The budget was passed by Council on March 4, 2025.
  - After the budget is passed, staff upload the final budget into our financial system and provide managers with reports.
  
- Current Projects
  - Online Payments – we have finished the development of the new site and are currently testing. We are also developing a communication strategy for residents to know the new processes.
  
  - Phone System – this project was on hold while Mike Garside was on leave.
  
  - Asset Retirement Obligation (ARO) Study – this study was completed and satisfied the requirement for the 2023 Audit.
  
  - Electronic Invoice Approval System – I contacted the references provided by StoneShare and both recommended the software for accounts payable workflows. We will be meeting with the consultant soon to finalize scope and timeline of the project. Early estimates are for this project to begin in June after the 2024 Audit but we will also have work to complete for the Asset Management Plan. The internal deadline for this project is December 31<sup>st</sup> so we can begin 2026 with the new process in place.
  
  - Finance Software – it was communicated in previous reports that support for our financial system, Great Plains, will be discontinued at the end 2030. The County of Peterborough is going to be issuing a request for information on potential new software solutions. This will give us a much better understanding of potential future costs and replacement options.
  
- 2023 Audit
  - The audit is complete and the statements were presented at the April 15<sup>th</sup> Council meeting.
  
- 2024 Audit
  - Scheduled for May 12-16, 2025.
  - We would like to present statements to Council at the June 17<sup>th</sup> Council meeting but this may be too quick of a turnaround after the audit but they will be presented at the summer meeting on August 5<sup>th</sup> at the latest.

- Trent Intern
  - Our Trent intern, Triniti Stone, completed her semester with us. Triniti completed a review of our budget document and compared it to the Government Finance Officer's Association Budget Document Award requirements. She identified some areas where we could improve our document, and we will be implementing those improvements in the 2026 budget document.
  
- 2025 Ice Storm
  - I have been participating in the Emergency Operation Committee meetings to ensure all costs are understood.
  - Systems have been setup to be able to track all costs. Most cost recovery programs only provide recovery for costs that are over and above costs we would have incurred without the storm. This means that staff time spent doing cleanup during regular hours is not eligible, only the overtime.
  
- Grants
  - HydroOne Storm Cost Recovery – we are currently completing an application to recover some costs incurred to date. The program is for up to \$10,000.
  
- Investments/Market Update
  - Most of our investments are in GIC's and therefore have not been impacted from the stock market fluctuations.
  - However, interest rates have been falling, and we will monitor our investments and interest being earned on cash balances.
  - The tariffs are also being monitored so any impacts can be considered in future budgeting and procurement decisions. At this point it is unclear what the direct impact of tariffs will to the Township; however, the news on this front is constantly changing so it will continue to be unclear what the short and long-term impacts will be.

**Report Approval Details**

Document Title:	Finance Department - April 2025 - Treasurer-2025-09.docx
Attachments:	
Final Approval Date:	Apr 10, 2025

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

Martina Chait-Hartwig

Todd Davis

## **Clerk's Department Report – February 2025 to April 2025**

### Legislative Services:

So far in 2025, there have been:

- 6 Regular Council Meetings
- 1 Committee of Whole Meeting
- 5 Special or Closed Session Council Meetings
- 1 Committee of Adjustment Meetings

For the months of February, March and the beginning of April, 2025:

- Public Inquiries and Requests: The Department has been actively responding to various inquiries and requests from the public and stakeholders.
- Prepared agendas and minutes for a variety of Council and Committee meetings.
- Peterborough County Police Services Board has held three meetings and a draft budget has been presented. A staff member from the County of Peterborough has been appointed as the Board Administrator.
- Lottery Licenses: The Department issues lottery licences under the Lottery Licence By-law. Two licences have been issued in 2025.
- Records Management:
  - Staff undertook document destruction in January focusing on financial documents that had reached the end of the retention cycle. The next focus will be on aged correspondence, RFPs and facility rental contracts.
  - Staff have been in contact StoneShare to review the project plan for the Township's new Electronic Document and Records Management System. This project will kick-off later in the year once recruitment for the Corporate Services Assistant is complete.
- The Department received seven FOI in 2025. Four of those are closed and three are in progress. There have also been four applications submitted which are being held until the application fees are received.

- Planning Department Support: Support to the Planning Department with the execution of various agreements and legal requirements for Planning Act Applications on an as-needed basis.
- There have been two Complaints submitted in 2025. Both files have been closed.
- The Department will be hosting its first wedding ceremony of 2025 in May.
- The Department has implemented a new internal system to schedule and track upcoming reports for Council and Committees. This system will assist in creating balanced meeting agendas and improve the workflow for the Management Team.
- Staff have been attending webinars regarding the upcoming redesign of eScribe, which is the system we use to create and publish meeting agendas.

#### Departmental Project Updates:

- Prepared various reports to Council and Committees and associated Polices, By-laws and other matters.
- The Department along with IT have kicked off the upgrades to the AV system in the Council Chambers project. Once timelines have been solidified, a status update will be presented to Council.
- The Department hosted a Student Intern from Ontario Tech University for the Winter Term. Tammy has undertaken a review of Policy No. 18 – The Opening and Improvement of Road Allowances. This Policy is from pre-amalgamation and is no longer efficient and effective for the municipality. Tammy will be presenting her report at this COW meeting.
- The Township has 250 subscribers on YouTube, 588 followers on Facebook (102 new followers since last report) and 303 followers on Instagram (30 new followers since last report).
- Organized a full day report writing workshop for staff which took place on March 26, 2025. We opened the registration to all municipalities in the County and we had over 40 participants register. We will continue to look for training opportunities that we can host and share with neighbouring municipalities.

- Staff have been in contact with GDH (website provider) regarding the anticipated upgrades to the Township website. This project will kick-off in May with a launch date of September.
- Attended a series of webinars hosted by the Institute of Public Administrators regarding Navigating AI in the Public Sector. Also attended an event hosted by the Town of Port Hope regarding AI and new technologies in the municipal sector.
- Participated in the recruitment process with the Building Services Department in the successful recruitment of a new Planner.
- Participated in the Emergency Operation Centre meetings regarding the ice storm. Supervised warming centre in Townhall and emergency communications to the public.
- Participating as a Mentor for the AMCTO Mentorship Program 2024-2025.
- Sitting on Zone 5 AMCTO Executive. Continuing to sit on the AMCTO Legislation and Policy Committee for 2024-2025.
- Continue to be the Chair of Kawartha Municipal Administrators Association (previously the Peterborough Clerks and Treasurers Association).
- Currently attending a leadership course hosted by the Ontario Municipal Administrators Association (OMAA) and Schulich School of Business.

Upcoming Projects:

- Review of Council Code of Conduct and Staff-Council Relations Policy
- Review of Policy Manual
- Review of Election Signs By-law
- 2026 Election Planning

**Report Approval Details**

Document Title:	COW - Clerk's Department - February to April 2025 - Clerk's Office-2025-10.docx
Attachments:	
Final Approval Date:	Apr 11, 2025

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

Todd Davis



## **Monthly Activities – Chief Administrative Officer**

### Administrative:

- Facilitated weekly department head meetings and one on one meetings with all members of the management team to deal with any issues.
- Responded to several calls and held in-person meetings with residents related to township governance matters, services delivered, or property related concerns.

### Human Resources:

- Participated with the Building Services Department in the successful recruitment of a new Planner – completed.
- The IT Coordinator has returned to work with full duties after a brief personal medical leave.
- Authorized an early return for our spring / summer seasonal labour where feasible for our Public Works and Parks staff to assist with 2025 Ice Storm clean up.
  - We have called back our returning seasonal labour approximately 1 month early. (2 – 3 staff).
- Authorized hiring a temporary casual labourer for the Public Works department to assist with 2025 Ice Storm clean up.
- Authorized staff training in report writing facilitated by our Legislated Services Department.

### Township Specific work:

- Prepared an appropriate Request for Proposal for contracting a qualified project manager to move forward the Warsaw Joint Public Works / Fire Station project.
- Received a proposal for the extension of our curbside waste collection contract to align with the timelines requested by Peterborough County related to their potential procurement of curbside waste collection services.
  - Contract extension proposal to come forward to a May Council meeting for Council consideration.

- At the Townships direction, local engineering consultants, Cambium and Engage Engineering are working on completing the required work to support an upcoming site plan application to Peterborough County for development of a joint Public Works / Fire Station to be located at 1422 County Road 4.

Township – Regional Representation:

- Engaged with the Peterborough County Economic Development Department.
  - Participated in the monthly Peterborough County Economic Development Advisory Committee meetings
  - Attended the monthly Economic Development Officer round table meeting.
- Participated in monthly Peterborough County CAO meetings.
- Participated on the selection committee for the procurement of renewed legal services contracts led by Peterborough County for the County and participating lower tier Townships.
  - Report to Council will be forthcoming on this matter.
- Anticipate the following activities this quarter in partnership with other townships:
  - Update to the Peterborough County Procurement MOU
  - Release of the Waste Collection RFP By the County and which we are currently participating
- Supported the Township of Selwyn’s request for their Young’s Point signage location. Ultimately this location was not selected by Selwyn after they further consulted with the MTO.

**Recommendation:**

That the report C.A.O.-2025-07, dated April 16, 2025, regarding the strategic plan implementation update be received for information.

**Overview:**

The Township of Douro-Dummer Strategic Plan 2023 – 2027 was approved by Council May 7, 2024, and requires a plan for implementation and monitoring. Since the Plan was approved, the implementation plan development process was paused due to staff turnover and the Township’s overall workload.

Staff have prepared a draft plan for implementation for discussion and consideration by Council. The draft implementation plan (**attachment 1**) includes thirty-eight (38) different actionable items categorized on a timeline that includes near, mid and longer terms. For reference, near term are intended for actions that take place between 2023 – 2025, mid term refer to actions scheduled for 2025 – 2026 and longer term refer to actions scheduled for the end timeframe of the plan 2026 – 2027.

The chart below identifies the number of actions from each category:

Action timeline	Number of Actions
Complete or implemented	5
Near Term	13
Mid Term	13
Longer Term	7

Staff have accomplished 5 actions from the implementation plan and in most cases have funded and scheduled all near term actions through the 2025 budget. Based on the Township’s anticipated work plan through the balance of the year, all projects are on track and expected to meet the timelines established for completion. All other actions have been incorporated into staff work plans for future years.

With Council endorsement of the draft implementation plan, staff will bring back a future report with proposed full costing and key performance indicators and move forward with quarterly update reports that inform Council and the public progress on realizing the strategic plan.

**Conclusion:**

The Township of Douro-Dummer Strategic Plan 2023 – 2027 with draft implementation plan provides a series of actions to ensure that the community realizes the core purpose, vision, mission and core values of this plan as approved by Council.

**Financial Impact:**

With the endorsement of the Strategic Plan and its draft implementation, staff will move forward with developing full costing. There are 18 either complete or near-term actions that already have budget approval and are on track for completion. The remaining 20 actions are subject to Council consideration and funding.

The graphic is titled "Township of Douro-Dummer Strategic Plan 2023-2027". It features three main sections, each with an icon and a brief description:

- Service Modernization and Innovation**: Accompanied by an icon of a computer monitor with a gear and a document. The text states: "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**: Accompanied by an icon of two hands shaking. The text states: "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**: Accompanied by an icon of a person standing next to a building with a star above it. The text states: "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."

	Objectives	Actions	Timeline	Comments/Cost	Current Status	Next Steps	Staff Assigned
1 Service Modernization and Innovation	1.1 Continue to modernize and improve services, processes, and outcomes for our community.	Review the service delivery review and find the best ideas and bring them back to the top of the priority list.	Near Term	Included in the CAO's workplan for delivery by Q-3 2025	Implementation of the SDR was stalled due to staff turn over	Review the implementation status of all items identified on SDR and report to Council.	CAO
		Review our standard operating procedures and seek out opportunities for efficiencies.	Longer Term	To be included in a future Legislated Services work plan	Not initiated to date.	Consider for the 2027 workplan	Legislative Services
		Review township budget - and determine if any surplus could be allocated to highest priority items.	Near Term	Incorporated into the 2025 budget process	Implemented	Implemented	Legislative Services & Treasurer
	1.2 Update our website with a cleaner interface and easier access to information.	Ensure material is created in a digital and accessible format so that it can be easily uploaded to the website.	Near Term	2025 website project involves transtion to a more user friendly platform to support staff	Project funded in Q-4 2024 with budget pre-approval of \$20,000 to ensure pricing.	Work is schedule to begin in Q-2 2025	Legislative Services
		Create Township LinkedIn account	Near Term	Implemented	Implemented	Implemented	IT Department
		Create Township Content and Style Guide.	Longer Term	Develop an manual to ensure consistency and accessibility of our documents	To be included in a future Legislated Services work plan	Consider for the 2026 workplan	Legislative Services
		Conduct click tests on website to ease of finding information.	Near Term	Included in the 2025 website project.	Project funded in Q-4 2024 with budget pre-approval of \$20,000 to ensure pricing.	Work is schedule to begin in Q-2 2025	IT Department
		Make use of communication channel through Chamber of Commerce and other business associations.	Near Term	Consider partnership with the Chamber for local business forum activites	Postponed Chamber of Commerce - Coffee in the County due to state of emergency.	Reschedule Chamber of Commerce - Coffee in the County.	CAO
	1.3 Maintain a document management and retention system with a focus on public accessibility.	Establish Budget and - complete RFP process.	Near to Mid Term	Project awarded to Stone Share. Project budget is \$22,500 annually forr 3 years.	Complete	Complete	Legislative Services
		Work with vendor to create and roll out a plan.	Mid Term	Plan to implement the document management and retention system is complete and on a 3 year timeline	Project launch Q-3 2025	Initiate work and start the implementation of the document management system for the first third of the corporation.	Legislative Services
		Define parameters and define format for digital document management.	Mid Term	Included as part of the project			Legislative Services
		Create User Manual and training materials for new employee onboarding.	Long Term	Included as part of the project			Legislative Services
	1.4 Provide online community engagement where residents can sign up to receive information.	Develop roll-out plan - start with email & "sign-up" to get notifications from Township.	Mid term	The public can sign up to the township social media channels for timely information and to the Township newsletter	Complete	Complete	Legislative Services
		Research and benchmark best practices in this space (costs, platform, options etc).	Mid Term	Research digital engagement platforms to determine viability and costs	Not initiated to date.	Bring forward report to Council with findings and costs for consideration.	Clerks Department & IT Department
		Hire a communications lead? half comms/half records new hire.	Near Term	FTE position approved in the 2025 budget as the Corporate Services Assistant	Job Description and job posting are being prepared.	Anticipated recruitment Q-3 2025	Legislative Services
		Provide opportunities for public engagement both digitally and in person	Near Term	In person engagement has been established. Digital engagement to be considered	Coffee with Council event held Q-4 2024	Future in person event anticipated in Q-3 2025	Legislative Services

	Objectives	Actions	Timeline	Comments/Cost	Current Status	Next Steps	Staff Assigned
<b>2 Business Attraction, Expansion, and Retention</b>	<b>2.1 Promote our Township through story-telling about who we are, what we do, and our brand identity.</b>	Rethink our social media strategy.	Mid Term	Strategy development could be done in collaboration with Peterborough County Communications	Needs to be assigned to staff and included in a future work plan	Not initiated to date.	CAO & Legislative Services
		Better tell our story on trails including a paddling trail.	Mid Term	Opportunity to work with community partners and Peterborough County Tourism staff to develop.	Needs to be assigned to staff and included in a future work plan	Not initiated to date.	CAO
		Seek OMAFRA RED program funding.	Mid Term	RED funding supports projects for Economic Diversification and Competitiveness and Strategic Economic Infrastructure	The Rural Economic Development funding steam is currently closed	Anticipate this funding program opening in 2025. 1 - 2 projects to be developed and ready for application to the program.	CAO & Finance Department
		Provide additional information on the website to highlight areas of interest - strengthen brand identity through storytelling - digital and other avenues.	Mid Term	Opportunity to work with community partners and Peterborough County Tourism staff to develop.	Needs to be assigned to staff and included in a future work plan	Not initiated to date.	CAO & Legislative Services
	<b>2.2 Improve community signage.</b>	Signage inventory/evaluation - upgrade, change, missing, keep etc	Mid Term	Signage inventory task to be included in the 2025 work plan. Inventory to be used to identify signage requiring immediate replacement due to damage.	Field work to be assigned for Q-3 2025.	Report to Council the condition of our current signage inventory identifying any signs requiring replacement and the estimated costs associated. Expected Q-4	CAO
		Revise existing signage and create new to promote areas of interest.	Long Term	Project has been identified but not included on the 2025 work plan	Signage discssions have been held at the Peterborough County Economic Development Advisory Committee.	Continue to engage with Peterborough County Economic Development on signage and monitor granting channels for funding opportunities for support with new signage.	CAO
		Differentiate between directional signs and tourism type signs and beautification.	Long Term	Project has been identified but not included on the 2025 work plan			CAO
	<b>2.3 Prepare for the completion of our comprehensive Zoning By-law, in order to ensure that land is properly zoned and designated for commercial and industrial development.</b>	Need Official Plan to be approved.	Near Term	The Comprehensive Zoning By-law implements the policies of the Official Plan. Can not initiate this project until the plan is approved by the Province of Ontario.	The Peterborough County Official Plan is currently being prepared for resubmission to the province for approval.	The revised Peterborough County Official Plan will come to County Council for approval.	Peterborough County
		Begin RFP process to be ready when the Official Plan is approved.	Mid Term	Funding to hire the appropriate land use Planning consultant for this project has been reserved in anticipation of the Official Plans eventual approval.	Project on hold	RFP to be developed when the project is no longer on hold.	Planning & Finance Departments
		Look at opportunities to partner with neighboring townships to potentially cluster our best bets for businesses to attract.	Mid Term	Incorporate into the projects RFP that the consultant identify potential opportunities for consideration.	Project on hold	RFP to be developed when the project is no longer on hold.	Planning & Finance Departments
	<b>2.4 Provide incentives to new and growing businesses while ensuring existing businesses have opportunities to flourish.</b>	Update and maintain an internal list of businesses in the Township.	Long Term	Work in collaboration with the Peterborough Economic Development Department to identify and leverage any business information they have or intend to gather.	Needs to be assigned to staff and included in a future work plan	Consider for the 2026 workplan	Not assigned
		Identify focused opportunities in targeted sectors e.g., Agriculture tour, artisan promotions.	Mid Term	Work in collaboration with the Peterborough Economic Development Advisory Committee and Department to identify and leverage opportunities for Township businesses.	Anticipate hosting a future agriculture sector forum in the future.	Pursue further opportunites for activites that support agriculture and tourism in Douro Dummer	CAO

	Objectives	Actions	Timeline	Comments/Cost	Current Status	Next Steps	Staff Assigned
		Identify programs where Township can support/promote, through social and business community stakeholders, etc.	Mid Term	Work in collaboration with the Peterborough Economic Development Advisory Committee and Department to identify and leverage opportunities for Township businesses.	Not initiated to date.	To be included in upcoming discussions with Peterborough County Economic Development	CAO & Legislative Services

	Objectives	Actions	Timeline	Comments/Cost	Current Status	Next Steps	Staff Assigned
<b>3 Infrastructure Renewal</b>	<b>3.1 Prioritize roads where surface treatments are obtainable, and upgrade roads based on regular needs assessments.</b>	Ongoing monitoring of 10-year roads plan.	Near Term	On-going activity and incorporated into the 2025 Budget - Roads Needs Study	RFP open for a comprehensive Roads Needs Study - closes April 22	Review the RFP's and bring forward a report to Council.	Public Works Department
		Determine costs associated for each of the upgrades.	Near Term	Anticipated that the Roads Needs Study will identify opportunities and costs for maintenance and potential upgrades.			Public Works Department & Finance Department
	<b>3.2 Put an actionable and measurable plan in place to replace or repair aging infrastructure of all Municipal facilities.</b>	Inventory of assets - lifecycle etc.	Near Term	This work is supported through 2 separate projects: the Comprehensive Roads Needs Study and the Facilities Maintenance Study and Plan	RFP open for a comprehensive Roads Needs Study - closes April 22 . Facilities RFP in development	Review the RFP's and bring forward a report to Council to award. Launch facilities RFP	Finance Department & Public Works & Recreation Services
		Development of Joint facility (public works, fire etc.).	Near Term	Long standing capital project	Staff are working towards preparing a site plan.	Complete the Site plan process and initiate an RFP for design build services.	CAO & Public Works Manager & Fire Chief & Treasurer
		Recreation Master Plan update and follow up on facility feasibility decision.	Mid Term		There are 2 supportive studies being conducted in 2025 that will assist future recreation master planning. Facility Management Plan and Facility Energy Efficiency Plan.	Requires a funding source for the master plan and will be included in a future budget process for Council consideration.	Manager of Recreation Services
		Consider Fire Master-Plan recommendations.	Near Term	Fire Services Master Plan has been endorsed and requires both an implementation plan and full costing	Plan endorsed, implementation plan to be developed in 2025	Implementation plan to be developed with costs and presented to council for approval.	CAO, Treasurer and Fire Chief
	<b>3.3 Make asset management a core focus of the budget process to ensure funds are being dedicated to improvement and maintenance of infrastructure.</b>	Bring audits up to date.	Near Term	Action has been accomplished and audits are now up to date.	2023 Audit presented to Council April 16, 2025	2024 Audit scheduled for Q-2 2025.	Treasurer
		Ensure that financial information is available to the public.	Near Term	All up to date financial information is available on the Township website	Implemented	Implemented	Finance Department
		Create public education documents for website and social media regarding Asset Management.	Longer Term	Improve resident and public understanding of asset management	Needs to be assigned to staff and included in a future work plan	Consider for the 2026 workplan	Finance Department



April 1, 2025

Hi Martina:

Can you please add a discussion on bylaw 2023-57, noise bylaw. I have had more than one discussion with a rural ratepayer about complaints about his dogs barking. The bylaw speaks to exemptions for farm animals but nothing for domestic ones. It reminds me of the bylaw Lakefield passed years ago that made it unlawful for birds to sing before 5:00 AM.

I believe there should be some differential between rural and urban noise complaints for domestic animals.

If you need more or an edit, please let me know.

Thank you, Tom

## The Corporation of the Township of Douro-Dummer

### By-law Number 2023-57

#### A By-Law to Prohibit and Regulate Noise Within the Township of Douro-Dummer and to Repeal 2003-59

**Whereas** Section 129 of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto enables the councils of local municipalities to prohibit and regulate noise within the municipality;

**And Whereas** Section 425 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, provides that by-laws may be passed by a municipality to provide that a person who contravenes a By-law of the municipality passed under the Municipal Act, 2001 is guilty of an offence;

**And Whereas** Section 426 of the Municipal Act, 2001, S.O., c. 25 as amended, provides that no person shall hinder or obstruct, or attempt to hinder or obstruct any person who is exercising a power or performing a duty under a By-law passed under this Act;

**And Whereas** Section 436 of the Municipal Act, 2001, S.O. 200, c. 25 as amended, provides that a municipality has the power to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether a By-law of the municipality passed under the Act is being complied with;

**And Whereas** Section 444 of the Municipal Act, 2001, authorizes municipalities to make orders requiring the person who contravened the By-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity;

**And Whereas** Noise pollution has a negative impact on the quality of life for the residents of the Township of Douro-Dummer.

**Now Therefore Be It Resolved** that the Council of The Corporation of the Township of Douro-Dummer hereby enacts as follows:

#### 1. Definitions

In this By-law:

- 1.1. **Construction** means the erection, alteration, repair, dismantling, maintenance, land clearing, earth moving, excavation, blasting, road building, equipment installation and alteration, and including any work in connection therewith.
- 1.2. **Construction Equipment** means any equipment or device designed and intended for use in Construction or material handling, including but not limited to, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, forklifts, cranes, derricks, loaders, scrapers, pavers, generators, off-Highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders, or other material handling equipment.
- 1.3. **Conveyance** includes a vehicle and any other device utilized to transport a Person or Persons or goods from place to place but does not include any such device or vehicle if operated only within a building.

- 1.4. **Council** means the elected Municipal Council of The Corporation of The Township of Douro-Dummer.
- 1.5. **Electronic Device** means a device intended primarily for the production, reproduction or amplification of sound, including, but not limited to, any musical instrument, radio receiver, television receiver, recorder, phonograph, loudspeakers, amplifiers, microphones or reproducers or any combination of such equipment, including devices used in the reproduction of music, speech or other sounds.
- 1.6. **Emergency** means a sudden and unexpected occurrence demanding immediate action to prevent possible injury, loss of life or substantial property damage.
- 1.7. **Government Work** means the construction, rehabilitation or maintenance work conducted by the Municipality, the Province of Ontario, the Government of Canada and any of its agencies or agents including the operation of motor vehicles and equipment actually engaged in the work.
- 1.8. **Highway** as defined in the Highway Traffic Act, R.S.O. 1990, c. H.8.
- 1.9. **Motor Vehicle** as defined in the Highway Traffic Act, R.S.O. 1990, c. H.8.
- 1.10. **Motorized Conveyance** means a conveyance propelled or driven otherwise than by muscular, gravitational, wind power or electrical power.
- 1.11. **Municipality** means the Corporation of the Township of Douro-Dummer.
- 1.12. **Noise Exemption Application** means an application requesting to be exempt from the Noise By-law or portions thereof, as amended.
- 1.13. **Noise Mitigation Plan** means a plan as required and approved by Council that addresses the mitigation of sound not in compliance with the requirements of this By-law from planned events or activities.
- 1.14. **Normal Practice** means the noise associated with performing a task that is typical or common practice.
- 1.15. **Officer** means a Person appointed by Council as a Municipal Law Enforcement Officer, or a Police Officer, or other individual duly appointed to enforce this By-law.
- 1.16. **Owner** means the registered Owner of the land and includes a trustee acting on behalf of the registered Owner, the estate of the registered Owner and a Person with a leasehold interest in the land.
- 1.17. **Person** means an individual, corporation or other legal entity.
- 1.18. **Point of Reception** means any point on the Premises of a Person, where sound is heard, the source of which does not originate from the same property.

- 1.19. **Power Equipment Device** means any tool, equipment or machinery that is used in the servicing, maintenance or repair of lawns, gardens and property maintenance, and includes lawn mowers, edge-trimmers, rototillers, pressure washers, and hand operated power tools, including but not limited, to chainsaws, chippers and leaf blowers.
- 1.20. **Power Outage** means the hydro service normally provided to a property is temporarily unavailable for any reason other than the termination of the service for lack of payment.
- 1.21. **Premises** means land and includes the buildings and/or structures thereon.
- 1.22. **Statutory Holiday** as defined in the Retail Business Holiday Act R.S.O. 1990, Chapter r.30 and includes Family Day.
- 1.23. **Unreasonable Noise** means sound that can be heard at a Point of Reception that unreasonably interferes with the comfort, peace, rest, enjoyment, or convenience of any reasonable Person. The making, allowing, creation or maintenance of loud, unnecessary, or unusual noises which are continuously heard for a period of thirty (30) minutes or more or intermittently over a period of one (1) hour or more, constitute Unreasonable Noise.

## **2. Unreasonable Noise**

- 2.1. No Person shall make, cause or permit the creation of Unreasonable Noise, resulting from an act listed in Schedule "A" of this By-law that is clearly audible at a point of reception anywhere within the Municipality at any time.
- 2.2. Without limiting the generality of Section 3.1 of this By-law, noise is deemed not to be unreasonable if resulting from an act or emanating from the use of a device described within Sections 4.0 - 8.0 inclusive, in accordance with the regulations contained herein.

## **3. Construction**

- 3.1. No Person shall cause or permit the emission of sound resulting from the operation of Construction Equipment or any Construction, that is clearly audible at a Point of Reception;
  - 3.1.1. between the hours of 7:00 p.m. of one day to 7:00 a.m. of the next day; or
  - 3.1.2. before 9:00 a.m. and after 7:00 p.m. on Sundays and Statutory Holidays;
  - 3.1.3. or at any time without an exhaust or intake muffling device in good working order.

## **4. Power Equipment Device**

- 4.1. No Person shall cause or permit the emission of sound from a Power Equipment Device including, but not limited to, a lawn mower, grass trimmer, leaf blower or chainsaw; that is clearly audible at a Point of Reception;

4.1.1. between the hours of 9:00 p.m. of one day to 7:00 a.m. of the next day;

4.1.2. or at any time without an exhaust or intake muffling device in good working order.

## **5. Electronic Device**

5.1. No Person shall cause or permit the emission of sound from an Electronic Device including, but not limited to, radio, speaker, television, loud speaker or musical instrument, that is clearly audible at a Point of Reception;

5.1.1. between the hours of 11:00 p.m. of one day to 7:00 a.m. of the next day.

## **6. Noise from Human**

6.1. No Person shall cause or emit noise created by yelling, shouting, hooting or similar noises made by a human, that is clearly audible at a Point of Reception;

6.1.1. between the hours of 11:00 p.m. of one day to 7:00 a.m. of the next day.

## **7. Generator**

7.1. No Person shall cause or permit the emission of noise from the continuous operation of a generator or inverter that is clearly audible at a Point of Reception, for the purposes of providing non-emergency hydro.

7.2. Section 8.1 shall be deemed not to apply to the following:

7.2.1. test operation, operation during a power outage or emergency situation;

7.2.2. the use of a generator conducted under a valid building or demolition permit issued by the Municipality and during permitted hours;

7.2.3. where a valid Noise Exemption Permit has been issued by the Municipality.

## **8. General Provisions**

8.1. Notwithstanding Sections 4.0 through 8.0 inclusive, no person shall emit or cause or permit the creation or emission of noise resulting from an act listed in Schedule "A" attached hereto, and forming part of this By-law, that is clearly audible at a point of reception anywhere within the Municipality.

## **9. Exceptions**

9.1. Despite any other provision of this By-law, it shall be lawful to emit, cause or permit the emission of sound from:

9.1.1. Police, Fire, Ambulance or other emergency vehicles or any measures undertaken in an emergency for the immediate health, safety, or welfare of the inhabitants;

- 9.1.2. Preservation of property during an emergency; sounds associated with construction or repair work which is required urgently in order to prevent severe damage to buildings or property;
- 9.1.3. Persons or organizations who have received a Noise Exemption Permit or for an event sanctioned by Township of Douro-Dummer;
- 9.1.4. Operation of bells, chimes, carillons and clocks in connection with any place of worship, religious service or any public buildings;
- 9.1.5. The operation of vehicles, equipment and Construction Equipment when utilized for, the clearing of snow from public and private property;
- 9.1.6. Agricultural, Commercial, Institutional or Industrial activities recognized as Normal Practice;
- 9.1.7. Motor Vehicles and Motorized Conveyances being operated on a Highway, authorized snow mobile trail or a navigable body of water;
- 9.1.8. Government work.

## **10. Noise By-law Exemption Application**

- 10.1. Notwithstanding the prohibitions contained in this By-law, any Person may submit a Noise By-law Exemption Application for consideration to the Douro-Dummer Municipal Council.
- 10.2. Any Person requesting a Noise By-law Exemption must submit a written request to the Municipal Clerk no less than thirty (30) calendar days prior to the start date being requested.
- 10.3. The application must include:
  - 10.3.1 The applicant's name, address, telephone number and email address;
  - 10.3.2 The date, time and location of each event or activity for which the exemption permit is sought and, where applicable, the number of people expected to attend;
  - 10.3.3 The purpose for which the exemption permit is required;
  - 10.3.4 Reasons supporting an exemption permit;
  - 10.3.5 A noise mitigation plan;
  - 10.3.6 The description of any sound equipment or construction equipment to be used;
  - 10.3.7 The name, address and telephone number of at least one contact person who will supervise each event or activity; and will be on-site during the entire event or activity to ensure compliance with the terms and conditions of the exemption permit.
- 10.4. No Person or applicant shall provide false or misleading information or statements on a Noise Exemption application form.
- 10.5. Upon reviewing the application, Council may, approve, deny or approve with conditions any Noise By-law Exemption request.

- 10.6. An approved Noise By-law Exemption permit shall specify the time period, during which it is effective and may contain such terms and conditions as Council sees fit.
- 10.7. Any Noise Exemption Permit granted shall be posted in a conspicuous place on the property for which the Noise By-law Exemption permit applies; and shall be strictly adhered to.
- 10.8. No Person or applicant shall fail to comply with the terms and conditions as set within the Noise By-law Exemption permit.
- 10.9. Breach of any of the terms or conditions of the exemption that is caused by the applicant or persons responsible for the activity or event under the exemption shall render the permit null and void.

## **11. Administration and Enforcement**

- 11.1. This By-law shall be enforced by an Officer or such Person or Persons as Council may appoint under Municipal By-law.
- 11.2. Nothing herein shall be deemed to limit the ability of the Ontario Provincial Police to enforce this By-law at any time.

## **12. Powers of Entry**

- 12.1. An Officer may enter any Premises, other than a dwelling at any reasonable time for the purpose of carrying out an inspection to determine compliance with this By-law or any Order issued under this By-law.
- 12.2. No Person shall hinder or obstruct, or attempt to hinder or obstruct, an Officer or other duly appointed Person, in the execution of their duties under this By-law.

## **13. Offence and Penalty Provision**

- 13.1. Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act R.S.O. 1990, c. P. 33, as amended.
- 13.2. Set fines for contravention of this By-law are set out in Schedule "C" of this By-law.
- 13.3. If this By-law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

## **14. Validity and Severability**

- 14.1. Should any section, sub-section, clause, paragraph or provision of this By-law be declared by a court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the validity or enforceability of any other provision of this By-law or of the By-law as a whole.

## **15. Short Title**

- 15.1. This By-law may be referred to as the "Noise By-law".

**16. Repeal**

16.1. That By-law Number 2003-59 is hereby repealed.

**17. Effective Date**

17.1. That this By-law shall come into force and take effect on the date of its final passing.

Passed in open council this 5th day of December, 2023.

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Mayor, Heather Watson

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Clerk, Martina Chait-Hartwig



## **Schedule "A" to By-Law Number 2023-57**

### **General Prohibitions**

- a) Persistent barking. Howling, calling or whining or other similar persistent noise making by any domestic pet, or any other animal kept or used for a purpose other than agriculture;
- b) The operation of any construction equipment without an effective exhaust or intake muffling device where applicable and in good working order in accordance with the manufacturer's specifications;
- c) The operation of a stereo or other electronic device designed to amplify sound in, or on, a motor vehicle in such a way that the noise can easily be heard outside of the motor vehicle;
- d) The detonation of fireworks or explosive devices not used in construction and not approved by the Township;
- e) The operation of any electronic devices or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound;
- f) The operation of an air condition, pool pump or filter, heat pump or the like that is not in proper working order;
- g) Racing of motorized vehicle other than in a lawful racing event;
- h) The operation of a motor vehicle in such a way that tires squeal;
- i) The operation of a motor vehicle or a motor vehicle with a trailer resulting in banging, clanking, squealing or other noises due to improperly secured load to equipment, or inadequate maintenance.

## **Schedule "B" to By-Law Number 2023-57**

### **Activities to which the By-law does not apply**

- a) Road and Bicycle races authorized by the Municipality;
- b) Regimental salutes;
- c) Parades authorized by the Municipality;
- d) Firework displays authorized by the Municipality;
- e) Midways and circuses authorized by the Municipality;
- f) Sporting, recreational and entertainment events in public parks, buildings or grounds authorized by the Municipality;
- g) Non-motorized sports, sporting events and recreational activities occurring in public parks and grounds that were specifically designed for such activities;
- h) Musical and other performances in public parks, public buildings or public grounds authorized by the Municipality;
- i) Special neighbourhood social activities on streets or other public land authorized by the Municipality;
- j) Transformers and diesel operated pumps owned by the Municipality and necessary preventive maintenance work undertaken by the Municipality;
- k) Necessary municipal operations, including but not limited to, snow clearing, street cleaning and garbage collection, undertaken by, or on behalf of, the Municipality;
- l) Snow removal that is essential for the normal operation of a business;
- m) Church clocks striking the hour and chimes ringing and the playing of any church carillon;
- n) Generators for the purpose of power outages;
- o) The discharge of a firearm in accordance with the Municipality's Discharge of a Firearm By-law; and
- p) Events approved by the Special Events By-law.

**Schedule 'A' to By-law 2023-57**

**Part 1 Provincial Offences Act – Set Fine Schedule**

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

**By-law 2023-57, being Noise By-law**

<b>Item</b>	<b>Column 1 Short Form Wording</b>	<b>Column 2 Provision Creating or Defining Offence</b>	<b>Column 3 Set Fine</b>
1	Unlawfully Make or Permit Noise	2.1	\$200.00
2	Make or permit Noise when prohibited to wit: operating construction equipment during prohibited time.	3.1	\$200.00
3	Make or permit Noise when prohibited to wit: operating power equipment device during prohibited time.	4.1	\$200.00
4	Make or permit Noise when prohibited to wit: operating electronic device during prohibited time.	5.1	\$200.00
5	Make or permit Noise when prohibited to wit: Noise from Human during prohibited time.	6.1	\$200.00
6	Make or permit Noise from a generator	7.1	\$200.00
7	Fail to comply with the conditions of a noise exemption permit.	10.8	\$200.00