



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

Tuesday, June 2, 2020, 5:00 p.m.

Douro-Dummer YouTube Channel

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

**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

### Meetings During COVID-19

Council met on April 2, 2020 and amended the Township Procedure By-Law to permit meetings to be held electronically, under the authority of the Municipal Emergency Act, 2020, in order to function during the pandemic.

During the COVID-19 pandemic, regular meetings of Council are being held electronically. Meetings will be recorded and live-streamed on the Township YouTube channel.

Please contact the Clerk if you require an alternative method to virtually attend the meeting. [crystal@dourodummer.on.ca](mailto:crystal@dourodummer.on.ca) or 705-652-8392 x205

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### Pages

1. Call to Order
2. Land Acknowledgment
3. Moment of Silent Reflection
4. Disclosure of Pecuniary Interest:
5. Adoption of Agenda: June 2, 2020
6. Adoption of Minutes:
  - 6.1 Regular - May 19, 2020
7. Business arising out of previous minutes:
8. Delegations, Petitions, Presentations or Public Meetings: None

**9. Other Business and Staff Reports:**

9.1	Service Delivery Review and Organizational Review Project Update - May 2020, C.A.O.-2020-22	8
9.2	Extend Interim Appointment – Integrity Commissioner, Clerk/Planning-2020-23	12
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9.7	Request to Brush – Seventh Line South Dummer, Public Works-2020-07	78
9.8	Temporary C.A.O. Position, Clerk/Planning-2020-24	80

**10. Committee Minutes and Other Reports:**

10.1	Deputy Mayor Moher – Update on County Council Matters	
10.2	Departmental Reports – C.A.O., Clerk's/Planning, Building Services, Finance, Fire, Parks and Recreation and Public Works Departments	
10.2.1	Administration Monthly Report - May 2020, C.A.O.-2020-21	83
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10.2.5	Recreation Facilities - May 2020, Recreation Facilities-2020-06	90
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10.4	Douro-Dummer Public Library Board Minutes - February 11, 2020 and April 22, 2020	97

10.5	Douro-Dummer Planning Committee Minutes - March 2, 2020	103
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12.2	City of Cambridge	109
	A Resolution regarding Funding for Rehabilitation Facilities	
13.	Correspondence/Information Items:	
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	Notice - Enbridge Gas Inc. applied for approval of a System Expansion Surcharge, a Temporary Connection Surcharge and an Hourly Allocation Factor.	
13.2	Emails of Appreciation (2)	112
	John McGregor - regarding Alliance Zoom Meeting Robert Knox - regarding Crowe's landing	
14.	Accounts: To May 25, 2020	114
15.	Notices of Motion:	
16.	Announcements:	
17.	Closed Session: None	
18.	Rise from Closed Session with or without a Report	
19.	Confirming By-law - By-law 2020-30	121
20.	Adjournment	

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

May 19, 2020, 5:00 PM

Douro-Dummer YouTube Channel

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

**Present:** Mayor - J. Murray Jones  
 Deputy Mayor - Karl Moher  
 Councillor, Douro Ward - Heather Watson  
 Councillor, Dummer Ward - Shelagh Landsmann  
 Councillor at Large - Thomas Watt

**Staff Present** Temporary C.A.O. - Martina Chait-Hartwig  
 Clerk/Planning Coordinator - Crystal McMillan  
 Temporary Manager of Public Works – Jake Condon  
 Deputy Treasurer-Tax Clerk – Carol Anne Nelson

### 1. Moment of Silent Reflection

The Mayor called the meeting to order at 5:02 p.m. and called for a moment of silent reflection.

### 2. Disclosure of Pecuniary Interest:

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

### 3. Adoption of Agenda: May 19, 2020

#### **Resolution Number 184-2020**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watson

That the agenda for the Regular Council Meeting, dated May 19, 2020, be adopted, as amended.

Carried

4. Adoption of Minutes:

4.1 Special - May 5, 2020

4.2 Regular - May 5, 2020

**Resolution Number 185-2020**

Moved by: Councillor Landsmann

Seconded by: Councillor Watt

That the Minutes from the Special and Regular Council Meetings, held on May 5, 2020, be received and adopted, as circulated. Carried

5. Business arising out of previous minutes: None

6. Delegations, Petitions or Presentations:

6.1 Special Presentation - Carol Anne Nelson - Long-time Service Recognition

**Resolution Number 186-2020**

Moved by: Councillor Watson

Seconded by: Councillor Landsmann

That the special presentation to Carol Anne Nelson for thirty (30) years service with the Township be received. Carried

Carol Anne Nelson, Treasurer-Tax Clerk, left the meeting at this time.

7. Other Business and Staff Reports:

7.1 The Main Street Revitalization project, Public Works-2020-04

**Resolution Number 187-2020**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That the Public Works-2020-04 report, dated May 13, 2020, regarding the Main Street Revitalization project be received and that Dufferin Construction be awarded the tender for the Main Street Revitalization capital works project. Carried

7.2 Petition to Ban Fishing at Crowe's Landing and McCracken's Landing Wharfs, C.A.O.-2020-18

**Resolution Number 188-2020**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That the C.A.O.-2020-18 report, dated May 11, 2020, regarding the Petition to Ban Fishing at Crowe's Landing and McCracken's Landing Wharfs be received, that a working committee be organized to make recommendations to Council in three weeks regarding the use of the Township Wharfs and further that Deputy Mayor Moher and Councillor Landsmann be appointed to this working committee. Carried

7.3 Legal Services Request for Proposal, C.A.O.-2020-19

**Resolution Number 189-2020**

Moved by: Councillor Watson

Seconded by: Deputy Mayor Moher

That the C.A.O.-2020-19 report, dated May 11, 2020, regarding Legal Services Request for Proposal be received and that at this time the Township not enter into any agreements for legal services. Carried

7.4 Amendment to Procedural By-Law, Clerk/Planning-2020-16

**Resolution Number 190-2020**

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That the Clerk/Planning-2020-16 report, dated April 7, 2020 regarding Amendment to Procedural By-Law be received and that Section 6.1 of the Procedural By-law be amended to add a Land Acknowledgement, add Public Meetings to Item 6 and change Item 14 to Announcements.

Carried

7.5 Hiring Process for Contract Manager of Public Works, C.A.O.-2020-20

**Resolution Number 191-2020**

Moved by: Councillor Watson

Seconded by: Councillor Landsmann

That the C.A.O.-2020-20 report, dated May 13, 2020, regarding the hiring process for the contract Manager of Public Works be received and the following be approved:

- That the current process for the hiring of a contract Temporary Manager of Public Works be ended;
- That a new process be commenced for the hiring of a full-time permanent Manager of Public Works;
- That a process be commenced to hire a consultant for the Public Works Department to provide mentorship and training to staff on an as-needed basis.

Carried

8. Committee Minutes and Other Reports:

8.1 County of Peterborough Official Plan Project - Technical Advisory Committee Minutes from May 7, 2020

**Resolution Number 192-2020**

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That the County of Peterborough Official Plan Project - Technical Advisory Committee Minutes from May 7, 2020 be received.

Carried

9. By-laws:

9.1 By-law 2020-28 - To amend the Procedural By-law

Moved by: Councillor Watson

Seconded by: Councillor Watt

That By-law Number 2020-28, being a By-law to amend By-law No. 2018-09, as amended, being "A by-law to govern the proceedings of the Council of The Corporation of the Township of Douro-Dummer" (Procedural By-law), be passed as presented, in open council this 19th day of May, 2020

and that the Mayor and Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

10. Correspondence – Action Items:

10.1 City of Hamilton

**Resolution Number 193-2020**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That the By-law from the City of Hamilton to Prohibit and Regulate Certain Public Nuisances within the City of Hamilton be received. Carried

10.2 The Association of Municipalities of Ontario (AMO)

**Resolution Number 194-2020**

Moved by: Councillor Watson

Seconded by: Councillor Landsmann

That the correspondence from The Association of Municipalities of Ontario (AMO) regarding the Virtual 2020 Conference be received. Carried

10.3 Town of Grimsby

**Resolution Number 195-2020**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That the Resolution from the Town of Grimsby to Support the Commercial Rent Assistance Program be received and supported. Carried

10.4 Oakville Economic Task Force

**Resolution Number 196-2020**

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That the letter from the Oakville Economic Task Force requesting changes to the Ontario-Canada Emergency Commercial Rent Assistance Program be received and supported. Carried



10.5 Township of North Frontenac - This item was deleted from the agenda.

11. Correspondence/Information Items: None

12. Accounts: to May 11, 2020

**Resolution Number 197-2020**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watson

That Council receives and approves payment of all of the accounts, dated to May 11, 2020, and included in the agenda package.

Carried

13. Notices of Motion: None

14. New Business:

Deputy Mayor Moher provided information regarding the proposed County Sign By-law and inquired about the GPS units in Township vehicles.

15. Closed Session: None

16. Rise from Closed Session with or without a Report: N/A

17. Confirming By-law - By-law 2020-29

Moved by: Councillor Landsmann

Seconded by: Councillor Watt

That By-law Number 2020-29, being a By-law to confirm the proceedings of the Regular electronic Meeting of Council, held on the 19th day of May, 2020, be passed in open Council and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto.

Carried

18. Adjournment

**Resolution Number 198-2020**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watson

That this meeting adjourn at 6:08 p.m.

Carried

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Mayor, J. Murray Jones

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Clerk, Crystal McMillan

**Overview:**

As part of the Service Delivery and Organizational Review being completed by WSCS Consulting, project status reports were to be submitted to the Steering Committee and to Council to assist in maintaining clear lines of communication.

**Conclusion:**

A Status reports for the period running until May 15, 2020 has been submitted by WSCS Consulting for Council's information. Please note that while in-person discussions and office visits are not able to take place, the project is still moving forward by utilizing teleconferencing, document sharing platforms and Council and Staff surveys.

**Recommendation:**

That the report C.A.O.-2020-22, dated May 26, 2020, regarding the Service Delivery Review and Organizational Review Status Report for May 2020 from WSCS Consulting be received for information.

**Financial Impact:** N/A

**Strategic Plan Applicability:** N/A

**Sustainability Plan Applicability:** N/A

**Township of Douro Dummer**  
**Service Delivery Review**  
**Project Status Report**

<b>Project</b>	Service Delivery Review				
<b>Date</b>	May 15, 2020	<b>Reporting Period</b>	April 25, 2020	<b>To</b>	May 15, 2020

**Distribution List**

<b>Project Authority</b>	<i>Martina Chait, Interim CAO</i>	<b>WSCS Project Lead</b>	Tammy Carruthers, Principal
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**1. Overall Project Status**

<b>Scope</b>	As agreed upon with Project Authority	
<b>Budget</b>	As agreed upon with Project Authority	See Appendix A of status report for budget details.
<b>Schedule</b>	As agreed upon with Project Authority	

**2. Major Milestones/Deliverables Performance**

Milestone / Deliverable	Planned Completion Date	Date Completed	Status
<b>Planning Phase</b>			
Kick-off meeting/ Project Plan for planning phase	February 24, 2020	February 24, 2020	Complete
Documentation Review	April 7 2020		Ongoing
SWOT Sessions	March 5, 2020	March 4, 2020	Complete
Service Profiles	April 7, 2020	May 5, 2020	Draft Complete
Service Profiles – Delivered	May 5, 2020	May 5, 2020	Draft Complete
Surveys	April 15, 2020	April 24,2020	Complete
Benchmarking	April 15, 2020	April 24,2020	Complete
Interim Report	May 5, 2020	May 5, 2020	Complete
Opportunity Identification	May 19, 2020		Underway

## 2. Major Milestones/Deliverables Performance

Milestone / Deliverable	Planned Completion Date	Date Completed	Status
Draft Final Report to Steering Committee	May 29, 2020		
Final Report	June 19, 2020		
<ul style="list-style-type: none"> <li>GREEN – On target to achieve Planned Delivery Date.</li> <li>AMBER – Planned Target Delivery Date is in danger of not being achieved but a managed solution capable</li> </ul>			

## 2. Activities & Risks/Issue Monitoring

Activity Description		Date of Completion	
Key Activities Completed over the Reporting Period			
<ul style="list-style-type: none"><li>Survey Analysis</li><li>Service Profiles</li><li>Additional Interviews – offsite</li><li>Interim report</li></ul>		<ul style="list-style-type: none"><li>April 30, 2020</li><li>May 5, 2020</li><li>May13, 2020</li><li>May 5, 2020</li></ul>	
Key Activities Planned for Next Reporting Period – April 25, 2020 – May 8, 2020			
<ul style="list-style-type: none"><li>Additional Interviews – offsite -processes</li><li>Draft report</li></ul>		<ul style="list-style-type: none"><li>May 21, 2020</li><li>May 29, 2020</li></ul>	
Risks/Issue Management			
No.	Risk/Issue Description	Mitigation Strategy	Date Approved by Project Authority
1	COVID 19 has meant that we are unable to map processes onsite. Causes delay in report and service profiles	Remote walkthroughs planned if required.	

## Appendix A

Budget reporting – work completed versus budget spent to date, as at April 24, 2020.

<i>APPENDIX A: BUDGET</i>	<i>Budget</i>	<i>Actuals to Date</i>	<i>Budget Remaining</i>	<i>Forecast for Completion</i>	<i>Comments</i>
<i>Project Management</i>	5,000	3,570	1,430	5,000	Kick off meeting and updated project plan
<i>Consultations</i>	22,000	20,439	1,561	22,000	Interviews complete
<i>Draft Service Profiles</i>	15,000	9,932	5,068	15,000	First draft of service profiles complete
<i>Reporting</i>	10,000	750	9,250	10,000	Interim report
<i>Disbursements/Other</i>	5,000	1,576	3,424	5,000	
<i>Total (excl HST)</i>	52,000	34,691	17,309	52,000	

**Overview:**

On April 2, 2020, Council passed the following Resolution,

**Resolution Number 146-2020**

Moved By: Councillor Watson

Seconded By: Deputy Mayor Moher

That the report, dated March 27, 2020, regarding the appointment of an Integrity Commissioner be received and that the necessary by-laws be passed at the appropriate time during the meeting to appoint Aird & Berlis LLP as the Interim Integrity Commissioner and that the Code of Conduct be amended to change the complaint process. Carried

A By-law was passed later in the same meeting to appoint Aird & Berlis LLP as the Interim Integrity Commissioner.

**Conclusion:**

Due to the recent emergency situation, the process to send out a joint RFP for an Integrity Commissioner was delayed. In order to meet the requirements to appoint an Integrity Commissioner and to allow adequate time for the County to process a joint RFP a Resolution is required to extend the appointment of Aird & Berlis LLP as the Interim Integrity Commissioner for 90 days.

**Recommendation:**

That the Clerk/Planning-2020-23 report, dated May 26, 2020, regarding Extend Interim Appointment – Integrity Commissioner be received and that Council is requesting to extend the appointment of of Aird & Berlis LLP as the Interim Integrity Commissioner to align with the County's interim appointment (approximately 90 days).

**Financial Impact:** Aird & Berlis LLP is not requiring a retainer fee, however there are fees for any services rendered.

**Strategic Plan Applicability:** N/A

**Sustainability Plan Applicability:** N/A

### Report Approval Details

Document Title:	Extend Interim Appointment - Integrity Commissioner.docx
Attachments:	
Final Approval Date:	May 26, 2020

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

Martina Chait-Hartwig



**Overview:**

This report dated May 25, 2020 entitled Tax Implications of Further Deferral is to present to Council the financial implications and present tax situation due to the Covid-19 virus situation. The Township wants to help The Township of Douro-Dummer's tax payers in these trying times by helping to alleviate the financial pressures for those that have lost their jobs or who find themselves in financial strain due to the Covid-19 virus.

A resolution was passed in April 2020 which stated:

1. That the penalty for the April 30<sup>th</sup> due date will be postponed.
2. That anyone who wishes to be removed from the monthly or due date PAP file can be.
3. That anyone who has post-dated cheques on file for the April 30<sup>th</sup> due date can request that they be pulled.
4. After the April 1<sup>st</sup> penalty there will be no more penalty applied on any account until the COVID-19 virus emergency is declared over.

And that the tax penalty options be kept in place for sixty (60) days and that Council will further review this matter in forty-five (45) days.

**Conclusion:**

There was one ratepayer who chose to defer for the monthly PAP plan for April but has restarted in May and four ratepayers who chose to defer for the due date PAP April installment.

There were no ratepayers who asked for their post-dated April 30<sup>th</sup> cheques to be pulled.

Other payments options of cash, cheque, or internet/telephone banking were deferred on an individual basis by the ratepayer if they felt necessary.

**Recommendation:**

That the Treasurer-2020-17 report, dated May 26, 2020, regarding Tax Implications of Further Deferral be received and that Council consider the waiving of penalty and interest for the month of July 2020 and that it be reconsidered on a month by month basis and that we continue to offer tax deferral options to those on the PAP plan, upon their request.

**Financial Impact:**

The Township will be losing approximately a total of \$35,000 in penalties for the months of May, June and July 2020.

**Strategic Plan Applicability:**

To ensure and enable an effective and efficient municipal administration.

**Sustainability Plan Applicability:**

N/A

**Report Approval Details**

Document Title:	Tax Implications of Further Deferral.docx
Attachments:	
Final Approval Date:	May 26, 2020

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

Crystal McMillan

Martina Chait-Hartwig

**Overview:** In accordance with the Ministry of Labour recommendations, we have had a Respiratory Protection Plan (RPP) for numerous years. This plan had a primary focus of self-contained breathing apparatus (SCBA). During this time of COVID-19, we discovered areas that need improvement in the plan with respect to N-95 masks.

**Conclusion:** The layout of the plan remains unchanged, but N95 mask areas have been made clearer. The program administrator is now the Deputy Chief and some wording and standards information has been updated to reflect our current SCBA practices with current standards.

**Recommendation:**

That the Fire Chief-2020-06 report, dated May 19<sup>th</sup>, 2020, regarding Respiratory Protection Program be received and the revised Douro-Dummer Fire Services Respiratory Protection Plan be approved.

**Financial Impact:** None

**Strategic Plan Applicability:** N/A

**Sustainability Plan Applicability:** N/A

**Report Approval Details**

Document Title:	Respiratory Protection Program.docx
Attachments:	<ul style="list-style-type: none"> <li>- Respiratory Protection Program Roles and Responsibilities revision.doc</li> <li>- Respiratory Protection Program table of contents and Training objective.docx</li> <li>- 1.02 Respiratory Protection Program revision.doc</li> <li>- 1.02A Respiratory Protection Program revision.doc</li> <li>- 1.02B Respiratory Protection Program Revision.doc</li> <li>- 1.02C Respiratory Protection Program revision.docx</li> <li>- 1.02D Respiratory Protection Program revision.doc</li> <li>- 1.02E Respiratory Protection Program revision.doc</li> <li>- 1.02F Respiratory Protection Program Revision.doc</li> <li>- 1.02G Respiratory Protection Program revision.doc</li> <li>- 1.02H Respiratory Protection Program revision.docx</li> <li>- Guidance Note-4-09(41).pdf</li> <li>- SCBA Operational Inspection Report DDFD.doc</li> </ul>
Final Approval Date:	May 22, 2020

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

Crystal McMillan

Martina Chait-Hartwig

# DDFS Respiratory Protection Program

May 2020

## 1. Roles and Responsibilities

### 1.1 Program Administrator:

The Program Administrator will be the Deputy Fire Chief, duties may be designated and shall:

- a) Be responsible for all aspects of the respiratory protection program, including the requirements of CAN/CSA-Z945.4-02, CAN/CSA-Z180.1-00, and NFPA 1500, NFPA 1981 as applicable.
- b) Ensure that appropriate personnel have been assigned the defined roles of this standard.
- c) Ensure that assessments for respiratory hazards are conducted by qualified persons.
- d) Ensure that a list of accepted respirators selected for use in the workplace are maintained for each respiratory hazard.
- e) Ensure that all persons required to wear respirators receive instructions, training prior to initial use of a respirator and refresher training.
- f) Monitor use of respirators on a regular basis.
- g) Ensure that the respiratory protection program is reviewed annually to assess the effectiveness of all its elements.
- h) Ensure that a monitoring system and associated performance measure are in place to track the effectiveness of the procedures and training adopted under the respiratory protection program.
- i) Ensure that written instructions and records required by this standard are maintained.
- j) Develop and maintain a system to manage and review the respirator protection program.
- k) Ensure that the appropriate regulatory authority and/or standards organizations are consulted on interpretations relevant to criteria affecting the use of respirators in the workplace.
- l) Ensure the development of procedures in anticipation of emergency and rescue operations.
- m) Periodically update the respiratory protection program to maintain consistency with regulatory criteria, consensus standards, feedback from program evaluations, investigation reports, users' comments and product alerts that may have an impact on the respirators used in the workplace.

# DDFS Respiratory Protection Program

May 2020

- n) Ensure that procedures are established for health screening to determine if a worker meets the medical requirements to use a respirator (physical or physiological).

## **1.2 Respiratory User:**

The respiratory user shall:

- a) In the case of a SCBA mask or N95 respirator Maintain a clean-shaven condition and refrain from having any object or material that would interfere with the seal or operation of the respirator. In accordance with of CAN/CSA-Z945.4-02, CAN/CSA-Z180.1-00, and NFPA 1500, NFPA 1981 as applicable.
- b) Check that the respirator is clean and in good condition prior to each use.
- c) Perform a user seal check after each donning of a respirator.
- d) Remove from service a respirator that they determine to be defective and report it to their immediate supervisor or other responsible person.
- e) Report to their supervisor or other responsible person any condition or change that may impact on their ability to use a respirator safely.
- f) Use the respirator in accordance with the instructions and training received.
- g) For examples of what is acceptable or unacceptable see appendix A

## **1.3 Supervisors:**

The supervisor shall:

- a) Ensure that health screening, fit testing and training are completed prior to assigning a user any task that requires the use of a respirator.
- b) Ensure SCBA mask are cleaned, sanitized, inspected, maintained, repaired, and stored in accordance with written instructions and manufacture's recommendations.
- c) Ensure the respirator is used in accordance with the instructions, the training received, and the safe operating procedures established for the fire ground.
- d) In the case of SCBA masks or N95 respirators, ensure the users maintain a clean-shaven condition and do not have any object or material that would interfere with the seal or operation of the respirator as per CAN/CSA-Z945.4-02, CAN/CSA-Z180.1-00, and NFPA 1500, NFPA 1981 as applicable.

# DDFS Respiratory Protection Program

May 2020

- e) It is the duty of the supervisor or other responsible person to identify and stop the use of any SCBA mask or N95 respirator. If user has any condition that may impact on the user(s) ability to use the SCBA mask or N95 respirator safely.
- f) Notify the Program Administrator of SCBA masks or N95 respirator users concerns, changes in processes, equipment or operating procedures that have an impact on environmental conditions and respiratory protection requirements.
- g) Notify the Program Administrator of investigation reports that revealed that the use of a respirator may have prevented or contributed to an incident or injury.

## **1.4 Selection of Respirators:**

The person selecting respirators shall:

- a) Review the assessments of respiratory hazards and select the accepted PPE the user has been fit tested and passed on suitable for protection against those hazards.
- b) Notify the Program Administrator of changes in regulatory criteria, consensus standards and technological developments that may impact on the selection of respirators.

## **1.5 Fit Tester:**

The fit tester shall:

- a) Be qualified through training and experience to conduct fit tests for those respirators selected for use on the fire ground and medical calls using the fit test protocols identified in the respiratory protection program.
- b) Create and maintain fit test records.
- c) Create and maintain records of the fit test equipment maintenance, calibration, and repair.

## **1.6 Issuing of Respirators:**

The person issuing respirators shall:

- a) Issue respirators for which the user has been qualified.

## **1.7 Issuing of Respirators:**



# **DDFS Respiratory Protection Program**

May 2020

The person responsible for the maintenance of respirators shall:

- a) Be qualified through training and experience to inspect, maintain, and repair respirators in accordance with the manufacture's instructions.
- b) Inspect, maintain, and repair respirators as required.
- c) Ensure that maintenance tools are kept in good repair.
- d) Create and maintain appropriate records of maintenance and repair.

# DDFS Respiratory Protection Program

May 2020

## **2. Hazard Assessment:**

Determination of the Existence of an IDLH Atmosphere:

- a) An IDLH atmosphere is one that poses an immediate threat to life and would cause irreversible adverse health effects or would impair an individual's ability to escape.

### **2.1 An IDLH atmosphere shall be assumed in any of the following situations:**

- a) Structural firefighting
- b) An untested confined space
- c) An area where a known contaminant is present at or above IDLH concentrations
- d) An area where a known hazardous contaminant is present at an unknown concentration
- e) An area where a reduced oxygen concentration may produce a level of hypoxia that is IDLH
- f) An area where in the opinion of a qualified person the condition presents a potential IDLH atmosphere

### **2.2 A respirator shall be worn when any of the following conditions exists:**

- a) When an unknown atmosphere is suspected of being hazardous
- b) When the atmosphere is known to be hazardous
- c) When the atmosphere may rapidly become hazardous
- d) When firefighters are working below level or inside a confined space (Unless the safety of the atmosphere can be established by testing and continuous monitoring)

# DDFS Respiratory Protection Program

May 2020

## **3. Respirator Selection: Self Contained Breathing Apparatus and N-95 Masks:**

### **3.1 Use Considerations:**

- a) Personnel conducting respirator selection should consider extraordinary circumstances in the operations that could adversely affect the function of a respirator (extreme cold or radiant heat).

### **3.2 Type of Respirator:**

Accepted respirators for Douro-Dummer Fire Services shall be:

- a) Self-Contained Breathing Apparatus – Positive Pressure
- b) MSA SCBA air packs with low pressure 30-minute cylinders
- c) N-95 mask as recommended by the MOH (used for medical calls when necessary)

# DDFS Respiratory Protection Program

May 2020

## **4. Respiratory Fit Testing:**

### **4.1 Overview:**

Douro-Dummer Fire Services will use quantitative fit testing for SCBA and N-95 masks to determine the ability of a user to obtain a satisfactory fit and an effective seal when using a tight-fitting facepiece.

A user seal check shall not be used as a substitute for a qualitative or quantitative fit test.

Description of process is described in attached reference document PAP 1.02H

# DDFS Respiratory Protection Program

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## **5. Training:**

### **5.1 Overview:**

The employer shall ensure that the persons filling the roles defined in this standard are qualified to perform their duties. Each person fulfilling a defined role should understand how his/her role relates to the other defined roles.

### **5.2 Selection Process:**

The selection process includes a detailed review of (for example) the fire ground conditions, hazardous materials and exposures and relevant standards in order to specify a range of appropriate respirator options. This activity requires the maintenance of accurate records.

### **5.3 Medical Assessment:**

This activity requires an understanding of the medical assessment process, medical conditions that may require assessment and individual accountabilities. This medical assessment involves a review and written opinion by a health care professional of the suitability of the worker to safely use a respirator. This activity requires the maintenance of accurate records.

### **5.4 Fit Testing:**

This activity requires practical experience in the qualitative or quantitative fit testing use to ensure that the user can achieve an acceptable seal with a specific tight-fitting respirator. This activity requires the maintenance of accurate records.

### **5.5 General Knowledge:**

General knowledge includes an understanding of the respiratory protection program including:

- a) DDFS policies and procedures for the program
- b) the respiratory hazards encountered on the fire ground
- c) potential health effects on the worker and means to control them
- d) the rationale for the respirator selected
- e) where to find information
- f) procedures to follow in the case of an emergency

# DDFS Respiratory Protection Program

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## **5.6 Care and Practical Use:**

Care and practical use refers to hands on training relating to the choice of the appropriate respirator for a given hazard including:

- a) user seal check
- b) care, cleaning, and inspection
- c) end of service recognition, replacement of air cylinders, identification of problems
- d) use under failure or emergency modes
- e) storage
- f) removal from service
- g) basic maintenance
- h) familiarity with and adherence to the manufacturer's instructions

## **5.7 Limitations:**

Restrictions, cautions, warnings, and prohibitions imposed by the manufacturers testing and certification agencies, regulatory authorities and the employer on the use, care, and maintenance of the respirator.

## **5.8 Repair and Maintenance:**

Consists of those activities related to restoring a respirator to the manufacturer's original operating condition, including:

- a) operation of each respirator
- b) care, cleaning, and inspection
- c) end of service recognition
- d) replacement of cylinders
- e) identification of problems
- f) storage
- g) removal from service
- h) familiarity with and adherence to the manufacture's instructions

# DDFS Respiratory Protection Program

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## **5.9 Training Records:**

Records of training shall be kept of each person who has received training and the dates when it occurred. The Program Administrator shall ensure that training records are kept for at least the duration of employment of the person trained.

## **5.10 Refresher Training:**

The employer shall provide refresher training at least every 2 years. In alternate years between refresher training sessions, a review shall be performed to confirm that every respirator user remains qualified. Where the review reveals that a user requires training, this shall be provided. The review may be replaced by refresher training.

# DDFS Respiratory Protection Program

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## **6. Use of Respirators:**

Prior to assigning a user any task that requires the use of a respirator, the user shall complete all the health screening, fit testing, and training requirements in this standard.

- a) Persons using positive pressure (SCBA masks) or N95 respirators shall be clean shaven where the facepiece seals to the skin as per CAN/CSA-Z945.4-02, CAN/CSA-Z180.1-00, and NFPA 1500, NFPA 1981 as applicable.
- b) Respirators requiring a tight fit to perform effectively shall not be worn when an effective seal to the face of the person cannot be achieved and maintained.
- c) Side arms on eyeglasses or any other materials such as hair, cloth, tissue, straps, and jewellery shall not pass between the face and the sealing surface of the facepiece.
- d) The user of a respirator shall check the seal of the facepiece immediately after donning the respirator and periodically during use according to manufacturer recommendations.
- e) The user of contact lenses may be permitted by the program administrator after consideration of those factors inside and outside the respirator facepiece that could affect the eyes of the user.
- f) Other personnel protective devices or equipment shall not interfere with the seal of the facepiece.
- g) The respirator face to facepiece seal should not be broken to communicate.
- h) Respirators with electronic speech transmission devices having an electric power supply shall be intrinsically safe and accepted for the specific hazardous atmosphere in which they are used.
- i) Respirators used in high and low air temperature environments may undergo adverse functional changes that affect apparatus performance and in turn the health and safety user. Strict adherence to good maintenance and repair procedures shall be maintained. All users shall be fully trained in the use and limitations of respirators at these extreme temperatures.
- j) Respirators users shall not remove their facepieces in an IDLH atmosphere.
- k) Persons who cannot achieve and maintain an effective closure of the nose or a seal around a respirator mouthpiece shall not be permitted to use a mouthpiece and nose clamp type of respirator.



# DDFS Respiratory Protection Program

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- l) SCBA shall not be modified to accommodate a resuscitator, nor shall it be used as such.
- m) Used respirators shall be reconditioned to accepted manufacture's standards and used SCBA shall be reconditioned by the manufacturer or their authorized service agents prior to use after transferring ownership.

# DDFS Respiratory Protection Program

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## **7. Cleaning, Inspecting, Maintenance and Storage of Respirators:**

### **7.1 Overview:**

Each respirator shall be properly maintained to retain its original effectiveness. An acceptable program of care and maintenance shall include:

- a) cleaning and sanitizing
- b) inspection, testing and repair
- c) storage and record keeping

Defective or non-functioning respirators shall be identified as out of service, tagged, and shall be removed from service until repaired or replaced.

- a) Respirator inspection shall include, where applicable:
  - b) condition of component parts
  - c) tightness of connections
  - d) end of service life indicator
  - e) shelf life dates
  - f) proper function of regulators
  - g) alarms and other warning systems

Pressure gauges of all breathing gas cylinders in service shall indicate that the cylinders are within the full range. Cylinders with gauges indicating less than the full range shall be recharged in accordance with the manufacturer's instructions.

### **7.2 Inspection of SCBA Cylinders:**

A qualified person shall inspect cylinders externally and internally according to the requirements of CSA Standards CAN/CSA-B339 and CAN/CSA-B340, the appropriate COA publications and the Transport Canada Regulations.

After each use and before filling, a qualified person shall inspect the exterior of cylinders for obvious signs of external damage.

Cylinders showing signs of obvious external damage shall be immediately depressurized and removed from service and prior to return to service, inspected in accordance with the requirements of CGA Publications C-1, C-6, C-6.1 AND C-6.2

# DDFS Respiratory Protection Program

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Cylinders showing damage to the paint shall be inspected. Damaged cylinders shall be tagged out of service and repaired as soon as possible by a qualified person in accordance with the manufacture's instructions and specifications.

All composite SCBA cylinders (eg. Fibreglass, Kevlar, carbon-wrapped or hoop wound) shall be removed from service no later than 15 years from its manufacturing date.

The inspection records shall include the:

- a) date and use of the respirator and cylinder
- b) date of inspection
- c) physical condition of the respirator and cylinder
- d) cleaning and sanitizing of respirator
- e) repairs done to respirators and cylinders
- f) tests performed on respirators and cylinders or remedial actions taken

A record of all inspections and service performed on a respirator and cylinder shall be maintained in accordance with procedures established by the program administrator.

## **7.3 Repairs and Testing:**

Where inspections as specified as above indicate that repairs or rebuilding of a cylinder or respirator are required, such repairs and subsequent tests and checks shall be carried out in accordance with the manufacturer's instructions.

Qualified persons shall repair and test respirators and cylinders, using original manufactures replacement and repair procedures.

The frequency with which the pressure regulating system of a respirator is rebuilt shall be governed by the manufacture's recommendations (inspection and performance requirements).

Persons who perform repairs of tests on cylinders should be registered as required by CSA Standards CAN/CSA-B339 and CAN/CSA-B340.

# DDFS Respiratory Protection Program

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## **7.4 Storage:**

Respirators shall be stored in a manner that will protect them against dust, ozone, sunlight, heat, extreme cold, excessive moisture, vermin, oil, grease or any other potential hazard that may have a detrimental effect on the respirator.

Respirators shall be stored in manner that will prevent deformation of rubber or other electrometric parts.

## **7.5 Storage of Cylinders Not in Current Use:**

Cylinders not in current use and those in long time storage should be stored at a reduced pressure, in the vertical position (valve up), never inverted.

Wherever possible, cylinders should be stored indoors in a warm dry environment.

Under pressurized cylinders should be stored with the main valve closed.

## **7.6 Rotation of Cylinders in Current Use:**

Cylinders should be numbered, colour coded or arranged in a manner that ensures that all are used on a regular basis.

Protective caps shall be used to prevent physical damage to the cylinder valve threads and prevent dirt and moisture from entering the valve body.

Prior to using an SCBA cylinder that has not been used in a 12-month period, the air shall be discarded by slowly depressurising the cylinder to the atmosphere and refilling it with compressed air meeting the requirements of CSA Standard CAN/CSA Z180.1.

## **7.7 Hydrostatic Testing and Marking of SCBA Cylinders:**

Cylinders that are transported shall comply with the requirements of the Transportation of Dangerous Goods Act and Regulations.

SCBA cylinders shall be hydrostatically tested at a frequency and in the manner described in CSA Standards CAN/CSA –B339 and CAN/CSA-B340. Hydrostatic tests are required every 5 years for aluminium and steel cylinders and every 3 years (5 years after 2005 manufacture date) for carbon, fibreglass, Kevlar and hoop wound cylinders.

# DDFS Respiratory Protection Program

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Hydrostatic testing should be performed by a person registered according to the requirements of CSA Standard CAN/CSA-B339.

Hydrostatic re-test data and a statement relative to the condition of the cylinder shall be forwarded by the hydrostatic testing organization to the Program Administrator.

A cylinder that has failed hydrostatic testing shall be returned to DDFS. The Program Administrator shall ensure that the cylinder is taken out of service and rendered unserviceable.

Hydrostatic test records shall be kept by the Program Administrator.

Cylinders shall bear the markings required in CSA Standard CAN/CSA-B339.

No person should apply any markings to cylinders unless they are registered as required in CSA Standard CAN/CSA-B339.

## **7.8 Filling of Cylinders:**

Filling of cylinders shall be carried out at an average rate not exceeding 300 psi/min unless written instructions to the contrary are provided by the respiratory manufacturer recommending an alternative fill rate.

Filling of a cylinder while it is being worn by a person shall only be permitted in a life-threatening emergency situation where the SCBA user is physically unable to leave a hazardous atmosphere and it should be done in accordance with the respirators manufacture's instructions and written procedures when equipment allows this to be done by a Rapid Intervention Team.

Cylinders shall be filled to a pressure not exceeding the TC/DOT approved maximum cylinder pressure shown on the cylinder.

# DDFS Respiratory Protection Program

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## **8. Health Surveillance of Respiratory Users:**

### **8.1 Overview:**

- a) Prior to initial fit testing and respirator use, the Program Administrator shall ensure that documentation is completed that confirms that the individual is free from any physiological or psychological condition that may preclude him or her from being assigned the use of the selected respirator. All health information shall be treated as medically confidential. A Screening form for respiratory users may assist in identifying such a condition.
- b) Where the Program Administrator or respiratory user is concerned that a physiological or psychological condition exists that may preclude the use of a respirator, an opinion from a health care professional shall be obtained regarding that person's ability to use a respirator. This opinion shall be obtained before the person is permitted to use a respirator or if a change in conditions warrants an additional opinion.
- c) The Program Administrator shall establish procedures to provide documented information to the health care professional regarding the work activity, workplace environment and the type of respirator(s) required.
- d) The Program Administrator shall ensure that a respirator user obtains this opinion in writing from a health care professional that is informed about the job and the working conditions of that person. The written opinion shall indicate whether the user meets medical requirements, requirements with conditions or does not meet medical requirements to use the selected respirator. Where limitations are imposed, they shall be explicitly stated in the written opinion.
- e) The Program Administrator shall ensure that documentation confirming the user's ability to use a respirator is maintained. Health information must be controlled and maintained by the health care professional.

# DDFS Respiratory Protection Program

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## **9. Program Evaluation:**

### **9.1 Overview:**

Respirator selection use and care should be effectively managed within the boundaries of an appropriate respiratory protection program. Douro-Dummer Fire Services senior staff will review once a year the effectiveness of the program by verifying compliance with regulatory requirements and department standards. Staff will also identify weaknesses and implement appropriate corrective actions.

### **9.2 Annual Review of Respiratory Protection Program:**

The Program Administrator shall ensure that the respiratory protection program is reviewed annually to ensure that the program is being managed effectively and ultimately that respiratory users are being adequately protected. Key Elements may include:

- a) A review of program elements against regulatory requirements.
- b) Identification of management processes which include the clear definition of roles and responsibilities and adequate resources.
- c) A review of documented program procedures.
- d) Examination of records to verify that documentation procedures are being followed.
- e) Confirmation that workplace practices comply with program requirements.
- f) Documentation of performance problems and subsequent resolution or corrective action plans.
- g) Stakeholder input to verify worker acceptance (comfort, ease of breathing, fatigue, vision, mobility, job interference and utility).
- h) Proper selection use and maintenance of respirators.
- i) Proper inspection of respirators.
- j) Proper storage and maintenance of respirators.

# DDFS Respiratory Protection Program

May 2020

## **10. Record Keeping:**

### **10.1 Overview:**

The Program Administrator shall ensure that appropriate records are kept of all respiratory protection program activities as required by applicable legislation, employer policy or as outlined in this Standard, such as:

- a) A list of individuals fulfilling the roles and responsibilities
- b) Selection of the appropriate respirator
- c) Respirator facial fit
- d) Training
- e) Cleaning, maintenance and storage of respirators
- f) Health screening of respiratory users
- g) Program evaluation







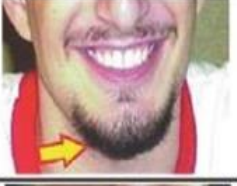

# DDFS Respiratory Protection Program

May 2020

## Appendix A

**Unacceptable** facial hair for respirator fit testing and use **DOES** interfere with

- (a) the respirator sealing surface; or
- (b) valve or respirator function.

<p><b>E.</b> Soul patch that will interfere with the respirator seal in the chin area on elastomeric facepieces</p> <p>Facial hair and sideburns that will interfere with the sealing surface</p>	
<p><b>F.</b> This facial "shadow" (not clean-shaven) will interfere with the sealing surface of a half or full facepiece. It will also compromise a secondary seal inside a tight-fitting hood-style respirator.</p> <p>Degradation of fit can occur during cumulative work hours when an individual grows this amount of facial hair.</p>	
<p><b>G.</b> Moustache is too thick and too long (down around edge of mouth); <u>will contact</u> a sealing surface and interfere with exhalation valve.</p> <p>Sideburns and/or heavy hair under the chin will prevent a good seal.</p>	
<p><b>H.</b> Moustache is too thick and too long (down around edge of mouth); <u>will contact</u> a sealing surface and could get stuck in an exhalation valve.</p> <p>The hair on the rest of the face will interfere with a sealing surface.</p>	
<p><b>I.</b> Hair is in sealing region and under the chin.</p> <p>Hair is in chin cup sealing region and on the side of the face.</p>	
<p><b>J.</b> Moustache is too thick and too long; will contact a sealing surface and interfere with <u>exhalation</u> valve.</p>	

# DDFS Respiratory Protection Program

May 2020





## Appendix A

### *Why do staff need to be clean shaven for fit testing or to wear a respirator?*

Facial hair will interfere with the ability to get a good seal. Staff must be clean shaven where the respirator **seals to the face** (as per the CSA Standard) for fit testing or when wearing the respirator.

**Acceptable** facial hair for respirator fit testing and use **DOES NOT** interfere with

- (a) the respirator sealing surface; or
- (b) valve or respirator function.

<b>A.</b> Clean-shaven, ideal for a good seal	
<b>B.</b> Amount of facial hair that will typically allow a good seal	
<b>C.</b> Moustache that does not interfere with the sealing surface, valves, or respirator function	
<b>D.</b> Soul patch that does not interfere with the sealing surface, valves, or respirator function	

# DDFS Respiratory Protection Program

April 2020

## **Table of Contents:**

Section 1:	Program Objective & Overview
Section 2:	Guidance Note # 4-9 (41) & Policy and Procedures A-H
Section 3:	Roles and Responsibilities
Section 4:	Hazard Assessment
Section 5:	Selection of the Appropriate Respirator
Section 6:	Respiratory Fit Testing
Section 7:	Training
Section 8:	Use of Respirators
Section 9:	Cleaning, Inspection, Maintenance, and Storage of Respirators
Section 10:	Health Surveillance of Respiratory Users
Section 11:	Program Evaluation
Section 12:	Recordkeeping
Section 13:	Z94.4-02 CSA Standard – Selection, Use and Care of Respirators
Section 14:	CAN/CSA Z180.1-00 Standard – Compressed Breathing Air and Systems

# DDFS Respiratory Protection Program

April 2020

## **Program Objectives:**

Douro-Dummer Fire Services is committed to the protection of its firefighters from respiratory hazards, which cannot be avoided or controlled.

To promote and enhance firefighter safety and to comply with the Ministry of Labour and the Ontario Fire Service Section 21, Advisory Committee Guidance.

## **Overview:**

Douro-Dummer Fire Services will operate within the parameters set out in this Respiratory Protection Program.

**Administrator:** Deputy Fire Chief

**SCBA Technicians:** None

**SCBA Fit Testing:** Fire Chief Chuck Pedersen, Deputy Fire Chief Derrick Huffman and Firefighter Jim Mollohan

**Air Compressor:** City of Peterborough, Eastern Ontario Emergency Training Academy and/or the Township of Asphodel-Norwood

**Training Intervals:** Training on SCBA procedures will be on an annual basis

**Training Content:** Program content will be reviewed annually by the Administrator

**Personnel:** All personnel using SCBA are to be fit tested prior to active duty in fire suppression, and every two years unless there is a change in fit or equipment. Fit Test forms shall be maintained for each person completing the Fit Testing.

**Recruit Firefighters:** Recruit firefighters will receive an introductory session explaining the Respiratory Protection Program and its components.

**Respirators:** The type of respirator currently in use is the MSA model and 2216psi air cylinder and the N-95 mask from 3M used for medical calls (pandemic).

# DDFS Respiratory Protection Program

April 2020

**Inspection:** Inspections of SCBA shall be done on maintenance nights, after training use, after emergency call use and after return to service from repair. Any repairs will be serviced by MSA qualified repair technicians.

**Records:** Maintenance and inspection records shall be kept to track history and usage. Records shall be completed by the user and/or inspector within a maintenance binder located in each fire station and monthly faxed to the Fire Chief.

**Compressors:** DDFS does not own or operate a compressor, but bi-annual air samples will be kept on file for two years from any and all suppliers of SCBA compressed air that is used to fill any DDFS SCBA bottle.

# **Douro-Dummer Fire Services Policy**

**Policy 1.02**

**DATE: May 2020**

**Original: 01/01/07**

**Page 1 of 4**

**Section: Protective Clothing & Equipment**

**Subject: Respiratory Protection Program Overview**

**Purpose:**

To establish a program for the inspection, cleaning, disinfecting, and maintenance of SCBA equipment and related accessories which:

1. Promotes and enhances fire fighter safety.
2. Ensures that SCBA equipment and related accessories are thoroughly inspected, serviced, and cleaned.
3. Establishes a maintenance and record-keeping program.
4. Ensure that air compressor providing air quality is monitored.
5. Provides compliance with various Ministry of Labour, Ontario Fire Service Section 21 Advisory Committee Recommendations, and CSA Standards as part of a complete Respiratory Protection Program.

**Scope:**

1. It shall be the responsibility of the Program Administrator to explain this procedure and provide training on the Respiratory Protection Program.
2. It shall be the responsibility of all personnel to understand and comply with this procedure.

**Definitions:**

CAN: Canada

CSA: Canadian Standards Association

DDFS: Douro-Dummer Fire Services

IDLH: Immediately Dangerous to Life and Health

MOH: Ministry of Health

PAP: Policy and Procedure

PASS Alarm: Personal Alert Safety System Alarm

QNFT: Qualitative Fit Testing

RIT: Rapid Intervention Team

## **Douro-Dummer Fire Services Policy**

**Policy 1.02**

**DATE: May 2020**

**Original: 01/01/07**

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SCBA: Self Contained Breathing Apparatus

N95: Non resistant to oil 95% airborne particles filtered

PA: Program Administrator

### **Policy:**

The following sub-section of Policies and Procedures, internal forms and applicable standards will guide the respiratory protection program:

PAP 1.02-A	SCBA Operational Inspection Procedures
PAP 1.02-B	Wearing of SCBA
PAP 1.02-C	SCBA After-Use Procedures
PAP 1.02-D	SCBA Cleaning Procedures
PAP 1.02-E	Filling of SCBA Cylinders
PAP 1.02-F	SCBA Maintenance Records
PAP 1.02-G	SCBA Rapid Intervention Team - Kit Operation
PAP 1.02-H	Fit Testing –SCBA/N95 Face Masks
DDFS Form 1.02-I	Cylinder Filling Report
DDFS Form 1.02-J	SCBA Operational Inspection Report
DDFS Form 1.02-K	Respirator Fit Test Record
CAN/CSA-Z94.4-02	Selection, Use, and Care of Respirators
CAN/CSA-Z180.1-00	Compressed Breathing Air and Systems
Section 21 Committee	Guidance Note 04-9: Respiratory Protection Program

### **Program Administrator**

The Deputy Fire Chief or designate shall be the DDFS Respiratory Protection Program Administrator.

### **Fit Testing**

All DDFS personnel that are assigned to use SCBA and or a N95 mask shall successfully complete fit testing according to the standards outlined in CSA Standard CSA Z94.4-02 "Selection, Use and Care of Respirators".

### **Manufacturer's Manuals**

If the manufacturer's instructions are in direct conflict with any such policy herewith in, the manufacturer's recommendations shall be considered. In this case, the Program Administrator must be notified and adjust policy, as necessary.

# **Douro-Dummer Fire Services Policy**

**Policy 1.02**

**DATE: May 2020**

**Original: 01/01/07**

**Page 3 of 4**

## General Overview of Policies and Procedures Package

### *PAP 102-A: SCBA Operational Inspection Procedure*

- Inspection of the SCBA pack and record is required on maintenance nights and after each use.
- Use the Operational Inspection Report and if in proper working condition then provide a signature.
- If not in working condition – red tag, document and take the unit out of service.

### *PAP 102-B: Wearing of SCBA*

- Personnel are required to wear SCBA in a contaminated atmosphere, or where a potential atmosphere exists that could be immediately dangerous to life and health (IDLH).

### *PAP 102-C: SCBA After-Use procedures*

- After cleaning and sanitizing the SCBA, complete an Operation Inspection and record it on the operational inspection report for appropriate SCBA unit number.
- Once a form is fully completed with multiple entries, they are to be submitted to the Program Administrator.

### *PAP 102-D: SCBA Cleaning Procedures*

- Cleaning of SCBA is to be done using warm water and soap, soft bristle brushes, and pails designated for "SCBA Use Only."
- Sanitize regulators and face piece using MSA Confidence Plus cleaner. Follow the procedures.

### *PAP 102-E: Filling of SCBA Cylinders*

- Only approved locations for cylinder filling will be acceptable.
- Ensure SCBA cylinder fill form is used to record information.

### *PAP 102-F: SCBA Maintenance Records*

- Inspection records shall be submitted to the Program Administrator.
- All maintenance records shall be available to SCBA Technicians.

### *PAP 102-G: SCBA Rapid Intervention Team – Kit Operation*

- The RIT Kit portable air supply is a low-pressure assembly providing options for use during a RIT situation.



## **Douro-Dummer Fire Services Policy**

**Policy 1.02**

**DATE: May 2020**

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*PAP 102-H: Fit Testing –SCBA/N95 Face Masks*

- All personnel will be fit tested in accordance with Section 21 Guidance Note 04-9: Respiratory Protection Program.

# **Douro-Dummer Fire Services Policy**

**Policy 1.02A**

**DATE: May 2020**

**Original: 01/01/07**

**Page 1 of 2**

**Section:** Protective Clothing & Equipment

**Subject:** SCBA Operational Inspection Procedures

**Purpose:**

To establish a program for the inspection of SCBA equipment and related accessories which:

1. Promotes and enhances firefighter safety.
2. Ensures all SCBA equipment and related accessories are in a prepared state for emergency use.

**Scope:** Applies to all personnel.

**Policy:**

1. The operational inspection shall be completed on each SCBA unit under the following the conditions:
  - a. On each maintenance night
  - b. After any use (training, emergency situations, etc.)
  - c. Before returning any SCBA unit to service after maintenance work has been completed
2. If any defective items or other deficiencies are found during the inspection, the SCBA should be red tagged indicating the date, problem, and the person removing the SCBA from service. Any SCBA taken out of service needs to be reported through the station Officer, which in turn will ensure the Program Administrator is aware the unit out of service.
3. Each time an operational inspection is performed, personnel shall complete the SCBA Operational Inspection Report using the appropriate ID numbers for the components.
  - a. Inspections records will be maintained for each individual SCBA based on the assigned identification number.
  - b. Once a form is fully completed with multiple entries, they are to be submitted to the Program Administrator. A new form will be started for that SCBA unit number.

## **Douro-Dummer Fire Services Policy**

**Policy 1.02A**

**DATE: May 2020**

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**Page 2 of 2**

4. All spare SCBA cylinders shall have a plastic cap installed on the valve threads when the cylinder is not in use to protect the threads from damage.
5. Each SCBA component is identified with an ID number.

### **Procedure:**

Firefighters shall clean and sanitize their station breathing apparatus as per the manufacturer's instruction. The following inspections shall be conducted:

1. Visually inspect the apparatus for damage and excessive wear
2. All connections are tight, and hardware is intact
3. Cylinder is filled to specified working pressure and undamaged (min 1900 psi)
4. Inspect face mask for damage and cleanliness
5. Open cylinder valve, listen for leaks
6. Perform face mask fit test and perform a negative and positive pressure check.
7. Test the by-pass valve
8. Vent the system via the by-pass valve while watching the remote pressure gauge and listening to the strength and duration of the whistle alarm the Whistle alarm should sound at ¼ mark on the remote gauge
9. Ensure the PASS alarm is present and functioning correctly
10. Return unit to a ready state
11. If there is a problem with the SCBA it should be red-tagged and taken off the vehicle it is assigned to and proper notification and records completed
12. All SCBA cylinders in reserve must be safely stored and fully charged

Compliance with this policy shall be the responsibility of the user(s), inspector(s), supervisor(s) and Program Administrator.

## **Douro-Dummer Fire Services Policy**

**Policy 1.02B**

**DATE: May 2020**

**Original: 01/01/07**

**Page 1 of 1**

**Section:**     **Protective Clothing & Equipment**

**Subject:**     **Wearing of SCBA**

**Purpose:**

To establish policies and procedures to protect firefighters during training and while performing their duties at emergency incidents.

**Scope:**       Applies to all personnel

**Policy:**

It is the policy of the DDFS that all personnel expected or likely to respond to, and function in areas of atmospheric contamination, shall have available and be trained in the proper use and maintenance of self-contained breathing apparatus.

**Procedure:**

SCBA shall be worn under the following condition(s):

- a.     Any structural firefighting
- b.     When an unknown atmosphere is suspected of being hazardous
- c.     When the atmosphere is known to be hazardous
- d.     When the atmosphere may rapidly become hazardous
- e.     When firefighters are working below ground or inside a confined space (unless the safety of the atmosphere can be established by testing and continuous monitoring)
- f.     In an oxygen deficient atmosphere

## **Douro-Dummer Fire Services Policy**

**Policy 1.02C**

**DATE: May 2020**

**Original: 01/01/07**

Page 1 of 1

**Section:**     **Protective Clothing & Equipment**

**Subject:**     **SCBA After-Use Procedures**

**Purpose:**

1. To establish a program for the reporting and tracking of SCBA usage after use.
2. Establishes guidelines to ensure that SCBA equipment and related accessories are tracked after use to ensure proper cleaning and inspection has taken place before being placed back in service.

**Scope:**     Applies to all personnel

**Policy:**

1. After use, cleaning and sanitizing the equipment, according to PAP 102D, SCBA Cleaning Procedures.
2. Personnel shall complete the SCBA Usage Report.
3. After SCBA has been cleaned and sanitized, a visual and functional inspection shall be performed following PAP 1.02A, SCBA Operational Inspection Procedure.

## **Douro-Dummer Fire Services Policy**

**Policy 1.02D**

**DATE: May 2020**

**Original: 01/01/07**

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**Section:**     **Protective Clothing & Equipment**

**Subject:**     **SCBA Cleaning Procedures**

**Purpose:**

To establish a program for the cleaning and sanitizing of equipment and related accessories.

**Scope:**       Applies to all personnel

**Policy:**

After use, personnel will clean and sanitize SCBA equipment.

1. DDFS has clean SCBA masks staged and ready for use. When a SCBA mask has been used it shall only be reused when decontamination and cleaning has been completed. This may be at the incident scene or post incident. Mask shall undergo full cleaning, decontamination, and inspection upon return to respective stations.

### **Facemask cleaning procedure:**

Facemask cleaning procedures will be conducted by following the recommended MSA cleaning procedure. This procedure will be posted at each station capable of cleaning – Stations 1, 4 and 5. The procedure is found on page 3 of this policy as **Appendix D**.

## **Douro-Dummer Fire Services Policy**

**Policy 1.02D**

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### **2. Back Frame Cleaning Procedure:**

- a. Fully extent shoulder straps and waist belt to fully open position.
- b. Ensure the demand valve is mounted in the demand valve holder to avoid getting water in it.

DO NOT IMMERSE THE DEMAND VALVE IN WATER. If trace amounts of water get into the demand valve opening, connect the unit to an air cylinder and open the bypass valve to blow out the water.

CAUTION: If water is allowed into the demand valve itself or if accidentally immersed in water, it should be removed from service, opened, and dried according to the manufacture's direction. Water inside the demand valve may render the unit inoperable due to freezing.

- c. Clean off any dirt with a medium bristle brush or sponge and a mild soap and water.

DO NOT USE BLEACH OF ANY COMPOUND CONTAINING CHLORINE, it will rapidly deteriorate the fabric.

# **Douro-Dummer Fire Services Policy**

**Policy 1.02D**

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## **Appendix D**

### **DDFS RESPIRATORY PROTECTION PROGRAM**

#### **SCBA Facemask Cleaning Procedure**

The following procedure is for cleaning and disinfecting MSA facemasks with MSA Confidence Plus solution. The MSA Confidence Plus cleaner to water ratio is 28g (1 oz) MSA Confidence Plus per 3.78 liters (1 gallon) water.

Fill a sink/container with 3.78 liters (1 gallon) of warm water and add 28g (1 oz) of MSA Confidence Plus cleaner. You are advised to wear protective eyewear.

Remove the nose cup and electronic device, allowing the facemask(s) to soak in the solution for 10 minutes before removing.

Using running water, thoroughly rinse the facemask for 1 to 2 minutes to remove any residual solution.

Shake to remove excess water and dry using a clean lint free cloth and/or gentle blow dry.

On Scene or Sanitizing-Only Option:

- Use provided MSA approved individual wipes
- Do **Not** Use Chlorine Bleach



## **Douro-Dummer Fire Services Policy**

**Policy 1.02E**

**DATE: May 2020**

**Original: 01/01/07**

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**Section:**     **Protective Clothing & Equipment**

**Subject:**     **Filling of SCBA Cylinders**

**Purpose:**

To provide direction for SCBA cylinders being filled on behalf of the DDFS to ensure proper recording and tracking of SCBA cylinders.

**Scope:**       Applies to all personnel

**Policy:**

1. All DDFS SCBA cylinders being filled shall have the bottle number recorded, the date filled. All bottles shall be reduced to at least a quarter of capacity prior to filling; so, as each fill will be considered an air exchange. Do not leave tank valves open as unwanted moisture may enter the tank. If draining is required to achieve quarter capacity, open valve slowly and only a minimal amount. Be sure to wear proper PPE.
2. DDFS SCBA Bottle Fill Form shall be completed and logged into tracking software by designated personnel or forwarded to the Program Administrator.
3. DDFS SCBA Bottle Fill form(s) when full shall be filed by designated personnel or Program Administrator.
4. DDFS will ensure that any air compressor filling station is in compliant with their air sampling requirements by requesting and retaining bi-annual air sample certificates for two years.

**Transportation and/or Storage**

## **Douro-Dummer Fire Services Policy**

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The threads/inlet fitting of the bottle must be protected when not attached to the SCBA by means of an easily removable plastic cap

Bottles must be transported securely as per DOT requirements.

### **Approved Filling Stations**

**ASPHODEL-NORWOOD FIRE DEPARTMENT**

**EASTERN ONTARIO FIRE ACADEMY**

**PETERBOROUGH FIRE SERVICES:**

## **Douro-Dummer Fire Services Policy**

**Policy 1.02F**

**DATE: May 2020**

**Original: 01/01/07**

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**Section:**     **Protective Clothing & Equipment**

**Subject:**     **SCBA Maintenance Records**

**Purpose:**

To maintain accurate records

**Scope:**     Applies to all personnel

**Policy:**

Operational Inspection Reports shall be forwarded to a Program Administrator.

The Program Administrator will track all repairs and maintenance records.

These records shall be updated each time maintenance or testing is performed.

It is important that information such as the inspection, use, and filling of air cylinders is forwarded to the attention a Program Administrator so that it can be recorded by the Program Administrator of Designated Personnel.

# **Douro-Dummer Fire Services Policy**

**Policy 1.02G**

**DATE: May 2020**

**Original: 01/01/07**

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**Section:**     **Protective Clothing & Equipment**

**Subject:**     **SCBA RIT Kit Operation**

**Purpose:**

The RIT Kit has a complete SCBA along with various tools that are intended for use by the Rapid Intervention Team (RIT). The SCBA inside the kit is an emergency source of breathing air to be used by the person being evacuated from an atmosphere requiring respiratory protection. The various tools in the kit are to be used to help free any person from entanglements restricting safe movement for evacuation.

Trained personnel must only use the RIT Kit as part of a complete respiratory protection program. The program must include, but is not limited to, familiarity with respiratory protection equipment in use within the program and how the RIT Kit SCBA air supply can be used to supply breathing air utilizing the UAC, there is a spare SCBA mask to change out if required and regulator to replace a damaged or malfunctioning regulator. RIT personnel need training on how to perform the functions of RIT to become proficient.

**Every emergency is unique. The users of this equipment must be fully trained to assess the situation and the risks involved and decide how to best use this equipment.**

**Scope:**       Applies to all personnel

**Policy:**

The RIT Kit and SCBA air supply is only to be used during an emergency evacuation situation by the Rapid Intervention Team.

There are 3 options for using the SCBA:

1. Change out face mask
2. UAC to crash fill bottle
3. Regulator failure

## **Douro-Dummer Fire Services Policy**

**Policy 1.02G**

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### **RIT Kit Supplies:**

1. Complete SCBA, SCBA pack with regulator and PASS alarm, full air bottle, face mask
2. One pair of foot long bolt cutters for cutting away restrictions
3. One pair of wire snips for cutting away any entanglements
4. One hatchet to help cut away obstructions
5. Folding hack saw with 15 cm (6 inch) blade for cutting
6. Six 10 cm (4 inch) locking carabineers to help in extrication
7. 2.4m (8 foot) round nylon webbing to help in evacuation
8. 1 UAC airline used to crash fill SCBA bottle

### **RIT Kit Regular Operational Inspections:**

1. Inspect the SCBA and the retention system to ensure the cylinder is secure and the SCBA is secure in the RIT Kit.
2. Check the latest cylinder hydrostatic test date and the last fill date to ensure the cylinder is current.
3. Visually inspect SCBA and cylinder along with valve assembly for physical damage. If any damage is found, take out of service, and replace with a good one.
4. Check cylinder pressure gauge for "Full" indication, then turn cylinder on to check PASS alarm and check for any leaks to make sure SCBA is ready for use. When satisfied, turn off cylinder, release air in system then turn off the PASS alarm. SCBA will now be ready in the RIT Kit.

## **Douro-Dummer Fire Services Policy**

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5. Check all tools are in working order and ready for operation.

### **RIT Kit Operation:**

1. When changing out a face mask it shall be performed as quickly and smoothly as possible to prevent contaminants from entering the airway. To help clear contaminants from the face mask, the low-pressure air valve can be opened slightly, this will blow contaminants away from the mask that will help keep the airway clean.
2. Crash filling utilizing the UAC from the RIT air supply to the downed firefighters SCBA is to be done in air supply emergencies. RIT personnel should be trained on all these operations as part of the respiratory protection program.
3. When there is a regulator failure or malfunction the RIT kit regulator can be used as a replacement for the damaged SCBA regulator.

# **Douro-Dummer Fire Services Policy**

**Policy 1.02H**

**DATE: May 2020**

**Original: 01/01/07**

**Page 1 of 5**

**Section:** Protective Clothing & Equipment

**Subject:** Fit Testing – SCBA & N95 Face Masks

**Purpose:**

To establish a departmental policy for Quantitative Fit Testing (QNFT) on approved MSA SCBA masks, as well as N95 medical masks, to ensure compliance with CSA Z94.4 & NFPA 1981, care and selection of respirators.

**Scope:** Applies to all personnel

**Policy:**

Douro-Dummer Fire Services will use quantitative fit testing to determine the ability of a user to obtain a satisfactory fit and an effective seal when using a tight-fitting facepiece (SCBA) or an N95 mask.

Fit Testing will be conducted in accordance with the Section 21 Guidance Note #4-9 (41).

**Procedure:**

A user seal check shall not be used as a substitute for a quantitative fit test.

The results of the fit test shall be used to select the specific model of N95 and or size of SCBA facepiece for individual users.

It is the policy of DDFS that a fit test shall be carried out:

- a. prior to initial use,
- b. at least every 2 years,
- c. whenever there is a change in respiratory facepiece (eg. brand, model, or size) or
- d. whenever changes to the user's physical condition could affect the respirator fit.

Under no circumstances shall a person use a tight-fitting respirator until a satisfactory quantitative fit test has been achieved.

## **Douro-Dummer Fire Services Policy**

**Policy 1.02H**

**DATE: May 2020**

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The person conducting the fit test shall not perform the test unless the person undergoing the test is clean-shaven where the facepiece seals to the skin.

A sufficient variety of respirator facepiece sizes and N95 models shall be provided to ensure a satisfactory fit for each respirator user.

When other personal protective equipment, such as eye, face, head and hearing protectors are required to be worn, they shall be worn during the respirator fit tests to ensure that they are compatible with the respirators and do not break the facial seal.

A satisfactory fit test using QNFT is achieved when the resulting fit factor meets the criteria as per the appropriate CSA standard.

### **Quantitative Fit Testing (QNFT)**

DDFS will, use Quantitative fit testing using controlled negative pressure and appropriate instrumentation to measure the volumetric leak rate of a facepiece to quantify the respirator fit.

The employer shall ensure that person(s) administering QNFT are able to calibrate equipment, perform tests, recognize invalid tests, calculate fit factors, and ensure that test equipment is in working order. The employer shall ensure that QNFT equipment is maintained, calibrated, and operated according to the manufacturer's instructions.



## **Douro-Dummer Fire Services Policy**

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### **Introduction of QNFT to Respirator Users:**

The person conducting the QNFT shall address the following topics with the test subject:

- a. an explanation of the QNFT procedure, the reasons why it is required and the importance
- b. method of using a respirator that provides an effective, reproducible face-to-facepiece seal.
- c. explanation of the importance of the test to ensure that the test subject to co-operate fully in the QNFT
- d. a description of the challenge agent (negative pressure) used in the QNFT
- e. selection by the test subject of a properly fitting and comfortable respirator from those that are appropriate to the application
- f. the respirator being equipped with the appropriate adapters, filters, and/or chemical cartridges for the QNFT being used
- g. the necessity for the test subject to successfully complete the positive or negative pressure user seal check with the selected respirator prior to proceeding with the QNFT
- h. review proper donning of the respirator in accordance with the manufacturer's instructions
- i. the necessity, during the QNFT, to wear other personal protective equipment that the test subject may be required to use on the fire ground that may affect the face-to-facepiece seal
- j. an explanation of the QNFT exercises and how to perform them during the fit test
- k. the importance of using, on the fire ground, the specific brand, model and size of facepiece that was used to pass the QNFT
- l. the necessity to always inspect a respirator before using it in order to ensure that it is in proper working condition

SCBA masks have a size S, M, L indicated on it. There are different models of N95 masks. The test subject shall select the correct size facepiece or correct N95 from available models.

## **Douro-Dummer Fire Services Policy**

**Policy 1.02H**

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The test subject chooses the right size SCBA mask or N95 model that provides the best fit. The fit test subject can refer to previous fit testing results to make their selection on size of SCBA mask or N95 respirator model. The test subject holds the SCBA facepiece against their face and performs a negative and positive pressure check. The test subject shall be shown how to don a SCBA mask and or N95 respirator, how to position it on the face, how to set strap tension and how to assess a comfortable fit. If the appropriate SCBA mask or N95 mask for the application cannot be found, a protective alternative shall be made available.

The *correct size* facepiece is recorded, donned, and worn at least 5 minutes to assess comfort.

Assessment of comfort shall include reviewing the following points with the test subject:

- a. proper placement of the chin
- b. fit and position of the facepiece
- c. strap tension
- d. accommodation of spectacles and/or eye protection, without adversely affecting the face-to-facepiece seal
- e. intelligible speech without an obvious break in the face-to-facepiece seal
- f. tendency for the facepiece to slip (stability)
- g. full contact of the sealing surface of the face to facepiece
- h. time for assessment of comfort in relation to the face-to-facepiece seal

The test subject shall be told to seat the facepiece by rapidly moving the head side-to-side and up and down, within a comfortable speed range and motion. The test subject shall perform the positive-pressure and/or negative pressure user seal check. Failure of the user seal check may require the selection of a different size SCBA mask or an alternative N95 respirator.

Upon obtaining a successful user seal, check that the subject is ready for fit testing and begin the QNFT test.

After passing the fit test, the test subject shall be questioned again regarding the

## **Douro-Dummer Fire Services Policy**

**Policy 1.02H**

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comfort of the SCBA mask or N95 respirator.

The user shall be given the opportunity to select a different size SCBA mask or N95 respirator to be retested on if during the on the job use the chosen facepiece becomes increasingly uncomfortable or there is a continual failure of the QNFT.

Sampling adapters used with the user's respirator for QNFT shall be completely removed and the facepiece restored to its original configuration before the respirator is returned for use on the fire ground.

Permanently probed facepieces used for QNFT shall not be used for respiratory protection in the workplace.

### **Fit Test Records:**

The Program Administrator shall ensure that procedures are established to ensure the fit test records are effectively maintained. The records shall include, but not limited to:

- a. name of the person tested
- b. date of test(s)
- c. specific make, model, and size of SCBA mask and or N95 respirator
- d. type of fit test and test agent used
- e. pass/fail criteria and results of the fit test
- f. list of additional personal protective equipment worn during the fit test
- g. comments on unusual facial features, dentures, corrective eyewear, facial jewelry, facial hair, cosmetics, or any particular fitting difficulties
- h. name of the person conducting the fit test



## FIRE FIGHTERS GUIDANCE NOTE # 4-9 (41)

### ISSUE: RESPIRATORY PROTECTION PROGRAM

Firefighters (as defined by the *Fire Protection and Prevention Act*), as a condition of their work, may be exposed to dust, mist, fumes, gas, vapour and smoke. The employer should make every effort to prevent exposure to such hazards by means of technical controls. When exposure to respiratory hazards cannot be avoided or effectively controlled, workers should use appropriate respirators.

The Ministry of Labour recommended in a letter dated February 4, 1987, and sent to fire services across the province that positive pressure (pressure demand) respirators should be used by firefighters for their protection as demand respirators may not provide adequate protection due to the hazardous fumes and gases that can enter the respirator in certain circumstances. The letter indicated that demand (negative pressure) respirators should be converted or replaced. The CSA Z94.4 and NFPA 1981 standards both require that positive pressure respirators are used for structural firefighting.

CSA Standard Z94.4 Section 6.3.2.4.1 requires that for structural firefighting, pressure-demand SCBA with a rated service time of 30 minutes or more shall be used (the requirements of NFPA 1981 should be consulted for additional performance requirements for SCBAs for firefighting).

The employer should develop a respiratory protection program covering the following:

- program administration (note that a Fire Department should post the name of the Respiratory Protection Program Administrator). It is recommended that Program Administrators take the CSA course "Quality Breathing Air – A One Day Training Program for Respiratory Protection Program Administrators in the Fire Service"
- written records documenting the respiratory protection program
- proper training in the selection and use of respirators, including the proper use of Rapid Intervention/Universal Air Connections
- maintenance, storage, inspection and limitations of respirators
- protective clothing or other safety device that has been worn next to the skin shall be cleaned and disinfected prior to being worn by another worker
- protective equipment assigned exclusively to a worker shall be cleaned and disinfected by the worker following each use



- fit testing of workers to ensure an effective seal will be conducted prior to initial use, and at least every 2 years; however, it is recommended that fit tests be conducted annually (per Section 7.1.3 of CSA Z94.4) or whenever work conditions necessitate a change in the type of respirator worn, with periodic review during the worker's career to ensure proper fit
- a process to certify any used personal protective equipment that is obtained. This equipment should be certified to the manufacturer's specifications (at date of manufacture) by the manufacturer or authorized agent, prior to being put into service
- quality of compressed air used in SCBA cylinders (reference CSA Standard Z180.1)  
Note: It is recommended that air quality tests be conducted prior to filter change and following major service work, modifications or extensive repairs
- under what conditions a respirator must be worn, such as:
  - when an unknown atmosphere is suspected of being hazardous
  - when the atmosphere is known to be hazardous (i.e. overhaul)
  - when the atmosphere may rapidly become hazardous (e.g. wind change)
  - when employees are working below ground level or inside a confined space (unless the safety of the atmosphere can be established by testing and continuous monitoring)
  - when an employee may be exposed to biological hazards
- Fire Departments may want to consider longer duration SCBA cylinders based on risk assessment of larger and/or complex structures
- program evaluation.

The employer and workers are encouraged to work together to develop and maintain a voluntary physical fitness program designed to improve the cardiovascular fitness of firefighters – reference material for developing a physical fitness program is available in NFPA 1500.

Further information regarding Respiratory Protection is available by referencing CSA Standards Z94.4 and Z180.1 and NFPA 1981.

## DDFS SCBA Operational Inspection Report

**SCBA #** \_\_\_\_\_

SCBA part of RIT Kit: yes / no

Inspection Date								
Station								
Vehicle #								
Facemask #								
Inspection Type	M E T S	M E T S	M E T S	M E T S	M E T S	M E T S	M E T S	M E T S
Cylinder Full								
Connections Tight								
Pressure Gauge Check								
Demand Valve Check								
Bypass Check								
Low Air Whistle OK								
PASS Alarm Operation								
Harness Condition								
Facepiece Condition								
SCBA part of RIT Kit								
Firefighter ID #								
Last Name								
Signature								

Inspection Type: M - Maintenance Night Inspection  
 E – After Emergency Incident Use  
 T – After Training Use  
 S – Return to Service from Repair

**Overview:**

The Ice Allocation Policy has been developed to ensure a fair and transparent system to distribute ice time amongst all the user groups. This type of policy is common in municipalities to coordinate the demand for blocked ice time - seasonal commitments.

Without a policy, ice time allocations are determined on a case by case basis which leads to the risk of not being consistent and treating all groups equally. In the event that the supply of ice times is reduced, without a proper ice allocation policy there may not be a transparent or fair distribution of ice times. These risks are mitigated with the approval of the Ice Allocation Policy.

The Policy identifies the following allocation priorities;

- a) Municipal Programs
- b) Tournaments and Special Events
- c) Minor Sport Users / Youth Programming
- d) Adult User Groups
- e) School Groups
- f) Non – Resident Groups
- g) Occasional Rentals

The Policy recognizes long term user groups as well as new organizations and emerging opportunities

**Conclusion:**

Staff would like to progress working with an Ice Allocation Policy to ensure a balanced approach and maximize capacity for future growth, allocating both sheets of ice at the Municipalities Community Centres.

**Recommendation:**

That the Recreation Facilities-2020-05 report, dated June 2, 2020 be received and that Council approves the Ice Allocation Policy.

**Financial Impact:**

The adoption of an Ice Allocation Policy has no budgetary impact at this time. This policy will allow the equitable distribution of ice time in the future which would support budgetary recommendations.

**Strategic Plan Applicability:**

**Sustainability Plan Applicability:**

### Report Approval Details

Document Title:	Ice Allocation Policy.docx
Attachments:	- ICE ALLOCATION POLICY.docx.pdf
Final Approval Date:	May 26, 2020

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

Crystal McMillan

Martina Chait-Hartwig



## **ICE ALLOCATION POLICY**

### **PURPOSE**

To detail the policies and procedures for the allocation of ice time at the Township's owned facilities, both the Douro Community Centre, and the Warsaw Community Centre. It is the intent through this uniform policy that the Township of Douro-Dummer will maximize usage of ice time in a fair and equitable manner that is justifiable to user groups and municipal taxpayers.

### **OBJECTIVES**

- To work with user groups to ensure efficient and maximum use of ice time.
- To ensure a fair and consistent approach to achieve equitable allocation and access to ice time.
- To ensure understanding and communication between user groups and the Parks & Facilities Department regarding ice allocation and utilization.
- To ensure a system of ice allocation that provides the opportunity for requests related to new, emerging initiatives and / or growth within existing groups.

### **DEFINITIONS**

#### Prime Time Ice:

Monday to Friday, 5:00 pm to 11:00 pm

Saturday and Sunday, 7:00 am to 11:00 pm

Including All statutory holidays

#### Non Prime Ice:

Monday to Friday 7:00 am – 5:00 pm

#### Ice Blocked Season:

Consecutive weeks throughout the Fall/Winter/Spring

Generally 26 to 28 weeks, between September 15 through March 31

## POLICY

1. The authority to book and assign ice time shall be the responsibility of the Township of Douro-Dummer Parks and Facilities Department. Specifically, the Manager of Parks and Facilities shall administer the ice booking process.
2. Ice time is the property of the Township of Douro-Dummer and no organization, group or user has ice times automatically reserved from year to year. Annually ice will be allocated according to this policy and administered through the ice booking process.
3. Ice time will be allocated utilizing the following order of priority:
  - a) Municipal Programs
  - b) Tournaments and Special Events
  - c) Minor Sport Users / Youth Programming
  - d) Adult User Groups
  - e) School Groups
  - f) Non – Resident Groups
  - g) Occasional Rentals
  - a) Municipal Programs:

A group or organization whose program is operated and administered by the Township of Douro-Dummer. These programs provide low or no cost access to recreational skating opportunities organized through the Parks and Facilities Department. Opportunities include public skating, senior skates, parent and tot skate and shinny hockey. Programs are provided in response to resident demand.
  - b) Tournaments and Special Events:

Tournaments and Special Events that occur annually, as well as one time major special events that bring recognition to, or increase the public profile of the Township of Douro-Dummer. For example, hockey tournaments (Minor Hockey, Old-timers), or Figure Skating Carnival.

c) Minor Sport Users / Youth Programming:

Township of Douro-Dummer based youth user groups where 75% of the participants are 18 years of age or younger. For example, Warsaw Figure Skating Club, and Douro Minor Hockey.

d) Adult User Groups:

Township of Douro-Dummer based user groups whose program participants are 18 years and above and utilize the ice on a weekly basis. For example, Men's Recreation Hockey team(s), Women's Recreational Hockey team(s)

e) School Groups:

Ice rentals booked by Township of Douro-Dummer schools, including public and private, for curriculum based programs, special events or extracurricular activities. For example, high school hockey teams, and physical education classes.

f) Non Resident User Groups:

User groups, youth or adult, where the organization, group or individual request reoccurring regular ice use. For example, regional Peterborough Minor Hockey, Sledge Hockey

g) Rentals:

Occasional use rentals not booked as a recurring or regular user group permit.

4. The Township of Douro-Dummer recognizes long term user groups (5 consecutive years or more as an ice user group) that have been allocated ice time based on historical precedent (day and time) of previous seasons. The Township of Douro-Dummer will consider allocation of historical ice time provided ice schedules do not negatively influence operational or program efficiencies and resident demands. In the instance when ice time cannot be allocated as per historical precedent, every attempt will be made to find an equitable ice time alternative.

5. When reasonable, the Township will recognize a new ice organization or emerging ice sport and will make reasonable effort to allocate ice time to enable the establishment of its' programs and services in the Township.

## PROCEDURE / GUIDELINES

1. User Groups, committed to an Ice Block Season will submit an Ice time Request Form to the Parks & Facilities Department by April 1st each year.  
Exceptions to the Ice Block Season commitment may be made when the Township is unable to supply ice for distributions to regular ice time and emergency closures.
2. On an annual basis, the Manager of Parks & Facilities will organize a meeting with ice facility user groups to review, define or confirm the Township's ice season, hours of operation, ice pad use and restrictions, cancellation policies, and expectations. The meeting will include a draft of the ice schedule and address any conflicts/changes. Ice time will be allocated by the Manager of Parks and Facilities. The final draft of the Ice Schedule will be distributed, and Contracts must be signed.
3. Outstanding Accounts;  
Any User Group or individual whose account with the Township is past due at the time of the final draft ice schedule is confirmed for the following season, will not receive ice allocation for the upcoming season.
4. Blocked Ice time will be confirmed by late August each year.
5. Conflict Resolution;  
Should a conflict arise, the Parks & Facilities Department staff will attempt to resolve the conflict in a manner consistent with the Policy Guidelines above. The conflicts identified will be brought to the attention of each specific group that is affected. Each group may be asked to submit in writing the rationale for their requirement of the ice time in conflict.

The following factors will guide the final decision:

- i. user group historical ice allocation
- ii. the degree in which the user group ice time requests have been met, apart from the ice time request in conflict
- iii. the age of the user group as it relates to the ice time in conflict, as well as the residency of the participants and user group

The decision of the Township shall be final.

**Overview:**

A request was received for an additional entrance at 562 Douro Fifth Line from Mr. Ray Johnston. Mr. Johnston is requesting the entrance in order to access the North end of his property so he can proceed with the construction/planting of a garden. As per our Entrance Permit Policy a second entrance must be approved by Council. I have provided a map illustrating the proposed entrance.

**Conclusion:**

I met with Mr. Johnston on site to review the proposed location and the rationale for his request. It is my observation that there are no issues with sight lines and the entrance would not impact any traffic on Douro Fifth Line. In accordance with the Entrance Permit Policy Mr. Johnston has already submitted an entrance permit application together with the applicable fee.

**Recommendation:**

That the Public Works-2020-06 report, dated May 25, 2020, regarding the Entrance Permit – Additional Entrance at 562 Douro Fifth Line be received and approved.

**Financial Impact:**

There is no financial impact to the Township as all costs are paid by the applicant.

**Strategic Plan Applicability:**

To enhance public transportation that is accessible and effective to support the needs of the community. To ensure that the public works department operates efficiently and effectively.

**Sustainability Plan Applicability:**

To have an accessible transportation network that places priority on active and efficient modes of transportation.



### Report Approval Details

Document Title:	Entrance Permit - Additional Entrance 562 Douro Fifth Line.docx
Attachments:	
Final Approval Date:	May 26, 2020

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

Crystal McMillan

Martina Chait-Hartwig



**Overview:**

I received an email from David Lobb on May 13, 2020 requesting permission to trim small trees on both sides of the Seventh Line of South Dummer road allowance between County Road Eight and Webster Road.

**Conclusion:**

The request is being made in order for him to move farm machinery up and down the line to his property in a safe manner. The brush has grown in substantially since their last request in 2007. Mr. Lobb will provide proof of liability insurance naming the Township as an additional insured prior to any works being commenced.

**Recommendation:**

That the Public Works-2020-07 report, dated May 25, 2020, regarding the request to brush the Seventh Line South Dummer be received and, upon receipt of the proof of insurance with the Township as an additional insured, permission be granted to Mr. Lobb to cut the brush.

**Financial Impact:**

There is no financial impact to the Municipality as any and all costs will be the responsibility of Mr. Lobb.

**Strategic Plan Applicability:** N/A

**Sustainability Plan Applicability:** N/A

### Report Approval Details

Document Title:	Request to Brush - Seventh Line South Dummer .docx
Attachments:	
Final Approval Date:	May 26, 2020

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

Crystal McMillan

Martina Chait-Hartwig

**Overview:**

With the retirement of the former C.A.O., Council passed By-law 2020-01 on January 7, 2020 to appoint Martina Chait-Hartwig as Temporary Chief Administrative Officer (C.A.O.) from January 2, 2020 until July 2, 2020.

**Conclusion:**

The Township is currently undertaking a Service Delivery and Organizational review with WSCS Consulting Inc. Due to the current COVID-19 emergency situation and with July 2, 2020 fast approaching, I reached out to Tammy Carruthers, WSCS Consulting Inc., for a recommendation on the Temporary CAO position.

Good morning Crystal,

Happy to assist. We have been undertaking a review of the organization so this is a timely request. Our recommendation is to extend the Interim CAO to the end of the calendar year. In light of the fact that the Service Delivery Review process report will be delivered to Council near the end of June, the opportunity to have some time to consider the extent of any potential changes would provide Council with some flexibility before making any final decision. It will take some time to absorb the recommendations and lay out a plan for the future. Recruitment during the summer months can be difficult at the best of time and the current COVID19 may present additional challenges, at least until more certainty exists. Come fall, Council can consider its long term recruitment options and process and will be in a better position to develop a transition plan before the end of the year.

Hope this is helpful. Reach out if you have any questions.

Thanks!

*Tammy Carruthers BA CPA, CGA CFE CICA PMP CLSSBB CCA MCITP  
CISA  
Principal & CEO  
WSCS Consulting Inc.*

Extending the current Temporary CAO contract until the end of the year will provide the Township with consistency through the current emergency situation and would allow Council time to start working through recommendations that result from the Service Delivery and Organizational Review.

**Recommendation:**

That the Clerk/Planning-2020-24 report, dated May 27, 2020, the Temporary C.A.O. Position be received, that Mary Spence, County of Peterborough, be requested to negotiate the terms of the extension with Martina Chait-Hartwig and that staff be requested to draft a by-law to extend the current Temporary C.A.O. position until December 31, 2020.

**Financial Impact:** Salary, benefits, pension, etc. The impact will be dependent on the negotiation process.

**Strategic Plan Applicability:** N/A

**Sustainability Plan Applicability:** N/A

### Report Approval Details

Document Title:	Temporary C.A.O. Position.docx
Attachments:	
Final Approval Date:	May 27, 2020

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

Crystal McMillan

- Public Budget Meeting held on May 5, 2020 and budget was passed
- Interim Service Delivery and Organizational Review Interim Report presented to Council by WSCS
- Received peer review report from Cambium Inc. regarding additional studies in regards to the Edwards Pit, currently organizing a Special meeting to present results to Council
- Municipal Wharfs were re-opened on May 15<sup>th</sup>, 2020
- Hall's Glen Transfer Station was re-opened on May 6<sup>th</sup>, 2020 for limited items
- Completed various reports to Council
- Assisted in reviewing various Request for Proposals for Public Works Department
- Ongoing Covid-19 pandemic related actions - the creation of new policies, health and safety concerns, work at home set up or alternative work locations for most employees, communications to Council, the public and staff have occupied a very large amount of time. The pandemic has changed the way that the corporation functions and many new plans and processes have had to be put in place.
- Continued to work with WSCS on Service and Organizational Review process
- Arranged first meeting of the Committee to Consider Fishing and Other Uses at Township Wharfs, survey was sent out to solicit comments from the public
- Attended a number of meetings – Staff and Management Team meetings, weekly Emergency Operations Control group, Peterborough Public Health information briefing, weekly calls with local OPP detachment, bi-weekly calls with Peterborough and the Kawarthas Economic Development, County-wide CAO call, Lake Alliance – Summer 2020
- Attended various e-training sessions put on by AMO, FCM and AMCTO regarding Covid-19 and it's impacts on all manner of municipal operations

- Continuing work on the process to implement the electronic agenda management system, including working on templates and training.
  - o April – held a virtual training session to create reports. This was recorded and is saved for staff to use in the future
  - o Created hard-copy training reports (how to create a report, how to start a workflow)
- Continued work on a comprehensive list of ongoing matters/RFPs/Agreements (matters that need renewing/updating, etc.)
- Development Deposits – updated necessary development deposit accounts
- Staff have responded to many inquiries and attended pre-consultation meetings regarding planning, minor variances, rezonings, subdivision
- Researching the best way for the Township to allow for the processing of planning applications
- Prepared minutes, agendas, by-laws for Council
- Prepared various correspondence from Council meetings
- Working on issuing a Mobile Canteen Licence; worked with applicant to provide a COVID-19 safety mitigation measures plan as part of Licence application
- Attended a virtually interview for the County's Service Delivery Review
- Attended EOC weekly meetings, management/staff meetings
- Training with staff on how to use zoom
- Had a meeting with Karl Moher regarding the COA/Planning Committee meetings and approval process of the minutes for the Planning Committee
- Assisted Datafix with PIN letters for the 2022 Election
- Training: Virtual MDS Training by OMAFRA, Privacy during COVID-19 by AMCTO, AMO weekly webinars on tips during COVID-19, AMO webinar on Municipal Labour Relations during COVID19 - Part 2,

**Report Approval Details**

Document Title:	Clerk-Planning - May 2020.docx
Attachments:	
Final Approval Date:	May 25, 2020

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

Martina Chait-Hartwig



## Building Services Monthly Report

February 26 to May 26

### Highlights

- 16 Building Permits Issued
- 10 Septic Permits Issued
- 43 Building Inspections – 95% Pass Rate
- 12 Septic Inspections

### Ongoing Projects

- COVID-19 has provided a variety of challenges:
  - Customer communication has been through email primarily and some voice calls
  - Permit issuance was on hold as a non-essential service from April 4<sup>th</sup> to May 19<sup>th</sup>.
  - Permit volume is down year over year.
- Worked on by-law for Tiny Homes and additional information regarding ratepayer burden (pending return to Council for approval)
- Continued work on RFP for website.
- Engaged in steering committee meeting for Service Delivery Review
- Septic Re-inspection program is on track with slight modifications to not force non-residents to their property. Contactless inspections begin in June.

### Future Projects

- Tiny Dwelling and other ZB updates
- ddpermits website upgrades will be coming in the next month ideally.
- Pickup truck is scheduled for July delivery.

### Health and Safety

- No incidents, no near misses.

**Report Approval Details**

Document Title:	Building May Report.docx
Attachments:	
Final Approval Date:	May 27, 2020

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

Crystal McMillan

Martina Chait-Hartwig

This report is regarding April fire statistics and May monthly update from Douro-Dummer Fire Services

**Overview:**

- Training in May included Pump Operations, Portable Pumps, Generators and lighting as well as Accessibility training. Station and equipment checks were also performed
- Both Pontoon Boats have been put into service
- Trailered boat is out of service waiting for parts
- Fire Nozzle replacement review completed and selected ones ordered
- Planning and held EOC meetings
- Attended management and staff meetings
- Attended Alliance Lake meeting
- Submit PPE inventory reports to Province
- Submit EOC staffing reports to Province
- Submit Fire Services staffing reports to Province
- Adjust response protocols for COVID-19 response screening
- Officer meeting held May 28th
- Vehicle Safeties are underway
- In April we attended 48 calls for help, resulting in 69 station deployments and 141 vehicle deployments. 26.5% of these calls were related to outdoor fires and 32% were medical related. Compared to April 2019, we had 27 calls for help.
- Up to May 24<sup>th</sup>, we have had 35 calls for help – full details will be provided in May report

**Report Approval Details**

Document Title:	April and May Fire Department Report.docx
Attachments:	
Final Approval Date:	May 25, 2020

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

Crystal McMillan

Martina Chait-Hartwig

- Develop and monitor work plans for continuity of department operations
- Grass cutting maintenance is underway
- Dressing room benches have been sanded and stained
- Moving forward on essential mechanical repairs to ice plant
- Moving forward on Clintonia Park playground plans
- Prioritizing action items for capital projects
- Researching protocols for re-entering and re-opening recreation facilities
- Continuation of staff meetings, conference calls, video tutorials, and webinars
- Ongoing reconciliation of outstanding accounts, invoices, refunds, payments
- Ongoing emails, inquiries from public, user groups, suppliers
- Correspondence with consultants, and committees

**Report Approval Details**

Document Title:	Recreation Facilities - May 2020.docx
Attachments:	
Final Approval Date:	May 22, 2020

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

Crystal McMillan

Martina Chait-Hartwig

## **Departmental Update:**

### **1. Roads Division:**

#### **a. Attended the following Zoom Meetings:**

- Management team
- EOC team
- Local Public Works Pandemic Response
- Council Meetings

#### **b. Operational:**

- Seasonal sweeping was completed the middle of May
- Graveling operations have commenced as of May 12 and will be ongoing until approximately June
- Dust Control application commenced on May 19 and will be working our way through the Township
- Staff completes maintenance on equipment as time permits.
- Patching continues on various roads as needed
- Grading ongoing when weather permits
- Culvert repair Douro 1<sup>st</sup> Line
- Removed winter awning at Library
- New signage speed limit signs, street and 911 signs have been installed
- GPS installations on trucks/equipment has been delayed due to COVID-19
- MESH is moving forward, gathering information required by GO EVO
- Surface treatment approved by Council and will move forward within the specified tendered timeframe
- Main street revitalization project will continue now that it has been approved by Council after scheduling with contractor
- New tandem plow truck tender has been completed and distributed with a closing date of June 12,2020
- Tender for supply and delivery of culvert pipes has been distributed with a closing date of June 3,2020
- Proposal for hired equipment registry completed and distributed
- Docks installed at Crowe's Landing

- Various site meetings with residents regarding entrance permits
- Completed installation of culverts on Douro Fourth Line carried forward from 2019
- Ongoing site meetings, answering calls/emails from residents about various concerns

**c. Training:**

- Annual mandatory training for Public Works staff which includes WHMIS, AODA and Human Rights Code training is currently underway (as time permits)

**d. Health & Safety:**

- (Continuous) COVID-19 in the workplace: Ensuring that all necessary Health & Safety precautions are being consistently done such as: all staff equipped with the proper Personal Protective Equipment (PPE), hand sanitizer and wipes for vehicles and sanitizing products are located in the depot.

**2. Waste Management Division:**

- May 6, 2020 the Halls Glen Transfer Station was partially re-opened with restrictions in place due to health and safety precautions for workers and residents relative to COVID-19
- Repaired gates at the entrance of the Transfer Station due to motor vehicle collision on Saturday, May 2, 2020



**Report Approval Details**

Document Title:	Public Works Monthly Report May, 2020.docx
Attachments:	
Final Approval Date:	May 25, 2020

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

Crystal McMillan

Martina Chait-Hartwig

## **Minutes**

### **Donwood Parks Committee Meeting**

**January 29, 2020 – 6:30p.m.**

**Harvest Room, Douro Community Centre**

**In attendance: Marc Trudeau (Chair) Councilor Heather Watson, Chris Hickson, Mike Mood, Angela Bullock and Vicki Hallam.**

1. Call to order – meeting was called to order at 6:39 pm.
2. Declaration of Pecuniary Interest – No pecuniary interest was declared.
3. **Approval of the minutes from November 26, 2019 meeting.**
4. Business from minutes

#### **A. Daleview Park update**

Motion was passed to keep Daleview Park as a park. Daleview will remain as a green space park. The Township will now take back maintenance of the park. Which will also include grass cutting and possible signage? Brushing in the fall to provide access to the park. Possible bench and signage may need to be provided.

#### **B. Equipment Quotes**

Waiting on ABC to update their quote. Blue Imp came back with their quote which was up by 2%. Henderson Equipment will honour the quote they provided in 2019. Swings are too old to save. Purchasing new swings would be much more cost effective.

**Motion made to purchase Henderson playground structure.**

**Moved by Chris Hickson, Seconded by Angela Bullock. Motion carried.**

**Motion also made to purchase Henderson 8 ft arch swing, with accessible swing add-on.**

**Moved by Angela Bullock, Seconded by Chris Hickson. Motion carried.**

#### **C. ORCA Update**

**Motion made for staff to move ahead with permitting process through ORCA for new playground construction. Motion carried.**

D. Maryvale Park bench

**Motion made to purchase benches for Maryvale Park. Benches to be purchased from Vista furnishing. Model numbers M2HB4-S-1, EL6-RF-ARF, and EL6-HF-BB. Motion made for glossy burgundy. Both motions carried.**

E. Maryvale Landscaping quotes

No update at this time. Staff to follow up with Peterborough green-up, Gardens Plus and Griffins greenhouse. Possibly have quotes back for March.

H. Woodchip quote

Peterborough Landscape has provided the quote of 4800 square ft at 6768.00. These are engineered woodchips. Peterborough Landscape would need 2 weeks notice to deliver.

I. Spring strategic plan

Touch base with ORCA about timeline. Equipment to be ordered from Henderson Equipment. Henderson equipment to come out and measure for playground equipment. Need staff to provide spread sheet for costs and what has been spent to date. Then we will have a better idea on what remains in budget.

**Motion made for staff to provide spreadsheet on what has been spent. What remains of the budget for the Donwood Parks project? Motion carried.**

## **5. New Business**

### Lighting

Having a light at the base of the hill coming into Clintonia Park would add a security feature to the park.

**Motion made for staff to explore fees and costs for a light at the base of the driveway.**

6. Correspondence - none
7. Closed session – none
8. Adjournment

**Motion to adjourn meeting at 8:03 p.m.**

Next meeting: Monday March23 /2020 at 6:30 p.m. Harvest Room at the Douro Community Centre.

Mission Statement: The Douro-Dummer Library is committed to providing access to resources and opportunities for reading, life-long learning, personal development and enrichment for the community.

**(APPROVED)**

**Minutes of an Emergency Meeting of the Township of Douro-Dummer Public Library Board held on April 22<sup>nd</sup> at 4:00 p.m. virtually using the application Zoom.**

**Present:** Board Chair: Georgia Gale-Kidd  
Vice Chair: Darla Milne  
Board Member: Sharon McKeiver  
Board Member: Councillor Heather Watson  
Board Member: Clara Leahy

**Regrets:** Board Member: Marian Leahy

**Recording Secretary:** Douro-Dummer Public Library – CEO, Anne Landry

**1. Call meeting to order: 4:05**

**2. Disclosure of Pecuniary Interest:** The Chair reminded the Board of their obligation to declare any pecuniary interest. None were declared.

Carried

**8. New Business – Emergency due to Covid-19**

a) Library Staff

**Resolution Number 24-2020**

Moved by: Councillor Watson      Seconded by: Darla Milne

For staff to work with township staff to look at ways to reduce the hours of the assistant librarian. And for the CEO to get back to the board about the decision made.

Carried

b) Budget Consideration

a. Cut down on some budget items: e.g. flooring

**Resolution Number 25-2020**

Moved by: Darla Milne      Seconded by: Clara Leahy

To communicate to Darlene the Library Board willingness to defer the installment of the floor if necessary due to budget constrain.

Carried

**9. Correspondence – None**

Mission Statement: The Douro-Dummer Library is committed to providing access to resources and opportunities for reading, life-long learning, personal development and enrichment for the community.

**10. Adjournment:**

**Resolution Number 26-2020**

Moved by: Councillor Watson

Seconded by: Darla Milne

That this meeting of the Douro-Dummer Public Library Board be adjourned. The meeting was adjourn at 5:05

Carried

**Next Meeting:** May 12<sup>th</sup>, 2020 at 4:00 p.m. by Zoom.

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Georgia Gale-Kidd,  
Board Chair

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Anne Landry,  
Recording Secretary

Mission Statement: The Douro-Dummer Library is committed to providing access to resources and opportunities for reading, life-long learning, personal development and enrichment for the community.

**(APPROVED)**

**Minutes of a Meeting of the Township of Douro-Dummer Public Library Board held on February 11<sup>th</sup>, 2020 at 3:00 p.m. at the Douro-Dummer Public Library.**

**Present:** Board Chair: Georgia Gale-Kidd  
Vice Chair: Darla Milne  
Board Member: Marian Leahy  
Board Member: Sharon McKeiver  
Board Member: Councillor Heather Watson

**Regrets:** Board Member: Clara Leahy  
Board Member: Marc Trudeau

**Recording Secretary:** Douro-Dummer Public Library – CEO, Anne Landry

**1. Call meeting to order:** The Chair called the meeting to order at 3:02 p.m.

**2. Disclosure of Pecuniary Interest:** The Chair reminded the Board of their obligation to declare any pecuniary interest. None were declared.

Carried

**3. Adoption of the January 14<sup>th</sup>, 2020 Minutes:**

**Resolution Number 13-2020**

Moved by: Marian Leahy                      Seconded by: Darla Milne  
That the January Minutes be accepted.

Carried

**4. Business arising from Minutes:**

a) Committee Reports

- i) Art Gallery – Verbal report from Sharon McKeiver- Susan Chow, a Biology Professor from Trent University would like to volunteer with the Art Gallery. She proposed to do a workshop on microbiological art. Jenny Johnson from the Art School in Peterborough is interested in working with the Art Committee to offer workshops. Mike Towns' workshop went very well, good attendance. Jenny Skinner is now showing in Room with a View. April to June will be Anne-Marie Cisco showing her painting. July and August will be the Buckhorn Artist Group.
- ii) Warsaw school – Verbal report from Anne Landry – A few days had to be cancelled because of the teacher strikes. The CEO will take notes of that in the statistics so we remember why the numbers were lower this month.
- iii) Friends of the Library – Verbal report from Marian Leahy – Ally Pyle from Scotia Bank will give a talk on Financial Literacy for the Friends Speaker Series. There will be a Family day event on February 17<sup>th</sup> at the Douro Community Centre.

Mission Statement: The Douro-Dummer Library is committed to providing access to resources and opportunities for reading, life-long learning, personal development and enrichment for the community.

The Friends are organizing March break events at the library. The Speaker Series for April or May will be Dr. Susan Chow on how to identify plants. There will be a fundraiser with Veysey Seeds/Bulbs. On Mother's Day morning the Friends will host a trunk sale. In May, there will be a seed/plant sharing and gardening advice. The Friends are happy to announce that they now have two new members.

#### **Resolution Number 14-2020**

Moved by: Darla Milne                      Seconded by: Councillor Watson

That the Board receives the Committee Reports.

Carried

b) Ramp Update – Email by Martina Chait

### **6. Review of Financial Reports**

#### **Resolution Number 15-2020**

Moved by: Darla Milne                      Seconded: Marian Leahy

That the Board receives the Financial Report.

Carried

#### **Resolution Number 16-2020**

Moved by: Sharon McKeiver                      Seconded by: Councillor Watson

That the CEO contacts the treasurer about the difference between the money budgeted and the money spent in 2019 and that she distributes the answer to the board by email.

Carried

### **7. Librarian's Report – Report dated February 4<sup>th</sup>, 2019.**

The CEO gave a verbal report about the Librarian's Report.

#### **Resolution Number 17-2020**

Moved by: Councillor Watson                      Seconded by: Darla Milne

That the Library Board receives the Librarian's Report dated October 1<sup>st</sup>, 2019. That the CEO adds the number of new patrons to the CEO report.

Carried

### **8. New Business –**

a) New Vision and Mission Statement

#### **Resolution Number 18-2020**

Moved by: Darla Milne                      Seconded by: Sharon McKeiver

Mission Statement: The Douro-Dummer Library is committed to providing access to resources and opportunities for reading, life-long learning, personal development and enrichment for the community.

That the Board receives the new Vision and Mission statement with the proposed amendments.

Carried

b) Report from the OLA Conference

**Resolution Number 19-2020**

Moved by: Councillor Watson      Seconded by: Sharon McKeiver  
That the board receives the OLA Report dated February 6<sup>th</sup>, 2020

Carried

c) Letter to MP about next provincial budget

**Resolution Number 20-2020**

Moved by: Marian Leahy      Seconded by: Darla Milne  
That the CEO responds to the Selwyn Library CEO declining her invitation to send a joint letter to the MPP about the 2020 Provincial Budget, since the public consultations are now over.

Carried

**9. Correspondence** – Email from Martina Chait, CAO, Email from Sarah Hennessey from Selwyn Library

**Resolution Number 21-2020**

Moved by: Darla Milne      Seconded by: Marian Leahy  
That the board receives the correspondence.

Carried

**Resolution Number 22-2020**

Moved by: Darla Milne      Seconded by: Councillor Watson  
That we send a card to Dave Clifford to congratulate him on his lifelong achievements and recent retirement.

Carried

**10. Adjournment:**

**Resolution Number 23-2020**

Moved by: Darla Milne      Seconded by: Marian Leahy  
That this meeting of the Douro-Dummer Public Library Board be adjourned. The meeting was adjourn at 4:22.

Carried

**Next Meeting:** April 14<sup>th</sup>, 2020 at 3:00 p.m. at the Douro-Dummer Public Library, Douro



Mission Statement: The Douro-Dummer Library is committed to providing access to resources and opportunities for reading, life-long learning, personal development and enrichment for the community.

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Georgia Gale-Kidd,  
Board Chair

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Anne Landry,  
Recording Secretary

## **Minutes of the Township of Douro-Dummer Planning Committee Meeting**

**March 2, 2020, 9:30 AM**

**Council Chambers in the Municipal Building**

**Present:**  
**Deputy Mayor - Karl Moher**  
**Member – Wendy Dunford**  
**Member – Ken Jackman**  
**Member – Jim Patterson**  
**Member – Ed Reid**

**Staff Present**  
**Clerk/Planning Coordinator - Crystal McMillan**  
**Administration Assistant - Vanessa Sweeting**

1. Call to Order by Chair:

The Chair called the meeting to order at 9:31 a.m.

2. Disclosure of Pecuniary Interest:

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

3. Approval of Minutes:

3.1 January 24, 2020

**Resolution – Minutes**

Moved by: Wendy Dunford

Seconded by: Ken Jackman

That the Minutes from the Planning Committee Meeting, held on January 24, 2020, be received and approved, as circulated. Carried

4. Other Business:

4.1 Appoint Acting Secretary, Clerk/Planning-2020-12

### **Resolution**

Moved by: Jim Patterson

Seconded by: Ken Jackman

That Vanessa Sweeting also be appointed an Assistant Secretary, which would authorize her to be Acting Secretary at any point in time when Crystal McMillan, Secretary, is unavailable.

Carried

#### 4.2 Discussion - eScribe (new agenda software) Training Date

### **Resolution**

Moved by: Ken Jackman

Seconded by: Jim Patterson

That the Committee move forward with training to use the Township's electronic agenda system (eScribe).

Carried

#### 5. Severance Applications:

##### 5.1 Severance File B-63-19-B-64-19, Clerk/Planning-2020-10

### **Severance Applications B-63-19 and B-64-19**

**Name: Brent and Teresa Dillon**

**Location: Lot 13, Concession 1**

**999 Douro First Line**

**Douro Ward, Roll No.: 010-002-03200**

Purpose of the applications: Creation of Two New Residential Lots

### In attendance:

Brent Dillon, Owner – In support

Crystal McMillan, Secretary, reviewed the planning report for this application.

### **Recommendation**

Moved by: Ken Jackman

Seconded by: Jim Patterson

That it be recommended to Council that Severance Applications B-64-19 and B-64-19 for Brent and Teresa Dillon be approved, and if approved by the Peterborough County Land Division Committee that the following conditions be imposed:

- \$1250.00 cash-in-lieu of parkland be paid to the municipality for each
- That a 3 metre strip of frontage from each severed parcel be deeded to the Township for road widening purposes
- That the depth of both severed lots be increased slightly to ensure that the lot is a minimum of 0.4 ha (1 acre) in size (not including the 3 metre strip of frontage deeded to the municipality)
- That safe entrances be approved by the Manager of Public Works

Carried

## 6. Severance Proposals:

### 6.1 Preliminary Severance Review - Clifford, Clerk/Planning-2020-11

#### **Severance Proposal – Fred Clifford**

**Agent:** Jacqueline Mann, Clark Consulting Services

**Location:** Lot 11, Conc. 1,  
County Road 38, Dummer Ward, Roll No.: 020-003-03000

Purpose of the proposal – Creation of a New Residential Lot

#### In attendance:

Bob Clark, representing applicant – In support

Keith Beecroft – In opposition

David Graham – In opposition

Crystal McMillan, Secretary, reviewed the planning report for this application.

Bob Clark, representing applicant, spoke in support of the proposal.

Keith Beecroft spoke in opposition to the proposal.

David Graham spoke in opposition to the proposal.

#### **Recommendation**

Moved by: Jim Patterson

Seconded by: Ken Jackman

That the Committee defer a decision on the severance proposal Option A for Fred Clifford to a future meeting.

Carried

7. Next Meeting Date: March 27, 2020 (if required)

8. Adjournment

That this meeting adjourn at 10:18 a.m.

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Chair, Karl Moher

---

Secretary, Crystal McMillan



JEFF BUNN  
Manager, Council & Committee Services & Deputy City Clerk  
Finance & Corporate Services Department  
Kitchener City Hall, 2<sup>nd</sup> Floor  
200 King Street West, P.O. Box 1118  
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Phone: 519.741.2200 x 7278 Fax: 519.741.2705  
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TTY: 519-741-2385

May 15, 2020

The Right Honourable Justin Trudeau, Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau:

This is to advise that City Council, at a special electronic meeting held on May 11, 2020, passed the following resolution regarding universal basic income:

"WHEREAS The World Health Organization (WHO) on March 11, 2020 declared COVID-19 a pandemic, pointing to the growing number of cases of the coronavirus illness around the world and the sustained risk of further global spread; and,

WHEREAS in response to the COVID-19 pandemic, the Province of Ontario and the City of Kitchener have declared a state of emergency under the Emergency Management and Civil Protection Act; and,

WHEREAS the City of Kitchener has approved the Early Economic Support Plan, which provides financial and economic support measures to help reduce the financial strain on citizens and businesses during the COVID-19 pandemic; and,

WHEREAS Statistics Canada has reported that the unemployment rate has risen to 7.8 per cent, with 1,011,000 jobs lost in March 2020, and that the COVID-19 pandemic has impacted the employment of 3.1 million Canadians; and,

WHEREAS the Federal government has announced \$82 billion in relief funding for the COVID-19 Economic Response Plan, utilizing tax deferrals, subsidies, loans, and credits to support citizens, businesses, and industries; and,

WHEREAS according to a 2018 Parliamentary Budget Office report, a Canada-wide basic income of the type previously piloted in Ontario would have an annual net cost of \$44 billion; and,

WHEREAS a universal basic income would likely have many positive effects, including reducing poverty, reducing strain on health care and social assistance systems, supporting businesses and the economy, reducing crime, as well as reducing administrative complexity and creating efficiencies for those in need of financial and economic support measures;

THEREFORE BE IT RESOLVED that the Council of the City of Kitchener urges the Ontario Provincial government to pursue a partnership with the Federal government for the establishment of a universal basic income;

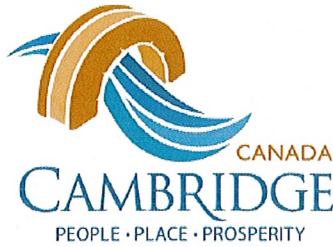
BE IT FINALLY RESOLVED that this resolution be forwarded to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; the Minister of Children, Community and Social Services; the Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario; the Local Members of Provincial Parliament; the Region of Waterloo; all Municipalities within the Province of Ontario; and, the Federation of Canadian Municipalities.”

Yours truly,



J. Bunn  
Manager, Council & Committee Services/  
Deputy City Clerk

- c. Honourable, Doug Ford, Premier  
Honourable Amy Fee, M.P.P.  
Honourable Belinda Karahalios, M.P.P.  
Honourable Catherine Fife, M.P.P.  
Honourable Laura Mae Lindo, M.P.P.  
Honourable Mike Harris, M.P.P.  
Honourable Todd Smith, Minister of Children, Community & Social Services  
Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Monika Turner, Association of Municipalities of Ontario  
Kris Fletcher, Regional Clerk, Region of Waterloo  
Bill Karsten, Federation of Canadian Municipalities  
Ashley Sage, Clerk, Township of North Dumfries  
Danielle Manton, City Clerk, City of Cambridge  
Dawn Mittelholtz, Director of Information and Legislative Services / Municipal Clerk, Township of Wilmot  
Grace Kosch, Clerk, Township of Wellesley  
Olga Smith, City Clerk, City of Waterloo  
Val Hummel, Director of Corporate Services/Clerk, Township of Woolwich  
All Ontario Municipalities



The Corporation of the City of Cambridge  
Corporate Services Department, Clerk's Division  
The City of Cambridge  
50 Dickson Street, P.O. Box 669  
Cambridge ON N1R 5W8  
Tel: (519) 740-4680 ext. 4585  
Fax: (519) 740-3011  
[www.cambridge.ca](http://www.cambridge.ca)  
[mantond@cambridge.ca](mailto:mantond@cambridge.ca)

May 13, 2020

Hon. Doug Ford  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

To Premier Ford,

**RE: Provincial Funding for Rehabilitation Facilities**

Please be advised that Cambridge City Council, at its meeting held on the 16<sup>th</sup> day of April, 2020, approved motion 20-060 regarding Provincial Funding for Rehabilitation Facilities:

Moved by: Councillor Liggett

Seconded by: Councillor Mann

WHEREAS there is a failure of our overall drug and addictions policies and strategies to provide for adequate, timely and sustainable detox and addiction rehabilitation programs in a safe, supportive environment; and,

WHEREAS methods of harm reduction are a stopgap until those struggling with addiction are able to have immediate access to adequate detox and rehabilitation programs; and

WHEREAS the community of Cambridge has shown their concern and compassion for the lack of access and availability for their fellow residents who are asking for such assistance; and

WHEREAS there is an inadequate quantity of rehabilitation facilities throughout the province providing the required number of beds and programs for those struggling with substance abuse requesting assistance; and

WHEREAS publically funded services for detox and rehabilitation programs would ensure that all persons receive such help equitably and in a sustainable way; and

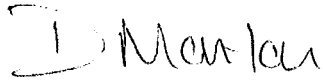
WHEREAS some persons struggling with substance abuse may need such programs more than once;



THEREFORE BE IT RESOLVED that the City of Cambridge asks the Province of Ontario for the much needed funding to provide for such relief for the City of Cambridge as well as throughout the province.

If you require any additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Manton".

Danielle Manton

City Clerk

DM/jh

cc. Office of the Mayor – City of Cambridge  
Belinda Karahalios, MPP – Cambridge  
Amy Fee, MPP – Kitchener South-Hespeler  
Region of Waterloo  
City of Kitchener  
City of Waterloo  
Township of Wilmot  
Township of Wellesley  
Township of Woolwich  
Township of North Dumfries  
Association of Municipalities of Ontario

# ONTARIO ENERGY BOARD NOTICE TO CUSTOMERS OF ENBRIDGE GAS INC.

**Enbridge Gas Inc. has applied for approval of a System Expansion Surcharge, a Temporary Connection Surcharge and an Hourly Allocation Factor. The surcharges are used to recover the costs of natural gas expansion projects and the allocation factor is used to assess feasibility of projects.**

**Learn more. Have your say.**

**Enbridge Gas Inc. has applied to the Ontario Energy Board for the following approvals:**

- **A System Expansion Surcharge of \$0.23 per m<sup>3</sup>, for all future “Community Expansion Projects” – i.e. projects that expand the natural gas system to provide gas service to a minimum of 50 first-time users. If approved, the surcharge would primarily apply to first-time small volume customers in the project area and for a period of up to 40 years. Larger volume customers would have the option to pay the surcharge or negotiate another method of contribution to the capital costs for the project.**
- **A Temporary Connection Surcharge of \$0.23 per m<sup>3</sup> for all future smaller expansion projects – i.e. projects involving the extension of mains and related service attachments to fewer than 50 first-time users, as well as service lines to individual customers installed on pre-existing mains. If approved, the surcharge would apply to first-time small volume customers for a period of up to 20 years instead of paying up front for the capital costs of the connection. Larger volume customers would have the option to pay the surcharge or negotiate another method of contribution to the capital costs for the project.**
- **An Hourly Allocation Factor to allocate capital costs of future development projects to customers for the purposes of conducting economic feasibility analysis.**

**Enbridge Gas Inc. is also proposing to make related changes to rate schedules and feasibility policies, necessary to harmonize the surcharges and provide consistency between the former Enbridge Gas Distribution Inc. and former Union Gas Limited rate zones.**

## **THE ONTARIO ENERGY BOARD WILL HOLD A PUBLIC HEARING**

The Ontario Energy Board (OEB) will hold a public hearing to consider the application filed by Enbridge Gas. During the hearing, we will question Enbridge Gas and we will also hear questions and arguments from individuals that have registered to participate (called intervenors) in the OEB’s hearing. At the end of this hearing, the OEB will decide whether to approve the application.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

## **BE INFORMED AND HAVE YOUR SAY**

You have the right to information regarding this application and to be involved in the process.

- You can review Enbridge Gas’ application on the OEB’s website now
- You can file a letter with your comments, which will be considered during the hearing
- You can become an intervenor. As an intervenor you can ask questions about Enbridge Gas’ application and make arguments on whether the OEB should approve Enbridge Gas’ request. Apply by **June 9, 2020** or the hearing will go ahead without you and you will not receive any further notice of the proceeding
- At the end of the process, you can review the OEB’s decision and its reasons on our website

## **LEARN MORE**

Our file number for this case is **EB-2020-0094**. To learn more about this hearing, find instructions on how to file a letter with your comments or become an intervenor, or to access any document related to this case, please enter the file number **EB-2020-0094** on the OEB website: **[www.oeb.ca/participate](http://www.oeb.ca/participate)**. You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

## **ORAL VS. WRITTEN HEARINGS**

There are two types of OEB hearings – oral and written. Enbridge Gas has applied for a written hearing. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by **June 9, 2020**.

## **PRIVACY**

*If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and email address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.*

*This rate hearing will be held under section 36 of the Ontario Energy Board Act, 1998, S.O. 1998, c.15 Schedule B.*



Ontario

Ontario Energy Commission de l'énergie

**From:** John McGregor < >  
**Date:** May 21, 2020 at 2:16:40 PM EDT  
**To:** J M Jones <[jjones@dourodummer.on.ca](mailto:jjones@dourodummer.on.ca)>  
**Cc:** Jim Patterson < >  
**Subject:** Alliance Zoom Meeting last evening

Hi J. Murray:

I wanted to write to express appreciation for your assistance in organizing participants for the Alliance meeting last evening. The Douro representation including Karl, Martina and Chuck really added value to the meeting and brought up some important issues, as did Kasper from waste management. We did invite Dave Smith but never got a response from him.

Thanks for your assistance, we had 34 participants on the call!

John McGregor

**From:** Robert Knox < >  
**Date:** May 21, 2020 at 4:20:05 PM EDT  
**To:** J M Jones <[jjones@dourodummer.on.ca](mailto:jjones@dourodummer.on.ca)>  
**Subject:** CROWES LANDING

Hello Sir....would just like to commend Martina on her prompt response to our situation at Crowe's landing..she took time out of her Sunday to personally come and speak to me ..thank you  
Hopefully we get some resolve.

Rob knox

System:	5/25/2020	1:35:12 PM	Township of Douro-Dummer	
User ID:	Donnak	Council Summary Report		
Cheque Date:	5/12/2020	5/25/2020		
Sorted By:	Cheque Date			
Distribution Types Included:	All			
Cheque Number	Voucher Number	Vendor Name	Description	Amount
0				
2	General Government			
55169	61324	BELL CANADA	OFFICE	\$655.12
00-02-0250-3300				
55172	61331	HYDRO ONE INC.	INVOICE DATED MAY 5, 2020	\$457.86
00-02-0250-3110				
55172	61331	HYDRO ONE INC.	INVOICE DATED MAY 5, 2020	\$152.63
00-02-0251-3110				
55177	61321	UPS CANADA	FREIGHT	\$11.64
00-02-0250-4200				
EFT000000003943	61341	BAKER MASONRY	PLOW/SAND MUNICIPAL LOT	\$174.92
00-02-0250-5121				
EFT000000003943	61341	BAKER MASONRY	PLOW/SAND MUNICIPAL LOT	\$174.92
00-02-0251-5121				
EFT000000003943	61342	BAKER MASONRY	PLOW/SANDLOT NORTH OF KY-LEY'S	\$226.93
00-02-0250-5121				
EFT000000003944	61344	BAKER TILLY KDN LLP	INTERIM BILLING	\$15,264.00
00-02-0250-3800				
EFT000000003955	61352	LAKEFIELD HERALD LTD.	PUBLIC BUDGET MTG AD	\$153.10
00-02-0240-4300				
EFT000000003956	61340	MICRO AGE COMPUTER STORES	MANAGED SERVICES	\$1,123.43
00-02-0250-5180				
EFT000000003956	61364	MICRO AGE COMPUTER STORES	APRIL CONTRACT SERVICE	\$726.56
00-02-0250-5170				
EFT000000003959	61307	OMERS		\$560.86
00-02-0250-2300				
EFT000000003980	61391		31 YEARS OF SERVICE	\$400.00
00-02-0240-4710				
General Government				
Total For Department	2			\$20,081.97

Cheque	Voucher	Vendor		
Number	Number	Name	Description	Amount
4 Protection Services				
55168	61333	1200 DEGREES TECHNO FEU	GASKETS, QUAD SEAL RINGS	\$61.11
00-04-0410-5166				
55169	61323	BELL CANADA	POLICING	\$68.73
00-04-0420-3300				
55169	61324	BELL CANADA	OFFICE	\$109.19
00-04-0450-3300				
55169	61334	BELL CANADA	F/H #5	\$58.92
00-04-0410-3300				
55169	61335	BELL CANADA	F/H #4	\$62.37
00-04-0410-3300				
55169	61336	BELL CANADA	F/H #1	\$69.85
00-04-0410-3300				
55170	61325	BELL MOBILITY INC.	FIRE & BLEO TABLETS	\$61.06
00-04-0410-3310				
55170	61325	BELL MOBILITY INC.	FIRE & BLEO TABLETS	\$20.35
00-04-0440-3310				
55171	61337	BELL'S SIGN SHOP	HG TSF STN ADDITIONL SIGNS	\$105.83
00-04-0450-4600				
55172	61331	HYDRO ONE INC.	INVOICE DATED MAY 5, 2020	\$617.28
00-04-0410-3110				
EFT000000003942	61367	A.J.STONE COMPANY LTD	COVID - CLEANERS	\$372.77
00-04-0450-4117				
EFT000000003943	61368	BAKER MASONRY	PLOW/SAND VARIOUS F/HS	\$786.67
00-04-0410-5121				
EFT000000003948	61353	CITY OF PETERBOROUGH	FIRE - CYLINDER FILLING	\$61.06
00-04-0410-5161				
EFT000000003951	61373	FORT GARRY FIRE TRUCKS LTD	GROUND LIGHTING	\$111.83
00-04-0410-5195				
EFT000000003952	61348	HAVELOCK-BELMONT-METHUEN T	MARCH RECOVERABLE FORCE EXP	\$328.00
00-04-0420-8884				
EFT000000003956	61364	MICRO AGE COMPUTER STORES	APRIL CONTRACT SERVICE	\$69.19
00-04-0420-3320				
EFT000000003956	61364	MICRO AGE COMPUTER STORES	APRIL CONTRACT SERVICE	\$657.36
00-04-0410-5170				
EFT000000003957	61365	NEXICOM INC.	INTERNET, CONFERENCE CALLING	\$71.17
00-04-0410-3320				

Cheque Number	Voucher Number	Vendor Name	Description	Amount
EFT000000003957 00-04-0420-3320	61365	NEXICOM INC.	INTERNET, CONFERENCE CALLING	\$71.17
EFT000000003957 00-04-0450-3900	61365	NEXICOM INC.	INTERNET, CONFERENCE CALLING	\$101.76
EFT000000003960 00-04-0444-3910	61345	PETERBOROUGH HUMANE SOCIET	SMALL ANIMAL CONTROL	\$300.00
EFT000000003963 00-04-0410-4600	61372	SECURITRIM 2002 INC.	FIRE - CHEVRON PANELS	\$380.50
EFT000000003966 00-04-0410-3330	61355	TAS-PAGE COMMUNICATIONS &	FIRE - LICENSING (ASAF)	\$512.87
EFT000000003967 00-04-0420-8884	61346	TOWNSHIP OF ASPHODEL-NORWO	MARCH RECOVERABLE FORCE EXP	\$451.00
EFT000000003968 00-04-0410-3240	61354	TREASURER OF THE COUNTY OF	2ND QRTR FIRE DISPATCH	\$6,014.14
EFT000000003969 00-04-0420-8884	61350	TWP.OF OTONABEE-SOUTH MONA	MARCH RECOVERABLE FORCE EXP	\$246.00
EFT000000003970 00-04-0420-8884	61351	SELWYN TOWNSHIP	MARCH RECOVERABLE FORCE EXP	\$697.00
EFT000000003971 00-04-0420-8884	61347	MUNICIPALITY OF TRENT LAKE	MARCH RECOVERABLE FORCE EXP	\$246.00
EFT000000003972 00-04-0420-8884	61349	TWP OF NORTH KAWARTHA	MARCH RECOVERABLE FORCE EXP	\$41.00
EFT000000003974 00-04-0443-3901	61362		LVSTK CLAIM J.ALLEN MAY 11	\$80.00
EFT000000003974 00-04-0443-2500	61362		LVSTK CLAIM J.ALLEN MAY 11	\$2.66
EFT000000003974 00-04-0443-3901	61363		LVSTK CLAIM J.ALLEN MAY 9	\$80.00
EFT000000003974 00-04-0443-2500	61363		LVSTK CLAIM J.ALLEN MAY 9	\$12.75
EFT000000003978 00-04-0410-3320	61370	XPLORNET COMMUNICATIONS IN	F/H #1 - INTERNET	\$81.39
Protection Services				
Total For Department	4	\$13,010.98		
6 Transportation Services				
55169	61338	BELL CANADA	WARSAW GARAGE	\$93.74

Cheque Number	Voucher Number	Vendor Name	Description	Amount
00-06-0600-3300				
55169	61339	BELL CANADA	DOURO GARAGE	\$65.99
00-06-0600-3300				
55172	61331	HYDRO ONE INC.	INVOICE DATED MAY 5, 2020	\$1,147.07
00-06-0600-3110				
55172	61331	HYDRO ONE INC.	INVOICE DATED MAY 5, 2020	\$16.47
00-06-0603-3110				
55173	61327	MINISTER OF FINANCE TO	5 YR - HWY 28 SIGN RENEWAL	\$305.00
00-06-0600-3900				
55173	61328	MINISTER OF FINANCE TO	5 YR - HWY 28 SIGN RENEWAL	\$770.77
00-06-0600-3900				
55173	61329	MINISTER OF FINANCE TO	5 YR - HWY 28 SIGN RENEWAL	\$305.00
00-06-0600-3900				
EFT000000003943	61385	BAKER MASONRY	PLOW/SAND SIDEWALKS	\$401.85
00-06-0600-3900				
EFT000000003946	61388	CARDINAL EQUIPMENT INC.	CHIPPER - SAFETY SWITCH, CLAMP	\$457.97
00-06-0600-5165				
EFT000000003947	61358	CAVENDISH RADIO AND TOWERS	ROADS - MAY AIRTIME	\$251.86
00-06-0600-3330				
EFT000000003949	61380		BEAVER REMOVAL	\$648.38
00-06-0600-3900				
EFT000000003953	61375	HUB INTERNATIONAL	BROOM BRUSHES	\$2,087.95
00-06-0600-5160				
EFT000000003956	61364	MICRO AGE COMPUTER STORES	APRIL CONTRACT SERVICE	\$17.29
00-06-0600-5170				
EFT000000003957	61365	NEXICOM INC.	INTERNET, CONFERENCE CALLING	\$71.17
00-06-0600-3320				
EFT000000003958	61374	NOYES' REPAIR CENTRE	CHECK FOR CERT, REPAIRS	\$54.43
00-06-0600-5194				
EFT000000003958	61374	NOYES' REPAIR CENTRE	CHECK FOR CERT, REPAIRS	\$305.28
00-06-0600-3500				
EFT000000003958	61374	NOYES' REPAIR CENTRE	CHECK FOR CERT, REPAIRS	\$235.23
00-06-0600-5195				
EFT000000003959	61307	OMERS		\$2,932.26
00-06-0600-2300				
EFT000000003961	61376	RENT ALL CENTRE	4" SCREEN	\$32.88
00-06-0600-4600				



Cheque Number	Voucher Number	Vendor Name	Description	Amount
EFT000000003962 00-06-0600-3900	61379	ROSS DUNFORD CONTRACTING	BRUSHING/FELLING	\$814.08
EFT000000003964 00-06-0600-5195	61386	STRONGCO EQUIPMENT	SOLENOID VALVE, COIL,ACCUMULTR	\$200.72
EFT000000003966 00-06-0600-5163	61381	TAS-PAGE COMMUNICATIONS &	RDS - CALL MSG CNTR &PROCESSNG	\$125.50
EFT000000003968 00-06-0600-4600	61383	TREASURER OF THE COUNTY OF	MARCH SAND	\$1,230.11
EFT000000003968 00-06-0600-4600	61384	TREASURER OF THE COUNTY OF	JAN - SAND & SALT	\$19,867.63
EFT000000003975 00-06-0600-3250	61387	WASTE CONNECTIONS OF CANAD		\$11,686.26
EFT000000003976 00-06-0600-5195	61382	WINSLOW-GEROLAMY MOTORS LT	ABSORBER	\$77.38
Transportation Services				
Total For Department	6	\$44,202.27		
8 Environmental Services				
55172 00-08-0802-3110	61331	HYDRO ONE INC.	INVOICE DATED MAY 5, 2020	\$75.31
55174 00-08-0802-5121	61326	STARFRA FEED SERVICE	NEW GATES, HINGES HG TSF STN	\$502.80
EFT000000003943 00-08-0802-5121	61359	BAKER MASONRY	PLOW/SAND HG TSF STN	\$179.66
EFT000000003954 00-08-0802-3900	61361	JOHNNY ON THE SPOT	HG TSF STN PORTABLE TOILET	\$101.76
EFT000000003975 00-08-0800-3251	61387	WASTE CONNECTIONS OF CANAD		\$43.21
Environmental Services				
Total For Department	8	\$902.74		
16 Recreation & Cultural Services				
55172 00-16-1600-3110	61331	HYDRO ONE INC.	INVOICE DATED MAY 5, 2020	\$27.16
55172 00-16-1640-3110	61331	HYDRO ONE INC.	INVOICE DATED MAY 5, 2020	\$246.24
55172	61331	HYDRO ONE INC.	INVOICE DATED MAY 5, 2020	\$8,985.12

	Cheque	Voucher	Vendor		
	Number	Number	Name	Description	Amount
00-16-1610-3110					
	55172	61331	HYDRO ONE INC.	INVOICE DATED MAY 5, 2020	\$5,955.80
00-16-1620-3110					
	55172	61331	HYDRO ONE INC.	INVOICE DATED MAY 5, 2020	\$202.64
00-16-1601-3110					
	55176	61330	TSC STORES L.P.	DOURO CC SANDPAPER - BENCHES	\$4.99
00-16-1610-5130					
EFT000000003957		61343	NEXICOM INC.	LIBRARY INTERNET	\$76.26
00-16-1640-3320					
EFT000000003957		61365	NEXICOM INC.	INTERNET, CONFERENCE CALLING	\$71.17
00-16-1610-3320					
Recreation & Cultural Services					
Total For Department		16	\$15,311.30		
Total For Fund		0	\$93,509.26		
	5				
	2	General Government			
EFT000000003977		61366	WSCS CONSULTING INC.	SERVICE DELIVERY REVIEW	\$13,643.21
05-02-0250-0361					
General Government					
Total For Department		2	\$13,643.21		
		4	Protection Services		
	55175	61332	TAPCORE INC.	F/H #5 - ROOFING, TWR RMVL	\$1,491.01
05-04-0410-0341					
EFT000000003945		61371	BEARCOM CANADA CORP.	FIRE - INSTL RADIO, ANTENNA	\$267.12
05-04-0410-0361					
EFT000000003950		61369	DRAIN ELECTRIC	F/H #5 - TYPAR FOR ROOF	\$128.20
05-04-0410-0341					
Protection Services					
Total For Department		4	\$1,886.33		
		6	Transportation Services		
EFT000000003962		61377	ROSS DUNFORD CONTRACTING	BRUSHING - OKE ROAD	\$2,116.60
05-06-0600-0401					
EFT000000003962		61378	ROSS DUNFORD CONTRACTING	BRUSHING	\$2,442.24
05-06-0600-0401					

Cheque Number	Voucher Number	Vendor Name	Description	Amount
EFT000000003965 05-06-0600-0240	61356	Suncor Energy Products Par	WARSAW GAS 600.0 L	\$411.09
EFT000000003965 05-06-0600-0242	61357	Suncor Energy Products Par	WARSAW DYED DIESEL 1,425.0 L	\$825.81
EFT000000003965 05-06-0600-0242	61360	Suncor Energy Products Par	WARSAW DYED DIESEL 675.5 L	\$330.29
Transportation Services				
Total For Department	6	\$6,126.03		
18 Planning & Development				
55178	61322		REFUND REMAINING DEVLPMNT DEP	\$1,128.03
05-18-1800-0589				
Planning & Development				
Total For Department	18	\$1,128.03		

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

### **By-law Number 2020 – 30**

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Being a By-law of The Corporation of the Township of  
Douro-Dummer to confirm the proceedings of the  
regular electronic meeting of Council held on the 2nd day of June, 2020.

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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 electronic meeting held on June 2, 2020 in respect to each motion, resolution, and other action passed and taken by the Council at its said meeting is, except where prior approval of the Local Planning Appeal Tribunal is required, hereby approved, ratified, and confirmed.
2. **That** the Mayor and the proper officers of the Township are hereby authorized to do all things necessary to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

Passed in Open Council this 2nd day of June, 2020.

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Mayor, J. Murray Jones

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Clerk, Crystal McMillan