



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

**Monday, September 15, 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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	<b>Pages</b>
1. Call to Order	
2. Land Acknowledgement	
3. Moment of Silent Reflection	
4. Disclosure of Pecuniary Interest:	
5. Adoption of Agenda: September 15, 2025	
6. Adoption of Minutes and Business Arising from the Minutes	
6.1 Regular Council Meeting Minutes - September 2, 2025	1
7. Consent Agenda (Reports voted upon by ONE motion) - No Debate	
7.1 2025 Ontario Senior Achievement Awards	10
7.2 2025 Q2 County of Peterborough Garbage Report	12
7.3 Municipal Appraisal Form (MAF) for Severance File B-57-25	22
8. Delegations, Petitions, Presentations or Public Meetings:	

8.1	Presentation - Nicole Cameron, Engage Engineering - 2025 Road Needs Study	32
8.2	Delegation - Kevin Errington - The Market on Stoney Lake	41
9.	Public Comment Period - No Debate or Decision	
	A list of registered speakers will be released no later than Monday at 4:30 p.m. The deadline to register is 12-noon on Monday prior to the meeting.	
10.	Staff Reports	
10.1	Report and Capital Project Status - September 2025	44
10.2	Douro Second Line Speed Reduction - Public Works-2025-05	51
10.3	Future Gravel Resources - Public Works-2025-06	70
10.4	Zoning By-law for Clancy Subdivision, File R-08-21 - Planning-2025-17	73
10.5	Discretionary Sewage System Maintenance Inspection Program - 2025 amendments - Building Department-2025-15	86
10.6	Sewage System Maintenance - Public Outreach - Building Department-2025-16	90
10.7	Procurement Update - September 2025 - Treasurer-2025-24	94
10.8	Service Delivery Review Building and Planning - C.A.O.-2025-19	98
11.	Committee Minutes and Other Reports: None	
12.	Correspondence – Action Items:	
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12.1.1	Concerns regarding Grants Received vs. Actuals	118
12.1.2	Complaint to Council regarding Accounts	142
13.	By-laws:	
13.1	By-law Number 2025-31 to amend By-law 10-1996, as amended, otherwise known as "The Township of Douro-Dummer Comprehensive Zoning By-law" (File R-08-21)	151

14. Reports derived from previous Notice of Motions: None

15. Notices of Motion - No Debate

16. Announcements:

17. Closed Session: None

18. Rise from Closed Session with or without a Report

19. Matters Arising from Closed Session

20. Confirming By-law: 2025-32

154

21. Next Meeting:

Township Roads Tour - September 23, 2025

Council Meeting - October 7, 2025

22. Adjournment

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

**September 2, 2025, 5:00 PM  
Council Chambers in the Municipal Building**

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

**Staff Present:** C.A.O. - Todd Davis  
Clerk - Deputy C.A.O. - Martina Chait-Hartwig  
Treasurer - Paul Creamer  
CBO - Don Helleman  
Planner - Emily Fitzgerald

1. Call to Order

With a quorum of Council being present, the Mayor called the meeting to order at 5:01 p.m.

2. Land Acknowledgement

The Mayor recited the Land Acknowledgement.

3. Moment of Silent Reflection

Council observed a moment of silent reflection.

4. Disclosure of Pecuniary Interest:

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



5. Adoption of Agenda: September 2, 2025

**Resolution Number 228-2025**

Moved by: Councillor Landsmann

Seconded by: Councillor Johnston

That the agenda for the Regular Council Meeting, dated September 2, 2025, be adopted, as circulated. Carried

6. Adoption of Minutes and Business Arising from the Minutes

6.1 Amended Special Council Meeting Minutes - November 22, 2022

**Resolution Number 229-2025**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the minutes for the Amended Special Council meeting, dated November 22, 2025, be received and adopted, as circulated. Carried

6.2 Regular Council Meeting Minutes - August 5, 2025

**Resolution Number 230-2025**

Moved by: Councillor Johnston

Seconded by: Councillor Landsmann

That the minutes for the Regular Council meeting, dated August 5, 2025, be received and adopted, as circulated. Carried

7. Consent Agenda (Reports voted upon by ONE motion) - No Debate
  - 7.1 Peterborough County Council Minutes - June 25, 2025
  - 7.2 Ministry of Natural Resources - Proposed Updates to Policies under the Aggregates Resource Act
  - 7.3 Young's Point 200 Years on the Water - Thank you letter
  - 7.4 Eastern Ontario Warden's Caucus (EOWC) - August 2025 Newsletter

**Resolution Number 231-2025**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Landsmann

The Consent Agenda for September 2, 2025, be received.

Carried

8. Delegations, Petitions, Presentations or Public Meetings: None
9. Public Comment Period - No Debate or Decision: None
10. Staff Reports
  - 10.1 Report and Capital Project Status - September 2025

**Resolution Number 232-2025**

Moved by: Councillor Watt

Seconded by: Councillor Johnston

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

10.2 Joint Procurement for Zoning By-law - Planning-2025-16

**Resolution Number 233-2025**

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That Report Planning-2025-16, dated September 2, 2025, regarding joint procurement for consulting services of the update to the Township's Zoning By-law be received;

That the Township participate in the discussion regarding a joint RFP for the procurement of consulting services for the update of the participating Township's Zoning By-laws, that the RFP recognize the individuality of each participating Township, and that each Township enter into its own contract with the selected contractor; and further;

That Staff be directed to forward Report Planning-2025-16 to County Council for information. Carried

10.3 Municipal Ice Storm Assistance Program Approval - Treasurer-2025-23

**Resolution Number 234-2025**

Moved by: Councillor Johnston

Seconded by: Councillor Landsmann

That the report Treasurer-2025-23, dated September 2, 2025, regarding Municipal Ice Storm Assistance Program Approval be received; and

Whereas the Township of Douro-Dummer has eligible costs directly linked to the March 2025 ice storm, the Council of the Township of Douro-Dummer hereby requests assistance under the Municipal Ice Storm Assistance Program;

Further that Todd Davis is given delegated authority to verify and attest to the accuracy of the application package. Carried

11. Committee Minutes and Other Reports:

11.1 Human Resources Committee Meeting Minutes - May 13, 2021

**Resolution Number 235-2025**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the minutes from the Human Resources Committee meeting held on May 13, 2021, be received and approved. Carried

11.2 Committee of Adjustment Meeting Minutes - January 25, 2025

**Resolution Number 236-2025**

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the minutes from the Committee of Adjustment meeting held on January 25, 2025, be received. Carried

11.3 Committee of the Whole Meeting Minutes - August 27, 2025

**Resolution Number 237-2025**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Landsmann

That the minutes from the Committee of the Whole meeting held on August 27, 2025, be received and approved. Carried

11.4 Report to Council - CAO Performance Review - Mayor's Office

**Resolution Number 238-2025**

Moved by: Mayor Watson

Seconded by: Councillor Landsmann

That the report to Council from Mayor Watson, dated September 2, 2025, be received and that Council direct the Deputy CAO – Clerk to work with the Mayor to undertake a CAO performance review. Carried

11.5 Report to Council - Committee Appointments and Portfolios - Mayor's Office

**Resolution Number 239-2025**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the report from Mayor Watson, dated September 2, 2025, be received and that the following appointments be made:

**Mayor Watson** – OPP Detachment Board, Arena Facilities Future Ad-Hoc Committee and Co-Chair Canada Day Parade

**Deputy Mayor Nelson** – Committee of Adjustment and Co-Chair Remembrance Day Committee

**Councillor Watt** – Otonabee Region Conservation Authority Board and Co-Chair Remembrance Day Committee

**Councillor Landsman** – Township of Douro-Dummer Public Library Board and Co-Chair Santa Clause Parade Committee

**Councillor Johnston** – Co-Chair Santa Claus Parade Committee and Co-Chair Canada Day Parade Committee

And further that the Planning Committee and Short-Term Rental Advisory Committee are both disbanded;

And further that Council portfolio responsibilities are removed;

And further that Councillor Johnston be appointed to the Hiring Committee for the Treasurer recruitment;

And lastly that staff report back to Council with a plan to seek input from the community regarding our key events: Canada Day Parade, Remembrance Day Service and Santa Claus Parade.

Carried

12. Correspondence – Action Items:

12.1 Municipality of Strathroy-Caradoc and Township of North Glengarry -  
Support for Amendments to Ontario Blue Box Regulation 391/21

**Resolution Number 240-2025**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor - Landsmann

That the Resolutions from the Municipality of Strathroy-Caradoc and the Township of North Glengarry, regarding support for amendments to Ontario Blue Box Regulation 391/21, be received and supported. Carried

12.2 Town of Orangeville, City of St. Catharines and Town of Grimsby -  
Resolutions Regarding Elect Respect Campaign

**Resolution Number 241-2025**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor - Landsmann

That the Resolutions from the Town of Orangeville, City of St. Catharines and Town of Grimsby, regarding the Elect Respect Campaign be received and supported. Carried

12.3 Township of Armour - Resolution Regarding Standardized Governance  
Models for a Family Health Teams

**Resolution Number 242-2025**

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the Resolution from the Township of Armour, dated August 12, 2025, regarding a standardized governance models for Family Health Teams be received and supported. Carried

13. By-laws:

13.1 By-law 2025-29 - To Appoint an Interim Treasurer and Repeal By-law 2024-54

Moved by: Councillor Landsmann

Seconded by: Councillor Johnston

That By-law 2025-29 to appoint an Interim Treasurer and Repeal By-law 2024-54 be passed, in open Council this 2nd day of September 2025 and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto.

Carried

14. Reports derived from previous Notice of Motions: None

15. Notices of Motion - No Debate: None

16. Announcements:

16.1 The Tuesday, September 16, 2025, Council meeting is rescheduled to Monday, September 15, 2025, due to a conflict with the Ontario Eastern Municipal Conference.

16.2 Mayor Watson – 2025 Community Tree Planting Program is sold out. Ratepayers will be able to pick up their trees at the following times:

- Thursday, September 11, 2025, from 10:00 a.m. to 7:00 p.m.
- Friday, September 12, 2025, from 9:00 a.m. to 7:00 p.m.
- Saturday, September 13, 2025, from 9:00 a.m. to 4:00 p.m.

16.3 Councillor Johnston – Reported on the outcome of the Warsaw and District Lions Club fundraiser and the Douro Doings annual event and expressed thanks to the community for their support.

16.4 Councillor Watt – The 2025 Stoney Lake Combo Fishing Tournament is scheduled for September 19 to September 21, 2025, at Carveth's Marina.

17. Closed Session: None

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

19. Matters Arising from Closed Session

20. Confirming By-law 2025-30

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That By-law Number 2025-30, being a By-law to confirm the proceedings of the Regular Meeting of Council, held on the 2nd day of September 2025, be passed in open Council and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

21. Next Meeting

Regular Council Meeting - September 15, 2025, at 5:00 p.m.

Township Road Tour - September 23, 2025

22. Adjournment

**Resolution Number 243-2025**

Moved by: Councillor Johnston

Seconded by: Councillor Landsmann

That this meeting adjourn at 5:50 p.m. Carried

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Mayor, Heather Watson

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Clerk, Martina Chait-Hartwig



**Patti O'Grady**

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**Subject:** FW: 2025 Ontario Senior Achievement Awards / Prix d'excellence de l'Ontario pour les personnes âgées de 2025

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**From:** Ontario Honours And Awards (MCM) <[OntarioHonoursAndAwards@ontario.ca](mailto:OntarioHonoursAndAwards@ontario.ca)>

**Sent:** Wednesday, August 27, 2025 4:49 PM

**Subject:** 2025 Ontario Senior Achievement Awards / Prix d'excellence de l'Ontario pour les personnes âgées de 2025

You don't often get email from [ontariohonoursandawards@ontario.ca](mailto:ontariohonoursandawards@ontario.ca). [Learn why this is important](#)

**(Un message en français suivra)**

Dear Friends,

It is my pleasure to invite you to submit a nomination for the **2025 Ontario Senior Achievement Award**.

Each year, the program recognizes extraordinary seniors who, **after the age of 65**, have made significant contributions to their community or province.

**The annual deadline for nominations is October 1st.** You can submit a nomination online by [registering through the Ontario Honours and Awards Portal](#).

For more information about the program, please visit the [Ontario Senior Achievement Award webpage](#).

You may also contact the Ontario Honours and Awards Secretariat at [OntarioHonoursAndAwards@ontario.ca](mailto:OntarioHonoursAndAwards@ontario.ca) if you have questions about the Ontario Senior Achievement Award and how to submit a nomination online.

Thank you in advance for taking the time to consider putting forward the name of a special senior in your community.

Sincerely,



Raymond Cho  
Minister for Seniors and Accessibility

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Août 2025

Madame, Monsieur,

J'ai le plaisir de vous inviter à proposer une candidature au **Prix d'excellence de l'Ontario pour les personnes âgées de 2025**.

Chaque année, le programme rend hommage aux aînés extraordinaires qui, **après l'âge de 65 ans**, ont apporté une contribution exceptionnelle à leur communauté ou à la province.

**La date limite annuelle pour proposer une candidature est le 1<sup>er</sup> octobre.** Pour soumettre une candidature en ligne, veuillez-vous [inscrire au Portail des distinctions et prix de l'Ontario](#).

Pour plus de renseignements sur le programme, veuillez consulter la [page Web du Prix d'excellence de l'Ontario pour les personnes âgées](#).

Si vous avez des questions au sujet du Prix d'excellence de l'Ontario pour les personnes âgées, veuillez contacter aussi le Secrétariat des distinctions et prix de l'Ontario à [OntarioHonoursAndAwards@ontario.ca](mailto:OntarioHonoursAndAwards@ontario.ca).

Je vous remercie d'avance de prendre le temps de songer à proposer le nom d'une personne âgée exceptionnelle de votre collectivité.

Sincèrement,



Raymond Cho  
Ministre des Services aux aînés et de l'Accessibilité

# 2025 Garbage Report: Quarter 2



## Report Summary

By the end of the second quarter (Q2) 2025, residential garbage collection in Peterborough County totalled 5074 metric tonnes. Among Townships, per capita disposal increased to 44 kg per person (+7%) compared with Q2 in 2024. However, total garbage collected year to date has only slightly increased (+1%) when compared with garbage collected by this time in 2024, with increased Q2 quantities buffered by the reduction of waste in Q1 of 2025. Existing organics collection programs (curbside and depot) resulted in the diversion of 138 metric tonnes of organics in Q2. This report includes solely material sent to the Peterborough County City Waste Management Facility (PCCWMF) for disposal.

### Year to Date (YTD) Quarterly Garbage Tonnes (metric) by Township, 2025

	2025 YTD	Q1	Q2		Q2'25 vs. Q2'24
Township	Metric tonnes	Metric tonnes	Metric tonnes	kg per Capita	Trend kg per Capita
AN	288.4	134.3	154.1	31.2	↑ 0%
CM	913.5	381.7	531.7	57.6	↑ 13%
DD	458.4	200.6	257.8	35.5	↑ 2%
TL	552.9	202.7	350.2	42.5	↑ 10%
HBM	575.8	237.5	338.3	54.4	↑ 2%
NK	280.2	110.8	169.4	41.0	↓ -4%
OSM	608.0	257.4	350.6	48.4	↑ 27%
SEL*	1396.5	642.9	753.6	40.7	↑ 4%
County	5073.7	2167.9	2905.8	44.2	↑ 7%

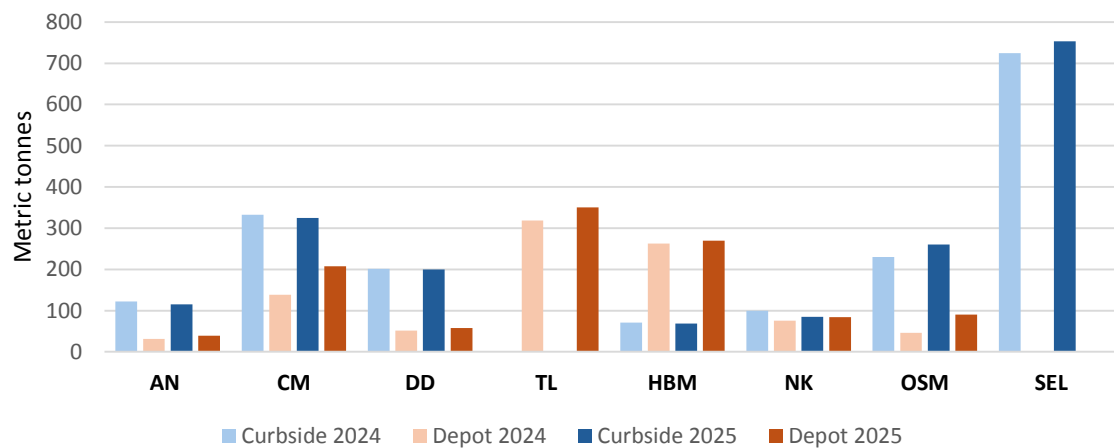
\*Waste disposed of at Smith Landfill is excluded from Selwyn totals.

Beyond changes in waste collection and diversion program delivery, annual fluctuations in waste composition are expected, due to evolving resident disposal behaviours, household circumstances, and broader economic trends.

## Peterborough County Garbage, 2025

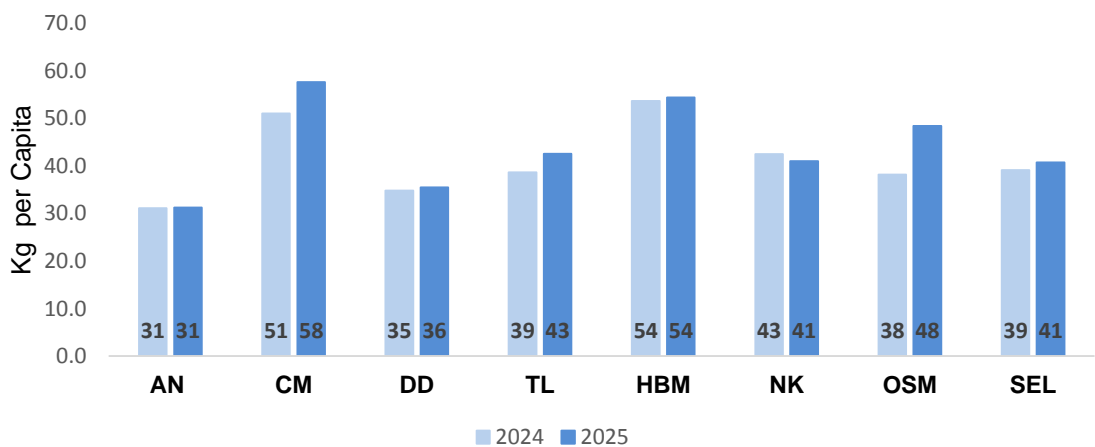
Residential garbage within Peterborough County is managed by Townships and collected at residential and commercial curbside locations in a combination of urban and rural areas. Additionally, residential drop-off garbage collection occurs at Township transfer stations (depots).

YTD Garbage Curbside & Depot by Township 2024 to 2025

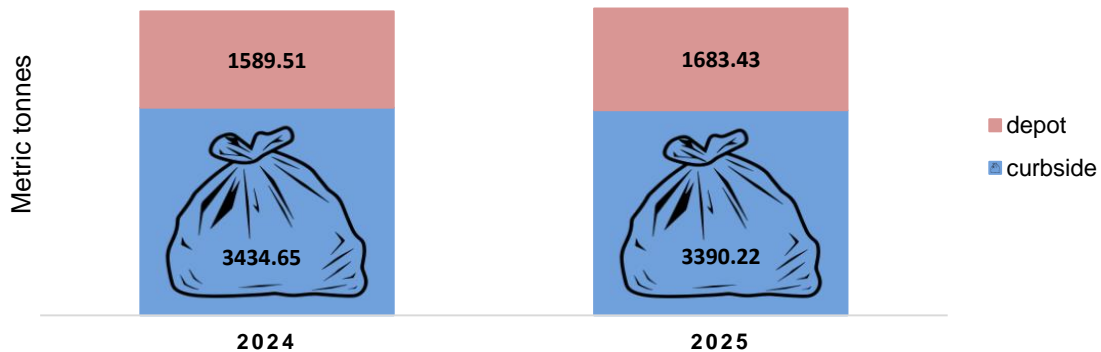


There are 25,311 Permanent, and 12,357 seasonal households in the County (MPAC, 2024). In the 2025 second quarter, 2906 metric tonnes of garbage were disposed of at the PCCWMF, translating to 44 kg per person, and an overall increase of 7% year over year.

Year-to-date total Garbage per Capita by Township 2024 to 2025



Year-to-date total Garbage in Peterborough County 2024 to 2025



In Q2 2025, County curbside and depot garbage disposal at the PCCWMF increased by 200 metric tonnes (+7%) compared to the same quarter in 2024. However, year-to-date totals show only a slight increase of 1%, as the higher Q2 volumes were offset by reduced waste in Q1 2025.

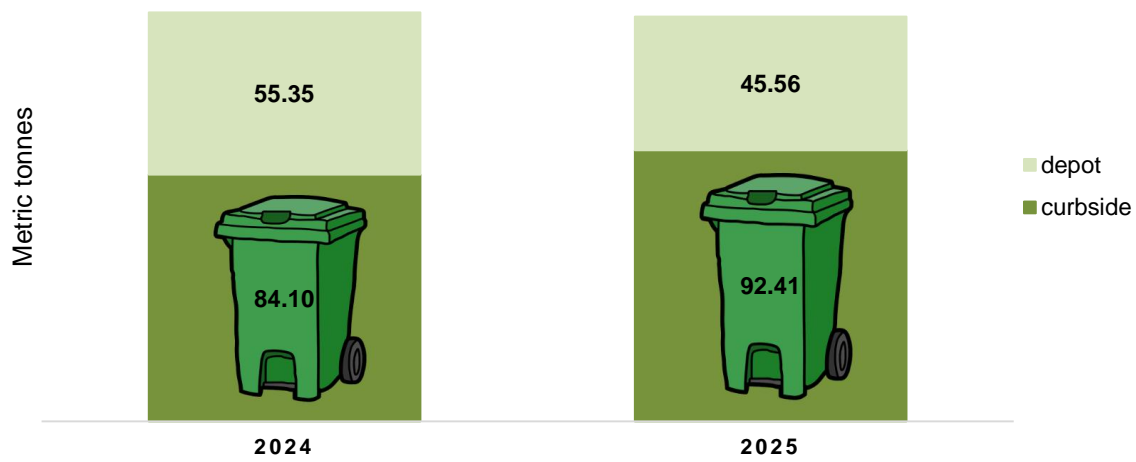
The spike in Q2 garbage weights may be partially due to food spoilage resulting from widespread power outages caused by an extreme weather event in April. Organic waste, such as spoiled food, typically weighs more than inorganic residential garbage due to its higher moisture content.

### Peterborough County Organics, 2025

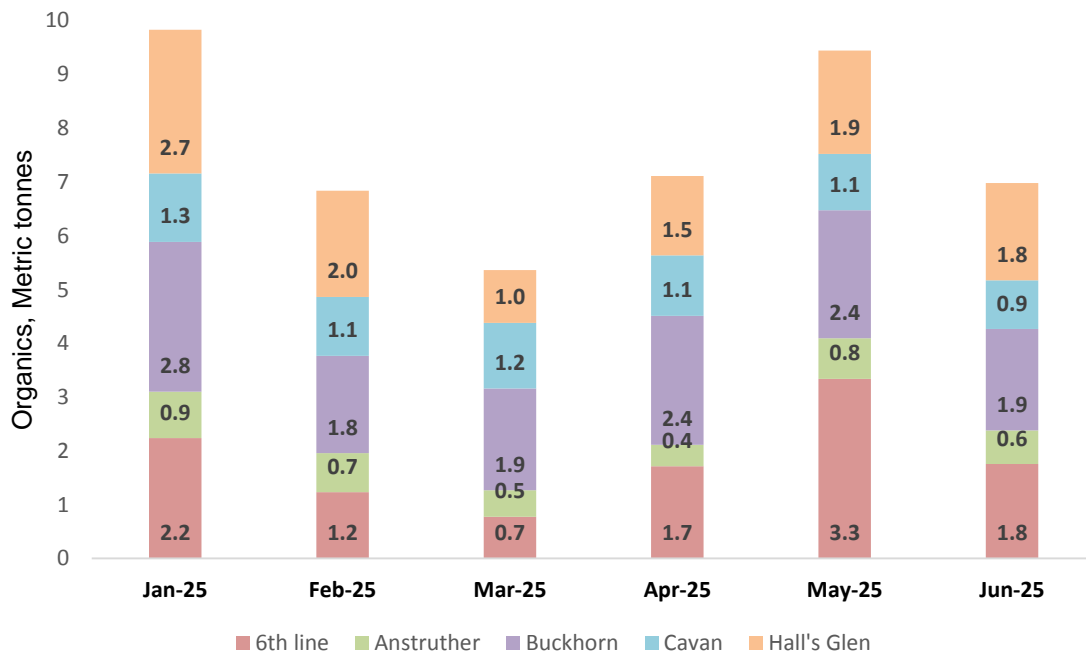
To date in 2025, 138 metric tonnes of organics were diverted from the garbage. Curbside organic collections increased by 10% (8.3 tonnes), showing a moderate rise in curbside participation. In contrast, depot collections declined by 18% (-10 tonnes), reflecting a reduced usage of depot organics services this year. Overall, this resulted in a 1% decrease in total organic diversion compared to the same period in 2024.

## 2025 Garbage Report: Quarter 2

### Peterborough County Year to Date Organic Collection

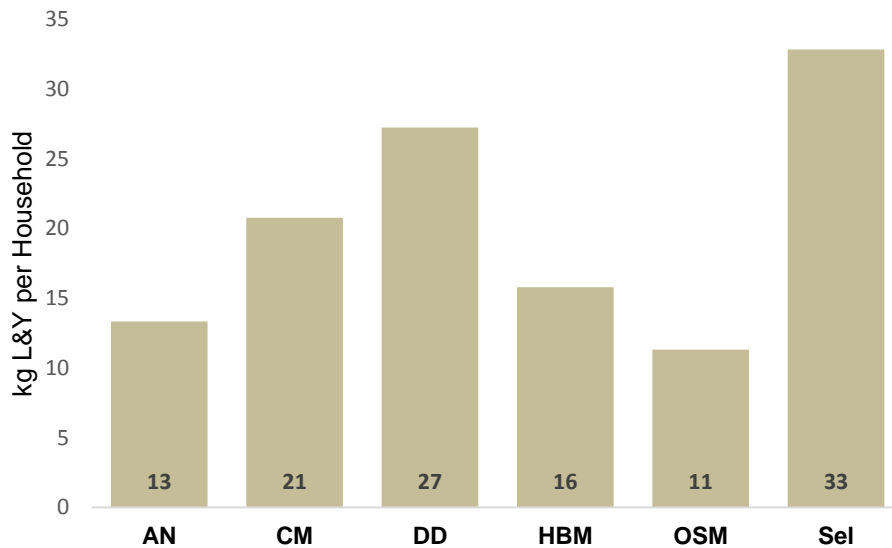


### YTD Monthly Depot Organics (Moloks), 2025



Depot organic collection includes material collected through Molok units installed at select transfer stations located in HBM, AN, TL, CM, and DD Townships. Molok usage tends to vary month to month, with peak usage seen in January and May in 2025.

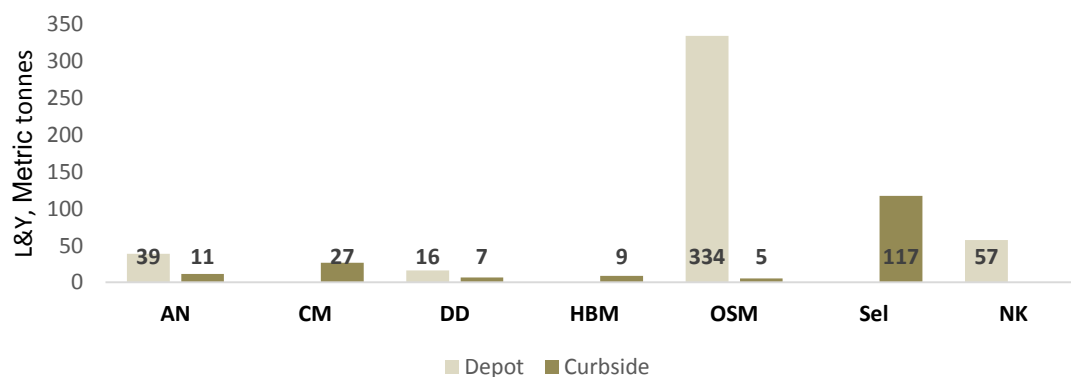
Spring 2025 Curbside Leaf and Yard Collection, kg per participating Household



Leaf and yard material is collected at the curbside in the spring and the fall over a six-week period from 14 areas in Peterborough County. The collection is distributed amongst urban areas consisting of approximately 7,500 households.

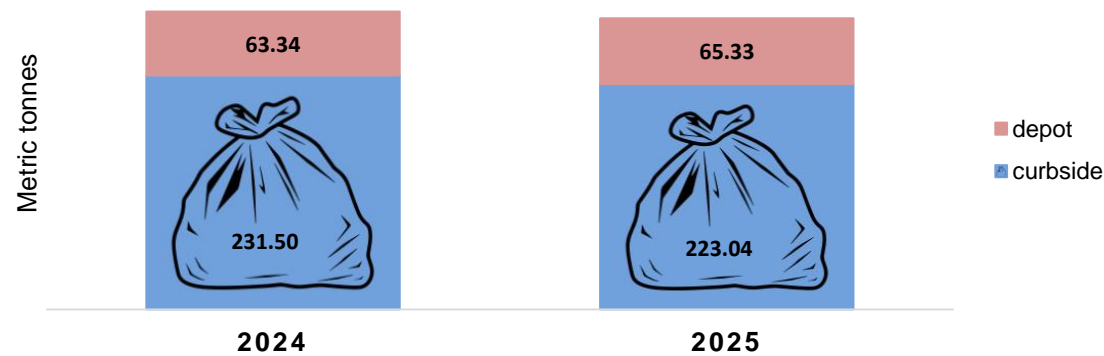
In spring of 2025, 176 metric tonnes of leaf and yard waste was collected at the curbside and brought to the Peterborough organics facility for processing. Additional curbside collection is provided by the Township in Cavan Monaghan, not included in this report. Most townships also collect leaf and yard waste at their transfer stations or other collection areas. In Q2 an additional 446 metric tonnes of leaf and yard material was sent to the organics facility from depots.

Spring 2025 Leaf and Yard collection, Curbside and Depot by Township

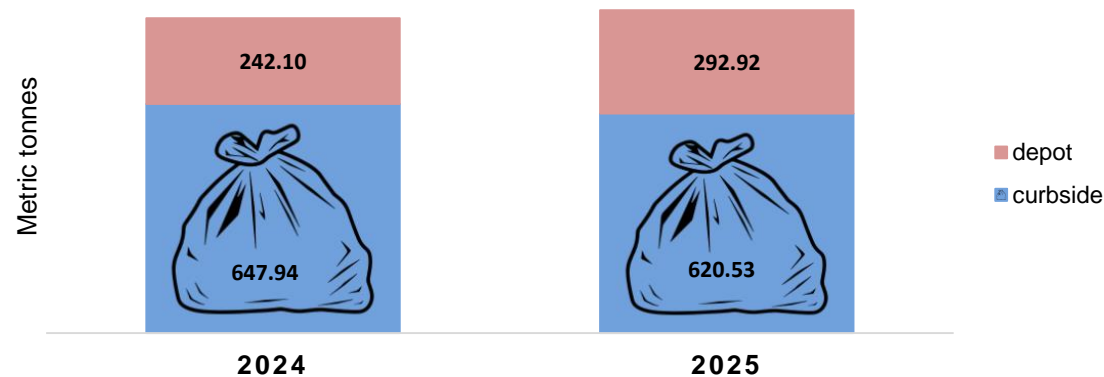


Peterborough County Garbage by township, 2025 & 2024

Asphodel Norwood (AN) Year to Date Garbage



Cavan Monaghan (CM) Year to Date Garbage

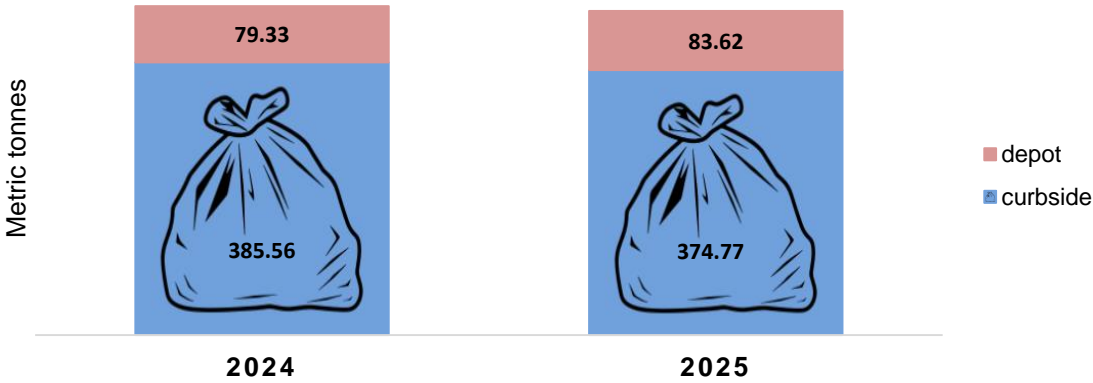




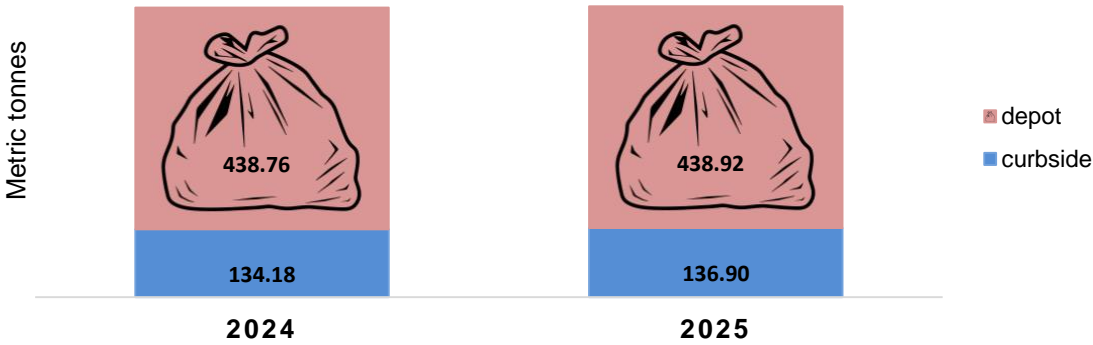
2025 Garbage Report: Quarter 2



Douro Dummer (DD) Year to Date Garbage



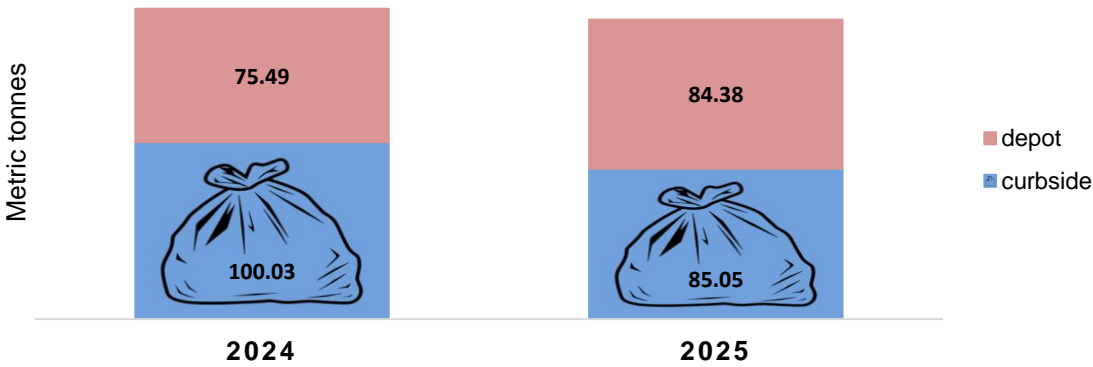
Havelock Belmont Methuen (HBM) Year to Date Garbage



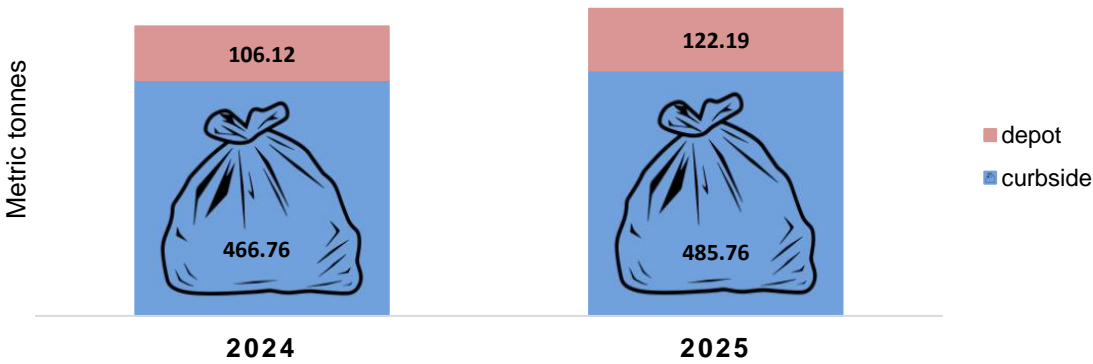
2025 Garbage Report: Quarter 2



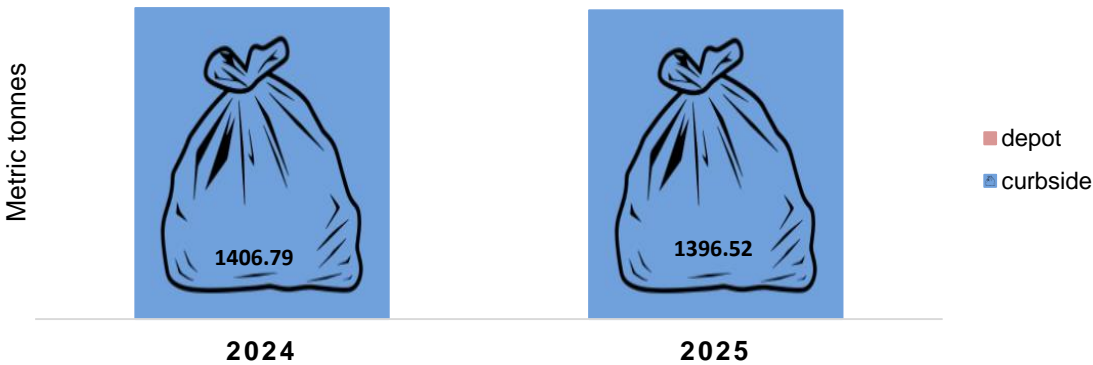
North Kawartha (NK) Year to Date Garbage



Otonabee South Monaghan (OSM) Year to Date Garbage



Selwyn (SEL) Year to Date Curbside Garbage



\*SEL depot waste is not included as it is disposed of onsite at the Smith landfill.

Trent Lakes (TL) Year to Date Depot Garbage



### Unlocking Organics for Diversion and Landfill Capacity Gains.



Waste audit results show that expanding the County's organic waste collection program could reduce landfilled garbage by up to 51%. Currently, an estimated 5,846 metric tonnes of organic waste are landfilled each year through County residential garbage, representing 13% of all material received at the PCCWMF. If fully implemented and widely adopted, it could also extend the landfill's operational life by an estimated 1.5 years (15% of remaining capacity).

#### Key Metrics

Per Capita Waste Generation: Average amount of waste (kilograms) generated per Resident.

$$\text{Per Capita Waste Generation} = \text{Total Waste Generated} / \text{Population}$$

Per capita disposal calculated as total garbage by total household count, with an assumption of 2.4 people per household (2021 Census). For reporting purposes, a 17% occupancy rate was applied to seasonal households, in line with Generally Accepted Principles (GAP) for Calculating Municipal Solid Waste (2003).

#### Sources

Statistics Canada. 2023. (table). *Census Profile*. 2021 Census of Population.

Statistics Canada Catalogue no. 98-316-X2021001. Ottawa. Released November 15, 2023. <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/index.cfm?Lang=E> (accessed May 30, 2025)

CSR (2003). Residential GAP – Manual on Generally Accepted Principles (GAP) for Calculating Municipal Solid Waste System Flow: Development of a Methodology for Measurement of Residential Waste Diversion in Canada. <https://rpra.ca/wp-content/uploads/Complete-GAP-Manual.pdf>

Cambium (2025). Waste Management Master Plan Update, County of Peterborough. May 12, 2025.



COUNTY OF PETERBOROUGH  
MUNICIPAL APPRAISAL FORM

APPLICANT: John Wakefield

FILE B – 57-25

LOT: 2, CON.: 8 MUNICIPAL WARD: Douro

911 address: 667 Douro Eighth Line, Roll #: 1522-010-004-03300, Island # or other: \_\_\_\_\_

APPLICATION FOR: Creation of a new lot

**RECOMMENDATION:**

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

1. ☒ **\$1250** Cash-in-lieu of parkland fee be paid to the Municipality.
2. ☐ Rezoning of the severed parcel to the satisfaction of the Municipality.
3. ☒ Rezoning of the retained parcel to the satisfaction of the Municipality.
4. ☐ Minor Variance for the severed parcel to the satisfaction of the Municipality.
5. ☐ Minor Variance for the retained parcel to the satisfaction of the Municipality.
6. ☒ A 3-metre strip of frontage from the severed parcel be deeded to the Township for road widening purposes. Cost to be incurred by the applicant.
7. ☐ The applicant be responsible for the costs of upgrading \_\_\_\_\_ Road to Municipal Standards to provide a minimum of 150' of frontage to the satisfaction of the Manager of Public Works.
8. ☐ The Manager of Public Works confirm that a safe entrance is possible.
9. ☐ A Mitigation Measures Agreement is to be entered into between the Owner and the Municipality and registered on title at the owner's expense, which would recognize the recommendations outlined in Section \_\_\_\_\_ of the \_\_\_\_\_ prepared by \_\_\_\_\_ dated \_\_\_\_\_.
10. ☐ An Agreement is to be entered into between the Applicant & the Municipality and registered on title at the applicants expense which would \_\_\_\_\_.
11. ☐ A Merger Agreement is to be entered into between the Transferor, Transferee and Municipality, pursuant to Section 51(26) and Section 53(12) of the *Planning Act*, R.S.O. 1990, and registered on title to merge the severed parcel with the abutting (or separated) land identified by property roll # \_\_\_\_\_, such that these 2 parcels shall be considered as one lot and shall not be dealt with separately. *(To be used in the case of an addition to a lot which was previously created by severance, plan of subdivision or is physically separated)*. **OR**
12. ☐ The solicitor for the applicant is to provide an undertaking, whereby he informs the Committee, in writing, that the lands are being conveyed to an abutting property owner and a merger of title shall take place. *(To be used in the case of an addition to a lot which had not been created by severance – usually created before subdivision control began in 1979)*.
13. ☒ A test hole for the septic system be inspected, there is a fee to inspect test holes to ensure a septic system would be viable – current fees are \$175 per severed lot severed and applicant is responsible for the digging of the test holes.
14. ☐ An up-to-date site plan survey be completed on the retained and severed (after the lot is merged with the adjacent property) lots to assist with the rezoning process.
15. ☐ An Ontario Land Surveyor provide a measurement of the frontage on the retained portion to assist with the rezoning.
16. ☐ A Right-of-way be obtained to provide access to the newly merged lot.
17. ☐ The depth of the severed lot be increased to ensure that the lot is a minimum of 0.4 ha (1 acre) in size (which does not include the 3-metre strip of frontage deeded to the municipality).
18. ☐ An Easement be granted by the County of Peterborough to allow access to the severed parcel over the County Trail.
19. ☒ The existing buildings and setbacks from the new lot lines be shown on the draft R-Plan and if any deficiencies are found then a rezoning/minor variance will be required.
20. ☒ That a preliminary drainage plan be prepared for the severed parcel to the satisfaction of the Township. The preliminary drainage plan shall be prepared by a Professional Engineer or Ontario Land Surveyor and shall identify existing and proposed drainage patterns and stormwater management conventions (e.g., swales, ditches, low impact development, etc.) on and adjacent to the severed parcel and demonstrate that no negative impacts to adjacent properties will occur as a result of development and site alteration, grading, and/or filling on the severed parcel. If stormwater management controls are deemed to be required, an accompanying stormwater memorandum shall be prepared detailing the methodology and supporting calculations used to design the proposed stormwater management features.
21. ☒ That the MDS arc for the livestock facility at 667 Douro Eighth Line be shown on the draft R-Plan. The rear lot line shall be adjusted to ensure the MDS arc does not encroach on the severed lot.

Comments:

Test hole fee has been paid and test holes inspected and determined satisfactory on July 29, 2025.

Not possible to add a sequential 911 number as the proposed lot will be located between 667 and 665 Douro Eighth Line. Review and change to existing 911 numbers on neighbouring properties may be required.

It appears that the proposed lot is within a natural drainage contour. Grading and drainage should be considered to ensure the future dwelling is not prone to flooding and to ensure the development of the proposed lot does not create drainage issues on neighbouring properties.

It appears that the creation of the proposed lot will increase strip development in the area.

2025-08-12

This document is available in 12 pt. font for accessibility.



COUNTY OF PETERBOROUGH  
MUNICIPAL APPRAISAL FORM

A portion of the severed parcel is intersected by the MDS arc for the livestock facility at 667 Douro Eighth Line. For lots having an area less than 1 hectare, MDS guidelines provide that MDS setbacks should not encroach on the lot.

---

**OFFICIAL PLAN:**

Application **conforms** to the Township Official Plan policies, Section(s) **6.1.1, 6.2.2, 7.12.**

Severed Parcel:

- a) Proposed Use: Residential.
- b) Land Use Designation(s): Rural.
- c) The proposed use **is** a permitted one.
- d) Special policies affecting the severed parcel (i.e. OPA): N/A.

Retained Parcel(s):

- a) Proposed Use: Hobby Farm.
  - b) Land Use Designation(s): Rural.
  - c) The proposed use **is** a permitted one.
  - d) Special policies affecting the retained parcel (i.e. OPA): N/A.
- 

**ZONING BY-LAW:**

Severed Parcel:

- a) The severed parcel **conforms** to the Township Zoning By-Law provisions, Section(s) **9.1.5, 9.2.4 (a) & (b).**
- b) ☒ A rezoning **is not** required for the severed parcel.
- c) ☒ A minor variance **is not** required for the severed parcel.
- d) The existing zoning of the severed parcel is: RU.
- e) The recommended zoning of the severed parcel would be: RU.

Retained Parcel(s):

- a) The retained parcel **does not conform** to the Township Zoning By-Law provisions, Section(s) **9.1.7, 9.2.6.1 (a) & (b).**
- b) ☒ A rezoning **is** required for the retained parcel.
- c) ☒ A minor variance **is not** required for the retained parcel.
- d) The existing zoning of the retained parcel is: RU.
- e) The recommended zoning of the retained parcel would be: S.D. XXX.

General:

- a) If the severed and/or retained parcel(s) do not conform to the Zoning By-Law, Council **supports** a rezoning and/or minor variance.

Completed By: Emily Fitzgerald

Date: September 3, 2025

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



### Application for Consent

<b>Note to Applicant:</b>  Application Fee: \$1150.00 along with  Please provide the Original Signed and 1 copy of this application.	<b>Office Use:</b> File No. B- <u>57-25</u>
	Date Received <b>RECEIVED</b>  <b>JUN 26 2025</b>  <b>LAND DIVISION</b>

Preliminary Severance Review with the County of Peterborough Planning Department  
Completed: Y/N Y Date: JANUARY 29, 2025

Were there any Studies required? Y/N N  
(i.e. Traffic Study, Archaeological Study and Environmental Impact Analysis (EIA).  
If Yes please provide an electronic copy to the Land Division Secretary.

#### 1. Owner Information

Name(s): JOHN WAKEFIELD Address: [REDACTED]  
P.O. Box: [REDACTED] City/Province: [REDACTED]  
Postal Code: [REDACTED] Phone: [REDACTED]  
E-mail: [REDACTED]  
Do you wish to receive all communications? ☒ Yes ☐ No

#### Authorized Agent/Solicitor/Purchaser

Name(s): \_\_\_\_\_ Address: \_\_\_\_\_  
P.O. Box: \_\_\_\_\_ City/Province: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Do you wish to receive all communications? ☐ Yes ☐ No

#### 2. Property Description

Ward: DOURO Township: DOURO Lot: 9 Concession: 8  
Municipal (911) Address: 667 Douro 8th Line Tax Roll #: 1522-010-004-03300  
Registered Plan #: \_\_\_\_\_ Block/Lot: \_\_\_\_\_

#### 3. Type and Purpose of Proposed Transaction

Transfer: ☒ Creation of a New Lot ☐ Addition to a Lot (moving/adjusting lot line)  
  
Other: ☐ Right-of-Way ☐ Easement ☐ Correction of Title (merged property)  
  
☐ Charge ☐ Lease

#### 4. Transferee

If known, the name of the person(s), to whom land or interest in land is intended to be transferred, charged or leased: \_\_\_\_\_  
Relationship to owner: \_\_\_\_\_



5. Information regarding the land intended to be severed, the land to be retained and the land to be added to (if applicable)

		Severed	Retained	Lands to be added to (if applicable)
Dimensions	Road Frontage	$\pm 76.2$ m	$\pm 47.24$ m	m
	Depth	$\pm 129.59$ m	$\pm 366$ m	m
	Area	$\pm .98$ ha	$\pm 6.3$ ha	ha
Use of Property	Existing Use	HOBBY FARM	HOBBY FARM	
	Proposed Use	BUILDING LOT	HOBBY FARM	
Building or Structure	Existing	NONE	HOUSE & BARN	
	Proposed	future dwelling	HOUSE & BARN	
Septic System Installed	Date of installation		?	
	Distance from lot line	m	OVER 100 m	m
	Distance from well	m	OVER 100 m	m

Have you shown the well & septic locations and setbacks on the sketch? Y/N \_\_\_\_\_

Roll # of Lot receiving the addition \_\_\_\_\_

**Access**

	Severed	Retained	Lands being added to
Municipal maintained road	✓	✓	
Seasonally maintained municipal road			
County Road			
Provincial Highway			
Private Road or right-of-way			
Water Access			
Other			

**If Water Access only please provide a description of parking and docking facilities (include approximate distance of these facilities from the subject land and the nearest public road)**

---



Water Supply, type of existing service OR type that would be used if the land were developed

	Severed	Retained	Lands being added to
Publicly owned/operated piped water system			
Privately owned/operated individual well		✓	
Privately owned/operated communal well			
Lake or other water body			
Other			

Sewage Disposal: (if existing, show on sketch)

	Severed	Retained	Lands being added to
Publicly owned/operated sanitary sewage system			
Privately owned/operated individual septic tank		✓	
Privately owned/operated communal septic tank			
Privy			
Other			

## 6. Local Planning Documents

	Severed	Retained	Lands being added to
Township Official Plan Designation	RURAL	RURAL	
County Official Plan Designation	RURAL	RURAL	
Current Zoning	RURAL	RURAL	
Explain how the application Conforms with the current Official Plans meets relevant policies			

## 7. Provincial Policy

Is the application consistent with the Provincial Policy Statements? ☒ Yes ☐ No  
(information is available from the Preliminary Severance Review )

Explain how the application is consistent:  
meets relevant policies

---

Is the subject property within an area of land designated under any provincial plan(s)?  
☐ Yes ☒ No

(Oak Ridges Moraine Conservation Plan applies to portions of Cavan Ward only;  
Growth Plan applies to the entire County of Peterborough so answer should be yes)

If yes, explain how the application conforms or does not conflict with provincial plan(s)?

---

**Clean Water Act**

Is the subject property within an area of Source Water protection under the Clean Water Act?

☐ Yes ☒ No

If yes, has a notice been issued under Part IV of the Clean Water Act and submitted with the application?

☐ Yes ☐ No**8. Restrictions of Subject Land**

Are there any easements or restrictive covenants (i.e. hydro, Bell) affecting the subject land?

☐ Yes ☒ No

If yes, describe the easement or covenant and its effect:

**9. History of Subject Lands**

Is the subject land now, or has it been, the subject of an application for a Plan of Subdivision under Section 51 or a consent under Section 53 of the Planning Act?

Yes

☐

No

☒

Unknown

☐

If you answered yes please specify the file number of the application if known:

Has the owner of the subject land severed any land from the original acquired parcel?

Yes

☒

No

☐

Unknown

☐

If you answered yes please specify the file number of the application if known:

*B-2-16***10. Other Current Applications**

Is this land currently the subject of any other application under the Planning Act, such as an application for Official Plan Amendment, Zoning By-Law Amendment, Minor Variance, Minister's Order, or Power of Sale?

Yes

☐

No

☒

Unknown

☐

If yes, please provide the following:

Type: \_\_\_\_\_ File No. \_\_\_\_\_ Status: \_\_\_\_\_

## 11. Request for Certificate for Retained Lands

Does the application include a request referred to in clause 53 (42.1) (a) of the Act for a Certificate of Official for the Retained lands.

☐ Yes ☒ No

If yes, has the applicant provided a lawyer's statement that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening Section 50 of the Act.

☐ Yes ☐ No

And, has the lawyer's statement must also provide a legal description for use in the requested Certificate of Official for the retained lands.

☐ Yes ☐ No

## 12. Minimum Distance Separation (MDS)

Are there any barns within 750-1,500 metres of the subject property which ☒ Yes ☐ No currently house or are capable of housing livestock?

Are there any anaerobic digesters within 750-1,500 metres of the subject ☐ Yes ☒ No property?

If yes please complete an "MDS Data Sheet" for each barn

## 13. Agricultural Severances (for lands within the agricultural designation only)

☒ N/A



Is the severance to dispose of a residence surplus to a farming operation ☐ Yes ☐ No (must have 2 houses)?

Is this severance to create a new farm parcel approximately 40 hectares (100 ☐ Yes ☐ No acres) in size?

Is this severance for a commercial or industrial "agriculture-related" use? ☐ Yes ☐ No

## 14. Adjacent Lands Surrounding the Landholding

If more room is needed, please add extra Schedule page.

Direction	Name of Owner (only when known to the applicant)	Use of Land – (must be filled in) (i.e. farm, residential etc.)	Buildings (must be filled in) (i.e. house, barn etc.)
North	?	residential	house
South		RESIDENTIAL	HOUSE
East	?	vacant rural	HOUSE & BARN
West		Residential/Agr	house, accessory buildings

## 15. Driving Directions

Please describe in detail driving directions to the subject property:

North of County Rd. 4 on Douro St Line

**Declaration**

**This section must be signed before a Commissioner for Taking Affidavits or a designated Official of the Municipality**

(i.e. Mayor, Reeve, Clerk, Secretary-Treasurer of the Land Division Committee, lawyer, etc.)

I/we, John Wakefield of the Township, City, etc. of Peterborough  
Doro Dummer, in the County/Region/Municipality, etc. of Peterborough  
 solemnly declare that all the statements contained in this application are true, and I make this  
 solemn declaration as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the City  
Peterborough City, Township  
 of Peterborough  
 Name of City etc.

in the Province  
 County, Region, etc.

of Ontario

this 26 day of June, 2025.

[Signature]  
 Commissioner, etc. for taking affidavits

[Signature]  
 Owner or authorized Agent

[Signature]  
 Owner or authorized Agent

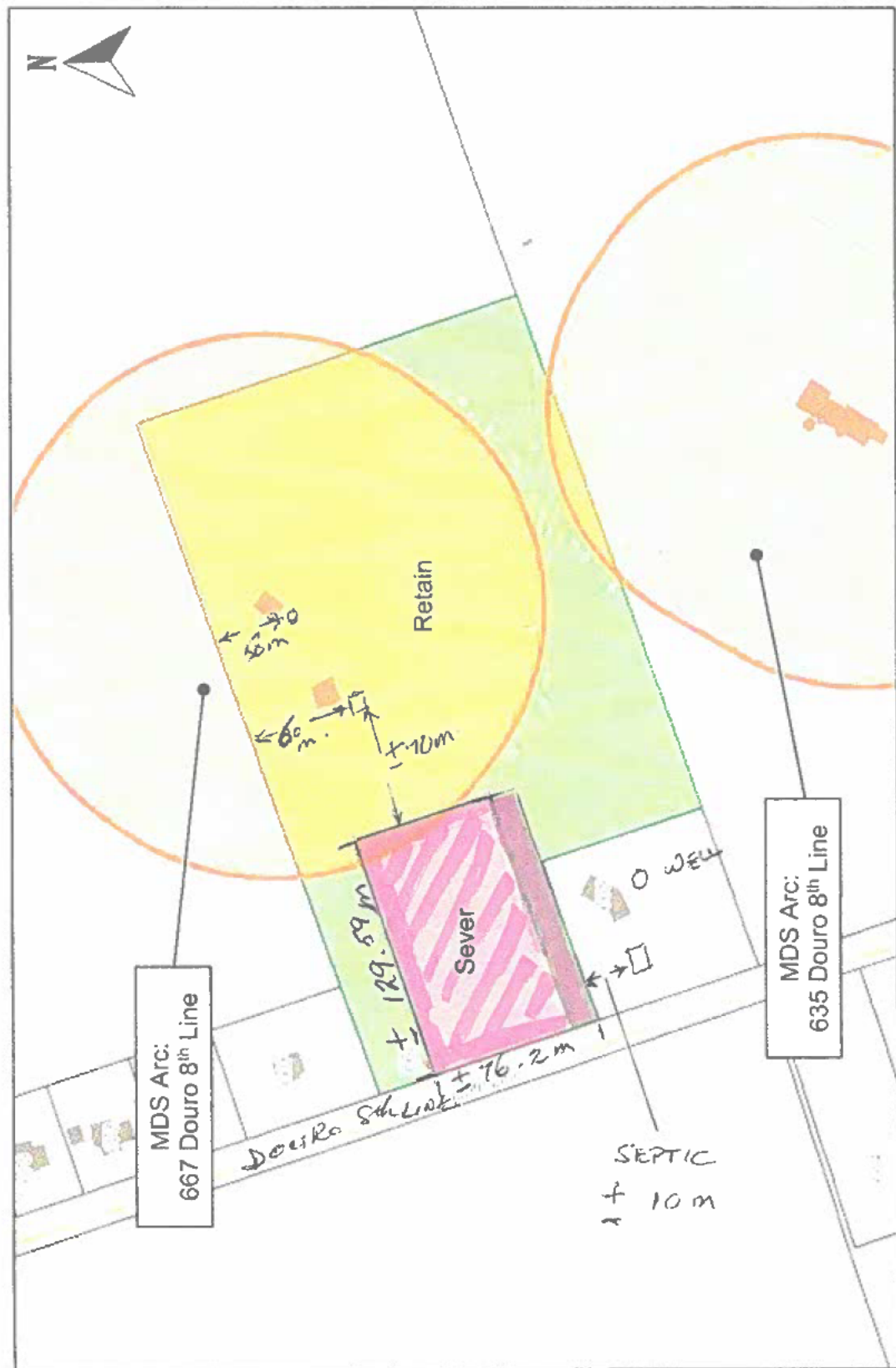
Kari Stevenson, Clerk  
 of the County of Peterborough  
 a Commissioner of Oaths  
 by virtue of office

Personal information contained on this form is legally authorized under Sec.53 of the Planning Act and O.Reg.197/96 for the purpose of processing your planning application and will become part of a public record and will be disclosed/made available by the County to such persons as the County sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.

Pursuant to Sec.1.0.1 of the Planning Act, and in accordance with Sec.32(e) of the Municipal Freedom of Information and Protection of Privacy Act the County of Peterborough may make all planning applications and supporting material available to the public in hard copy or electronically. If you have any questions about the collection, use or disclosure of this information by the County of Peterborough, please contact the CAO or Clerk, County of Peterborough, 470 Water Street, Peterborough, Ontario K9H 3M3

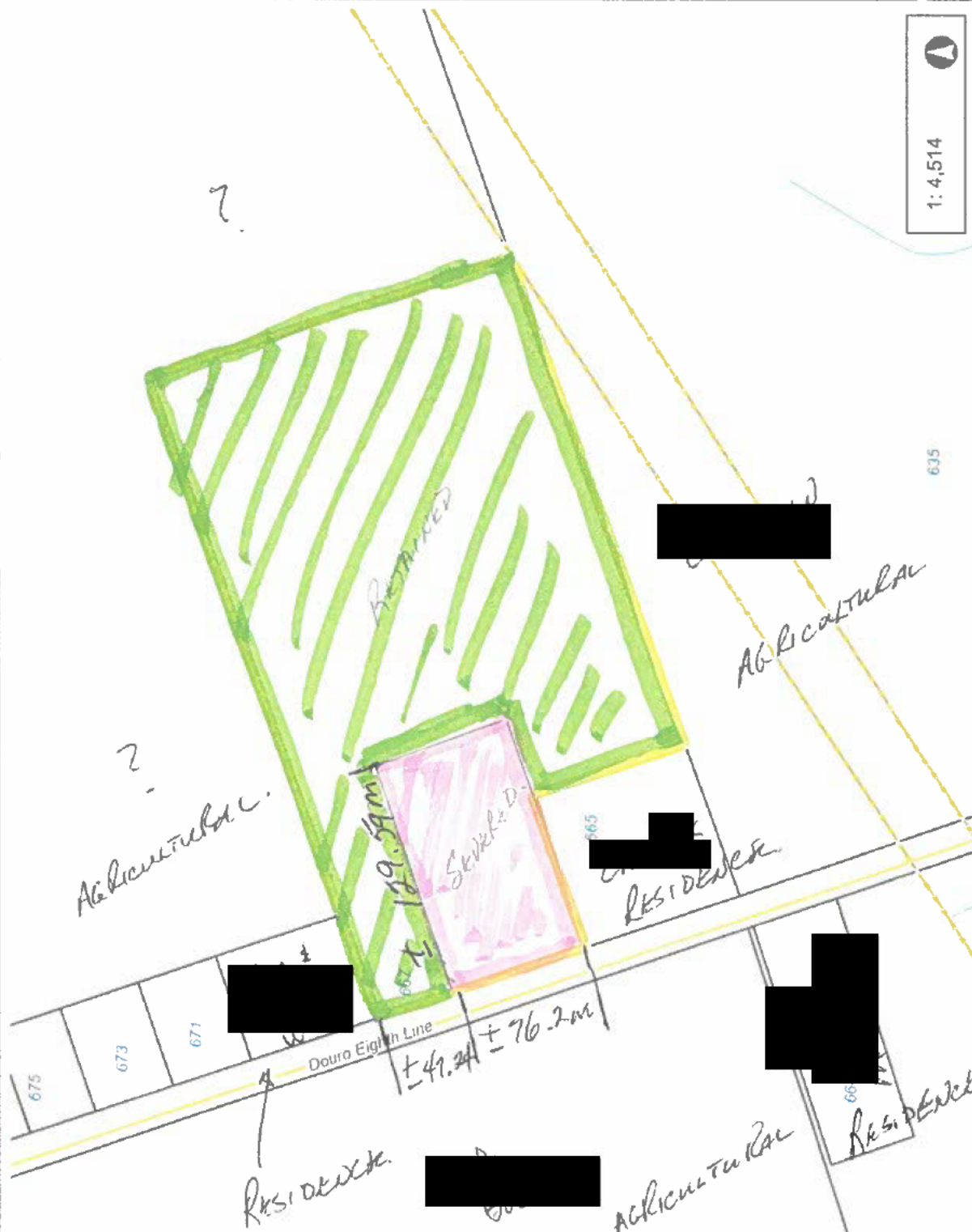
An "original" signed copy of the application and sketch must be submitted, together with 1 copy of both the application and sketch. All copies of the sketch or survey must be coloured – red for severed lots, green for retained, yellow for right-of-way. Please submit application with a cheque for \$1150.00 payable to the "County of Peterborough".

Roll # 1522-010-004-03300  
 667 Douro 8<sup>th</sup> Line, Lot 9, Concession 8, Douro Ward  
 Wakefield  
**Constraints Map: Minimum Distance Separation I**



Scale (metric)  
 1:4,514

# 667 Douro Eighth Line



Legend	
Hydro Lines	PRIV : Private; PRIV
Roads < 50,000	City Aerial
City Collector and Local	City Owned Undersized
Provincial	County
Township	Water Access Only
Outside Roads < 50,000	Major Roads
Local Roads	Peterborough Proposed Bypass
First Nations	Civic Address
Parcel Fabric	Parcel First Nations - Canada
Rivers	Intermittent
Persistent	Lakes - Local Scale
Municipal Boundary - Upper T	<all other values>
COUNTY OF PETERBOROUGH	

**Notes**  
NOT a legal survey

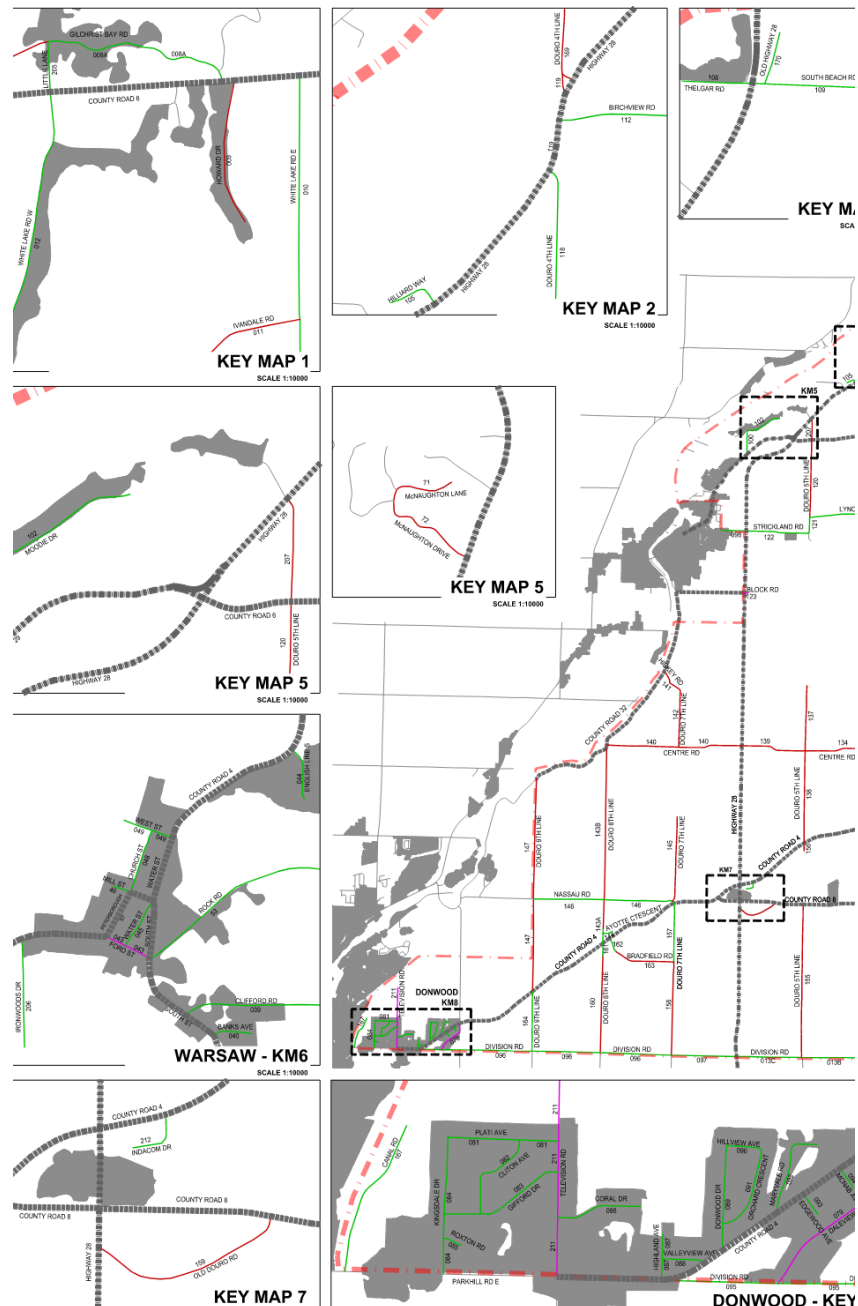
1:4,514

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
THIS MAP IS NOT TO BE USED FOR NAVIGATION



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





# 2025 ROAD NEEDS STUDY

## An Overview & Summary

Presentation to Douro-Dummer Township  
September 15, 2025



Section Number	Road Name	From	To	Traffic Class	Maint. Class	Speed Limit (km/h)	Surface Type	Length (km)	Platform Width (m)	Roadside Environment	ROW Width (m)	Shoulder Width (m)	Surface Width (m)	AADT (2025)	Total Rating	PCI
001	McCrackens Landing	County Road 6	North Limit ( Stoney Lake )	400	4	50	LCB	1.7	7	R	20.0	0.5	6	553	78	93.5
002	Birchview Road	McCrackens Landing	Camp Line Road	300	5	60	LCB	5.2	7	R	20.0	0.5	6	338	84	95
003	Camp Line Road	Birchview Drive	Henderson Road	200	4	80	LCB	2.7	7	R	20.0	0.5	6	195	84	71.5
004	Camp Line Road	Henderson Road	County Road 6	200	4	50	LCB	1.8	7	R	20.0	0.5	6	195	80	72.5
005	Golf Course Road	McCrackens Landing	Barnes Road	200	6	50	LCB	2.2	7	R	20.0	0.5	6	110	89	97
006	5th Line North Dummer	County Road 6	South Limits to include entrance to farm owned by Township	100	6	80	G	1.4	5	R	15.0	0.5	4	49	65	-
007	6th Line North Dummer	County Road 6	End of Hawkins Lane	100	6	80	G	1.4	7	R	15.0	1.0	5	49	75	-
8	A - Gilchrist Bay Road	County Road 6	Little Lane	100	6	40	LCB	1	6	R	15.0	0.5	5	49	62	91.5
8	B - Gilchrist Bay Road	Little Lane	West End	100	6	40	G	0.3	6	R	15.0	0.5	5	49	52	-
009	Howard Drive	County Road 6	South Limit	100	6	80	G	0.1	6	R	15.0	0.5	5	49	68	-

# Douro-Dummer’s Road Inventory

The 2025 Road Needs Study (RNS) was prepared for the Township of Douro-Dummer (ToDD), and this report is considered a modified update to the previous study completed in 2021. The current study was completed in accordance with the Inventory Manual for Municipal Roads (1991) published by MTO, which is the standard guideline for Road Needs Studies in the province and is consistent with previous study formats.

Douro-Dummer’s road network includes a total of 260 km of road; 144km of gravel, 109km of surface treated (LCB) and 7km is asphalt (HCB).



Section	Road	From / To / SW Location	Sidewalk Dimensions, Condition	TWI's	Recommended Improvement	Cost/m2 Sidewalk	Cost of Sidewalk	S/W Time of Need	CB's/MHs	Storm Sewer (m)	Cost/m (250mm PVC)	Total Cost of STM Pipe	Total STM Structures	Avg. Cost / Structure	Total Cost of Structures	Total Cost of Improvement
1	McCracken's Landing	Stm outlet into Stony Lake, both sides	none		-		\$ -	One to Five	7	200	\$ 220.00	\$ 44,000.00	7.00	\$ 1,200.00	\$ 8,400.00	\$ 52,400.00
76	Crowe's Landing	Stm outlet into Stony Lake, west side only	none		-		\$ -	Five to Ten	4	120	\$ 220.00	\$ 26,400.00	4.00	\$ 1,200.00	\$ 4,800.00	\$ 31,200.00
44	English Line	County Road 4 - School Crosswalk, S side	45m L x 1.5m W, Good	1	-	\$ 200.00	\$ -	10+	0	0		\$ -	0.00	\$ 4,500.00		
45	Water Street	Intersection to Residential #884, W side	96m L x 1.2m W, Poor	0	1.5m Sidewalk	\$ 200.00	\$ 28,000.00	One to Five	0	0	\$ 400.00	\$ -	0.00	\$ 4,500.00	\$ -	\$ 28,000.00
	County Road 4 (Water Street)	West Street to English Line, W side	605m L x 1.5m W, Good	0	-	\$ 200.00	\$ -	10+	1-DCB, 1-CB	80		\$ -	2.00	\$ 4,500.00		
	County Road 4 (Water Street)	West Street to English Line, E side	605m L x 1.5m W, Good	0	-	\$ 200.00	\$ -	10+	2-DCB, 2-CB	600		\$ -	4.00	\$ 4,500.00		
	County Road 4 (Water Street)	IS of 4/38 to West Street, W side	252m L x 1.5m W, Good	1	-	\$ 200.00	\$ -	10+	2-CB	40		\$ -	2.00	\$ 4,500.00		
	County Road 4 (Water Street)	IS of 4/38 to West Street, E side	260m L x 1.5m W, Good	1	-	\$ 200.00	\$ -	10+	2-CB	260		\$ -	2.00	\$ 4,500.00		
	County Road 4 (Mill Street)	Church Street to IS of 4/38, N side	90m L x 1.1m W, Poor	1	1.5m Sidewalk	\$ 200.00	\$ 27,000.00	Now	2-CB	88	\$ 400.00	\$ 35,200.00	2.00	\$ 4,500.00	\$ 9,000.00	\$ 71,200.00
	County Road 4 (Mill Street)	Church Street to IS of 4/38, S side	102m L x 1.1m W, Poor	0	1.5m Sidewalk	\$ 200.00	\$ 30,000.00	Now	2-CB	40	\$ 400.00	\$ 16,000.00	2.00	\$ 4,500.00	\$ 9,000.00	\$ 55,000.00
43	Ford Street	County Road 4 CR38	none	0	1.5m Sidewalk	\$ 200.00	\$ -	10+	3-CB	100		\$ -	3.00	\$ 4,500.00		

# Sidewalk & Storm Sewer Inventory

Existing concrete sidewalks were included in the field review and have been added into the master inventory spreadsheet. The Township of Douro-Dummer road network includes approximately 2.8 linear kilometers of concrete sidewalk. Existing sidewalk sections that are uncompliant with accessibility standards have been proposed for reconstruction within the timeframe of 1-5 years. The road network also includes approximately 2.6 linear kilometers of storm sewer and 54 storm structures.

The high-level cost of improvements have been developed based on 2025 contract unit costs and street-level field reviews.



## RNS Objectives

Prior to undertaking this study, the following objectives were identified in consultation with the Township:

- Provide the Township with road inventory data sufficient to meet current and future reporting requirements of O.Reg.588/17: Asset Management Planning for Municipal Infrastructure for roads.
- Identify the need for rehabilitation or reconstruction improvements and associated costs
- Establish a simple mechanism to determine the annual works program
- Develop an infrastructure map of the existing road network
- Determine the needs for each road section including the recommended improvements, time of need and construction costs
- Prioritize the recommended improvements and establish a 10-Year Capital Expenditure Plan that can be used for planning and budgeting purposes.

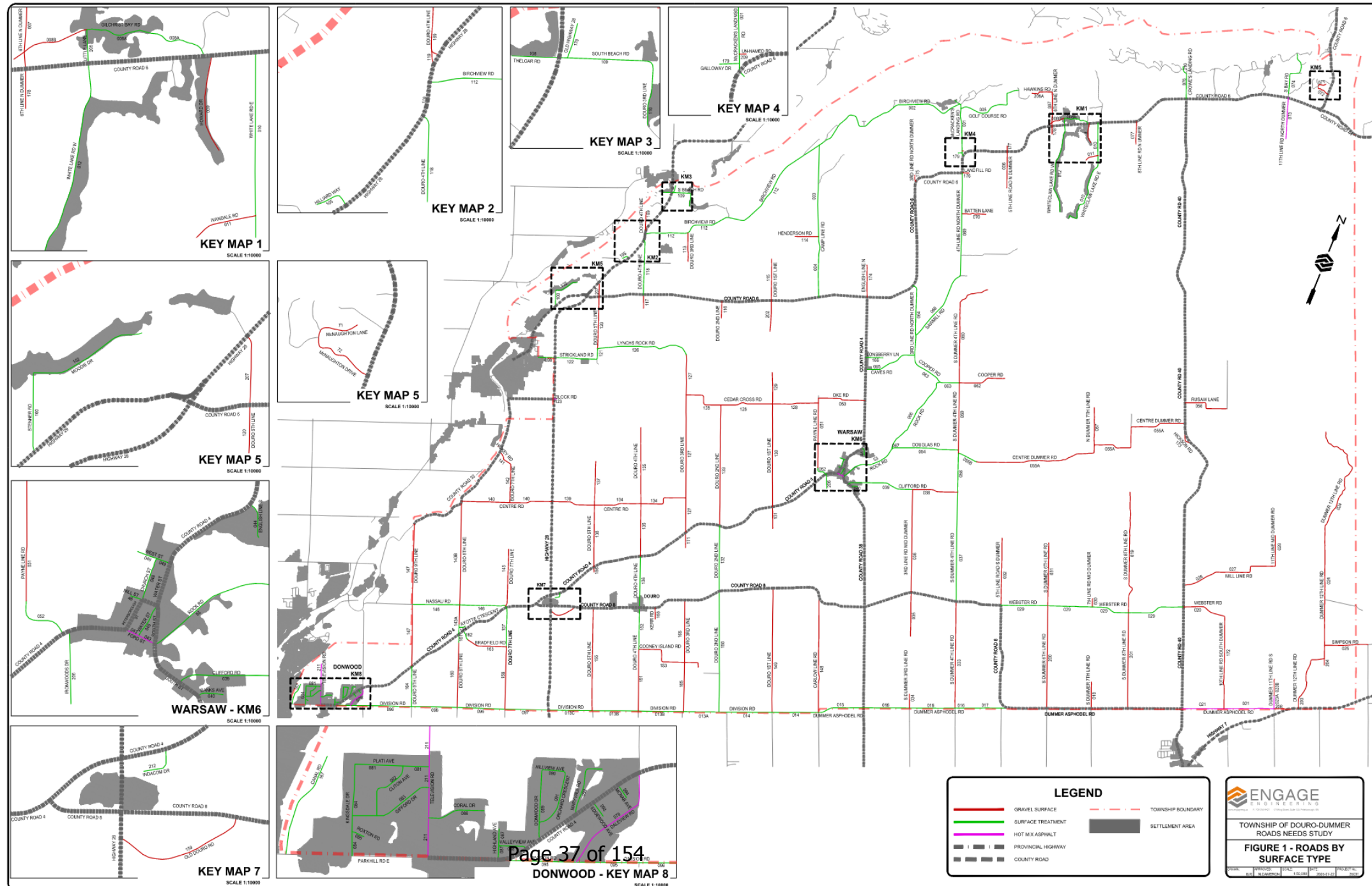


## RNS Methodology

The study methodology followed MTO Inventory Manual for Municipal Roads (1991). The study included the following elements:

- Field review and assessment of all road sections within the inventory
- Data entry of condition rating information for each section and Pavement
- Condition Index (PCI) information for all LCB and HCB road sections
- Analysis of condition information, updating traffic and cost data, and development of recommended improvements for each road section
- Preparation of Recommended Improvement Plans for preventative maintenance, Resurfacing, and Rehabilitation
- Preparation of Recommended 10-Year Capital Funding Plan

# RNS Map



# Recommended 10-Year Capital Expenditure Plan

Using the recommended improvement plans for resurfacing and rehabilitation projects, a recommended 10-Year Capital Expenditure plan was created. This plan was prepared to assist the ToDD in planning and budgeting for road improvements over the next ten years.

In preparing the recommended 10-Year Capital Plan, the total annual expenditures were constrained by the approximate current baseline roads funding level of \$1,521,000. This calculated value is based on the average budget over the past 3 years.

If additional funds are available, projects can be brought forward from future years to make use of available funds and replaced with projects using the prioritized improvement plans.

The total capital needs identified in this study are \$15.5M. Of this total \$1.3M are required NOW, \$6.0M are required in the 1 – 5 year horizon and \$8.2M are required in the 6-10 year horizon.

## 2025 Douro-Dummer Road Needs Study Year 1-5 Capital Funding Plan

Section Number	Road Name	Surface Type	Recommended Improvement	Need	Time of Need	Improvement Cost	Condition Priority	2026	2027	2028	2029	2030
044	English Line (South)	LCB	Pulverize; Add Gravel; Double Surface Treatment	Rehab	1-5	\$ 21,120.00	32	\$ 21,120.00				
8	B - Glouchier Bay Road	G	Add Gravel; Ditch; Brush	Rehab	Now	\$ 23,760.00	29	\$ 23,760.00				
171	Douro 3rd Line Road	G	Add Gravel; Ditch; Brush	Rehab	Now	\$ 26,400.00	29	\$ 26,400.00	TO BE COMPLETED IN 2025			
200	8th Line South Dummer	G	Add Gravel; Ditch; Brush	Rehab	1-5	\$ 286,440.00	29	\$ 286,440.00				
070	Batten Lane	G	Add Gravel; Ditch; Brush	Rehab	Now	\$ 13,200.00	28	\$ 13,200.00				
158	Old Douro Road	G	Add Gravel; Ditch; Brush	Rehab	1-5	\$ 33,000.00	27	\$ 33,000.00				
043	Ford Street	HCB	Mill & Pave - Urban Overlay - Rural	Resurface	1-5	\$ 70,583.33	26	\$ 70,583.33				
151	Douro 4th Line Road	G	Add Gravel; Ditch; Brush	Rehab	1-5	\$ 166,320.00	26	\$ 166,320.00	TO BE COMPLETED IN 2025			
046	Mill Street	LCB	Pulverize; Add Gravel; Double Surface Treatment	Rehab	1-5	\$ 14,080.00	26	\$ 14,080.00				
060	4th Line Road South Dummer	G	Add Gravel; Ditch; Brush	Rehab	1-5	\$ 211,200.00	25	\$ 211,200.00				
037	4th Line Road South Dummer	LCB	Pulverize; Add Gravel; Double Surface Treatment	Rehab	1-5	\$ 394,240.00	25	\$ 394,240.00	TO BE COMPLETED IN 2025			
13	A - Division Road	LCB	Double Surface Treatment	Resurface	1-5	\$ 137,280.00	25	\$ 137,280.00				
	County Road 4 (Mill Street)	S/W + Stm				\$ 71,200.00	-	\$ 71,200.00				
	County Road 4 (Mill Street)	S/W + Stm				\$ 55,000.00	-	\$ 55,000.00				
030	7th Line Road Mid Dummer	G	Add Gravel; Ditch; Brush	Rehab	1-5	\$ 14,520.00	25		\$ 14,520.00			
55	B - Centre Dummer Road	LCB	Pulverize; Add Gravel; Double Surface Treatment	Rehab	1-5	\$ 73,920.00	25		\$ 73,920.00	TO BE COMPLETED IN 2025		
019	8th Line South Dummer	G	Add Gravel; Ditch; Brush	Rehab	1-5	\$ 388,160.00	23		\$ 388,160.00			
056	Russell Lane	G	Add Gravel; Ditch; Brush	Rehab	1-5	\$ 92,400.00	23		\$ 92,400.00	TO BE COMPLETED IN 2025		
025	Simpson Road	G	Add Gravel; Ditch; Brush	Rehab	1-5	\$ 71,280.00	23		\$ 71,280.00			
13	C - Division Road	LCB	Double Surface Treatment	Resurface	1-5	\$ 137,280.00	23		\$ 137,280.00			
045	Water Street + SW and Stm	LCB	Pulverize; Add Gravel; Double Surface Treatment	Rehab	1-5	\$ 56,160.00	23		\$ 56,160.00			
014	Division Road	LCB	Double Surface Treatment	Resurface	1-5	\$ 267,300.00	22		\$ 267,300.00			
122	Strickland Road	LCB	Double Surface Treatment	Resurface	Now	\$ 95,040.00	22		\$ 95,040.00			
086	Strickland Street	LCB	Double Surface Treatment	Resurface	1-5	\$ 31,680.00	22		\$ 31,680.00			
	County Road 4 (Peterborough St)	S/W + Stm				\$ 187,000.00			\$ 187,000.00			
	County Road 38 (South Street)	S/W + Stm				\$ 202,500.00			\$ 202,500.00			
034	3rd Line Road South Dummer	G	Add Gravel; Ditch; Brush	Rehab	1-5	\$ 26,400.00	22			\$ 26,400.00		
178	8th Line South Dummer	G	Add Gravel; Ditch; Brush	Rehab	1-5	\$ 15,840.00	22			\$ 15,840.00		
207	5th Line Douro	G	Add Gravel; Ditch; Brush	Rehab	1-5	\$ 31,680.00	22			\$ 31,680.00		
136	Douro 4th Line Road	LCB	Double Surface Treatment	Resurface	Now	\$ 158,400.00	22			\$ 158,400.00		
001	McCrackens Landing	LCB	Stm; Double Surface Treat	Resurface	1-5	\$ 209,480.00	22			\$ 209,480.00		
146	Nassau Road	LCB	Double Surface Treatment	Resurface	1-5	\$ 306,240.00	22			\$ 306,240.00		
006	5th Line North Dummer	G	Add Gravel; Ditch; Brush	Rehab	1-5	\$ 92,400.00	22			\$ 92,400.00		
089	Dorwood Drive	LCB	Double Surface Treatment	Resurface	1-5	\$ 46,200.00	21			\$ 46,200.00		
084	Kingsdale Drive	LCB	Double Surface Treatment	Resurface	1-5	\$ 63,360.00	21			\$ 63,360.00		
81	Plati Avenue	LCB	Double Surface Treatment	Resurface	1-5	\$ 59,400.00	21			\$ 59,400.00		
096	Division Road	LCB	Double Surface Treatment	Resurface	1-5	\$ 443,520.00	20			\$ 443,520.00		
	County Road 8	S/W + Stm				\$ 82,100.00				\$ 82,100.00		
	County Road 8	S/W + Stm				\$ 93,500.00				\$ 93,500.00		
8	A - Glouchier Bay Road	LCB	Pulverize; Add Gravel; Double Surface Treatment	Rehab	1-5	\$ 105,600.00	23				\$ 105,600.00	
012	White Lake Road West	LCB	Double Surface Treatment	Resurface	Now	\$ 213,840.00	20				\$ 213,840.00	



## Summary

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- Annual Capital Requirement is \$1,550,000
- Annual Capital Received (avg. over 3 yrs) is \$1,521,000
- Recommend increasing the budget to match the requirement



# Questions?



# 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) \***

Kevin Errington

**Name of Organization:**

The Market on Stoney Lake

**Please Provide an Email Address:**



**Please provide a phone number:**

[REDACTED]

**Nature of delegation request: \***

We need to discuss the bi-law appointing RSM Building Contractors and the townships use of RSM to date on my building permit file. I believe the bi-law has been abused and RSM was directed by CBO Don Helleman to operate outside of the law on my building permit file placing the township in an extremely vulnerable position of liability and my importantly, my permit file is again at a complete stand still ate the hands of an incompetent building department.

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

**Please provide a signature \***

[REDACTED]

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

# Thank You

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

# 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
Public Works	May 3, 2022	Council	Future Gravel Resources and Gravel Pit Purchase	On going Q4
Finance	February 21, 2023	Council	Policy to allow for multi-year budgets	Summer 2024
Public Works/CAO	March 7, 2023	Council	Indacom Drive Lot 3	Deferred
Building Department	May 6, 2025	Council	New Septic Report - will need to update website and create info for community	September 2025
Finance	May 6, 2025	Council	Redirecting Bottle Return Proceeds to support Local Youth Sports	Completed
CAO/Public Works	May 6, 2025	Council	Township of Road Tour	To be held on September 23, 2025

Public Works	June 3, 2025	Council	Reduce Speed Limit on Douro Second Line	Report to Council September 15, 2025
Planning	June 17, 2025	Council	Municipal Appraisal Form - Severance - B-34-25 Leahy	Completed

## Capital Project/Program Status

Department	Capital Project List	Status
Council	Council Chamber A/V Upgrades	In progress
CAO Office	Corporate IT Hardware Modernization	In progress
CAO Office	Consultant Fees – Facility Maintenance Plan	2025
CAO Office	Land Improvement – Tree Program	Pick up being held September 11, 12 and 13 <sup>th</sup> in Townhall
Clerk	Computer Software – Record Management Software	Kick-off meeting week of September 15, 2025
Clerk	Township Website Migration	Launch second week of October 2025
Finance	Asset Retirement Obligation Cost Study	Received February 2025 - Complete
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
General Government	Elevator Repairs	Completed
General Government	New Sloped Roof – Town Hall	In monitoring phase
General Government	Finance Modernization – end of life Finance system replacement	In progress – will continue into 2026
General Government	Storage Room Exterior Door Replacement	Due 2025
Parks and Recreation	Lime Kiln Restoration – 2022 Budget	Q4 - 2025
Parks and Recreation	Consultant Fees – Arena Facilities Future Ad-Hoc Committee	Q4 - 2025
Parks and Recreation	Energy Audit	In progress
Parks and Recreation	Picnic tables	Waiting on delivery
Parks and Recreation	Tennis Court Wind Screens	Complete
Parks and Recreation	Floor Machines for Douro and Warsaw Community Centre	Complete

Parks and Recreation	North Park Parking Lot Expansion	Complete
Parks and Recreation	Warsaw Windows	Complete
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	Road needs study incl Condition Assessment	To be presented September 15, 2025
Public Works	Water Tank for Roads Vehicle	Received
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> <p>Centre Road from Douro 5th Line Rd to Highway 28</p> <p>Cooney Island Rd from Douro 4th line to East limit</p>	In progress

	<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> <p>Caves Road from Cty Rd 4 to Cooper Rd</p> <p>Clifford Road from South St to 3rd Line Mid Dummer</p> <p>Mill Line Road from Cty Rd 40 to Bridge</p>	Complete



	Rock Rd from Cooper Rd to Douglas Rd Rock Rd from Douglas Rd to Rock Rd	
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**Report to Council**

Re: Douro Second Line Speed  
Reduction Public Works-2025-05

From: Jake Condon

Date: September 15, 2025

**Recommendation:**

That the report Public Works-2025-05, dated September 15, 2025, regarding the Douro Second Line Speed Reduction be received;

And further, that Council approve reducing the speed limit on Douro Second Line from 80 km/h to 60 km/h between County Road 8 and Division Road;

And further, that staff be requested to bring forward a by-law to amend By-law 2018-39 – Consolidated Road Speed, as amended at the next Council meeting;

And that staff install the required signage and issue public notice of the change once the By-law is adopted.

**Overview:**

At the Council meeting held on June 3, 2025, Council requested staff investigate and report back on the possibility of reducing the speed limit to 60 km/h on Douro Second Line Road between County Road 8 and Division Road.

Douro Second Line is currently posted at 80 km/h between Division Road and County Road 8. The roadway functions as a rural corridor with approximately thirty access entrances (private drives and field/lot entrances) and has experienced increasing traffic volumes and use by both residents and through traffic.

The Douro Second Line corridor includes two major recreational facilities: Douro North Park and Douro South Park. Collectively, these parks provide a range of amenities, including two ball diamonds, two soccer fields, a pickleball/tennis court, two playgrounds, as well as picnic areas and swimming facilities.

These amenities attract consistent community use and host organized activities throughout the year. The facilities generate substantial pedestrian and vehicular activity, particularly during evenings, weekends, and peak seasonal programming. This increased demand, combined with turning movements at park entrances, has amplified safety concerns, highlighting the need for speed management measures along this section of roadway.


**Conclusion:**

The purpose of this report is to seek Council approval for the reduction of the posted speed limit on Douro Second Line from Division Road to County Road 8, from the existing 80 km/h to 60 km/h.

**Financial Impact:**


The financial impact is limited to the cost of replacing and installing new regulatory speed limit signs. This cost will be accommodated within the existing Public Works Department operating budget.

### 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.

Page 52 of 154

### Report Approval Details

Document Title:	Douro Second Line Speed Reduction - Public Works-2025-05.docx
Attachments:	- 23-03 - Douro Second Line_100m South of 251 - Speed.pdf - 21-02 - Douro Second Line_50m North of 176 - Speed.pdf
Final Approval Date:	Sep 9, 2025

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

Martina Chait-Hartwig

Todd Davis

## Electromega

SPEED SUMMARY  
Tue 2025-07-15

Page: 1

Station #: 000000027574  
Site ID: 071520252303  
Location:  
Using Binned Counts  
Direction: ROAD TOTAL

File: D0715002.prn  
City:  
County:

TIME	10	20	30	40	50	60	70	80	90	100	110	120	130	140	140+	Total
09:00	2	1	1	1	2	2	1	4	1	1	0	0	0	0	1	17
10:00	0	0	0	0	1	6	5	8	7	1	0	0	0	0	0	28
11:00	0	0	0	0	2	3	3	11	2	1	0	0	0	0	0	22
12:00	0	0	0	0	2	4	4	9	2	1	0	0	0	0	0	22
13:00	0	0	2	0	0	3	5	3	6	3	0	0	0	0	0	22
14:00	0	0	1	0	1	2	6	5	2	0	0	0	0	0	0	17
15:00	0	0	0	0	2	5	8	17	9	6	2	0	0	0	0	49
16:00	0	0	0	1	1	0	2	9	4	0	2	0	0	0	0	19
17:00	0	0	0	0	7	5	7	4	3	2	0	0	0	0	0	28
18:00	0	2	1	2	1	4	5	9	3	0	0	0	0	0	0	27
19:00	1	3	2	2	0	0	0	0	0	0	0	0	0	0	0	8
20:00	1	1	4	2	5	6	10	8	1	2	0	0	0	0	0	40
21:00	0	0	0	0	1	7	9	4	4	0	0	0	0	0	0	25
22:00	0	0	0	0	0	4	9	2	3	0	0	0	0	0	0	18
23:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
24:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
=====																
DAY TOTALS	4	7	11	8	25	51	74	94	47	17	4	0	0	0	1	343
PERCENTS	1.2%	2.0%	3.2%	2.3%	7.3%	14.9%	21.6%	27.4%	13.7%	5.0%	1.2%	0.0%	0.0%	0.0%	0.3%	100%

## Statistical Information...

15th Percentile Speed  
48.6 kph

85th Percentile Speed  
83.7 kph

Median Speed  
68.9 kph

Average Speed  
66.0 kph

10 KPH Pace Speed  
70 kph to 80 kph  
94 vehicles in pace  
Representing 27.4% of the total vehicles

Vehicles > 65 KPH  
237

## Electromega

SPEED SUMMARY  
Wed 2025-07-16

Page: 2

Station #: 000000027574  
Site ID: 071520252303  
Location:  
Using Binned Counts  
Direction: ROAD TOTAL

File: D0715002.prn  
City:  
County:

TIME	10	20	30	40	50	60	70	80	90	100	110	120	130	140	140+	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
03:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
04:00	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
05:00	0	0	0	0	1	0	0	1	1	0	0	0	0	0	0	3
06:00	0	0	0	0	0	0	2	2	2	1	0	0	0	0	0	7
07:00	0	0	0	0	0	1	2	3	2	2	0	0	0	0	0	10
08:00	0	0	0	0	2	2	2	5	5	2	0	0	0	0	0	18
09:00	0	0	0	1	2	4	7	7	8	3	0	0	1	0	0	33
10:00	0	0	0	0	1	3	11	5	2	0	0	0	0	0	0	22
11:00	0	0	0	0	1	5	4	4	2	1	1	0	0	0	0	18
12:00	0	0	0	1	3	3	14	5	11	2	0	1	0	0	0	40
13:00	0	0	0	0	1	4	10	6	2	1	1	0	0	0	0	25
14:00	0	0	1	0	3	4	15	4	0	3	0	0	0	0	0	30
15:00	0	0	0	0	0	4	6	8	3	1	1	0	0	0	0	23
16:00	0	0	0	4	3	5	10	10	4	0	1	0	0	0	0	37
17:00	0	0	0	0	3	7	8	7	6	0	1	0	0	0	0	32
18:00	0	0	1	0	2	6	15	13	6	2	0	0	0	0	0	45
19:00	0	0	0	0	3	11	35	19	5	3	0	0	0	0	0	76
20:00	0	0	0	0	2	9	12	6	6	2	0	0	0	0	0	37
21:00	0	0	0	0	0	2	35	9	6	0	0	0	0	0	0	52
22:00	0	0	0	0	0	0	3	4	1	1	0	0	0	0	0	9
23:00	0	0	0	0	0	0	1	2	0	0	0	0	0	0	0	3
24:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
=====																
DAY TOTALS	0	0	2	6	28	71	193	120	72	24	5	1	1	0	0	523
PERCENTS	0.0%	0.0%	0.4%	1.1%	5.4%	13.6%	36.9%	22.9%	13.8%	4.6%	1.0%	0.2%	0.2%	0.0%	0.0%	100%

## Statistical Information...

15th Percentile Speed  
56.0 kph

85th Percentile Speed  
83.4 kph

Median Speed  
68.0 kph

Average Speed  
69.1 kph

10 KPH Pace Speed  
60 kph to 70 kph  
193 vehicles in pace  
Representing 36.9% of the total vehicles

Vehicles > 65 KPH  
416

## Electromega

SPEED SUMMARY  
Thu 2025-07-17

Page: 3

Station #: 000000027574  
Site ID: 071520252303  
Location:  
Using Binned Counts  
Direction: ROAD TOTAL

File: D0715002.prn  
City:  
County:

TIME	10	20	30	40	50	60	70	80	90	100	110	120	130	140	140+	Total
01:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0	3	1	0	0	0	0	0	0	4
06:00	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	3
07:00	0	0	0	0	0	0	1	1	1	1	0	0	1	0	0	5
08:00	0	0	0	1	1	3	1	5	3	1	0	0	0	0	0	15
09:00	0	0	0	0	0	3	5	1	4	3	0	0	0	0	0	16
10:00	0	0	0	1	0	3	8	3	2	1	0	0	0	0	0	18
11:00	0	1	0	1	0	3	5	7	3	0	0	0	0	0	0	20
12:00	0	0	1	0	1	3	4	5	3	0	0	0	0	0	0	17
13:00	0	0	0	0	1	4	9	5	2	0	0	0	0	0	0	21
14:00	0	0	0	0	0	4	8	5	7	0	0	0	0	0	0	24
15:00	0	0	0	0	0	4	5	8	4	1	0	0	0	0	0	22
16:00	0	0	1	0	1	2	6	7	4	2	1	0	0	0	0	24
17:00	0	0	0	0	1	1	6	6	4	0	0	0	0	0	0	18
18:00	0	1	0	1	3	7	8	7	6	2	0	0	0	0	0	35
19:00	0	0	0	3	6	16	8	3	1	4	1	0	0	0	0	42
20:00	0	0	0	2	3	5	6	5	1	0	0	0	0	0	0	22
21:00	0	0	0	1	9	11	5	2	4	0	0	0	0	0	0	32
22:00	0	0	0	0	2	0	3	0	0	0	0	0	0	0	0	5
23:00	0	0	0	0	3	0	4	0	2	0	0	0	0	0	0	9
24:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
=====																
DAY TOTALS	0	2	2	10	31	70	92	75	53	16	2	0	1	0	0	354
PERCENTS	0.0%	0.6%	0.6%	2.8%	8.8%	19.8%	26.0%	21.2%	15.0%	4.5%	0.6%	0.0%	0.3%	0.0%	0.0%	100%

## Statistical Information...

15th Percentile Speed  
51.2 kph

85th Percentile Speed  
83.6 kph

Median Speed  
66.7 kph

Average Speed  
66.8 kph

10 KPH Pace Speed  
60 kph to 70 kph  
92 vehicles in pace  
Representing 26.0% of the total vehicles

Vehicles > 65 KPH  
239

## Electromega

SPEED SUMMARY  
Fri 2025-07-18

Page: 4

Station #: 000000027574  
Site ID: 071520252303  
Location:  
Using Binned Counts  
Direction: ROAD TOTAL

File: D0715002.prn  
City:  
County:

TIME	10	20	30	40	50	60	70	80	90	100	110	120	130	140	140+	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	1	0	1	1	0	0	0	0	0	0	3
06:00	0	0	0	0	1	1	1	1	2	0	0	0	0	0	0	6
07:00	0	0	0	0	0	0	0	3	1	0	0	0	0	0	0	4
08:00	0	0	1	1	0	7	7	3	5	0	0	0	0	0	0	24
09:00	0	0	3	0	1	0	9	5	2	0	1	0	0	0	0	21
10:00	0	0	2	1	1	6	4	9	7	0	0	0	0	0	0	30
11:00	0	0	0	2	3	5	18	12	6	2	0	0	0	0	0	48
12:00	0	0	0	1	4	6	5	9	3	1	0	0	0	0	0	29
13:00	0	0	0	0	3	11	15	5	2	2	2	0	0	0	0	40
14:00	0	0	0	1	2	3	13	10	2	2	3	0	0	0	0	36
15:00	0	0	0	0	0	2	4	8	3	1	1	0	1	1	0	21
16:00	0	0	0	1	5	8	6	9	5	2	2	0	0	0	0	38
17:00	0	0	2	0	1	9	12	10	6	1	0	0	0	0	0	41
18:00	0	1	0	2	1	3	10	9	0	0	1	0	0	0	0	27
19:00	0	0	1	2	2	8	5	6	1	2	0	0	0	0	0	27
20:00	0	0	0	0	1	6	4	5	1	2	0	0	0	0	0	19
21:00	0	0	0	0	0	6	2	2	2	1	0	0	0	0	0	13
22:00	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
23:00	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
24:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
=====																
DAY TOTALS	0	1	9	12	25	82	115	107	50	17	10	0	1	1	0	430
PERCENTS	0.0%	0.2%	2.1%	2.8%	5.8%	19.1%	26.7%	24.9%	11.6%	4.0%	2.3%	0.0%	0.2%	0.2%	0.0%	100%

## Statistical Information...

15th Percentile Speed  
52.1 kph

85th Percentile Speed  
82.9 kph

Median Speed  
67.5 kph

Average Speed  
67.4 kph

10 KPH Pace Speed  
60 kph to 70 kph  
115 vehicles in pace  
Representing 26.7% of the total vehicles

Vehicles > 65 KPH  
301



## Electromega

SPEED SUMMARY  
Sat 2025-07-19

Page: 5

Station #: 000000027574  
Site ID: 071520252303  
Location:  
Using Binned Counts  
Direction: ROAD TOTAL

File: D0715002.prn  
City:  
County:

TIME	10	20	30	40	50	60	70	80	90	100	110	120	130	140	140+	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	1	0	0	2	0	0	0	0	0	0	3
06:00	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2
07:00	0	0	0	0	1	2	2	0	1	1	1	0	0	0	0	8
08:00	0	0	0	0	0	8	9	3	0	1	2	0	0	0	0	23
09:00	0	0	0	0	2	13	16	6	7	1	0	0	0	0	0	45
10:00	0	2	0	0	1	5	11	5	3	0	0	0	0	0	0	27
11:00	0	0	0	1	9	17	15	12	8	1	0	0	0	0	0	63
12:00	0	0	2	1	17	29	24	13	1	2	0	0	0	0	0	89
13:00	0	0	0	2	10	35	24	15	3	3	1	0	0	0	0	93
14:00	0	0	0	10	10	22	17	12	0	2	0	0	0	0	0	73
15:00	0	0	0	11	21	19	11	5	3	0	0	0	0	0	0	70
16:00	0	0	1	0	18	17	23	5	1	1	1	0	0	0	0	67
17:00	0	0	0	0	5	16	14	12	5	0	0	0	0	0	0	52
18:00	0	0	0	1	0	9	27	11	5	3	0	0	0	0	0	56
19:00	0	0	2	1	1	3	7	8	3	1	0	0	0	0	0	26
20:00	0	0	0	2	2	4	10	10	4	0	0	0	0	0	0	32
21:00	0	0	0	0	0	2	3	4	0	0	0	0	0	0	0	9
22:00	0	0	0	0	1	0	2	1	0	0	0	0	0	0	0	4
23:00	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	2
24:00	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
=====																
DAY TOTALS	0	2	5	29	99	203	217	123	47	16	5	0	0	0	0	746
PERCENTS	0.0%	0.3%	0.7%	3.9%	13.3%	27.2%	29.1%	16.5%	6.3%	2.1%	0.7%	0.0%	0.0%	0.0%	0.0%	100%

## Statistical Information...

15th Percentile Speed  
47.7 kph

85th Percentile Speed  
76.4 kph

Median Speed  
61.6 kph

Average Speed  
61.9 kph

10 KPH Pace Speed  
60 kph to 70 kph  
217 vehicles in pace  
Representing 29.1% of the total vehicles

Vehicles > 65 KPH  
408

## Electromega

SPEED SUMMARY  
Sun 2025-07-20

Page: 6

Station #: 000000027574  
Site ID: 071520252303  
Location:  
Using Binned Counts  
Direction: ROAD TOTAL

File: D0715002.prn  
City:  
County:

TIME	10	20	30	40	50	60	70	80	90	100	110	120	130	140	140+	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
03:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
04:00	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
07:00	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	3
08:00	0	0	0	0	2	9	4	3	2	1	0	0	0	0	0	21
09:00	0	0	3	3	12	17	15	9	9	0	0	0	0	0	0	68
10:00	0	0	0	3	3	11	22	8	3	0	0	0	0	0	1	51
11:00	0	0	0	4	29	34	29	12	2	0	0	0	0	0	0	110
12:00	2	0	0	5	4	18	7	12	2	0	0	0	0	0	0	50
13:00	1	2	3	10	22	23	19	13	1	0	0	0	0	0	0	94
14:00	0	1	0	3	12	20	6	2	0	0	0	0	0	0	0	44
15:00	0	1	1	7	28	20	16	1	1	0	0	0	0	0	0	75
16:00	0	0	0	0	5	6	9	6	1	0	0	0	0	0	0	27
17:00	0	0	0	1	13	35	22	14	7	0	0	0	0	0	0	92
18:00	0	0	0	0	2	4	8	5	4	0	0	0	0	0	0	23
19:00	0	0	0	0	3	7	4	8	1	1	0	0	0	0	0	24
20:00	0	0	0	1	1	3	3	1	1	0	0	0	0	0	0	10
21:00	0	0	0	1	1	3	3	3	3	0	0	0	0	0	0	14
22:00	0	0	0	0	0	1	3	2	0	0	0	0	0	0	0	6
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
24:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
=====																
DAY TOTALS	3	4	9	38	137	213	171	100	39	2	0	0	0	0	1	717
PERCENTS	0.4%	0.6%	1.3%	5.3%	19.1%	29.7%	23.8%	13.9%	5.4%	0.3%	0.0%	0.0%	0.0%	0.0%	0.1%	100%

## Statistical Information...

15th Percentile Speed  
43.9 kph

85th Percentile Speed  
73.5 kph

Median Speed  
57.9 kph

Average Speed  
58.3 kph

10 KPH Pace Speed  
50 kph to 60 kph  
213 vehicles in pace  
Representing 29.7% of the total vehicles

Vehicles > 65 KPH  
313

## Electromega

SPEED SUMMARY  
Mon 2025-07-21

Page: 7

Station #: 000000027574  
Site ID: 071520252303  
Location:  
Using Binned Counts  
Direction: ROAD TOTAL

File: D0715002.prn  
City:  
County:

TIME	10	20	30	40	50	60	70	80	90	100	110	120	130	140	140+	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
06:00	0	0	0	0	0	0	0	2	0	1	0	0	0	0	0	3
07:00	0	0	0	0	0	1	3	2	0	0	0	0	0	0	0	6
08:00	0	0	0	0	0	1	4	6	3	4	0	0	0	0	0	18
09:00	0	0	0	2	0	4	9	6	1	0	0	0	0	0	0	22
10:00	0	0	0	1	2	3	9	3	1	1	1	0	0	0	0	21
11:00	0	0	1	0	1	3	11	5	3	1	0	0	0	0	0	25
12:00	0	0	0	1	4	2	4	4	0	0	0	0	0	0	0	15
13:00	0	0	0	2	1	0	4	9	3	0	0	0	0	0	0	19
14:00	0	0	0	1	3	5	5	3	0	0	0	0	0	0	0	17
15:00	0	0	0	1	0	3	4	6	1	1	0	1	0	0	0	17
16:00	1	0	0	0	1	1	5	10	2	3	0	0	0	0	0	23
17:00	0	0	0	1	2	2	7	8	3	1	0	0	0	0	0	24
18:00	0	0	1	0	1	7	4	8	2	0	0	0	0	0	0	23
19:00	0	0	2	1	0	10	13	14	8	1	0	0	0	0	0	49
20:00	0	0	0	1	1	5	9	11	5	1	0	0	0	0	0	33
21:00	0	0	0	0	0	2	8	6	4	0	0	1	0	0	0	21
22:00	0	0	0	0	0	1	7	1	1	0	0	0	0	0	0	10
23:00	0	0	0	0	0	0	3	1	0	0	0	0	0	0	0	4
24:00	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	2
DAY TOTALS	1	0	4	11	17	50	109	106	39	14	1	2	0	0	0	354
PERCENTS	0.3%	0.0%	1.1%	3.1%	4.8%	14.1%	30.8%	29.9%	11.0%	4.0%	0.3%	0.6%	0.0%	0.0%	0.0%	100%

## Statistical Information...

15th Percentile Speed  
54.0 kph

85th Percentile Speed  
80.8 kph

Median Speed  
68.6 kph

Average Speed  
67.9 kph

10 KPH Pace Speed  
60 kph to 70 kph  
109 vehicles in pace  
Representing 30.8% of the total vehicles

Vehicles > 65 KPH  
271

Station #: 000000027574  
 Site ID: 071520252303  
 Location:  
 Using Binned Counts  
 Direction: ROAD TOTAL

File: D0715002.prn  
 City:  
 County:

TIME	10	20	30	40	50	60	70	80	90	100	110	120	130	140	140+	Total
01:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	1	0	0	1	1	0	0	0	0	0	0	3
06:00	0	0	0	0	0	1	3	0	2	1	0	0	0	0	0	7
07:00	0	0	0	0	1	0	2	2	2	0	1	0	0	0	0	8
08:00	0	0	0	1	1	2	3	2	2	2	0	0	0	0	0	13
09:00	1	1	1	1	1	5	7	4	1	1	0	0	0	0	0	23
10:00	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	3
11:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
=====																
DAY TOTALS	2	1	2	2	5	9	15	9	8	5	1	0	0	0	0	59
PERCENTS	3.4%	1.7%	3.4%	3.4%	8.5%	15.3%	25.4%	15.3%	13.6%	8.5%	1.7%	0.0%	0.0%	0.0%	0.0%	100%

## Statistical Information...

15th Percentile Speed  
43.7 kph

85th Percentile Speed  
86.4 kph

Median Speed  
65.7 kph

Average Speed  
64.0 kph

10 KPH Pace Speed  
60 kph to 70 kph  
15 vehicles in pace  
Representing 25.4% of the total vehicles

Vehicles > 65 KPH  
38

=====																
GRAND TOTAL	10	17	44	116	367	749	986	734	355	111	28	3	3	1	2	3526
PERCENTS	0.3%	0.5%	1.2%	3.3%	10.4%	21.2%	28.0%	20.8%	10.1%	3.1%	0.8%	0.1%	0.1%	0.0%	0.1%	100%

Station #: 000000002102  
 Site ID: 071520252102  
 Location:  
 Using Binned Counts  
 Direction: ROAD TOTAL

File: D0715001.prn  
 City:  
 County:

TIME	10	20	30	40	50	60	70	80	90	100	110	120	130	140	140+	Total
09:00	3	0	0	0	2	4	3	3	0	1	0	0	0	0	0	16
10:00	0	0	0	0	1	7	3	8	2	0	0	0	0	0	0	21
11:00	0	1	0	1	4	4	8	2	1	1	0	0	0	0	0	22
12:00	0	0	0	0	2	3	3	4	0	1	0	0	0	0	0	13
13:00	0	0	0	0	1	3	6	5	4	1	0	0	0	0	0	20
14:00	0	0	0	1	1	2	3	9	1	0	0	0	0	0	0	17
15:00	0	0	0	0	0	6	14	10	10	4	0	1	0	0	0	45
16:00	0	0	0	0	1	1	7	6	2	1	1	0	0	0	1	20
17:00	0	1	0	0	3	1	4	9	2	2	0	0	0	0	0	22
18:00	0	0	0	0	0	7	13	15	6	0	0	0	0	0	0	41
19:00	0	0	0	0	3	17	19	3	2	0	0	0	0	0	0	44
20:00	0	0	0	0	5	7	13	4	3	0	0	0	0	0	0	32
21:00	0	0	0	0	5	7	5	4	2	0	0	0	0	0	0	23
22:00	0	0	0	0	2	3	1	2	0	0	0	0	0	0	0	8
23:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
24:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
=====																
DAY TOTALS	3	2	0	2	30	72	102	85	35	11	1	1	0	0	1	345
PERCENTS	0.9%	0.6%	0.0%	0.6%	8.7%	20.9%	29.6%	24.6%	10.1%	3.2%	0.3%	0.3%	0.0%	0.0%	0.3%	100%

## Statistical Information...

15th Percentile Speed  
52.1 kph

85th Percentile Speed  
79.7 kph

Median Speed  
66.2 kph

Average Speed  
66.1 kph

10 KPH Pace Speed  
60 kph to 70 kph  
102 vehicles in pace  
Representing 29.6% of the total vehicles

Vehicles > 65 KPH  
236

## Electromega

SPEED SUMMARY  
Wed 2025-07-16

Page: 2

Station #: 000000002102  
Site ID: 071520252102  
Location:  
Using Binned Counts  
Direction: ROAD TOTAL

File: D0715001.prn  
City:  
County:

TIME	10	20	30	40	50	60	70	80	90	100	110	120	130	140	140+	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
05:00	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2
06:00	0	0	0	0	0	1	1	2	2	1	0	0	0	0	0	7
07:00	0	0	0	0	0	0	5	2	1	1	0	0	0	0	0	9
08:00	0	0	0	0	0	1	2	5	5	0	0	0	0	0	0	13
09:00	0	0	0	0	0	3	6	5	3	0	0	0	0	0	0	17
10:00	0	0	1	1	1	2	7	5	1	0	0	0	0	0	1	19
11:00	0	0	0	2	2	2	5	3	2	2	0	0	0	0	0	18
12:00	0	0	0	0	5	10	6	4	5	0	0	0	0	0	0	30
13:00	0	0	0	0	3	4	9	2	2	1	0	0	0	0	0	21
14:00	0	0	0	1	2	8	14	2	1	2	0	0	0	0	0	30
15:00	0	0	0	2	2	1	10	6	2	0	0	0	0	0	0	23
16:00	0	0	0	1	4	7	11	7	0	1	0	0	0	0	0	31
17:00	0	0	0	0	2	6	4	4	3	2	0	0	0	0	0	21
18:00	0	0	0	2	3	8	7	6	4	1	0	0	0	0	0	31
19:00	0	0	0	0	6	9	4	2	6	0	0	0	0	0	0	27
20:00	0	0	0	1	4	6	10	2	1	0	0	0	0	0	0	24
21:00	0	1	0	1	6	12	6	5	0	0	0	0	0	0	0	31
22:00	0	0	0	1	0	2	3	1	1	0	0	0	0	0	0	8
23:00	0	0	0	0	0	0	1	2	1	0	0	0	0	0	0	4
24:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
=====																
DAY TOTALS	0	1	1	12	40	82	112	67	41	11	0	0	0	0	1	368
PERCENTS	0.0%	0.3%	0.3%	3.3%	10.9%	22.3%	30.4%	18.2%	11.1%	3.0%	0.0%	0.0%	0.0%	0.0%	0.3%	100%

## Statistical Information...

15th Percentile Speed  
50.2 kph

85th Percentile Speed  
79.7 kph

Median Speed  
64.3 kph

Average Speed  
64.5 kph

10 KPH Pace Speed  
60 kph to 70 kph  
112 vehicles in pace  
Representing 30.4% of the total vehicles

Vehicles > 65 KPH  
232

Station #: 000000002102  
 Site ID: 071520252102  
 Location:  
 Using Binned Counts  
 Direction: ROAD TOTAL

File: D0715001.prn  
 City:  
 County:

TIME	10	20	30	40	50	60	70	80	90	100	110	120	130	140	140+	Total
01:00	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	4
06:00	0	0	0	0	0	1	0	1	1	0	0	0	0	0	0	3
07:00	0	0	0	0	0	0	2	1	1	0	0	2	0	0	0	6
08:00	0	0	1	0	0	2	4	4	1	1	0	0	0	0	0	13
09:00	0	0	0	0	1	0	4	4	3	2	0	0	0	0	0	14
10:00	0	0	0	0	0	2	5	1	2	0	0	0	0	0	0	10
11:00	0	0	0	0	1	1	9	3	0	0	0	0	0	0	0	14
12:00	0	0	0	0	0	3	6	3	1	0	0	0	0	0	0	13
13:00	0	0	0	0	0	2	9	5	1	0	1	0	0	0	0	18
14:00	0	0	0	0	1	4	3	11	3	0	0	0	0	0	0	22
15:00	0	0	0	0	0	4	1	5	3	0	0	0	0	0	1	14
16:00	0	0	0	0	0	2	11	3	2	2	0	0	0	0	0	20
17:00	0	0	0	0	2	0	5	3	5	0	0	0	0	0	0	15
18:00	0	0	0	0	2	6	3	9	6	0	0	0	0	0	0	26
19:00	0	0	1	0	1	1	12	13	3	4	1	0	0	0	0	36
20:00	0	0	0	0	0	2	5	4	2	0	0	0	0	0	0	13
21:00	0	0	0	0	0	6	16	7	1	1	0	0	0	0	0	31
22:00	0	0	0	0	0	0	3	2	0	0	0	0	0	0	0	5
23:00	0	0	0	0	0	2	4	2	0	0	0	0	0	0	0	8
24:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
=====																
DAY TOTALS	0	0	2	0	8	38	105	84	35	10	2	2	0	0	1	287
PERCENTS	0.0%	0.0%	0.7%	0.0%	2.8%	13.2%	36.6%	29.3%	12.2%	3.5%	0.7%	0.7%	0.0%	0.0%	0.3%	100%

## Statistical Information...

15th Percentile Speed  
58.7 kph

85th Percentile Speed  
82.0 kph

Median Speed  
69.1 kph

Average Speed  
70.1 kph

10 KPH Pace Speed  
60 kph to 70 kph  
105 vehicles in pace  
Representing 36.6% of the total vehicles

Vehicles > 65 KPH  
239

## Electromega

SPEED SUMMARY  
Fri 2025-07-18

Page: 4

Station #: 000000002102  
Site ID: 071520252102  
Location:  
Using Binned Counts  
Direction: ROAD TOTAL

File: D0715001.prn  
City:  
County:

TIME	10	20	30	40	50	60	70	80	90	100	110	120	130	140	140+	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00	0	0	0	0	1	0	0	2	2	0	0	0	0	0	0	5
07:00	0	0	0	0	0	1	1	0	1	0	0	0	0	0	0	3
08:00	0	0	0	0	0	1	0	1	2	0	0	0	1	0	3	8
09:00	0	0	0	1	0	3	2	4	0	0	0	1	0	0	0	11
10:00	0	0	0	1	0	2	6	3	5	0	0	0	0	0	0	17
11:00	0	0	2	0	0	9	11	4	2	0	0	0	0	0	0	28
12:00	0	0	0	0	1	6	7	5	0	1	0	0	0	0	0	20
13:00	0	0	0	1	4	4	7	5	3	2	1	0	0	0	0	27
14:00	0	0	0	0	2	5	12	8	2	3	0	0	0	0	0	32
15:00	0	0	0	0	0	6	6	4	2	2	0	1	0	0	0	21
16:00	0	0	0	0	2	5	12	5	3	1	1	0	0	0	0	29
17:00	0	0	0	0	0	5	11	6	3	1	0	0	0	0	0	26
18:00	0	0	0	0	0	3	4	2	1	0	0	0	0	0	0	10
19:00	0	0	0	1	4	4	5	3	3	0	0	0	0	0	0	20
20:00	0	0	0	0	0	5	3	2	2	1	0	0	0	0	0	13
21:00	0	0	0	0	1	4	4	2	0	0	0	0	0	0	0	11
22:00	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
23:00	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
24:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
=====																
DAY TOTALS	0	0	2	4	15	63	91	56	32	12	2	2	1	0	3	283
PERCENTS	0.0%	0.0%	0.7%	1.4%	5.3%	22.3%	32.2%	19.8%	11.3%	4.2%	0.7%	0.7%	0.4%	0.0%	1.1%	100%

## Statistical Information...

15th Percentile Speed  
53.4 kph

85th Percentile Speed  
83.0 kph

Median Speed  
66.3 kph

Average Speed  
68.2 kph

10 KPH Pace Speed  
60 kph to 70 kph  
91 vehicles in pace  
Representing 32.2% of the total vehicles

Vehicles > 65 KPH  
199



## Electromega

SPEED SUMMARY  
Sat 2025-07-19

Page: 5

Station #: 000000002102  
Site ID: 071520252102  
Location:  
Using Binned Counts  
Direction: ROAD TOTAL

File: D0715001.prn  
City:  
County:

TIME	10	20	30	40	50	60	70	80	90	100	110	120	130	140	140+	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2
06:00	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	2
07:00	0	0	1	1	0	0	1	1	1	1	0	0	0	0	0	6
08:00	0	0	0	0	0	0	3	1	1	2	0	0	0	0	0	7
09:00	0	0	0	0	0	1	2	2	1	0	0	0	0	0	1	7
10:00	0	0	0	0	0	3	6	1	0	0	0	0	0	0	3	13
11:00	0	0	0	0	3	10	10	7	1	0	0	0	0	0	0	31
12:00	0	0	0	0	2	25	9	9	0	0	0	0	0	0	0	45
13:00	0	0	0	1	13	12	13	8	2	1	0	0	0	0	0	50
14:00	0	0	0	0	14	12	13	1	0	0	0	0	0	0	0	40
15:00	0	0	0	2	5	16	11	4	0	1	0	0	0	0	0	39
16:00	0	0	0	2	13	15	12	9	2	1	0	0	0	0	0	54
17:00	0	1	0	1	6	12	9	7	0	0	0	1	0	0	0	37
18:00	0	0	0	3	11	9	7	7	3	0	0	0	0	0	0	40
19:00	1	0	0	1	6	2	5	0	2	0	0	0	0	0	0	17
20:00	0	0	1	0	11	17	5	3	0	0	0	0	0	0	0	37
21:00	0	1	0	0	1	2	1	2	0	1	0	0	0	0	0	8
22:00	0	0	0	0	1	0	1	2	0	0	0	0	0	0	0	4
23:00	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	2
24:00	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
DAY TOTALS	1	2	3	11	86	137	111	64	15	7	0	1	0	0	4	442
PERCENTS	0.2%	0.5%	0.7%	2.5%	19.5%	31.0%	25.1%	14.5%	3.4%	1.6%	0.0%	0.2%	0.0%	0.0%	0.9%	100%

## Statistical Information...

15th Percentile Speed  
45.7 kph

85th Percentile Speed  
73.9 kph

Median Speed  
58.6 kph

Average Speed  
60.0 kph

10 KPH Pace Speed  
50 kph to 60 kph  
137 vehicles in pace  
Representing 31.0% of the total vehicles

Vehicles > 65 KPH  
202

Station #: 000000002102  
 Site ID: 071520252102  
 Location:  
 Using Binned Counts  
 Direction: ROAD TOTAL

File: D0715001.prn  
 City:  
 County:

TIME	10	20	30	40	50	60	70	80	90	100	110	120	130	140	140+	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
07:00	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	2
08:00	0	0	1	0	2	3	5	2	0	1	0	0	0	0	0	14
09:00	0	0	2	2	2	5	12	4	1	0	0	0	0	0	0	28
10:00	0	0	0	0	4	14	15	2	2	0	0	0	0	0	0	37
11:00	0	0	1	1	7	18	13	5	0	2	0	0	0	0	1	48
12:00	0	0	0	0	1	14	9	7	0	0	0	0	0	0	0	31
13:00	0	1	0	4	10	17	12	10	1	2	0	0	0	0	0	57
14:00	0	0	0	0	6	16	8	2	0	0	0	0	0	0	0	32
15:00	0	0	0	2	13	23	22	2	1	0	0	0	0	0	0	63
16:00	0	0	0	0	2	12	4	1	1	0	0	0	0	0	0	20
17:00	0	0	0	1	21	20	30	11	3	0	0	0	0	0	0	86
18:00	0	0	0	0	2	3	4	5	0	0	0	0	0	0	0	14
19:00	0	0	0	0	1	5	2	4	3	0	0	0	0	0	0	15
20:00	0	0	1	0	1	3	2	1	1	0	0	0	0	0	0	9
21:00	0	0	0	0	1	4	2	2	2	1	0	0	0	0	0	12
22:00	0	0	0	0	0	0	3	1	0	0	0	0	0	0	0	4
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
24:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
=====																
DAY TOTALS	0	1	5	10	73	159	143	61	15	6	0	0	0	0	1	474
PERCENTS	0.0%	0.2%	1.1%	2.1%	15.4%	33.5%	30.2%	12.9%	3.2%	1.3%	0.0%	0.0%	0.0%	0.0%	0.2%	100%

## Statistical Information...

15th Percentile Speed  
47.6 kph

85th Percentile Speed  
72.0 kph

Median Speed  
59.3 kph

Average Speed  
59.9 kph

10 KPH Pace Speed  
 50 kph to 60 kph  
 159 vehicles in pace  
 Representing 33.5% of the total vehicles

Vehicles > 65 KPH  
226

## Electromega

SPEED SUMMARY  
Mon 2025-07-21

Page: 7

Station #: 000000002102  
Site ID: 071520252102  
Location:  
Using Binned Counts  
Direction: ROAD TOTAL

File: D0715001.prn  
City:  
County:

TIME	10	20	30	40	50	60	70	80	90	100	110	120	130	140	140+	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
06:00	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	3
07:00	0	0	0	1	0	0	3	2	0	0	0	0	0	0	0	6
08:00	0	0	2	0	0	0	2	5	2	1	0	0	0	0	0	12
09:00	0	0	0	0	1	0	1	3	0	0	0	0	0	0	0	5
10:00	0	0	0	0	0	4	3	0	2	0	0	0	1	0	0	10
11:00	0	1	0	0	0	5	4	2	0	0	0	0	0	0	0	12
12:00	0	0	0	0	1	7	2	0	0	0	0	0	0	0	0	10
13:00	0	0	0	2	2	2	6	7	0	0	0	0	0	0	0	19
14:00	0	0	0	1	1	3	3	2	0	0	0	0	0	0	0	10
15:00	0	0	0	0	1	7	3	6	1	0	0	0	0	1	0	19
16:00	0	0	0	1	1	7	7	4	3	0	0	0	0	0	0	23
17:00	0	0	0	0	3	2	13	4	1	1	0	0	0	0	0	24
18:00	0	0	0	1	1	4	5	4	2	1	0	0	0	0	0	18
19:00	0	0	0	2	1	4	4	7	4	0	0	0	0	0	0	22
20:00	0	0	0	2	4	8	1	5	3	0	0	0	0	0	0	23
21:00	0	0	0	0	3	2	3	1	0	0	0	0	0	0	0	9
22:00	0	0	0	0	2	5	4	1	0	0	0	0	0	0	0	12
23:00	0	0	0	0	0	1	1	0	0	0	0	0	0	0	1	3
24:00	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2
=====																
DAY TOTALS	0	1	2	10	21	61	66	55	20	4	0	0	1	1	1	243
PERCENTS	0.0%	0.4%	0.8%	4.1%	8.6%	25.1%	27.2%	22.6%	8.2%	1.6%	0.0%	0.0%	0.4%	0.4%	0.4%	100%

## Statistical Information...

15th Percentile Speed  
50.4 kph

85th Percentile Speed  
78.3 kph

Median Speed  
64.0 kph

Average Speed  
64.2 kph

10 KPH Pace Speed  
60 kph to 70 kph  
66 vehicles in pace  
Representing 27.2% of the total vehicles

Vehicles > 65 KPH  
148

Station #: 000000002102  
 Site ID: 071520252102  
 Location:  
 Using Binned Counts  
 Direction: ROAD TOTAL

File: D0715001.prn  
 City:  
 County:

TIME	10	20	30	40	50	60	70	80	90	100	110	120	130	140	140+	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00	0	0	0	0	0	0	1	1	1	1	0	0	0	0	0	4
07:00	0	0	0	0	0	0	1	0	0	2	0	0	0	0	0	3
08:00	0	0	0	1	0	0	0	0	2	0	0	0	0	0	0	3
09:00	3	2	0	0	1	1	1	5	1	0	0	0	0	0	0	14
10:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
=====																
DAY TOTALS	3	2	0	1	1	1	3	6	5	3	0	0	0	0	0	25
PERCENTS	12.0%	8.0%	0.0%	4.0%	4.0%	4.0%	12.0%	24.0%	20.0%	12.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100%

## Statistical Information...

15th Percentile Speed  
13.8 kph

85th Percentile Speed  
88.5 kph

Median Speed  
72.5 kph

Average Speed  
61.4 kph

10 KPH Pace Speed  
70 kph to 80 kph  
6 vehicles in pace  
Representing 24.0% of the total vehicles

Vehicles > 65 KPH  
17

=====																
GRAND TOTAL	7	9	15	50	274	613	733	478	198	64	5	6	2	1	12	2467
PERCENTS	0.3%	0.4%	0.6%	2.0%	11.1%	24.8%	29.7%	19.4%	8.0%	2.6%	0.2%	0.2%	0.1%	0.0%	0.5%	100%

**Recommendation:**

That the report Public Works-2025-06, dated September 15, 2025, regarding future gravel resources be received for information and further;

That staff be directed to continue discussions with Drain Brothers Construction Ltd. regarding potential aggregate resources on Sixth Line Road South Dummer, and report back to Council with findings and recommendations.

**Overview:**

The Township currently operates a gravel pit located on the Sixth Line Road South Dummer, which has provided a cost-effective and reliable source of aggregate material for road maintenance and capital projects. However, staff have identified that the available reserves within the Township's pit are limited and that long-term planning is required to secure future aggregate resources.

Drain Brothers Construction Ltd. owns a licensed pit across from to the Township pit. Given its proximity, the site may offer an opportunity for future aggregate supply in coordination with the Township's operational needs. Preliminary, informal discussions with representatives of Drain Brothers indicate their interest in exploring opportunities for collaboration with the Township.

**Conclusion:**

Proactive planning for gravel resources is essential to support Township operations. The property opposite the Township pit, owned by Drain Brothers, represents a potential future supply that warrants further exploration.

**Financial Impact:**

At this stage, there is no direct financial impact. Any future arrangements with Drain Brothers will be subject to negotiation and presented to Council for approval.





### Report Approval Details

Document Title:	Future Gravel Resources - Public Works-2025-06.docx
Attachments:	
Final Approval Date:	Sep 9, 2025

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

Martina Chait-Hartwig

Todd Davis

**Recommendation:**

That the report Planning-2025-17, dated September 15, 2025, regarding File R-08-21 (Clancy Subdivision) be received; and,

That Council receive all comments related to File R-08-21; and,

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

**Overview:**

Innovative Planning Solutions Inc., Agent on behalf of the Owner Gerry Clancy, applied to amend the existing zoning on the property located at 162 County Road 4, being Roll No. 1522-010-004-10100, Parts 2 and 3, Concession 10 in the former Township of Douro now the Douro Ward of the Township of Douro-Dummer, in the County of Peterborough.

The subject property is zoned 'Rural (RU)' in the Township's Zoning By-law (Schedule B2). As existing, the RU zone allows for rural and agricultural uses including a single detached dwelling. The subject property is an existing lot of record that is approximately 28.61 ha (70.7 ac) in size with a frontage of approximately 20.93 m (68.67 ft) along County Road 4. The property is currently developed with a single detached dwelling and detached garage with an entrance extending from County Road 4 over the property at 160 County Road 4, which continues in a northern direction before terminating at an unestablished outdoor storage area. The balance of the subject property is vacant, consisting of agricultural lands for crop growth in addition to unevaluated wetlands on the northern and western portions of the property.

The purpose of the application is to rezone the property to allow for the development of a subdivision comprising 25 residential lots, the application for which was submitted concurrently. The rezoning will permit single detached dwellings on each residential lot and will also introduce site specific zoning categories to recognize existing natural heritage features and rural areas on the property. The amendment will also permit the use of a stormwater management facility to service the development.

The application proposes to change the existing 'Rural (RU)' zoning on the subject property to the following to implement the proposed development as described above:

- 'Hamlet Residential' (HR) zone on Lots 1-25 inclusive of the right of way (ROW);
- 'Special District 254' (S.D. 254) zone on Block 26;
- 'Environmental Conservation' (EC) zone on Blocks 27 and 28; and
- 'Special District 171' (S.D 171) zone on Block 29.

All other applicable zones and provisions of By-law No. 10-1996, as amended, will continue to apply



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

A public meeting for the application was held on June 20, 2023, which outlined Staff's proposed zoning regulations on the subject property for Council's information. The Staff Report dated June 20, 2023, is attached to this report.

Since the public meeting, the proposed development has received Draft Plan Approval. A copy of the Draft Plan is attached to this report. The Agent is in the process of clearing the conditions of Draft Plan Approval. Condition 22 states that prior to final approval and registration of the Plan, the lands within this draft plan of subdivision shall be appropriately zoned to the satisfaction of the Township. The Approval Authority, being the County of Peterborough, is to be advised, in writing, by the Township of Douro-Dummer that the property has been rezoned with appropriate restrictions with the holding provision, if/where applicable, for the lands within the plan of subdivision.

### **Conclusion:**

The proposed amendment has been submitted in fulfillment of condition 22 of Draft Plan Approval, which requires the subject property to be appropriately zoned to the satisfaction of the Township.

As applied for, the proposed amendment meets the intent of municipal and provincial policies. Upon receiving all comments related to the proposed amendment and with no objections identified, it is recommended that Council approve Zoning By-law Amendment File No. R-08-21.

### **Financial Impact:**

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



**Report Approval Details**

Document Title:	R-08-21 - Planning-2025-17.docx
Attachments:	- R-08-21 Draft By-law.pdf - Report Planning-2023-22.PDF - Signed Draft Plan_Redacted.pdf
Final Approval Date:	Sep 9, 2025

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

**No Signature - Task assigned to Don Helleman was completed by workflow administrator Todd Davis**

Don Helleman

**No Signature - Task assigned to Martina Chait-Hartwig was completed by workflow administrator Todd Davis**

Martina Chait-Hartwig

Todd Davis

## The Corporation of the Township of Douro-Dummer

## By-law Number 2025-XX

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

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

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

**And Whereas** the Council of the Township of Douro-Dummer requires the rezoning of the subject lands as a condition of Draft Plan Approval for the Peterborough County Subdivision Application 15T-21006;

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

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

1. Schedule B2 to By-law No.10-1996, as amended, is hereby further amended by changing the zone category on lands known municipally as 162 County Road 4 and described as Part Lot 2 and Part Lot 3, Concession 10 of the Douro Ward from the Rural Zone (RU) to the Hamlet Residential Zone (HR), the Environmental Conservation Zone (EC), the Special District 254 Zone (S.D 254), and Special District 171 Zone (S.D 171) as shown on Schedule "1" attached hereto and forming part of this By-law.
2. Section 21 – Special Districts is amended by deleting subsection "21.171 Special District 171 Zone (S.D. 171) – Reserved" immediately following subsection "21.170 Special District 170 Zone (S.D 170)" and replace it with the following:

**21.171      Special District 171 Zone (S.D. 171) – Roll No. -010-004-10100**

No person shall within any Special District 171 Zone (S.D. 171) use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

### **21.171.1 Permitted Uses**

- |                   |  |
|-------------------|--|
| <b>21.171.1.1</b> | an agricultural use, farm or hobby farm excluding buildings or structures used for barns and/or dwellings. |
| <b>21.171.1.2</b> | a conservation or forestry use.  |

### **21.171.2 Regulations for Permitted Uses in Section 21.171.1.1 and 21.171.1.2**

- |                         |         |
|-------------------------|---------|
| a) Minimum Lot Area     | 1.81 ha |
| b) Minimum Lot Frontage | 0 m     |

3. Section 21 – Special Districts is amended by deleting subsection “21.254 Special District 254 Zone (S.D. 254) - Reserved” immediately following subsection “21.253 Special District 253 Zone (S.D.253)” and replace with the following:

**21.254      Special District 254 Zone (S.D. 254) – Roll No. -010-004-10100**

No person shall within any Special District 254 Zone (S.D. 254) use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

**21.254.1      Permitted Uses**

- 21.254.1.1**              all uses permitted in the Environmental Conservation Zone (EC).
- 21.254.1.2**              a stormwater management facility.

**21.262.2      Regulations for Uses Permitted in Section 21.251.1**

All provisions and regulations of the Environmental Conservation Zone (EC) of By-law 10-1996, as amended, shall apply.

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

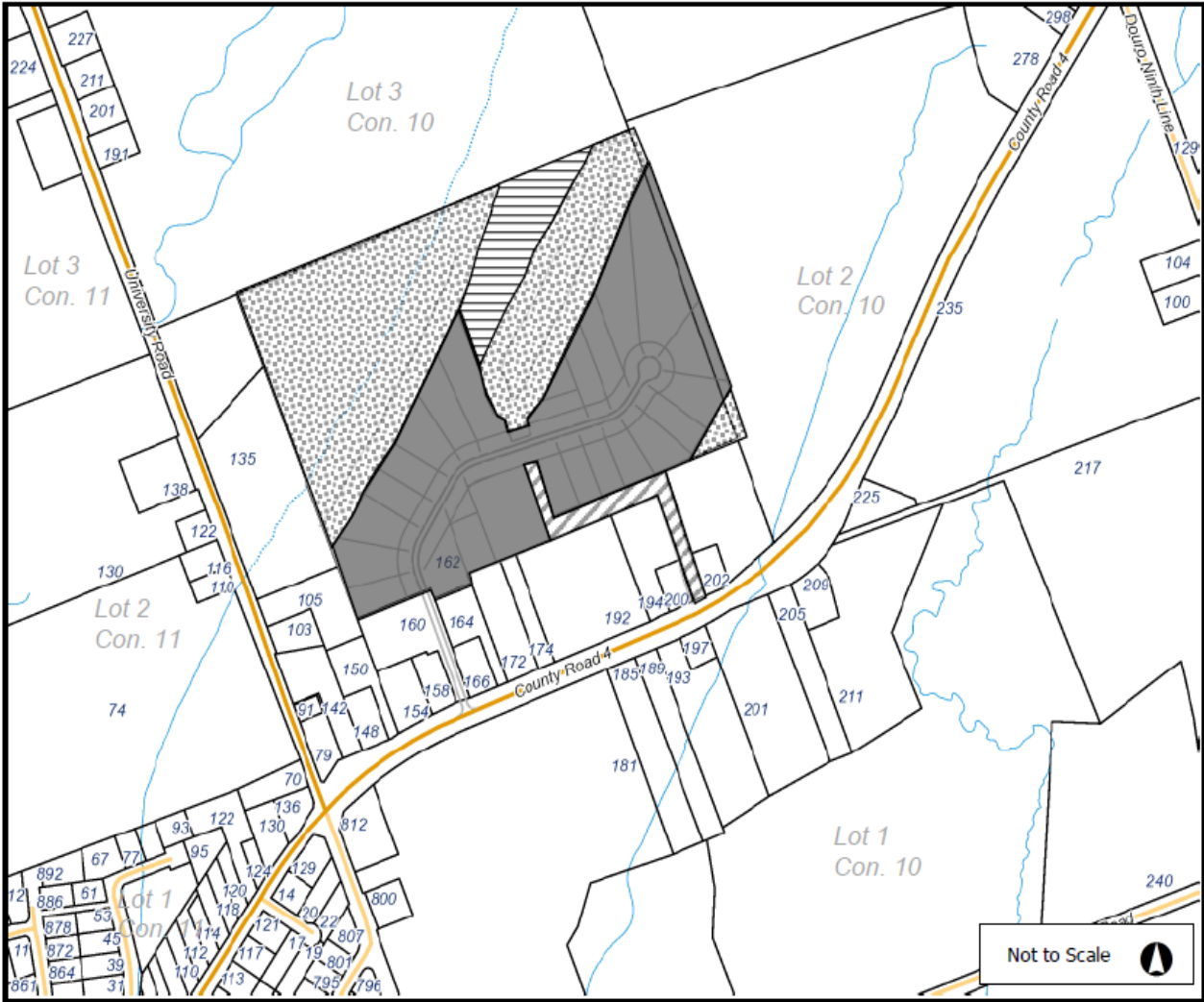
If no notice of objection is filed with the Clerk within the time provided, this By-law shall become effective on the date of passing hereof, subject to the provisions of The Planning Act, RSO 1990, as amended.





Passed in Open Council this 15<sup>th</sup> day of September, 2025.

\_\_\_\_\_  
Mayor, Heather Watson

\_\_\_\_\_  
Clerk, Martina Chait-Hartwig

Schedule "1" to By-law 2025-XX



-  **Rezone from the 'Rural Zone (RU)' to the 'Hamlet Residential Zone (HR)'**
-  **Rezone from the 'Rural Zone (RU)' to the 'Environmental Conservation Zone (EC)'**
-  **Rezone from 'Rural Zone (RU)' to the 'Special District 254 Zone (S.D. 254)'**
-  **Rezone from the 'Rural Zone (RU)' to the 'Special District 171 Zone (S.D. 171)'**

**This is Schedule '1' to By-law  
No. 2025-XX passed this  
15<sup>th</sup> day of September, 2025.**

\_\_\_\_\_  
Mayor, Heather Watson

\_\_\_\_\_  
Clerk, Martina Chait-Hartwig

**Recommendation:**

That Report Planning-2023-22, dated June 20, 2023, regarding OPA File No. 15OP-21010 & ZBA File No. R-08-21 (Clancy) be received; and

That Council receive all comments related to OPA File No. 15OP-21010 & ZBA File No. R-08-21 (Clancy); and

That Council advise the County of Peterborough that the Township of Douro-Dummer supports proposed Official Plan Amendment File No. 15OP-21010 which represents Amendment No. 70 to the County Official Plan as described in the document prepared by the County of Peterborough Planning Department and attached to this Report; and

That the Draft By-law be revised as requested and that the requirement for approval of the Zoning By-law shall be a Draft Plan Condition. The Approval Authority is to be advised, in writing, by the Township of Douro-Dummer that the property has been rezoned with appropriate restrictions with the holding provision, if applicable, for the lands within the plan of subdivision; and

That the Developer/Owner shall agree in the Subdivision Agreement that minor modifications to the Plan of Subdivision may be necessary to ensure compliance with the implementing Zoning By-law and the service standards of the Township of Douro-Dummer, which may result in the reduction in the number of lots or their reconfiguration.

**Overview:**

Innovative Planning Solutions Inc., Agent, on behalf of Gerry Clancy, Owner, submitted an application for the approval of a twenty-five (25) lot rural residential Plan of Subdivision and an application for an Official Plan Amendment (OPA) to the County of Peterborough together with the required fees and supporting documentation. The Agent also submitted an application for a Zoning By-law Amendment (ZBA) together with the required fees and supporting documentation to the Township of Douro-Dummer.

The applications were deemed complete by the County of Peterborough and the Township of Douro-Dummer in correspondence dated June 7, 2021. The ZBA application was assigned file number R-08-21, the Plan of Subdivision application was assigned file number 15T-21006 and the OPA application was assigned file number 15OP-21010. The OPA represents OPA No. 70 to the County Official Plan.

A copy of the Notice of Complete Application is attached to this Report.

The applications apply to a property described legally as Part Lots 2 and 3, Concession 10, Douro Ward in the Township of Douro-Dummer, and known municipally as 162 County Road 4. The property has an area of approximately 28.61 hectares (70.69 ac)

and approximately 18.28 metres (60 feet) of frontage on County Road 4 and abuts the Hamlet of Donwood.

A copy of the draft plan of subdivision is attached to this Report. Given recent changes to the Planning Act, there is no longer a requirement to hold a public meeting for Plans of Subdivision, however, a public meeting is still required for OPA's and ZBA's.

The OPA application proposes to expand the Donwood Hamlet Area Boundary to accommodate the draft plan of subdivision. Portions of the subject lands are proposed to be re-designated from 'Rural' and 'Industrial' to 'Environmental Constraint' and 'Hamlet'. A portion of the subject property is proposed to remain within the 'Rural' designation.

A copy of Draft OPA No. 70 is attached to this Report.

The ZBA application proposes to rezone portions of the subject lands from the Rural Zone (RU) to the Hamlet Residential Zone (HR), the Environmental Conservation Zone (EC) and the Special District 254 Zone (S.D. 254).

After the posting of the Notice of Public Meeting and Draft By-law, the Agent requested that Block 29 on the draft plan of subdivision remain within the (RU) Zone in order to be consistent with the OPA. After reviewing this request, Township Staff recommend placing Block 29 within the Special District 171 Zone (S.D. 171) to limit the permitted uses to an agricultural use, farm or hobby farm excluding buildings or structures used for barns and/or dwellings and a conservation or forestry use; to recognize the limited lot area; and to recognize that Block 29 will not have frontage on a public road.

A copy of the revised By-law is attached to this Report. Staff recommend that the Draft By-law be revised as requested and that the revised By-law be brought forward to Council at a later date as a condition of draft plan approval for the plan of subdivision.

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

- [Draft Plan](#), prepared by IPS Consulting Inc., dated March 2020
- [Planning Justification Report](#), prepared by IPS Consulting Inc., dated May 2021
- [Preliminary Stormwater Management Report](#), prepared by WMI & Associates Ltd., dated May 2021
- [Flood Hazard Assessment Summary](#), prepared by WMI & Associates Ltd., dated May 5, 2021
- [Revised Hydrogeological Assessment](#), prepared by Ian D. Wilson Associates Ltd., dated September 21, 2020, revised March 15, 2021
- [Environmental Impact Study](#), prepared by Cambium Inc., dated March 11, 2021

- Stage 1 and 2 Archaeological Assessment, prepared by Irvin Heritage Inc., dated November 26, 2020
- [Traffic Impact Study](#), prepared by JD Northcote Engineering Inc., dated March 18, 2021

#### Second Submission

- [Draft Plan of Subdivision](#), prepared by Innovative Planning Solutions, Revision date March 4, 2022
- [Comment & Response Matrix](#), prepared by Innovative Planning Solutions, dated March 9, 2022
- [TIS Comment Response Letter to County's Comments](#), prepared by JD Engineering, dated December 22, 2021
- [TIS Comment Response Letter to MTO Comments](#), prepared by JD Engineering, dated December 22, 2021
- [Traffic Impact Study](#), prepared by JD Engineering, March 18, 2021, revised December 22, 2021
- [Preliminary Stormwater Management Report](#), prepared by WMI, dated March 2022
- [Engineering Drawing Package](#), prepared by WMI & Associates Limited, dated February 28, 2022
- [Response to ORCA Review of Environmental Impact Study](#), prepared by Cambium Inc., dated March 1, 2022
- [Hydrogeological Assessment \(with revisions\)](#), prepared by Wilson Associates Limited, dated September 21, 2020, Revised January 14, 2022

#### Third Submission

- [Comment & Response Matrix](#), prepared by Innovative Planning Solutions, dated October 11, 2022
- [Preliminary Stormwater Management Report](#) and [Engineering Plans](#) prepared by WMI, dated October 2022
- [Draft Plan of Subdivision](#), prepared by Innovative Planning Solutions, Revised August 24, 2022

A Notice of Public Meeting was provided by ordinary mail to every owner of land within 120 metres of the subject lands on May 29, 2023. A copy of the Notice is attached to this Report. A copy of the Notice was published in the June 1, 2023 edition of Peterborough This Week and two Notices were posted on the subject property, one on the County Road 4 frontage located between 200 and 202 County Road 4 and one at the entrance to the subject property located between 158 and 166 County Road 4. The prescribed persons and public bodies were provided Notice via email and regular mail



on May 29, 2023. Finally, the Notice is available on the [County](#) and [Township](#) websites. The notice circulation complies with the requirements of the Planning Act.

Senior Staff from the Township were circulated for comment on May 29, 2022. Comments were received from the Fire Chief requesting that it be confirmed that the turning circle in the cul-de-sac meets building code requirements. The Fire Chief also noted that there is no public dry hydrant within 5 km of the fire station for this area, so water supply for fire protection for a single dwelling and exposure protection would be required. Clarification was requested as to whether the storm retention pond could be converted to a fire protection water supply or the subdivision would need a tank. These comments were forwarded to the Township peer reviewer, D.M. Wills for a response.

The Manager of Public Works met with D.M. Wills to develop standards for new Township Roads within subdivisions and provided an example of a typical cross section. D.M. Wills is in the process of compiling these requirements so that they can be forwarded to the Owner/Agent for this proposal. Items to be included for new municipal road construction include:

- Wider platform for active transportation
- Driveway aprons to be paved
- Streetlights to be included
- Identify areas for snow clearing / storage @ cul-de-sacs

Access to the subdivision is proposed from an existing entrance which is not part of the subject property. The existing entrance is identified as Part 2 on Plan 45R-12217 and belongs to the owners of 160 County Road 4. This entrance provides access to three residential properties identified as 160, 162 and 164 County Road 4 as shown on the air photo attached to this Report. The intent is to convey Part 2 on Plan 45R-12217 to the subdivision lands and bring the roadway up to Municipal standards. The internal roadway (identified as Street 'A' on the draft plan together with Part 2 on Plan 45R-12217) would then be assumed by the Township of Douro-Dummer.

There were no other comments or concerns received from Staff.

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

The Agent has prepared an overview of the proposal and Planning Staff from the County of Peterborough are present to speak to the peer review of the supporting documents, to Official Plan, Provincial Policy Statement and Growth Plan Conformity and to any comments received from the prescribed persons and public bodies.

### **Conclusion:**

OPA File No. 15OP-21010 (OPA No. 70) serves to expand the Donwood Hamlet Area Boundary to accommodate the draft plan of subdivision. Portions of the subject lands

are proposed to be re-designated from 'Rural' and 'Industrial' to 'Environmental Constraint' and 'Hamlet'. A portion of the subject property is proposed to remain within the 'Rural' designation.

ZBA File No. R-08-21 proposes to rezone portions of the subject lands from the Rural Zone (RU) to the Hamlet Residential Zone (HR), the Environmental Conservation Zone (EC) and the Special District 254 Zone (S.D. 254). A portion of the subject property is proposed to remain within the (RU) Zone.

Upon receiving all comments related to OPA File No. 15OP-21010 & ZBA File No. R-08-21 (Clancy); and with no concerns identified, it is recommended that Council advise the County of Peterborough that the Township of Douro-Dummer supports proposed Official Plan Amendment File No. 15OP-21010 which represents Amendment No. 70 to the County Official Plan.

Upon the completion of the Public Meeting for OPA File No. 15OP-21010 & ZBA File No. R-08-21 (Clancy), the County Planning Department will prepare a technical report for consideration by County Council and the Township will be advised of the date it will be dealt with by County Council.

**Financial Impact:**

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

**Strategic Plan Applicability:** N/A

**Sustainability Plan Applicability:** N/A

**Report Approval Details**

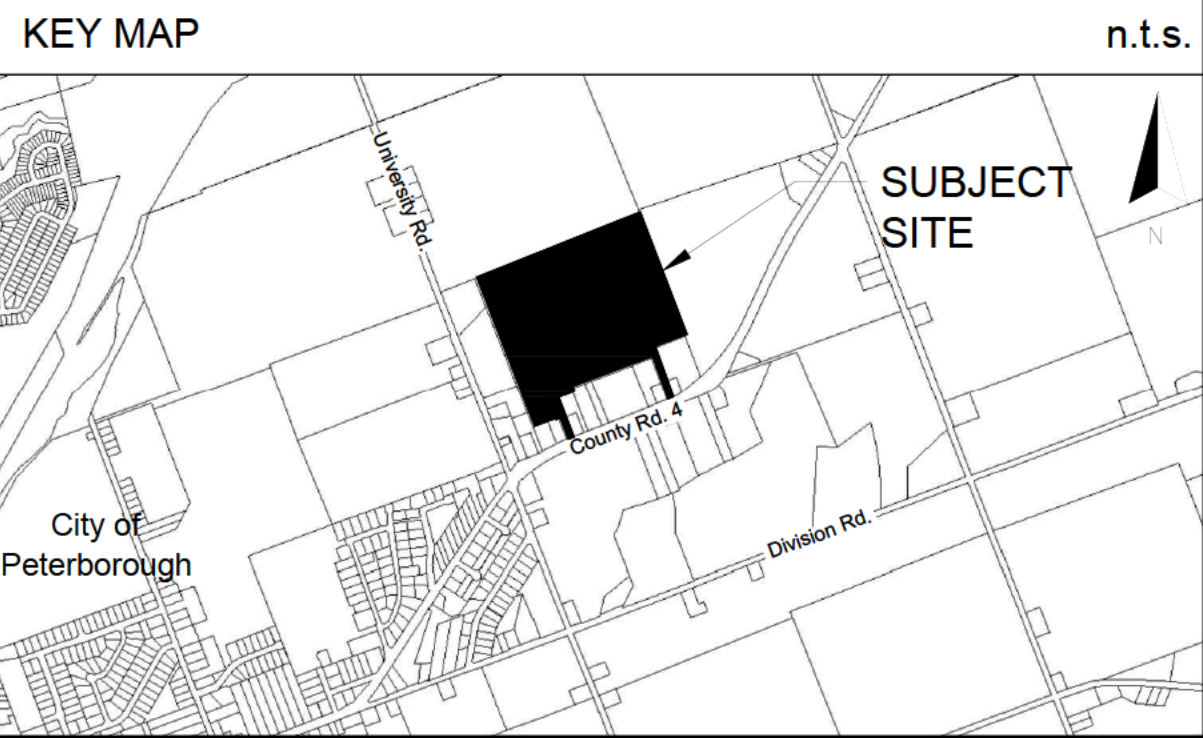
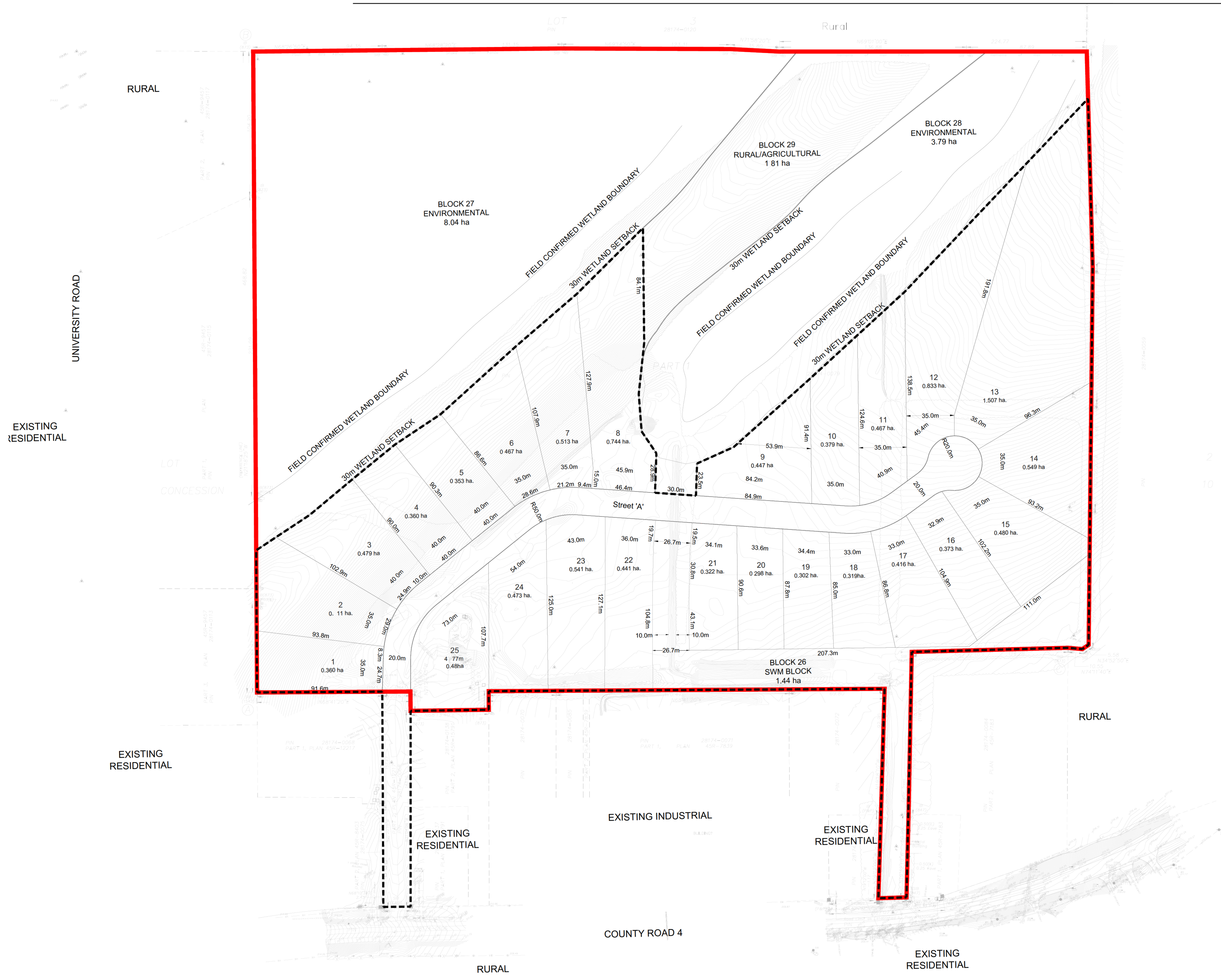
Document Title:	
Attachments:	
Final Approval Date:	

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

Martina Chait-Hartwig

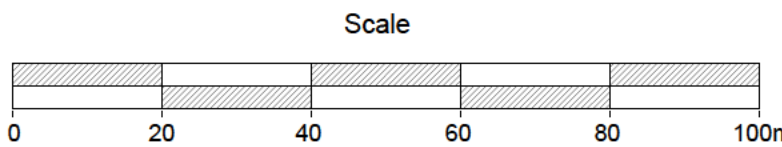
Elana Arthurs





# DRAFT PLAN OF SUBDIVISION

162 County Road 4  
Douro-Dummer  
County of Peterborough



LEGEND

SUBJECT LANDS

OWNER'S CERTIFICATE  
I HEREBY AUTHORIZE INNOVATIVE PLANNING SOLUTIONS TO PREPARE THIS DRAFT PLAN OF SUBDIVISION AND SUBMIT THIS DRAFT PLAN OF SUBDIVISION FOR APPROVAL.

DATE May 31, 2023  
GERRY CLANCY

SURVEYOR'S CERTIFICATE  
I CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.

DATE May 31, 2023  
SOPHIE CÔTÉ  
ONTARIO LAND SURVEYOR  
IBW SURVEYORS LTD.

ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51(17) OF THE PLANNING ACT

- |                  |                             |
|------------------|-----------------------------|
| a) SHOWN ON PLAN | g) SHOWN ON PLAN            |
| b) SHOWN ON PLAN | h) MUNICIPAL WATER          |
| c) SEE KEY PLAN  | i) SAND, SILT GLACIAL TILL  |
| d) RESIDENTIAL   | j) SHOWN ON PLAN            |
| e) SHOWN ON PLAN | k) MUNICIPAL WATER & SEWAGE |
| f) SHOWN ON PLAN | l) NONE                     |

LAND USE STATISTICS			
LAND USE	LOT / BLK. NO.	UNITS	AREA (ha)
Residential Lots	1-25	25	12.44
SWM Pond	26		1.44
Environmental Protection & Open Space	27 - 28		11.83
Rural / Agricultural	29		1.81
20.0m ROW			1.09
TOTAL	29	25	28.61

SCHEDULE OF REVISIONS			
5	Mar. 4, 2022	Revise EP Limit;	BH
6	June 16, 2022	Identify top of bank setback;	AS
7	Aug. 24, 2022	3rd Submission - Revised Bank / Lots	AS
No.	Date	Description	By

IPS INNOVATIVE PLANNING SOLUTIONS  
PLANNERS • PROJECT MANAGERS • LAND DEVELOPERS  
647 WELHAM RD., UNIT 9, BARRIE, ONTARIO, L4N 0B7  
tel: 705 • 812 • 3281 fax: 705 • 812 • 3438 e: info@ipsconsultinginc.com www.ipsconsultinginc.com

Date:	March 30, 2020	Drawn By:	BH
File:	20-916	Checked:	D.V.



**Report to Council**

Re: Discretionary Sewage System  
Maintenance Inspection Program 2025  
Amendments Building Department-2025-15  
From: Don Helleman  
Date: September 15, 2025

**Recommendation:**

That report Building Department-2025-15, dated September 15, 2025, regarding the Discretionary Sewage System Maintenance Inspection Program (DSSMIP) be received and that Council direct staff on whether to continue work on the program and if so to prepare for a public meeting to amend the fees associated with administering the DSSMIP.

**Overview:**

This report is being brought forward to Council as an update on the Discretionary Sewage System Maintenance Inspection Program and to seek direction on next steps.

The Building Department has created a robust sewage system maintenance inspection program. During the summer of 2025 the Department completed inspections on existing sewage systems regulated under the Mandatory Sewage System Maintenance Inspection Program.

The Department was able to use the recent inspections to help refine program details. A high-level overview of the program is as follows:

Early Spring	Initial Communication <ul style="list-style-type: none"> <li>- mail out information package and questionnaire to property owner</li> </ul>
Late Spring	Create document portfolio <ul style="list-style-type: none"> <li>- search Township records for relevant documents</li> <li>- compile Township documents and completed questionnaire</li> </ul>
Summer	Inspections <ul style="list-style-type: none"> <li>- inspector reviews portfolio</li> <li>- inspector contacts property owner to discuss upcoming inspection</li> <li>- inspector attends property <ul style="list-style-type: none"> <li>▪ inspection requires two township employees to attend property</li> <li>▪ findings during inspection dictate if additional information/inspections or remedial work needs completed</li> </ul> </li> </ul>
Early Fall	Wrap-up <ul style="list-style-type: none"> <li>- report or certificate issued to property owner</li> <li>- invoice issued to property owner <ul style="list-style-type: none"> <li>▪ invoice amount is determined by actions performed as per fee schedule in Building By-law</li> </ul> </li> </ul>

During discussions about the DSSMIP at the regular Council Meeting on May 6, 2025, staff received comments about an upper limit to fees for administering the program (\$200.00/inspection). After implementing the new structure for the Mandatory Sewage System Maintenance Inspection Program and after completing revisions to departmental guidelines for future maintenance inspection program(s); the Building Department cannot effectively administer the program at full cost recovery for a fee of \$200.00/inspection or less.

**Conclusion:**

Staff will be recommending a fee structure similar to the one shown below. These fees cannot be approved without hosting a public meeting. Given the proposed fee structure exceeds the upper limit mentioned at the May 6, 2025, Council Meeting, staff is requesting direction on whether to move forward preparing for and hosting a public meeting to amend the fees associated with the maintenance inspection program(s).

<b>Fee Type</b>	<b>Description</b>	<b>Fee</b>
<b>Type 1</b>	Base fee	\$ 275.00
<b>Type 2</b>	The Type 2 fee is in addition to the Type 1 Fee	\$ 225.00
<b>Report Review</b>	3 <sup>rd</sup> party inspection report review	\$ 75.00
<b>Report issuance</b>	a report detailing identified deficiencies and concerns	\$ 75.00

Type 1 inspections are on-site and generally avoid significant disturbance of the systems and surrounding soil area. However, Type 1 inspections will require that owners uncover septic tanks, distribution boxes, dosing tanks and pumps when these components are used in sewage systems so that they can be inspected to determine their condition and functionality.


Type 2 maintenance inspections will be required when:

- the property owner fails to complete the questionnaire,
- they do not uncover the lids by the date of the inspection, or
- Type 1 Maintenance Inspection detected a malfunction or failure that requires additional inspections or site visits to be completed

**Financial Impact:**


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

### 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:	Discretionary Sewage System Maintenance Inspection Program - 2025 amendments - Building Department-2025-15.docx
Attachments:	
Final Approval Date:	Sep 10, 2025

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

Martina Chait-Hartwig

Todd Davis



**Recommendation:**

That the report Building Department-2025-16, dated September 15, 2025, regarding Sewage System Maintenance – Public Outreach be received and that Council give direction to staff on how to proceed with Public Outreach for Sewage System Maintenance.

**Overview:**

Council passed Resolution 130-2025 during the May 6, 2025 regular Council Meeting. The Resolution directed staff to review the option of offering in-person workshops at various locations within the Township regarding septic maintenance, that these workshops be made available to all residents and that a mailout campaign not be pursued.

Ontario Onsite Wastewater Association (OOWA) is an industry leader in education and advocacy for onsite sewage system and decentralized wastewater management in Ontario.

OOWA has agreed to attend and present at an event for Douro-Dummer residents. Their presentation will focus on sewage system basics for rural and waterfront property owners. The presentation will be approximately 45 minutes in length with a Q&A at the end.

Presentation outline:

- About OOWA
- Intro to Septic
  - What is wastewater?
  - What is a septic system?
  - Who is responsible?
  - How does it work?
- Regulations
  - Who has jurisdiction?
- Design and Install Overview
  - Advanced treatment units
- Appropriate use of your system
  - Septic myths
  - Do's and Don'ts
  - Practical Tips
  - Safety
- Maintaining your system
  - How do I find my existing system?
  - Maintenance
  - Inspections

- Troubleshooting
  - Signs of malfunction

OOWA produces physical (paper copy) resources and charges for their distribution. All physical resources are available for free on their website.

The following physical resources are available:

Homeowner brochure – \$1.00/brochure  
Tri-fold brochure, printed both sides

Sewage System Resources for Homeowners – \$0.75/page  
Single page, one sided, consists of QR codes designed for use with smartphones

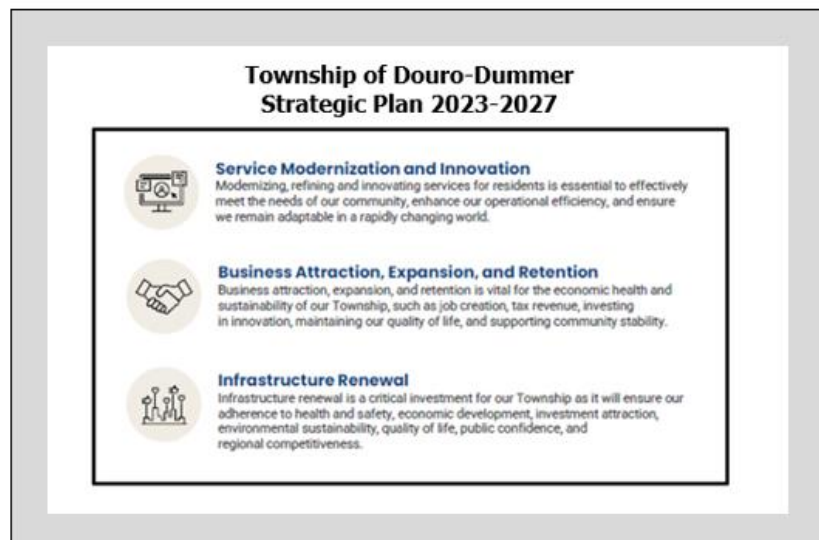
Water Softener Document – \$4.50/document  
7-page document with in-depth information about the effects of water softeners on sewage systems

### **Conclusion:**

OOWA's ability to independently deliver information about the use and maintenance of onsite sewage systems will be a benefit for all Douro-Dummer residents who choose to attend a workshop. Staff believe the best time to host an event would be after the May long weekend and before the July long weekend in 2026.

### **Financial Impact:**

The cost of the presentation is not anticipated to cost the Township more than two-hundred dollars. There is a cost associated to supplying paper copy resources. The actual coast will depend on what type and how many physical resources Council wishes to order.





### Report Approval Details

Document Title:	Sewage System Maintenance - Public Outreach - Building Department-2025-16.docx
Attachments:	
Final Approval Date:	Sep 10, 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-2025-24, dated September 15, 2025, regarding Procurement Update – September 2025 be received for information;

**Overview:**

For Council's information, this report includes staff approved purchasing awards and change orders up to September 15, 2025.

***PR-2025-03 – Supply and Delivery of Picnic Tables***

**Project Background** – The pre-existing picnic tables have experienced progressive deterioration and require replacement to maintain the safety and usability of the parks' amenities.

**Budget** – \$12,000

**Awarded to** – Henderson Recreation Equipment Limited

**Award Amount** – \$11,267.12 – While not the lowest quoted price, their pricing offers three (3) additional picnic tables and remains within the allocated budget. The following table summarizes the submitted quotations.

Vendor	Description	Price	HST (applicable)	Total Cost
<b>Henderson Rec Equipment Ltd.</b>	<b>7 Steel Picnic Tables 2 Accessible Picnic Tables</b>	<b>11,072.25</b>	<b>194.87</b>	<b>11,267.12</b>
Barco Products Canada	5 Steel Picnic Tables 1 Accessible Picnic Table	10,618.98	186.89	10,805.87
Inspire Play Inc.	5 Steel Picnic Tables 1 Accessible Picnic Table	11,684.00	205.64	11,889.64

***ADM-2025-01 – Building Condition Assessments for Municipal Facilities***

**Project Background** – During the development of the Township's Asset Management Plan, it was identified that a more proactive and structured approach is needed to effectively manage maintenance requirements across municipal buildings. Currently, maintenance is largely reactive, which can lead to higher costs and reduced asset lifespan. This study will provide a detailed plan for each facility component, outlining timing and costing for required maintenance to support long-term asset sustainability and informed capital planning.

**Budget** – \$25,000

**Awarded to** – BLDG Sci Advisory Inc.

**Award Amount** – \$25,440.00 – (\$25,000 before applicable HST) the additional costs of \$440 will be funded through the 2025 Corporate budget.

**Procurement Results** – The Township issued the RFP in accordance with the Township Purchasing Policy through the Bids and Tenders system. The Township received 21 submissions, and they were reviewed with the following scoring:

Company Overview, Experience and Qualifications	30
Workplan and Timelines	20
Proposed Fee	50
<b>Total</b>	<b>100</b>

The pricing results were as follows:

<b>Company Name</b>	<b>Total Cost</b>
<b>BLDG Sci Advisory Inc.</b>	<b>25,440.00</b>
Greenview Environmental Management Limited	26,121.79
EXP Services Inc.	34,238.17
MS Architects	34,524.12
Salas O'Brien Canada Inc.	35,107.20
Pinchin Ltd	35,412.48
Cambium Inc.	36,404.64
Green PI Inc	36,719.08
BOLD Engineering Inc.	37,345.92
Rimkus Consulting Group Canada Inc.	38,709.50
Egis	41,721.60
Paradigm engineering group ltd	49,862.40
Accent Building Sciences Inc.	50,472.96
Building Technologies Consulting Inc.	55,968.00
Corrimal Asset Management	61,096.70
Paterson Group	69,225.50
Stella Nuva corp.	80,125.82
Nadine International Inc.	85,812.17
Read Jones Christoffersen Ltd.	97,689.60

C.D.C.D. ENGINEERING LTD.	98,707.20
J.L. Richards & Associates Limited	137,376.00

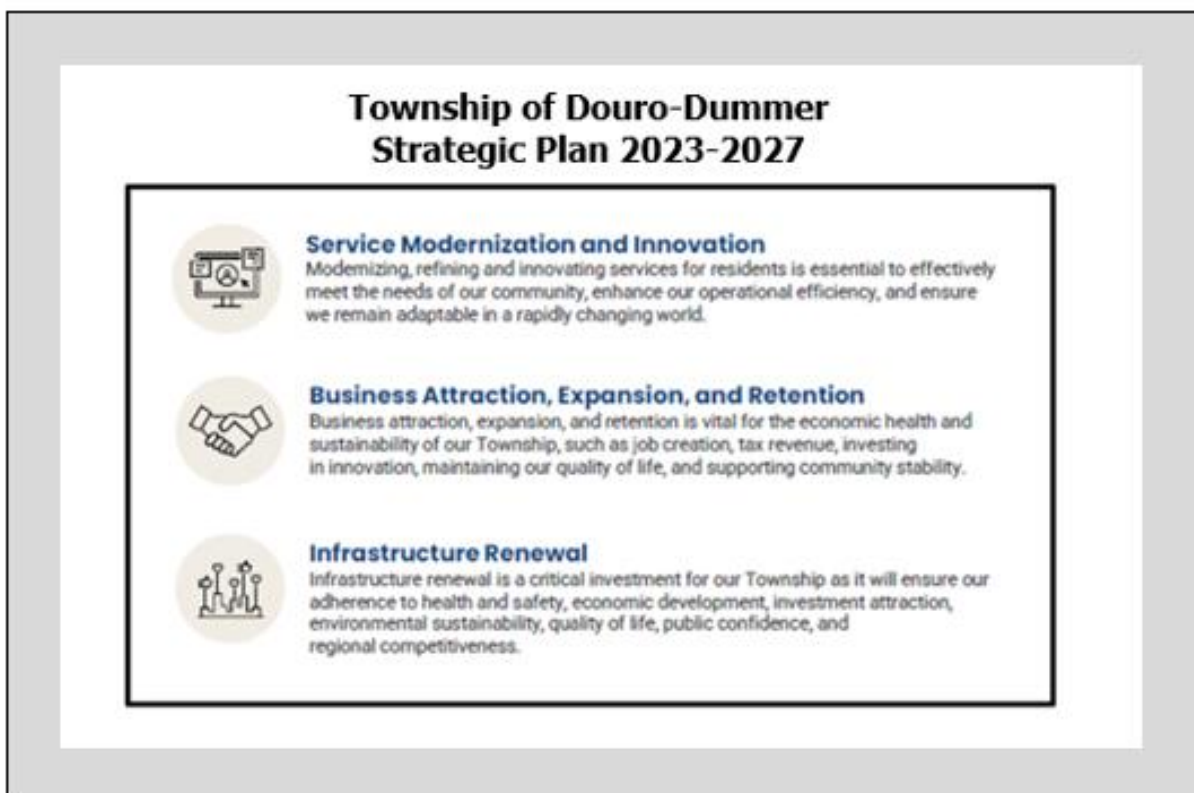
All firms that submitted proposals were deemed qualified to complete the project; however, BLDG Sci Advisory Inc. received the highest evaluation score and was therefore awarded the project.

### **Conclusion:**

The projects included in this report are all under \$50,000 and therefore require that Council to be informed of the results.

### **Financial Impact:**

All projects will be funded with approved budget.



**Report Approval Details**

Document Title:	Procurement Update - September 2025 - Treasurer-2025-24.docx
Attachments:	
Final Approval Date:	Sep 9, 2025

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

**No Signature - Task assigned to Martina Chait-Hartwig was completed by workflow administrator Todd Davis**

Martina Chait-Hartwig

Todd Davis



**Recommendation:**

That the report C.A.O.-2025-19, dated September 15, 2025, regarding a Service Delivery Review of the Building and Planning Departments be received; and

That Council authorize up to \$40,000 as pre-budget approval to fund this project through the 2026 capital budget; and

That Council approve of the project as outlined in the draft request for proposal with a \$40,000 budget.

**Overview:**

At the August 5<sup>th</sup> Council meeting the following Notice of Motion was brought forward for consideration and passed:

*Whereas the Township of Douro-Dummer completed a Service Delivery and Organizational review in 2020 which provided recommendations to the way in which building and planning services are delivered; and*

*Whereas the Council of the Township of Douro-Dummer adopted a new Strategic Plan in 2024 which laid out Core Values of Service Excellence and Transparency and Strategic Pillars of Service Modernization and Innovation along with Business Attraction, Expansion and Retention; and*

*Whereas there has been a change in the operations of the Building and Planning Department due to the retirement of the Township Planner; and*

*Whereas the delivery of Economic Development Services has been moved from the former Peterborough and Kawartha Economic Development Corporation to the County of Peterborough;*

*Now therefore it be resolved that the Council of the Township of Douro-Dummer direct staff to engage a third part consultant to review the processes related to Building and Planning Department along with the Economic Development portfolio with the goal of improving efficiency and customer service; and*

*Be it further resolved that the review process includes consultation with staff and members of the community; and*

*Be it further resolved that the outcome of this review include but not be limited to:*

- 1. Finding efficiencies that do not compromise public safety.*
- 2. Increasing communication and processes between Township Department.*
- 3. Including metrics by which community satisfaction can be measured and monitored.*
- 4. Producing "plain language" models of understanding for the general public.*

Staff have reviewed the approved Notice of Motion and prepared for review and discussion the draft Request for Proposal (RFP) (**Attachment 1**). The proposed Service Delivery Review (SDR) seeks to ensure the services delivered in Douro-Dummer reflect both industry best practices and the work of neighbouring Townships. Included in the proposed scope of work, is direction to find opportunities for greater efficiencies, ways to improve communication, and the ability to measure performance for the Building and Planning Departments. Finally, it is also critical to ensure that the costs of delivering these services are in line with neighbouring jurisdictions and provide for cost recovery.

The proposed SDR process breaks this project up into four different phases: background, public engagement, analysis and reporting. Ultimately the intended outcome of the SDR will be to provide the Township with a report containing the information, analysis, and recommendations to assist staff in the realigning, reorganizing, and refocusing of municipal development and planning services.

As presented, staff feel that the project addresses the operational areas impacted by the Notice of Motion. Direction related to the Economic Development portfolio is best addressed in staff's opinion through some upcoming work being done by the Peterborough County Economic Development Department that is related to developing a Collaborative Framework for Economic Development. Once this work is complete and approved by Peterborough County Council, staff will bring forward a report regarding opportunities for further Township work in the area of economic development.

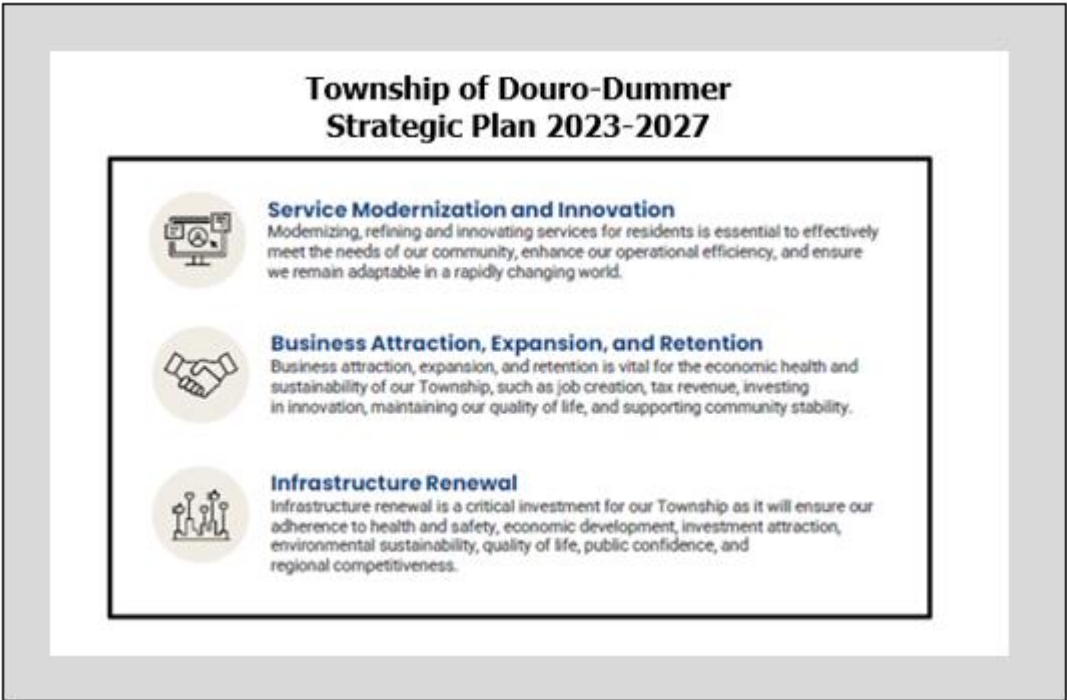
The estimated costs for delivering the SDR project is anticipated to be approximately \$40,000. Staff recognize that it requires funding through the 2026 budget and are requesting that council consider providing pre-budget approval so that staff can initiate the necessary procurement work so that the project can begin prior to the end of 2025 and be complete in the first half of 2026.

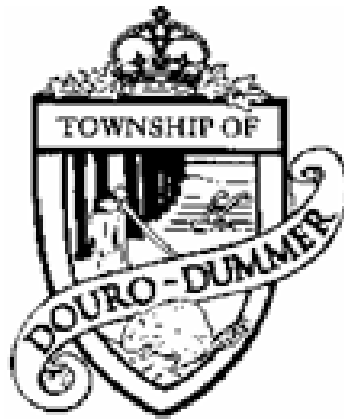
**Conclusion:**

Having reviewed the Notice of Motion as approved by Council in August 2025, staff have prepared a draft Request for Proposal that would contract an appropriate firm to do the work as included in the notice. The estimated cost for this work is approximately \$40,000 which would require pre-budget approval to move forward in advance of the beginning of 2026. As this is clearly a priority for the Township, granting early approval would allow for staff to initiate this project immediately and begin the work before the end of the year.

**Financial Impact:**

The estimated costs for service delivery review of the Building and Planning Departments is \$40,000. It is intended that this project be funded through the 2026 budget and has been included in the early draft as the Finance department works to complete a first draft budget for Council consideration in October. Considering the interest and priority placed on the SDR through its Notice of Motion, staff are seeking pre-budget approval of \$40,000 to support this project.





# **REQUEST FOR PROPOSAL**

## **ADM-2025-XX**

Service Delivery Review  
Building and Planning Departments

**Closing Time**

1:00 p.m.

**XX, XX, 2025**

If you require this document to be in an accessible format, please contact the Finance Department at [finance@DouroDummer.ca](mailto:finance@DouroDummer.ca) or 705-652-8932 ext. 220

## **Electronic Bid Submissions**

The Corporation of the Township of Douro-Dummer shall **only accept electronic bid submissions** for this Proposal submitted through the Municipality's bid opportunities website, [dourodummer.bidsandtenders.ca](http://dourodummer.bidsandtenders.ca), hereafter called the '*bids&tenders*'. Bids submitted and/or received by any other means shall be rejected unless the Municipality has instructed otherwise by published addendum.

Bidders must have created an account in *bids&tenders* and be registered as a plan taker for the bid opportunity, which will enable the Bidder to download the bid document(s), receive and download addenda notifications, and to submit their bid electronically through *bids&tenders*. When creating and/or updating your account we encourage you to add additional company contacts to create their own login to *bids&tenders*. This will permit your invited contacts that have created their own login to manage (register, submit, edit and withdraw) bids for which your company is a registered plan taker for. These contacts will have authority to act on your company's behalf and will be permitted to; receive addendum notifications from *bids&tenders* to submit bids electronically through Township's bidding system and/or withdraw and/or edit and/or acknowledge addendum/addenda, on your behalf. Do not invite any additional contacts that you do not want to have access to view, edit, submit and/or withdraw or who may be in direct competition. (For example, a company may have two divisions that could compete for the same bid opportunity).

The onus is on Bidders to ensure their electronic bid submission is received no later than the closing date and time. Bidders are cautioned that the timing of their bid submission is based on when the bid is **RECEIVED** by Township's bidding system not when a bid is submitted by a Bidder, as bid transmission can be delayed in an "**Internet Traffic Jam**" due to file transfer size, transmission speed, etc. A bid submission will only be considered to have been submitted once it has been RECEIVED by *bids&tenders*, regardless of when the bid was submitted by the Bidder. The closing date and time shall be determined by *bids&tenders* web clock.

For the above reasons, the Township recommends that the Bidder allow sufficient time to upload their bids submission and attachment(s) and to resolve any issues that may arise.

To ensure receipt of the latest information and updates via email regarding this bid, or if a Bidder has obtained this bid document from a third party, the onus is on the Bidder to create an account on *bids&tenders* and register as a plan taker for the bid opportunity.

Only bid documents posted on the Township's bidding system website are to be considered official documents. The Township accepts no responsibility for the accuracy of information found on other websites.

Bidders should contact *bids&tenders* support listed below, at least 24 hours prior to the closing time and date, if they encounter any problems. The bidding system will send a confirmation email to the Bidder advising that their bid was submitted successfully. If you do not receive a confirmation email, contact bids and tender support at [support@bidsandtenders.ca](mailto:support@bidsandtenders.ca).

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## Section 1: RFP Information

### 1.1 Submission of Proposals

Proposal submissions will be received on the *bids&tenders* website through electronic submissions only.

Proposals will be opened after 1:00 P.M. the same day as closing.

Once the award is made and approved by Council, the report recommending such award shall be a matter of public record, unless otherwise determined by Council.

Only Bidders that are registered as a plan taker for this document with *bids&tenders* and have obtained this document from *bids&tenders* may submit a Vendor Submission.

Should the Township receive a Vendor Submission that is subsequently found to be from a Vendor that is not a registered Plan Taker with *bids&tenders*, and the Vendor did not obtain the document from *bids&tenders*, the Township reserves the right to reject the Vendor Submission as non-compliant and give it no further consideration for contract award.

### 1.2 Schedule of Events

The schedule provided is for guidance only and the Township reserves the right to modify or eliminate any aspect of the schedule.

Event	Date, Time, Location
Request for Proposal Issued	XX, XX, 2025
Question Deadline	XX, XX, 2025 at 1:00 p.m.
Request for Proposal Closes	XX, XX, 2025 at 1:00 p.m.
Award Contract	XX, XX, 2025
Project Kick-Off	December 2025
Draft Service Delivery Review to Council	March 2026
Final Service Delivery Review to Council	June 2026

### 1.3 Proposal Documents, Addenda & Appendix

The Bidder shall verify that these Proposal documents are complete and assume responsibility to view/download/print the Proposal requirements, addenda, and any related information provided through *bids&tenders*.

The Township will issue any changes/additions/deletions/addenda to the RFP or Terms and Conditions through the *bids&tenders* website only.

Any and all addenda issued by the Township shall form an integral part of the document. The cost of complying with the addenda requirements (if any) shall be included in the price submitted by the Bidders. The Township will assume no responsibility for oral instruction or suggestion.

Any and all addenda issued prior to the closing date will be posted on *bids&tenders* website only for downloading by Bidders. It is the Bidder's sole responsibility to download and review all addenda and acknowledge that addenda were downloaded from *bids&tenders*.

Each proponent must satisfy himself, by his own study of the RFP documents and related information, as to the practicality of completing the work successfully as described. There will be no consideration of any claim after submission of RFP's that there is a misunderstanding with respect to the conditions imposed in the Agreement.

#### **1.4 Communications**

The Bidder is advised that inquiries regarding the interpretation of the quotation documents shall be directed to the Township via Bids & Tender using the **Submit a Question** button for the selected bid opportunity.

Where a proponent finds discrepancies or omissions in the proposal requirements, or other proposal documents or instructions, or otherwise requires any clarification, the proponent should contact the Township via *bids&tenders* using the **Submit a Question** button for the selected bid opportunity. Note that no oral explanation or interpretation shall modify any of the requirements or provisions of the proposal documents.

Where the Township deems that an explanation or interpretation is necessary or desirable, an addendum may be issued via *bids&tenders* for downloading by all Bidders. It is the Bidder's sole responsibility to check for addenda issued and download same.

Acknowledgement of addenda on the form of proposal is a mandatory requirement. Failure to acknowledge addenda will result in your proposal being deemed non-compliant and not eligible for award.

#### **1.5 Retrieval of Official Documentation**

Only documents provided to Bidders via *bids&tenders* are to be considered the official documents. The Township accepts no responsibility for the accuracy of information found on other websites. The onus is on the Bidder to check via *bids&tenders* to verify they have received all relevant information. The Township reserves the right to not accept a bid submission if determined that the documents have been altered from the Township's own official documents.



## 1.6 Withdrawal of Submission

A proponent may withdraw their proposal via their account on Bids & Tender at any time prior to the proposal closing time. The withdrawal of a proposal does not disqualify a proponent from submitting another proposal prior to the closing time.

## 1.7 Submission Instructions

Proponents shall submit all Proposals through *bids&tenders* prior to the Closing Date and Time at <https://dourodummer.bidsandtenders.ca>.

Proposals will require the following information:

### File #1: Proposal

Vendors/Consultants are to submit their detailed work plans to satisfy the Township's needs. The form of proposal and detailed work plan shall be combined into one PDF file.

The form of proposal and detailed workplans submission shall contain the following information:

#### 1. Company Overview and Project Team (10%)

- Clearly identify the primary firm submitting the proposal. Identify any other firms that may be involved (sub-contracted) on your behalf and their legal/contractual relationship with the primary firm along with the expertise and respective projected costs of their involvement. Outline the legal structure and ownership of the firms. Provide an overview of the firm's office locations, staffing (number of professional/technical, disciplines) and technical resources drawn from each of the respective office locations for this project.

#### 2. Qualifications and Experience (25%)

- Provide a detailed CV for the Project Manager and Support staff that would be directly involved in the project. Evaluation of the Project Manager and Support staff will include an assessment of the firm's overall ability to provide adequate resources to this project.
- Proponents shall include a description of at least three (3) previous engagements with other similar sized government entities, with that of the Township, that outline projects of similar scope, cost and magnitude that have been successfully completed by their firm in the past five (5) years. This shall include the client names, contact, and contact phone numbers.

#### 3. Workplan and Timelines (35%)

- Proposed approach to the project, consistent with the information provided in this Proposal;

- A detailed work plan fully describing the main tasks to be undertaken and all sub tasks required to execute all aspects of the work consistent with the information provided in this Proposal;
- A detailed project schedule outlining the time requirements and date of completion of the project's main tasks, subtasks and activities as defined by the detailed work plan to complete works by the specified completion date including:
  - Start and finish dates of main tasks
  - Milestone dates for deliverables to the Township
  - Critical path items

The detailed work plan shall not include any fee related dollar values. Detailed work plans including any fee related dollar values will be disqualified.

Bidders may submit detailed work plans through the form provided on *bids&tenders* or by uploading a PDF to their submission through *bids&tenders*. Uploaded PDF's shall not exceed 20 pages in length. Tables and diagrams may be appended to the detailed work plan or uploaded separately when providing the detailed work plan through the provided form. Company brochures and curricula vitae may also be appended.

#### Pricing Table (complete in *bids&tenders*) – Upset Cost Estimate

The upset cost estimate shall be broken down according to the tasks of the work plan.  
**Prices shall not include contingencies or HST as applicable.**

Proponents shall identify and include any costs believed not to be covered in this RFP information package, but considered necessary for completion of the assignment, and shall be specifically identified in the proposal.

## 1.8 Proposal Selection Criteria

The following selection criteria outline the area of importance that will be considered in the project award. Proposal submissions should satisfy all criteria points wherever possible. Proponents will be evaluated based on the following weighted evaluation factors:

Item	Point Allocation
1. Company Overview and Project Team	10
2. Qualifications and Experience	25
3. Workplan and Timelines	35
4. Proposed Fee	30
<b>Total</b>	<b>100</b>

Points awarded for the Proposed Fee portion of the evaluation shall be in accordance with the following:

The lowest fee shall be awarded the full amount of the points available for the fee portion of the evaluation (30). All higher fees proposed shall be awarded by the following:

$$\frac{\text{Lowest Bid}}{\text{Proposed Bid}} \times (\text{maximum points for Proposed Fee}) = xx$$

For example: if the lowest fee is \$100,000, 2<sup>nd</sup> lowest fee is \$125,000 and 3<sup>rd</sup> lowest fee is \$200,000 their respective scoring would be as follows:

- a) The proponent with the lowest fee would be awarded 30 points.
- b) The proponent with the 2<sup>nd</sup> lowest fee of \$125,000 would be awarded points as follows:

$$\frac{\$100,000}{\$125,000} \times 30 \text{ Points} = 24$$

- c) The proponent with the 2<sup>nd</sup> lowest fee of \$125,000 would be awarded points as follows:

$$\frac{\$100,000}{\$200,000} \times 30 \text{ Points} = 15$$

## 1.9 Selection Committee

The Selection Committee will consist of representatives from the Township.

## 1.10 Insurance

The Bidder shall ensure that all insurance coverage including all provisions relating to insurance coverage set out in this section are in place prior to the commencement of the contract.

During the Term of the Agreement, and any renewal or extension thereof, the Bidder will, at its own expense (including the cost of deductibles) maintain in effect, with an insurer licensed in Ontario:

- a) A contract of general liability of not less than Two Million (\$2,000,000) Dollars, exclusive of interest or costs per occurrence, including coverages for defense and claimants' costs, and coverages for:
  - Personal injury including death

- Property damage or loss (direct or indirect and including loss of use thereof)
- Broad form property damage
- Contractual liability
- Non-owned automobile liability
- Products – completed operations
- Contingent employers' liability
- Cross liability
- Severability of interest
- Blanket contractual liability

- b) All policies of insurance shall name the Township of Douro-Dummer as an additional insured with respect to its interest in the operations of the Bidder; shall provide that the policy shall be non-contributing with, and apply only as primary and not as excess to any other insurance available to the Township; and shall also provide that neither the Bidder nor the insurer shall cancel, materially change or allow the policy to lapse without first giving the Township thirty days prior written notice

Every policy of insurance shall contain either no deductible amount or a deductible amount which is reasonable considering the financial circumstances of the Bidder. The Bidder shall be responsible to pay all deductible amounts.

No policy shall contain any provision which would contravene the obligations of the Bidder hereunder or otherwise be to the detriment of the Township.

The Bidder shall provide or cause to be provided to the Township, within seven (7) days of award of contract a certificate from its insurer which shows that the policy or policies placed and maintained by it complies with the requirements of the Agreement. No review or approval of any such insurance certificate by the Township shall derogate from or diminish the Township's rights or the Bidder's obligation contained in the Agreement.

If at any time the Township is of the opinion that the insurance taken out by the Bidder is inadequate in any respect, it shall forthwith advise the Bidder of the reasons therefore and the Bidder shall forthwith take out additional insurance, if available, satisfactory to the Township.

The taking out of insurance shall not relieve the Bidder of any of its obligations under this Agreement or limit its liability thereunder.

All policies of insurance shall be:

- Written with an insurer licensed to do business in Ontario paragraph
- In form and content acceptable to the Township acting reasonably
- Be non-contributing with, and will apply only as primary and not excess to any other insurance available to the Township

- Contain an undertaking by the insurers to notify the Township in writing not less than thirty (30) days before any material change, cancellation, lapse or termination of the policies
- Failure to provide the aforementioned insurance will result in the withholding of payments or at the sole option of the Township, forfeiture of the agreement

### **1.11 Health and Safety and WSIB**

The successful Bidder is required to conform to the Occupational Health and Safety Act related to the performance of the Contract. In addition, the successful Bidder will be required to supply to the Township a valid Clearance Certificate issued by the WSIB, or if applicable, a letter from WSIB verifying Independent Operators Status. A new Clearance Certificate is required every 60 days.

The successful Bidder is required to complete the Township's Contractors Acknowledgment Form prior to commencement of work.

### **1.12 Right to Reject or Not Open**

The Township reserves the right to reject any or all proposals, and the lowest or highest, as the case may be, will not necessarily be accepted. The right is reserved to accept the whole or any part of the proposal.

Should the Township receive only one qualified and duly executed bid submission, the right to reserve to recall the competition is at the discretion of the Township.

The Township reserves the right not to open a bid call should the Township of Douro-Dummer deem, in its opinion, to have received an inadequate number of bid responses to the bid call and further the right is reserved to cancel and recall the competition.

The Township reserves the right not to accept a proposal from any person or Corporation which includes all related corporations who, or which, has a claim or instituted a legal proceeding against the Township or against whom the Township has a claim or instituted a legal proceeding with respect to any previous contracts, bid submissions for business transactions who was listed as either the proposed general contractor or subcontractor or vendor within the submitted proposal.

### **1.13 No Claim for Compensation**

Except as expressly and specifically permitted in these instructions to proponents, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Bidder shall be deemed to have agreed that it has no claim. The Township assumes no responsibility or liability for costs incurred by the Bidders prior to entering into a written contract.

#### **1.14 Subject to Budget Provision**

Should qualified bid submissions exceed the Township's budget provision for this project, the Township reserves the right to reject, or recall the proposal.

#### **1.15 Final Payment**

Prior to the release of the final payment to the Bidder, the Bidder will be required to:

- a) Sign a statement that he/she is in agreement with the total amount due and has no undocumented claims against the project, and
- b) Provide proof of notice of substantial completion.

#### **1.16 Conflict of Interest**

The Township reserves the right to disqualify a proposal where the Township believes a conflict of interest or potential conflict of interest exists in regard to the Bidder and the intended project.

The successful Bidder shall work solely and exclusively in the interests of the Township at all times to ensure that the project is successfully completed. The Bidder must identify current claims, potential claims, or disputes against the Township, if any, that the firm is involved.

No person, firm or corporation other than the Bidder has any interest in this proposal or in the proposed contract for which this proposal is made and to which it relates.

This proposal is made by the Bidder without any connection, knowledge, comparison of figures or arrangements with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud.

No member of the Township Council and no officer or employee of the Township is, will be, or has become interested, directly or indirectly as a contracting party, partner, stockholder, surety or otherwise whosoever in or in the performance of the said contract, or in the supplies, work or business in connection with the said contract

#### **1.17 Failure of Unsatisfactory Performance**

The Township reserves the right to remove from eligibility to submit bids for indeterminant period, the name of any Bidder for failure to accept a contract with the Township, or the name of any Bidder for unsatisfactory performance of a contract with the Township.

### **1.18 Municipal Freedom of Information and Protection of Privacy Act**

The Municipal Freedom of Information and Protection of Privacy Act, as it relates to municipalities and local boards, came into force on January 1, 1991. It sets out certain rules regarding disclosure to third parties of information held by municipalities and local boards.

If the Bidder wishes to protect from disclosure any or all of the documents that are submitted to the Township as part of this proposal, a letter shall be uploaded to their *bids&tenders* submission to the attention of the Director of Corporate Services, stating any or all of the documents that the Bidder wishes to protect, referencing the above-mentioned legislation, and signed by an officer of the corporation. This letter will not guarantee that there will never be disclosure, but it does provide the groundwork for handling an application for disclosure by a third party under this legislation.

### **1.19 Municipality Not Employer**

The Bidder agrees that the Corporation of the Township of Douro-Dummer is not to be understood as the employer to any successful Bidder nor to such Bidders personnel or staff for any work, services, or supply of any products or materials that may be awarded as a result of this Agreement. It is understood that the successful Bidder will act as an independent contractor. Also, in accordance with the Ontario Occupational Health and Safety Act, the successful Bidder here with agrees to be the “constructor” as defined under this act.

### **1.20 Accessibility for Ontarians with Disabilities Act (AODA)**

The Township of Douro-Dummer supports the goals of the Accessibility for Ontarians with Disabilities Act and establishes policies and practices which are consistent with the accessibility standards and the four core principles of dignity, independence, integration and equal opportunity. Under Section 7 of O.Reg. 191/11, integrated accessibility standards established by the AODA, the Township must ensure that employees, volunteers and all other personnel, including third party contractors, who deal with staff or members of the public or other third parties on behalf of the Township receive training on accessible customer service.

Please sign off in *bids&tenders* confirming that all personnel have completed training that meets the requirements of the Integrated Accessibility Standards regulation and the AODA and its regulations. If you have not completed training, the training requirements can be fulfilled by completing the e-learning course “Customer Service Standard Module” which can be found at <http://accessforward.ca>.

Requirements of the Integrated Accessibility Standards (O. Reg. 191/11):  
<https://www.ontario.ca/laws/regulation/110191>

Accessibility formats or communication supports are available upon request. Email [martinac@dourodummer.on.ca](mailto:martinac@dourodummer.on.ca) or 705-

## Section 2: Information Package

### 2.1 Purpose of Procurement

This Request for Proposals (RFP) is an invitation by the Corporation of the Township of Douro-Dummer (the “Township”) to prospective proponents to submit proposals from professional firms interested in the provision of consulting services for the purpose of undertaking a service delivery review of the current Building and Planning Department. Should none of the Proposals be accepted, a re-issuance of the Requests for Proposal (RFP) may be possible.

We are a quaint rural community comprised of small and large businesses, farmlands, beautiful lakes and rivers, parks, walking trails, and recreational opportunities. We offer a full range of municipal services including two community centres (both with ice surfaces and meeting rooms), a Public Library, Fire Department, Public Works, Planning along with other services. We are home to the Morton Community Healthcare Centre, Wildfire Golf Club and the Warsaw Caves. We are located on the north east side of the City of Peterborough with a population of approximately 7,000 over an area of 460km<sup>2</sup>. The Municipality is governed by a five-member Council, including the Mayor.

The Township of Douro-Dummer is seeking proposals from qualified and professional consulting firms to:

- Conduct background research, provide for public engagement, undertake analysis and offer recommendations to improve the processes for planning and building permit applications in the Township.
- To deliver this outcome it is anticipated that the consultant will research best practices, legislative requirements, current departmental structures and processes and make recommendations that ensures service delivery consistent with industry best practices.

Recommendations developed as a result of the review will provide Township Council and Administration with a guiding document designed to ensure we have the resources needed to meet our goals and priorities and are well positioned to address future growth, challenges and opportunities.



## 2.2 Scope of Work

The consultant's scope of work is to facilitate and conduct a service delivery review for the Township of Douro-Dummer Building and Planning Departments. Unless otherwise directed by the Township, the consultant's actionable and measurable plan shall deliver on the following:

- Identify all legislation that needs to be considered when issuing a building permit/planning application and group by mandatory vs. discretionary.
- Review of the Township's building and planning fees compared to comparator jurisdictions, with a particular focus on the following Local municipalities:
  - The City of Peterborough, Townships of Asphodel-Norwood, Cavan-Monaghan, Douro-Dummer, Havelock Belmont & Methuen, Otonabee-South-Monaghan, North Kawartha, and the Municipality of Trent Lakes.
- Identify where the Township is not the decision maker and what recourse/accountability is in place related to these outside agencies (e.g. appeals mechanism).
- Review the Township's ability to meet current Provincial planning and building processing timelines
- Review new legislative time-line requirements for processing planning and building applications.
- Conduct a targeted SWOT analysis of the Building and Planning Departments, including input from staff, leadership, and external stakeholders to identify operational strengths and areas for strategic improvement.
- Identify typical resource requirements for the average building permit/ planning application
- Identify the impact on resources to meet the new legislative timeline requirements.
- Identify processes/permitting (Otonabee Region Conservation Authority, Health Permits, minor variances, zone amendments) that can run concurrently from those processes that must run consecutively.
- Suggest opportunities to run concurrent processes.
- Identify labour / resource requirements as well as potential risks of concurrent processes and recommendations for appropriate resourcing and mitigation of these risks.

- Review best practices in other jurisdictions and performance measures to assess the effectiveness of the permitting process.
- Interview a range of individuals who have used the services of the Building and Planning Departments within the past two years to obtain feedback.
- Develop prioritized recommendations for service delivery improvements within the Building and Planning Departments, identifying short-term actions, long-term strategies, and resource implications.
- Review current information/resources available to the public/builders/developers (website, handouts ...) and make recommendations on enhancements, amendments, additions etc.
- Investigate alternative service delivery options particularly to manage peak periods (e.g. Registered Code Agency).
- Develop an inventory of services provided by the Building & Planning Dept including service descriptions, applicable legislation, delivery models, staff and resource requirements, and performance expectations.
- Evaluate the extent to which Building and Planning operations align with the Township's Strategic Plan.
- Review the cost-effectiveness of current service delivery methods in the Building and Planning Departments and identify opportunities for cost savings and efficiency improvements, while maintaining or enhancing service quality.
- Assess current and projected service demand within the Building and Planning Departments and provide recommendations for appropriate staffing and resourcing levels to meet future growth and regulatory requirements.

## **2.3 Project Schedule**

This project is to be broken up into four phases of activity for scheduling purposes. Below each phase is identified and detailed consistent with the Scope of Work:

Background Phase:

- Identify all applicable legislation – mandatory vs. discretionary.
- Review of comparative jurisdictions (identified in the Scope of Work) including:
  - Best practices
  - Building and planning fees

- Statistics on the number of building permits issued and planning applications processed, staffing complement, etc...
- Identify where the Township is not the decision maker and what re-course/accountability is in place related to these outside agencies (e.g. appeals mechanism).
- Investigate alternative service delivery options particularly to manage peak periods (e.g. Registered Code Agency).

#### Public Engagement Phase:

- Initiate a public engagement plan
- interview a range of individuals who have used the services of the building and planning departments within the past two years to obtain feedback:
  - Conduct a survey.
  - Other Facilitator recommended public engagement activities.
  - Facilitator to meet with individual Council members to obtain feedback
- Meet with Building and Planning staff to review current processes, systems and resourcing needs.
- Review Township's current ability to meet new Provincial timeline standards and new Provincially mandated timelines.
- Identify typical resource requirements for the average building permit/ planning application.

#### Analysis Phase

- Identify processes which work well and should be enhanced/expanded.
- Identify processes/permitting (ORCA, Health Unit Permits, minor variances, zone amendments) that can run concurrently from those processes that must run consecutively.
- Recommend opportunities to run concurrent processes.
- Identify labour / resource requirements as well as potential risks of concurrent processes and recommendations for appropriate resourcing and mitigation of these risks.
- Review best practices in other jurisdictions and recommend how these could be incorporated into the Township's systems, with particular focus on the Site Plan Approval process.
- Identify performance measures to assess the effectiveness of the permitting process (planning and building).

#### Reporting Phase

- Resources required by the Building and Planning department to meet legislated (current and new) and Council approved requirements
- Processes that can be enhanced/expanded
- Identification of processes that can run concurrently

- Identify required resources
- Identification of potential amendments to fees and rates
- Identification of alternative service delivery options, particularly during peak periods
- Identification of improvements to processes
- Identification of performance measures to assess the effectiveness of the building and planning processes
- Identification of materials/resources that would assist developers and builders with understanding the process, requirements and best practices etc. to ensure that applications are complete and ready for review

## **2.4 General Process**

The following is a general description of the process expected in the development of the Service Delivery Review. The Township is open to modifications of these general steps by the Consultant to achieve a more efficient and/or effective outcome and remaining within budget.

- Research and review of the Township's resource information and work completed.
- The Township will be responsible for providing meeting facilities, as required.
- Initial start up meeting with staff to confirm and review scope of work.
- Conduct and facilitate meetings and discussions with staff and Council as required.
- The Consultant can expect to work closely with the Chief Administrative Officer and Senior Staff throughout the project.
- Prepare a preliminary draft service delivery review of Building and Planning with recommendations for Council which identifies clear, actionable, measurable goals as well as a framework for the prioritization and delivery of such goals.
- Finalize the Service Delivery Review, incorporating Council and staff comments that will include a consolidated summary of the work completed.

## Patti O'Grady

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**Subject:** FW: Grants received vs. actuals  
**Attachments:** Action - 2019 Douro-Dummer audit planning report.pdf; 01 - January 17 2023 - reg - Meeting Minutes.pdf

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**From:** Douro Locals <[REDACTED]>  
**Sent:** Tuesday, September 2, 2025 9:18 AM  
**To:** Martina Chait-Hartwig <[mchaithartwig@dourodummer.ca](mailto:mchaithartwig@dourodummer.ca)>  
**Subject:** Re: Grants received vs. actuals

Hi Martina:

Please include this email and attachments in Correspondence at the next applicable council meeting.

Thanks,

Douro-Dummer Local Taxpayers

On Tue, Sep 2, 2025 at 9:10 AM Douro Locals <[REDACTED]> wrote:

Hi Paul:

Congratulations on your new undertaking. Before you leave, and hopefully to help the next township employee taking over your position as interim Treasurer, we have some questions we hope you might be able to address:

1. We have compiled a list of all the documented grants the Township has received since 2018 from the Provincial and Federal Government. Through an FOI request, we reviewed the Grant journals for the corresponding Township FIR statements (Schedule 12 - Grant, User Fees and Service Charges). There are some discrepancies with what the Township has accounted for and what was actually received as Grants since 2019. During the April 15 2025 Special meeting, the auditor stated that grants were audited by scrutinizing Meeting Minutes. We found that the public record is substantially incomplete, and often grant information was hidden in reports, rather than stated within the meeting minutes on the public record. Please explain why there are clear anomalies in the reporting? Please publish an actual accounting of Grants received by the township since 2019 into the public record so that our constituents can review the accounting and confirm that all grant money was properly allocated for since 2019, specifically with reference to the budgets being passed by Council.
2. Why are future "potential" grants being included in budget proposals when we have seen, on occasions such as the Arena's "GHG Reduction Pathway Feasibility Study", an Environmental Study (which was never budgeted for, proper procurement process was not followed in that it used a sole source contract under the guise of future grant coverage, and ultimately did not end up receiving the grant to cover the expenditure). Attached are the meeting minutes regarding the Public Meeting for the 2023 Draft Budget. You will find (highlighted) that a word has, for some reason been removed from the record. We invite you to re-watch the meeting to see that an Environmental Study was never the purpose of the Feasibility study agreed upon by council. (<https://www.youtube.com/watch?v=ZwOLUdn7zRI> (46:00)). Please provide an explanation how

"potential" future grant proposals are being included in Financial decisions in terms of Township Accounting and Budgeting, and how that could possibly meet the benchmark for transparency and sound financial decision making by our elected representatives.

3. At the April 2021 Regular meeting, the FIR statements for 2020 were being discussed. The following conversation took place:

- Mayor Moher asks about the Timeline for the FIR statements youtube (1:20:22): <https://www.youtube.com/watch?v=BeJp4vxigpA>
- Deputy Mayor Moher: "FIR's, I don't believe they have been filed yet. Is that pending the new Treasurer coming in and finalizing those numbers with the accountant?"
- CAO Elana: "I believe that Paul is still doing some work for us, he's working away on some information for that and working with the auditors."
- Martina: Paul is working with the auditors to finish some journal entries.
- As of April 2021, it was inferred that the FIR statements and audit for 2020 were nearly completed, barring a few "journal entries", and yet you never submitted them until years later? What was the delay? And why did the FIR statements and audits continue to be delayed for the following years while you were interim-Treasurer and Treasurer responsible for the accounting?

4. Attached is the Action report from the auditors in 2019, signed by Council, showing potential areas of misstatement: valuation of gravel, recording of grant revenue, reserve fund balance and fund transfers. How was this addressed specifically with regard to our Township financial statements and budgets since this was brought forward to council in 2019?

5. The Township of Douro-Dummer has used the same Auditor (Baker Tilley, formerly Collins Barrow) since before 1992 (auditor is cc'd). However, the Municipal Act, since its inception in 2001 has a clearly defined term limit for the Municipal Auditor:

**Term:** (3) An auditor of a municipality shall not be appointed for a term exceeding five years. 2001, c. 25, s. 296 (3).

Why does the township continue to utilize Baker Tilley, without following proper procurement procedures, past the term limit defined in Municipal Act, 296 (3)? Since Baker Tilley has been "catching up" to complete financial records not completed, and they are well past the 5 year term limit permitted for auditors, an RFP should have gone out to procure a new Auditor prior to signing any engagement letter as an auditor's term would have been completed in 2006, 2011, 2017, 2022, thus making the continued partnership with Baker Tilley in direct contravention of the Municipal Act.

Since you have limited time to answer these questions, we expect that the successor Treasurer will be able to provide the taxpayers of Douro-Dummer with any of the answers you are not able to demonstrate, and include in the budget a forensic audit of the Township financials from 2019 to date.

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Douro-Dummer Local Taxpayers

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Douro-Dummer Local Taxpayers





# Audit planning report

**Township of Douro-Dummer**  
2019 Audit

**Prepared by Baker Tilly KDN LLP**  
March 24, 2020





## Purpose of the report

To Members of Council:

We have been engaged to express an audit opinion on the consolidated financial statements of the Township of Douro-Dummer ("the Township") in accordance with Canadian Public Sector Accounting Standards for the year ended December 31, 2019, as outlined in our engagement letter dated March 24, 2020.

The purpose of this report is to communicate certain matters related to the planning of our audit that we believe to be of interest to you.

This report is confidential and is intended solely for the information and use of Council. No responsibility for loss or damages, if any, to any third party is accepted as this report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purposes.

Yours very truly,

***Baker Tilly KDN LLP***

Chartered Professional Accountants, Licensed Public Accountants

Per: Joanna Park, CPA, CA

**We look forward to discussing the contents of this report  
and answering any questions you may have.**





## Table of contents

- 4 Overview and audit approach
- 6 Materiality
- 7 Data analytics
- 8 Other matters

### **Appendices**

#### **Appendix A – Responsibilities**



# Overview and audit approach

## Key audit dates

Year end testing – April 14-17, 2020

## Audit approach

Our audit of the consolidated financial statements will be conducted under Canadian generally accepted auditing standards and is designed to obtain reasonable, rather than absolute, assurance as to whether the consolidated financial statements are free of material misstatement. We develop our audit approach based on the risk assessment and understanding of control systems design and implementation. Our risk assessment is based on our understanding of the Township, industry, ratepayer and supplier relationships, and analysis of financial information provided prior to the start of the audit.

## Engagement team

The key individuals involved in the audit:

Joanna Park, Engagement Partner – [jpark@bakertilly.ca](mailto:jpark@bakertilly.ca), (705) 742-3418 ext. 249

Veronica Mason, Manager – [vmason@bakertilly.ca](mailto:vmason@bakertilly.ca), (705) 742-3418 ext. 234

## Audit plan

Our risk-based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the consolidated financial statements to an appropriately low level. This means that we will focus our audit work on areas that have a higher risk of being materially misstated.

Management is responsible for the accounting estimates included in the consolidated financial statements. Estimates and the related judgements and assumptions are based on management's knowledge of the business and past experience about current and future events.

Based on our knowledge of the Township's business and our past experience, we have identified the following areas that have a potentially higher risk of a material misstatement.

Area of audit emphasis	Planned procedures
Valuation of gravel and other inventory on hand	Reconciliation of inventory transactions during the year, agreeing significant inventory transactions to supporting documentation.
Recording of grant revenue	Detailed review of grant contracts and expenditures related to grants to ensure proper revenue recognition.
Reserve fund balances and fund transfers	Detailed review of reserve fund balances, transfers recorded, capital projects and their associated financing.



# Materiality

Materiality is the term used to describe the significance of financial statement information to decision makers. An item of information, or an aggregate of items, is material if it is probable that its omission or misstatement would influence or change a decision. Materiality is a matter of professional judgement in the particular circumstances.

Materiality will be used throughout the audit and in particular when:

- Identifying and assessing risk of material misstatement;
- Determining the nature, timing and extent of further audit procedures; and
- Evaluating the effect of uncorrected misstatements, if any, on the consolidated financial statements and in forming an opinion in the auditor's report.

**We set our materiality at \$180,000 (2018 - \$180,000).**

**Materiality was calculated as a percentage of total revenue.**

The base and percentage applied in the current year are consistent with those used in the prior audit.



## Data analytics

We may integrate various automated tools and techniques throughout our audit, owing to our continuing dedication to enhancing the relevance and value of the audit process. By incorporating data analytics into our audit process, we are better able to identify potential risks around financial reporting, including fraud and error. Through the use of analytics, we are able to enhance the quality of our audits by relying less on sampling while reviewing complete data sets.

We're always looking for innovative ways to evolve our current practices to better equip our staff, improve your experience through the various audit phases and help support your business success.

### Specific areas where we may choose to use these tools:

<b>Planning and risk assessment</b>	We may leverage data analytics tools to identify risk areas, unusual transactions and trends through an improved understanding of your operations and associated risks, including the risk of fraud. This allows us to more effectively design procedures to specifically target the identified risks.
<b>Journal entry testing</b>	We may leverage data analytics tools to identify transactions more susceptible to management override of controls by applying processes designed to analyze multiple criteria at once.
<b>Identification of misstatements</b>	By examining 100% of the items in certain populations, where deemed relevant, we are able to lower the risk of missing possible misstatements.
<b>Two-way communication with your team</b>	By gaining insight through our ability to analyze greater volume of transactions, we engage your team in focused discussions about your operations.
<b>Reporting</b>	Where deemed relevant, we will provide a summary of results obtained through application of various data analytics tools to you.

Now, for tomorrow

7





## Other matters

### Independence

We advise you that we are not aware of any relationships between the Township and our firm that, in our professional judgement, may reasonably be thought to bear on our independence.

We confirm we are independent of the Township.

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### Fraud Discussion

Our procedures with respect to fraud and illegal acts are outlined in Appendix A.

If you have any knowledge of actual, suspected or alleged fraud or illegal acts, we ask that you inform us.

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### Responsibilities

Refer to **Appendix A** for discussion on responsibilities.

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# Conclusion

Should any member of Council wish to discuss or review any matter addressed in this report or any other matters related to financial reporting, please do not hesitate to contact us at any time.

Are you aware of any frauds, illegal acts or management override of internal controls at the Township?

**Yes / No (please circle one)**

If yes, please contact our office immediately.

## Acknowledgement of Council:

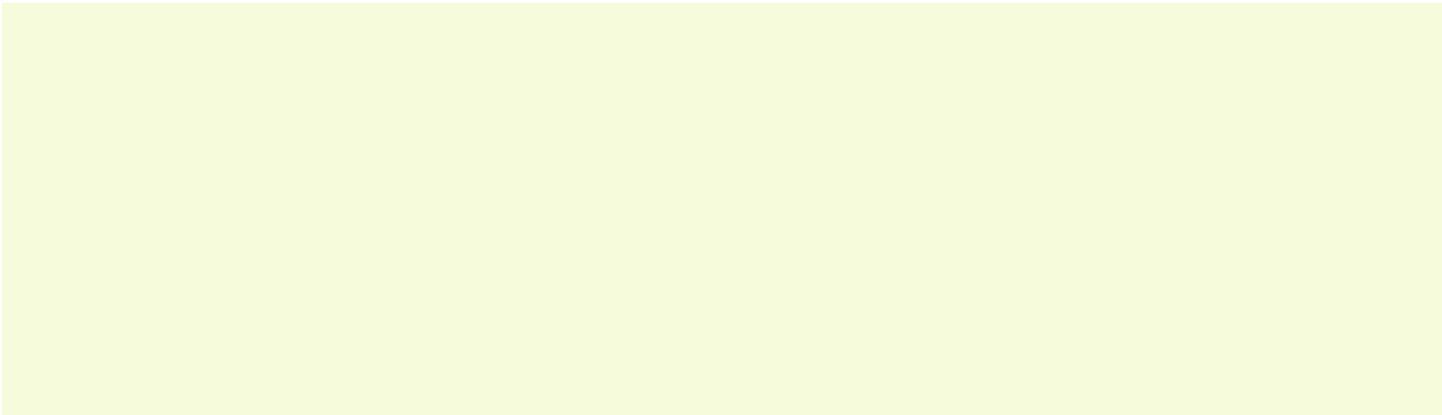
We have read this report.

\_\_\_\_\_  
Name, Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name, Position

\_\_\_\_\_  
Signature







# Appendices

## Appendix A – Responsibilities





## Appendix A – Responsibilities

### Our responsibilities as auditor

As stated in the engagement letter, our responsibility as auditor of the Township is to express an opinion on whether the consolidated financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the Township in accordance with Canadian Public Sector Accounting Standards.

An audit is performed to obtain reasonable but not absolute assurance as to whether the consolidated financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the consolidated financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

Our audit includes:

- Assessing the risk that the consolidated financial statements may contain material misstatements that, individually or in the aggregate, are material to the consolidated financial statements taken as a whole;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements;
- Assessing the accounting principles used, and their application;
- Assessing the significant estimates made by management;
- Concluding on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern;
- Evaluating the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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## **Our responsibilities as auditor (continued)**

As part of our audit, we obtain a sufficient understanding of the operations and internal control structure of the Township to plan the audit. This includes management's assessment of:

- The risk that the consolidated financial statements may be materially misstated as a result of fraud and error;
- The internal controls put in place by management to address such risks.

The engagement team undertakes a documented planning process prior to commencement of the audit to identify concerns, addresses independence considerations, assesses the engagement team requirements, and plans the audit work and timing.

An audit does not relieve management or those responsible for governance of their responsibilities for the preparation of the Township's consolidated financial statements.

## **Illegal acts, fraud, intentional misstatements and errors**

Our auditing procedures, including tests of your accounting records, are limited to those considered necessary in the circumstances and will not necessarily disclose all illegal acts should any exist. Under CAS, we consider the Township's control environment, governance structure, circumstances encountered during the audit and the potential likelihood of fraud and illegal acts occurring.

These procedures are not designed to test for fraudulent or illegal acts, nor will they necessarily detect such acts or recognize them as such, even if the effect on the consolidated financial statements is material. However, should we become aware that an illegal or possibly illegal act or act of fraud may have occurred, other than one considered clearly inconsequential, we will communicate directly to the Council.

It is management's responsibility to detect and prevent illegal action. If such acts are discovered or the Council members become aware of circumstances under which the Township may have been involved in fraudulent, illegal or regulatory non-compliance situations, such circumstances must be disclosed to us.

## **Related party transactions**

During our audit, we conduct various tests and procedures to identify transactions considered to involve related parties. Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related parties also include management, directors and their immediate family members and companies with which these individuals have an economic interest.

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## Council member responsibilities

Council's role is to act in an objective, independent capacity as a liaison between the auditor and management to ensure the auditors have a facility to consider and discuss governance and audit issues with parties not directly responsible for operations. Council's responsibilities include:

- Being available to assist and provide direction in the audit planning process when and where appropriate;
- Meeting with the auditors as necessary and prior to release and approval of the consolidated financial statements to review audit, disclosure and compliance issues;
- Where necessary, reviewing matters raised by the auditor with appropriate levels of management, and reporting back to the auditors their findings;
- Making known to the auditor any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the consolidated financial statements or Independent Auditor's Report;
- Providing guidance and direction to the auditor on any additional work the auditor feels should be undertaken in response to issues raised or concerns expressed;
- Making such enquiries as appropriate into the findings of the auditor with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls;
- Reviewing the draft consolidated financial statements, including the presentation, disclosures and supporting notes and schedules for accuracy, completeness and appropriateness, and approving same.

## Management's responsibilities

Management is responsible for:

- The preparation and fair presentation of the consolidated financial statements;
- Establishing and maintaining an adequate internal control structure and procedures for financial reporting, including the design and maintenance of accounting records, recording transactions, selecting and applying accounting policies, safeguarding of assets and preventing and detecting fraud and error;
- Ensuring completeness of information with regards to financial records and data and providing us with information on non-compliance, illegal acts, related party transactions;
- Ensuring proper recognition, measurement and disclosure with respect to selection of accounting policies, significant assumptions, future plans, related party transactions, any claims and possible claims, contingent gains and losses and subsequent events;
- Providing to us a written confirmation of significant representations.

Management's responsibilities are outlined in detail in our engagement letter.

# Baker Tilly KDN LLP

## Tax

Our tax services are designed to meet your business tax compliance and consulting needs.

- Tax Advisory
- Indirect Tax
- Transfer Pricing
- Cross Border & International
- SR&ED
- Personal and Corporate Tax Compliance
- Tax Minimizing Strategies
- Corporate Reorganizations
- Tax Dispute Resolution

## Advisory

Across our advisory service lines, we get to the essence of value drivers so clients can realize optimal value and achieve their business objectives.

- Organizational Effectiveness & Productivity
- Operational Performance Reviews
- Business Development
- Social Enterprise Development
- Project Management
- Corporate & Organizational Governance
- Human Resources
- Financial and Risk Management
- Government Funding Applications
- Succession Planning
- Marketing and Client Strategy

## Assurance

When you're facing a changing global economy, it's important to have someone next to you who will help navigate through the evolving accounting standards and changing regulatory environment.

- Entrepreneurial
- Audit & Accounting
- Private Enterprise
- Public Sector

## Transaction

Whether you are a buyer or a seller, knowledge is power and decisive action begins with clarity.

- Mergers & Acquisitions
- Capital Raising
- Transaction Support
- Valuations
- Corporate Finance
- Restructuring & Recovery

## IT

Navigating through the maze of information technology needs and business optimization planning is a challenge to most businesses in today's evolving world.

- Security & Data Protection
- Network Assessment
- Infrastructure Recommendations & Implementation
- Backup Solutions

**Local insight meets global reach**

4 offices | 20 partners | 120 professionals

**Now, for tomorrow**







**Thank you**



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

**January 17, 2023, 5:00 PM**

**Township Douro-Dummer YouTube Channel**

**[https://www.youtube.com/channel/UCPpzm-uRBZRDjB89o2X6R\\_A](https://www.youtube.com/channel/UCPpzm-uRBZRDjB89o2X6R_A)**

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

1.     Call to Order

With a quorum of Council being present, the Mayor called the meeting to order at 5:06 p.m.

2.     Land Acknowledgement

The Mayor recited the Land Acknowledgement.

3.     Moment of Silent Reflection

Council observed a moment of silent reflection.

4.     Disclosure of Pecuniary Interest:

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

5. Adoption of Agenda: January 17, 2023

**Resolution Number 005-2023**

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That the agenda for the Regular Council Meeting, dated January 17, 2023, be adopted, as circulated.

Carried

6. Adoption of Minutes:

6.1 Council Meeting Minutes - December 20, 2022

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

7.1 Township of Douro-Dummer - Notice of Complete Application and Public Meeting for Zoning By-law Amendment Application R-05-22

This Public Meeting has been re-scheduled to February 7, 2023.

8. Delegations, Petitions, Presentations or Public Meetings:

8.1 Public Meeting: Draft 2023 Capital and Operating Budget, Treasurer-2023-01

**Resolution Number 006-2023**

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the Public meeting regarding draft 2023 Capital and Operating Budget declared open. (5:05 p.m.)

Carried

Paul Creamer, Interim Treasurer, reviewed the draft budget and a public meeting took place to hear from the public and various Municipal Boards and Committee.

**In attendance:**

Jim Bailey - Vice President, Cambium

Kevan and Roberta Herod

**Comment received:**

Jim Bailey, Vice Chair of Douro-Dummer Arena Facilities Future Ad-Hoc Committee – Request for \$50,000 for Fer Study.

**Resolution Number 007-2023**

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the Public meeting regarding Draft 2023 Capital and Operating Budget declared closed. (6:06 p.m.)

Carried

**Resolution Number 008-2023**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Vervoort

That the report, dated January 17, 2023, regarding a 2023 Budget Update as be received.

Carried

9. Staff Reports

9.1 Report and Capital Project Status

**Resolution Number 009-2023**

Moved by: Councillor Vervoort

Seconded by: Councillor Watt

That the report and capital project status for December 2022 be received.

Carried

9.2 Short-Term Rental Advisory Committee, C.A.O.-2023-02

**Resolution Number 010-2023**

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the report, dated January 17, 2023 regarding the Short-Term Rental Advisory Committee be received; and



That By-law Number 2022-43 being a by-law to appoint members to the Short-Term Rental Advisory Committee be amended to replace Shauna Lawrie with Jeff Martin. Carried

9.3 Delegation of Authority - Consent Applications, Planning-2023-06

**Resolution Number 011-2023**

Moved by: Councillor Vervoort  
Seconded by: Councillor Johnston

That the report, dated January 17, 2023, regarding Delegation of Authority By-law be received; and

That Council authorize Delegated Authority to the Planner as it relates to making recommendations to the Peterborough County Land Division about whether or not the Township supports the severance application and any conditions to be imposed; and

That the By-law be approved at the appropriate point in the meeting. Carried

9.4 2022 Municipal Election Accessibility Report, Clerk's Office-2023-01

**Resolution Number 012-2023**

Moved by: Deputy Mayor Nelson  
Seconded by: Councillor Johnston

That the report, dated January 17, 2023 regarding the Accessibility Report for the 2022 Municipal Election be received for information. Carried

10. Committee Minutes and Other Reports:

10.1 Deputy Mayor Nelson – Update on County Council Matters

**Resolution Number 013-2023**

Moved by: Councillor Vervoort  
Seconded by: Councillor Watt

That the verbal report from Deputy Mayor Nelson regarding an update on County Council matters be received. Carried

- 10.2 Douro-Dummer Arena Facilities Future Ad-Hoc Committee Minutes - October 12, 2022, January 5, 2023 and Draft Minutes from January 10, 2023

**Resolution Number 014-2023**

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the minutes from Douro-Dummer Arena Facilities Future Ad-Hoc committee held on October 12, 2022, January 5, 2023 and Draft Minutes from January 10, 2023, all be received. Carried

- 10.3 Douro-Dummer Public Library Board Minutes - November 10, 2022

**Resolution Number 015-2023**

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the Public Library Board Meeting Minutes held on November 10, 2022, be received. Carried

11. Correspondence – Action Items: None

12. By-laws:

12.1 A By-law 2023-01 - To authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2023

12.2 A By-law 2023-02 - To provide for an Interim Tax Levy and the Payment of Interim Taxes for the Year 2023

12.3 A By-law 2023-03 - To appoint a Property Standards Committee

12.4 A By-law 2023-04 - To Amend By-law 2022-43 - Appoint members to the Short-Term Rental Advisory Committee

12.5 A By-law 2023-05 - To Amend By-law Number 2022-14, as amended, to Delegate Certain Powers of Council

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the By-law 2023-01, being a By-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2023; and

That the By-law 2023-02, being a By-law to provide for an Interim Tax Levy and the Payment of Interim Taxes for the Year 2023; and

That the By-law 2023-03, being a By-law to appoint a Property Standards Committee; and

That the By-law 2023-04, being a By-law to amend By-law 2022-43 - Appoint members to the Short-Term Rental Advisory Committee; and

That the By-law 2023-05, being a By-law to amend By-law Number 2022-14, as amended, to Delegate Certain Powers of Council;

All be approved in open Council this 17th day of January 2023, and that the Mayor and the Acting Clerk all be directed to sign same and affix the Corporate Seal thereto. Carried

17. Closed Session:

17.1 Report in Closed Session, C.A.O. - 2023-03

**Resolution Number 016-2023**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

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

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose (CAO Report 2023-03). (6:34 p.m.) Carried

18. Rise from Closed Session with or without a Report

**Resolution Number 017-2023**

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the Council rise from Closed Session without a report. (7:09 p.m.). Carried

19. Matters Arising from Closed Session: None

20. Confirming By-law: 2023-06

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That By-law Number 2023-06, being a By-law to confirm the proceedings of the Special Meeting of the Council, held on January 10 day of January 2023 and Regular Meeting of Council, held on the 17 day of January, 2023, both be passed in open Council and that the Mayor and the Acting Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

21. Next Meeting

Regular Council Meeting - February 7, 2023

Committee of the Whole - February 14, 2023

22. Adjournment

**Resolution Number 018-2023**

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That this meeting adjourn at 7:10 p.m. Carried

---

Mayor, Heather Watson

---

Acting Clerk, Martina Chait-Hartwig

## Patti O'Grady

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**Subject:** FW: Email re: Accounts for council.  
**Attachments:** Complaint - Accounts\_Redacted.pdf

---

**From:** Douro Locals <[dourodummerlocals@gmail.com](mailto:dourodummerlocals@gmail.com)>  
**Sent:** Tuesday, September 2, 2025 9:17 AM  
**To:** Martina Chait-Hartwig <[mchaithartwig@dourodummer.ca](mailto:mchaithartwig@dourodummer.ca)>  
**Subject:** Re: Email re: Accounts for council.

Hi Martina:

Please include this email and attachment in correspondence at the next applicable council meeting.

Thanks

Douro Dummer Local Taxpayers

On Tue, Sep 2, 2025 at 9:14 AM Douro Locals <[REDACTED]> wrote:

Hello Heather Watson, Harold Nelson, Ray Johnston, Shelagh Landsman, Tom Watt:

A serious discrepancy has been brought to our attention that needs to be addressed at the tonight's council meeting (September 02, 2025.)

The attached complaint that was submitted by a constituent confirms that Township staff has, without authority or due process, removed the "Accounts" aspect of our township Agendas and meeting minutes from the record since the current sitting council was elected, in spite of clear direction that the Accounts would continue to be included monthly as per the existing Procedural By-law.

This means that all fiscal transparency including possible Pecuniary interest declarations have been removed from public scrutiny, and continues to be absent from the record since 2022, without any direction by our elected representatives to do so.

Staff has put the onus on the constituents of this Township to bring it to Council directly, which we believe should have been addressed in a staff report from the CAO and Deputy CAO at the tonight's council meeting, as per the Township Complaints Policy. Since township staff have confirmed they will not, and it is not included on the agenda, we want to give Council the opportunity to address this publicly, as well as submit a formal Ombudsman and Integrity commissioner complaint on behalf of the constituents of Douro-Dummer, in an act of good faith.

We also are expecting that the Accounts that should have been provided to the public for each month they were not presented (since they were not included since November of 2022) are included on the record at the following meeting, as well as the continuation of this going forward.

You will see the complaint is well researched and stands on merit as it contains documented and recorded proof of this exclusion, and requires immediate action: both for the sake of fiscal transparency

to the constituents you represent, but also to protect elected officials who may have, inadvertently, failed to declare potential pecuniary interest in matters that should have been presented publicly and on the record.

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Douro-Dummer Local Taxpayers

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Douro-Dummer Local Taxpayers

Hello [REDACTED],

I hope you are well and enjoying the cooler temperatures.

The request for the return of accounts on the Council agenda should be posed to Council. Requests for account reports to be created for the time frame of 2022: September 28, 2022 - December 31, 2022; 2023: January - December; 2024: January - December; and 2025: January - July 2025, should also be a request to Council. As stated below, your request to Council could be in the form of a written submission or a delegation request.

If you would like access to transaction reports, credit card statements or other records from the period stated above or from any other timeframe, please file a Freedom of Information request. Information on how to file a request and a copy of the request form can be found on our website [https://www.dourodummer.ca/en/council\\_and\\_governance/routine\\_disclosure\\_policy\\_and\\_freedom\\_of\\_information.aspx](https://www.dourodummer.ca/en/council_and_governance/routine_disclosure_policy_and_freedom_of_information.aspx), the fee to file an application is \$5.00 which can be paid online or in person at the Township Office.

Concerns regarding violations of the Municipal Conflict of Interest Act or the Council Code of Conduct should be brought to the attention of the Township's Integrity Commissioner, Tony Fleming:

Tony Fleming C.S.

Certified Specialist in Municipal Law (Local Government/Land Use Planning & Development)

Practicing as a Professional Corporation

Cunningham, Swan, Carty, Little & Bonham LLP

T: 613 546 8096

Email: [tfleming@cswan.com](mailto:tfleming@cswan.com)

Lastly, if you are dissatisfied with the application of the Township's Formal Complaint Policy, you may file a complaint with the Ombudsman of Ontario who acts as the Township's Ombudsman. To learn how to file a complaint with the Ombudsman please visit their website

[https://www.ombudsman.on.ca/en/make\\_complaint](https://www.ombudsman.on.ca/en/make_complaint) .

All the best,

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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**Township of**  
**Douro-Dummer**  
[www.dourodummer.ca](http://www.dourodummer.ca)



**Instagram:** [@dourodummer](https://www.instagram.com/dourodummer) | **Facebook:** [Douro Dummer](https://www.facebook.com/dourodummer)



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**From:** [REDACTED]

**Sent:** Thursday, August 21, 2025 5:23 AM

**To:** Martina Chait-Hartwig <[mchaithartwig@dourodummer.ca](mailto:mchaithartwig@dourodummer.ca)>

**Subject:** Re: New Response Completed for Report a Formal Complaint - File Number  
2025 08 13 004



Hi Martina:

1. Please provide a written explanation of why this complaint does not meet the Township's complaint policy and please cite the specific clauses.
2. What guideline / policy / by-law are you currently operating under to provide me this direction?

Thank you,

[REDACTED]

[REDACTED]

On Aug 19, 2025, at 8:42 AM, Martina Chait Hartwig <[mchaithartwig@dourodummer.ca](mailto:mchaithartwig@dourodummer.ca)> wrote:

Dear [REDACTED]

We received your complaint on Wednesday, August 13, 2025, via email. It was assigned File Number [2025 08 13 004](#).

Staff have reviewed your complaint, and it has determined that it does not meet the Township's Complaint Policy. This complaint should be sent to Council so that they may review your complaint along with the changes you have recommend and provide direction to staff on the matter.

Staff can place your complaint on the agenda for the next Council meeting taking place on [September 2<sup>nd</sup>, 2025](#). Please let us know if that date is agreeable to you or if you would prefer a date that works better for your schedule. Please also let us know if you wish to delegate on the matter or if you would like it to be a written submission.

Sincerely,

Martina

<image001.jpg>



**Instagram:** [@dourodummer](#) | **Facebook:** [Douro Dummer](#)

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**From:** [noreply@dourodummer.ca](mailto:noreply@dourodummer.ca) <[noreply@dourodummer.ca](mailto:noreply@dourodummer.ca)>  
**Sent:** Wednesday, August 13, 2025 12:51 PM  
**To:** Martina Chait-Hartwig <[mchaithartwig@dourodummer.ca](mailto:mchaithartwig@dourodummer.ca)>  
**Subject:** New Response Completed for Report a Formal Complaint

Hello,

Please note the following response to Report a Formal Complaint has been submitted at Wednesday August 13th 2025 12:49 PM with reference number [2025 08 13 004](#).

**1. Full Name**

[REDACTED]

**1. Email Address**

[REDACTED]

**1. Phone number (ex. 999-999-9999)**

[REDACTED]

**1. How would you like to be contacted?**

Email

**1. Your Property Address:**

[REDACTED]

**1. What was the date of the problem?**

8/5/2025

**1. Complaint Information**

We are looking to move forward with a formal complaint regarding the absence of (13.) Accounts (Council Summary Report) in the Agenda / meeting minutes since November of 2022.

Prior to November 2022, A Council Summary Report of the Accounts was presented to Council for approval once a month. An example from the June 16, 2020 meeting: <https://pub.douro.dummer.escribemeetings.com/filestream.ashx?DocumentId=518>. The Accounts list consisted of monthly purchases being made by the Township, including legal fees, vehicle maintenance, consulting fees etc. Elected officials would declare Pecuniary interest openly at the meetings in the event they were benefiting from one of the Accounts presented in the Accounts list.

The Accounts List was included in the 2018 Procedural bylaw in 6.1 Order of Agenda as item no. 12.

In late 2021, Township Staff and Council went into discussions to update the procedural By-law. While it was briefly removed from the Agenda in the revised Procedural By-law, a motion was made by then Deputy Carl Moher to bring the Procedural By-law back to council to make changes (Resolution Number 019 2022), as he felt that removing the Accounts from the agenda lacked transparency. It was later reintroduced back into the Order of Agenda through a motion of council at the May 03, 2022 Regular Meeting and is no.13 in the existing Procedural By-law, 6.1 Order of Agenda.

There is a discrepancy however, in that, since the First Meeting of the current elected council, November 15, 2022 to date, the Accounts Report is not being included in meetings for council review. There was also never any discussion, decision or direction by the current elected officials to township staff to change or remove the Accounts Report from the Procedural By-law since the Procedural By-law was passed by the former council.

If you review the comments of the former council regarding the changes to the Procedural By-law at the Committee of the Whole April 12, 2022, <https://www.youtube.com/watch?v=q5oFVxuxuo> (Procedural By-law starts at approx.1:40, but Deputy Mayor Moher speaks specifically to the "Accounts" aspect at 1:47.27), the consensus was to continue bringing forward the Accounts monthly for Council and public review, until such a time as a new council decided otherwise:

#### 6.9 Review of Procedural By-law, ClerkPlanning-2022-24

Moved By: Deputy Mayor Moher Seconded By: Councillor Landsmann

That the report, dated April 12, 2022 regarding Procedural By-law 2021- 73 be received, that staff be directed to bring forward an updated By-law based on the changes outlined in the report for Council's consideration at a future Council meeting and at this time that the "Accounts" be added back into the Procedure By-law. A recorded vote was requested by Deputy Mayor Moher. The roll was called by the Acting Clerk and the vote was a follow: Carried (4 to 0)

There was clear intent with regards to the recorded vote and council considerations to keep the Accounts section of the agenda until future council deliberations might be brought forward with regard to the matter, and Resolution 135 2022, and By-law 2022-21 passed without discussion at the

next Regular Meeting, May 03, 2022 to affirm this. And YET, the Accounts Section of the Agenda was quietly removed as soon as a new council stepped in, with no direction by council for township staff to do so.

Formerly, Elected Officials declared Pecuniary interest on items that came up in the Accounts Council Summary Report. Are Elected Officials, CAO and Deputy CAO, Treasurer aware that Direct and Indirect Pecuniary interest is not merely to be disclosed with regard to items that appear when present at a meeting at which the matter is considered?: Members who have a pecuniary interest in a matter are also barred from using their office to attempt to influence a municipal employee, officer, or other delegate responsible for making a decision or recommendation on the matter [MCIA, s. 5.2]. Additional rules apply to the special powers granted to heads of council in cases where the head has a pecuniary interest in a matter [MCIA, s. 5.3].

If there was direct or indirect Pecuniary Interest not being disclosed with regards to the Accounts list, since it was, without direction, removed from the discussion at Regular Council Meetings, it would be assumed that elected officials may have used their office to influence financial decisions being made without Council approval.

(The last recorded Accounts were Account September 13, 2022 to September 27, 2022 at the October 04, 2022 Regular meeting: <https://pub.douro.dummer.escribemeetings.com/filestream.ashx?DocumentId=10449>)

**1. Suggested Resolution:**

The missing Accounts Reports from each individual month since they were removed from the Meetings need to be brought forward to council for approval and review. This would include Accounts list for each of the following months: 2022: September 28, 2022 - December 31 2022. 2023: January - December; 2024: January - December; 2025: January - July 2025.

The Accounts Section needs to be added back into the agenda for meetings going forward. An investigation needs to take place on why this was removed and, whether any Pecuniary interest was not disclosed in its absence, as per the Municipal Conflict of Interest Act, Municipal Act and Code of Conduct.

**1. Would you like to be contacted regarding this complaint?**

Yes

**1. Would you like an email copy of your submission?**

Yes

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

## The Corporation of the Township of Douro-Dummer

## By-law Number 2025-31

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

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

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

**And Whereas** the Council of the Township of Douro-Dummer requires the rezoning of the subject lands as a condition of Draft Plan Approval for the Peterborough County Subdivision Application 15T-21006;

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

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

1. Schedule B2 to By-law No.10-1996, as amended, is hereby further amended by changing the zone category on lands known municipally as 162 County Road 4 and described as Part Lot 2 and Part Lot 3, Concession 10 of the Douro Ward from the Rural Zone (RU) to the Hamlet Residential Zone (HR), the Environmental Conservation Zone (EC), the Special District 254 Zone (S.D 254), and Special District 171 Zone (S.D 171) as shown on Schedule "1" attached hereto and forming part of this By-law.
2. Section 21 – Special Districts is amended by deleting subsection "21.171 Special District 171 Zone (S.D. 171) – Reserved" immediately following subsection "21.170 Special District 170 Zone (S.D 170)" and replace it with the following:

**21.171      Special District 171 Zone (S.D. 171) – Roll No. -010-004-10100**

No person shall within any Special District 171 Zone (S.D. 171) use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

### **21.171.1 Permitted Uses**

- |                   |  |
|-------------------|--|
| <b>21.171.1.1</b> | an agricultural use, farm or hobby farm excluding buildings or structures used for barns and/or dwellings. |
| <b>21.171.1.2</b> | a conservation or forestry use.  |

### **21.171.2 Regulations for Permitted Uses in Section 21.171.1.1 and 21.171.1.2**

- |                         |         |
|-------------------------|---------|
| a) Minimum Lot Area     | 1.81 ha |
| b) Minimum Lot Frontage | 0 m     |

3. Section 21 – Special Districts is amended by deleting subsection “21.254 Special District 254 Zone (S.D. 254) - Reserved” immediately following subsection “21.253 Special District 253 Zone (S.D.253)” and replace with the following:

**21.254      Special District 254 Zone (S.D. 254) – Roll No. -010-004-10100**

No person shall within any Special District 254 Zone (S.D. 254) use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

**21.254.1      Permitted Uses**

- 21.254.1.1**              all uses permitted in the Environmental Conservation Zone (EC).
- 21.254.1.2**              a stormwater management facility.

**21.262.2      Regulations for Uses Permitted in Section 21.251.1**

All provisions and regulations of the Environmental Conservation Zone (EC) of By-law 10-1996, as amended, shall apply.

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

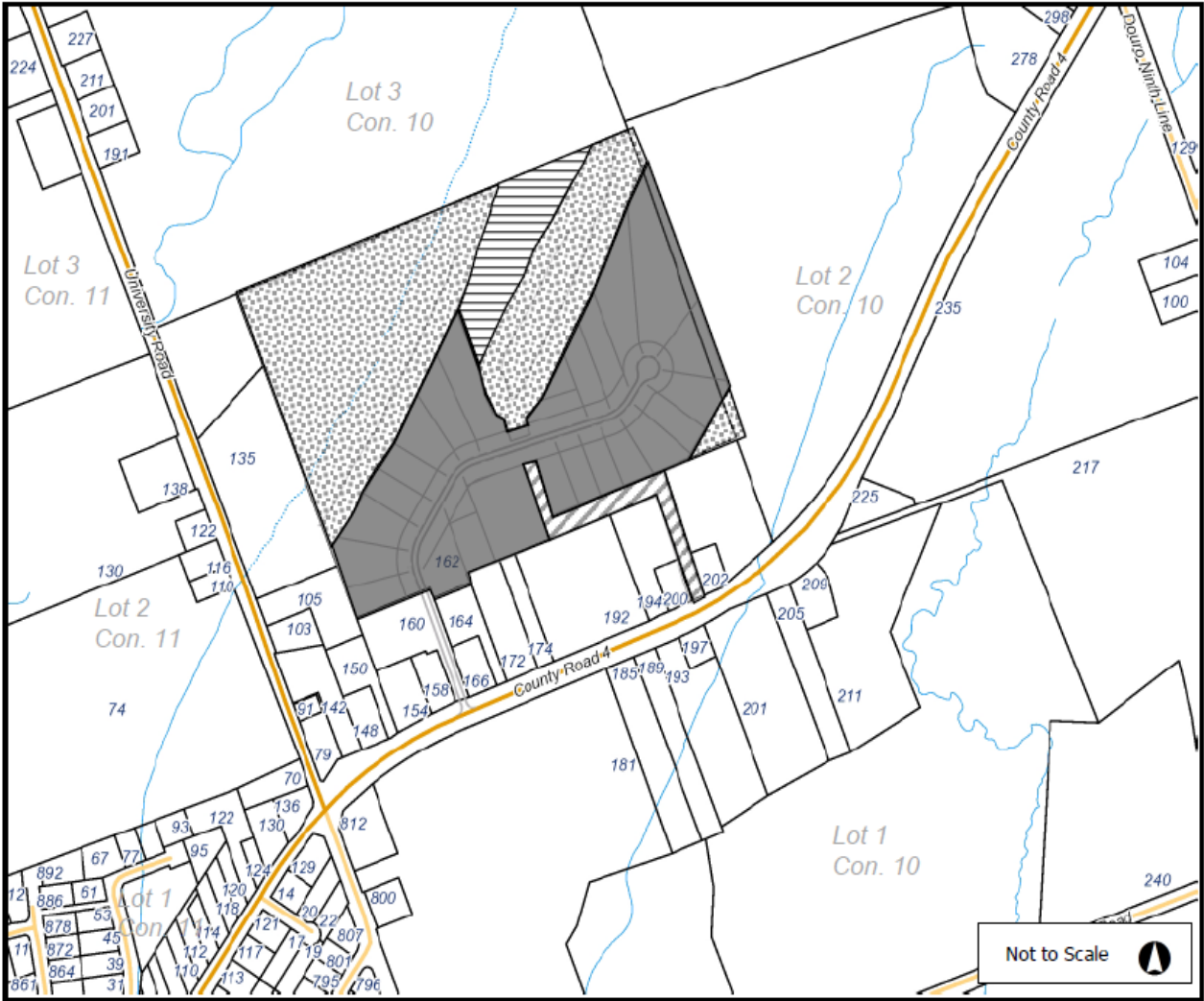
If no notice of objection is filed with the Clerk within the time provided, this By-law shall become effective on the date of passing hereof, subject to the provisions of The Planning Act, RSO 1990, as amended.





Passed in Open Council this 15<sup>th</sup> day of September, 2025.

\_\_\_\_\_  
Mayor, Heather Watson

\_\_\_\_\_  
Clerk, Martina Chait-Hartwig

Schedule "1" to By-law 2025-31



-  **Rezone from the 'Rural Zone (RU)' to the 'Hamlet Residential Zone (HR)'**
-  **Rezone from the 'Rural Zone (RU)' to the 'Environmental Conservation Zone (EC)'**
-  **Rezone from 'Rural Zone (RU)' to the 'Special District 254 Zone (S.D. 254)'**
-  **Rezone from the 'Rural Zone (RU)' to the 'Special District 171 Zone (S.D. 171)'**

**This is Schedule '1' to By-law No. 2025-31 passed this 15<sup>th</sup> day of September, 2025.**

\_\_\_\_\_  
Mayor, Heather Watson

\_\_\_\_\_  
Clerk, Martina Chait-Hartwig



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

**By-law Number 2025-32**

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 15th day of September 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 15th September 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 15th day of September 2025.

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Mayor, Heather Watson

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Clerk, Martina Chait-Hartwig