



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

**Tuesday, May 6, 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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17. Closed Session: None
18. Rise from Closed Session with or without a Report
19. Matters Arising from Closed Session
20. Confirming By-law: By-law 2025-20
21. Next Meeting:  
Regular Council Meeting - May 20, 2025
22. Adjournment



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

**January 10, 2023, 2:00 PM  
Council Chambers in the Municipal Building  
894 South Street  
Warsaw, ON K0L 3A0**

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

**Staff Present:** CAO, Elana Arthurs  
Acting Clerk, Martina Chait-Hartwig  
Interim Treasurer, Paul Creamer  
Manager of Public Works, Jake Condon  
Planner, Christina Coulter

1. Reason(s) for Special Meeting:

The Mayor called the meeting to order at 2:01 p.m. and stated the reason for the Special Meeting is Section 239 (2) of the Municipal Act, 2001, S.O. 2001, c. 25

2. Land Acknowledgement:

The Mayor recited the Land Acknowledgement.

3. Disclosure of Pecuniary Interest:

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

4. Approval of Closed Session Agenda – January 10, 2023

**Resolution Number 2023-001**

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the Agenda for the Special Closed Council meeting taking place on January 10, 2023 be approved. Carried

5. Move into Closed Session

5.1 Report in Closed Session, C.A.O.-2023-01

**Resolution Number 2023-002**

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That Council enter into Closed Session under Section 239 (2) of the Municipal Act, 2001, S.O. 2001, c. 25

(b) personal matters about identifiable individuals, including municipal or local board employees;

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

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; at 2:03 p.m. Carried

6. Out of Closed Session

**Resolution Number 2023-003**

Moved by: Councillor Johnston

Seconded by: Councillor Watt

That Council come out of closed session at 3:49 p.m. without a report. Carried

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

8. Matters Arising from Closed Session: None

9. Adjournment

**Resolution Number 2023-004**

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That this meeting adjourn at 3:50 p.m.

Carried

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Mayor, Heather Watson

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Acting Clerk, Martina Chait-Hartwig

# Minutes County Council - Regular Meeting



9:30 AM - Wednesday, April 9, 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:** CFO/CIO/Deputy CAO Jennifer Stover; Chief of Paramedics Patricia Bromfield; Director of Strategic Services/Deputy Clerk Lynn Fawn; Director of Planning, Development and Public Works Iain Mudd; Manager of Finance/Deputy Treasurer Michelle Fisher; General Manager of Communications and Tourism Tracie Bertrand; General Manager of Engineering & Construction Doug Saccoccia; General Manager of Planning Keziah Holden;

## 1. Call To Order

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

## 2. Land Acknowledgement

## 3. Moment of Silent Reflection/Silence

Council observed a moment of silence in memory of Lori Richey, Healthcare Advancement Coordinator for Peterborough County since October 2023, who passed away on March 23, 2025. Council extended their deepest condolences to her family, friends, colleagues and all mourning her loss.

Warden Clark discussed the ice storm that occurred on the weekend of March 29th, stating that the County declared a State of Emergency on March 31st, which remains in effect today.

She shared a message to residents letting them know the County remains committed to efforts to support and advocate for them. She reminded residents that updates on storm-related matters are available on the County website and encouraged all to follow safety protocols on the use of generators, approaching power lines, and fire safety.

Warden Clark recognized and thanked all those involved in the emergency response, including Peterborough County-City Paramedics, Public Works, Peterborough County staff, Hydro One crew members and partner agencies.

#### **4. Adoption of Agenda**

Warden Clark requested an amendment to the agenda to remove report item 9.a. to the April 23<sup>rd</sup> meeting due to questions that have been brought forward. She advised there is a media conference this morning which she and several staff will be attending and wants to ensure there is sufficient time for a more fulsome discussion on the staff report.

##### **Resolution No. 70-2025**

Moved by Councillor Webb  
Seconded by Councillor Amyotte

That the agenda be adopted as amended, removing Item 9.a., staff report regarding the Proposed 2025 Economic Development and Tourism Budget, to be brought forward to the April 23, 2025 Regular Council Meeting.

**Carried**

#### **5. Disclosure of Interest**

There were no disclosures of interest.

#### **6. Adoption of Minutes**

##### **Resolution No. 71-2025**

Moved by Councillor Nelson  
Seconded by Councillor Graham

That the minutes of the Regular Council meeting of March 19, 2025 be adopted as circulated.

**Carried**

#### **7. Delegations and Presentations**

#### **8. Consent Items**

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

- a. **Staff Reports**  
**Michelle Fisher, General Manager, Finance/Deputy Treasurer**  
**Re: 2024 Investment Report**
- b. **Staff Reports**  
**Allison Young, General Manager, People Services**  
**Re: Employee Code of Conduct Policy Update**
- c. **Staff Reports**  
**Keziah Holden, General Manager of Planning**  
**Re: Official Plan Amendment No. 79 - 181 County Road 4**
- d. **Correspondence Report**
- e. **Liaison Reports from External Committees, Boards and Agencies**  
**Age-friendly Peterborough Advisory Committee**  
**Re: Minutes of February 18, 2025**
- f. **Liaison Reports from External Committees, Boards and Agencies**  
**Haliburton Kawartha Northumberland Peterborough Board of Health**  
**Re: Meeting Summary of March 20, 2025**

Item 8.d. was pulled from the Consent Items to be dealt with separately.

#### **Resolution No. 72-2025**

Moved by Councillor Whelan  
Seconded by Councillor Huntley

That Report CPS 2025-11, Correspondence Report, be received; and

That staff be requested to bring forward a motion to the next council meeting endorsing the federal and provincial governments call to action to buy Canadian and where this is not possible, the County will source from countries that do not have tariffs applied to Canada.

**Carried**

#### **Resolution No. 73-2025**

Moved by Deputy Warden Senis  
Seconded by Councillor Armstrong

That Report FIN 2025-11, 2024 Investment Report, be received for information; and,

That Report PS 2025-01, Employee Code of Conduct Policy Update, be received; and

That comments on Policy CORP-01 be sent to the CFO/CIO/Deputy CAO prior to April 22, 2025; and,

That Report PDPW 2025-12, Official Plan Amendment No. 79 – 181 County Road 4, be received;

That Official Plan Amendment No. 79, County File No. 15OP-24005 be approved and adopted by by-law;

That the required Notice of Decision be circulated in accordance with the provisions of the Planning Act; and

That the Director of Planning, Development and Public Works be authorized to sign the approval certificate at the conclusion of the appeal period if no appeals are received; and,

That the minutes of the Age-friendly Peterborough Advisory Committee dated February 18, 2025 be received; and,

That the meeting summary of the Haliburton Kawartha Northumberland Peterborough Board of Health dated March 20, 2025 be received.

**Carried**

**9. Staff Reports - Direction**

**a. Removed from Agenda**

**b. Doug Saccoccia, General Manager, Engineering & Construction  
Re: Road Safety Audit - County Road 507**

**Resolution No. 74-2025**

Moved by Councillor Lambshead  
Seconded by Councillor Wilford

That Report PDPW-2025-10, Road Safety Audit – County Road 507, be received; and

That the County Road 507 Road Safety Audit and recommendations therein be adopted.

**Carried**

**c. Doug Saccoccia, General Manager, Engineering & Construction  
Re: Intersection of County Road 40 at Ridge Street**

**Resolution No. 75-2025**

Moved by Councillor Taylor  
Seconded by Councillor Burt

That Report PDPW 2025-11, Intersection of County Road 40 at Ridge Street, be received; and

That alternatives 2 and 3 be adopted as outlined in the report.

**Carried**

**10. Notices of Motion**

**11. Announcements**

Councillor Wilford recognized and thanked the County of Renfrew for their loan of a woodchipper to assist with the cleanup from the recent ice storm.

Councillor Wilford announced that on Tuesday, April 15th, a historical talk "New Beginnings: Irish settlement in Asphodel Norwood", led by Cheryl Levy, will be held at the Norwood Town Hall starting at 7:00 p.m.

**12. Closed Session**

**13. Rise from Closed Session**

**14. Matters Arising from Closed Session**

**15. By-laws**

- a. By-law No. 2025-14 being, "A by-law to adopt County of Peterborough Official Plan Amendment No. 79, File No. 15OP-24005, 181 County Road 4, Douro Ward, Douro-Dummer Township".

**Resolution No. 76-2025**

Moved by Councillor Watson  
Seconded by Councillor Black

That By-law No. 2025-14 be read and passed and that this by-law shall be signed by the Warden and Clerk and sealed with the Seal of the Corporation.

**Carried**

**16. Confirming By-law**

**Resolution No. 77-2025**

Moved by Councillor Martin  
Seconded by Councillor Amyotte

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. 78-2025**



Moved by Councillor Huntley  
Seconded by Councillor Lambshead

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

**Carried**

  
Warden, Bonnie Clark

  
Clerk, Karl Stevenson

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**Notice of Decision**  
**With respect to an Official Plan Amendment**  
**Subsection 17(35) of the Planning Act**

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A decision was made on the date noted above to approve all of Amendment No. 79 to the Official Plan for the Township of Douro-Dummer, as adopted by By-Law No. 2025-14.

**Purpose and Effect of the Official Plan Amendment**

The OPA has 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.

A copy of the decision is attached.

**Public Input**

All written and oral submissions relating to this application were given due consideration, allowing the approval authority to make an informed decision.

**When and How to File an Appeal**

Any appeal to the Ontario Land Tribunal (OLT) must be filed with the County of Peterborough no later than 20 days from the date of this notice, shown above as the Last Date of Appeal.

The notice of appeal must be sent to the General Manager of Planning, either:

- by mail, at the address shown below, together with a completed Appellant Form (A1) available from the Ontario Land Tribunal website (<https://olt.gov.on.ca/appeals-process/forms/>) and the applicable fee (see [fee chart](#) on the OLT website).
- via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service/> by selecting “Peterborough, (County of)” as the Approval Authority. If the e-file service is down, you can submit your appeal to [planning@ptbocounty.ca](mailto:planning@ptbocounty.ca).

The appeal fee can be paid online through e-file or by certified cheque/money order payable to the Minister of Finance, Province of Ontario.

The Ontario Land Tribunal Citizen Liaison helps people understand and navigate the land use planning and appeal process in Ontario. You can reach the Citizen Liaison by sending an email to [OLT.CLO@ontario.ca](mailto:OLT.CLO@ontario.ca).

**Who Can File an Appeal**

Only individuals, corporations and public bodies may appeal a decision of the Council of the County of Peterborough to the Ontario Land Tribunal. An appeal may not be filed by an unincorporated association or group. However, an appeal may be filed in the name of an individual who is a member of the association or the group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal unless, before the plan was adopted, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Ontario Land Tribunal, there are reasonable grounds to add the person or public body as a party.

**When the Decision is Final**

The decision of the County of Peterborough is final if a notice of appeal is not received by 4:30pm on the last date of appeal noted above.

**Other Related Applications**

None.

**Getting Additional Information**

Additional information about the application is available for public inspection during regular office hours at the County of Peterborough at the address shown below, or from the Township of Douro-Dummer.

**Mailing Address for Filing a Notice of Appeal**

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

Tel: (705) 743-0380    Fax: (705) 876-1730

# **Decision**


## **With respect to an Official Plan Amendment Subsection 17(34) of the Planning Act**

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Amendment No.79 to the Official Plan for the County of Peterborough, as adopted by By-law No. 2025-14 is hereby approved. This approval was authorized by the Council of the Corporation of the County of Peterborough at its meeting held on April 9, 2025.

Dated at the County of Peterborough this 9<sup>th</sup> day of April, 2025.

  
Bonnie Clark, Warden

  
Lynn Fawn, Deputy Clerk

Tony E. Fleming  
Direct Line: 613.546.8096  
E-mail: [tfleming@cswan.com](mailto:tfleming@cswan.com)

April 23, 2025

**BY E-MAIL:** [MartinaC@dourodummer.on.ca](mailto:MartinaC@dourodummer.on.ca)

The Township of Douro-Dummer  
894 South Street  
PO Box 92  
Warsaw, Ontario  
K0L 3A0

Dear Mayor and Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2024  
Our File No. 35050-1**

This report summarizes the services provided by the Integrity Commissioner to the The Township of Douro-Dummer in 2024, in accordance with section 223.6 (1) of the *Act*. The purpose of this report is to highlight the mandate of the Integrity Commissioner and to inform Council and the public about changes to the Act that affect the process of the Integrity Commissioner and subsequently, Councils and Local Boards.

### Role of the Integrity Commissioner

The Act mandates that the Integrity Commissioner is responsible for providing the following functions:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* (“MCIA”) to members of council and of local boards.

{01273166.DOCX;}

TEL: 613-544-0211  
FAX: 613-542-9814  
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)  
WEB: [WWW.CSWAN.COM](http://WWW.CSWAN.COM)

4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the MCIA.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the MCIA.<sup>1</sup>

### Integrity Commissioner Activity

If Council requires ongoing training under the Code of Conduct and the MCIA, Mr. Fleming is available upon request. Individual members may request advice from the Integrity Commissioner at any time. Council or members may contact Mr. Fleming in the following ways:

- 1) Council may pose a question to the Integrity Commissioner in writing regarding the broad obligations of all members (not specific to any one member);
- 2) Individual members may request advice in writing from the Integrity Commissioner in accordance with the Act.

### Requests for Advice

We received no requests for advice in 2024 under the Code of Conduct, relating to potential conflicts of interests either general or under the *Municipal Conflict of Interest Act*.

We continue to encourage members of Council and Local Boards for the The Township of Douro-Dummer to contact us in writing should they find themselves unsure of their obligations under the Code or the *Municipal Conflict of Interest Act*. If a member requests and follows our advice, that advice may be relied on should there be a complaint to the Integrity Commissioner on the same facts in the future.

### Complaints/Applications for Inquiry

There was one complaints submitted to the Integrity Commissioner for the The Township of Douro-Dummer in 2024.

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<sup>1</sup> *Municipal Act*, section 223.3(1).

Reports were submitted to Council for no complaints, no complaints were dismissed without undertaking an investigation. The reason for dismissing a complaint varies, but can include complaints that are not within the jurisdiction of the Integrity Commissioner, or that despite being within the Integrity Commissioner's jurisdiction, allegations that do not amount to a breach after undertaking a preliminary review of the facts.

With respect to the advice and investigations:

1. Costs associated with Advice provided was \$ 3,107.50; and
2. Costs associated with Complaints was \$0.

### Closing Remarks

As Council is no doubt aware, prior to calling a Provincial election, the government was proposing changes to the *Municipal Act* to significantly change the Integrity Commissioner regime. While we cannot predict the election or whether these amendments will be re-introduced, it is interesting to consider what aspects of this regime the province was considering for amendment.

One of the changes that would impact elected officials most is the proposal to impose a province-wide code of conduct. No details were available, but we encourage all municipalities to participate in consultation on any amendments that might be implemented so that you have some input should this be re-introduced.

The proposal would also create an Ontario Integrity Commissioner whose role would be to provide advice to municipalities about removing a member from council in certain circumstances.

The ability to remove a member from council is the other significant change that members of Council should be aware of if this legislation is reintroduced. If it is re-introduced, this amendment would establish rules to allow the new Ontario Integrity Commissioner to recommend to Council that it remove a member if they meet four criteria:

1. The member must contravene the Code;
2. The contravention must be of a serious nature;
3. The conduct resulted in harm to health, safety or well-being of persons; and
4. Existing penalties are insufficient to address the contravention or ensure that it is not repeated.

We thank the The Township of Douro-Dummer for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a member's obligations. We note that this

service provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

Members are held to the highest standards of office in their elected positions, and we thank members for their continued attention to the ethical obligations expected of them.

Please contact us with any follow-up questions.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**



Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation  
TEF:sw



**Policy Division  
Food Safety and Environmental Policy Branch**

April 15, 2025

**To:** All municipalities in Ontario (Planning Department and/or Clerk's Office)

**Re:** Agricultural System Implementation

Dear municipal partners,

The [Provincial Planning Statement](#) (PPS, 2024) came into effect on October 20, 2024. To help foster a thriving agri-food sector, the PPS (2024) requires an Agricultural System approach province-wide, which strives to protect the agricultural land base and strengthen the viability of the agri-food network. Implementing an Agricultural System approach can help support agri-food businesses, farm operations, related employment and economic opportunities, and protect Ontario's highest quality farmland.

The PPS, 2024 Agricultural System approach includes two components: 1. the identification of the agricultural land base; and 2. the consideration of the agri-food network – which may include infrastructure, services and assets that the agri-food sector relies on.

To support municipalities in their implementation of an Agricultural System approach, the Ministry of Agriculture, Food and Agribusiness (OMAFRA) has the following resources:

**1: Agricultural Land Base Resources**

To implement the agricultural land base, municipalities are required to identify and designate prime agricultural areas and consider if there are rural lands that could also be identified as part of an agricultural land base. Inclusion of rural lands within the agricultural land base is left to municipal discretion.

To support this work, OMAFA has data and information available upon request that can help municipalities identify where prime agricultural areas and rural lands are present. While there is no requirement to utilize this data and information in identifying municipal designations, it can help to provide a basis that municipalities can then refine based on

local information, such as municipally-designated prime agricultural areas and settlement area boundaries.

The existing [OMAFA Implementation Procedures for the Agricultural System \(2020\)](#) continue to provide helpful guidance with respect to what/how municipalities can address Agricultural System policies in their respective official plans. It is important to note that given section 5.3 of the Greenbelt Plan, 2017 has not been modified, the 2018 provincial agricultural land base mapping and implementation procedures remains in effect for the Protected Countryside of the Greenbelt. OMAFA staff are developing updated Implementation Procedures for the Agricultural System to align with the PPS (2024) and will provide notice once these updates have been finalized.

## 2: Agri-food Network Resources

The second component of the Agricultural System is the agri-food network. It complements and supports the agricultural land base. The agri-food network includes the regional infrastructure and transportation networks, agricultural operations, services, and other agri-food assets that are needed to sustain and enhance agriculture and the prosperity and viability of the broader agri-food sector.

The OMAFA [Agricultural System Portal](#) maps elements of the agri-food network, however, unlike prime agricultural areas, the agri-food network is not a land use designation within an official plan. Rather, awareness of, and support for the agri-food network is documented in an official plan for economic development purposes and can be achieved in several ways. This could include reference to local elements identified in asset mapping reports, or an inventory of components of the agri-food network in an official plan appendix. Other supportive approaches include policy cross-references to mapping and data tools, including OMAFA's Agricultural System Portal, the development of Agricultural Advisory Committees, supportive economic development policies for the agri-food network, and cross-references to Economic Development staff/programs.

## Moving Forward

OMAFA staff will continue to work with municipalities to support implementation of the PPS 2024 Agricultural System policies. As such, we are pleased to share that as part of broader modernization efforts, the Ministry is embracing an 'evergreen' approach for maintaining and enhancing Ontario's digital soil mapping data.

As an example, improved topography/slope information available through new technology will be incorporated in a forthcoming digital update of the existing Canada Land Inventory (CLI) mapping for agricultural soil. As it becomes available, this new information is being applied to CLI ratings across Ontario. OMAFA is committed to making ongoing improvements to ensure CLI data is as accurate as possible. The work currently underway is anticipated to be completed in 2026/27. Until any future release of updated data, municipalities can continue using existing agricultural capability mapping (i.e., CLI ratings).

When you embark on implementing an Agricultural System approach or updating/refining existing official plan mapping, please contact OMAFA staff to discuss the data that may be available to support your project. You can locate OMAFA land use planning staff on [OMAFA's website](#). Below you will find a summary list of the additional resources related to Agricultural System planning and implementation.

Please share this correspondence with the appropriate planning and economic development department staff in your municipality.

Sincerely,



Andrea Martin  
Director  
Food Safety and Environmental Policy Branch

## Resources

[Provincial Planning Statement, 2024](#)

[Implementation Procedures of the Agricultural System](#)

[A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019](#)

[Agricultural Systems Portal](#)

[OMAFA Agricultural land use planning staff](#)

[Economic tools](#)

[Canada Land Inventory information for Agricultural Land Use Planning in Ontario](#)

[Soil Capability for Agriculture in Ontario](#)

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**Birchcliff Property Owners Association of Durro Dummer Inc.**  
**Delegation to Council – May 6, 2025**  
**Request for Approval for BPOA Radar Sign Installation**

**THE ISSUE**

- One of the greatest concerns expressed by residents to BPOA over the years has been excessive speeding witnessed on Birchview Road. Many residents often do not feel safe walking, cycling, or driving on Birchview Road.
- Notwithstanding this, during Covid-19 and since, the extent of pedestrian and cycling use of Birchview Road has significantly increased from pre-2020.
- A Douro Dummer commissioned “Birchview Road Speed Limit Review”, dated December 2021 and authored by DM Wills Associates Limited, conducted an investigation on two sections of Birchview Road (Hwy 28 to Fiddlers Lane and Fiddlers Lane to McCrackens Landing Road). This report acknowledged the active pedestrian and cyclist activity and concluded:
  - “West of Fiddlers Lane, the road environment is clearly rural...”
  - “For the purpose of this study and on our engineering judgement, the section of Birchview Road to the east of Fiddlers Lane is considered an urban section due to the high driveway density when compared to the other section to the west of Fiddlers Lane”
  - “...it is recommended that the speed limit of the first section remain as is (i.e. 60km/hr) and the speed limit of the second section should be lowered to 40 km/hr”
  - Additional recommendations were made regarding Speed Limit signs, Curve Warning Signs, and Steep Hill Signs.
- Following completion of the “Birchview Road Speed Limit Review” report, Township Council decision was made to keep the posted speed limit to 60km/hr along the entire stretch of Birchview Road and not lower the speed limit to 40km/hr east of Fiddlers Lane as recommended in the Township’s report.
- OPP “Black Cat” speed analysis undertaken in August 2021 (Aug 11<sup>th</sup> to Aug 20<sup>th</sup>) concluded that the 85<sup>th</sup> percentile speed on Birchview Road is 67 km/hr and that the Enforcement Rating is “LOW”. It appears that for this reason, OPP enforcement on Birchview Road has, for the most part, been non-existent.
- Notwithstanding this, the 2024 BPOA Membership Survey identified “Road Safety” as the #1 issue with 70% of the respondents indicating support for the BPOA purchase of a radar speed sign.
- **BPOA seeks approval from the Township to permit BPOA to install 1 to 2 BPOA purchased/maintained radar speed signs within the Birchview Road right-of-way. (installed as per OTM and MUTCD guidelines)**



**Birchcliff Property Owners Association of Durro Dummer Inc.**  
**Delegation to Council – May 6, 2025**  
**Request for Approval for BPOA Radar Sign Installation**

**ADDITIONAL BACKGROUND**

- The most effective way to address road safety is to get drivers to change their behavior and create conditions where they feel a need to slow down.
- Data on radar speed signs indicate that they are scientifically proven to slow traffic and to be effective as a long-term traffic-calming solution.
- Studies show that 80% of speeders will slow down when alerted by a radar sign, speeds are reduced by 10-20%, and overall compliance with the posted speed limit improves by 30-60%.
- Studies have also shown that regular and un-predictable Police enforcement is an effective way to change driver behavior.
- By purchasing a new radar speed sign unit for permanent installation within Birchview Road, BPOA will be able to collect meaningful continuous data which will allow it to speak to its membership regarding driver speed and road safety from a position of knowledge
- Through this data collection, should specific locations along Birchview Road be identified where vehicle speeds are chronic, the data can be used by BPOA and the Township to lobby the OPP for enforcement in these specific locations.
- Ultimately, once data collection stage is completed, the Speed Radar Sign (or two) can be installed in a permanent location providing drivers with feedback on their driving speed.

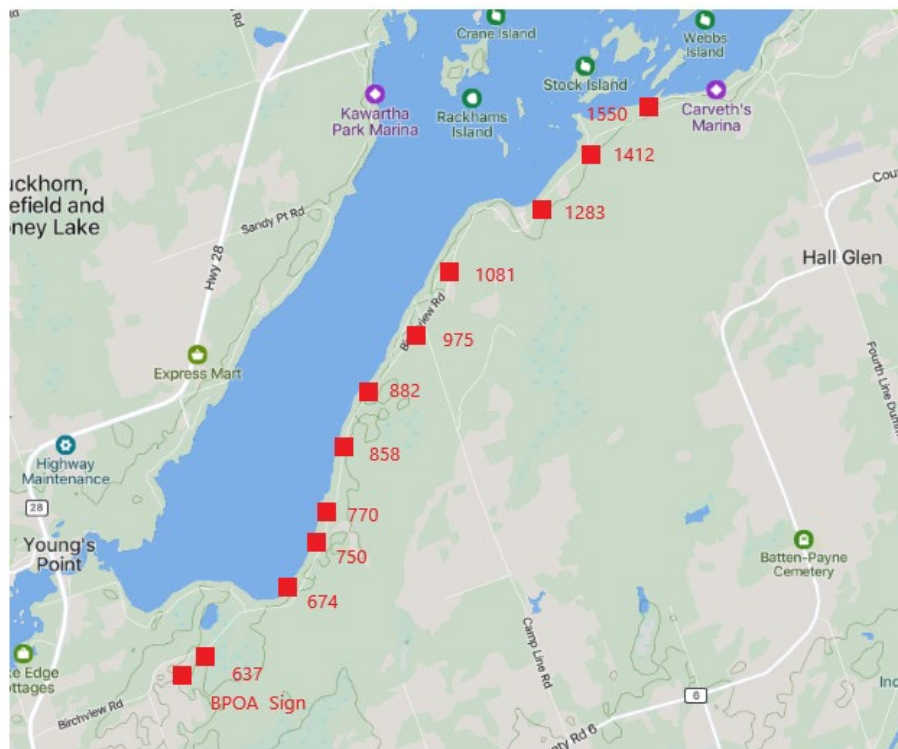
**BPOA PROPOSED APPROACH**

- Short Term (1 year) – Data Collection Stage
  - BPOA to purchase 1 radar speed sign (solar and battery operated)
  - On an interim basis, the unit will be moved around and placed in various strategic locations in both the northbound and southbound directions (locations and installation method to be approved by the Township)
  - If a radar sign is mounted alongside a Speed Limit Sign, for a duration of 2 weeks (minimum), the data collection period between June 2025 to November 2025 would allow for approximately 10 sign installation locations. Between November 2025 and May 2026, the radar sign may be moved to temporary locations as weather conditions permit.
  - Ideally the radar sign would be mounted on the same post as an existing municipal 60km Speed Limit Sign. This would ease installation and maximize effectiveness. Installation will need to be done in a manner which minimizes vandalism/theft.



## Birchcliff Property Owners Association of Durro Dummer Inc. Delegation to Council – May 6, 2025 Request for Approval for BPOA Radar Sign Installation

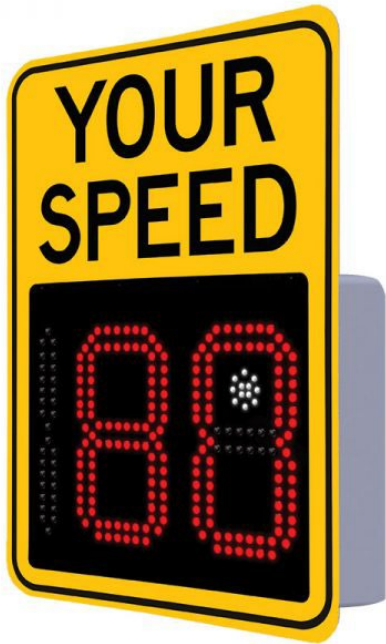
- Longer Term – Post Data Collection – Permanent Location
  - Once the data collection phase is completed, a permanent solar powered installation would then be made, perhaps based on where the data indicates the greatest need.
  - Based on the data results, BPOA may wish to consider purchasing a second radar speed sign so a permanent installation can be made for both the northbound and southbound directions
- Implementation
  - Mounting on a municipal sign (or any location) within the municipal right-of-way will require the approval of the municipality.
  - A windshield survey along Birchview Road indicated that from 3<sup>rd</sup> Line to McCracken Landing, there are 17 Speed Limit Signs in the northbound direction and 20 in the southbound direction. Five Speed Limit Signs in each direction to be identified and approved by Township staff for temporary installation.







**Birchcliff Property Owners Association of Durro Dummer Inc.**  
**Delegation to Council – May 6, 2025**  
**Request for Approval for BPOA Radar Sign Installation**



# Delegation to Council or Committee of the Whole Request Form

If you would like to attend as a delegation before Council for the Township of Douro-Dummer or the Committee of the Whole, you must complete this form and submit it to the Municipal Office. Please note that the deadline for delegation requests is 12-noon, on the Tuesday prior to the meeting date (seven days before the meeting date).

A copy of any presentation or supporting materials is also required to be submitted at 12-noon, on the Tuesday prior to the meeting date. The only formats accepted are as follows: PFD, PowerPoint, Word, Excel or Jpeg.

Please note that as per Procedural By-law 2022-21, as amended, only three Delegations shall be scheduled for each meeting. The time limit of 10 minutes shall be strictly enforced.

**Name of Individual(s) \***

David Scott

**Name of Organization:**

Birchcliff Property Owners Association of Douro Dummer Inc. (BPOA)

**Please Provide an Email Address:**




Please provide a phone number:

Nature of delegation request: \*

BPOA seeks approval from the Township to permit BPOA to install BPOA purchased/maintained radar speed signs within the Birchview Road right-of-way.  
Location and installation method as per provincial standards, and to the satisfaction of Township staff.

Please upload any additional information you wish to submit.

File Name	
	<div>BPOA Radar Speed Sign Installation Request to Douro Dummer Council.pdf</div> <div>445.4 KB</div>

Please provide a signature \*

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

# Thank You

Thank you for submitting your Delegation request. The Clerk's Office will reach out to you shortly.

# Delegation to Council or Committee of the Whole Request Form

If you would like to attend as a delegation before Council for the Township of Douro-Dummer or the Committee of the Whole, you must complete this form and submit it to the Municipal Office. Please note that the deadline for delegation requests is 12-noon, on the Tuesday prior to the meeting date (seven days before the meeting date).

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Please note that as per Procedural By-law 2022-21, as amended, only three Delegations shall be scheduled for each meeting. The time limit of 10 minutes shall be strictly enforced.

**Name of Individual(s) \***

Eric DeCou

**Name of Organization:**

N/A

**Please Provide an Email Address:**

**Please provide a phone number:**

**Nature of delegation request: \***

I would like to speak to the issue of ice storm and clean up efforts.

**Please upload any additional information you wish to submit.**

**Please provide a signature \***

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

# Thank You

Change the text for this message.

# Township of Douro-Dummer

## Report and Capital Project Status

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

### Report Status

Department	Date Requested	Directed By	Resolution/Direction	Est. Report Date
Corporate	May 3, 2022	Council	Future Gravel Resources	2025
Finance/Clerk	February 21, 2023	Council	Policy to allow for multi-year budgets	Summer 2024
Planning	June 7, 2022	Council/Province	Bill 109 & Bill 23 – Update to Site Plan Control By-law, Create Pre-Consultation By-law, ensure the language in Official Plan allows for Peer Review as part of Complete Application	Site Plan Control By-law Update – Approved on February 18 <sup>th</sup> , 2025 Council Agenda  Remaining Reports no Longer needed as recent Provincial legislation has removed these requirements.
Public Works/CAO	March 7, 2023	Council	Indacom Drive Lot 3	Deferred

## Capital Project/Program Status

Department	Capital Project List	Status
Council	Council Chamber A/V Upgrades	Summer 2025
CAO Office	Computer Hardware – Corporate IT Requirement	Summer 2025
CAO Office	Consultant Fees – Facility Maintenance Plan	2025
CAO Office	Land Improvement – Tree Program	September 2025
Clerk/C.A.O.	Enbridge Franchise Renewal Agreement	Completed March 2025
Clerk	Computer Software – Record Management Software	Summer 2025
Clerk	Township Website Migration	Start date: Q2 2025
Finance	Asset Retirement Obligation Cost Study	Received February 2025
Finance	Asset Management Study and Data Updates	Summer 2025
Fire	Station 1 Building Review and Drawings	Due 2025

Fire	Protection Service Station 4 Pick-up Truck (2020)	Summer 2025
Fire	Pumper 1 and 4	Due 2026 - Delivery
Fire	Thermal Imaging Cameras	Received and in service February 2025
General Government	New Sloped Roof – Town Hall	Under Investigation
General Government	Computer Modernization	Ongoing
General Government	Finance Modernization	In progress – will continue into 2025
General Government	Computer IT Hardware Replacements	In progress
General Government	Storage Room Exterior Door Replacement	Due 2025
Municipal Office	Bldg Imp - Elevators	Due 2025
Parks and Recreation	Lime Kiln Restoration – 2022 Budget	Spring 2023
Parks and Recreation	Consultant Fees – Arena Facilities Future Ad-Hoc Committee	Fall 2023
Parks and Recreation	Energy Audit	In progress



Parks and Recreation	Equipment – Picnic tables and Tennis Court Wind Screens	In Process
Parks and Recreation	Floor Machines for Douro and Warsaw Community Centre	In progress
Parks and Recreation	North Park Parking Lot Expansion	Summer 2025
Planning	Zoning By-Law Update	On hold until Province Approves OP
Public Works	Gravel Pit Purchase	Ongoing
Public Works	Plow Truck	RFP Awarded – 2025 Delivery
Public Works	Consultant Fees – Road needs study incl Condition Assessment	Due 2025
Public Works	Equipment - Water Tank for Roads Vehicle	Due 2025
Public Works	<p style="text-align: center;"><b><u>Gravel</u></b></p> <p>12th Line from forced Rd section to private lane</p> <p>12th Line Rd from Hwy 7 to 12th Line S, Dummer</p> <p>12th Line Rd from Hwy 7 to North limit</p> <p>Centre Dummer Road from 4th Line to Cty Rd 40</p> <p>Centre Road from Douro 3rd line to Douro 5th line</p>	Due 2025

	<p>Centre Road from Douro 5th Line Rd to Highway 28</p> <p>Cooney Island Rd from Douro 4th line to East limit</p> <p>Douro 4th Line Rd from Division Rd to Cooney Island Rd</p> <p>Douro 5th Line Rd from Centre Rd to Cty Rd 4</p> <p>Douro 7th Line Rd from Centre Rd to Hickey Rd</p> <p>Douro 8th Line from Cty Rd 32 to Nassau Rd</p> <p>Douro Third Line from County Rd 4 to Cedar Cross Rd</p> <p>Douro Third Line from County Rd 4 to south limit</p> <p>Hickey Rd from Douro 7th to Cty Rd 32</p> <p>Hickson Rd from County Rd 40 to west limit</p> <p>Oke Rd from Cty Rd 4 to Payne Line Rd</p> <p>Rusaw Lane from Cty Rd 40 to east limit</p>	
Public Works	<p><b><u>Surface Treatment</u></b></p> <p>4th Line Road South Dummer from Clifford Rd to Cty Rd 8</p> <p>Banks Avenue from County Rd 38 to east limit</p> <p>Campline Rd from Henderson to Birchview Rd</p> <p>Campline Rd from Henderson to Cty Rd 6</p>	Due 2025

	Caves Road from Cty Rd 4 to Cooper Rd Clifford Road from South St to 3rd Line Mid Dummer Mill Line Road from Cty Rd 40 to Bridge Rock Rd from Cooper Rd to Douglas Rd Rock Rd from Douglas Rd to Rock Rd	
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**Report to Council**

Re: Discretionary Sewage System  
Maintenance Inspection Program  
Building Department-2025-02  
From: Don Helleman  
Date: May 6, 2025

**Recommendation:**

That the report Building Department-2025-02, dated May 6, 2025 regarding the Discretionary Sewage System Maintenance Inspection Program (DDSMIP) be received and that Council direct Staff on the following matters:

- Which Schedules are to be included in the program
- Confirmation of a voluntary inspection program as detailed below
- The duration of the program (inspection cycle)
- The implementation of an educational program funded by the levy

**Overview:**

During the December 3, 2024, Regular Council Meeting, Council passed Resolution 426-2024 which authorized revisions to the areas affected by the DSSMIP, such as high-risk waterfront and high-density areas, as well as a voluntary inspection service for the remainder of the Township's properties. Additionally, the Resolution requested staff report back on a user fee associated with inspections and an educational program to be funded through the general levy.

**Resolution Number 426-2024**

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the report, dated December 3, 2024, regarding the Discretionary Sewage System Maintenance Inspection Program (DSSMIP) be received and;

That the Discretionary Sewage System Maintenance Inspection Program be limited to high-risk waterfront and high-density areas, with a voluntary service option available for the remainder of the Township. Further, that staff be directed to prepare a report on implementing a user fee system and include funding for an education program as part of the general levy.

Councillor Vervoort requested a recorded vote. The roll was called by the Clerk and the vote was as follows:

Councillor Johnston – Aye

Councillor Vervoort – Aye

Councillor Watt – No

Deputy Mayor Nelson – No

Mayor Watson – Aye

**For the Motion – 3, Against the Motion – 2**

**Carried**

## 1. INSPECTION AREAS

Staff is requesting that Council identify, by Schedule designation, which areas are to be included in the DSSMIP. Appendix 1 is an overview of the identified areas for the entire Township. The associated Schedules (A – Q) are specific area maps. The maps coincide with the tables below and identify the general area by name, as well as the number of properties that will be included in the program if selected.

High-risk waterfront: Using MPAC and County GIS data, staff have created five zones (attached as Schedule A – E) that capture the shoreline properties abutting Township identified Waterbodies (as defined in the Township’s Zoning By-law). The high-risk waterfront areas are as follows:

Schedule	Area	Effectuated properties
A	Highway 28	58
B	Youngs Point	68
C	West Stoney	325
D	Middle Stoney	446
E	East Stony	241

High-density areas: Using County of Peterborough Official Plan mapping and County GIS data, staff have identified six areas (attached as Schedule F – K) that we believe capture the properties intended by Council. The high-density zones are as follows:

Schedule	Area	Effectuated properties
F	Donwood	411
G	Douro	40
H	Warsaw	174
I	Halls Glen	21
J	Cottesloe	13
K	Centre Dummer	21

Additional areas for consideration: The Building Department believes Schedules A – K have captured the zones Council intended to be included in the DSSMIP. The department is unsure if the following areas were intended to be included in the program and is seeking clarification on the following areas:

Schedule	Area	Effected properties
L	Ouse River	48
M	Indian River N (north)	48
N	Indian River S (south)	32
O	Otonabee River	14
P	Douro Eighth	23
Q	Lonsberry/Caves	44

## 2. VOLUNTARY INSPECTION PROGRAM

Staff is seeking confirmation from Council that a voluntary sewage system maintenance inspection program is to be administered through the Building Department. The Building Department proposes the participant's request for this service be submitted in the same manner building permit submissions are received, and that; the fee structure for this program be the same as the DSSMIP fees.

A voluntary inspection program is feasible. However, staff feel it is important to highlight that there are private sector, locally operated companies that complete this type of work. Council may wish to consider the challenges of competing with local business and the increased risk being absorbed by the Township.

## 3. PROGRAM FEES

Council provided direction to staff to report back on a user fee associated with the DSSMIP. The following is the anticipated fee structure that will be proposed when a revised Building By-law is brought forward to capture any of the proposed changes to the current DSSMIP.

Fee Type	Description	Fee
Type 1	- the property owner has completed the questionnaire on time, and the lids to the septic system are exposed for inspection	\$ 235.00
Type 2	The Type 2 fee is in addition to the Type 1 Fee - the property owner fails to complete the questionnaire, or they do not uncover the lids by the date of the inspection - a second inspection/site visit is required	\$ 225.00
Report Review	- 3 <sup>rd</sup> party inspection report review	\$ 50.00
Action Letter	- a letter detailing that remedial action is required	\$ 50.00

The above fees were calculated based on fully funding the program through user fees. The fee calculation has considered the costs for completing the inspection and the administration costs of the program. For the program to continue to be fully funded moving forward the fees will need to keep up with inflation and therefore it is recommended to index the fees based on annual Consumer Price Index (CPI).

### Fee Comparisons

After staff calculated the above fees, a comparison to nearby municipalities was completed to ensure the fees are in line:

- Trent Lakes is the only other Township within the County of Peterborough who has completed sewage system maintenance inspections under the discretionary program. The inspections were completed by Peterborough Public Health (PPH) and they billed the municipality \$325.00 dollars per inspection.

In Haliburton County there are four Municipalities that have administered the Discretionary Sewage System Maintenance Inspection Program. Fees ranged from \$180.00-\$250.00. At one point all Municipalities operated on a user fee. Currently two of the municipalities have since paused/cancelled the program. Another Municipality has waived the user fee however they are not completing inspections of the tanks (not lifting lids).

## **4. INSPECTION CYCLE**

Staff is seeking Council direction on how frequently properties are to be inspected under the DSSMIP. The building department recommends a 10-year inspection cycle for the program, and that the quantity of properties being inspected are relatively equally spread out over that timeline. This approach will allow the Department to work plan for the annual demands of the program.

## **5. EDUCATIONAL PROGRAM**

Council has requested that Staff report back on an educational program pertaining to sewage systems for Township residents and the associated costs. The Building Department recommends having a one-page sewage system owners resource pamphlet created for mailout. The pamphlet would be mailed out to property owners where data indicates there is an existing sewage system or where sanitary sewage is being created. The pamphlet would be digitized and added to the Township website. The anticipated cost for this program is between eight to ten thousand dollars.

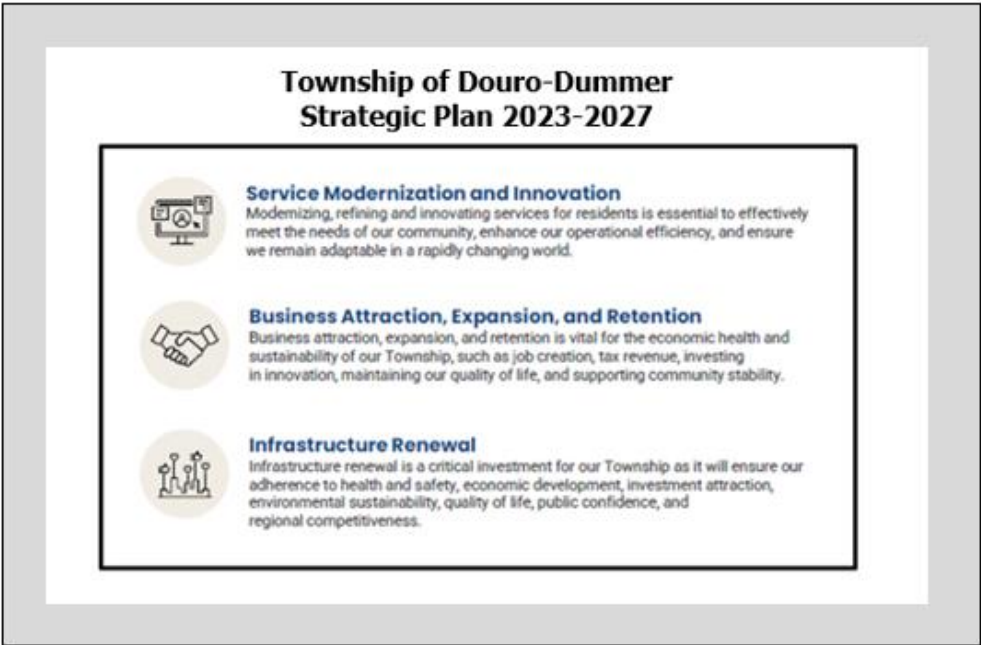
**Conclusion:**

Once Staff receive the requested direction from Council on the DSSMIP, a draft Building By-law will be brought forward at a public meeting to finalize the chosen areas and fees associated with the Program.

**Financial Impact:**

The user fees outlined above would represent a fully funded program and therefore there would be no impact to the levy.

The costs associated with the educational program need to be transferred from the Working Fund reserve if completed in 2025. If the program were to begin in 2026 then the costs would be included in the budget.





### Report Approval Details

Document Title:	Discretionary Sewage System Maintenance Inspection Program - 2025 - Building Department-2025-02.docx
Attachments:	- Appendix and Schedules.pdf
Final Approval Date:	Apr 30, 2025

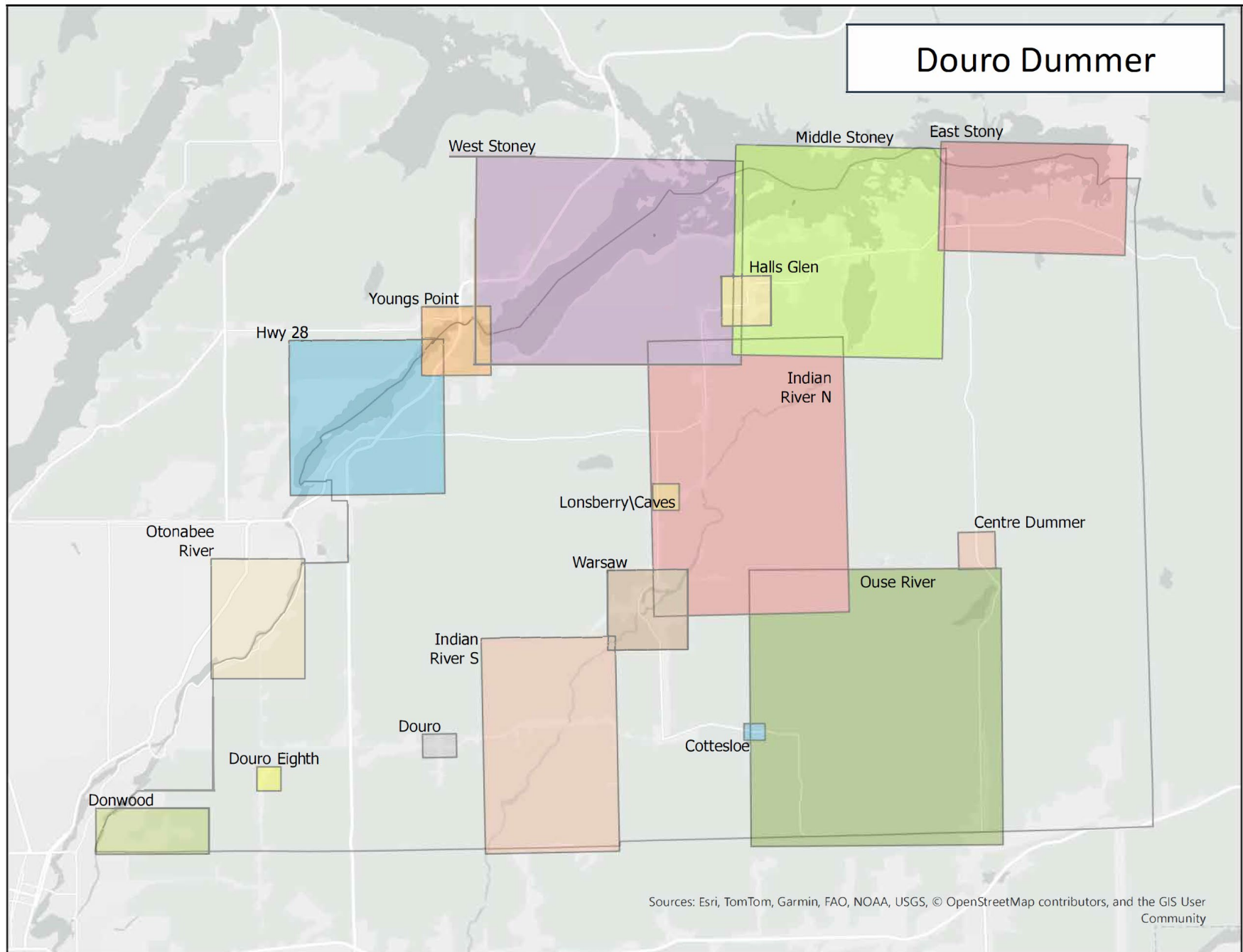
This report and all of its attachments were approved and signed as outlined below:

Todd Davis

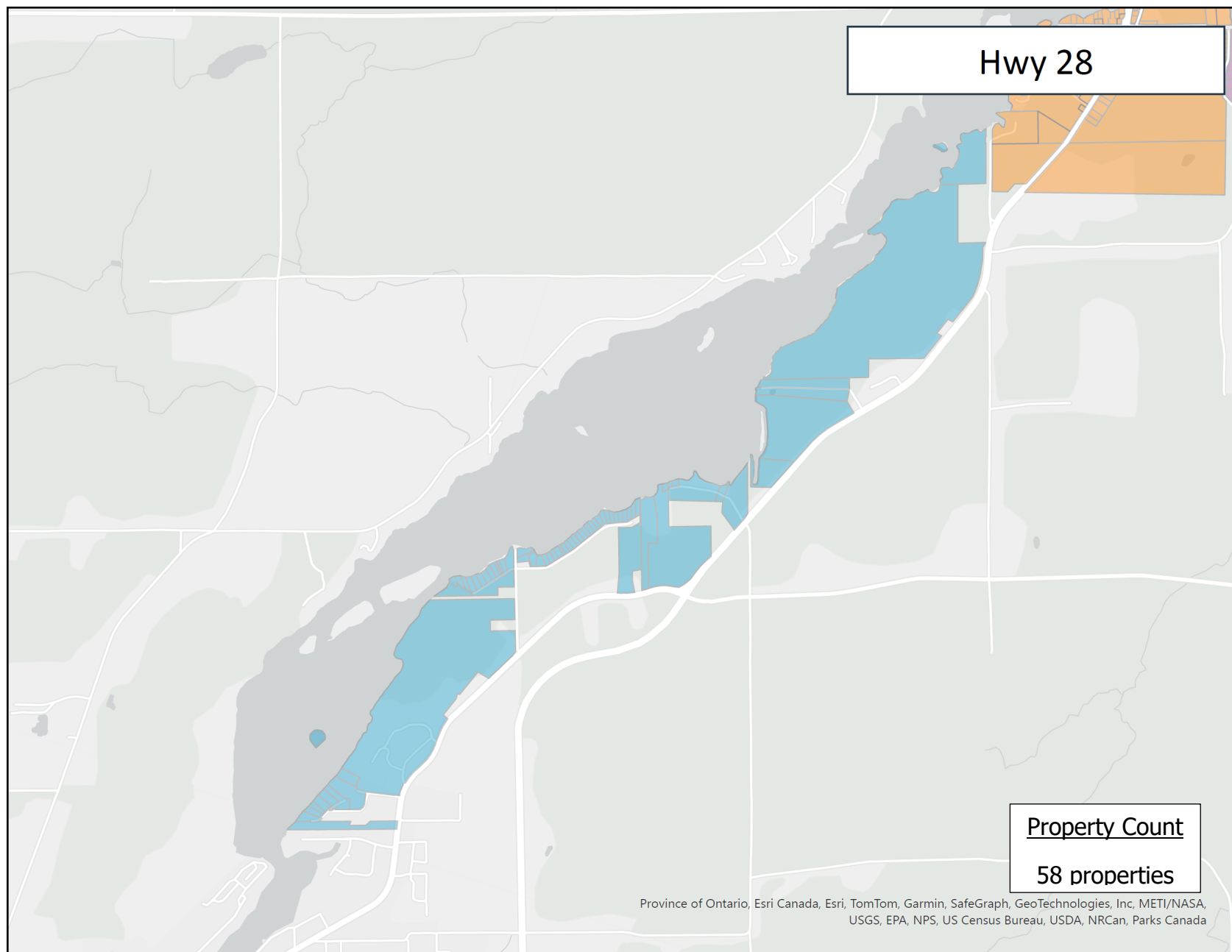
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Paul Creamer

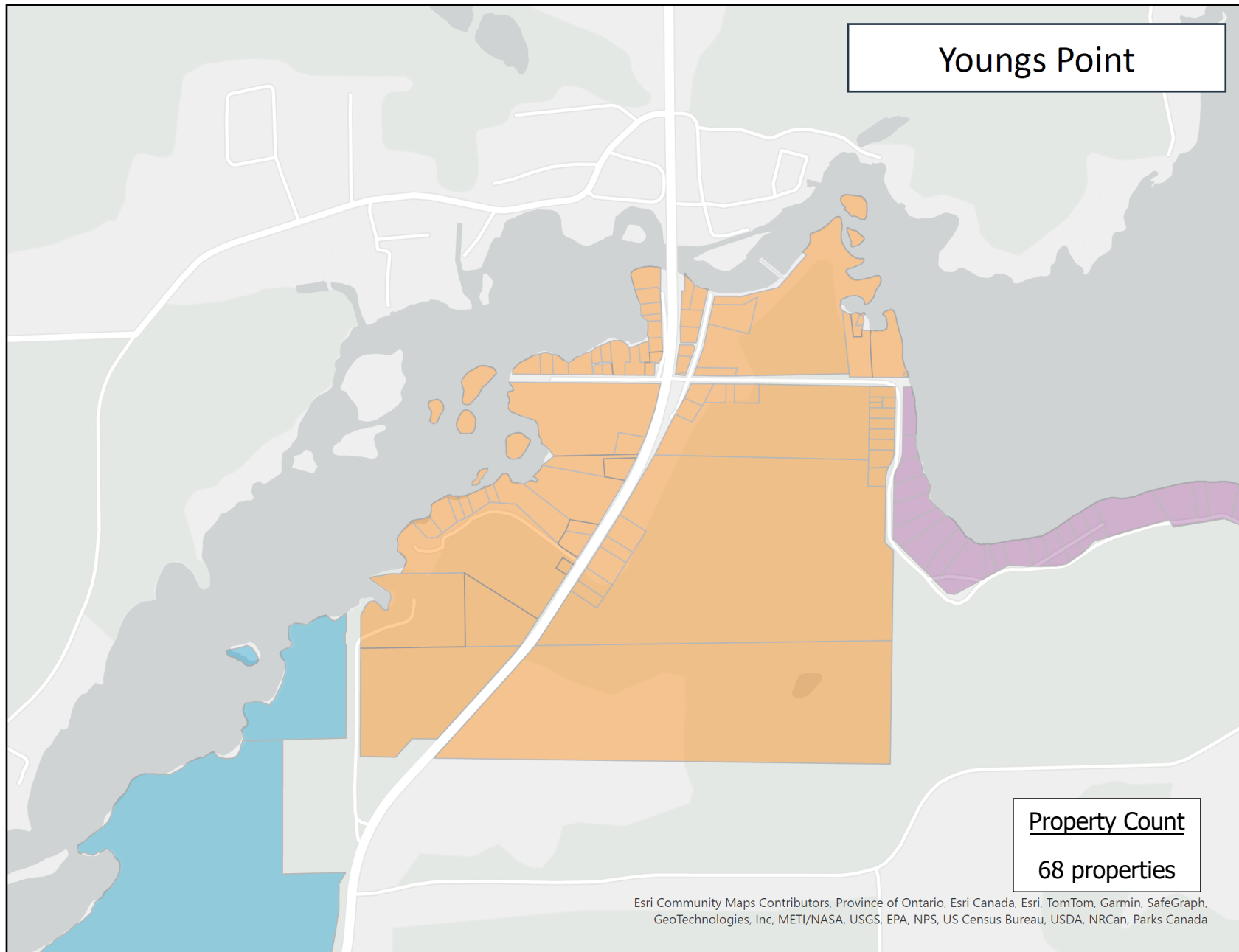
## **Appendix 1**



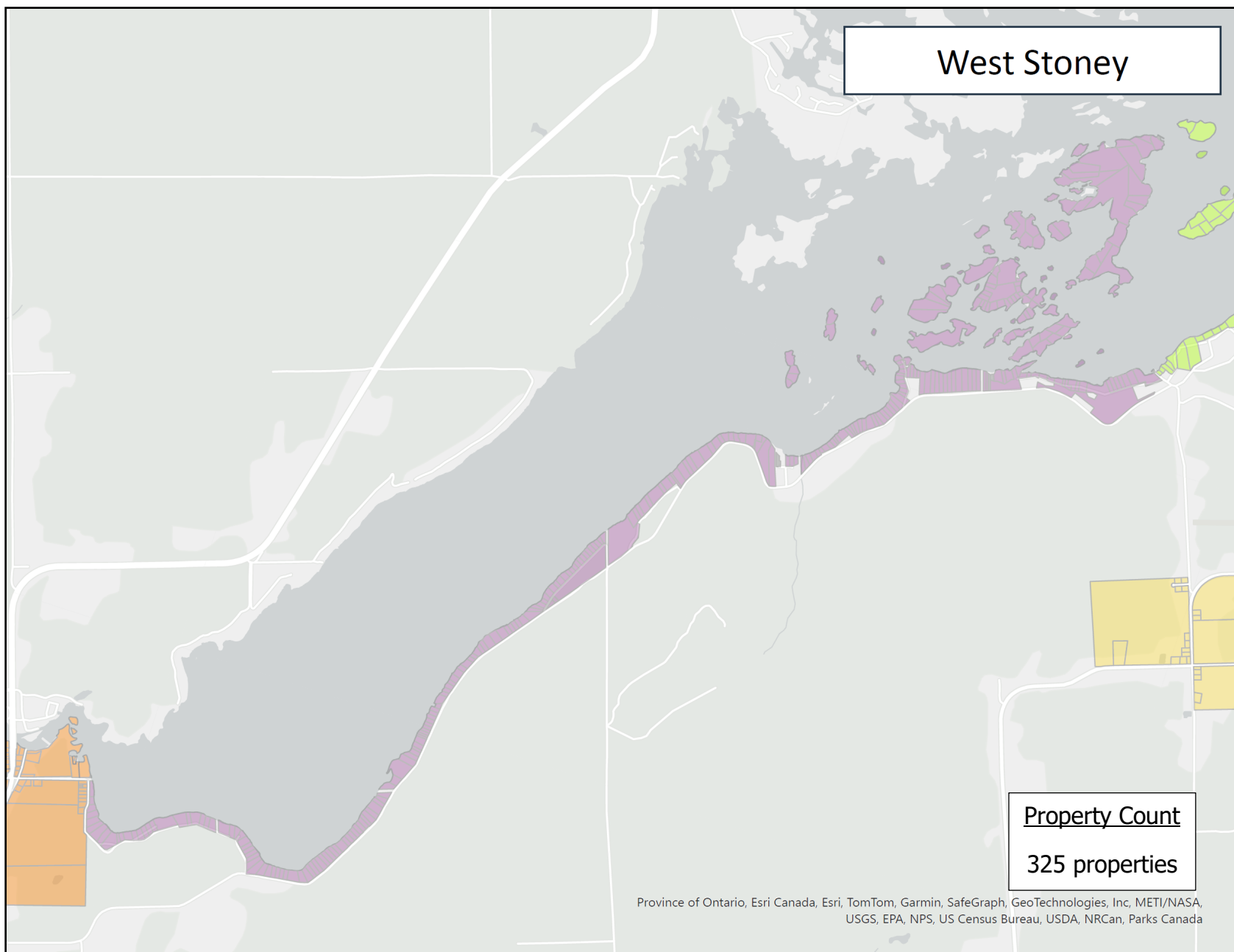
## **Schedule A**



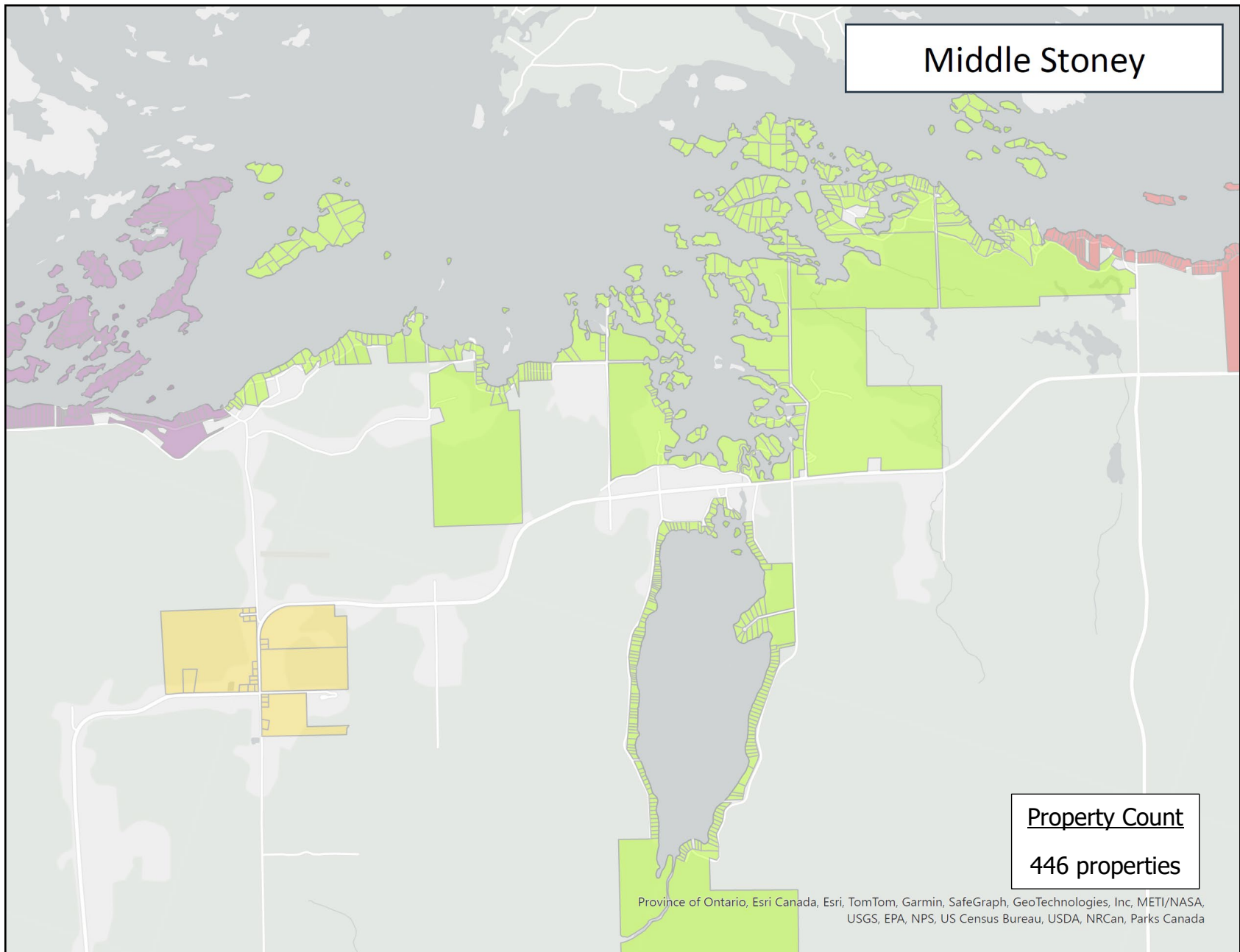
## **Schedule B**



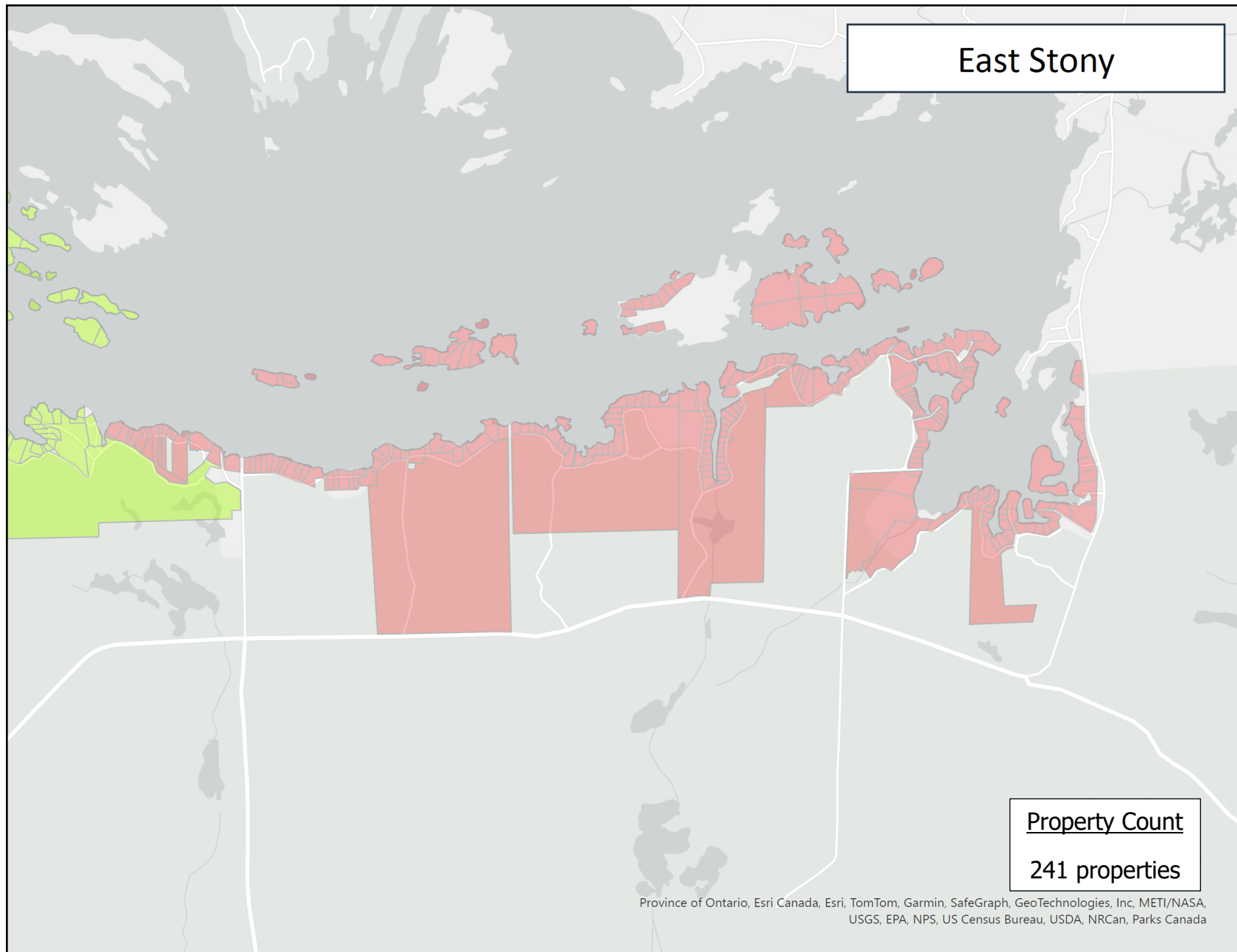
## **Schedule C**



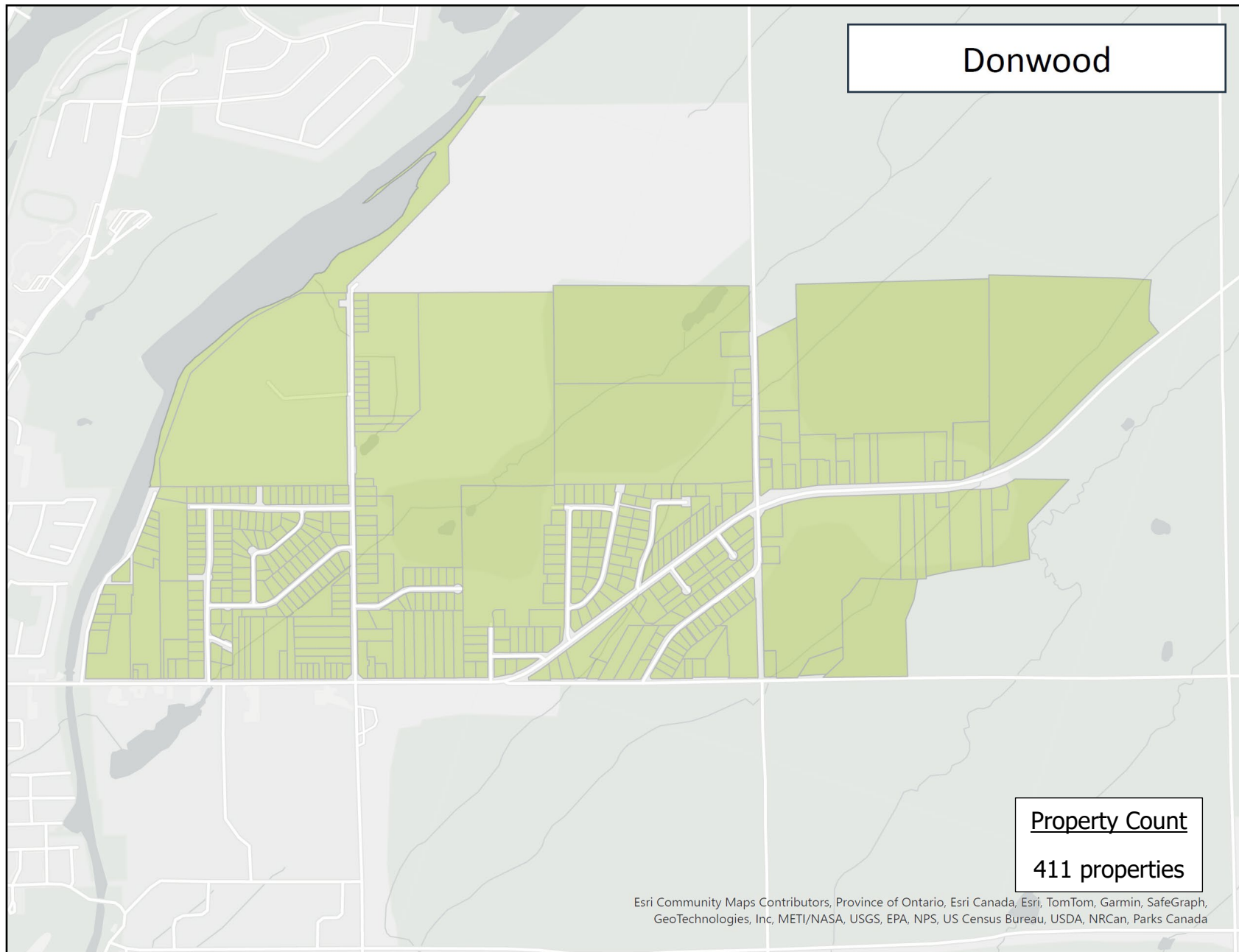
## **Schedule D**



## **Schedule E**

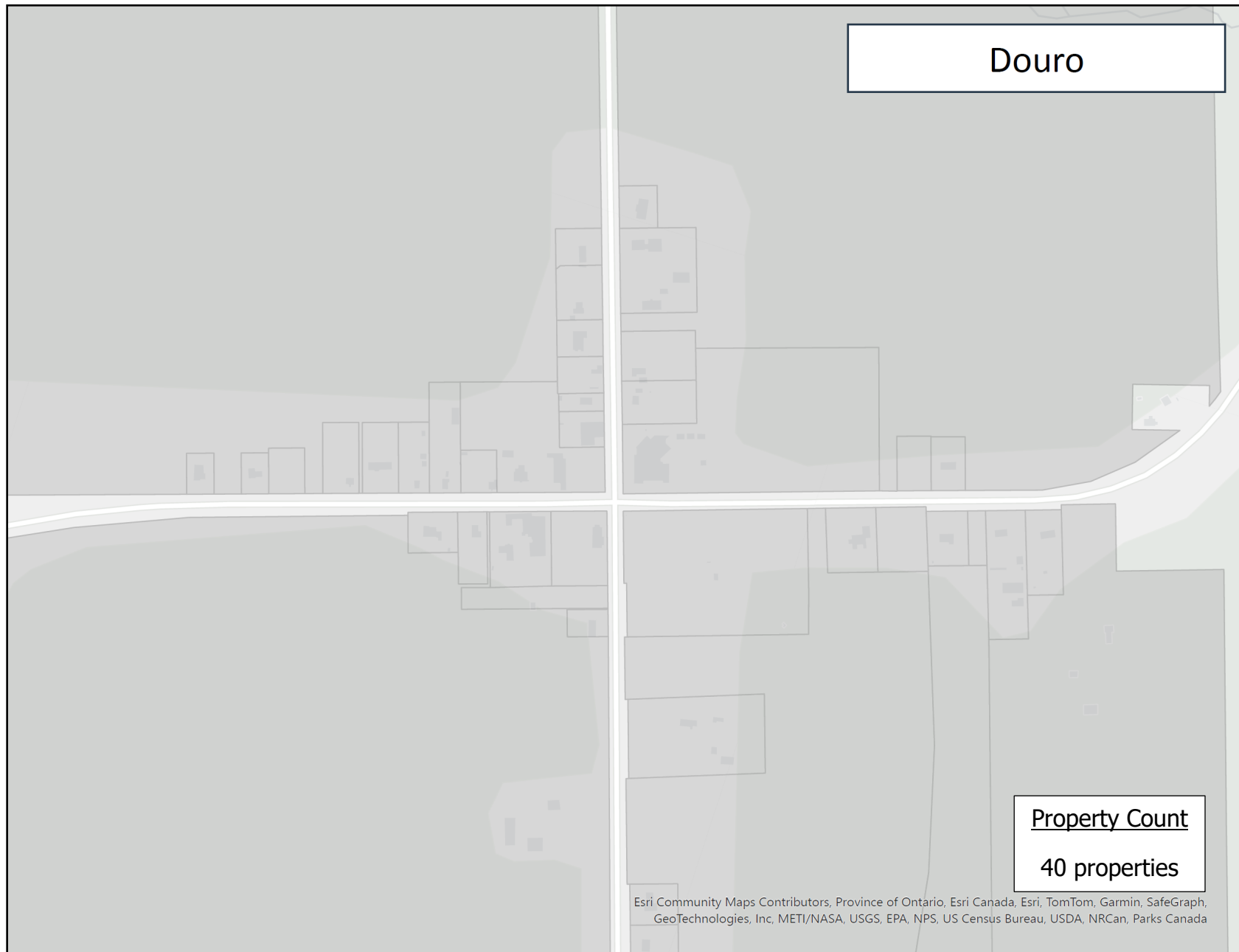


## **Schedule F**

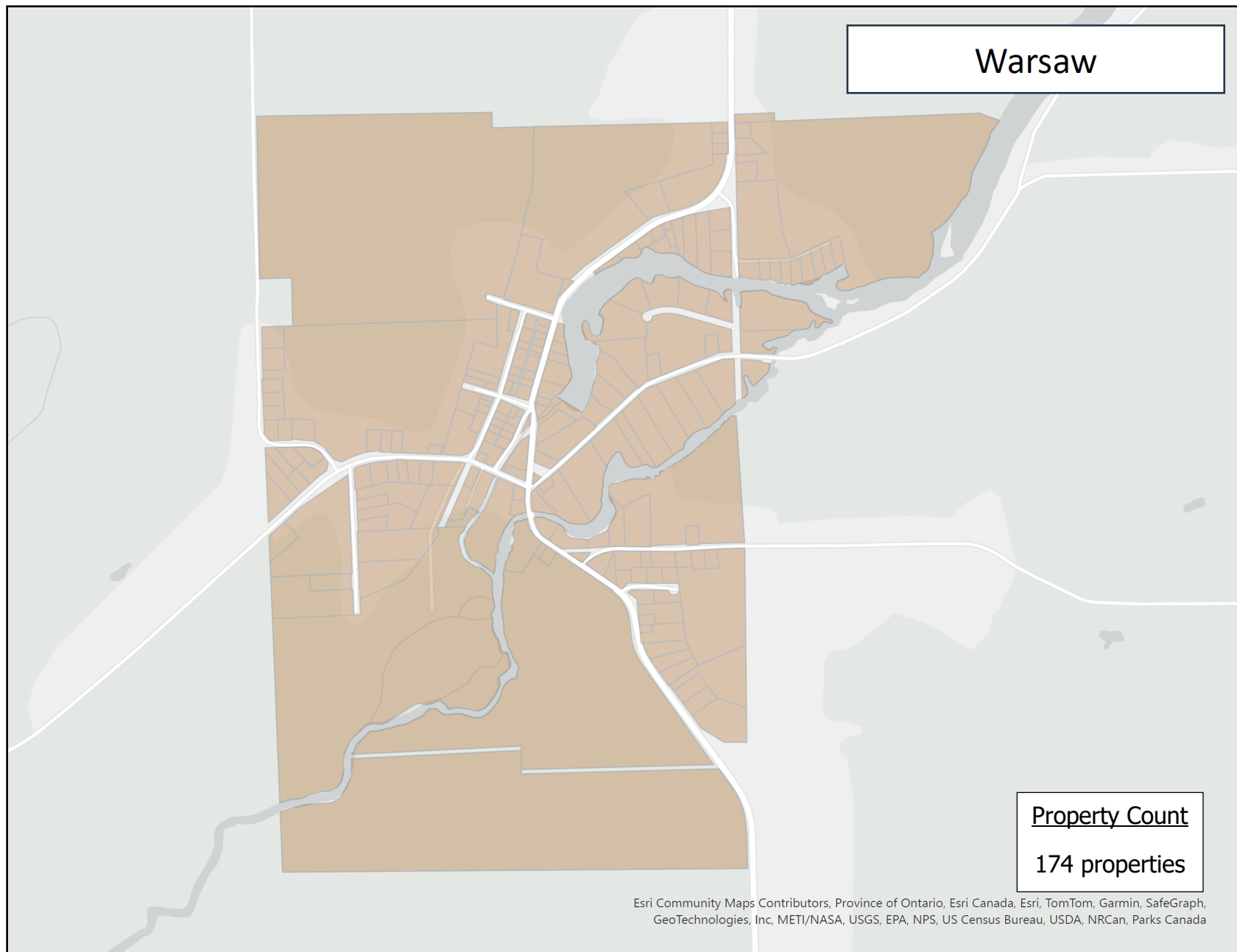




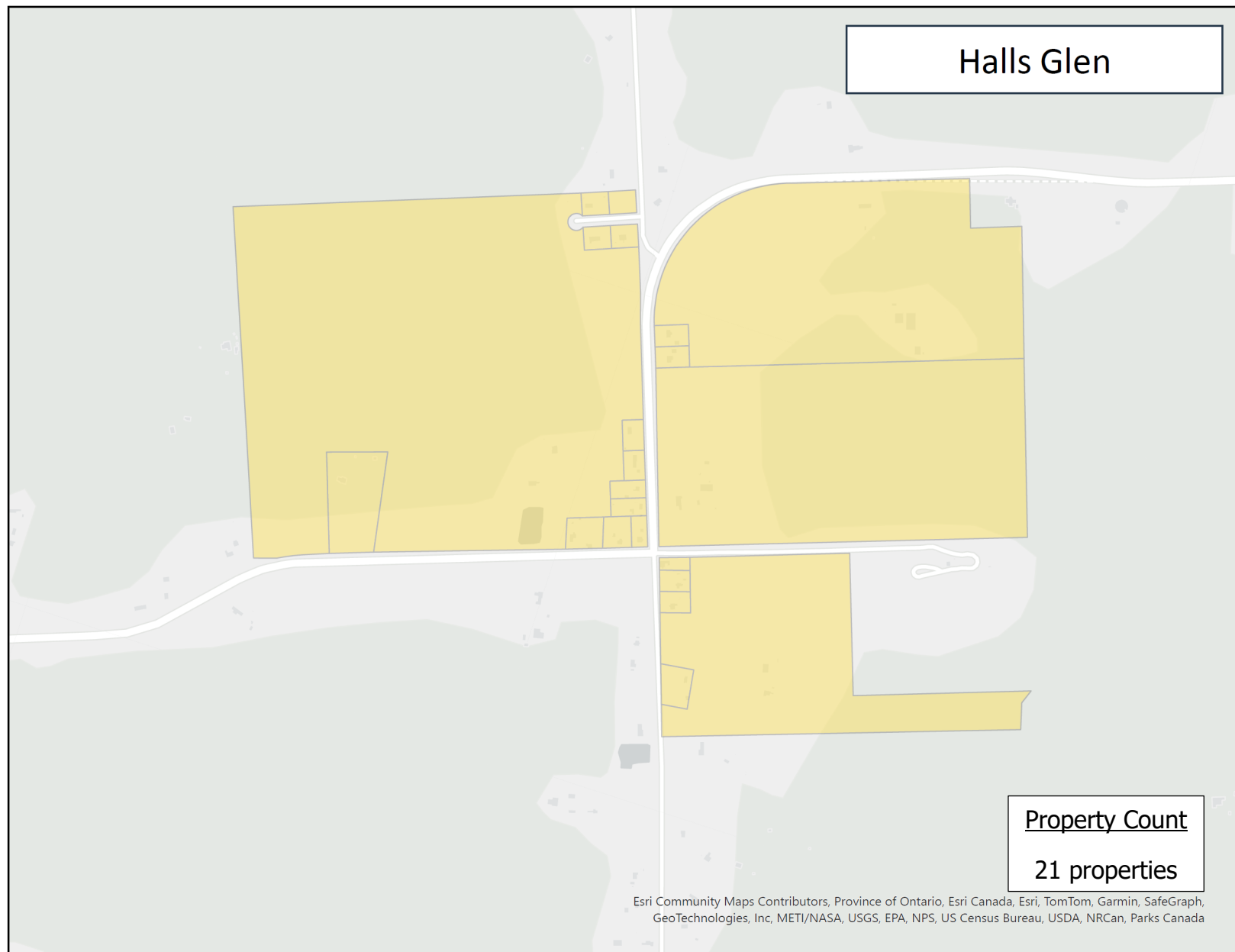
## **Schedule G**



## **Schedule H**



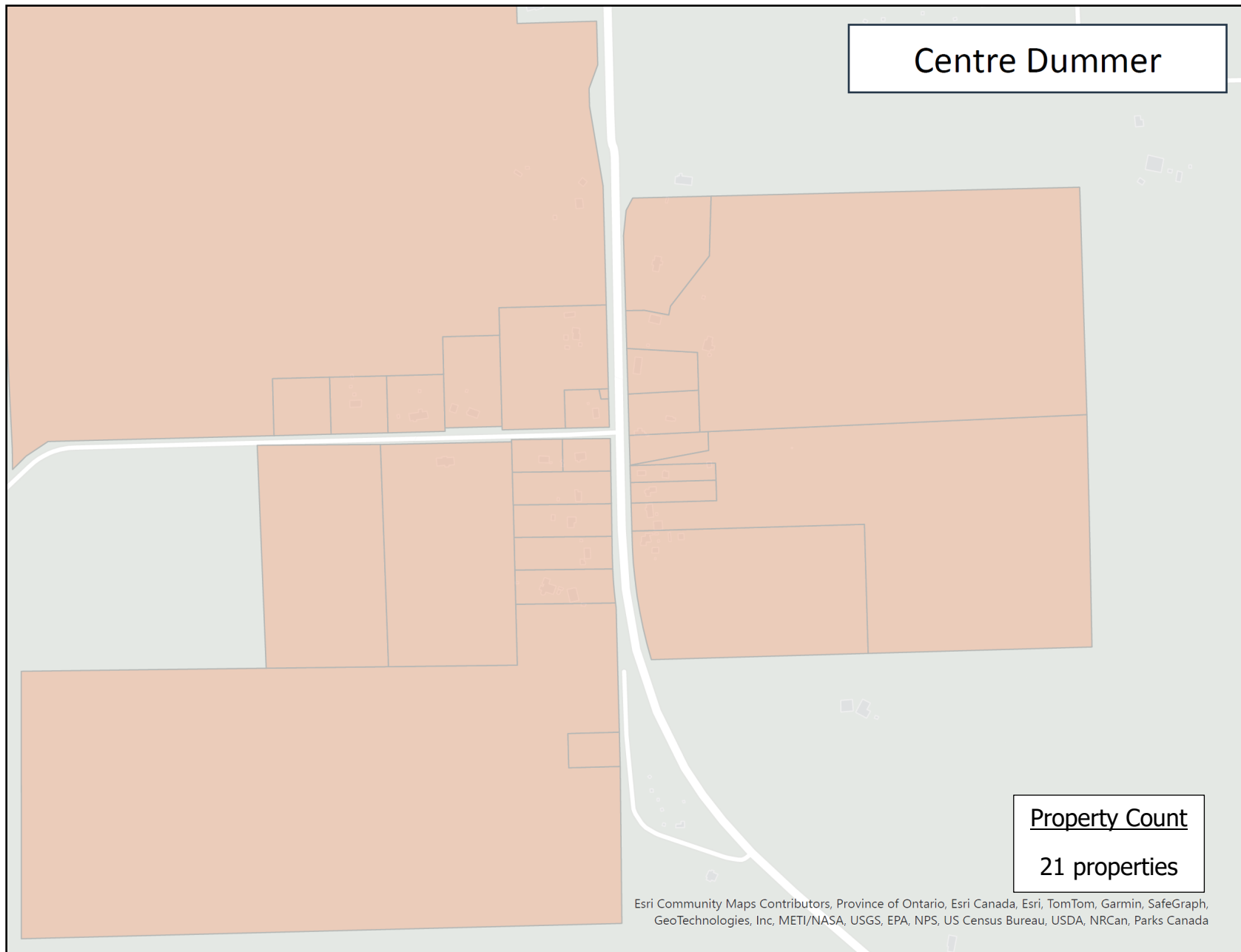
## **Schedule I**



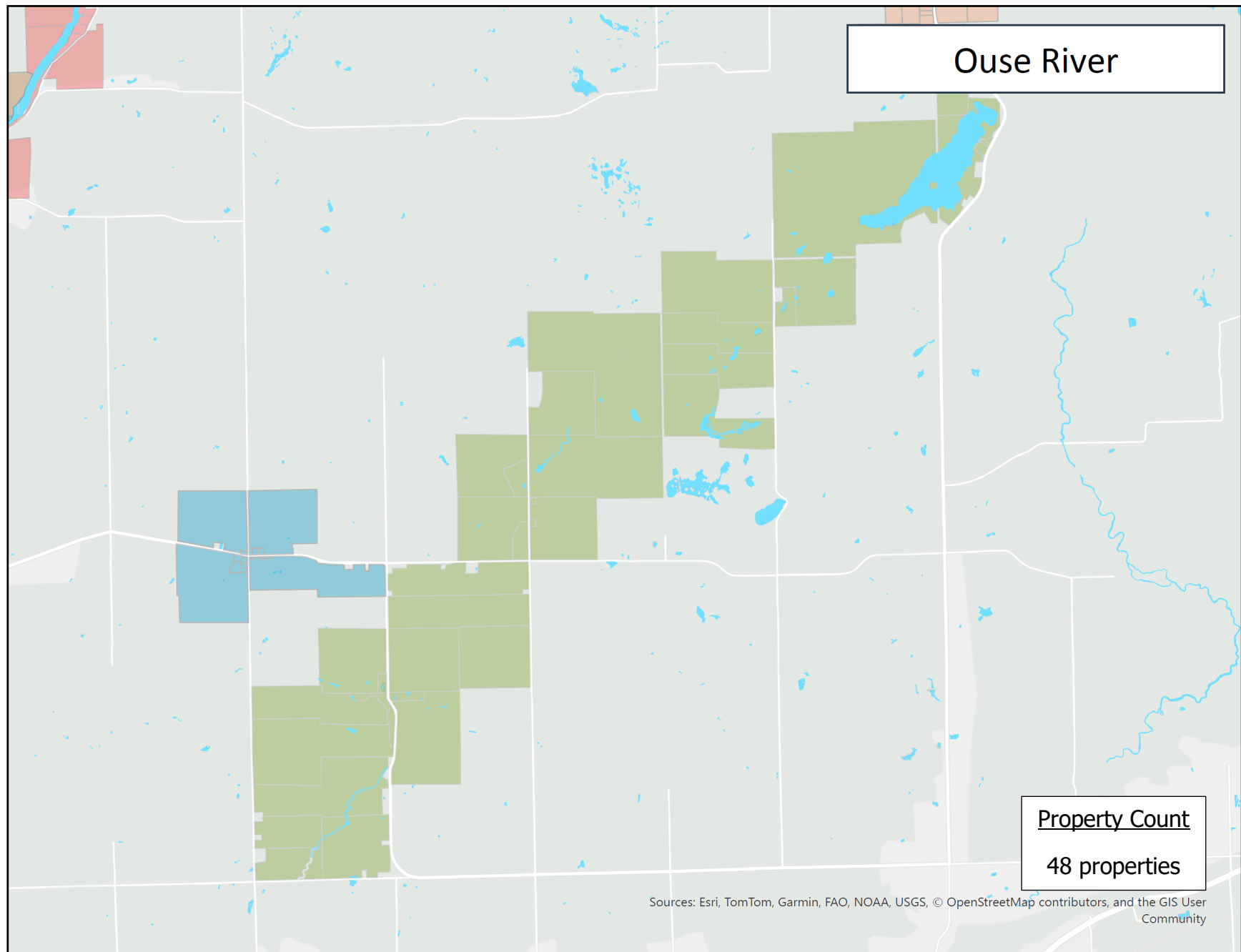
## **Schedule J**



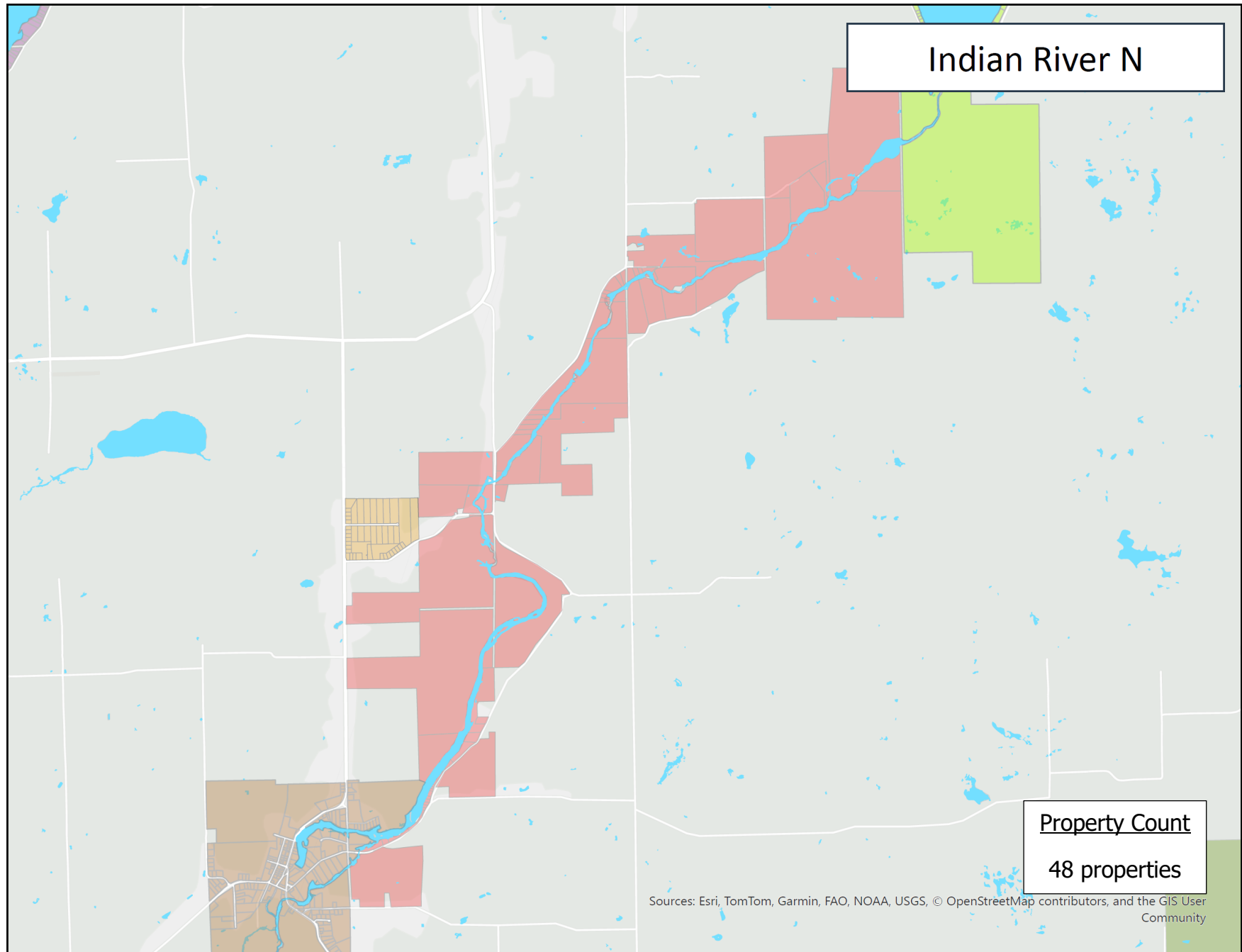
## **Schedule K**



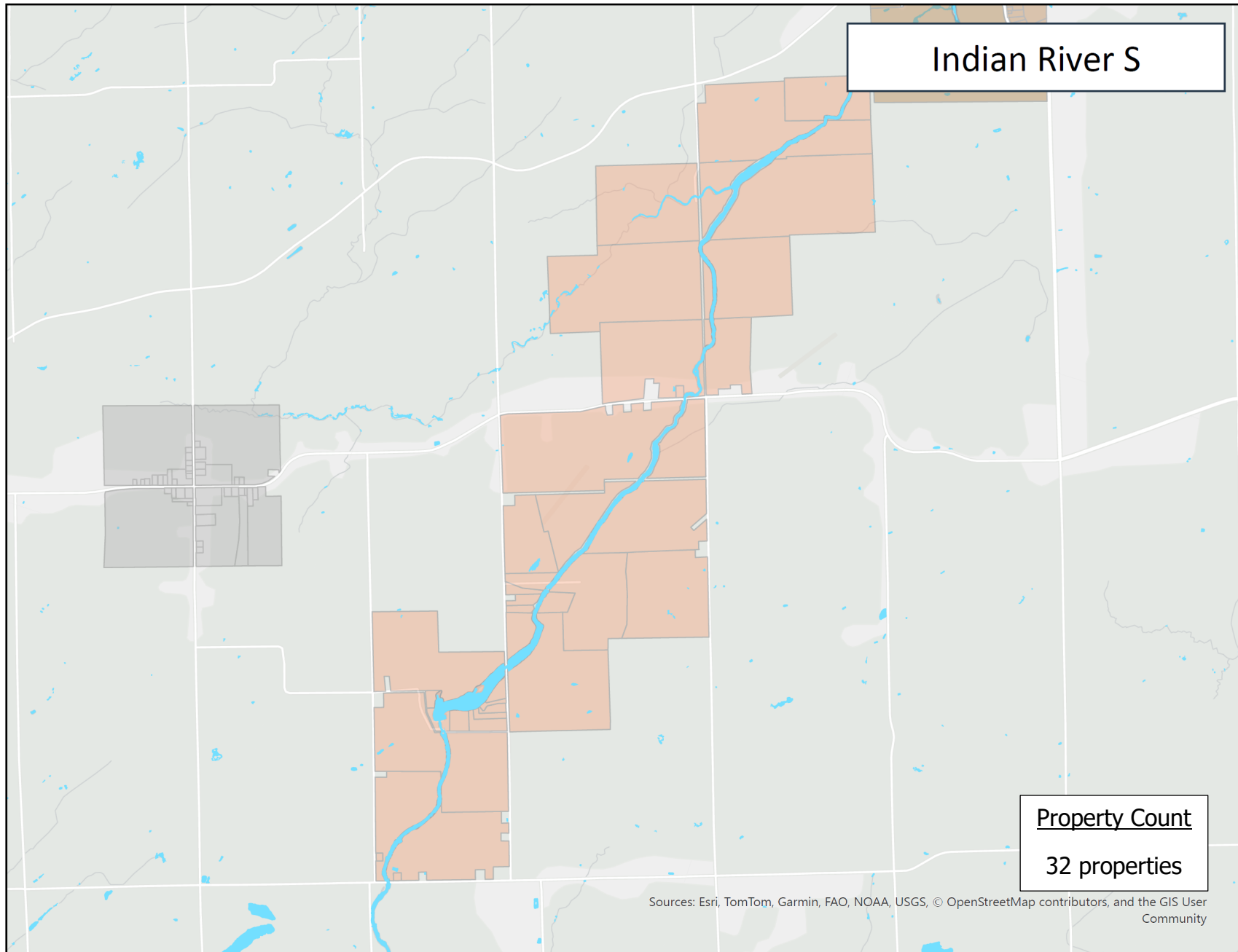
## **Schedule L**



## **Schedule M**

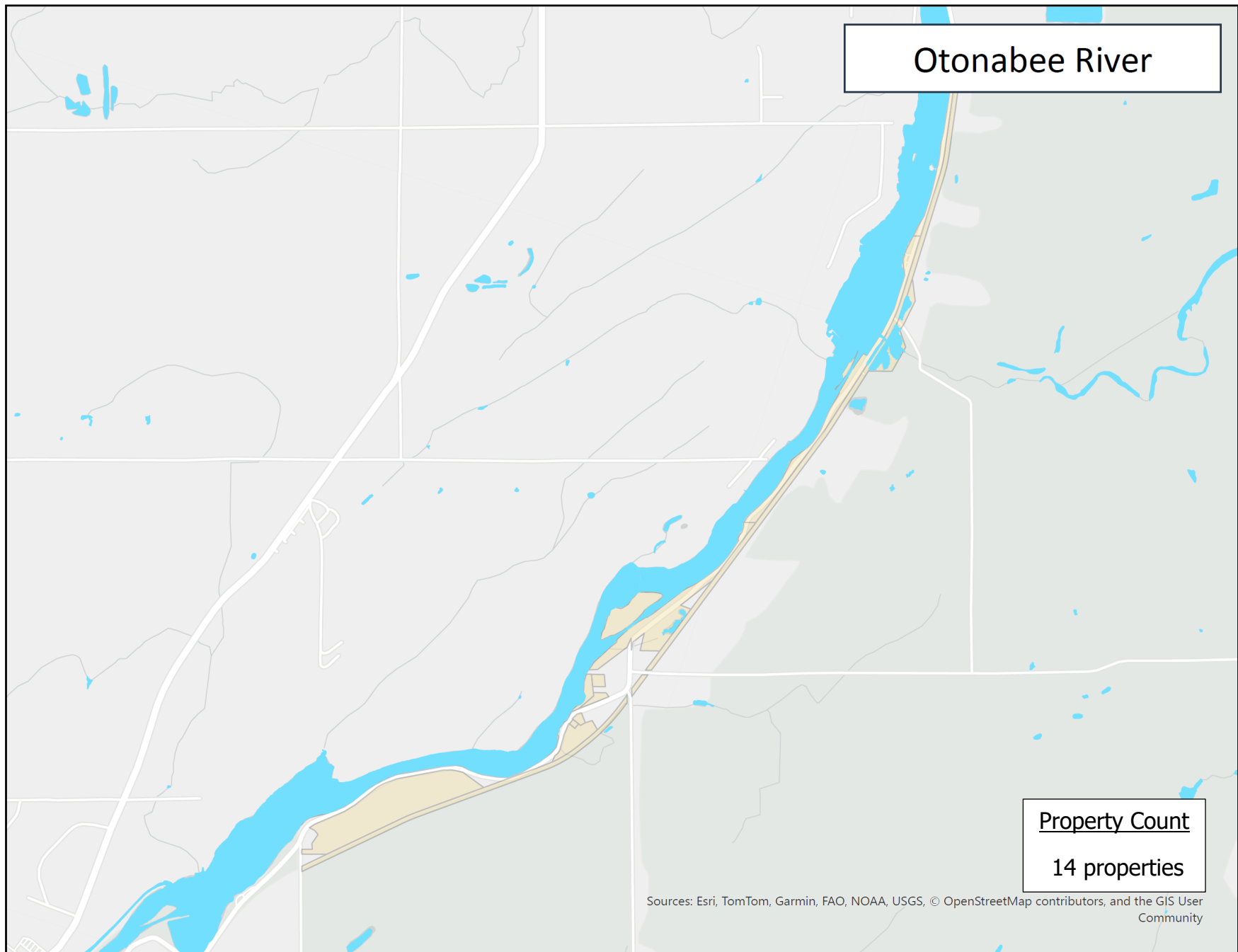


## **Schedule N**

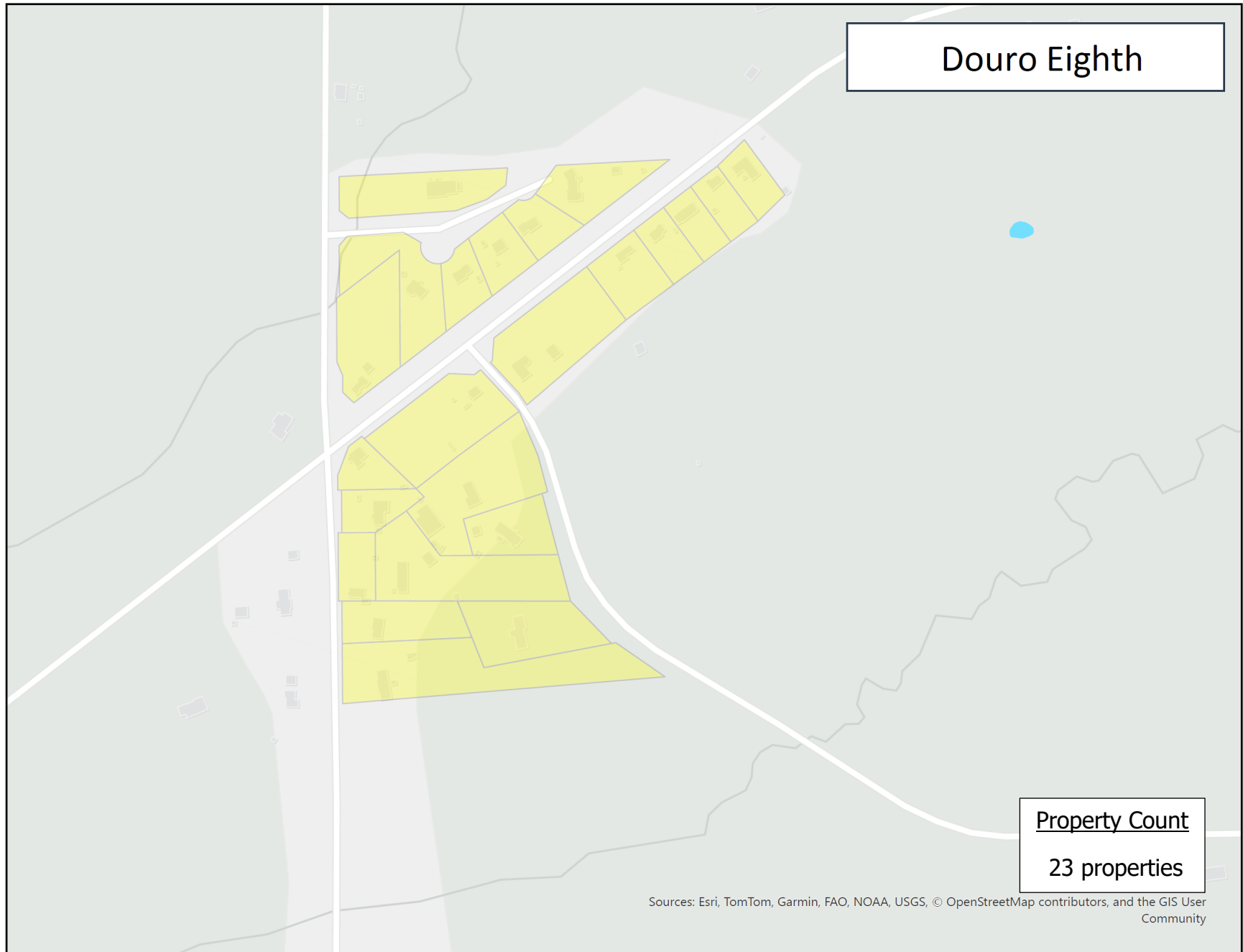




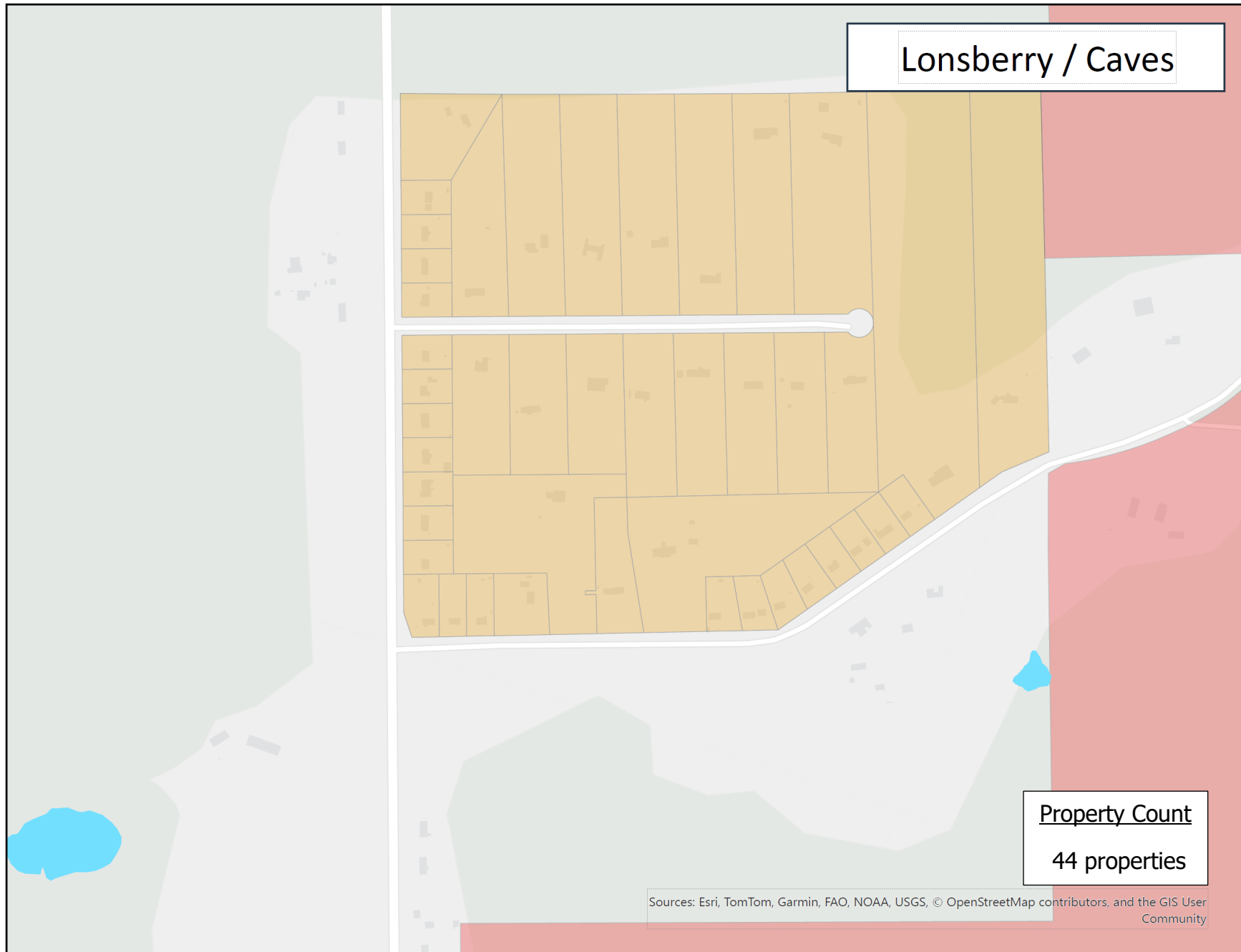
## Schedule O



## **Schedule P**



## Schedule Q



**Report to Council**

Re: Appointment of Designated CBO

Building Department-2025-05

From: Don Helleman

Date: May 6, 2025

**Recommendation:**

That the report Building Department-2025-05, dated May 6, 2025, regarding the Appointment of a Designate CBO be received, that Council directs the current Chief Building Official to utilize the services of RSM Consultants for the issuance of building permits when required and that the required By-law be approved.

**Overview:**

During certain times of the year, or with certain projects, the Chief Building Official (CBO) may require additional support to complete their regulated duties and assigned tasks. Additionally, the Building Code Act and Regulations require specific tasks be carried out, solely, by the Chief Building Official. These tasks, in the absence of the CBO, would typically be administered by the Deputy Chief Building Official (DCBO). The Building Department does not have a DCBO appointed.

The Department currently has a building permit application that requires the attention of the CBO or designate. Given the current workload and complexity of the submission, the Chief Building Official is looking to utilize a third-party Code consultant to review and issue the permit.

The Chief Building Official is proposing to use RSM Consultants to complete the review and issuance of the building permit.

**Conclusion:**

RSM Consultants is a trusted third-party firm that specializes in assisting municipalities with department coverage for Chief Building Officials and Building Officials alike.

Utilizing the services of RSM will allow the department to service the applicant in a timely manner.

Council will need to appoint RSM as a designate CBO through by-law.

**Financial Impact:**

The 2025 budget allocated \$6500.00 for third party review and CBO coverage. The final cost, though not fully established, will not surpass the budgeted amount.

## 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:	Appoint Designate CBO - Building Department-2025-05.docx
Attachments:	
Final Approval Date:	May 1, 2025

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

Martina Chait-Hartwig

Todd Davis

**Recommendation:**

That the report Treasurer-2025-12, dated May 6, 2025, regarding the Purchasing Report for May 2025 be received; and

That Council award the 2025 Surface Treatment program to Dufferin Construction Company in the amount of \$574,208.28 (inclusive of applicable taxes).

**Overview:**

***PW-2025-02- Road Needs Study***

**Project Background** - The previously completed study is now five years old and requires a new study in order to ensure compliance with the legislation, asset management requirements, and budget planning needs.

**Budget** – \$30,000

**Procurement Results** – The Township issued the RFP in accordance with the Township Purchasing Policy through the Bids and Tenders system.

A total of 7 suppliers registered through Bids and Tenders showing interest in the opportunity. The Township received two bids.

The bids were evaluated and scored according to the following criteria:

Company Overview, Experience, Knowledge and Qualifications	15%
Proposed Project Staff Team Experience and Resources	15%
Proposed Approach, Methodology & Deliverables	30%
Pricing	40%

The pricing of the bids were as follows:

- Engage Engineering Ltd. - \$25,000
- Thurber Engineering Ltd. - \$32,420

**Recommended Outcome:** Upon review, the experience, project approach, and methodology presented in both proposals were comparable. Given the similarities, staff selected the proposal from Engage Engineering Ltd. whose submission ultimately scored better due to the lower price.

As per our Procurement Policy, Council is not required to approve this award and only needs to be notified of the award due to the amount being under \$50,000.

***T-02-2025 – 2025 Surface Treatment Program***

**Project Background** – The 2025 Surface Treatment Program was approved in the annual capital budget.

**Procurement Results** – The County issued a joint tender that included the County and participating lower tier municipalities, including the Township of Douro. The County received four submissions.

The lowest bidder was Dufferin Construction Company in the amount of \$574,208.28 (\$564,277 plus applicable taxes). The following table summarizes the budgeted amount and the proposed cost:

<b>Road</b>	<b>Surface Treatment Budget</b>	<b>Proposed Costs</b>	<b>Variance</b>
4th Line Road South Dummer from Clifford Rd to Cty Rd 8	\$214,005.00	\$185,773.06	\$28,231.94
Caves Road from Cty Rd 4 to Cooper Rd	\$110,245.00	\$94,254.18	\$15,990.82
Mill Line Road from Cty Rd 40 to Bridge	\$74,100.00	\$64,821.12	\$9,278.88
Clifford Road from South St to 3rd Line Mid Dummer	\$66,000.00	\$46,300.80	\$19,699.20
Rock Rd from Cooper Rd to Douglas Rd	\$66,000.00	\$48,437.76	\$17,562.24
Rock Rd from Douglas Rd to Rock Rd	\$6,600.00	\$12,170.50	-\$5,570.50
Campline Rd from Henderson to Cty Rd 6	\$59,400.00	\$48,437.76	\$10,962.24
Campline Rd from Henderson to Birchview Rd	\$89,100.00	\$66,737.26	\$22,362.74
Banks Avenue from County Rd 38 to east limit	\$9,900.00	\$7,275.84	\$2,624.16
<b>Total</b>	<b>\$695,350.00</b>	<b>\$574,208.28</b>	<b>\$121,141.72</b>

The budget shown above only includes the amount budgeted for the surface treatment contract, there are additional costs to complete these projects such as staff time, machine time and other materials.

The table also shows that the proposed costs are \$121,141.72 less than what was budgeted.

**Recommended Outcome:** To award the 2025 Surface Treatment program to Dufferin Construction Company in the amount of \$574,208.



**Conclusion:** Staff are confident that both vendors will complete the work as required.

**Financial Impact:**

Both projects were under the budgeted amount. The savings on these projects will go towards funding the additional costs incurred from the 2025 Ice Storm; any remaining surpluses would be allocated to the Township's annual overall surplus which is allocated to capital replacement reserves.



**Report Approval Details**

Document Title:	Procurement Update - May 2025 - Treasurer-2025-12.docx
Attachments:	
Final Approval Date:	Apr 30, 2025

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

**No Signature found**

Jake Condon

Martina Chait-Hartwig

Todd Davis

**Recommendation:**

That the Clerk's Office-2025-14 report, dated May 6, 2025, regarding the draft By-law to License, Regulate, and Govern Mobile Canteens within the Township of Douro-Dummer be received and that Council approve the proposed By-law as presented and that By-law Number 2016-45 be repealed.

**Overview:**

Staff have prepared the attached proposed By-law which would replace the existing Mobile Canteen By-law. The current By-law is from 2016 and using the By-law over the past number of years various issues have arisen. Deficiencies are seen in areas such as special events, set fines, and the comprehensive licensing framework. The updated By-law provides a clearer, simpler approach to regulating Mobile Canteens within the Township. It also establishes defined standards to promote public health and safety, ensure regulatory compliance, and support local businesses and community events.

**Statement of Intent:**

The purpose of this By-law is to:

- Ensure public health and safety in relation to food preparation and service.
- Enforce fire safety regulations and liability insurance requirements.
- Control noise and nuisance through designated operating locations and litter management.

**Operating Location Requirements:**

- No Mobile Canteen shall operate without a valid Licence.
- Operation is restricted to designated zones as per the Township's Zoning By-law.
- Special Event Canteen permits exempt vendors from some of the Mobile Canteen Licence requirements.

**Application Requirements:**

Applicants must submit:

- A complete application package.
- Signed indemnification agreement.
- Proof of Health Unit approval.
- Proof of Fire Chief approval.
- Proof of Chief Building Official.
- Proof of Technical Standards and Safety Act (TSSA) compliance.
- Approval from Public Works regarding traffic flow and parking for special events as listed in Schedule "A".

### Enforcement and Penalty:

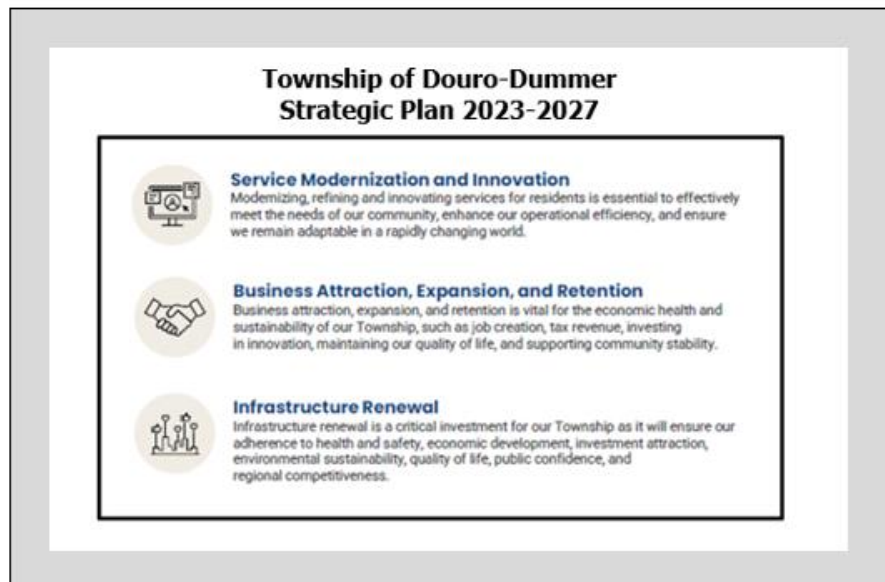
- The Clerk or their designate is responsible for issuing Licences.
- False information or obstruction of enforcement officers is prohibited.
- Any person who violates this by-law is guilty of an offence and, upon conviction, is subject to penalties under the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended.
- Any unpaid fines or penalties may be added to the property's tax roll and collected as municipal taxes.

### Conclusion:

Township staff recommend the adoption of the proposed By-law to regulate Mobile Canteens, ensuring compliance with health, safety, and zoning requirements. The enforcement of this By-law will be overseen by the Clerk's Office and the Township Enforcement Staff.

### Financial Impact:

All costs associated with compliance, including application fees, approvals, and penalties, are to be borne by the applicants.



#### Report Approval Details

Document Title:	License, Regulate and Govern Mobile Canteens By-law - Clerk's Office-2025-14.docx
Attachments:	- Draft By-law - Mobile Canteen By-law.docx
Final Approval Date:	May 1, 2025

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

Todd Davis

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

### **By-law Number 2025-XX**

#### **Being a By-law to License, Regulate and Govern Mobile Canteens Within the Township of Douro-Dummer and Repeal By-law 2016-45**

**Whereas** Section 5 of the Municipal Act 2001, as amended, specifies that a Municipal Council shall exercise its powers by By-Law;

**And Whereas** Sections 8 and 9 of the Municipal Act 2001, as amended, provide that a Municipality has the capacity, rights, powers, and privileges of a natural person for the purposes of exercising its authority under the Municipal Act or any other Act;

**And Whereas** And Whereas Section 11(2) of the Municipal Act, 2001, as amended, sets out the spheres of jurisdiction in which a municipality may pass by-laws;

**And Whereas** Section 150 of the Municipal Act 2001, as amended, permits the Municipality to license and regulate any business wholly or partly carried out within the Municipality;

**And Whereas** Section 434.1 (1) of the Municipal Act, without limiting Sections 9, 10, and 11, a Municipality may require a person, subject to such conditions as the Municipality considers appropriate, to pay an administrative penalty if the Municipality is satisfied that the person has failed to comply with a By-Law of the Municipality passed under this Act;

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

#### **Section 1: Statement of Intent**

##### **1.1 Mobile Canteens to ensure: Public Health, Safety, and Nuisance Control through Operational Standards**

- i) The health of the public in relation to food preparation and food service by stipulating conditions of operation of refreshment vehicles;
- ii) The safety of the public in relation to fire prevention and property damage by requiring adherence to aspects of fire safety and protection and through the requirement of liability insurance;
- iii) The control of noise and nuisance through the limiting of permitted areas of operation and requirements for litter control.

#### **Section 2: Definitions**

##### **2.1 For the purpose of this By-Law:**

- **"Applicant"** shall mean any individual, firm, society, association, partnership, or corporation who is applying for a Mobile Canteen Licence;
- **"By-Law Enforcement Officer"** shall mean the person appointed by the Township of Douro-Dummer for the purpose of enforcing By-Laws;
- **"Clerk"** shall mean the Clerk of the Township of Douro-Dummer or the designate;
- **"Council"** shall mean the Council of the Corporation of the Township of Douro-Dummer;

- **"Chief Building Official"** shall mean the Chief Building Official or their designate;
- **"Fire Chief"** shall mean the Fire Chief or their designate;
- **"Food Tent"** shall mean a tent that is temporarily erected during a special event for the sole purpose of protecting food from dirt, dust, or insects;
- **"Health Unit"** shall mean the Peterborough Public Health;
- **"Licence"** shall mean the applicant who is granted the Licence;
- **"Mobile Canteen"** shall mean any trailer, food tent, or vehicle which sells refreshments including but not limited to french fries, bbq, sandwiches, ice cream products, hot dogs, sausages, and confections for consumption by the public, but does not include a catering vehicle;
- **"Municipality"** shall mean the Corporation of the Township of Douro-Dummer;
- **"Offence"** means an offence under an Act of the Legislature or under a regulation or by-law made under the authority of an Act of the Legislature
- **"Person"** shall mean any individual, firm, society, association, partnership, or corporation;
- **"Set Fine"** means the amount of fine set by the Chief Justice of the Ontario Court of Justice for an offence for the purpose of proceedings commenced under Part I or II.
- **"Special Events"** shall mean an event authorized by Council or through established By-laws that is temporary in nature and shall include, but not be limited to, community festivals, religious and educational events and fairs;
- **"T.S.S.A."** shall mean the Technical Standards and Safety Authority;
- **"Waste"** includes food, disposable eating utensils, paper, wood, cardboard, plastic, glass, or metal products used in the preparation, serving, or consumption of food or beverages offered for sale from a Mobile Canteen.

## **Add General Provisions**

### **Section 3: Operating Location Requirements**

- 3.1 No person shall operate a Mobile Canteen on private property within the Municipality without first having obtained a Licence to do so.
- 3.2 No person shall operate a Mobile Canteen on any Municipal-owned property without first obtaining a Licence to do so.
- 3.3 A Mobile Canteen Licence is required for mobile canteen at a Special Event.
- 3.4 No person shall operate a Mobile Canteen except on land zoned for such use as defined in the Township of Douro-Dummer Zoning By-Law.
- 3.5 No more than one (1) Mobile Canteen shall operate at an approved Municipal Location unless approved by Council.
- 3.6 Approved Municipal locations for operation of a Mobile Canteen shall be designated by Council and subject to periodic review.

#### **Section 4: Licensing Regulations**

- 4.1 A license shall be taken out by every person who engages in the business of conducting a mobile canteen.
- 4.2 Any person obtaining a mobile canteen license shall be subject to the following regulations and conditions:
- (a) The licensee shall keep their mobile canteen and equipment in the place where food is prepared in a clean, sanitary and satisfactory condition and shall comply with the regulations of the Public Health Act and regulations made thereunder respecting eating establishments and should always permit the Medical Officer of Health to inspect the vehicle. An annual inspection from the Peterborough Public Health, or responsible Health Unit confirming that the mobile canteen meets the requirements of the Health Protection and Promotion Act, that there are appropriate waste disposal facilities, and that any other pertinent laws and Regulations have been met.
  - (b) Where applicable, a mobile canteen shall comply with the requirements of the Fire Code under the *Fire Protection and Prevention Act, 1997*, and the applicable standards for propane storage, handling, and utilization under the *Energy Act*, as well as any related regulations affecting such vehicles. A Semi-Annual Inspection and Report for gas and/or propane installations, completed by a Technical Standards and Safety Authority (TSSA) licensed contractor, is required where applicable.
  - (c) The Licensee shall ensure that no modifications are made to the mobile canteen, or equipment placed therein, without the prior approval of the Fire Chief and Chief Building Official as required.
  - (d) A license shall be issued with respect to one vehicle and shall be at all times affixed to the vehicle operated in a prominent position. One license does not cover more than one (1) mobile canteen, as per Section 3.1 of this By-law.
  - (e) Prior to beginning operation of a mobile canteen, a licensee shall file with the Clerk, proof of insurance for public liability in the amount of not less than \$2,000.000 (Two Million Dollars) inclusive of bodily injuries, property damage and accident benefits and including property damage occasioned by any accident arising out of the operation of the mobile canteen in respect of which a license is obtained with the Municipality named as insured;
  - (f) The proof of insurance shall include a provision therein or an endorsement thereof that the licensing officer will be given at least ten (10) days' notice in writing of any cancellation, expiration or variation in the policy;
  - (g) A mobile canteen operator, prior to the issuance of a mobile canteen license, shall provide an indemnification to the Corporation of the Township of Douro-Dummer whereby the mobile canteen operator agrees to indemnify and hold harmless the Corporation of the Township of Douro-Dummer, its agents, servants, employees and officials from any claims, actions or suits which might be brought against the said mobile canteen operator and the Corporation of the Township of Douro-Dummer arising out of the said operation of the mobile canteen in any manner whatsoever or any error, negligence or omission of the mobile canteen operator, their agents, servants or employees;



- (h) A licensee shall not operate, or permit to be operated, a mobile canteen on any prohibited area designated by the Corporation of the Township of Douro-Dummer;
- (i) No mobile canteen shall be parked in any park or on Township property unless prior permission is received by the Corporation of the Township of Douro-Dummer;
- (j) Every owner of a mobile canteen shall ensure that the garbage or litter resulting from their vending activity is collected for recycling and disposal and shall provide receptacles for such purpose. In addition, any owner of a mobile canteen shall ensure that such garbage and litter is removed from the area of operation;
- (k) Any advertising shall not be placed on any Municipal, County or Provincial highway without receiving prior approval from the appropriate governing body;
- (l) No mobile canteen shall be operated between the hours of 11:00 P.M. and 7:00 A.M. except for special events;
- (m) Upon the expiry of the license, the mobile canteens shall be removed from the site;
- (n) No license shall be transferable to another zoned property without the written consent of the Corporation of the Township of Douro-Dummer.
- (i) All tents/air supported structures shall comply with the Ontario Fire Code and the Ontario Building Code.

## **Section 5: Number and Classes of License required Application Documentation**

- 5.1 Licensees will be issued on a first come, first served basis. Applications will not be accepted before the beginning of the calendar year.
- 5.2 The Corporation of Douro-Dummer may authorize the issuance of additional Mobile Canteen licenses for special events subject to any regulations or rules Council deems appropriate.

## **Section 6: Required Application Documentation**

- 6.1 Every applicant shall submit the following for a Mobile Canteen Licence:

- Completed application form;
- Signed indemnification agreement;
- Proof of approval from Peterborough Public Health;
- Property owner consent (if applicable);
- Approval letter from the Chief Building Official;
- Approval letter from the Fire Chief;
- Proof of TSSA compliance;
- Approval from the appropriate Road authority regarding traffic flow and parking required by Clerk.

- 6.2 A Mobile Canteen Licence may be suspended or revoked for non-compliance.

## **Section 7: Enforcement and Penalty**

7.1 The Clerk or their designate is responsible for issuing the Mobile Canteen Licence.

7.2 No person shall provide false information or obstruct an officer in the enforcement of this By-Law.

7.3 Any person who violates any provision of this By-Law is guilty of an offence and shall be subject to penalties prescribed by the Provincial Offences Act.

7.4 Each day that an offence continues constitutes a separate offence.

7.5 Set fines may be applied for non-compliance, and unpaid penalties may be added to property taxes.

7.6 Unless otherwise stated or required by law, anyone convicted of violating this by-law may be fined up to \$5,000 per offense, excluding costs, at the discretion of the Judge or Justice of the Peace.

## **Section 8: Schedules**

8.1 The following schedules attached hereto form an integral part of this By-law:

- **Schedule "A"** – Fee Structure for Mobile Canteen Licences
- **Schedule "B"** – Application for a Mobile Canteen Licence
- **Schedule "C"** – List of Materials Required with Mobile Canteen Application
- **Schedule "D"** – Special Events Mobile Canteen Application Form
- **Schedule "E"** – Set Fines Schedule
- 

## **Section 9: Set Fine Schedule**

9.1 Every person who contravenes a provision of this By-law identified in Schedule "E" – Set Fines is guilty of an offence and upon conviction is liable to a set fine as listed, pursuant to the Provincial Offences Act, R.S.O. 1990, c. P.33.

9.2 The short form wording and set fine amounts set out in Schedule "E" shall not become effective until approved by the Regional Senior Justice of the Ontario Court of Justice.

## **Section 10: Repeal**

10.1 That By-Laws 2016-45 and any amendments governing Mobile Canteens within the Township of Douro-Dummer are hereby repealed.

## **Section 11: Effective Date**

11.1 That this by-law shall come into full force and effect immediately upon the passing thereof.

Passed in Open Council this 6th day of May 2025.

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Mayor, Heather Watson

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Clerk, Martina Chait-Hartwig

Schedule "A"  
By-law No. 2025-xx

Category	Fee	Description
Chip Trucks & Fast Food Vehicles	\$400.00	Licence fee for operating mobile fast food trucks.
Hot Dog and Ice Cream Carts	\$250.00	Licence fee for operating stationary carts.
Ice Cream Trucks	\$300.00	Licence fee for operating mobile ice cream Trucks.
Special Event Licence (Per Day)	\$100.00	For participation at small-scale private or community events (e.g., markets, charity BBQs, local sports events).
Parade, Festival, Public Entertainment Licence (Per Day)	\$400.00	For participation in large, public events like parades, festivals, concerts, fairs, or large-scale entertainment events.

- Important Notes:
- **Special Event Licence** applies to smaller gatherings typically under 500 attendees.
  - **Parade, Festival, Public Entertainment Licence** applies to major public events generally attracting 500+ attendees or requiring significant public resources (e.g., road closures, police presence).
  - Fees are **per vendor, per day** unless otherwise noted.

**Schedule "B"**  
**By-law 2025-XX**  
**Application for a Mobile Canteen Licence**

**Section 1 – Applicant Information**

Business Name (if applicable): \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Section 2 – Property Owner Information**

(If different from applicant)

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Section 3 – Operation Details**

Location of Canteen Operation: \_\_\_\_\_

Date(s) or Period of Operation:  
From: \_\_\_\_\_ To: \_\_\_\_\_

Hours of Operation:  
From: \_\_\_\_\_ AM / PM To: \_\_\_\_\_ AM / PM

**Section 4 – Acknowledgement**

I/We hereby acknowledge that, if a licence is granted:

1. The recipient of this licence does not acquire a proprietary or vested interest in the location.
2. The permit may be revoked at any time by the Township Clerk, upon notice to the canteen operator.
3. The operator shall assume all liability arising from the operation of the canteen at the stated location.
4. Operation is subject to compliance with all applicable municipal, provincial, and federal laws.

Signature of Applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_

**Section 5 – Indemnification Agreement**

To: The Corporation of the Township of Douro-Dummer

I/We,

\_\_\_\_\_  
(Full Name(s) and Business Name if applicable)  
of

\_\_\_\_\_  
(Full Mailing Address)

hereby agree to indemnify and hold harmless the Township of Douro-Dummer, its officers, employees, agents, and officials from any claims, actions, damages, suits, or losses (including legal costs) arising in any manner from the operation of the Mobile Canteen described in this application.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Applicant(s): \_\_\_\_\_

**For Office Use Only**

☐ Application Approved      ☐ Application Denied

Clerk's Name: \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## **Schedule "C"**

### **By-law 2025-XX**

#### **List of Materials required with Mobile Canteen Application**

List of Materials required with Mobile Canteen Application - Failure to supply such will result in the application being denied.

- Proof of inspection by Peterborough Public Health.
- Proof of Liability Insurance coverage – minimum \$2,000,000.00 – including a provision that the Clerk will be given at least ten (10) days notice in writing of any cancellation and or expiration of the policy.
- Indemnification for the Township of Douro-Dummer (see application form)
- If the Mobile canteen is to be located on property other than that owned by the operator of the Mobile Canteen, written authorization from the owner allowing such units to be placed on the property.
- Letter of approval from the appropriate road authority.
- Fire Department to inspect and/or ask to provide documentation for the following:
  - Commercial cooking operations as per NFPA 96 to current standard as referenced in the current Ontario Fire Code.
  - New installation or first-time mobile canteen is located in the Municipality, a suppression system balloon test is required to be witnessed by Fire Department.
  - Posting of emergency procedures, including the 911 number for the location of the mobile canteen (or closest 911 number if one has not already been assigned to the property).
  - Fire Extinguisher
  - ABC or other specific fire extinguisher for other site-specific hazards
  - Class K for suppression system support
- Copy of TSSA inspection form, attached
- Copy of electrical Inspection

#### **Fire Department Approval Date:**

Name and Title (please print):

Signature:

#### **By-law Officer Approval Date:**

Name and Title (please print):

Signature:

- A site plan, showing the proposed location of the mobile canteen in relation to the following:
  - All adjacent buildings
  - All property Lines
  - All roads/streets/highways
  - Distance to nearest eating establishment within the Township (must be more than 100 metres)
- All other information as deemed to be necessary by any Officer of the Corporation of the Township of Douro-Dummer.

Appropriate Fee Received	Date Approved/Denied	Date of Expiry	Approved by	Signature

**Schedule "D"**  
**By-law 2025-XX**  
**Special Events Mobile Canteen Application Form**

**Section 1 – Applicant Information**

Business Name (if applicable):  
\_\_\_\_\_

Name of Applicant(s):  
\_\_\_\_\_

Mailing Address:  
\_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Section 2 – Event Details**

Name of Special Event:  
\_\_\_\_\_

Event Location (Exact Address or Description): \_\_\_\_\_

Dates of Operation:  
From: \_\_\_\_\_ To: \_\_\_\_\_

Hours of Operation:  
From: \_\_\_\_\_ AM / PM To: \_\_\_\_\_ AM / PM

**Section 3 – Mobile Canteen Information**

Type of Canteen (Check One):

- ☐ Special Events Only (\$100.00/day)
- ☐ Parade/Festival/Public Entertainment (\$400.00/day)

Plate or Trailer Number (if applicable):  
\_\_\_\_\_

Type of Food/Refreshments Offered:  
\_\_\_\_\_

**Section 4 – Required Documentation Checklist**

Attach the following to this application. Incomplete applications will not be accepted.

- ✓ Proof of inspection by Peterborough Public Health
- ✓ Indemnification Agreement (see Section 6)
- ✓ Property Owner Authorization (if not on municipal land)
- ✓ Fire Department Approval or Required Fire Code Documentation
- ✓ TSSA Compliance Certificate



- ✓ Site Plan showing:
  - Nearby buildings, roads, and property lines
  - Proximity to other food establishments (must be >100m)
- ✓ Letter of Approval from the Chief Building Official
- ✓ Public Works approval for traffic flow/parking (if required)

**Section 5 – Acknowledgement**

I/We hereby acknowledge that:

1. A Mobile Canteen Licence may be revoked at any time by the Township.
2. Operation is subject to compliance with all municipal, provincial, and federal regulations.
3. I/We have read and agree to all terms of By-law XX-2025.
4. The information provided is accurate and complete.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Section 6 – Indemnification Agreement**

To: The Corporation of the Township of Douro-Dummer

I/We, \_\_\_\_\_  
(Full Name(s) and Business Name if applicable)  
of \_\_\_\_\_  
(Address)

hereby agree to indemnify and hold harmless the Township of Douro-Dummer, its officers, employees, and agents from any claims, actions, or suits arising from the operation of the Mobile Canteen described in this application.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Applicant: \_\_\_\_\_

**For Office Use Only**

☐ Application Approved      ☐ Application Denied

Clerk’s Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Schedule "E"**  
**By-law 2025-XX**  
**Set Fines**

<b>Item</b>	<b>Short Form Wording</b>	<b>Provision Contravened</b>	<b>Set Fine</b>
1	Operate mobile canteen without a licence	Section 3.1, 3.2, 4.1	\$400.00
2	Operate mobile canteen outside permitted zoning	Section 3.4	\$300.00
3	Operate mobile canteen outside approved Municipal location	Section 3.5, 3.6	\$300.00
4	Fail to maintain mobile canteen in clean and sanitary condition	Section 4.2(a)	\$200.00
5	Fail to provide valid public health inspection report	Section 4.2(a)	\$250.00
6	Fail to comply with Fire Code, propane or TSSA safety requirements	Section 4.2(b)	\$350.00
7	Modify canteen or equipment without approval	Section 4.2(c)	\$250.00
8	Fail to affix licence to mobile canteen	Section 4.2(d)	\$150.00
9	Operate mobile canteen without valid insurance	Section 4.2(e)	\$300.00
10	Fail to provide notice of insurance cancellation	Section 4.2(f)	\$200.00
11	Operate in prohibited area without permission	Section 4.2(h), 4.2(i)	\$300.00
12	Fail to provide garbage/litter receptacles	Section 4.2(j)	\$200.00
13	Fail to remove garbage/litter from area of operation	Section 4.2(j)	\$200.00
14	Place advertising without appropriate authority	Section 4.2(k)	\$150.00
15	Operate canteen between 11:00 p.m. and 7:00 a.m. without event approval	Section 4.2(l)	\$250.00
16	Fail to remove canteen upon licence expiry	Section 4.2(m)	\$150.00
17	Provide false information or obstruct enforcement officer	Section 7.2	\$500.00

**Note:** The penalty provisions for the offences indicated above are as per **Section 7.3 of By-law 2025-XX**.

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

### **By-law Number 2016-45 Mobile Canteen By-law**

Being a By-Law respecting the licencing and regulation of Mobile Canteens by the Township of Douro-Dummer and to repeal By-law 1999-17.

Whereas Section 151 (1) of the Municipal Act S.O., 2001, c.25, as amended, provides that a Municipality may provide for a system of licences with respect to a business;

And Whereas The Corporation of the Township of Douro-Dummer deems it in the public interest to licence and regulate Mobile Canteens for the purpose of Health and Safety to ensure that any Mobile Canteen business operates in a safe, sanitary manner and reflects federal, provincial and municipal regulations;

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

#### **1. Interpretation**

1.1 In this by-law:

- (a) Applicant: includes an association, organization or corporation making an application for licence;
- (b) Building Department: means the Township of Douro-Dummer Building Inspector;
- (c) Council: means the Council of The Corporation of the Township of Douro-Dummer;
- (d) Clerk: means the Clerk of The Corporation of the Township of Douro-Dummer or designate;
- (e) Eating Establishment: shall mean a commercial establishment where food is prepared therein and is offered for sale, but shall not include a Mobile Canteen;
- (f) Fire Department: means the Township of Douro-Dummer Fire Department, Fire Prevention Division;
- (g) Grant of Licence: means the exercise of the power of the Clerk to confer the privilege of the licence upon the applicant under the Township of Douro-Dummer's Delegation of Powers By-law;
- (h) Holder of a Licence: means the person who is granted the licence by the Clerk;
- (i) Issue of Licence: means the physical act whereby the proper officer for the Township complete all necessary administrative functions to perfect the grant of the licence;
- (j) Mobile Canteens: means any vehicle, whether mechanically propelled or otherwise, from which refreshments are sold for consumption by the public;
- (k) Operate: shall mean the selling or offering for sale of refreshments from such vehicle but shall not preclude the delivery of refreshments.
- (l) Person: includes a corporation and a partnership and the heirs, executors, administrators or other legal representatives of a person whom the context can apply according to law; and where the context permits, words importing the

singular number or the masculine gender also include more persons, parties of things of the same kind, females as well as males;

(m) Special Events: shall mean an event, the duration of which is temporary in nature, and shall include, but not be restricted to, Jamboree, Heritage Day celebrations, Canada Day celebrations, auctions and Cottage Association events;

(n) Township: means The Corporation of the Township of Douro-Dummer;

## **2. General Provisions**

- 2.1. The Clerk, as authorized in the Delegation of Powers By-law, may where it is deemed to be expedient and in the best interests of the inhabitants of the Township, grant a licence to an applicant in accordance with the provisions of this by-law.
- 2.2. All licences granted under this by-law shall be issued by the Clerk, and such licence shall be valid for the calendar year in which it is issued and may not be transferred or assigned.
- 2.3. The Clerk may revoke or cancel any licence issued pursuant to the provisions of this by-law.
- 2.4. Every application for a licence hereunder shall be made in writing upon the application form provided by the Clerk and attached hereto as Schedule "C".
- 2.5. Every application for a licence must be submitted to the Clerk for processing at least seven (7) days prior to commencement of operation and in the case of a special event, at least 21 days prior to the event.
- 2.6. The licence as granted and issued may not be transferred, assigned, conveyed or sold to another applicant or person.
- 2.7. Fees for licences granted under this by-law shall be in accordance with Schedule "A" attached hereto and forming part of this by-law. A licensee shall pay the prescribed fee prior to the issuance of the licence.
- 2.8. The recipient or holder of a licence shall not divest himself or herself of the rights and obligations of said licence.
- 2.9. Compliance with applicable statutes, regulations and by-laws whether provincial or municipal (See Schedule "B" Zoning - attached hereto) shall be deemed to be a condition of all licences issued pursuant to this by-law.
- 2.10. Failure to comply with the terms and conditions of the licence may constitute grounds for revocation of the licence by the Clerk.
- 2.11. All members of council and senior management of the Township shall be provided with a listing of all licences issued or revoked within one (1) week of the issuance/revocation of the licence.

## **3. Licencing Regulation**

- 3.1. A Licence shall be taken out by every person who engages in the business of conducting a Mobile Canteen save and except for:
  - 3.1.1. Charitable non-profit groups, associations or corporations who sell food and refreshments outdoors, to the general public, from barbeque-style cooking equipment, for the purpose of fund-raising, provided they have

permission of the property owner or the Township, in respect of public property, from which such sales are proposed to take place.

3.2. Any person obtaining a Mobile Canteen licence shall be subject to the following regulations and conditions:

3.2.1 The licensee shall keep his/her vehicle and equipment, in the place where the food is prepared, in a clean, sanitary and satisfactory condition and shall comply with the regulations of the Public Health Act respecting eating establishments, and shall at all times permit the Medical Officer of Health to inspect the vehicles.

3.2.2. An inspection is required by the Fire Department. The items that will be inspected and checked are listed on Schedule "D". This inspection and all of its requirements are to be conducted each time a licence is required. If any changes to cooking devices, suppression system, ventilation system or other life safety items are done, a new inspection shall be requested by owner/operator as soon as possible, but not to exceed 10 days.

If items that have been changed affect other agencies listed on Schedule "D", a new inspection report from that agency will be required as requested by the Fire Department.

3.2.3. If the mobile canteen at any time wishes to become non-mobile, an inspection by the Building Department is required and will be subject to a building permit as deemed necessary. The Building Department may assist the Fire Department in material make up or structural integrity, if requested by the Fire Department.

3.2.4. A licence shall be issued with respect to one vehicle only and shall be at all times affixed to the vehicle operated in a prominent position. One licence does not cover more than one (1) Mobile Canteen.

3.2.5. Prior to beginning operation of a Mobile Canteen, a licensee shall file with the Clerk proof of insurance for public liability in the amount of not less than two million dollars (\$2,000,000.00) with the Township as a named insured. Public Liability shall be inclusive of bodily injuries, property damage and accident benefits, occasioned by any accident out of the operation of the Mobile Canteen in respect of a licence is obtained.

3.2.6. The proof of insurance shall include a provision therein or an endorsement thereof that the Clerk will be given at least ten (10) days notice in writing of any cancellation or expiration in the policy and the Township shall be named as additional insured.

3.2.7. A Mobile Canteen operator, prior to the issuance of a Mobile Canteen licence shall provide an indemnification to the Township whereby the Mobile Canteen operator agrees to indemnify and hold harmless the Township, its agents, servants, employees and officials from any claims, actions or suits which might be brought against said Mobile Canteen operator and the Township arising out of the said operation of the Mobile Canteen in any manner whatsoever or any error, negligence or omission of the Mobile Canteen operation, their agents, servants or employees.

3.2.8. A licensee shall not operate or permit to be operated, a Mobile Canteen on any prohibited area designated by the Township.

3.2.9. No Mobile Canteen shall be parked in any part or on Township property unless prior permission is received from the Township.

- 3.2.10. No Mobile Canteen shall be parked for the purpose of vending goods, food or refreshments within a distance of 100 metres of any eating establishment within the Township.
- 3.2.11. Every owner of a Mobile Canteen shall ensure that garbage or litter resulting from his or her vending activities is collected for recycling and disposal, and shall provide receptacles for such purpose. In addition, any owner of a Mobile Canteen shall ensure that such garbage and litter is removed from the area of operation and disposed of at an approved waste disposal site.
- 3.2.12. Any advertising shall not be placed on any Municipal, County or Provincial highway without receiving prior approval from the appropriate governing body.
- 3.2.13. Written approval is required to be obtained by the owner of a Mobile Canteen from the road authority having jurisdiction over the roadway (i.e. Ministry of Transportation, County of Peterborough, Township, etc.).
- 3.2.14. Mobile Canteen shall only be operated on private property with the consent of the owners and occupant of the property and, except for special event licences, upon a site zoned in a Commercial zoning category by the Township's zoning by-law.
- 3.2.15. Upon expiry of the licence, Mobile Canteens shall be removed from the site.

#### 4. **Number and Classes of Licence**

- 4.1. Licences will be issued on a first come, first serve basis. Application will not be accepted before the beginning of the calendar year.
- 4.2. Notwithstanding Section. 4.1. above, the Council may authorize the issuance of additional Mobile Canteen licences for special events subject to any rules or regulations Council deems appropriate.
- 4.3. The maximum total number of Mobile Canteens operating in the Township at any one time shall be, as set out in Section 3.25 j) of By-law 1996-10, as amended and attached hereto as Schedule "B".

#### 5. **Penalties**

- 5.1. Except as otherwise provided therein or by statute, any person convicted of a breach of any provision of this by-law shall forfeit and pay, at the discretion of the conviction Judge or Justice of the Peace, a penalty not exceeding \$5000.00 for each event exclusive of costs.

#### 6. **Legality**

- 6.1. If any section or sections of this by-law, or parts thereof, that are found by any court of law to be illegal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of the by-law shall be deemed to be separate and independent therefrom and to be enacted as such.

7. **Repeals**

- 7.1. By-law No. 1999-17 of the Township of Douro-Dummer shall be repealed immediately subsequent to this by-law coming into full force and effect.

8. **Effective Date**

- 8.1 That this by-law shall come into full force and effect immediately upon the passing thereof.

Passed in Open Council this 6th day of September, 2016.

\_\_\_\_\_  
Original Signed  
Mayor, J. Murray Jones

\_\_\_\_\_  
Original Signed  
Clerk, Crystal McMillan

**Schedule "A"**  
**By-law No. 2016-45**

1. Chip Truck and Fast Food Vehicle	\$350.00 annual
2. Hot Dog Cart	\$200.00 annual
3. Ice Cream Carts	\$200.00 annual
4. Special Events	\$50.00 per day



## **Schedule 'B' - Zoning Provisions**

### **3.25 Mobile Vendors and Mobile Canteens**

- a) Any person wishing to operate a Mobile Canteen within the Township of Douro-Dummer shall acquire an appropriate licence from the Township and shall be subject to the regulations applicable thereto.
- b) Any mobile vendor who has received a licence to operate a Mobile Canteen within the Township shall ensure that any employee, agent or servant complies with the terms of this By-law.
- c) The mobile vendor shall keep his/her vehicle and equipment, and the place where food is prepared in a clean and sanitary condition in accordance with all applicable Provincial regulations respecting the preparation of such food and the sale thereof.
- d) No Mobile Canteen shall be operated within any portion of a street or road allowance.
- e) A Mobile Canteen may only be operated for the length of time and on property zoned for commercial uses as specified by the licence obtained from Township.

A Mobile Canteen may only be operated on Township property or in park areas with the prior written permission of the Township.

- f) A mobile vendor shall not place any advertising on any public street or road without prior written permission of the governing body. Any advertising utilized incidental to the sale, or offering for sale of food or merchandise shall be affixed to the Mobile Canteen.
- g) Mobile Canteens shall only be operated on private property with the consent of the owner and occupant of the property and if the site is appropriately zoned for the retail sale of food and/or merchandise.
- h) No Mobile Canteen shall be operated on a sidewalk.
- i) No Mobile Canteen shall be operated on a parking lot unless specifically identified on the licence obtained by the vendor.
- j) The maximum total number of Mobile Canteens operating in the municipality at any one time shall be;
  - i) one (1) within the hamlet of Warsaw as shown on Zoning By-law Schedules "B14" and "B15".
  - ii) one (1) within the hamlet of Douro as shown on Zoning By-law Schedule "B17".
  - iii) one (1) within the hamlet of Donwood as shown on Zoning By-law Schedules "B1" and "B2"
  - iv) four (4) within that area of the Township shown on Zoning By-law Schedules "A1" and "A2" and excluding the areas illustrated on Zoning By-law Schedules "B1", "B2", "B14", "B15" and "B17" as identified above.
- k) No Mobile Canteen shall be parked for the purpose of vending goods, food or refreshments within a distance of 100 metres of any eating establishment within the municipality.
- l) The number of mobile vendors or Mobile Canteens shall be limited to one (1) per property.

**Schedule "C"**  
**By-law 2016-45**  
**Application for a Mobile Canteen Licence**

Name & Address of Mobile Canteen Operator/Applicant: \_\_\_\_\_  
\_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

Name & Address of Property Owner: \_\_\_\_\_  
\_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

I/We hereby apply for a permit in order to allow for the operation of the said canteen at:

Location: \_\_\_\_\_

For the following date(s) or period of time:  
From/on \_\_\_\_\_ to \_\_\_\_\_

- Acknowledgement:** I/We hereby acknowledge, if a licence is granted that:
1. The recipient of this licence does not acquire a proprietary or vested interest in the location.
  2. This permit may be revoked at any time, by the Clerk, upon notice to the operator of the canteen.
  3. The operator shall assume all liability arising out of the operation of the canteen at the above-noted location.

Applied for this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant(s)

**Indemnification**

**Whereas** a Mobile Canteen operator, prior to the issuance of a mobile canteen licence, shall provide an indemnification to the Township of Douro-Dummer whereby the mobile operator agrees to indemnify and hold harmless the Township of Douro-Dummer and its employees, agents, servants, and officials;

**Now Therefore** I/We, \_\_\_\_\_  
Name & complete Address of Mobile Canteen Operator

\_\_\_\_\_

**hereby** covenant and agree to indemnify and hold harmless the Township of Douro-Dummer, its employees, agents, servants and officials from any claim, actions, damages, suits, or loss (including legal costs) which might be brought against the said mobile canteen in any manner whatsoever, or any error, negligence or commission of the mobile canteen operator, their agents, servants, or employees. This indemnity is provided incidental to a grant to licence to operate such mobile canteen.

Dated at the Township of Douro-Dummer this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Signature of Mobile Canteen Operator(s)

\_\_\_\_\_  
Signature of Clerk

**Schedule "D"**  
**By-law 2016-45**  
**List of Materials required with Mobile Canteen Application**

**List of Materials required with Mobile Canteen Application** - Failure to supply such will result in the application being denied.

- ☐ Proof of inspection by the Peterborough County-City Health Unit.
- ☐ Proof of Liability Insurance coverage – minimum \$2,000,000.00 – including a provision that the Clerk will be given at least ten (10) days notice in writing of any cancellation and or expiration of the policy.
- ☐ Indemnification for the Township of Douro-Dummer (see application form)
- ☐ If the Mobile canteen is to be located on property other than that owned by the operator of the Mobile Canteen, written authorization from the owner allowing such unit to be placed on the property.
- ☐ Letter of approval from the appropriate road authority.
- ☐ Fire department to inspect and/or ask to provide documentation for the following:
  - Commercial cooking operations as per NFPA 96 to current standard as referenced in the current Ontario Fire Code.
  - New installation or first time mobile canteen is located in Douro-Dummer, a suppression system balloon test is required to be witnessed by fire department.
  - Posting of emergency procedures, including the 911 number for the location of the mobile canteen (or closest 911 number if one has not already been assigned to the property).
  - Fire Extinguisher
    - ABC or other specific fire extinguisher for other site specific hazards
    - Class K for suppression system support

Copy of TSSA inspection form, attached  
Copy of electrical Inspection

Fire Department Approval Date: _____
Name and Title (please print):_____
Signature: _____

- ☐ Letter of approval from the Township’s Chief Building Official, or designate
- ☐ A site plan, showing the proposed location of the mobile canteen in relation to the following:
  - All adjacent buildings
  - All property Lines
  - All roads/streets/highways
  - Distance to nearest eating establishment within the Township (must be more than 100 metres)
- ☐ All other information as deemed to be necessary by any Officer of The Corporation of the Township of Douro-Dummer.

Appropriate Fee Received: _____
Date approved/denied: _____
Date of Expiry: _____
Approved by: _____ Signature:_____

**Recommendation:**

That the report C.A.O.-2025-08, dated May 6, 2025, regarding an extension of the non-recyclable waste collection contract be received and that Council approve the short-term extension as proposed.

**Overview:**

The Township of Douro-Dummer's current contract with Waste Connections Canada for non-recyclable waste collection is due to expire June 30, 2025. In advance of the contract expiry, the Township is required to either extend the contract or procure a new contract. At this time staff are requesting a contract extension through 2027 as requested by Peterborough County.

On January 22, 2025, Peterborough County Council passed the following Resolution:

**Resolution No. 7-2025**

Moved by Councillor Nelson

Seconded by Deputy Warden Senis

That report PDPW 2025-01 Garbage Upload and Organics Final Report and Next Steps be received;

That Council supports moving forward with a negotiable RFP for a County led co-collection garbage and organics contract in Asphodel Norwood, Douro Dummer, Havelock-Belmont-Methuen, Otonabee-South Monaghan, and Selwyn; and  
That County staff report results of the RFP including costs to each of the Township Councils and County Council for a final decision on moving forward with the program.

CARRIED

The County is preparing to release the Request for Proposal (RFP) in the near future and Township staff anticipate that the results report will arrive after the expiry date for our current contract. Staff initiated discussions with Waste Connections regarding an extension to the current contract to run until 2027 to meet the timelines proposed in the County's Garbage Upload and Organics Final Report.

The purpose of the extension is to continue the program and contract unaltered so that the RFP work by Peterborough County can be completed and County Council and subsequently Township Council can make a decision on the future of uploading the delivery of this service. There will be the need for two amendments to the current contract which include expiry and price.

The proposed extension would be to the end of 2026 with an option to move to a monthly arrangement for 2027. This provides the Township with flexibility pending the outcome of the Peterborough County RFP and does not fix a specific date beyond December 31, 2026, for the service contract to expire. Should the Township wish to accept the option of moving to a month-to-month contract, there is a (90) day notice requirement to terminate.

The most significant change is for the cost of the contract. The Township of Douro-Dummer enjoyed a favourable contract for a number of years and the extension recognizes an economic adjustment that would be inevitable regardless of an extension or a public RFP process. For the first six months of the 2025 budget, the cost of the contract is \$108,521+HST under the current pricing program. From July 1 through December 31, 2025, the cost of the contract will increase to \$112,862+HST. The 2025 budget allocation for this contract is \$205,555 and with the new contracted price it will result in a \$29,172 budget shortfall to be funded through current reserves or other operational funding efficiencies realized in 2025.

In 2026 the cost of the non-recyclable waste collection contract will be \$234,754+HST. For 2027, should the Township wish to use the option and move to a month-to-month program the monthly cost would be \$20,541+HST. Staff are confident that well in advance of 2027 there will be certainty in the delivery of these services and a new long-term contract will be in place.

### **Conclusion:**

Staff engaged with our current non-recyclable waste collection contractor seeking an extension to the contract will little to no modification through 2027. The Township's long term supplier Waste Connections have provided the extension on the requested timeline with an economic adjustment and terms that preserve the Township of Douro-Dummer's flexibility pending the outcome of the negotiable RFP for a County led co-collection garbage and organics contract.

### **Financial Impact:**

The current contract price for non-recyclable waste collection is \$217,043+HST which covers the period of July 1, 2024, to June 30, 2025.

For the first six months of the 2025 budget, the cost of the contract is \$108,521.50+HST under the current pricing program. From July 1 through December 31, 2025, the cost of the contract will increase to \$112,862+HST. The 2025 budget allocation for this contract is \$205,555 and with the new contracted price it will result in a \$29,172 budget shortfall to be funded through current reserves or other operational funding efficiencies realized in 2025.

In 2026 the cost of the non-recyclable waste collection contract will be \$234,754+HST. For 2027, should the Township wish to use the option and move to a month-to-month program the monthly cost would be \$20,541+HST.

## 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:	non-recyclable waste collection contract extension - C.A.O.-2025-08.docx
Attachments:	
Final Approval Date:	Apr 30, 2025

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

**No Signature found**

Paul Creamer

## **Minutes of the Committee of the Whole of the Township of Douro-Dummer**

**April 16, 2025, 10:00 AM  
Council Chambers in the Municipal Building**

**Present:**                   **Chair Thomas Watt  
Mayor Heather Watson  
Deputy Mayor Harold Nelson  
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 Public Works - Jake Condon**

**Absent:**                   **Manager of Recreation Facilities - Mike Mood**

1.     Call to Order

With a quorum of the Committee being present, the Chair called the meeting to order at 10:03 a.m.

2.     Land Acknowledgement

The Chair recited the Land Acknowledgement.

3.     Disclosure of Pecuniary Interest:

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



4. Adoption of Agenda: April 16, 2025

**Resolution Number 013-2025**

Moved By: Councillor Johnston

Seconded By: Deputy Mayor Nelson

That the agenda for the Committee of the Whole Meeting, dated April 16, 2025, be adopted, as circulated.

Carried

5. Delegations, Petitions or Presentations:

5.1 Presentation - Municipal Road Allowances Policy and Procedure - Policy Intern - Tammy Francis - Clerk's Office-2025-09

**Resolution Number 014-2025**

Moved By: Mayor Watson

Seconded By: Councillor Johnston

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.

Carried

6. Reports - Managers' Updates

6.1 Parks and Recreational Department Update Report - February to April 2025, Recreation Facilities-2025-04

**Resolution Number 015-2025**

Moved By: Deputy Mayor Nelson

Seconded By: Mayor Watson

That the Parks and Recreational Department Update Report from February to April 2025, Recreation Facilities-2025-04 be received with thanks.

Carried

6.2 Fire Department Update Report - February to April 2025 - Fire Chief-2025-03

**Resolution Number 016-2025**

Moved By: Councillor Johnston

Seconded By: Deputy Mayor Nelson

That Fire Department Update Report from February to April 2025 - Fire Chief-2025-03 be received with thanks. Carried

6.3 Public Works Department Update Report - February to April 2025 - Public Works-2025-02

**Resolution Number 0017-2025**

Moved By: Mayor Watson

Seconded By: Deputy Mayor Nelson

That Public Works Department Update Report from February to April 2025 - Public Works-2025-02 be received. Carried

6.4 Building Department Update Report - February to April 2025 - Building Department-2025-03

**Resolution Number 0018-2025**

Moved By: Mayor Watson

Seconded By: Deputy Mayor Nelson

That Staff be directed to bring forward a report on the Active Investigation Policy, including any files currently subject to the policy. Carried

**Resolution Number 0019-2025**

Moved By: Councillor Johnston

Seconded By: Deputy Mayor Nelson

That Building Department Update Report from February to April 2025 - Building Department-2025-03 be received with thanks. Carried

The Committee took a break at 11:11 a.m. and reconvened at 11:15 a.m.

6.5 Finance Department Update Report - February to April 2025, Treasurer-2025-09

**Resolution Number0020-2025**

Moved By: Mayor Watson

Seconded By: Deputy Mayor Nelson

That Finance Department Update Report from February to April 2025, Treasurer-2025-09 be received with thanks. Carried

6.6 Clerk's Department Update Report - February to April 2025, Clerk's Office-2025-10

**Resolution Number0021-2025**

Moved By: Mayor Watson

Seconded By: Councillor Johnston

That Clerk's Department Update Report from February to April 2025, Clerk's Office-2025-10 be received with thanks. Carried

6.7 CAO's Office Update Report - February to April 2025, C.A.O.-2025-05

**Resolution Number0022-2025**

Moved By: Councillor Johnston

Seconded By: Mayor Watson

That CAO's Office Update Report from February to April 2025, C.A.O.-2025-05 be received with thanks. Carried

6.8 Strategic Plan Implementation - C.A.O.-2025-07

**Resolution Number0023-2025**

Moved By: Deputy Mayor Nelson

Seconded By: Councillor Johnston

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

Carried

6.9 Councillor Watt - Discussion regarding Noise By-law and Dogs

**Resolution Number0024-2025**

Moved By: Deputy Mayor Nelson

Seconded By: Councillor Johnston

That staff be directed to review the Township's Noise By-law, research how similar issues are addressed in other municipalities, and staff bring back a report at the next Committee of the Whole meeting.

Carried

7. New Business to be requested for next Meeting: None

8. Closed Session: None

9. Adjournment

Moved By: Deputy Mayor Nelson

Seconded By: Mayor Watson

That this meeting adjourn 12:16 p.m.

Carried

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Chair, Tom Watt

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Clerk, Martina Chait-Hartwig

**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:**

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 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.

Improvement and/or Opening of Municipal Road Allowances

It shall be the policy of the Council of the Township of Dummer that no municipal road allowance shall be improved and/or opened unless approved by Council as per the following criteria:

1. All requests for improving and/or opening municipal road allowances shall be in writing and shall be sent to the Administrator.
2. Upon receipt of a request for improving and/or opening a municipal road allowance, the Administrator shall provide a copy thereof to the Road Superintendent, who shall make an inspection of said road allowance and determine what specification (M.T.O.) is applicable.
3. The Road Superintendent may request input from the Ministry of Transportation in determining what standard of road is applicable for the type of use proposed.
4. Based on the inspection, the Road Superintendent, shall provide to the applicant, the necessary road specifications as well as a copy of this policy.
5. If at this time the applicant indicates that he/she wishes to proceed, council may direct staff to notify all adjoining property owners of such request and solicit their comments. A minimum of 30 days shall be allowed for this notification period.
6. Following this notification period, council shall evaluate the proposal based on the information available. If the request is denied, the decision is final. If the request is approved, the applicant shall, prior to initiating any work, provide an O.L.S. survey of the road allowance.
7. All costs of surveying, brushing, road construction, etc, associated with the road allowance improvement and/or opening shall be borne by the applicant.
8. Any fences required shall be installed, repaired or replaced as required and approved by the adjoining landowner(s).
9. Any damages to adjoining landowners property or fences shall be the responsibility of the applicant.
10. All wood, logs, etc left from any clearing done, belong to the municipality, unless deemed otherwise by the Road Superintendent, in consultation with the Roads Committee.
11. The road must be built to the Ministry of Transportation standards as supplied by the municipality unless deemed otherwise by council.
12. All work must be done under the direction of, and with the approval of the Township Road Superintendent.
13. Applicant is required to have adequate liability insurance coverage and workers compensation coverage for the duration of the road improvement and/or opening project.



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

It shall be the policy of the Council of the Township of Dummer that no municipal road allowance shall be improved and/or opened unless approved by Council as per the following criteria:

1. All requests for improving and/or opening municipal road allowances shall be in writing and shall be sent to the Administrator.
2. Upon receipt of a request for improving and/or opening a municipal road allowance, the Administrator shall provide a copy thereof to the Road Superintendent, who shall make an inspection of said road allowance and determine what specification (M.T.O.) is applicable.
3. The Road Superintendent may request input from the Ministry of Transportation in determining what standard of road is applicable for the type of use proposed.
4. Based on the inspection, the Road Superintendent, shall provide to the applicant, the necessary road specifications as well as a copy of this policy.
5. If at this time the applicant indicates that he/she wishes to proceed, council may direct staff to notify all adjoining property owners of such request and solicit their comments. A minimum of 30 days shall be allowed for this notification period.
6. Following this notification period, council shall evaluate the proposal based on the information available. If the request is denied, the decision is final. If the request is approved, the applicant shall, prior to initiating any work, provide an O.L.S. survey of the road allowance.
7. All costs of surveying, brushing, road construction, etc, associated with the road allowance improvement and/or opening shall be borne by the applicant.
8. Any fences required shall be installed, repaired or replaced as required and approved by the adjoining landowner(s).
9. Any damages to adjoining landowners property or fences shall be the responsibility of the applicant.
10. All wood, logs, etc left from any clearing done, belong to the municipality, unless deemed otherwise by the Road Superintendent, in consultation with the Roads Committee.
11. The road must be built to the Ministry of Transportation standards as supplied by the municipality unless deemed otherwise by council.

POLICY NO. 18

12. All work must be done under the direction of, and with the approval of the Township Road Superintendent.
13. Applicant is required to have adequate liability insurance coverage and workers compensation coverage for the duration of the road improvement and/or opening project.

# Municipality of *Bluewater*

April 28, 2025

The Honourable Doug Ford  
Legislative Building  
Queens Park  
TORONTO ON M7A 1A4  
[premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford:

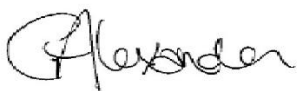
At the Municipality of Bluewater's regular Council meeting held on April 22, 2025, Council passed the following resolution:

**MOVED:** Councillor Whetstone **SECONDED:** Councillor Hessel  
WHEREAS the Province of Ontario has proposed to expand Strong Mayor Powers to an additional 169 municipalities across Ontario, including the Municipality of Bluewater, effective May 1, 2025;

THEREFORE BE IT RESOLVED that the Corporation of the Municipality of Bluewater is in opposition to the addition of Strong Mayor Powers in the Municipality of Bluewater, and across the Province;

AND FURTHER that a copy of this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, all Ontario Municipalities, and the Association of Municipalities of Ontario (AMO) for their awareness and support. **CARRIED**

Sincerely,



Chandra Alexander  
Manager of Corporate Services/Clerk

cc: The Honourable Rob Flack, Minister of Municipal Affairs and Housing  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



# Town of Amherstburg

## OFFICE OF THE MAYOR

Michael Prue, Mayor

April 15, 2025

SENT VIA EMAIL

Premier of Ontario  
Legislative Building  
Queens Park  
Toronto, ON, M7A 1A4  
VIA EMAIL: [premier@ontario.ca](mailto:premier@ontario.ca)

Attn: The Honourable Doug Ford, Premier of Ontario

Re: Resolution# 20250414-011 - Opposition to Strong Mayor Designation for the Town of Amherstburg

At its regular meeting on **April 14, 2025**, Amherstburg Town Council passed **Resolution 20250414-011** in response to the Province's recent proposal to designate Amherstburg as a **"Strong Mayor" municipality**, effective May 1, 2025.

**WHEREAS** the Province of Ontario has proposed to designate the Town of Amherstburg as a "Strong Mayor" community, granting enhanced powers to the Mayor effective May 1, 2025; and,

**WHEREAS** the Strong Mayor powers significantly alter the balance of governance at the municipal level, undermining the role of Council in decision-making and weakening the fundamental democratic principle of majority rule; and,

**WHEREAS** the Town of Amherstburg has a long history of collaborative, transparent, and accountable local governance built upon a foundation of Council-debate and shared decision-making; and,

**WHEREAS** many municipally elected officials across the province and members of the public have expressed significant concern regarding the imposition of these powers; and,

**WHEREAS** the Town of Amherstburg did not formally request or express a desire to be designated under the Strong Mayor framework; and,

**WHEREAS** a growing number of municipalities and elected officials across Ontario are questioning the appropriateness of the Strong Mayor system and are calling for its reconsideration or repeal;

**THEREFORE BE IT RESOLVED** that Amherstburg Town Council formally request that the Premier of Ontario and the Minister of Municipal Affairs and Housing immediately remove the Town of Amherstburg from the list of municipalities designated under the Strong Mayor legislation;

**AND BE IT FURTHER RESOLVED** that a copy of this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, all regional Members of Provincial



# Town of Amherstburg

## OFFICE OF THE MAYOR

Michael Prue, Mayor

Parliament, all Ontario municipalities, and the Association of Municipalities of Ontario (AMO) for their awareness and support.

We thank you for your attention to this matter and urge you to respect the democratic wishes of our Council and community.

Sincerely,

Michael Prue, Mayor  
Town of Amherstburg

Cc: The Honourable Paul Calandra (Minister of Municipal Affairs and Housing)  
Regional Members of Provincial Parliament  
All Ontario Municipalities  
The Association of Municipalities of Ontario (AMO)

April 16, 2025

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

Re: Motion regarding Opposition to Expansion of Strong Mayor Powers

At their Regular Meeting of Council on April 16, 2025, the Council of the Town of Aylmer endorsed the following resolution:

WHEREAS the Ontario government has proposed expanding the "strong mayor" powers to 169 additional municipalities under the proposed legislation, which would grant mayors in these municipalities more authority, particularly concerning the control of municipal budgets and planning decisions;

AND WHEREAS this proposal has raised significant concerns regarding the centralization of power, erosion of local democracy, reduced accountability, and the potential for the abuse of power;

AND WHEREAS the proposed expansion of strong mayor powers undermines the collaborative nature of municipal governance, and diminishes the role of elected municipal councillors in representing the diverse interests of the community;

AND WHEREAS concerns have been raised about the negative impacts on public trust, democratic participation, and municipal decision-making processes, if mayors are given the ability to bypass council decisions without adequate consultation or oversight;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Aylmer opposes the expansion of Strong Mayor Powers;

AND THAT the Council formally expresses its opposition to the Ontario government's proposal to expand Strong Mayor Powers to preserve local democracy, transparency, and accountability;

FURTHER BE IT RESOLVED THAT a copy of this motion be forwarded to the Ontario Premier, the Minister of Municipal Affairs and Housing, all Ontario municipalities, as well as the Association of Municipalities of Ontario (AMO) for further action.

Thank you,

**Owen Jaggard**

**Director of Legislative Services/Clerk** | Town of Aylmer

46 Talbot Street West, Aylmer, ON N5H 1J7

519-773-3164 Ext. 4913 | Fax 519-765-1446

[ojaggard@town.aylmer.on.ca](mailto:ojaggard@town.aylmer.on.ca) | [www.aylmer.ca](http://www.aylmer.ca)

CC:

Hon. Rob Flack [rob.flack@pc.ola.org](mailto:rob.flack@pc.ola.org)

Association of Municipalities of Ontario [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

All municipalities



Phone: 613-584-2000  
Fax: 613-584-3237  
Email: [townmail@deepriver.ca](mailto:townmail@deepriver.ca)  
[deepriver.ca](http://deepriver.ca) | [f](#) [@](#)

April 30, 2025

DELIVERED ELECTRONICALLY

Honorable Rob Flack  
Minister of Municipal Affairs and Housing  
777 Bay Street, 17<sup>th</sup> floor  
Toronto, ON  
M7A 2J3

Re: Proposed Amendments to O. Reg. 530/22 to Expand Strong Mayor Powers and Duties to Additional Municipalities

Dear Minister Flack,

Thank you for your letter dated April 9, 2025, regarding your intention to expand strong mayor powers to the Town of Deep River.

I am writing as requested by Council, to emphasize that the most significant barrier to support the provincial priorities which *"include supporting the construction of new homes, economic development and building infrastructure that supports community growth, including housing-enabling infrastructure like water and wastewater infrastructure, as well as roads, highways, transit and more"* is a lack of financial resources for infrastructure projects.

Over the past several years the Town of Deep River has been investing in infrastructure projects at a rate that is not sustainable to create capacity for new residential development which is currently in the planning stages. During this same period, we have requested grant funding from the Province of Ontario through infrastructure grant applications and delegations to ministers at both AMO and ROMA to support our growth initiatives but have been unsuccessful to date.

Our primary barrier to growth in the Town of Deep River is a lack of financial support for infrastructure projects to generate capacity. This in my opinion would have a much higher impact on new housing growth than strong mayor powers will for the Town of Deep River.





I would be more than happy to answer any questions or discuss how Deep River can help to promote and achieve Ontario's housing targets.

Respectfully,

A handwritten signature in black ink, appearing to read 'Sean Patterson', with a stylized flourish extending to the right.

Sean Patterson  
Chief Administrative Officer  
Town of Deep River  
613-584-2000 ext., 108  
[spatterson@deepriver.ca](mailto:spatterson@deepriver.ca)



Executive Services  
99-A Advance Avenue, Napanee, ON K7R 3Y5 [www.greaternapanee.com](http://www.greaternapanee.com)

April 23, 2025

Township of Rideau Lakes  
1439 County Road 8  
Delta, ON K0E 1G0  
Sent via email: [mtruelove@rideaulakes.ca](mailto:mtruelove@rideaulakes.ca)

**Re: Strong Mayor Powers**

To Whom It May Concern,

Please be advised that the Council of the Town of Greater Napanee passed the following support resolution at its regular session meeting of April 22, 2025:

***RESOLUTION #194/25 Pinnell Jr., Norrie***


That the Town of Greater Napanee sends a letter of support to the Township of Rideau Lakes in regard to their opposition of Ontario Expanding Strong Mayor Powers to 169 Additional Municipalities, and that the Town of Greater Napanee also request to be excluded from the Strong Mayor Powers;

And that a copy of the letter of support be sent to the Honorable Premier Doug Ford, the Honorable MPP Ric Bresee; the Honorable Rob Flack, Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario; the Association of Municipal Managers, Clerks and Treasurers of Ontario, and all other municipalities in Ontario for their consideration and support.

CARRIED.

Please do not hesitate to contact [jwalters@greaternapanee.com](mailto:jwalters@greaternapanee.com) if you require any further information with respect to this resolution.

Sincerely,



Jessica Walters  
Clerk

cc: Honourable Premier Doug Ford  
Honourable Ric Bresee, MPP Hastings-Lennox and Addington  
Honourable Rob Flack, Minister of Municipal Affairs and Housing  
AMO  
AMCTO  
All Ontario municipalities



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
Phone: (519) 733-2305  
[www.kingsville.ca](http://www.kingsville.ca)

April 16, 2025

Honourable Premier Doug Ford  
Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

Honourable Rob Flack, Minister of Municipal Affairs and Housing  
Via Email: [rob.flack@ontario.ca](mailto:rob.flack@ontario.ca)

Dear Premier Ford and Minister Flack,

**Re: Opposition to Strong Mayor Powers – Proposed Amendments to O. Reg. 530/22**

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Please be advised that at its Regular Meeting held Monday, April 14, 2025, the Council of the Town of Kingsville passed the following resolution respecting the matter referenced in the above subject line:

**78-04142025**

**Moved By:** Councillor Gaffan

**Seconded By:** Deputy Mayor DeYong

Whereas on April 9, 2025, the Government of Ontario (hereafter, the "Province"), led by Premier Doug Ford, announced a proposal to expand by "Strong Mayor Powers" as provided for by Part VI.1 of the *Municipal Act, 2001*, to the heads of council in 169 additional municipalities, including the Town of Kingsville, effective May 1, 2025;

**And whereas** Strong Mayor Powers erode democratic process and have fundamentally altered the historic model of local governance, which has existed for almost two centuries, by:

- providing the head of council with the authority to unilaterally give direction and make certain decisions without a consensus from a majority of the members of council; and,
- creating a power imbalance by providing the head of council with special powers that other members do not generally have.

**And whereas** the Province is undermining the local governance model and municipal independence by attempting to advance its priorities through municipalities, and downloading its responsibilities to the same.

**Now therefore be it resolved that:**

- The Council of the Corporation of the Town of Kingsville ("Council") **opposes** the expansion of Strong Mayor Powers, as announced on April 9, 2025;
- That Council **requests** that the proposed amendments to O. Reg. 530/22 to Expand Strong Mayor Powers and Duties to Additional Municipalities not include the Town of Kingsville; and;
- That Council **directs** the Acting Manager of Municipal Governance/Clerk to forward a copy of this resolution to Doug Ford, Premier of Ontario; Rob Flack, Minister of Municipal Affairs and Housing; All Four Local MPPs; AMCTO, AMO and All Ontario Municipalities

**Carried.**

Sincerely,

A handwritten signature in black ink that reads "Angela Toole". The signature is written in a cursive, flowing style.

Angela Toole, Acting Manager of Municipal Governance/Clerk

Email: [atoole@kingsville.ca](mailto:atoole@kingsville.ca)

Phone: 519-733-2305 ext. 223

cc. Anthony Leardi, MPP, Essex  
Trevor Jones, MPP, Chatham-Kent - Leamington  
Andrew Dowie, MPP, Windsor-Tecumseh  
Lisa Gretzky, MPP, Windsor West  
AMCTO  
AMO  
All Ontario Municipalities



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52 Seguin Street, Parry Sound, Ontario P2A 1B4  
Tel: (705) 746-2101 • Fax: (705) 746-7461 • [www.parrysound.ca](http://www.parrysound.ca)

*Office of the Mayor*

April 22, 2025

Honourable Rob Flack  
Minister of Municipal Affairs & Housing  
College Park, 17<sup>th</sup> floor,  
777 Bay St.  
Toronto ON M7A 2J3

Via email: [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

Dear Minister Flack,

On behalf of Council of the Town of Parry Sound, please accept my congratulations on your recent appointment as Minister of Municipal Affairs & Housing. It's an important Ministry and we look forward to working with you and Ministry staff.

The Ministry of Municipal Affairs & Housing provided notice on April 9<sup>th</sup> that the Ministry was seeking comments regarding its intent to extend strong mayor powers to an additional 169 municipalities, including the Town of Parry Sound. The comment period was open until April 16<sup>th</sup>. These additional powers are not powers that I as Mayor believe are necessary and do not wish to exercise them. At our April 15<sup>th</sup> meeting, Council unanimously voted to reject strong mayor powers, request the province to repeal the legislation, or alternatively permit municipalities to opt out.

We were disappointed that there was no previous communication before the April 9<sup>th</sup> letter, with a comment period of only one week. Contrary to provincial claims that strong mayor powers will get homes and infrastructure built faster, reduce red tape and accelerate the delivery of key priorities, research by the Association of Municipal Clerks & Treasurers of Ontario (AMCTO) has found no evidence to suggest this legislation has any impact on the number of housing starts in municipalities that have been granted the powers; and moreover the strong mayor powers have blurred the political-administrative authority between the roles of head of council and Chief Administrative Officers (CAOs) and senior staff, threatening the neutrality of the public service and politicizing local government leadership. We have seen very questionable use by mayors with strong mayor powers.

...2

Our public expects a democratic process. Given the overwhelming use of executive orders by the current US President and multiple respected analysts' concerns about the US slipping into authoritarianism, our country and its democratic institutions should be safeguarding these democratic principles that provide accountability to the public and not undermining them.

We encourage the provincial government to repeal this legislation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jamie McGarvey', with a long horizontal line extending to the right.

Jamie McGarvey  
Mayor, Town of Parry Sound


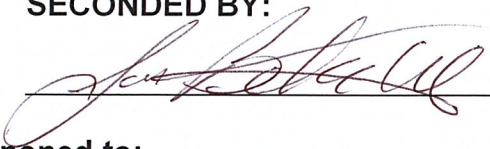
c.c. Premier Doug Ford  
MPP Graydon Smith  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities  
Members of Town of Parry Sound Council  
CAO Clayton Harris  
Clerk Rebecca Johnson





THE CORPORATION OF THE TOWN OF PARRY SOUND  
RESOLUTION IN COUNCIL

NO. 2025 – 047

DIVISION LIST	YES	NO	DATE: April 15, 2025
Councillor G. ASHFORD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MOVED BY: 
Councillor J. BELESKEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Councillor P. BORNEMAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SECONDED BY: 
Councillor B. KEITH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Councillor D. McCANN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Councillor C. McDONALD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mayor J. McGARVEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CARRIED: <input checked="" type="checkbox"/> DEFEATED: <input type="checkbox"/> Postponed to: _____			

Whereas the Province has announced the expansion of strong mayor powers to another 169 municipalities as of May 1, 2025 in addition to the 47 municipalities which currently have received strong mayor powers; and

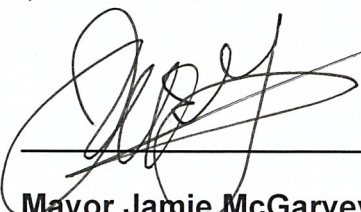
Whereas the Province claims that strong mayor powers will get homes and infrastructure built faster, reduce red tape, and accelerate the delivery of key priorities; and

Whereas research from the Association of Municipal Clerks & Treasurers of Ontario (AMCTO) has identified that: a) there is no evidence to suggest this legislation has any impact on the number of housing starts in municipalities that have been granted the powers; and b) strong mayor powers have blurred the political-administrative authority between the roles of head of council and chief administrative officers (CAOs), threatening the neutrality of the public service and politicizing local government leadership; and

Whereas strong mayor powers is an erosion to the democratic process of an historically non-partisan municipal governance structure;

Now Therefore the Council of the Corporation of the Town of Parry Sound hereby resolves to reject the strong mayor powers granted to it, and requests that the Province repeal the legislation, or offer the option to municipalities to opt out of strong mayor powers; and

That this Resolution be forwarded to the Minister of Municipal Affairs & Housing Rob Flack, Premier Doug Ford, MPP Graydon Smith, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities.

  
\_\_\_\_\_  
Mayor Jamie McGarvey



---

# TOWN OF PETAWAWA

1111 Victoria Street, Petawawa, Ontario K8H 2E6

☎ (613) 687-5536

✉ [gserviss@petawawa.ca](mailto:gserviss@petawawa.ca)

🌐 [petawawa.ca](http://petawawa.ca)

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## OFFICE OF THE MAYOR

### DELIVERED ELECTRONICALLY

Honorable Rob Flack  
Minister of Municipal Affairs and Housing  
777 Bay Street, 17<sup>th</sup> floor  
Toronto, Ontario  
M7A 2J3

April 29, 2025

**RE: Proposed Amendments to O. Reg. 530/22 to Expand Strong Mayor Powers and Duties to Additional Municipalities**

Dear Minister Flack,

Thank you for your letter dated April 9, 2025, regarding the expansion of Strong Mayor Powers and Duties to the Town of Petawawa. Our Council discussed this issue in an open forum at our council meeting on April 23<sup>rd</sup> and are firmly of the belief that this effort undermines the value of collaboration between the Mayor, Councillors, and Staff. Increasing the powers of the Mayor to push forward Provincial Priorities would eliminate shared decision making, create divisiveness at the council table, and blur the lines between administrative and political roles. Our council believes that this would result in an erosion of the democratic process at the Municipal level, especially in a small city like Petawawa.

Although we don't always agree unanimously on all matters, our council works as a cohesive unit, firmly focused on the goals of advancing and encouraging growth and making our community a wonderful place in which to live and invest. Each of member of council brings their own set of skills, knowledge, values and perspectives to achieve these goals, and has worked extremely well together.

Since it was sworn in, our Council has been collectively focused on advancing provincial priorities by delivering much needed housing, building infrastructure that supports community growth and the construction of new homes, including housing-enabling infrastructure such as water and wastewater. The largest community in Renfrew County, Petawawa has grown significantly over the last decade (roughly 25%) and added a large amount of new housing to meet market demands. In 2024, Petawawa increased the size of its planning department to



reduce permit processing times, 120 new dwellings (Single Family Detached/Row Housing/Multi-family) were constructed, and there are many more dwellings underway:

Structure type	In Pre-Consultation or going through Planning Approvals	Planning Approvals Complete (under construction)
Single Family Detached	533	61
Row Housing	24	96
Apartment	348	60
Additional Residential Unit	0	44
<b>Total Units</b>	<b>905</b>	<b>261</b>

Further to this, Garrison Petawawa and Canadian Nuclear laboratories are reporting that they will need to house 1100 individuals and their families as they expand operations. Based on this need and other factors, our municipality is working with private sector and nonprofit developers to meet the demand for both market and affordable housing. To be forthright, where the municipality needs help the most to support housing development and foster densification is access to additional funding to extend utilities, such as water and wastewater services, to developable lands to meet future growth needs. Petawawa has faced a significant reduction in Payment In Lieu of Taxes (PILT) over the past two fiscal years (\$2.3 million over 2024 and 2025) due to the Business Education Tax discount as well as an annual reduction in Ontario Municipal Partnership Funding over the past decade which has hampered our ability to extend necessary water and wastewater infrastructure vital to delivering new homes. The community's Ontario Community Infrastructure Funding was reduced in 2025 as well.

In closing, our Council requests that the Ontario Government excludes the Town of Petawawa from its proposed amendments to O. Reg. 530/22 to Expand Strong Mayor Powers and Duties to Additional Municipalities, and work with the municipality to identify funding to support expansion of its storm, water and wastewater treatment systems to support future residential and commercial growth. Thank you for your attention to this matter. Please feel free to contact me through our offices if you wish to discuss this further.

Sincerely,



Gary Serviss  
Mayor of Petawawa

Copied: Doug Ford, Premier  
Billy Denault, MPP, Renfrew—Nipissing—Pembroke

Enc. Resolution – Opposition to Strong Mayor Designation for the Town of Petawawa



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# TOWN OF PETAWAWA

1111 Victoria Street, Petawawa, Ontario K8H 2E6

☎ (613) 687-5536

✉ [gserviss@petawawa.ca](mailto:gserviss@petawawa.ca)

🌐 [petawawa.ca](http://petawawa.ca)

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April 28, 2025

## Delivered Electronically

Attn: The Honourable Doug Ford, Premier of Ontario

Re: Resolution - Opposition to Strong Mayor Designation for the Town of Petawawa

At its Council-In-Committee meeting on **April 28, 2025**, Petawawa Town Council passed a **Resolution** in response to the Province's recent proposal to designate Petawawa as a "**Strong Mayor**" municipality, effective May 1, 2025.

**WHEREAS** the Province of Ontario has proposed to designate the Town of Petawawa as a "Strong Mayor" community, granting enhanced powers to the Mayor effective May 1, 2025; and,

**WHEREAS** the Strong Mayor powers significantly alter the balance of governance at the municipal level, undermining the role of Council in decision-making and weakening the fundamental democratic principle of majority rule; and,

**WHEREAS** the Town of Petawawa has a long history of collaborative, transparent, and accountable local governance built upon a foundation of Council-debate and shared decision-making; and,

**WHEREAS** many municipally elected officials across the province and members of the public have expressed significant concern regarding the imposition of these powers; and,

**WHEREAS** the Town of Petawawa did not formally request or express a desire to be designated under the Strong Mayor framework; and,

**WHEREAS** a growing number of municipalities and elected officials across Ontario are questioning the appropriateness of the Strong Mayor system and are calling for its reconsideration or repeal;

**THEREFORE BE IT RESOLVED** that Petawawa Town Council formally request that the Premier of Ontario and the Minister of Municipal Affairs and Housing immediately remove the Town of Petawawa from the list of municipalities designated under the Strong Mayor legislation;

**AND BE IT FURTHER RESOLVED** that a copy of this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, all regional Members of Provincial

Parliament, all Ontario municipalities, and the Association of Municipalities of Ontario (AMO) for their awareness and support.

We thank you for your attention to this matter and urge you to respect the democratic wishes of our Council and community.

Sincerely,

A handwritten signature in black ink, appearing to be 'G. Serviss', with a small 'ss' written below the signature.

Gary Serviss  
Mayor, Town of Petawawa  
(613) 687-5536  
gserviss@petawawa.ca  
petawawa.ca

CC:  
The Honourable Rob Flack (Minister of Municipal Affairs and Housing)  
Regional Members of Provincial Parliament  
All Ontario Municipalities  
The Association of Municipalities of Ontario (AMO)



**Town of Saugeen Shores**  
600 Tomlinson Drive, P.O. Box 820  
Port Elgin, ON N0H 2C0

April 14, 2025

Honourable Rob Flack  
Ministry of Municipal Affairs and Housing  
17th Floor, 777 Bay St.  
Toronto, ON M7A 2J3  
[rob.flack@pc.ola.org](mailto:rob.flack@pc.ola.org)

Dear Minister,

**RE: Opposition to Proposed Amendments to O.Reg. 530/22 to Expand Strong Mayor Powers**

I am writing to express my opposition to the government's proposed expansion of Strong Mayor powers to include the Town of Saugeen Shores. As the Mayor of Saugeen Shores, I am concerned about the implications of this policy change on our local governance. Please consider this letter as the Town of Saugeen Shores submission on O.Reg. 530/22 which is available for comment until April 16<sup>th</sup>.

In my experience, the 'Council Manager' system of governance has always served our municipality well. Specifically, when it comes to advancing our shared priority of building more housing to serve our residents, Saugeen Shores Council has demonstrated flexible and determined leadership. Our Council has enabled housing by reducing red tape resulting in the construction of more than 600 multi-family residential units in the last two years alone. Given the strong and sustained commitment of our Council to these efforts, I do not see how the introduction of Strong Mayor powers will accelerate the construction of housing (or the pursuit of other priority areas) in any way. On the contrary, vesting these new powers in the Mayor threatens to disrupt long-established and effective processes, sidelining elected members of Council with effects that may be contrary to the interests of our residents.

Saugeen Shores has thrived for decades on the principle of shared leadership. We have an effective team of elected representatives working in partnership with a professional staff to achieve goals that are transparently set out in our Strategic Plan and annual Business Plans. This approach to governance is foundational to building trust between the municipality and the residents that it serves. I fear that the unilateral decision-making enabled by Strong Mayor powers would erode this trust and disrupt the collaborative environment that has long been at the heart of the democratic tradition of our Council and community.

I urge you to reconsider the expansion of Strong Mayor powers. If the government has a strong desire to advance these major changes to the governance of our municipality, I

request that you engage in a thorough consultation process with our Council and the residents of our community before moving forward. It is crucial that any changes to local governance structures be made in close partnership with the communities they impact.

Thank you for your attention to this matter. I look forward to your response and hope that we can work together in the interest of ensuring strong local governance in Saugeen Shores.

Sincerely,

A handwritten signature in black ink, appearing to be 'L. Charbonneau', written in a cursive style.

Luke Charbonneau, Mayor  
Town of Saugeen Shores

cc. Doug Ford, Premier of Ontario  
Lisa Thompson, MPP, Minister of Rural Affairs  
Council, Town of Saugeen Shores  
All Ontario Municipalities

**From:** [Martina Chait-Hartwig](#)  
**To:** [Anu Mundahar](#)  
**Subject:** FW: [EXTERNAL] Tillsonburg Town Council Decision Letter - April 14, 2025 - Strong Mayor Powers  
**Date:** Tuesday, April 15, 2025 8:53:22 AM  
**Attachments:** [Outlook-cid\\_image0.png](#)

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Hi,

Please add to next agenda.

Thank,

Martina

::  
Martina Chait-Hartwig, AOMC, Dipl. M.A.  
Clerk - Deputy CAO

T: 705 652 8392 x 210 F: 705 652 5044



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---

**From:** Clerks <Clerks@tillsonburg.ca>  
**Sent:** Tuesday, April 15, 2025 8:41 AM  
**To:** premier@ontario.ca; rob.flack@pc.ola.org; Ernie.Hardemanco@pc.ola.org; resolutions@amo.on.ca; roma@roma.on.ca  
**Subject:** [EXTERNAL] Tillsonburg Town Council Decision Letter - April 14, 2025 - Strong Mayor Powers

[CAUTION] This email originated from outside the organization. **PLEASE BE MINDFUL** of links or attachments unless you know the sender and the content is safe.

Hello,

At the April 14, 2025, meeting of Tillsonburg Town Council, the following resolution was passed:

**Resolution # 2025-125**

**Moved By:** Councillor Spencer

**Seconded By:** Deputy Mayor Beres

THAT Council receive item 12.8 Ministry of Municipal Affairs and Housing Letter Re: Strong Mayor Powers, as information;

WHEREAS the Ontario government has proposed expanding the "strong mayor" powers to 169 additional municipalities under the proposed legislation on May 1, 2025, which would grant mayors in these municipalities more authority, particularly concerning the control of municipal budgets, planning and operational decisions;

AND WHEREAS this proposal has raised significant concerns regarding the centralization of power, erosion of local democracy, reduced accountability, and the potential for the abuse of power;

AND WHEREAS the proposed expansion of strong mayor powers undermines the collaborative nature of municipal governance, and diminish the role of elected municipal councillors in representing the diverse interests of the community;

AND WHEREAS concerns have been raised about the negative impacts on public trust, democratic participation, and municipal decision-making processes, if mayors are given the ability to bypass council decisions without adequate consultation or oversight;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Tillsonburg;

1. Does not support the proposed strong mayor powers as currently outlined;
2. Supports specific powers to mayors as it pertains to identifiable decisions regarding housing, development, infrastructure and transit to provide tools that reduce obstacles that can stand in the way of new housing and infrastructure developments;
3. Strongly suggests that free reign of decision-making regarding hiring, firing, committees and so forth be removed from the proposed authority;
4. Strongly suggests that members of current Council were duly elected officials by citizens with the awareness of one vote per council member and majority votes are the democratic process;
5. Requests that the Provincial Strong Mayor Powers proposed to take effect on May 1, 2025, be deferred to allow for greater clarity and that the Province seek collaborative input from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO);
6. Directs staff to forward this resolution immediately to Minister Flack, Premier Ford, MPP Hardeman, the Association of Municipalities of Ontario (AMO), the Rural

Ontario Municipal Association (ROMA), and all Ontario Municipalities before April 16, 2025.

Regards,

**Amelia Jaggard**

Deputy Clerk

Town of Tillsonburg

10 Lisgar Ave

Tillsonburg, ON N4G 5A5

Phone: 519-688-3009 Ext. 4041

**Ranked one of “Canada’s Top 25 Communities to Live and Work Remotely” (*Maclean’s 2021 Best Communities*)**

[www.Tillsonburg.ca](http://www.Tillsonburg.ca)

[www.DiscoverTillsonburg.ca](http://www.DiscoverTillsonburg.ca)

[www.Facebook.com/TillsonburgON](https://www.Facebook.com/TillsonburgON)



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**TOWNSHIP OF RIDEAU LAKES  
Special Council Meeting**

**RESOLUTION** 104-2025  
**Title:** MSC (PW) Rec #78-2025 re: Strong Mayor Powers (for Council approval)  
**Date:** Wednesday, April 16, 2025

---

**Moved by** Councillor Dunfield  
**Seconded by** Deputy Mayor P. Banks

**WHEREAS** at the Municipal Services Committee meeting held April 14, 2025, Recommendation #78-2025 was passed related to the recent announcement from the Government of Ontario on Strong Mayor Powers to an additional 169 municipalities effective May 1, 2025;

**AND WHEREAS** said recommendation further requested that the Province remove Rideau Lakes from the Strong Mayor Powers Legislation;

**NOW THEREFORE** be it resolved that the Council of The Corporation of the Township of Rideau Lakes concurs with MSC Recommendation #78-2025.

**YES: 5      NO: 2      ABSTAIN: 0      CONFLICT: 0      ABSENT: 1**

**Carried**

**YES: 5** Councillor J. Banks Councillor Carr Councillor Dunfield Councillor Hutchings  
Deputy Mayor P. Banks

**NO: 2** Councillor Maxwell Councillor Pollard

**CONFLICT: 0**

**ABSTAIN: 0**

**ABSENT: 1** Mayor Hoogenboom



**TOWNSHIP OF RIDEAU LAKES  
Municipal Services Committee (PW)**

**RECOMMENDATION:** 78-2025

**Title:** Ontario Proposing to Expand Strong Mayor Powers to 169  
Additional Municipalities

**Date:** Monday, April 14, 2025

---

**Moved by** Councillor Dunfield  
**Seconded by** Deputy Mayor P. Banks

**WHEREAS** the Government of Ontario has announced an expansion of strong mayor powers to an additional 169 municipalities, effective May 1, 2025;

**AND WHEREAS** these powers allow mayors to unilaterally override council decisions, appoint senior municipal staff, and set budgets without majority council approval, undermining the principles of democratic governance;

**AND WHEREAS** municipal governance functions best through a collaborative decision-making process where elected councils, representing the collective voice of their communities, work alongside experienced municipal staff;

**AND WHEREAS** there is no evidence to suggest that strong mayor powers have increased housing starts, contrary to the provincial government's stated justification for their implementation;

**AND WHEREAS** the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) has raised concerns that strong mayor powers blur the lines between political leadership and administrative expertise, threatening the neutrality of municipal public service;

**AND WHEREAS** the City of Orillia recently experienced a situation where its mayor unilaterally overturned a council decision regarding the hiring of a Chief Administrative Officer, demonstrating the potential for these powers to be misused;

**AND WHEREAS** the Township of Rideau Lakes has also experienced governance challenges resulting from mayoral overreach, further highlighting the risks posed by concentrating authority in a single elected official;

**AND WHEREAS** democratic principles require that municipal governance remain a system of "one person, one vote" rather than granting disproportionate power to a single individual;

**NOW THEREFORE** be it resolved that the Council of the Township of Rideau Lakes:

1. Strongly opposes the expansion of strong mayor powers to additional municipalities, including Rideau Lakes;
2. Calls on the Government of Ontario to reverse this decision and uphold the traditional balance of municipal governance; and
3. Directs the Clerk to send a copy of this resolution to:
  - The Honourable Rob Flack Minister of Municipal Affairs and Housing
  - MPP Steve Clark
  - The Honourable Premier of Ontario Doug Ford
  - The Association of Municipalities of Ontario (AMO)
  - The Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO)
  - All Ontario municipalities for their consideration and support.

AND FURTHER that the Province be requested to remove Rideau Lakes from the Strong Mayor Powers Legislation.

YES: 5      NO: 3 ABSTAIN: 0 ABSENT: 0

**Carried**

YES: 5

Councillor J. Banks Councillor Carr Councillor Dunfield  
Councillor Hutchings Deputy Mayor P. Banks

NO: 3

Mayor Hoogenboom Councillor Maxwell Councillor Pollard



April 24, 2025

Hon. Doug Ford  
Premier of Ontario

Via email: [Premier@ontario.ca](mailto:Premier@ontario.ca)

At the April 16, 2025 regular meeting of the Council of the Township of Zorra, the following resolution was passed:

WHEREAS the Ontario government has proposed expanding the "strong mayor" powers to 169 additional municipalities under the proposed legislation, which would grant mayors in these municipalities more authority, particularly concerning the control of municipal budgets and planning decisions;

AND WHEREAS this proposal has raised significant concerns regarding the centralization of power, erosion of local democracy, reduced accountability, and the potential for the abuse of power;

AND WHEREAS the proposed expansion of strong mayor powers undermines the collaborative nature of municipal governance, and diminishes the role of elected municipal councillors in representing the diverse interests of the community;

AND WHEREAS concerns have been raised about the negative impacts on public trust, democratic participation, and municipal decision-making processes, if mayors are given the ability to bypass council decisions without adequate consultation or oversight;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Zorra opposes the expansion of Strong Mayor Powers;

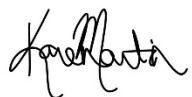
AND THAT the Council formally expresses its opposition to the Ontario government's proposal to expand Strong Mayor Powers to preserve local democracy, transparency, and accountability;

AND THAT the Council encourages advocacy for democratic principles and for municipal governance systems that prioritize collaboration, inclusivity, and democratic engagement;

FURTHER BE IT RESOLVED THAT a copy of this motion be forwarded to the Ontario Premier, the Minister of Municipal Affairs and Housing, all Ontario municipalities, as well as the Association of Municipalities of Ontario (AMO) for further action.

**Disposition: Carried**

Yours truly,



Karen Martin  
Clerk  
Township of Zorra

25-009

CC: Hon. Rob Flack, Minister of Municipal Affairs and Housing [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)  
All Ontario Municipalities  
Association of Municipalities of Ontario (AMO) [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

**Ministry of the Environment,  
Conservation and Parks**

Conservation and Source  
Protection Branch  
14<sup>th</sup> Floor  
40 St. Clair Ave. West  
Toronto ON M4V 1M2

**Ministère de l'Environnement, de la  
Protection de la nature et des Parcs**

Direction de la protection de la nature  
et des sources  
14<sup>e</sup> étage  
40, avenue St. Clair Ouest  
Toronto (Ontario) M4V 1M2



April 14, 2025

Krystle Shannon

Email: [scholarly\\_ks@outlook.com](mailto:scholarly_ks@outlook.com)

Dear Krystle Shannon:

The Ministry of Environment, Conservation and Parks (MECP) has received your email regarding conservation in Haliburton County, Ontario.

MECP is aware of the interest from **third-party organizations** in protecting land within the Haliburton Highlands Corridor, including the proposed creation of an 8,500-hectare conservation reserve known as the Milburn Kendrick Conservation Reserve.

**The ministry has reviewed the proposal and has decided not to proceed with the establishment of a new conservation reserve in this area.** The Crown lands included in this proposal will continue to be managed by the Ministry of Natural Resources. Information about current uses for this area can be found on the [Crown Land Use Policy Atlas](#).

**Stakeholder input is important to us, and we are committed to engaging with affected communities to ensure all voices are heard in conservation discussions.** Any future proposals for new protected areas under the *Provincial Parks and Conservation Reserves Act, 2006* will include public and Indigenous consultation on the proposed boundaries, land uses and permissible activities.

If you have further questions regarding protected areas, please contact [Protected.Areas@Ontario.ca](mailto:Protected.Areas@Ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "K Service".

Kirsten Service  
Director, Conservation and Source Protection Branch  
Ministry of the Environment, Conservation and Parks

c: [Protected.Areas@ontario.ca](mailto:Protected.Areas@ontario.ca)

**From:** [Douro Locals](#)  
**To:** [Martina Chait-Hartwig](#)  
**Subject:** [EXTERNAL] Correspondence - Tuesday May 06, 2025 Regular Meeting  
**Date:** Wednesday, April 16, 2025 4:06:44 PM  
**Attachments:** [Ministry of the Environment, Conservation & Parks - Haliburton Highlands Land Trust Decision.pdf](#)

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[CAUTION] This email originated from outside the organization. **PLEASE BE MINDFUL** of links or attachments unless you know the sender and the content is safe.

Hi Martina:  
Hope you are well.

We would like to include the attached document into the *Correspondence - Action items* section of the Tuesday May 06, 2025 Agenda for council review regarding (NGO) Haliburton Land Trust's attempted acquisition of land for "conservation" purposes in the Haliburton Highlands region and the Ministry of the Environment, Conservation and Parks (MECP) response.

Thank you very much.

--

Douro-Dummer Local Taxpayers



**THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE**

**69 FOURTH AVENUE, P. O. BOX 40, LARDER LAKE, ON P0K 1L0**

**PH: 705-643-2158 FAX: 705-643-2311**

**LARDERLAKE.CA**

Prime Minister of Canada  
House of Commons  
Ottawa, ON K1A 0A6

April 25<sup>th</sup>, 2025

To whom it May Concern:

Please be advised that at the Township of Larder Lake Regular Council Meeting held Tuesday, April 8<sup>th</sup>, 2025, the following resolution of support was adopted:

**Resolution: 5**

Moved by: Councillor Armstrong

Seconded by: Councillor Hull

That Council supports item 6.3.1 of letters and communications from the Town of Fort Frances regarding the Sovereignty of Canada

**Carried**

Sincerely,

A handwritten signature in black ink, appearing to read "Crystal Labbe", written over a horizontal line.

**Crystal Labbe**  
**CAO/ Clerk Treasurer**

Enc. Fort Frances Resolution of Council  
Resolution of support Township of Larder Lake



FORTFRANCES

## RESOLUTION OF COUNCIL

Monday, February 10, 2025

Oral Motion

**“THAT Council supports the Town of Halton Hills Resolution No. 2025-0010 regarding the  
Sovereignty of Canada.”**

*Moved by Wendy Brunetta, Seconded by Steven Maki, Motion Carried by Council.*

WHEREAS President Trump has suggested that with the use of “economic force” such as tariffs, Canada should become the 51st state of the United States, and further he suggests that many Canadians would agree;

AND WHEREAS Canada is a sovereign nation with a peaceful history of self-governance dating to its Confederation in 1867;

AND WHEREAS the Canadian identity is marked by a deep-rooted pride in its heritage and culture founded by French and British settlement, enriched by Indigenous culture and traditions, and by more than a century and a half of multicultural immigration;

AND WHEREAS Canada has significant global standing, consistently supporting its allies, including the United States, in global conflicts such as two world wars, and wars in Korea and Afghanistan; and in international coalitions and in being consistently recognized as among the top countries in the world for quality of life;

AND WHEREAS the shared history of the United States and Canada has been one of friendship, respect, and neighbourly relations;

NOW THEREFORE be it resolved that the Council of the Town of Fort Frances categorically rejects any efforts by incoming President Trump or any others to undermine the sovereignty of Canada. We stand united with our Ontario Premier Doug Fort and our Canadian Prime Minister Justin Trudeau for a Canada that remains strong, free, independent, and characterized by peace, order, and good government.

AND FURTHER THAT the Mayor prepare correspondence containing this resolution for circulation to the office of the American president through our Canadian diplomatic channels with copies to The Right Honourable Justin Trudeau, Prime Minister, The Honourable Melanie Joly, Minister of Foreign Affairs, MP Michael Chong, Premier Doug Ford, The Honourable Vic Fedeli, Minister of Economic Development, Job Creation and Trade of Ontario, MPP Ted Arnott, Leaders of the Opposition Parties, AMO, FCM, and all municipalities in Ontario.



# THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 Fourth Avenue, Larder Lake, ON  
Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

- ☒ Thomas Armstrong
- ☐ Patricia Hull
- ☐ Paul Kelly
- ☐ Lynne Paquette

SECONDED BY:

- ☐ Thomas Armstrong
- ☒ Patricia Hull
- ☐ Paul Kelly
- ☐ Lynne Paquette

Motion #: 5

Resolution #: 5

Date: April 8, 2025

BE IT RESOLVED THAT the Council of the Corporation of the township of Larder Lake supports the resolution from the Town of Fort Frances regarding the Sovereignty of Canada


Recorded vote requested: ☐

	For	Against
Tom Armstrong	✓	
Patricia Hull	✓	
Paul Kelly	✓	
Lynne Paquette	✓	
Patty Quinn	✓	

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)

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

Chair: 

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



## *The Corporation of the Township of Otonabee-South Monaghan*

April 29, 2025

Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

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

Dear Premier Ford:

### **Re: Proposal to End Daylight Savings Time in Ontario**

Please be advised that the Council of the Township of Otonabee-South Monaghan at its meeting on April 28<sup>th</sup>, 2025 passed the following resolution:

#### **R107-2025**

Moved by Councillor Terry Holmes  
Seconded by Councillor Mark Allen

**Whereas Ontario already has the legislative framework to end the antiquated practice of Daylight Saving Time (DST), as per the Time Amendment Act of 2020:** But New York has delayed us for over 4 long years.

**And Whereas the Case for Ending DST immediately pertains to clear and present Health and Public Safety concerns:** Clock shifts spike heart attacks, accidents, and stress, per the Canadian Society for Chronobiology. Kids lose focus, domestic violence rises, and vulnerable folks—mentally ill, homeless, addicts—face unnecessary strain and relapse risks. Indigenous health gaps deepen as DST clashes with traditions. Standard Time aligns with nature, easing healthcare burdens and healthcare costs.

**And Whereas ending DST is a clear and permanent assertion of the economic independence of Ontario:** Our new, post tariff economic reality exposes the reliance on New York for our internal policy as outdated. Ontario should look out for Ontarians, and

our sovereignty must be asserted. Quebec already considers the change; so 15 million Ontarians should not continue to wait on NY. Businesses will adapt; citizens will gain stability. Over 100,000 petition voices and 70% of Ontarians agree. Ontario must take the lead, and hopefully NY can eventually follow our lead for the good of their own people.

**Therefore be it resolved** that we request staff to distribute this communication to all the Municipalities, Chiefs & Councils of Ontario in addition to the Premier of the Govt. of Ontario and urge the Premier to:

1. Amend the Time Amendment Act 2020 to drop New York's contingency, effective immediately.
2. Set permanent Standard Time (EST) from November 2, 2025.

**CARRIED.**

Yours truly,  
Township of Otonabee-South Monaghan



Liz Ross  
Deputy Clerk

Sent via Email:

Honourable Doug Ford, Premier of Ontario, [premier@ontario.ca](mailto:premier@ontario.ca)  
Municipalities of Ontario

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

### **By-law Number 2025-17**

#### **Being a By-law to License, Regulate and Govern Mobile Canteens Within the Township of Douro-Dummer and Repeal By-law 2016-45**

**Whereas** Section 5 of the Municipal Act 2001, as amended, specifies that a Municipal Council shall exercise its powers by By-Law;

**And Whereas** Sections 8 and 9 of the Municipal Act 2001, as amended, provide that a Municipality has the capacity, rights, powers, and privileges of a natural person for the purposes of exercising its authority under the Municipal Act or any other Act;

**And Whereas** And Whereas Section 11(2) of the Municipal Act, 2001, as amended, sets out the spheres of jurisdiction in which a municipality may pass by-laws;

**And Whereas** Section 150 of the Municipal Act 2001, as amended, permits the Municipality to license and regulate any business wholly or partly carried out within the Municipality;

**And Whereas** Section 434.1 (1) of the Municipal Act, without limiting Sections 9, 10, and 11, a Municipality may require a person, subject to such conditions as the Municipality considers appropriate, to pay an administrative penalty if the Municipality is satisfied that the person has failed to comply with a By-Law of the Municipality passed under this Act;

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

#### **Section 1: Statement of Intent**

##### **1.1 Mobile Canteens to ensure: Public Health, Safety, and Nuisance Control through Operational Standards**

- i) The health of the public in relation to food preparation and food service by stipulating conditions of operation of refreshment vehicles;
- ii) The safety of the public in relation to fire prevention and property damage by requiring adherence to aspects of fire safety and protection and through the requirement of liability insurance;
- iii) The control of noise and nuisance through the limiting of permitted areas of operation and requirements for litter control.

#### **Section 2: Definitions**

##### **2.1 For the purpose of this By-Law:**

- **"Applicant"** shall mean any individual, firm, society, association, partnership, or corporation who is applying for a Mobile Canteen Licence;
- **"By-Law Enforcement Officer"** shall mean the person appointed by the Township of Douro-Dummer for the purpose of enforcing By-Laws;
- **"Clerk"** shall mean the Clerk of the Township of Douro-Dummer or the designate;
- **"Council"** shall mean the Council of the Corporation of the Township of Douro-Dummer;

- **"Chief Building Official"** shall mean the Chief Building Official or their designate;
- **"Fire Chief"** shall mean the Fire Chief or their designate;
- **"Food Tent"** shall mean a tent that is temporarily erected during a special event for the sole purpose of protecting food from dirt, dust, or insects;
- **"Health Unit"** shall mean the Peterborough Public Health;
- **"Licence"** shall mean the applicant who is granted the Licence;
- **"Mobile Canteen"** shall mean any trailer, food tent, or vehicle which sells refreshments including but not limited to french fries, bbq, sandwiches, ice cream products, hot dogs, sausages, and confections for consumption by the public, but does not include a catering vehicle;
- **"Municipality"** shall mean the Corporation of the Township of Douro-Dummer;
- **"Offence"** means an offence under an Act of the Legislature or under a regulation or by-law made under the authority of an Act of the Legislature
- **"Person"** shall mean any individual, firm, society, association, partnership, or corporation;
- **"Set Fine"** means the amount of fine set by the Chief Justice of the Ontario Court of Justice for an offence for the purpose of proceedings commenced under Part I or II.
- **"Special Events"** shall mean an event authorized by Council or through established By-laws that is temporary in nature and shall include, but not be limited to, community festivals, religious and educational events and fairs;
- **"T.S.S.A."** shall mean the Technical Standards and Safety Authority;
- **"Waste"** includes food, disposable eating utensils, paper, wood, cardboard, plastic, glass, or metal products used in the preparation, serving, or consumption of food or beverages offered for sale from a Mobile Canteen.

## **Add General Provisions**

### **Section 3: Operating Location Requirements**

- 3.1 No person shall operate a Mobile Canteen on private property within the Municipality without first having obtained a Licence to do so.
- 3.2 No person shall operate a Mobile Canteen on any Municipal-owned property without first obtaining a Licence to do so.
- 3.3 A Mobile Canteen Licence is required for mobile canteen at a Special Event.
- 3.4 No person shall operate a Mobile Canteen except on land zoned for such use as defined in the Township of Douro-Dummer Zoning By-Law.
- 3.5 No more than one (1) Mobile Canteen shall operate at an approved Municipal Location unless approved by Council.
- 3.6 Approved Municipal locations for operation of a Mobile Canteen shall be designated by Council and subject to periodic review.

#### **Section 4: Licensing Regulations**

4.1 A license shall be taken out by every person who engages in the business of conducting a mobile canteen.

4.2 Any person obtaining a mobile canteen license shall be subject to the following regulations and conditions:

- (a) The licensee shall keep their mobile canteen and equipment in the place where food is prepared in a clean, sanitary and satisfactory condition and shall comply with the regulations of the Public Health Act and regulations made thereunder respecting eating establishments and should always permit the Medical Officer of Health to inspect the vehicle. An annual inspection from the Peterborough Public Health, or responsible Health Unit confirming that the mobile canteen meets the requirements of the Health Protection and Promotion Act, that there are appropriate waste disposal facilities, and that any other pertinent laws and Regulations have been met.
- (b) Where applicable, a mobile canteen shall comply with the requirements of the Fire Code under the *Fire Protection and Prevention Act, 1997*, and the applicable standards for propane storage, handling, and utilization under the *Energy Act*, as well as any related regulations affecting such vehicles. A Semi-Annual Inspection and Report for gas and/or propane installations, completed by a Technical Standards and Safety Authority (TSSA) licensed contractor, is required where applicable.
- (c) The Licensee shall ensure that no modifications are made to the mobile canteen, or equipment placed therein, without the prior approval of the Fire Chief and Chief Building Official as required.
- (d) A license shall be issued with respect to one vehicle and shall be at all times affixed to the vehicle operated in a prominent position. One license does not cover more than one (1) mobile canteen, as per Section 3.1 of this By-law.
- (e) Prior to beginning operation of a mobile canteen, a licensee shall file with the Clerk, proof of insurance for public liability in the amount of not less than \$2,000.000 (Two Million Dollars) inclusive of bodily injuries, property damage and accident benefits and including property damage occasioned by any accident arising out of the operation of the mobile canteen in respect of which a license is obtained with the Municipality named as insured;
- (f) The proof of insurance shall include a provision therein or an endorsement thereof that the licensing officer will be given at least ten (10) days' notice in writing of any cancellation, expiration or variation in the policy;
- (g) A mobile canteen operator, prior to the issuance of a mobile canteen license, shall provide an indemnification to the Corporation of the Township of Douro-Dummer whereby the mobile canteen operator agrees to indemnify and hold harmless the Corporation of the Township of Douro-Dummer, its agents, servants, employees and officials from any claims, actions or suits which might be brought against the said mobile canteen operator and the Corporation of the Township of Douro-Dummer arising out of the said operation of the mobile canteen in any manner whatsoever or any error, negligence or omission of the mobile canteen operator, their agents, servants or employees;

- (h) A licensee shall not operate, or permit to be operated, a mobile canteen on any prohibited area designated by the Corporation of the Township of Douro-Dummer;
- (i) No mobile canteen shall be parked in any park or on Township property unless prior permission is received by the Corporation of the Township of Douro-Dummer;
- (j) Every owner of a mobile canteen shall ensure that the garbage or litter resulting from their vending activity is collected for recycling and disposal and shall provide receptacles for such purpose. In addition, any owner of a mobile canteen shall ensure that such garbage and litter is removed from the area of operation;
- (k) Any advertising shall not be placed on any Municipal, County or Provincial highway without receiving prior approval from the appropriate governing body;
- (l) No mobile canteen shall be operated between the hours of 11:00 P.M. and 7:00 A.M. except for special events;
- (m) Upon the expiry of the license, the mobile canteens shall be removed from the site;
- (n) No license shall be transferable to another zoned property without the written consent of the Corporation of the Township of Douro-Dummer.
- (i) All tents/air supported structures shall comply with the Ontario Fire Code and the Ontario Building Code.

## **Section 5: Number and Classes of License required Application Documentation**

5.1 Licensees will be issued on a first come, first served basis. Applications will not be accepted before the beginning of the calendar year.

5.2 The Corporation of Douro-Dummer may authorize the issuance of additional Mobile Canteen licenses for special events subject to any regulations or rules Council deems appropriate.

## **Section 6: Required Application Documentation**

6.1 Every applicant shall submit the following for a Mobile Canteen Licence:

- Completed application form;
- Signed indemnification agreement;
- Proof of approval from Peterborough Public Health;
- Property owner consent (if applicable);
- Approval letter from the Chief Building Official;
- Approval letter from the Fire Chief;
- Proof of TSSA compliance;
- Approval from the appropriate Road authority regarding traffic flow and parking required by Clerk.

6.2 A Mobile Canteen Licence may be suspended or revoked for non-compliance.

## **Section 7: Enforcement and Penalty**

7.1 The Clerk or their designate is responsible for issuing the Mobile Canteen Licence.

7.2 No person shall provide false information or obstruct an officer in the enforcement of this By-Law.

7.3 Any person who violates any provision of this By-Law is guilty of an offence and shall be subject to penalties prescribed by the Provincial Offences Act.

7.4 Each day that an offence continues constitutes a separate offence.

7.5 Set fines may be applied for non-compliance, and unpaid penalties may be added to property taxes.

7.6 Unless otherwise stated or required by law, anyone convicted of violating this by-law may be fined up to \$5,000 per offense, excluding costs, at the discretion of the Judge or Justice of the Peace.

## **Section 8: Schedules**

8.1 The following schedules attached hereto form an integral part of this By-law:

- **Schedule "A"** – Fee Structure for Mobile Canteen Licences
- **Schedule "B"** – Application for a Mobile Canteen Licence
- **Schedule "C"** – List of Materials Required with Mobile Canteen Application
- **Schedule "D"** – Special Events Mobile Canteen Application Form
- **Schedule "E"** – Set Fines Schedule
- 

## **Section 9: Set Fine Schedule**

9.1 Every person who contravenes a provision of this By-law identified in Schedule "E" – Set Fines is guilty of an offence and upon conviction is liable to a set fine as listed, pursuant to the Provincial Offences Act, R.S.O. 1990, c. P.33.

9.2 The short form wording and set fine amounts set out in Schedule "E" shall not become effective until approved by the Regional Senior Justice of the Ontario Court of Justice.

## **Section 10: Repeal**

10.1 That By-Laws 2016-45 and any amendments governing Mobile Canteens within the Township of Douro-Dummer are hereby repealed.

## **Section 11: Effective Date**

11.1 That this by-law shall come into full force and effect immediately upon the passing thereof.

Passed in Open Council this 6th day of May 2025.

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Mayor, Heather Watson

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Clerk, Martina Chait-Hartwig



Schedule "A"  
By-law No. 2025-17

Category	Fee	Description
Chip Trucks & Fast Food Vehicles	\$400.00	Licence fee for operating mobile fast food trucks.
Hot Dog and Ice Cream Carts	\$250.00	Licence fee for operating stationary carts.
Ice Cream Trucks	\$300.00	Licence fee for operating mobile ice cream Trucks.
Special Event Licence (Per Day)	\$100.00	For participation at small-scale private or community events (e.g., markets, charity BBQs, local sports events).
Parade, Festival, Public Entertainment Licence (Per Day)	\$400.00	For participation in large, public events like parades, festivals, concerts, fairs, or large-scale entertainment events.

Important Notes:

- **Special Event Licence** applies to smaller gatherings typically under 500 attendees.
- **Parade, Festival, Public Entertainment Licence** applies to major public events generally attracting 500+ attendees or requiring significant public resources (e.g., road closures, police presence).
- Fees are **per vendor, per day** unless otherwise noted.

**Schedule "B"**  
**By-law 2025-17**  
**Application for a Mobile Canteen Licence**

**Section 1 – Applicant Information**

Business Name (if applicable): \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Section 2 – Property Owner Information**

(If different from applicant)

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Email Address:**  
\_\_\_\_\_

**Section 3 – Operation Details**

Location of Canteen Operation: \_\_\_\_\_

Date(s) or Period of Operation:  
From: \_\_\_\_\_ To: \_\_\_\_\_

Hours of Operation:  
From: \_\_\_\_\_ AM / PM To: \_\_\_\_\_ AM / PM

**Section 4 – Acknowledgement**

I/We hereby acknowledge that, if a licence is granted:

1. The recipient of this licence does not acquire a proprietary or vested interest in the location.
2. The permit may be revoked at any time by the Township Clerk, upon notice to the canteen operator.
3. The operator shall assume all liability arising from the operation of the canteen at the stated location.
4. Operation is subject to compliance with all applicable municipal, provincial, and federal laws.

Signature of Applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_

**Section 5 – Indemnification Agreement**

To: The Corporation of the Township of Douro-Dummer

I/We,

\_\_\_\_\_  
(Full Name(s) and Business Name if applicable)  
of

\_\_\_\_\_  
(Full Mailing Address)

hereby agree to indemnify and hold harmless the Township of Douro-Dummer, its officers, employees, agents, and officials from any claims, actions, damages, suits, or losses (including legal costs) arising in any manner from the operation of the Mobile Canteen described in this application.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Applicant(s): \_\_\_\_\_

**For Office Use Only**

☐ Application Approved      ☐ Application Denied

Clerk's Name: \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## **Schedule "C"**

### **By-law 2025-17**

#### **List of Materials required with Mobile Canteen Application**

List of Materials required with Mobile Canteen Application - Failure to supply such will result in the application being denied.

- Proof of inspection by Peterborough Public Health.
- Proof of Liability Insurance coverage – minimum \$2,000,000.00 – including a provision that the Clerk will be given at least ten (10) days notice in writing of any cancellation and or expiration of the policy.
- Indemnification for the Township of Douro-Dummer (see application form)
- If the Mobile canteen is to be located on property other than that owned by the operator of the Mobile Canteen, written authorization from the owner allowing such units to be placed on the property.
- Letter of approval from the appropriate road authority.
- Fire Department to inspect and/or ask to provide documentation for the following:
  - Commercial cooking operations as per NFPA 96 to current standard as referenced in the current Ontario Fire Code.
  - New installation or first-time mobile canteen is located in the Municipality, a suppression system balloon test is required to be witnessed by Fire Department.
  - Posting of emergency procedures, including the 911 number for the location of the mobile canteen (or closest 911 number if one has not already been assigned to the property).
  - Fire Extinguisher
  - ABC or other specific fire extinguisher for other site-specific hazards
  - Class K for suppression system support
- Copy of TSSA inspection form, attached
- Copy of electrical Inspection

#### **Fire Department Approval Date:**

Name and Title (please print):

Signature:

#### **By-law Officer Approval Date:**

Name and Title (please print):

Signature:

- A site plan, showing the proposed location of the mobile canteen in relation to the following:
  - All adjacent buildings
  - All property Lines
  - All roads/streets/highways
  - Distance to nearest eating establishment within the Township (must be more than 100 metres)
- All other information as deemed to be necessary by any Officer of the Corporation of the Township of Douro-Dummer.

Appropriate Fee Received	Date Approved/Denied	Date of Expiry	Approved by	Signature

**Schedule "D"**  
**By-law 2025-17**  
**Special Events Mobile Canteen Application Form**

**Section 1 – Applicant Information**

Business Name (if applicable):  
\_\_\_\_\_

Name of Applicant(s):  
\_\_\_\_\_

Mailing Address:  
\_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Section 2 – Event Details**

Name of Special Event:  
\_\_\_\_\_

Event Location (Exact Address or Description): \_\_\_\_\_

Dates of Operation:  
From: \_\_\_\_\_ To: \_\_\_\_\_

Hours of Operation:  
From: \_\_\_\_\_ AM / PM To: \_\_\_\_\_ AM / PM

**Section 3 – Mobile Canteen Information**

Type of Canteen (Check One):

- ☐ Special Events Only (\$100.00/day)
- ☐ Parade/Festival/Public Entertainment (\$400.00/day)

Plate or Trailer Number (if applicable):  
\_\_\_\_\_

Type of Food/Refreshments Offered:  
\_\_\_\_\_

**Section 4 – Required Documentation Checklist**

Attach the following to this application. Incomplete applications will not be accepted.

- ✓ Proof of inspection by Peterborough Public Health
- ✓ Indemnification Agreement (see Section 6)
- ✓ Property Owner Authorization (if not on municipal land)
- ✓ Fire Department Approval or Required Fire Code Documentation
- ✓ TSSA Compliance Certificate

- ✓ Site Plan showing:
  - Nearby buildings, roads, and property lines
  - Proximity to other food establishments (must be >100m)
- ✓ Letter of Approval from the Chief Building Official
- ✓ Public Works approval for traffic flow/parking (if required)

**Section 5 – Acknowledgement**

I/We hereby acknowledge that:

1. A Mobile Canteen Licence may be revoked at any time by the Township.
2. Operation is subject to compliance with all municipal, provincial, and federal regulations.
3. I/We have read and agree to all terms of By-law XX-2025.
4. The information provided is accurate and complete.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Section 6 – Indemnification Agreement**

To: The Corporation of the Township of Douro-Dummer

I/We, \_\_\_\_\_  
(Full Name(s) and Business Name if applicable)  
of \_\_\_\_\_  
(Address)

hereby agree to indemnify and hold harmless the Township of Douro-Dummer, its officers, employees, and agents from any claims, actions, or suits arising from the operation of the Mobile Canteen described in this application.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Applicant: \_\_\_\_\_

**For Office Use Only**

☐ Application Approved      ☐ Application Denied

Clerk’s Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Schedule "E"**  
**By-law 2025-17**  
**Set Fines**

<b>Item</b>	<b>Short Form Wording</b>	<b>Provision Contravened</b>	<b>Set Fine</b>
1	Operate mobile canteen without a licence	Section 3.1, 3.2, 4.1	\$400.00
2	Operate mobile canteen outside permitted zoning	Section 3.4	\$300.00
3	Operate mobile canteen outside approved Municipal location	Section 3.5, 3.6	\$300.00
4	Fail to maintain mobile canteen in clean and sanitary condition	Section 4.2(a)	\$200.00
5	Fail to provide valid public health inspection report	Section 4.2(a)	\$250.00
6	Fail to comply with Fire Code, propane or TSSA safety requirements	Section 4.2(b)	\$350.00
7	Modify canteen or equipment without approval	Section 4.2(c)	\$250.00
8	Fail to affix licence to mobile canteen	Section 4.2(d)	\$150.00
9	Operate mobile canteen without valid insurance	Section 4.2(e)	\$300.00
10	Fail to provide notice of insurance cancellation	Section 4.2(f)	\$200.00
11	Operate in prohibited area without permission	Section 4.2(h), 4.2(i)	\$300.00
12	Fail to provide garbage/litter receptacles	Section 4.2(j)	\$200.00
13	Fail to remove garbage/litter from area of operation	Section 4.2(j)	\$200.00
14	Place advertising without appropriate authority	Section 4.2(k)	\$150.00
15	Operate canteen between 11:00 p.m. and 7:00 a.m. without event approval	Section 4.2(l)	\$250.00
16	Fail to remove canteen upon licence expiry	Section 4.2(m)	\$150.00
17	Provide false information or obstruct enforcement officer	Section 7.2	\$500.00

**Note:** The penalty provisions for the offences indicated above are as per **Section 7.3 of By-law 2025-17**.



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

**By-law Number 2025-18**

**Being a By-law to appoint Building Officials under the Building Code Act for the Corporation of Douro-Dummer**

**Whereas** Section 3, Subsection (2) of the Building Code Act, S.O. 1992, C.23, as amended, provides that each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the enforcement of the Act in the areas in which the municipality had jurisdiction;

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

1. That pursuant to the Building Code Act, **Gerald Moore, Devon Staley, Barbara Mocny, Megan Opersko, Stephanie Vezina, Michael McKean, Grant Schwartzentruber, Andy Lamers** be and are hereby appointed as Inspectors under the Building Code Act for the Corporation of the Township of Douro-Dummer for the purpose of carrying out or enforcing regulations in accordance with the Building Code Act.
2. That these appointments shall come into force and take effect on May 6<sup>th</sup>, 2025 and shall remain in effect until such appointments are rescinded or successors are appointed.

Passed in open Council this 6th day of May, 2025.

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Mayor, Heather Watson

---

Clerk, Martina Chait-Hartwig

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

**By-law Number 2025-19**

**Being a By-law to amend By-law 2024-71, as amended  
(To provide for User Fees and Charges)  
(Public Work – Request to Open or Improve Road Allowance)**

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

**And whereas** By-law Number 24-71, as amended, was adopted to impose certain fees and charges on persons;

**And whereas** the Council of The Corporation of the Township of Douro-Dummer deems it desirable to amend By-law Number 2024-71, as amended, to amend the Public Works - Roads Fees & Charges;

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

1. That Section 13 "Public Works - Roads" included in Schedule 'A' of By-Law 2024-71, as amended, is hereby amended with the inclusion of those user fees and charges attached hereto in Schedule "A" of this By-law.
2. That those fees and charges included in Schedule "A" of this By-law, included in Section 13.3, Public Works - Roads - Fees & Charges become effective May 7th, 2025.
3. That By-law Number 2024-71, as amended, is hereby further amended.
4. That the Mayor and the Clerk be directed to sign same and affix the Corporate Seal to this By-law.

Passed in open Council this 6<sup>th</sup> day of May 2025.

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Mayor, Heather Watson

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Clerk, Martina Chait-Hartwig

Schedule "A" to By-law 2025-19

13.3	Request to Open or Improve Road Allowance	2025	HST	Total	Policy T-35
	Non-refundable Application Fee	\$1500.00		\$ 1500.00	
	Deposit	\$ 20,000.00		\$ 20,000.00	
	If additional deposit is required,  Clerk will notify Applicant prior to commencement of project.				
	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.				

## **Notice of Motion**

Presented by: Mayor Heather Watson

Date: May 6<sup>th</sup>, 2025

Subject: Redirecting Bottle Return Proceeds to Support Local Youth Sports

## **Recommendation:**

That Council consider the following motion:

Whereas the beginning in 2015, the Township of Douro-Dummer has collected returnable bottles at the Transfer Station with proceeds, typically around \$1,500 annually, donated to United Way Peterborough; and

Whereas United Way Peterborough is a well-respected organization that provides meaningful support across the region, helping improve lives through a wide range of programs and services; and

Whereas the Township recognizes the value of investing in local initiatives where even modest funds can make a significant difference to residents, especially young people; and

Whereas many youth sports organizations in Douro-Dummer, such as hockey, baseball, and soccer, operate with limited budgets and rely on community support to keep programming accessible and inclusive; and

Whereas participation in sports contributes to the physical, mental, and social development of young people and fosters a strong sense of community, belonging, and leadership; and

Whereas United Way Peterborough raises approximately \$1.2 million annually, and the Township's contribution may now have greater impact when directed to grassroots initiatives in our own community;

Now Therefore Be It Resolved That beginning in June of 2025, the proceeds from the Township's returnable bottle collection program be redirected to support youth sports and recreation programs within the Township; and

Be It Further Resolved That Council request that staff bring forward a report outlining option for the process to award the bottles and/or funds annually along with timelines and a communication strategy to the first Council meeting in August.

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

**By-law Number 2025-20**

Being a By-law of The Corporation of the Township of  
Douro-Dummer to confirm the proceedings of the Regular Council Meeting of  
Council held on the 6th day of May 2025

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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 Council Meeting held on 6th May 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 6 day of May 2025.

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Mayor, Heather Watson

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Clerk, Martina Chait-Hartwig