



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

Tuesday, June 16, 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 Acknowledgement
3. Moment of Silent Reflection
4. Disclosure of Pecuniary Interest:
5. Adoption of Agenda: June 16, 2020
6. Adoption of Minutes:
  - 6.1 Regular Minutes - June 2, 2020
7. Business arising out of previous minutes:

7.1	Resolution Number 207-2020 - Temporary C.A.O. Position, Clerk/Planning-2020-25	9
8.	Delegations, Petitions, Presentations or Public Meetings: None	
9.	Other Business and Staff Reports:	
9.1	Maternity Leave, C.A.O.-2020-23	33
9.2	Financial Impact of Covid-19, C.A.O.-2020-24	34
9.3	Recruitment Process for Permanent Manager of Public Works, C.A.O.- 2020-25	43
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10.	Committee Minutes and Other Reports:	
10.1	Douro-Dummer Police Services Board Meeting Minutes from May 22, 2020	102
11.	By-laws:	
11.1	By-law 2020-31 - To amend By-law 2020-26 (To adopt tax rates for 2020)  To waive interest and penalty on unpaid taxes for the current and previous years for the month of July 2020	105
11.2	By-law 2020-32 - To Amend By-law Number 2017-33, as amended, to Delegate Certain Powers of Council  To delegate the power to staff to respond on the completeness of Zoning By-law Amendment Applications under Section 34 (10.4) of The Planning Act	106

## **12. Correspondence – Action Items:**

### **12.1 Alcohol and Gaming Commission of Ontario (AGCO)**

Ontario amends Regulation 719 under the Liquor Licence Act to support liquor sales licensees in temporarily extending their patios and provide additional flexibility for the location of tied houses

### **12.2 City of Brantford**

107

Resolution to request the Federal and Provincial Governments to formally declare March 17 to be Essential Workers Day to honour all of the essential workers who sacrificed so much during the COVID-19 pandemic

### **12.3 Jon Douglas**

109

An email to express concerns with Douglas and Rock Roads

### **12.4 Town of Orangeville**

110

Resolution to request the Solicitor General to encourage common training requirements for all members of Police Services in Ontario as it relates to diversity, empathy and use of force

## **13. Correspondence/Information Items:**

### **13.1 Otonabee Conservation**

112

Otonabee Conservation's Annual Report is now available online

### **13.2 City of Peterborough**

116

Notice of Official Plan and Zoning By-law Amendments to 1176 and 1182 Armour Road

Proposed Amendments - Development Description:

The applicant proposes to amend the Official Plan and Zoning to allow for high density, multi unit residential supporting a maximum of 76 units and a maximum building height of 7 storeys with surface parking facilities.

### **13.3 John and Anita Earnshaw**

124

An email of appreciation for the installation of speed limit signs on Division Road

## **14. Accounts: Until June 8, 2020**

125

15. Notices of Motion:
16. Announcements:
17. Closed Session: None
18. Rise from Closed Session with or without a Report: N/A
19. Confirming By-law - By-law 2020-33
20. Adjournment

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

**June 2, 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  
 Fire Chief - Chuck Pedersen  
 Manager of Recreation Facilities - Vicki Hallam  
 Chief Building Official - Brian Fawcett  
 Deputy Treasurer-Tax Clerk – Carol Anne Nelson

**Absent:** Treasurer - Darlene Heffernan

1. Call to Order

With a quorum of Council being present, the Mayor called the meeting to order at 5:02 p.m.

2. Land Acknowledgment

The Mayor recited the Land Acknowledgement.

3. Moment of Silent Reflection

The Mayor called for a moment of silent reflection.

4. Disclosure of Pecuniary Interest:

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

5. Adoption of Agenda: June 2, 2020

**Resolution Number 199-2020**

Moved by: Councillor Watson

Seconded by: Councillor Landsmann

That the agenda for the Regular Council Meeting, dated June 2, 2020, be adopted, as amended.

Carried

6. Adoption of Minutes:

6.1 Regular - May 19, 2020

**Resolution Number 200-2020**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That the Minutes from the Regular Council Meeting, held on May 19, 2020, be received and adopted, as circulated.

Carried

7. Business arising out of previous minutes:

**Item 7.2 from May 19, 2020** - Petition to Ban Fishing at Crowe's Landing and McCracken's Landing Wharfs - Deputy Mayor Moher noted that Councillor Watt is sitting on the working committee in his stead.

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

**Resolution Number 201-2020**

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

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

Carried

9.2 Extend Interim Appointment – Integrity Commissioner, Clerk/Planning-2020-23

**Resolution Number 202-2020**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watson

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

Carried

9.3 Tax Implications of Further Deferral, Treasurer-2020-17

**Resolution Number 203-2020**

Moved by: Councillor Watson

Seconded by: Councillor Landsmann

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. Carried

9.4 Respiratory Protection Program, Fire Chief-2020-06

**Resolution Number 204-2020**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

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. Carried

9.5 Ice Allocation Policy, Recreation Facilities-2020-05

**Resolution Number 205-2020**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watson

That the Recreation Facilities-2020-05 report, dated June 2, 2020, be received, that Council approves the Ice Allocation Policy as Policy R-32, save and except the statement on page 5 "The decision of the Township shall be final", and that a communication plan be developed to inform the local user groups of the Policy. Carried

9.6 Entrance Permit – Additional Entrance 562 Douro Fifth Line, Public Works-2020-06 - This item was deleted from the agenda.

9.7 Request to Brush – Seventh Line South Dummer, Public Works-2020-07

**Resolution Number 206-2020**

Moved by: Councillor Landsmann

Seconded by: Deputy Mayor Moher

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. Carried

9.8 Temporary C.A.O. Position, Clerk/Planning-2020-24

**Resolution Number 207-2020**

Moved by: Councillor Watt

Seconded by: Councillor Watson

That the Temporary Chief Administrative Officer (C.A.O.) position with Martina Chait-Hartwig be extended for three (3) months (until September 30, 2020) and that, with the assistance of a recruitment agency, that the process be started for the recruitment of a Chief Administrative Officer (C.A.O.) for a three (3) year contract, with an option of a two (2) year extension.

A recorded vote was requested by Deputy Mayor Moher. The roll was called by the Clerk and the vote was as follows:



<b>Recorded</b>	<b>For</b>	<b>Against</b>
Councillor Landsmann	X	
Councillor Watson	X	
Councillor Watt	X	
Deputy Mayor Moher		X
Mayor Jones		X
<b>Results</b>	<b>3</b>	<b>2</b>
		<b>Carried (3 to 2)</b>

10. Committee Minutes and Other Reports:

10.1 Deputy Mayor Moher – Update on County Council Matters

**Resolution Number 208-2020**

Moved by: Councillor Landsmann

Seconded by: Councillor Watt

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

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

10.2.2 Clerk-Planning - May 2020, Clerk/Planning-2020-22

10.2.3 Building May Report, Building Department-2020-04

10.2.4 April and May Fire Department Report, Fire Chief-2020-07

10.2.5 Recreation Facilities - May 2020, Recreation Facilities-2020-06

10.2.6 Public Works Monthly Report May, 2020, Public Works-2020-05

**Resolution Number 209-2020**

Moved by: Councillor Watson

Seconded by: Councillor Watt

That the monthly staff reports from all departments for May 2020 be received. Carried

10.3 Donwood Parks Committee Minutes - January 29, 2020

**Resolution Number 210-2020**

Moved by: Councillor Watson

Seconded by: Deputy Mayor Moher

That the Donwood Parks Committee Minutes from January 29, 2020 be received. Carried

10.4 Douro-Dummer Public Library Board Minutes - February 11, 2020 and April 22, 2020

**Resolution Number 211-2020**

Moved by: Councillor Watson

Seconded by: Councillor Watt

That the Douro-Dummer Public Library Board meeting minutes from February 11, 2020 and April 22, 2020 be received. Carried

10.5 Douro-Dummer Planning Committee Minutes - March 2, 2020

**Resolution Number 212-2020**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That the Douro-Dummer Planning Committee Minutes from March 2, 2020 be received and approved. Carried

11. By-laws: None

12. Correspondence – Action Items:

12.1 City of Kitchener

**Resolution Number 213-2020**

Moved by: Councillor Watt

Seconded by: Councillor Watson

That the Resolution from the City of Kitchener to urge the Federal and Provincial governments to establish a universal basic income be received.

Carried

12.2 City of Cambridge

**Resolution Number 214-2020**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That the Resolution from the City of Cambridge regarding Funding for Rehabilitation Facilities be received and supported. Carried

13. Correspondence/Information Items:

13.1 Ontario Energy Board

13.2 Emails of Appreciation (2)

**Resolution Number 215-2020**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That Correspondence/Information Items 13.1 and 13.2 both be received.

Carried

14. Accounts: To May 25, 2020

**Resolution Number 216-2020**

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That Council receives and approves payment of all of the accounts, dated to May 25, 2020, and included in the agenda package. Carried

15. Notices of Motion: None

16. Announcements: None

17. Closed Session: None

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

19. Confirming By-law - By-law 2020-30

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That By-law Number 2020-30, being a By-law to confirm the proceedings of the Regular Electronic Meeting of Council, held on the 2nd day of June, 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

20. Adjournment

**Resolution Number 217-2020**

Moved by: Councillor Watson

Seconded by: Councillor Landsmann

That this meeting adjourn at 6:06 p.m.

Carried

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Mayor, J. Murray Jones

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Clerk, Crystal McMillan

**Overview:**

At the meeting held on June 2, 2020, a report regarding the extension of the Temporary Chief Administrative Officer (C.A.O.) position was presented to Council and the following Resolution was passed:

Temporary C.A.O. Position, Clerk/Planning-2020-24

**Resolution Number 207-2020**

Moved by: Councillor Watt

Seconded by: Councillor Watson

That the Temporary Chief Administrative Officer (C.A.O.) position with Martina Chait-Hartwig be extended for three (3) months (until September 30, 2020) and that, with the assistance of a recruitment agency, that the process be started for the recruitment of a Chief Administrative Officer (C.A.O.) for a three (3) year contract, with an option of a two (2) year extension.

A recorded vote was requested by Deputy Mayor Moher. The roll was called by the Clerk and the vote was as follows:

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Councillor Landsmann	X	
Councillor Watson	X	
Councillor Watt	X	
Deputy Mayor Moher		X
Mayor Jones		X
<b>Results</b>	<b>3</b>	<b>2</b>
<b>Carried (3 to 2)</b>		

## Conclusion:

Since that meeting a number of emails have been received regarding Resolution Number 207-2020. Typically, the Township does not receive correspondence from the public relating to a decision made by Council.

The County of Peterborough was utilized for the original hiring of the Temporary C.A.O. position. Sheridan Graham, Director, Corporate Projects & Services, Peterborough County, was consulted to request assistance with this matter after the Township received a number of emails from the public due to her background with the original hiring process, including understanding of the intent of the organizational and service delivery review and the specific impacts and recommendations thereof.

As of writing this report, the Township has received the following twelve (12) emails regarding this matter:

- Jane Bremner
  - o Concern regarding the confidence of Council to manage decisions; specifically, regarding the tax increase and the disregard of the recommendation for the extension of the Temporary C.A.O. position.
- Bob and Jean Condon
  - o Disappointment in the direction Council has taken to fill the C.A.O. position; specifically, regarding not following the recommendation for the extension of the Temporary C.A.O. position.
- Paula Cowing
  - o Seeking answers/justification on not following the recommendation for the extension of the Temporary C.A.O. position; noting the current crisis and tax increase.
- Georgia Gale-Kidd
  - o Concern and Seeking answers/justification; regarding not following the recommendation for the extension of the Temporary C.A.O. position, the comments made in open session and starting the hiring process.
- Ken Jackman
  - o Disappointment/concern regarding not following the recommendation for the extension of the Temporary C.A.O. position, the difficulty to recruit during the summer months and during the pandemic and comments made in open session.

- Derrick Leahy
  - o Concerns regarding not following the recommendation for the extension of the Temporary C.A.O. position and starting the hiring process.
- Marian Leahy
  - o Concerns regarding not following the recommendation for the extension of the Temporary C.A.O. position and starting the hiring process.
  - o Requesting reconsideration of the decision of Council.
- Sharon McKeiver
  - o Disappointment in the direction Council has taken to fill the C.A.O. position; specifically, not following the recommendation for the extension of the Temporary C.A.O. position and not providing information/discussion prior to making decisions.
  - o Thanking Council for hard work, time and devotion.
- Darla Milne
  - o Thanking Council for their service
  - o Concerns regarding Item 9.8 Temporary C.A.O. Position, Clerk/Planning-2020-24. Lack of closed session for personnel matter, lack of adherence to the consultant's recommendations and concern of bias in future hiring practice.
- Jim Patterson
  - o Does not support council's decision.
- Judith Patterson
  - o In opposition to council's decision.
- Kathy Reid
  - o Requesting reconsideration of the decision of Council.

### **Concerns Raised:**

There are many concerns raised in the various emails:

- Not accepting the recommendation of Tammy Carruthers, WSCS Consulting to extend the Temporary C.A.O. position until the end of the current year.
- The nature of the discussion on the matter.
- Starting the recruitment process of hiring a C.A.O. prior to the Service Delivery and Organizational Review is complete.
- Starting the recruitment process of hiring a C.A.O. at this time of year and during the emergency situation.
- The overall cost impacts to the Township and implications to the tax rate

### **Potential Impacts to Township:**

The concerns raised in the various emails brings attention to some potential impacts the Decision may have on the Township. Staff feel it is important and our role to bring to Council's attention what some of the impacts on the Township could be:

- A Request for Proposal (RFP) is required to hire a consultant to assist with the hiring process. The RFP process will take approximately two to three months (development of RFP, issuance of RFP with timelines required for response, evaluation and award).
- After awarding the RFP, the hiring process for a C.A.O. will take approximately four to six months.
- Summer months are not the ideal time to start a hiring process, plus the Nation/Province is in a State of Emergency due to COVID-19.
- Based on the information we have received from other municipalities - the hiring process for a C.A.O. will cost approximately \$40,000-\$60,000.
- Without having the benefit of the completed Service Delivery and Organizational Review, it is unknown at this time how the C.A.O. position at the Township may change. Starting the hiring process prior to knowing how/if it may change may require additional work (i.e. stopping current process and having to advertise again for the 'new' C.A.O. position).
- If a C.A.O. is hired, contract signed, and then the position changes due to the outcome of the Service Delivery and Organizational Review, it may have legal implications.
- If a C.A.O. is not hired during the three-month period, there is currently no back-up plan for this position.
- Extending the current Temporary C.A.O. contract until the end of the year will provide the Township (Council and staff) with consistency through this pandemic and will allow Council time to start implementing changes resulting from the Service Delivery and Organizational Review.

If it is the wish of Council to reconsider the Decision, Section 12 (attached) of the Township's Procedural By-law provides provisions to allow Council the opportunity to Reconsider Resolution Number 207-2020.

- A member that voted in favour of Resolution Number 207-2020 would have to make a motion to reconsider the motion.
- There is no debate allowed if a member makes a motion to reconsider the original motion, however the member that makes the motion to reconsider is permitted to make a brief and concise statement outlining the reasons for proposing the reconsideration.
- A motion to reconsider requires the approval of a majority of Council.



- If a motion to reconsider Resolution Number 207-2020 is approved by Council, the reconsideration of the matter becomes the next order of business in the agenda.

**Recommendation:**

That the Clerk/Planning-2020-25 report, dated June 9, 2020, regarding Resolution Number 207-2020 - Temporary C.A.O. Position be received and that a member who voted in favour of Resolution Number 207-2020 may wish to reconsider the original motion.

**Financial Impact:**

- Hiring process for a C.A.O. - approximately \$40,000-\$60,000
- Additional costs may be required if the hiring process is initiated and then restarted
- Service Delivery and Organizational Review – \$64,410.00 including HST
- Implementing Service Delivery and Organizational Review – unknown
- If a C.A.O. is not hired within the three-month Temporary C.A.O. extension - unknown

**Report Approval Details**

Document Title:	Resolution Number 207-2020 - Temporary C.A.O. Position.docx
Attachments:	- Section 12 - Reconsideration.docx
Final Approval Date:	Jun 11, 2020

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

Crystal McMillan, Clerk, Township of Douro-Dummer  
 Sheridan Graham, Director, Corporate Projects & Services, Peterborough County

## **Part 12**

### **Reconsideration**

#### **12.1 Reconsideration – Direction to Staff**

Council or committees may, by resolution or enacting a by-law, give direction to staff to pursue a course of action. A motion to reconsider a decided matter shall not be in order when the motion has been implemented by staff due to direction given by council or a committee at a previous meeting.

#### **12.2 Reconsideration - decided matter of Council - same meeting**

A motion to reconsider a decided matter of Council at the same meeting at which the original motion was decided shall be introduced at Item 13. (New Business) of the Council Agenda, unless the Chair determines there was a clear misunderstanding of the question that was put, in which case a motion for reconsideration shall be introduced immediately after the original vote was taken.

#### **12.3 Reconsideration - decided matter of Council - subsequent meeting**

A motion to reconsider a decided matter of Council at a meeting subsequent to the meeting at which the original motion was decided shall require a notice of motion submitted in accordance with section 6.2 of this by-law, and shall be introduced at Item 7. (Other Business and Staff Reports) of the Council Agenda.

#### **12.4 Reconsideration - decided matter of Council – after one year**

A motion to reconsider a decided matter of Council after one year to the meeting at which the original motion was decided shall be brought forward as though it were a new question and shall require a notice of motion submitted in accordance with section 6.2 of this by-law, and shall be introduced at Item 7. (Other Business and Staff Reports) of the Council Agenda.

#### **12.5 Reconsideration - decided matter of Council - introduction**

A motion to reconsider a decided matter of Council must be made by a member who voted with the majority on the original motion.

#### **12.6 Reconsideration - decided matter of Council - only once**

No motion to reconsider a decided matter of Council shall be made more than once in the twelve month period from the date the matter was decided, unless a regular election has occurred following the decision.

#### **12.7 Reconsideration - decided matter of Council - majority - whole Council**

A motion to reconsider a decided matter of Council shall require the approval of a majority of Council.

#### **12.8 Affirmative vote - original matter - next business**

If a motion to reconsider is decided in the affirmative at a meeting, then consideration of the original matter shall become the next order of business.

#### **12.9 Debate - prohibited - statement of reason - permitted**

No debate on a motion to reconsider a decided matter shall be permitted; however the mover of a motion to reconsider may provide a brief and concise statement outlining the reasons for proposing such reconsideration.

**From:** Jane Bremner < >  
**Sent:** Sunday, June 7, 2020 10:05 AM  
**To:** Info <[Info@dourodummer.on.ca](mailto:Info@dourodummer.on.ca)>  
**Cc:** J M Jones <[jjones@dourodummer.on.ca](mailto:jjones@dourodummer.on.ca)>; Karl Moher <[kmoher@dourodummer.on.ca](mailto:kmoher@dourodummer.on.ca)>  
**Subject:** Douro-Dummer Council concerns

To the Mayor and Council of Douro-Dummer -

By voting in favour of 2 motions at the May and June 2020 meetings the three supporting councillors are ignoring the development of a world crisis which was unforeseen and may have significant impact on future decisions. The current impact of passing these motions is

- 1 a significant tax increase to tax paying residents of Douro-Dummer and
2. disregard for the clear recommendations of the consultants regarding how to deal with the position of the interim CAO.

Therefore as a community member I cannot have confidence that our current council can effectively manage decisions that affect our township.

Sincerely,

Jane Bremner

**From:** Robert Condon < >

**Sent:** Tuesday, June 9, 2020 8:53 AM

**To:** Info <[Info@dourodummer.on.ca](mailto:Info@dourodummer.on.ca)>

**Subject:** CAO appointment

Mayor Jones and Members of Council

Jean and I would like to go on record as being very disappointed in the direction council has taken to fill the CAO position for our Township.

The motion passed at the June 2nd meeting is very disturbing. After paying the consultant a tidy sum of money why in the world would we not follow their recommendation and extend the present contract for another six month period. This would give council the time to study the consultants report and begin to initiate their major recommendations in a timely manner.

We feel Martina has given our Township solid leadership through this very uncertain time and is the best person to lead us through the next six months and beyond.

In closing we feel more time ,thought and discussion should have gone into making this major decision.

Sincerely Bob and Jean Condon

**From:** paula < >  
**Sent:** Sunday, June 7, 2020 9:31 AM  
**To:** Info <[Info@dourodummer.on.ca](mailto:Info@dourodummer.on.ca)>  
**Cc:** J M Jones <[jjones@dourodummer.on.ca](mailto:jjones@dourodummer.on.ca)>; Karl MOHER < >  
**Subject:** Council Meeting Concerns

Re: June 3rd Council Meeting

I am writing this in the hopes that I can get some answers/justification as to why 3 members of our Council voted against the strong recommendation of the Consultants to extend the contract of the present CAO.

I did telephone Shelagh Landsmann- Councillor of my Ward , looking for some clarity and evidence but was offered no explanation, other than she “felt” that, going forward, the present CAO may not be able to handle the job. By the Councillor’s own admission the present CAO was doing very satisfactory work. Going forward – why would this change? None of us can predict what challenges that we may be facing during these trying times.

Speaking of trying times, I would also like to point out that the same 3 Councillors that voted against the taxpayer’s paid for Consultant’s report, also voted to increase our taxes by 9 plus percent for the coming year. Although they repeatedly said that they “appreciate the situation” that we are in, they are dismissing once again the severity and consequences that this world crisis is having on some of the families in our community, and the emotional and financial struggles that they are facing.

Regards,

Paula Cowing

**From:** Georgia Gale-Kidd < >  
**Sent:** Saturday, June 6, 2020 2:10 PM  
**To:** Info <[Info@dourodummer.on.ca](mailto:Info@dourodummer.on.ca)>  
**Subject:** FW: June 2nd

On Jun 6, 2020, at 9:35 AM, Georgia Gale-Kidd < > wrote:

Good morning

I watched the YouTube recording of the meeting on June 2<sup>nd</sup> and several things disturbed me. The first was that the township is paying a lot of tax payer money for consulting but council decided to ignore their recommendations without giving any reasoning for this. This makes it very difficult to understand. Having asked the consultants opinion and then going against it defies reason, and is very wasteful. Secondly from what I understand about council meetings I believe an issue that deals with an identifiable person should have been 'in camera'. This was not done. The individual in question had to sit there through it while their rights were being trampled on in public.

Thirdly to start a hiring process when the job description is still being developed by the consultants is premature, and therefore wasteful again. The process seems to be being rushed and without the due consideration necessary. In my opinion those that were on the original hiring committee should definitely not be involved in the current hiring process as there has been a bias displayed by their actions.

I would like those that voted against the consultants recommendation to give their reasons for this as this was absent at the meeting.

Respectfully  
Georgia Gale-Kidd

From: Ken Jackman < >  
Subject: June 2, 2020 Regular Council Meeting  
Date: June 9, 2020 at 8:16:58 PM EDT  
To: info@dourodummer.on.ca  
Bcc: j.murrayjones@dourodummer.on.ca, Karl Moher <kmoher@dourodummer.on.ca>

Township of Douro-Dummer  
Re: June 2, 2020 Regular Council Meeting.

Attention: Mayor J. Murray Jones.

To begin, I would like to state that I don't make it a habit of commenting on matters that occur at regular Council meetings. However, after watching the Council meeting from June 2, 2020 I felt compelled to offer some comment from what I witnessed during that meeting.

The issue I wish to comment on was regarding item 9.8 The Temporary CAO position. As I understand at the January 7, 2020 Council meeting a By-law was passed naming Martina Chait-Hartwig as interim/temporary CAO from January 2nd until July 2, 2020. This temporary position was going to allow the Township to retain a Consulting Firm to undertake an Organizational Review and allow proper time to undertake a recruitment process to identify and interview prospective candidates for the CAO position.

As we are all aware around early March of this year COVID-19 hit the entire world and basically brought the world to a standstill. Every aspect of daily life, Business, Education, Sports and all levels of Government had to quickly adapt and re-invent themselves. There is nothing normal about the year 2020.

During the June 2nd meeting Clerk/Planning Coordinator, Crystal McMillan reported to Council that under due diligence she approached the Consultants to receive an unbiased opinion/recommendation regarding extending the temporary CAO position beyond the July 2nd expiration date and extend to the end of the calendar year December 31, 2020. This extension would provide for continued consistency in this turbulent and crazy year, allow adequate time for the Consultants to complete and report on their Organizational Review and provide Council adequate time to review and recruit candidates for the CAO position. From all accounts Martina Chait-Hartwig has done an exceptional job during these difficult times. Every Councillor acknowledged this and in fact the words above and beyond were quoted during the meeting.

I have personally worked with Martina for 6-7 years when I had my own Construction Consulting Business working on planning applications etc. As well I worked directly with her on the Committee of Adjustment/Planning Committee at the Township. I found Martina to possess and demonstrate the skills and abilities required to carry out her duties in any role with the Township. This is why I was so shocked and actually dumbfounded by Council's decision not to follow the unbiased recommendation from the



Consultant to extend the CAO position until the end of the year. This should not be a race to replace the CAO position.

The motion moved by Councillor Watt to get the business of the township moving forward was lack lustre at best and in fact I believe I can see a rehearsed motion previously arranged when I see one. I totally agree with Mayor Jones when he said why are we spending so much money on Consultants if we are not going to follow their best advice and information. I further agree with Mayor Jones and Deputy Mayor Moher on their comments on the difficulty to recruit and interview candidates during the summer months during a normal year, let alone a year when we are experiencing a pandemic with such severe restrictions. Slow down, do things right and for the right reasons.

One final point. I could not help but feel for Martina for having to sit through the discussions and the motions. Possibly item 9.8 might have been better served in a closed session when discussing personnel issues? I am a staunch supporter of my Township and my Council. However, in this instance I was disappointed with this outcome.

Best regards,

Ken Jackman

**From:** Derrick Leahy < >  
**Sent:** Tuesday, June 9, 2020 4:24 PM  
**To:** Info <[Info@dourodummer.on.ca](mailto:Info@dourodummer.on.ca)>  
**Subject:** Temporary CAO Position

Hello.

I viewed the council meeting from June 2, 2020, and I wanted to raise a concern that I have.

There was a recommendation from the organization performing the service delivery review to extend the temporary CAO position to the end of this calendar year. That recommendation was not followed, and instead a motion was passed that would extend the temporary position by three months, and to begin searching for a replacement immediately. Also the terms of the contract in the motion were very specific.

Seeing that the service delivery review will be completed soon, I'm not sure why council decided to press forward with finding a replacement instead of accepting the recommendation. In my opinion, I think waiting a little longer to determine a complete plan with the help of the service delivery review would have been better.

Thank you,

Derrick.

**From:** Marian Leahy < >  
**Sent:** June 9, 2020 12:03 AM  
**To:** Info <[Info@dourodummer.on.ca](mailto:Info@dourodummer.on.ca)>  
**Cc:** Crystal McMillan <[crystal@dourodummer.on.ca](mailto:crystal@dourodummer.on.ca)>  
**Subject:** With regard to the June 2, 2020 Council Meeting

June 8, 2020

Township of Douro Dummer

Attn: Mayor Jones and Councillors,

I am concerned about something that happened at the June 2nd meeting, namely the Item 9.8 Temporary C.A.O. position decision.

We are paying the consulting company a lot of money to help the township determine the best way forward. We have the perfect opportunity to make constructive changes to our township organization with the retirement of key personnel. The motion to only extend the temporary C.A.O. position til September goes against the recommendation of the consulting company. There is no way to read this as anything but throwing our good money out the window.

With your experience in politics I am sure you are aware that recruiting during the summer for such an important position would be challenging at the best of times let alone in such turbulent time as we find ourselves presently.

How can a job description be created for the position of permanent C.A.O. when the consultants have not finished their work and handed in their report? That report comes towards the end of this month. Once the report is received and reviewed the permanent C.A.O job description will have to be created, advertised, responded to. Then candidates will have to be interviewed, references investigated, employment contracts created and signed. Then the candidate will have to give notice wherever they presently work before starting to work in our township. This all takes time. If the process is rushed just because you have a Fall start there is the very good possibility that the best candidate will not be chosen.

The consulting company states our temporary C.A.O. is doing a great job. Any dealings we have had with Martina, and they have been considerable, show her as professional and knowledgeable. She should be commended for how she has brought the Township through a very tough and turbulent time.

I truly hope you will reconsider your decision in this matter and that you will take the time to step back and study the consultants recommendations. You may not decide to follow all of the recommendations but please see the whole picture before closing the window on a great opportunity. You have a chance to be part of positive change in our Township and your actions will have lasting impacts for years to come.

Regards,

Marian Leahy

**From:** Sharon McKeiver  
**Sent:** June 8, 2020 2:15 PM  
**To:** J M Jones  
**Cc:** Crystal McMillan ; Martina Chait  
**Subject:** Letter to Mayor Jones and Douro-Dummer Councillors regarding June 2, 2020 D-D Council Meeting

**To: Township of Douro Dummer**  
**Attn: Mayor J. Murray Jones**

**June 6, 2020.**

**Dear Mayor Jones and Douro-Dummer Township Councillors,**

**Excitedly I clicked the right buttons to tune into the You Tube recording of the June 2, 2020 D-D Township Council meeting, and was really looking forward to a lively exchange of ideas and loads of information about how our Township was faring during this COVID epidemic and perhaps where to next.**

**My focus in this letter is about the culture of that meeting and my disappointment with apparent lack of exploration and exchange of ideas, thoughts and thorough, deep deliberations among Councillors about agenda items, etc. Forever, most Councillors had encouraged citizens to attend Council meetings, and then, interestingly, at this June 2<sup>nd</sup> meeting, particularly over an important item (9.8 - Temporary CAO position ) on the agenda , which was a significant segment of the 'new' way forward, they provided little information and few exchanges of thoughts and alternative ways of thinking.**

**To my surprise and disappointment as well as that of the Mayor and Deputy Mayor, bang! Three Councillors decided to ignore the advice of the WSCS Consultant (read beforehand by the Township Clerk), and for reasons of their own voted to limit the temporary CAO's appointment to three months, rather than to extend it to the end of the calendar year, as suggested by the Consultant. So, without providing further information, discussion, exploration or any kind of open explanation of their points of view, the three Counsellors chose not to follow the Consultant's clear, expert advice in moving the**

organization forward with the Township's reorganizational plan during this unusual COVID-19 overflowing with unknowns and challenges. The motion, made by one of the three, carried 3 – 2 seemingly in a vacuum of information and discussion. Just an empty 'bang' kind of decision-making.

Disappointingly, at this meeting I felt staleness, a lack of information, lively deliberations and exchanges of ideas in decision-making to improve the organization and care for D-D citizens. Plainly, in my view, all Councillors, individually, needed to explain clearly and thoroughly their reasons (e.g., information they had gathered, their points of view, stumbling blocks, etc.) for their chosen vote on motions, particularly at this meeting on agenda item 9.8 - Temporary CAO position. At future meetings I believe they need to do the same because through this kind of Councillors' 'talk' citizens and others will increasingly come to know and understand the flow of Council's decision-making.

A meeting is 'a meeting of minds' through lively discussions, sharing loads of information, interruptions, wrestling about issues and values, disagreements and collaboration. Due to a lack thereof, this June 2, 2020 D-D Council meeting had a stagnant feel which led to apparent uninformed, sloppy or 'sleepy' decision-making, again particularly regarding agenda item 9.8 -Temporary CAO position. As an onlooker, a virtual visitor, I had expected the opposite – to be mindfully welcomed, even drawn into a learning, informative and exciting deliberative process during Council's discussion of some items. From these intelligent, caring and dedicated Councillors I expected more, much more substance, much more delicious filling in the sandwiches they had made.

Mayor Jones and D-D Councillors, thank you for your hard work, time and devotion to caring for D-D Township and the needs of its citizens, entrusted to you. Especially, in this era there is no doubt that you have a tremendous amount of difficult, tedious and very valuable work ahead of you in formulating a new plan forward for this organization. Indeed, a wise idea, especially with the help of WSCS Consulting group, and very exciting! In my mind, tons of information, far-ranging points of view, values, beliefs and aspects of fairness and justice abound out there for you to flush out, explore, analyse and evaluate. Finally, after many, many hours of respectful, open, collegial and exciting back-

**and-forth deliberations among you, you will be able to choose what you believe is the best path forward for our Township and its citizenry. Enjoy! I appreciate!**

**Respectfully,  
Sharon McKeiver**

**From:** Darla Milne  
**Sent:** June 7, 2020 8:22 PM  
**To:** J M Jones  
**Cc:** Crystal McMillan ; Martina Chait  
**Subject:** June 2, 2020 Council Meeting

**Township of Douro Dummer**

**Attn: J. Murray Jones**

**Mayor of Douro Dummer Township**

**June 06, 2020**

**Mayor & Council:**

Let me begin by thanking all of Council for their service. We certainly are in troubling times requiring great leadership, decision making and expert's advice.

After viewing the latest Douro Dummer council meeting from June 2, 2020 on You Tube, I have a few concerns concerning Item 9.8 Temporary CAO position. Specifically my concerns deal with lack of closed session for personnel matter, lack of adherence to consultant's recommendations, and concern of bias in future hiring practice.

### **Closed Session**

I do not understand why this item was not in closed session or moved to closed session. Although item 9.8 concerned extending the "position" of the Temporary CAO, many personal comments were made concerning Martina Chait-Hartwig. It was or it became a personnel matter. Rather than saying "we owe her a bit of an apology" it should have gone to closed session.

### **Consultant's Recommendation**

I was also disappointed in the final decision made concerning the Temporary CAO position. **Consultants** offer "advice and expertise to organisations to help them improve their business performance in terms of operations, profitability, management,

structure and strategy.” Clerk McMillan went to the consultants with this item to receive an unbiased recommendation to move forward. Yet the consultant’s recommendation to extend the position to the end of the calendar year based on consistency in this emergency setting, allowing council flexibility as their final report is shared, as well as difficulty recruiting during summer months and Covid was quickly rejected. The only rebuttal I gleaned from this is “business is still going on” and “no reason to delay” and “suggest we split the difference and call it a 3 month extension”. What is the expense of these consultants and why were they so quickly vetoed? What an insult to Martina Chait-Hartwig, the consultants and taxpayers. After Councillor Watt put the new motion forward, the only discussion came from Deputy Mayor and the Mayor in opposition. Councillor Landsmann had said nothing on this entire issue, asked for no clarification just appeared to vote alongside Councillor Watt and Councillor Watson who made the new motion and seconded it respectively. It appears from this meeting, there is no need to discuss anything or support your opinion when you already know you have the votes to put a motion through. This would certainly make business difficult in a small council if it occurred on a regular basis. Any personnel position in our Township deserves more attention as do the individuals serving in those positions. This was just not right.

### **Bias in Hiring new CAO**

Alas, where does Council go from here? If the answer is to begin the recruitment to hire a new CAO, I have another huge concern about the hiring process. If Martina Chait-Hartwig chose to apply for the permanent position as she is entitled, it is my hope that it would be on a level playing field. Specifically, the persons who



voted on record to remove her against the consultant's expertise and recommendations have already demonstrated a bias and should not be a part of the new hiring team or in the very least not the majority of the new hiring team.

In conclusion, I have had the privilege of working with Martina Chait-Hartwig throughout my years as a Douro Dummer Library Board member. Her expertise, rapport and support to our Board have been exemplary. Douro Dummer deserves informed decision making, fairness and high standards. From what I observed, if our top employees are not valued by the majority of council, if the consultant's expertise of which we pay highly is not valued by the majority of council nor discussed fully, if fair hiring practice is not demonstrated by council...to quote, "we are in big trouble".

Let's do right Council.

Darla Milne

**From:** Jim Patterson < >  
**Sent:** Tuesday, June 9, 2020 4:36 PM  
**To:** Info <[Info@dourodummer.on.ca](mailto:Info@dourodummer.on.ca)>  
**Subject:** Temporary CAO Appointment

I just read the Lakefield Herald coverage of the council decision to reject the consultant's recommendation to extend the term to December 2020.

I do not support the council's decision.

--

***Jim Patterson***

-----Original Message-----

From: Judy Patterson < >

Sent: Wednesday, June 10, 2020 11:37 AM

To: Info <[Info@dourodummer.on.ca](mailto:Info@dourodummer.on.ca)>

Subject: Council decision

I saw in the Lakefield Herald council's decision to disregard the recommendation made by the consultant to extend the CAO position. During this time of COVID-19 I find this to be a reckless decision and I am opposed.

Judith Patterson

Sent from my iPhone

From: kathyreid  
Sent: Wednesday, June 10, 2020 12:53 PM  
To: Info <[Info@dourodummer.on.ca](mailto:Info@dourodummer.on.ca)>  
Subject: Temporary CAO Position

Mayor Jones and members of Council,  
Respecting the extension of the Temporary CAO position beyond July 2, 2020, I ask that you revisit the issue - and motion put forward - based on the Consultant's (Carruthers) recommendation as received by Council on June 2, 2020.  
Respectfully,  
Kathy Reid

**Overview:**

Our Administrative Assistant of Legislative Services will be going on maternity leave in mid-August/early September. Staff will need the authorization to start the process as soon as possible to hire a contract person to fill the position for a minimum of 12 months with a possible extension to 18 months. It is essential that this position be filled as the Clerk's/ Planning Department is currently missing a staff member as the role of Deputy Clerk is vacant. It would be best if the contract person could start as soon as possible to have an overlap with the Administrative Assistant either in person or remotely to ensure a smooth transfer of on-the-job knowledge and training information.

The Township's Hiring Policy H-1 states the following for the hiring of Part-time Staff:

**Part Time Positions:**

1. All positions shall be publicly posted to request applicants to apply.
2. Publicly posted will be determined by staff as to the extent of the posting and depending on the position to be filled.
3. For all positions, résumés and applications received shall be reviewed and short listed by the positions immediate supervisor and the CAO or designate.
4. For all positions, the interview process shall be consistent for content and format. Minor variations may be appropriate depending on position that is offered. Interviews will be conducted by the positions immediate supervisor and the CAO or designate, and following the interview and other relevant related processes, they shall make the decision of who the successful candidate(s) are. A report shall be filed with council of who the successful candidate(s) are.

**Conclusion:**

As we are in mid-June it would be best to start the recruitment process as soon as possible to ensure a qualified candidate can be found and to allow for an overlap during the onboarding process.

**Recommendation:**

That the C.A.O.-2020-23 report, dated June 4, 2020 regarding the recruitment of a contact employee to cover the maternity leave of the Administrative Assistant – Legislative Services be received and that staff be authorized to begin the recruitment process and to have the contract person start as soon as possible.

**Financial Impact:** Funds are already in the 2020 budget to cover the wages of this position but the recruitment will require staff time and ads to be placed in the local paper.

**Strategic Plan Applicability:** This recommendation is consistent with the Strategic Plan goal of Administration *"to ensure and enable an efficient and effective municipal administration"*

**Sustainability Plan Applicability:** N/A

**Overview:**

This report is to provide Council an update on the financial impact that the Covid-19 pandemic is having on Township finances. The data runs from the start of the pandemic until approximately May 31, 2020. Please note that some of these numbers are based on data from 2019 in regards to lost revenue. This report is based on the information that was available from the Township's financial system, estimates and a review of 2019 data for the same time frame.

**Library Board:**

Lost Revenue:	
Fines	\$120.00
Photocopies/Printing	\$80.00
Donations	Unknow
Savings:	
Electricity	
Heating and Cooling	
Reduced Staffing Levels	
Extra Expenses:	
PPE	\$80.00
Cleaning Supplies	\$50.00
Plexiglass	\$273.00
Total Known Impact:	\$573.00

While the Library Board is responsible for their own budget Library Staff provided this information to Township Staff. It appears that the potential savings will outweigh the known impact for the Library Budget.

**Corporate and Finance**

Lost Revenues	
Interest on Tax Payments	\$35,000.00
Town Hall Rentals	\$ 480.35
Commissioning/Printing/Other	\$ 200.00
Savings:	None at this time

Extra Expenses:	
IT Support	\$ 922.00
Cleaners and Disinfectants	\$ 632.88
Hand Sanitizer Bought in Bulk	\$ 356.08
Signage	\$ 150.00
Future Barrier and Rearranging of Front Counter	\$ 5,600.00
Payroll Assigned to Covid-19 for Whole Corporation	\$16,873.96
Total Impact:	\$60,215.27

Waiving of Interest on Tax Payments: Over half of the impact to the general corporation and the Finance Department is the waiving of interest penalty on late tax payments.

Staff costs and Savings: Three staff across the corporation have had childcare obligations. One staff member was on leave because they could not return to the County from a trip abroad. While not a direct financial cost, this pandemic has put additional pressure on staff as they have worked through this new reality and have found ways to provide the level of service and customer service expected by the public, this has been a success.

User Fees: Staff have not been able to provide commissioning services, document printing, faxing, book sales and merchandise sales to the public, while these did not generate large amounts of revenue, it is revenue that the Township is now going without

#### General Costs:

There has been an increase in cleaning practices to meet the new requirements, new cleaning supplies such as enhance cleaning sprays and disinfectant wipes had to be purchased across the corporation and the Township had an increased reliance on contract IT services to ensure that staff can work remotely where possible. There will be future costs to install a permanent plexiglass barrier at the front counter along with changes to ensure physical distancing can take place between patrons and staff while still ensuring an accessible environment.

## Clerk's/ Planning Department:

Lost Revenue	
Planning Fees	Unknow
Savings	Unknown
Extra Expenses:	
Zoom	\$80
Teleconferencing	\$ 616
Headsets	\$120
Survey Monkey	\$99
Total Impact	\$1,683.00

The Department is experiencing a loss of planning fees but these fees will resume once Planning Act applications begin to be accepted again. While there has been a decreased number of staff available to the Department, staff have experienced an increase in productivity while working from home as the distraction of the office are minimized.

## Parks and Recreation:

Given the closure of our community centres, parks, trails and playgrounds, COVID-19 has had an impact on the community, the staff, and the revenue to the municipality. This is captured from the Bookings in our system to date. There is also the possibility of additional bookings that were not taken due to the suspension of the parks and facilities.

## Revenue loss:

The following table presented multiple revenue loss scenarios based on the length of time that rentals are not able to take place because of Provincial Orders and Peterborough Public Health directives. For the purposes of this report, we will be looking at the impact of the March to May 31, 2020 impact for lost revenues.



<b>March - May 31st</b>	<b>Hrs</b>	<b>Sub</b>	<b>Tax</b>	<b>Total</b>
Harvest Rm	38	\$490.37	\$63.75	\$554.12
Wellington Rm	27	\$773.86	\$100.60	\$874.46
Ice Surface	106	\$13,500.08	\$1,755.01	\$15,255.09
Dry Floor Surface (DCC)	56	\$2,211.00	\$287.44	\$2,498.44
Dry Floor Surface (WCC)	75	\$2,802.00	\$434.26	\$3,166.26
South Park (Season)	6	\$400.00	\$52.00	\$452.00
				<b>\$22,800.37</b>
<b>March - June 30</b>	<b>Hrs</b>	<b>Sub</b>	<b>Tax</b>	<b>Total</b>
Harvest Rm	46	\$510.37	\$66.35	\$576.72
Wellington Rm	27	\$773.86	\$100.60	\$874.46
Ice Surface	106	\$13,500.08	\$1,755.01	\$15,255.09
Dry Floor Surface (DCC)	94	\$4,377.00	\$569.04	\$4,946.04
Dry Floor Surface (WCC)	88	\$3,452.00	\$448.76	\$3,900.76
South Park (Season)	18	\$400.00	\$52.00	\$452.00
				<b>\$26,005.07</b>
<b>March - July 31st</b>	<b>Hrs</b>	<b>Sub</b>	<b>Tax</b>	<b>Total</b>
Harvest Rm	46	\$510.37	\$66.35	\$576.72
Wellington Rm	27	\$773.86	\$100.60	\$874.46
Ice Surface	106	\$13,500.08	\$1,755.01	\$15,255.09
Dry Floor Surface (DCC)	152	\$6,465.00	\$840.50	\$7,305.50
Dry Floor Surface (WCC)	145	\$4,802.00	\$624.26	\$5,426.26
South Park (Season)	33	\$400.00	\$52.00	\$452.00
				<b>\$29,890.03</b>
<b>March - August 31st</b>	<b>Hrs</b>	<b>Sub</b>	<b>Tax</b>	<b>Total</b>
Harvest Rm	46	\$510.37	\$66.35	\$576.72
Wellington Rm	27	\$773.86	\$100.60	\$874.40
Ice Surface	106	\$13,500.08	\$1,755.01	\$15,255.09
Dry Floor Surface (DCC)	259	\$9,804.00	\$1,274.58	\$11,078.58
Dry Floor Surface (WCC)	145	\$4,802.00	\$624.26	\$5,426.26
South Park (Season)	45	\$400.00	\$52.00	\$452.00
				<b>\$33,663.05</b>

## Savings:

<b>SAVINGS</b>		<b>approximate</b>
Staffing Reduction with closure DCC	140 hours	\$ 2,800.00
Hydro Reduction with closure DCC (March)	22 days	\$ 10,000.00
Hydro Reduction WCC (June/July/Aug)	\$1,800 per month	\$ 5,400.00
Porta potties -10 locations 5 months	\$100 per month	\$ 5,000.00
Ball Diamond - Hydro, Lights	Season	\$ 600.00
Seasonal Staffing	2 summer labours	\$ 13,050.00
		<b>\$ 36,850.00</b>

This is estimates of the savings that have been a result of the closure. At this time the savings currently outweigh the lost revenue costs. As a result of COVID-19, all cleaning and disinfecting levels must improve in our public spaces. In the Recreation Industry, there is an expectation that this will affect staffing levels, staff training, products used, and equipment. This may result in the need to increase staffing numbers, and enforcement of pre-requisites for facility and cleaning training. Essential equipment may be necessary to purchase to facilitate the new cleaning regiment which is in line with health and safety requirements and Provincial and Public Health directives.

## Fire Department:

Fire Department	
Loss of Revenue:	None
Savings:	None
Additional Expenses:	
Enhanced Station Cleaning	\$ 480.00
Additional PPE	\$ 1806.64
Total Impact	\$ 2,286.64

## Public Works and Hall's Glen Transfer Station:

Public Works	
Loss of Revenue:	
Tipping Fees	\$ 449
Savings:	
Delay of Summer Staff Hiring	\$ 10,000.00
Extra Expenses	
Debit Machine for Transfer Station	\$ 165.00
Additional PPE	\$ 1,293.00
Additional Cleaning Supplies	Captured under Corporate costs
Had staff member from Transfer station complete deep clean of work sites and equipment	Captured in Payroll expenses
Transfer of 1 part-time staff from Parks and Rec to Public Works	Captured in Payroll expenses
Added Use of Vehicles	\$111.00
Plexiglass and signs for Transfer Station	\$193.19
Total Known Impact	- \$7,788.81

There has been an increase in overtime hours as seasonal staff have not yet been put in place. The assistance of a part-time staff member from the Parks and Recreation Department has assisted in keeping projects on track until seasonal staff are in place. One seasonal member joined the Department on June 1 and the second seasonal staff member will be in place by late June. The lack of seasonal staff has also provided a savings and should the Township receive a grant from the Canada Summer Jobs program, much of the seasonal staff costs will be recouped.

## Building and Sewage Department:

Loss of Revenue:	
Building Permit Fees	\$61,000.00
Savings:	
Reduction in Legal Costs	\$30,000.00
Additional Expenses	None
Total Known Impact:	\$ 31,000.00

Last year, by the end of May, Staff had issued 34 building permits and received about \$90,000 in revenue. This year the Department has processed 26 building permits in the same period with only \$25,000 in revenue received, and about \$4000 in receivables.

It is anticipated, due to the reduction in Court time, that our legal expenses (budgeted at \$40,000), should be significantly reduced. There is one large active file, but it likely won't see Court time this year. Staff would anticipate a budget of \$10,000 to be adequate. With respect to Revenue, Building Permit issuance is reduced at this time. The Department is presently experiencing a year over year reduction of approximately 25% less permits, with 70% less revenue.

As Staff were unable to issue permits during the better part of the last two months, it is anticipated that revenue for June/July/August will be higher than 2018/2019 averages as some applications continue to come in. With global investment portfolios having been impacted, and a larger number of our clientele are often those with significant financial resources, Staff would not be hopeful that the revenue will return to normal this year as those individuals will likely be postponing expenditures on their recreational properties. Therefore, Staff would anticipate a year end reduction of about 40% of the budgeted revenue, but it may be as high as 60%. The Department has continued with the Septic Re-inspection program this year, which is anticipated to bring about \$52,000 in revenue.

To provide summation, the Department's expenses will likely be \$30,000 less than budgeted, while staff would anticipate a reduction in building permit revenue of 40-60%. The Sewage Department expenses nor revenue are not likely to be impacted during this time.

The budgeted expenses were \$266,000, less the \$30,000 would be \$236,000, plus indirect costs of \$60,000 for a total of \$296,000. It is generally anticipated that the revenue equals the expenses, therefore the Department would have budgeted \$326,000 for revenue, but will likely see a reduction of 40-60%, or \$130,000 to \$196,000.

The Sewage Department expenses are stationary and should be \$93,000. The permit revenue plus re-inspection program would be \$93,000.

For the total, the Department expenses should be \$389,000 for both departments with a combined revenue of \$289,000.

Department	Budgeted Expenses	Anticipated Expenses	Budgeted Revenue	Anticipated Revenue
Building	\$326,000	\$296,000	\$326,000	\$196,000
Sewage	\$93,000	\$93,000	\$93,000	\$93,000
<b>Total</b>	<b>\$419,000</b>	<b>\$389,000</b>	<b>\$419,000</b>	<b>\$289,000</b>
	Difference:	\$30,000	Difference:	\$130,000

Therefore, the anticipated net loss at 40% would be \$100,000. At 60% reduction in building permit revenue, the net loss would be \$166,000.

### **Conclusion:**

Department	Total Impact
Public Library	\$ 573.00
Corporate and Finance	\$ 60,215.00
Clerk's/ Planning	\$ 1,683.00
Parks and Recreation	-\$ 14,049.63
Fire Department	\$ 2,286.64
Public Works/Transfer Station	-\$ 7,788.81
Building and Sewage Department	\$ 31,000.00
<b>Total Impact:</b>	<b>\$ 73,919.20</b>

**Recommendation:**

That the C.A.O.-2020-24 report, dated June 5, 2020 regarding the financial impact of Covid-19 be received, that staff continue to monitor the impact of Covid-19 on the Township finances and that an updated report be brought back to the next regular Council meeting.

**Financial Impact:** \$73,919.20 at the present time.

**Strategic Plan Applicability:**

To ensure and enable an effective and efficient municipal administration.

**Sustainability Plan Applicability:** N/A

**Overview:**

At the Council meeting held on May 19, 2020, Council passed the following Resolution:

**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

Staff have reached out to the County of Peterborough to see if they could lend their support and expertise to this recruitment process. Mary Spence, Director of Human Resources has made herself available to act as the HR consultant on this recruitment.

In discussions with Mary, it will be essential to run an efficient and effective recruitment campaign as the pool of candidates for this type of position is limited and there is a lot of competition from other communities.

**Conclusion:**

It is recommended that efficiencies be found to make this an effective and transparent process. We will be facing hurdles such as the covid-19 pandemic, summer vacation season and the need to conduct the interviews via Zoom. In the face of these obstacles, staff are proposing that the hiring committee be made up of the Mary Spence, HR consultant, Temporary C.A.O. Martina Chait-Hartwig, a senior member of the Management Team and one Council member. This is in compliance with Hiring Policy H-1. Throughout the process Council will be provided progress reports via email regarding items such as the number of applicants, how many applicants will be interviewed and the interview schedule. Once interviews are complete, a report recommending a preferred candidate will be brought back to Council for approval. We will be using the County's electronic recruitment system to accept and review applications, saving time and simplifying the review process. Further, we will be benefiting from Mary's HR expertise and her knowledge of the process and resources required to hire a Manager of Public Works as the County has just finished their own recruitment for an equivalent position.

**Recommendation:**

That the C.A.O.-2020-25 report, dated June 4, 2020, regarding the recruitment of a permanent Manager of Public Works be received and that Council appoint one member of Council to sit on the hiring committee, that the efficiency and transparency methods outlined in the report be approved and finally that the first meeting of the hiring committee take place on the morning of Friday, June 19, 2020.

**Financial Impact:** There will be a financial impact in regards to this recruitment process. At this time the impact cannot be estimated but will consist of staff time, the cost of services from County of Peterborough which will be charged \$100.00 per hour, the cost of advertizing on sector specific websites - \$200.00-\$500.00 and in the local papers - \$200.00-\$650.00.

**Strategic Plan Applicability:**

This recommendation is consistent with the Strategic Plan goal of Administration *"to ensure and enable an efficient and effective municipal administration"*

**Sustainability Plan Applicability:** N/A



## **Hiring of Employees Policy**

Approved by: Council  
Approval Date: November 4, 2008  
Effective Date:  
Revision Date: January 19, 2016

### **Policy Statement**

This policy shall govern the hiring of employees for the  
Township of Douro-Dummer:

**Purpose:** The Municipal Act 2001, Section 270 (1) paragraph 2 and Section 270 (2), paragraph 2, as amended, requires that municipalities and local boards shall adopt policies with respect to the hiring of its employees. This policy will provide the policies and procedures to govern the hiring of all employees for the municipality.

**Application:** This policy shall apply to the hiring of all municipal employees.

**Definitions:** Relative (see procedures)

**Exclusions:** None

**References & Related Policies:** Municipal Act 2001, Section 270 (1) and (2)

**Consequences of Non-Compliance:** It is important that all applications for employment are processed in compliance with the appropriate procedures as set out by the municipality. Failure to comply with this policy may result in disciplinary action against the offending individual.

**Review Cycle:** This policy shall be reviewed as required.

## Procedures

### Full Time Positions:

1. All positions shall be publicly posted to request applicants to apply.
2. Publicly posted will be determined by staff as to the extent of the posting and depending on the position to be filled. Publication of vacant senior management positions will be more extensive than other full time, part time or student positions.
3. For all positions, résumés and applications received shall be reviewed and shortlisted by a panel of:

**For C.A.O. Position-** An outside Human Resources Consultant, the Staff Committee Chair and one senior municipal staff person selected by Council.

**For All Other Senior Staff Positions** (Manager of Public Works, Clerk/Planning Coordinator, Treasurer, Fire Chief & Manager of Emergency Services, Manager of Recreation Facilities, Chief Building Official)- The Staff Committee Chair, the C.A.O., one other member of Council (selected by Council), and one other senior staff member (selected by CAO)

**For All Other Full Time Positions-** Staff Committee Chair, the C.A.O., the immediate staff supervisor of the vacant position, and one other member of Council (selected by CAO)

The Short List of applicants shall be submitted to Council for review and anticipated adoption. An interview schedule shall be established by Council.

4. For all positions the interview process shall be consistent for content and format. Minor variations may be appropriate depending on position that is offered. Interview questions shall be prepared and an interview conducted by either an outside human resources consultant or the C.A.O (or designate). All members of Council are eligible to participate in the full interview and selection process. Staff members, who participated in the shortlisting process, shall be involved in the interview process and will be available to provide advice, input and consultation throughout the process.

### Part Time Positions:

1. All positions shall be publicly posted to request applicants to apply.
2. Publicly posted will be determined by staff as to the extent of the posting and depending on the position to be filled.
3. For all positions, résumés and applications received shall be reviewed and short listed by the positions immediate supervisor and the CAO or designate.

4. For all positions, the interview process shall be consistent for content and format. Minor variations may be appropriate depending on position that is offered. Interviews will be conducted by the positions immediate supervisor and the CAO or designate, and following the interview and other relevant related processes, they shall make the decision of who the successful candidate(s) are. A report shall be filed with council of who the successful candidate(s) are.

#### **Short-Term or Emergency Hiring Positions:**

1. Any manager may hire the necessary personnel for short term or emergency situations without having to follow the provisions of this policy. Any of these short term or emergency hiring situations shall comply with the "Hiring of Relatives" section of this policy.
2. Hiring for these situations shall only occur after consultation with the CAO or designate.
3. Short term shall be defined as being for a period no longer than 10 workings days or 80 hours during a 6 month period- whichever is the lesser. Minor variations to this may be granted by the CAO.

#### **Hiring of Relatives:**

The hiring of relatives of a member of council or local board or of an existing employee of the municipality may be permitted provided:

1. There is no direct supervisory relationship between a member of council or local board or of an existing employee.

**Relative** is defined as being:

- **The parent** (father or mother) of a member of council or local board or an existing employee who may be in a direct supervisory role;
- **The child** (son or daughter) of a member of council or local board or an existing employee who may be in a direct supervisory role;
- **The brother or sister or the spouse thereof**, of a member of council or local board or an employee who may be in a direct supervisory role;
- **The spouse of any child** of a member of council or local board or an employee who may be in a direct supervisory role; and
- **The mother-in-law or father-in-law** of a member of council or local board or an employee who may be in a direct supervisory role.

For the purposes of this policy:

**Child** means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family.

**Parent** means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child.

**Spouse** means either a man or woman who;

- (i) are married to each other;
- (ii) are married to each other by a marriage that is voidable and has not been voided by a judgement of nullity, or
- (iii) have gone through a form of marriage with each other, in good faith, that is void and are cohabiting or have cohabited within the preceding year, or
- (iv) not been married to each other and have cohabited,
  - (a) continuously for a period of not less than five years, or
  - (b) in a relationship of some permanence where there is a child born of whom they are the natural parents.

And have cohabited within the preceding year.

### ***BACKGROUND CHECKS:***

*Prior to any offer of employment with the Township of Douro-Dummer for any full-time, volunteer firefighter, or part-time positions, the successful candidate shall be required, at their cost, to get a background check from the Ontario Provincial Police, and such shall be provided to the Township. Such background checks must be satisfactory to the Township of Douro-Dummer before an offer of employment will be made.*

### ***Addendum – Part-Time Employees***

*This addendum is regarding Part-Time Seasonal Employees who have gone through the initial hiring process following the above policy.*

*Where a part time employee that has worked a minimum of one season with the township and has proven to be a reliable and good worker, the Department Manager may, after consultation with the CAO, offer employment (still on a part time basis) to said employee for the upcoming season, without having to go through the full hiring process of this policy.*

*All other part time positions shall follow the provisions of this policy.*

*Exit interviews shall be conducted, where possible, for all staff leaving the employ of the Township.*

## **Overview:**

At the Council meeting held on May 5th, 2020, Council received a petition requesting that fishing be banned at the Crowe's and McCracken's Landing Wharfs. In response to the Petition please see the Resolution passed by Council:

### **Resolution Number 168-2020**

Moved by: Councillor Landsmann

Seconded by: Deputy Mayor Moher

That the petition, dated April 19, 2020, regarding the request to ban fishing at the Crowe's and McCracken's Landing Wharves be received and that staff be requested to further investigate this matter. Carried

At the next meeting on May 19, 2020, staff brought a report to Council outlining initial investigations that had taken place regarding the potential fishing ban. In the report it was outlined that Council was able to ban fishing at the Wharfs but that other options were also available to address the concerns regarding anglers using the wharfs. The report also provided comments from OFAH (Ontario Federation of Anglers and Hunters) who were not in support of a ban and provided a number of measures that could be taken to address the issue; MNRF (Ministry of Natural Resources and Forestry) who stated that they do not support or encourage the use of the *Trespass to Property Act* or other measures to restrict access to public fisheries and they hoped an acceptable solution could be found. The OPP stated that they do not take a position on this issue but they have seen an increase in calls for service where bans have been put in place.

At the May 19, 2020, meeting Council passed the following Resolution:

### **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

Deputy Mayor Moher was not able to sit on the Committee because of other responsibilities so Councillor at-Large, Tom Watt took the vacated seat. The first meeting of the Committee took place on May 21, 2020. Two staff, Temporary C.A.O., Martina Chait-Hartwig and Clerk/ Planning Coordinator, Crystal McMillan, sat on the Committee to provide support, research and recommendations to the Committee. At the first meeting, Councillors brought forward the names of two residents they felt would

provide good input to sit on the Committee: Donna Rork and Les Bryan. As well a survey was designed to receive feed back from the Public. The survey went out on May 22<sup>nd</sup>, 2020 and ran until May 30<sup>th</sup>, 2020.

The next meeting of the Committee was held on May 27<sup>th</sup>, 2020, and Township Solicitor, Jim Baird was asked to attend the meeting. At this meeting the topics discussed were the survey, comments received from the public, legal opinions and next steps. During the discussion of the survey and comments received from the public, it was noted that concerns were raised in regards to the survey and its statistical validity as it was open to anyone; there was no mechanism to track who was completing the survey; and a summary of the issues was not presented to the participants. Concerns were also raised regarding the perceptions of a visitor-vs-local mentality in the survey and in the discussions surrounding the use of the wharf. A verbal report from the Police Services Board was received. The Board was not in favour of a ban but would await a recommendation from the Committee and would consider at their next meeting – see attached letter dated June 8, 2020. At this meeting the Committee requested that data on enforcement be requested from MNRF and OPP and that OFAH, OPP and MNRF all be invited to the next meeting to share their views and expertise on the issues at hand.

A meeting was held on June 2, 2020. At this meeting the following guests were in attendance: Adam Weir and Lauren Tonelli from OFAH, Staff Sergeant C.P (Chris) Galeazza of the OPP, Louise Sugar, concerned citizen and Jim Baird, Township Solicitor. Staff from the Ministry of Natural Resources and Forestry were not able to attend. Staff from OFHA discussed strategies that have worked in other communities to reduce conflict between anglers and other users of water access points such as education campaigns, enforcement blitzes from MNRF and OPP, Tackle Share volunteer programs, learn to fish days and enhanced public signage. Louise Sugar inquired as to the number of complaints received by the OPP, Louise was not able to stay for the whole meeting so Temporary C.A.O., Martina Chait-Hartwig, read out Louise's concerns. A verbal report was presented from the Police Services Board stating that "our Board anxiously awaits the recommendation of the committee and response from the community, as well as the OPP, but at this time does not provide support for a fishing ban at Crowe's and McCracken's Landing and hat this item be brought back [at] our next meeting". A letter stating the same, dated June 8, 2020 is attached to this report.

Staff Sergeant Galeazza, presented stats on the number of calls for service to address issues regarding fishing – 10 over the course of 2015-2020, with one being at Crowe's Landing and none at McCracken's Landing. The Staff Sargent also suggested the idea of hiring officers to conduct additional enforcement, the minimum time commitment would be four hours at a cost of \$75.00 per hour per officer. Discussion was also had regarding fines that OPP could charge. This would require a delegation of duties by-law to delegate the OPP to enforce any new regulations regarding fishing and the process through the Ministry of the Attorney General to allow for such to occur.

Discussions also took place regarding the survey results. The survey was completed 395 times and each question had a different response rate. As stated above there were concerns with the survey data, so the Committee agreed not to base their decision on the results but to allow the results to enhance the discussion. Comments from the survey ranged from suggesting a full ban; suggesting reduced fishing hours; or leaving the situation as it is presently. At this time the survey data will not be released as it contains offensive language and comments from respondents. The Committee requested that all members prepare their preferred method for addressing issues at the wharf in advance of the next meeting on June 8<sup>th</sup> and requested that the OPP provide data on calls for service regarding trespass on private property.

At the last meeting of the Committee (June 8, 2020), it was announced that Les Bryan would no longer be sitting on the Committee as he had other commitments that took priority. Statistics from the OPP were shared regarding trespass complaints, from 2015 to June 3<sup>rd</sup>, 2020, 74 trespass occurrences took place, 3 at Crowe's Landing and 1 at McCracken's Landing. A long discussion was held regarding enforcement concerns and what would be required to request enforcement blitzes from OPP and MNRF. A discussion was also had regarding any effects on location businesses if a ban was to be put in place. During this meeting, each member of the Committee reviewed their preferred method to addressing the use of the use of the wharfs.

The preferred solutions from each of the Committee members are as follows in the order that they were presented. Wherever the reader sees "I", "my" in the preferred solutions that is the voice of the individual Committee member:

- After hearing comments/stats from the MNRF, OPP, OFAH and from the working group, my recommendation would be to do a joint enforcement 'blitz'/campaign with the MNRF and paid OPP at the wharfs as well as to erect signage at both wharfs that identify who to call to report an issue including a phone number. I feel that this will help gather additional information on the issues at the wharfs would help guide if further action (i.e. reducing hours of fishing or banning it, etc.) is necessary. If the 'blitz' hours are randomized it may assist with the issues as people will realize that the wharfs are being monitored and rules being enforced.
- The people who are affected by the fishing are the ones who live in the vicinity, come to the Landings to shop/dine, cottage on islands, are picking people up by boat or have parking spaces on the mainland and need to access their cars. The summer swimming lessons are also affected with fish hooks being left in the wooden docks. Those who come to the Landings to fish have little regard for private property, bathroom hygiene and leave garbage for others to pick up. To my knowledge they do not patronize the store or dine at the restaurants. This affects not only DD people, but also a number of islanders in NK who shop, eat, have a docking space or park at the Landings. Ban fishing at the Landings.

- Ban fishing at both landings for this year; limit fishing to 2 hours in the morning and 2 in the evening 8-10 am 7-9pm Covid-19 distancing reasons ...no room on the landing for boat traffic; limit the #of people on the dock for Covid-19 reasons, if fishing is not banded then hire OPP to blitz mid-day and weekends until July and August and then it should be random; immediately put up signs with fishing rules must have and a phone # to report infractions to lower the tension between cottagers and anglers, report the times and number of people fishing by Cottage Toys staff at McCracken's and maybe ask Rob and Veronica Knox if they could do the same at Crowe's.
- Work with MNRF, OPP and OFAH to create a responsible angling campaign and new signage that can be installed at the wharfs. Hire OPP officers to conduct random enforcement blitzes in coordination with MNRF enforcement. Use this method for summer of 2020 and revisit situation in fall of 2020. Re-install port-a-potties at both locations post Covid-19 pandemic or when cleaning restriction are eased. Have staff visit wharfs on a consistent schedule to monitor any build-up of waste, provide waste receptacles – would need to determine staff/contractor ability to empty bins on a regular basis. While other options are available, without additional data from MNRF and OPP, it would be premature to ban fishing. Putting in place a campaign and an enforcement blitz would allow for the collection of data, would reduce potential conflicts and would provide education to boaters and anglers on best practices.
- Ban fishing altogether. As stated in our meetings, the my back yard syndrome comes in and many of us do not realize the impact on local people or cottagers trying to access their properties. Trespassing on private property and using these properties for their washroom services is another concern. This problem has been going on for years with many complaints. Hopefully it will not escalate into a physical altercation in the near future.

### **Conclusion:**

Once each members' top solution was read out, voting took place to determine the solutions that the Committee wanted to bring forward to Council, that vote was in favour of the banning of fishing at both Wharfs. The second preferred option was to limit fishing to certain dates and times.

A discussion took place regarding the need to have a public meeting prior to Council deciding on the recommended solution. Through a vote, the Committee determined that a public meeting was not necessary. From a legal perspective, the *Municipal Act, 2001, as amended*, does not require a public meeting for this type of decision of Council.



As the Township Solicitor, Jim Baird, was present at the meeting, he was requested to provide a quote on the cost to prepare a By-law to ban fishing from the Wharfs and complete the process with the Ministry of the Attorney General to allow set fines to be issued to those who may disobey the By-law. The cost of this is included in the financial impacts section of the report.

**Recommendation:**

That the C.A.O.-2020-26 report, dated June 8, 2020, regarding received and the recommendation to Council from the Committee to Consider Fishing and Other Uses at Township Wharfs be approved as follows:

- That fishing be banned at Crowe's Landing Wharf and McCracken's Landing Wharf
- That the Township Solicitor be requested to draft a By-law for Council to consider regarding the ban and that the Solicitor also complete the work required to obtain the set fine approval order from the Ministry of the Attorney General
- That the By-law include a clause to allow for special fishing events to take place at the Wharfs through a request to Council
- That staff be requested to prepare signage to be installed as soon as possible at the Wharfs to alert users to the fishing ban and that the signage contain contact information for the OPP and MNRF for enforcement and that the information be noted on the Township website
- That once the By-law is passed that staff be requested to place ads in the local papers (Lakefield Herald and Peterborough This Week) to alert the wider community to the change of uses at the Wharfs

**Financial Impact:**

Legal Costs: \$3110.00 plus HST

Permanent Signage: Approximately \$70.00 per sign plus setup and design fees and HST

Newspaper ads: \$400.00 to \$600.00 plus HST

Additional enforcement costs: \$75.00 an hour per officer for a minimum four-hour block for enhanced enforcement with paid officers - \$ 6600 for one four-hour enforcement block once a week for 22 weeks (May to September)

Increased calls for service and cost of potential prosecutions for violators of the By-law – unknown at this time.

**Strategic Plan Applicability:** N/A

**Sustainability Plan Applicability:** N/A

**Background:**

At the May 19, 2020 Council Meeting there was some discussion and questions raised by Deputy-Mayor Moher and Councillor Watson regarding the remainder of funds from the Main Street Revitalization Project being used to further enhance the current sidewalk project or to divert the funds and start the Douro sidewalk project.

**Overview:**

In accordance with the project guidelines set out by the Association of Municipalities of Ontario (AMO) the funds must be spent by October 31, 2020.

The total cost to reconstruct and repair approximately 27 metres of sidewalk in Warsaw was \$22,281.90. The Municipality was allotted \$27,500 in funding dollars, leaving approximately \$5,218.10 remaining after completion of this current project.

Upon review of the works required in Douro, it would require the replacement of approximately 45 metres of sidewalk which is roughly estimated to cost \$40,000. There would be insufficient funds remaining from the current years project to complete the Douro project this year.

There is a concern from a health and safety perspective should the project be started without completion lending itself a liability risk to the Township should an injury occur. As well, from a budgeting/forecasting perspective we can plan on this being one entire capital project to be complete in its entirety in one year rather than having to split funds and manpower over a two year term. Currently, staff are already scheduled and committed to various tasks that must be completed in the 2020 season. As well, waiting until next year also provides the opportunity to advise the residents in advance of any sidewalk construction and provide project manager contact information should there be any questions or concerns.

**Conclusion:**

In conclusion, the current funds should be used to finish off the current project.

**Recommendation:**

That the Public Works-2020-08 report, dated June 9, 2020, regarding Sidewalks – Mainstreet Revitalization Project be received for information, that the remaining funds of approximately \$5,218.10 from the current Dummer Sidewalk project be used to add or repair an additional section(s) of sidewalk at the current Dummer project location; And further that the Douro sidewalk project be budgeted for in the upcoming 2021 budget as a complete project.

**Financial Impact:**

There is no financial impact in the current fiscal budget, however this will have to be noted in the 2021 capital works budget.

**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:	Sidewalks – Mainstreet Revitalization Project .docx
Attachments:	
Final Approval Date:	Jun 9, 2020

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

Crystal McMillan

Martina Chait-Hartwig

**Overview:**

*The Municipal Act 2001, as amended*, provides that Council can delegate its powers and duties under this or any other Act to a person or body subject to the restrictions set out in Act. Under this provision, Council passed By-law 2017-33 that outlines certain duties and powers that have been delegated to various staff and the reporting requirements.

Section 34 (10.4) of *The Planning Act* states:

**“Response re completeness of application**

(10.4) Within 30 days after the person or public body that makes the application for an amendment to a by-law pays any fee under section 69, the council shall notify the person or public body that the information and material required under subsections (10.1) and (10.2), if any, have been provided, or that they have not been provided, as the case may be. 2006, c. 23, s. 15 (4).”

This section of *The Planning Act* requires Councils to determine that they have received a “complete application” and the Applicant is to receive a response concerning the completeness of their application.

**Conclusion:**

In the past, staff would accept a zoning by-law amendment application and submit it to Council with a report to request Council deem it complete and authorize staff to process the application. This process adds to the time it takes to start processing these types of applications due to the time required to write the report to deem it complete and due to the timing of Council meetings.

In order to allow staff to process zoning by-law amendment applications in a timely fashion and to assist applicants during this emergency period, it has become apparent that some of the Township’s past practices need to be updated. In order to authorize staff to respond to applicants on the ‘completeness’ of these applications, Council will need to pass an By-law to delegate the Clerk/Planning Coordinator the authority to do this. By-law 2020-32 is included in the agenda package for Council’s consideration.

**Recommendation:**

That the Clerk/Planning-2020-28 report, dated June 10, 2020, regarding amending the Delegation of Powers-Duties By-law for Zoning By-law Amendment Applications be received and that By-law 2020-32 be passed at the appropriate time during the meeting to delegate the Clerk/Planning Coordinator the authority to respond to the completeness of zoning by-law amendment applications.

**Financial Impact:** Staff time will not be required to create and submit a report to Council, saving the approximately one hour of staff time.

**Strategic Plan Applicability:** *Effective Administration Goal:* To ensure and enable an effective and efficient municipal administration.

**Sustainability Plan Applicability:** N/A



### Report Approval Details

Document Title:	Amend Delegation of Powers-Duties By-law - Zoning By-law Amendment Applications.docx
Attachments:	- By-law 2020-32 - Amend Delegation of Powers by-law - Deem ZBA Complete.pdf
Final Approval Date:	Jun 10, 2020

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

Martina Chait-Hartwig



The Corporation of the Township of Douro-Dummer

By-law Number 2020-32

Being a By-law to Amend By-law Number 2017-33, as amended, to Delegate Certain Powers of Council

**Whereas** By-Law Number 2017-33, as amended, was passed to delegate certain powers of Council;

**And Whereas** it is deemed necessary to further amend said By-Law Number 2017-33, as amended;

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

- 1. That a new section Item 17 be added to Appendix “A” to By-law Number 2017-33, as amended, immediately following Item 16 to read as follows:

17	<b>Response to completeness of Zoning By-law Amendment Applications</b>	<b>Clerk/Planning Coordinator</b>	<p>The Clerk/Planning Coordinator or designate is delegated the authority to:</p> <ul style="list-style-type: none"><li>- Respond to the completeness of applications for Zoning By-law Amendment under Section 34 (10.4) of The Planning Act.</li></ul> <p><b>Required:</b> Staff will process the Zoning By-law Amendment Application in compliance with Section 34 of The Planning Act and any applicable Township Policy.</p>
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- 2. That this by-law shall come into force and effect immediately upon passing.

Passed in open council this 16th day of June, 2020.

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

\_\_\_\_\_  
Clerk, Crystal McMillan

**Overview:**

Following the conclusion of a recent Building Department Investigation, our legal team have recommended the creation of a new policy for "Active Investigations" so as to establish a clear guideline for the involvement of staff and Council during investigations which are being undertaken by Building Department staff.

This policy will promote fair and equitable treatment of all individuals, including persons/properties who may potentially be in a position of non-compliance with any Municipal By-laws and other statutes and regulations.

This policy will ensure that the review of an individual, corporation or property are not compromised by the involvement of Council, Council Members and/or Staff who are not operating under the powers, duties and obligations of a Provincial Offences Officer.

The policy will establish criteria for the invocation of the Active Investigation Policy, as well as establish the responsibilities for all Staff, Council and Council Members who may or may not have been involved in dealing with the subject person, corporation or property.

**Conclusion:**

The Active Investigation policy has been drafted to provide clear instruction as to how Staff, Council and Council members should engage in interactions with persons, corporation or properties that are under investigation for potential non-compliance with Municipal By-laws, or any other statute or regulation.

**Recommendation:**

That the Building Department-2020-05 report, dated June 9, 2020, regarding an Active Investigation Policy be received and approved as Policy Number P8 and further that this Policy become effective immediately.

**Financial Impact:** This policy could potentially save the municipality and their employees from significant legal fees, either through failed legal action or civil lawsuits filed against them.

**Strategic Plan Applicability:**

**Sustainability Plan Applicability:**

### Report Approval Details

Document Title:	Active Investigations.docx
Attachments:	- P8 - Active Review - Final for Approval.docx
Final Approval Date:	Jun 11, 2020

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

Crystal McMillan

Martina Chait-Hartwig

## Active Review – Building & By-law Enforcement

Approved By: Council  
Approval Date: TBD  
Effective Date: TBD  
Revision Date:

### Policy Statement

To ensure that Council and municipal staff, other than the Building Officials/By-law Enforcement Officers, are not corresponding with individuals who are under investigation/review for an offence under the various by-laws and statutes enforced by the Building Officials/By-law Enforcement Officers.

### Purpose:

To promote fair and equitable treatment of all individuals, including persons/properties who may potentially be in a position of non-compliance with any Municipal By-laws and other statutes and regulations, it is important to establish this Policy for Council and Staff to adhere to.

This policy will ensure that the review of an individual, corporation or property are not compromised by the involvement of Council, Council Members and/or Staff who are not operating under the powers, duties and obligations of a Provincial Offences Officer.

**Application:** This policy applies to all Staff, members of Council and Township Council.

### Definitions:

*Active Investigator:* The Provincial Offences Officer who is involved in researching, reviewing, or otherwise investigating a contravention (alleged or actual) to any Municipal By-law, provincial or federal Statute or Act.

*Conflict of Interest:* A situation that can undermine a person due to self-interest and public interest.

*Communication:* The act of exchanging information, including verbal conversations, written correspondence, emails, etc.

**Exclusions:** None

### References & Related Policies:

Code of Conduct – Chief Building Official P4  
Code of Conduct Policy A14  
Complaint Handling Policy A23

**Consequences of Non-Compliance:**

Disciplinary action arising from violations of this policy is the responsibility of the CAO or Mayor and will be based on the individual involved, the severity and frequency of the violation in accordance with the relevant municipal disciplinary policy and employment standards.

Staff members, Council members and/or Council may be remanded into Court proceedings should the matter be prosecuted if they do not adhere to the Policy, which could be demonstrated as an "Act of Bad Faith", meaning the Staff member, Council member may be personally liable.

**Review Cycle:** This policy shall be reviewed on an as needed basis.

**Procedure**

1. In the event a property, individual or corporation is under review, the *Active Investigator* will advise all staff/Council of this using the template email found under Appendix 'A'. The *Active Investigator* may or may not include additional information limiting the scope of the matter.
2. Staff members, Council members and/or Council should direct all *communication* to the *Active Investigator*, except as permitted:
  - a. Staff may continue to engage in all regular municipal business, for example, the processing of tax payments, or purchasing of dog licenses, however, when practical, the Staff Member should relay the business conducted with the *Active Investigator*.
3. Staff members, Council members and/or Council should not engage in *communication* specifically relating to compliance related issues, nor should they involve themselves in an attempt to resolve or mediate the situation, except as permitted:
  - a. In the event of a request for a meeting by the individual or corporation, the Staff member, Council member and/or Council may only be present under the accompaniment of the *Active Investigator* and Legal Counsel (if deemed necessary) and by the CAO (if deemed necessary).
4. The *Active Investigator* will place a copy of the email note in the Property Roll File (if applicable).
5. This policy does not subvert any other proceeding under the Municipal Act or Building Code Act for violations of Code of Conduct.

## **Appendix A**

To: Staff, Council  
CC: Lawyer

Subject: Active Review

Body:

This email is to notify you, in accordance with the Township of Douro-Dummer Policy P8 (attached), that the following individual(s), corporation(s), or property(ies) are being reviewed for non-compliance with municipal by-laws, or other statutes/regulations:

- List of individuals, corporations, properties

If you have had contact with those aforementioned, please contact the sender of this email. Please be advised that no further communication should be made with those individuals, corporations or properties except as permitted by the Policy. This would permit any regular duties to be carried on but not to discuss other matters.

If you have a conflict of interest (real or apparent) with this individual, corporation or property, please advise the sender of this email and/or the CAO immediately.

**Overview:**

The County has developed amendments to their sign By-law, which will have some impacts on the municipality. Comments are being solicited and are due by June 20<sup>th</sup>, 2020. On May 7<sup>th</sup>, Martina Chait-Hartwig and myself had a phone conference call with relevant County Staff to discuss some of the comments mentioned hereafter.

Staff comments from the Building Department would be related to the OBC requirements for signs, as well as the delegation of authority (relating to the OBC), the area responsible for the municipality, and lastly the order of process for sign permits.

In the proposed Sign By-law, 3.4.2. outlines some of the sign permit requirements, but (e)(f) speak to the heights, which seem to be arbitrarily determined. Contrary to 3.4.2.(f), all signs would require approval by the lower tier. Signs over 7.5m in height would require general review by a professional engineer or architect, but signs below that would need to be designed by a Building Designer (engineer, architect, or BCIN holder).

Also, the inspection of these signs will need to be inspected by a Building Official, not be someone designated by the Director, as stated in 3.5.1. of the by-law.

I believe the order of process should be that they receive approval of the sign permit subject to the building permit approval process, so that we aren't processing (and charging) for permit applications for signs that do not comply with the sign by-law.

With respect to the areas in which the lower tier municipality would be responsible, my comment would be that the recommendation that the lower tier be responsible for the settlement areas as designated under the County Official Plan is appropriate, as outlined in Section 6.1 (i).

At the County Staff request, comments should also be garnered regarding the placement of election signs on County Roads, as outlined in Schedule "C". Staff have no comments regarding this section.

**Conclusion:**

That the County is proposing amendments to their Sign By-law and Staff/Council have been requested to make comments regarding the proposed By-law.

**Recommendation:**

That the Building Department-2020-06 report, dated June 10, 2020, regarding County Sign By-law Comments be received and that staff be authorized to forward these comments to the County.

**Financial Impact:** None.

**Strategic Plan Applicability:** None.

**Sustainability Plan Applicability:** None.



### Report Approval Details

Document Title:	County Sign By-law.docx
Attachments:	- Draft County Sign By-law.pdf
Final Approval Date:	Jun 11, 2020

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

Crystal McMillan

Martina Chait-Hartwig

# **The Corporation of the County of Peterborough**

## **Sign By-law**

### **By-law No. 2020 - XX**

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# **The Corporation of the County of Peterborough**

## **Sign By-law**

### **By-law No. 2020 - XX**

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#### **Being a By-law prohibiting and regulating the placing and erecting of signs, notices and advertising devices upon or adjacent to County of Peterborough roads**

**Whereas** Section 11(3) of the Municipal Act, 2001, as amended (the “Act”) permits an upper-tier municipality to pass by-laws, subject to the rules set out in subsection (4), respecting structures, including fences and signs;

**And Whereas** Sections 9, 10 and 23.1 to 23.5, and 284.1 of the Act authorize a municipality to delegate its powers and duties, subject to certain restrictions, and authorize a municipality to provide for a review or appeal of a decision made by a person or body in the exercise of power or duty delegated to him, her or it;

**And Whereas** Section 59 of the Act provides that, without limiting sections 9, 10 and 11, an upper-tier municipality may prohibit or regulate the placing and erecting of any sign, notice or advertising device within 400 metres of any limit of an upper-tier highway;

**And Whereas** Section 63 of the Act provides that a by-law may prohibit or regulate the placing or standing of an object on or near a highway, and may provide for the removal and impounding or restraining and immobilizing of any object placed or standing on or near a highway;

**And Whereas** Section 391(1) of the Act, as amended, provides that without limiting Sections 9, 10 and 11, those Sections authorize a municipality to impose fees or charges on persons:

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control;

**And Whereas** Section 445 of the Act provides that a municipality may make an order requiring a person who has contravened a by-law or who caused or permitted the contravention, or the owner or occupier of land on which the contravention occurred to do work to correction the contravention;

**And Whereas** Section 446 (1) of the Act provides that where a municipality has the authority to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done by the person directed or required to do it, the matter or thing shall be done at the person’s expense.

**And Whereas** Section 446 (2) of the Act provides for the purposes of Section 446 (1) the municipality may enter upon land at any reasonable time;

# **The Corporation of the County of Peterborough**

## **Sign By-law**

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**And Whereas** in the opinion of Council, the power being delegated to authorize sign variances is of a minor nature, having regard to the number of people, the size of the geographic area and the time period affected by an exercise of the power;

**And Whereas** the Council of the Corporation of the County of Peterborough desires to regulate the placing and erecting of signs, notices and advertising devices upon or adjacent to County roads

**Now Therefore** the Council of The Corporation of the County of Peterborough hereby enacts as follows:

#### **1. Short Title**

1.1 This By-law may be cited as the “Sign By-law”.

#### **2. Definitions**

2.1 In this By-law:

2.1.1 “Applicant” means a Person applying for a Sign Permit.

2.1.2 “Building” means a roofed and walled structure built for permanent or temporary use.

2.1.3 “Building Code” means the Ontario Building Code Act, as amended, and includes any regulations thereunder.

2.1.4 “Bush Country Road” means a County Road as identified in Schedule “A” attached hereto to this By-law.

2.1.5 “Council” means the Council of The Corporation of the County of Peterborough.

2.1.6 “County” means The Corporation of the County of Peterborough.

2.1.7 “Director” means the Director, Infrastructure Services for the Corporation of the County of Peterborough.

2.1.8 “Electrical Safety Code” means the electrical safety regulation for the Province of Ontario. This code protects electrical workers and the general public by regulating electrical equipment installations and by placing a

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certain level of standards that help prevent electrical accidents caused from electric shock and fire hazards.

- 2.1.9 “Encroachment Agreement” is a legally binding document signed by neighboring property owners when a property encroachment is found to exist. It states the agreed-upon resolution to the encroachment, which shall become binding between the two properties.
- 2.1.10 “First Nation” means either Alderville First Nation, Beausoleil First Nation, Chippewas of Rama First Nation, Curve Lake First Nation, Georgina Island First Nation, Hiawatha First Nation or Mississaugas of Scugog Island First Nation.
- 2.1.11 “Lower Tier Municipality” means any of the Corporations of the Township of Asphodel-Norwood, Township of Cavan Monaghan, Township of Douro-Dummer, Township of Havelock-Belmont-Methuen, Township of North Kawartha, Township of Otonabee-South Monaghan, Township of Selwyn and the Municipality of Trent Lakes.
- 2.1.12 “Municipal Freedom of Information and Protection of Privacy Act” means that regulation that provides the right of the public to access municipal records, subject to certain limitations and exemptions and also provides the right to access one’s own personal information and to correct it.
- 2.1.13 “Occupational Health and Safety Act” means the Ontario law that protects workers from health and safety hazards at work.
- 2.1.14 “Ontario Building Code” means a regulation made under the *Building Code Act, 1992* and sets out technical requirements for the construction (including renovation) and demolition of buildings, the change of use where the change would result in an increase in hazard and the maintenance and operation of on-site sewage systems.
- 2.1.15 “Ontario Traffic Manual” means those publications that provide information and guidance to transportation practitioners and to promote the uniformity of treatment in the design, application and operation of traffic control devices and systems across Ontario.
- 2.1.16 “Owner” means any person described on the Sign and/or Sign Permit, or whose name or address or telephone number appears on the Sign, or who installed the Sign, or who is in lawful control of the Sign, or who benefits from the message on the Sign, and for the purposes of this By-law there may be more than one Owner of a Sign.

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- 2.1.17 "Person" includes an individual, association, firm, partnership, corporation, trust, organization, trustee or agent, and their heirs, executors or legal representatives.
- 2.1.18 "Professional Engineer" means an individual, who is currently registered and has fulfilled education and experience requirements and passed rigorous exams that permits them to offer engineering services directly to the public, in accordance with the Ontario Professional Engineers Act.
- 2.1.19 "Road Allowance" means a County road allowance and includes all lands and structures contained within the outer limits of the allowance including grassed areas, ditches, curbs, gutters, sidewalks and other structures and includes a "Highway" as defined under the Ontario Highway Traffic Act which is under the jurisdiction of the County;
- 2.1.20 "Settlement Area" means land areas designated and identified in the County Official Plan that can accommodate property development and population growth through an appropriate range and mix of employment opportunities, housing, commercial, industrial, institutional and other land uses.
- 2.1.21 "Sight Triangle" means the triangular area within a property formed by the intersection of two streets, a street and a driveway or a street and a railway level crossing and may include projections thereof on the Road Allowance.
- 2.1.22 "Sign" means any device or display upon which there is printed, projected or attached any announcement, declaration or insignia used for direction, information, advertisement or business promotion of products or availability of services whether intended to be permanent or temporary, capable of being readily moved or relocated and includes inflatable devices, banners and immobile vehicles or trailers used strictly as advertising devices, including Sign Structure, Sign Face or other component parts, which is used or is capable of being used to attract attention to a specific subject matter for identification, information or advertising purposes but does not include window displays; flags or emblems of patriotic, civic, educational, religious organizations or private clubs; and shall not include Signs installed on Buildings.
- 2.1.23 "Sign Area" means the area of the copy surface for a singular Sign Face.

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2.1.24 “Sign Face” means that portion of a Sign on which a message is intended to be displayed.

2.1.25 “Sign Structure” means those parts of a Sign consisting of the supports or framework for the support of a Sign whether embedded into or mounted directly on the ground but not including a Building.

2.1.26 “Sign Permit” means any permit prepared and issued as a separate form by the Director pursuant to this By-law.

2.1.27 “Sign Type” means the category of types of Signs that are to be considered under this By-law, including:

- a. “Abandoned Sign” means a Sign located within a County Road Allowance or on private property which becomes vacant and unoccupied for a period of ninety (90) days or more, or any Sign which pertains to a time, event or purpose seven (7) days after which it no longer applies;
- b. “Animated Sign” meaning a Sign whose Sign Face moves in whole or in part and includes a flashing or moving electronic display, chase lighting or rotating electronic message which is stagnant for twenty (20) seconds or more but does not include a clock, time, date or temperature display;
- c. “Banner Sign” means a Sign made of vinyl, cloth, canvas or other like material;
- d. “Billboard Sign” means a Sign and Sign Structure (e.g. pylon or other engineered support structure including ground mounted) to which advertising copy is fastened in such a manner as to permit its periodic replacement through Sign Permit approval and which displays information concerning goods, products, services or facilities that are not available at the location of the sign and which directs or invites a person to a location different from which the Sign is located;
- e. “Bush Country Sign” means a Sign erected within a designated County Road Allowance by a third-party owner or Person under the authority of a Sign Permit that is intended to function as a Billboard Sign to advertise a business, profession, goods, products, services or facilities conducted at another location (reference Schedule “A”);

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- f. "Civic Address Sign" means a standardized Sign supplied by a municipality which is installed at or near the property limit of the Road Allowance";
- g. "Contractor's Sign" means a single or double faced Sign containing the name of a contractor or the name of a product being used in an on-going construction, renovation or maintenance project on a private property where such a Sign shall be removed upon completion of the project.
- h. "Developer's Sign" means single or double faced Sign used to identify a development or redevelopment project on a private property, site or subdivision where such a Sign shall be removed upon completion of the project and shall be subject to the same requirements as an "Own-Premises Billboard Sign".
- i. "Directional Sign" means a Sign that may be acquired from the County by an Owner for a set fee and contains only the name of a business, its logo and an arrow or other form of directional indicator, which Sign shall not exceed 0.74 square metres (7.96 square feet) in size (alternatively referenced as a "Brown & White" Sign);
- j. "Double Faced Sign" means a Sign having two (2) Sign Faces of equal area and proportions as identified in this By-law which are located exactly opposite each other on the Sign Structure;
- k. "Election Sign" means a Sign erected in connection with a Federal, Provincial or Municipal election or referendum;
- l. "Farm Produce Sign" means a Sign erected in a rural area to advertise the sale of fresh farm products.
- m. "Inflatable Signs" means a Sign designed to be airborne and tethered to the ground, a vehicle or any other structure and shall include balloons and any other inflatable Signs;
- n. "Mobile Sign" means a Sign that is specifically designated or intended to be readily moved, relocated or towed from one location to another, designed to accommodate changeable letters or graphics and that does not rely on a Building, Sign Structure or fixed foundation for its structural support but does not include a "Vehicle or Towable Trailer Mounted Sign";



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- o. "Official Sign" means a Sign required by or erected under any statute, regulation, By-law or directive of any Federal, Provincial or Municipal government or agency, board or commission;
- p. "Off-Premises Billboard Sign" means a Sign and Sign Structure erected on privately owned property to which advertising copy is fastened in such a manner as to permit its periodic replacement with Sign Permit approval and which displays or advertises a business, profession, goods, products, services or facilities that are not available on the property at the location of the sign and/or which directs or invites a Person to a location different from which the Sign is located;
- q. "Own-Premises Billboard Sign" means a Sign and Sign Structure Erected on privately owned property to which advertising copy is fastened in such a manner as to permit its periodic replacement with Sign Permit approval and which displays or advertises a business, profession, goods, products, services or facilities that are available on the property at the location of the sign and/or which directs or invites a Person to enter the location at which the Sign is located;
- r. "Private Warning Sign" means a single face Sign located on privately owned property that directs a warning to the public such as no trespassing, beware of dog, no hunting or other such warning;
- s. "Programmable Reader Board Sign" means an electronic Sign with a rotating electronic text message that is stagnant for a prearranged sequence of not less than the twenty (20) seconds;
- t. "Public Information Sign" means a Sign which is intended to advertise a community event or civic project or promote patriotic, religious or charitable event;
- u. "Real Estate Sign" means a Sign Erected on of a private property to advertise the sale, rent or lease of a lot, building or structure located thereon;
- v. "Single Faced Sign" means a Sign having one (1) Sign Face of area and proportion as identified in this By-law;
- w. "Temporary Sign" means a Sign used in conjunction with a special event sponsored by a municipal, charitable, service club or community

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group or non-profit organization, which Sign shall be removed within seven (7) days of the conclusion of the special event;

- x. "Temporary Posted Sign" means a Sign having no permanent attachment to a building or the ground and is affixed by a person to a utility pole, light standard, fence post, tree, bridge, structure or painted or pasted onto a rock surface.
- y. "Traffic Guiding Sign" means a Sign guiding traffic to enter or exit a private property but bearing no advertising or third-party information (example: "entrance", "exit", "one way", "open", "closed").
- z. "Vehicle or Towable Trailer Mounted Sign" means a Sign as erected or painted on a vehicle or trailer, where the principal use of the vehicle is the transportation of people, goods and other material and where the vehicle or towable trailer is not in daily operation and is parked in a manner on private property so as to make the Sign visible from a Road Allowance for the purpose of functioning as an identification, information or advertising Sign;
- aa. "Wayfinding Sign" means a sign designed and installed as a component of a system of official signs for the purpose of identifying directions to major public destinations and functioning as directional signage to guide visitors to attractions within the County.

2.1.28 "Sign Variance" means a minor change to this By-law for a specific property.

2.1.29 "TODS" means Tourism-Oriented Directional Signing intended to provide directional information to a broad range of tourist operators, food, fuel and accommodation services and may include Wayfinding Signs.

2.1.30 "Traffic Control Sign" means any Sign used to indicate or reinforce traffic laws, regulations or requirements which apply either at all times or at specified times or places upon a street or highway, the disregard of which may constitute a violation, or Signs in general that regulate public behavior in places open to the public.

2.1.31 "Traffic Control Signal" means any power operated traffic control device, whether manually, electrically or mechanically operated, by which traffic is alternately directed to stop and permitted to proceed.

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### **3. General Provisions**

#### **3.1 Scope**

3.1.1 Unless otherwise specifically exempted, all Road Allowances owned and operated by the Corporation of the County of Peterborough and all lands located within a distance of 400 metres (1,312 feet) adjacent to Road Allowances owned and operated by the Corporation of the County of Peterborough and within the geographic limits of the County of Peterborough, shall be subject to the provisions of this By-law but shall not include Buildings.

3.1.2 This By-law does not apply to Official Signs.

#### **3.2 Administration**

This By-law shall be administered by the Director or their designate.

#### **3.3 Interpretation**

3.3.1 Words importing the singular number only include more persons, parties or things of the same kind than one.

3.3.2 The requirements of this by-law are provided in metric units.

3.3.3 Where a distance is used in this by-law, as part of a sign location regulation, such distance shall be measured in a straight horizontal line parallel to the ground; and

(a) where the specified distance is referenced from an intersection, shall be measured from the projection of the closest curb line of the intersecting highway, to the nearest part of the said sign; and

(b) where the specified distance is referenced from a street line, property line, or other sign, object, structure, or property, shall be measured from the nearest part of the said reference to the nearest part of any sign, in all directions.

#### **3.3 Enforcement**

This By-law shall be enforced by that Person, persons, agency or authority appointed by the Council of the Corporation of the County of Peterborough, including:

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- a) the Director;
- b) each person from time to time appointed as a municipal law enforcement officer to enforce any or all of the County's by-laws;
- c) a police officer employed by the Peterborough Police Service, the Ontario Provincial Police or the Royal Canadian Mounted Police.

### **3.4 Sign Permit**

3.4.1 An Applicant seeking a Sign Permit shall submit an application in writing on an acceptable form to the Director or their designate in their discretion, together with the following information:

- a) Plan showing the general layout of the proposed Sign design showing sufficient information and details of the proposed design;
- b) Type, dimension, size, colours, minimum and maximum clear height and weight of the Sign;
- c) Message and wording to be displayed on the Sign;
- d) Method, type and operation of any form of illumination that will satisfy the requirements of Section 8 of this Bylaw, if any;
- e) Means of support of the Sign Structure and manner of erection of the Sign or the mobile conveyance which is to support a Mobile Sign;
- f) Other information as determined by the Director or their designate in their discretion.

3.4. 2 An Applicant seeking a Sign Permit shall submit plans or details depicting:

- a) A site plan showing the general location of the property upon which the proposed Sign is to be located containing sufficient information and details of relevant features and fixtures;
- b) The shape and dimensions of the lands on which the proposed Sign is to be erected;

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- c) The location of the proposed Sign relative to the property line and any buildings or structures situated on said lands;
- d) The position, height, dimensions, location and information of any other Signs located on the land on which the proposed Sign is to be located;
- e) Signs and Sign Structures exceeding 1.8 metres in height will require the certification of a licenced Professional Engineer to be provided by the Applicant;
- f) Signs and Sign Structures exceeding 7.5 metres in height will require the issuance of a Building Permit by the applicable Lower Tier Municipality with a copy to be provided by the Applicant;
- g) Reflectivity of any Sign shall not exceed the specification for Engineer Grade Reflective Sheeting typically meeting ASTM D4956 Type 1 standards at a maximum coverage of 20% of the measured area of a Sign;
- h) Existing zoning of the property;
- i) Municipal address;
- j) Name, address and contact information and authorization of the property Owner and Owner of the Sign if different from the property Owner including the Sign Permit number as issued by the County;
- k) Name, address and contact information of the erector of the sign;
- l) Signs shall show thereon the name of either the person or owner of the Sign responsible for the erection and maintenance thereof and for the payment of fees.
- m) The Owner of the Sign and/or the Owner of the lands on which the Sign will be situated shall hold harmless and indemnify the Corporation of the County of Peterborough from any and all claims arising from negligence in or nuisance caused by the erection or maintenance of the Sign;
- n) Other information as determined by the Director or their designate in their discretion.

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3.4.3 Where a proposed Sign conforms in all respects with the provisions of this By-law, the Ontario Building Code and all other applicable By-laws and legislation, the County shall issue a Sign Permit.

### **3.5 Inspection**

3.5.1 Upon receipt of a Sign Permit application, the Director or his/her designate shall inspect the location and property upon which the proposed Sign is to be erected, displayed, altered or repaired and make their determination as to the conformity of the proposed Sign and location with the provisions of this By-law and for issuance of a Sign Permit.

3.5.2 Upon completion of the erection, display, alteration or repair of a Sign authorized to be installed under an appropriate Sign Permit, the Director or their designate shall inspect the Sign and property within thirty (30) days from the date of receipt of notice to ensure that the Sign has been erected, displayed, altered or repaired in accordance with the Sign Permit as issued.

3.5.3 If, upon inspection, it is apparent that a Person:

- a) has erected, displayed, altered or displayed a Sign without first having obtained a Sign Permit to do so; or
- b) has erected, displayed, altered or displayed a Sign that does not conform in all respects with the Sign Permit application and supporting material furnished in order to obtain a Sign Permit; or
- c) has erected, displayed, altered or displayed a Sign that constitutes a danger to the public or that interferes with vehicular traffic; or
- d) has erected, displayed, altered or displayed a Sign that fails to conform to the provisions of this By-law, the Ontario Building Code and all other applicable By-laws and legislation, the County may:
  - i ) require such person to make such alterations to the Sign or to its Sign Structure or to the mobile conveyance to which this Sign is attached as are required to bring the Sign into conformity with the application, applicable By-laws and applicable legislation; or
  - ii) give written notice to such Persons requiring such person to remove such Sign within a period of seven (7) days; or
  - iii) authorize the Sign to be dismantled and removed at such Person's expense.

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e) Removal shall be conducted in accordance with Section 12 of this By-law.

3.5.4 Where any approved Sign is to be moved from one location to another or altered, a Sign Permit shall be obtained for the new proposed location and the Applicant for the Sign Permit shall comply with the provisions of this By-law.

### **3.6 Fee**

An Applicant for a Sign Permit shall pay the fee as prescribed in the County's Tariff of Fees By-law, as amended.

## **4. Prohibitions**

4.1 Notwithstanding any other provisions of this By-law, no Person shall erect, install, post, display, maintain, alter or keep a Sign, with the exception of those Signs specifically stated as permitted under Section 5 of this By-law or as exempt as provided under Section 6 of this By-law:

4.1.1 Within the Road Allowance of any Bush Country Road without first obtaining a Sign Permit from the Director as provided in Schedule "A" of this By-law;

4.1.2 Within 400 metres (1,312 feet) of any limit of the Road Allowance of any County Road without first obtaining a Sign Permit from the Director as provided in Schedule "B" of this By-law;

4.1.3 Within the Road Allowance of any County Road except as specifically set out in this By-law by:

- a) Creating a safety hazard;
- b) Impeding or obstructing maintenance or construction operations;
- c) Impeding access to or obstructing a fire hydrant;
- d) Impeding or obstructing vehicular traffic or the passage of pedestrians where they are reasonably expected to walk;
- e) Impairing or obstructing the visibility of vehicular or pedestrian traffic or within 30 metres (100 feet) of a public trail, driveway, entranceway, railway level crossing;

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- f) Sign interfering with or obstructing the view of or obscuring or detracting from the visibility or effectiveness an authorized Traffic Control Sign, Traffic Control Signal or an Official Sign or any Sign capable of being confused with such authorized Traffic Control Sign, Traffic Control Signal or an Official Sign;
  - g) Located so as to obstruct the view of any pedestrian or motor vehicle operator so as to cause an unsafe condition;
  - h) Obstructing the flow of water in a drain, ditch or watercourse;
  - i) Located in a Sight Triangle;
- 4.1.4 That obstructs or interferes with any maintenance or construction operations provided by the County or a Lower Tier Municipality or First Nation;
- 4.1.5 That interferes with or may damage any above or below ground municipal or utility services which have been lawfully placed at the location;
- 4.1.6 That overhangs the road allowance of a County Road allowance except as specifically set out in this By-law;
- 4.1.7 Any Sign or part of a Sign on or within a County Road Allowance (unless authorized through an Encroachment Agreement), public park or municipally owned property;
- 4.1.8 Having obtained a Sign Permit,
- a) between the edge of the pavement and the centre line of the ditch or in such manner as to not impede, in the Director's sole opinion, drainage within the Road Allowance; or
  - b) fail to erect the Sign as close to the limit of the road allowance or fence line as possible.
- 4.1.9 For which a Sign Permit has been issued except as in accordance with this By-law;
- 4.1.10 That resembles an Official Sign or a Traffic Control Sign or device in colour, shape, wording, content or location;



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- 4.1.11 That, so illuminated, interferes with the effectiveness of or obscures a Traffic Control Sign or Traffic Control Signal;
- 4.1.12 No person shall attach or display any Temporary Posted Sign within a County road allowance on a utility pole, light standard, fence post, tree, bridge, structure, Official Sign or painted or pasted onto a rock surface, except for a Sign erected by a government or municipal agency or body pertaining to public safety;
- 4.1.13 Any Mobile Sign or Temporary Posted Sign located on any property not under the control of a Sign Owner without the prior written authorization of the Owner of the property;
- 4.1.14 Which does not comply with the provisions of the Ontario Building Code, Electrical Safety Code or the Occupational Health and Safety Act;
- 4.1.15 Exceeding 1.8 metres in height without the certification of a licenced Professional Engineer;
- 4.1.16 That contains or is accompanied with a device that creates noise or that resembles a Traffic Control Sign or Traffic Control Signal which is not used for its purpose of controlling the traffic or for the safety of workers;
- 4.1.17 That is obsolete and advertises an event that is concluded, a business or enterprise that is no longer conducted, or an activity, product, service or facility is no longer provided;
- 4.1.18 Any Sign or Sign structure in a state of disrepair or in an unsafe, damaged or hazardous condition;
- 4.1.19 Sign Structure anchored with any hazardous objects;
- 4.1.20 Any Sign that obstructs or interferes with a fire escape plan, fire exit, fire hydrant or standpipe;
- 4.1.21 Any Sign placed in the County Road Allowance and found to be in violation of this By-law shall be subject to seizure by the County and such seized sign shall be stored for up to seven (7) days after the date of removal by the County. The Owner may retrieve a Sign stored by the

# **The Corporation of the County of Peterborough**

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County but, after a period of seven (7) days the County may and without notice or compensation to any Person, destroy or otherwise dispose of any Sign that has not been retrieved within the aforementioned period.

4.1.22 Which does not comply with this By-law or with any applicable By-law of the Lower Tier Municipality or First Nation in which the Sign is located, and;

4.1.23 That in the Director's sole opinion, interferes with the safe movement of traffic, including but not limited to the obstruction of sight lines at intersections where road alignment or grade changes, or the impediment of snow removal operations.

4.2 The prohibitions hereinbefore contained shall not extend to or affect the right of the County to erect or remove Signs within the Road Allowance or within 400 metres of the Road Allowance of any County Road or Bush Country Road.

## **5. Permitted Signs**

This By-law applies to the Erection of the following Signs except as specifically set out in this section. Signs expressly permitted by this By-law through the issuance of a Sign Permit by the Director are, without limiting the generality of the foregoing, as follows:

- a) Billboard Sign – as subject to the requirements of Schedule “B” of this By-law;
- b) Bush Country Sign – as subject to the requirements of Schedule “A” of this By-law;
- c) Developer's Sign – as subject to the requirements of Schedule “B” of this By-law;
- d) Mobile Sign – subject to the requirements of Schedule “B” of this By-law;
- e) Off-Premises Billboard Sign – subject to the requirements of Schedule “B” of this By-law;
- f) On-Premises Billboard Sign – subject to the requirements of Schedule “B” of this By-law;
- g) Programmable Reader Board Sign – subject to the requirements of Section 8 of this By-law;

# **The Corporation of the County of Peterborough**

## **Sign By-law**

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- h) Public Information Sign - provided Sign does not exceed 0.5574 square metres (6 square feet) in total area;
- i) Real Estate Sign – subject to the requirements of Schedule “B” for Signs exceeding 0.554 square metres (6 square feet) of this By-law;
- j) Temporary Sign - provided Sign does not exceed 0.5574 square metres (6 square feet) in total area used in conjunction with a special event sponsored by a municipal, charitable, service club or community group or non-profit organization, which Sign shall be removed within seven (7) days of the conclusion of the special event;

## **6. Exempted Signs**

6.1 This By-law does not apply to the Erection of the following Signs except as specifically set out in this section. The following Signs are exempted from the fees, Permit and set back provisions of this By-law unless otherwise noted.

- a) Contractor’s Sign – a maximum number of two (2) Signs may be installed not exceeding a total area of 0.5574 square metres (6 square feet), installed on private property and not within the Road Allowance;
- b) Directional Sign – being a Sign that may be acquired from the County for a set fee, for installation at a location within the Road Allowance as subject to the approval of the Director and subject to the requirements of the County’s Tariff of Fees By-law;
- c) Farm Produce Sign - provided that a maximum number of two (2) Signs are installed, not exceeding a total area of 1.5 square metres (16 square feet) in total area and not installed between the edge of pavement and the centreline of ditch;
- d) Official Sign - as erected or approved by the County, a Federal, Provincial or Municipal government or agency, board or commission for the regulation, safety or guidance of traffic or to provide public information which contain no advertising, such as street name and number Signs, street or Civic address Signs, 911 emergency response addresses, mailbox numbers, estate names and/or occupants’ names, such as Traffic Control Signs and Traffic Control Signals, radar speed Signs and other types of Signs used as a traffic calming device, wildlife crossing Signs, railroad crossing Signs, safety Signs, commemorative Signs or tablets, Neighbourhood Watch Signs, trail and trail

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crossing Signs, government agency permit Signs, Signs for the purpose of providing information concerning any public proceeding including a Sign that advertises Planning Act applications on a temporary basis;

- e) Signs and Signs identifying schools and other government operated public facilities and for the promotion of recreation and tourism and includes TODS or Wayfinding Signs;
- f) Private Warning Signs - provided Sign does not exceed 0.3716 square metres (4 square feet) in total area;
- g) Real Estate Sign - a maximum number of two (2) Signs may be installed, Signs does not exceed 0.5574 square metres (6 square feet) in total area and is erected on private property to advertise the sale, rent or lease of the private property, installed on private property and not within the Road Allowance;
- h) Traffic Guiding Signs - a maximum number of two (2) Signs may be installed provided a Sign does not exceed 0.3716 square metres (4 square feet) in total area, does not include any information other than the name of the business and a directional or some other form of pointer and a distance measure, are not erected nearer than 45 metres (150 feet) to and any farther than 100 metres (328 feet) from the entrance to the business and do not impact public safety or obstruct of sight lines at an intersection, public trail, driveway, entranceway or railway crossing;
- i) Signs to be erected on private property within a designated Settlement Area as defined in the County's Official Plan are exempt from the provisions of this By-law, save and except the following:
  - i. Signs, including Mobile Signs, erected on private property adjacent to any County Road Allowance shall be in compliance with the By-laws, policies and site plan approval of a Lower Tier Municipality or First Nation;
  - ii. Applicants requesting a County Sign Permit to be located within a Settlement Area shall make application to a Lower Tier Municipality or First Nation for a permission to erect a Sign;
  - iii. The Owner of any Sign overhanging or encroaching onto a County road allowance in a Settlement Area shall enter into an appropriate encroachment agreement with the County and agree to save and hold the County harmless from all actions arising from the use of said Sign;

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- iv. An application for an encroachment agreement shall be made to the Director.
- v. An application for an encroachment agreement shall not represent approval by the County nor shall it obligate the County to issue approval of an encroachment agreement.
- j) Signs to be erected on a Building, Building face, fascia or roof shall make application to a Lower Tier Municipality or First Nation for a permission to erect a Sign.

#### **7. Prohibited Signs**

7.1 Any Sign not expressly permitted by this By-law through the issuance of a Sign Permit by the Director is prohibited and, without limiting the generality of the foregoing, the following Signs are specifically prohibited:

- a) Abandoned Sign;
- b) Animated Sign;
- c) Banner Sign;
- d) Election Sign - as provided in Schedule "C" of this By-law;
- e) Inflatable Sign;
- f) Temporary Posted Sign;
- g) Vehicle or Towable Trailer Mounted Sign;
- h) Any Sign that does not comply with the provisions of this By-law.

#### **8. Prohibitions – Illumination**

8.1 Notwithstanding any other provisions of this By-law, no Person shall install, post, display, maintain or keep a Sign, with the exception of those Signs specifically stated as exempt as provided under Section 6 of this By-law:

- 8.1.1 That is Illuminated without first obtaining a Sign Permit;

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- 8.1.2 Illumination shall be limited to spot lights or back lighting;
- 8.1.3 Illuminated Sign brightness shall not exceed a maximum illumination level of seven hundred (700) cd/m<sup>2</sup> or Nits;
- 8.1.4 Flashing, moving or chase lighting shall be prohibited for use on any Sign;
- 8.1.5 Electronic and mechanical signs shall be prohibited from being installed in the County road allowance including Programmable Reader Board Signs without first obtaining written approval from the Director;
- 8.1.6 Moving messages for Programmable Reader Board Signs shall be static in appearance for a duration of not less than twenty (20) seconds, shall be of a constant intensity of illumination during a message cycle and shall be equipped with automatic dimming technology that adjusts the Sign's brightness in direct correlation with ambient light conditions.

## **9. Content of Signs**

- 9.1 The message, logos, graphics displayed on any Sign shall not promote violence, hatred and discrimination in any form or manner.
- 9.2 The message, logos, graphics displayed on any Sign shall not be disrespectful and shall not contain any profanity, obscenity or promote an unlawful activity.

## **10. Maintenance and Condition of Signs**

- 10.1 All Signs which are permitted by this By-law shall, at all times, be maintained by the Sign Owner in a state of good repair.
- 10.2 No Person having Erected a Sign shall fail to maintain the Sign in good structural and legible condition.
- 10.3 Where, in the Director's sole opinion, a Person fails to maintain a Sign that is permitted by this By-law, the Director may require the immediate repair or removal of a Sign by that Person, at their expense.

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#### **11. Sign Variance**

- 11.1 Any Person wishing to Erect a Sign not permitted by this By-law may apply for a Sign Variance.
- 11.2 An application for a Sign Variance shall be made in writing to the Director who may prescribe any information to be given therein and other necessary documentation to be completed or submitted by the applicant in conjunction with the application.
- 11.3 Every Sign Variance application shall be submitted to the Director and be accompanied by:
- (a) the appropriate non-refundable fee as set out in Tariff of Fees By-law, as amended;
  - (b) if the Applicant is a corporation, a copy of the incorporating document and a copy of the last annual information filed or, if a registered partnership, a copy of the registered declaration of partnership and a copy of the business name registration; and
  - (c) plans detailing the Sign proposed to be erected to the satisfaction of the Director;
- 11.4 Where, in the Director's opinion, the requested Sign Variance is minor, satisfies the intention of this By-law and is appropriate, the Director shall issue a Sign Permit for the Sign.

#### **12. Offences**

- 12.1 Each Person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine of:
- a) not less than \$250 for a first conviction of a offence;
  - b) not less than \$500 for a second conviction of the same offence; and
  - c) not less than \$1,000 for a third or subsequent conviction of the same offence.
- 12.2 Prosecution under this By-law shall not preclude any other legal actions required to recover damages required to repair, replace or restore damaged real or personal property as the case may be.

# **The Corporation of the County of Peterborough**

## **Sign By-law**

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#### **13. Sign Permit Revocation and Sign Removal**

- 13.1 The Director may revoke a Sign Permit where, in their sole opinion, the Applicant is not complying with the provisions of this By-law.
- 13.2 Where the Director revokes a Sign Permit, the Applicant shall immediately remove the Sign within seven (7) days notice from the Director.
- 13.3 Where the Director revokes a Sign Permit and the Applicant fails to remove the Sign after having been notified in writing by the Director, the County may remove the Sign.
- 13.4 Where a Sign has been removed by the County, the County shall charge a fee for the cost of the removal of the Sign pursuant to Tariff of Fees By-law.
- 13.5 Where a Sign Permit is revoked, the applicant shall not be entitled to a return of any fee paid to obtain the Sign Permit.
- 13.6 Notwithstanding, where a Sign Permit is revoked, the Applicant may apply for a new Sign Permit.
- 13.7 Where a Sign that does not comply with this By-law is erected on, over, partly, on or partly over property owned by or under the jurisdiction of the County, the Sign may be removed immediately by the County without notice or compensation to the Owner of the Sign.
- 13.8 The Director, in their sole opinion, shall determine whether any Sign is in compliance with this By-law and where the Owner is not complying with the provisions of this By-law.
- 13.9 The County shall not be liable for any damages or loss to the Owner of any Sign whether or not that Sign was displayed in accordance with this By-law or that was removed by the County pursuant to the provisions of this By-law.

#### **14. Conflict**

- 14.1 This By-law shall not be construed to reduce or mitigate any restrictions or regulations lawfully imposed by the County or by any governmental authority having jurisdiction to make such restrictions or regulations.



# **The Corporation of the County of Peterborough**

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- 14.2 If there is a conflict between a provision of this By-law and a provision of any other County By-law, the provision that establishes the higher standard to protect the health and safety of the public and to maintain a clean and tidy condition on land shall apply.

## **15. Severability**

- 15.1 If any provision or part of a provision of this By-law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in certain circumstances, the balance of the By-law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.

## **16. Applicability**

- 16.1 Any Sign that is lawfully erected or displayed on or before the day this By-law comes into force, but does not comply with this By-law, shall be allowed to remain in place until January 1, 2023, so long as it is not in any way substantially altered, provided that the maintenance and repair of the Sign or a minor change in the message displayed shall not constitute an alteration.
- 16.2 Where, in the Director's opinion, a Sign that is lawfully erected or displayed on or before the day this By-law comes into force, is determined to be non-compliant with this By-law, that existing Sign shall be brought into compliance with this By-law on or before January 1, 2023.

## **17. Freedom of Information**

- 17.1 Personal information collected pursuant to the Municipal Freedom of Information and Privacy Act will only be used for the purpose of this By-law. Personal information will not be released except in accordance with the Municipal Freedom of Information and Privacy Act.

**The Corporation of the County of Peterborough**

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**18. Effective Date**

18.1 This By-law shall come into full force and effect on the day of passage.

18.2 By-law Nos. 2007-55 and 2020-08 be repealed.

Read a first, second and third time and passed in Open Council this \_\_\_\_\_  
day of \_\_\_\_\_, 2020.

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J. Murray Jones, Warden

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Lynn Fawn, Clerk

**The Corporation of the County of Peterborough**

**Sign By-law**

**By-law No. 2020 - XX**

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**Schedule “A” – Bush Country Signs**

1. Pursuant to Section 4.1 of this By-law, Signs may be erected within the County road allowance of the following roads under the jurisdiction of the County by an Applicant having first obtained an appropriate Sign Permit from the County:

<b>Bush Country Road</b>	<b>Description</b>
36	Provincial Highway 28 to City of Kawartha Lakes Boundary
37	County Road 16 to County Road 23/36
44	County Road 46 to Township of Douro Dummer Boundary
46	County Road 44 to County Road 504
47	County Road 46 to County Road 44
49	City of Kawartha Lakes Boundary to County Road 121
52	County Road 504 to Fire Route 88
54	County Road 620 east to Chandos Lake
56	Provincial Highway 28 to County Road 6
121	County Road 49 to City of Kawartha Lakes Boundary
503	City of Kawartha Lakes Boundary to County of Haliburton Boundary
504	Provincial Highway 28 to County of Hastings Boundary
507	County Road 36 to the County of Haliburton Boundary
620	Provincial Highway 28 to County of Hastings Boundary

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2. A Sign may be erected within the Road Allowance of any road under the jurisdiction of the County identified in this Schedule “A”, subject to the following conditions:
- a) execution of a Sign Permit with the County to the satisfaction of the Director;
  - b) payment of the Sign Permit application fee as prescribed in the Tariff of Fees By-law, as amended;
  - c) submission of required information in accordance with this By-law describing the Sign proposed to be erected;
  - d) Signs within a Settlement Area are subject to Section 6.1 i) of this By-law;
  - e) Signs shall be of a maximum size of 5.9 square metres (64 sq. ft.);
  - f) Signs shall be erected on a firm foundation firmly secured into or on the ground to the satisfaction of the Director;
  - g) support structures for Signs shall be designed and constructed in accordance with a design standard approved by the Director;
  - h) Signs shall not be erected closer than 300 metres (984 ft.) to each other;
  - i) illumination of Bush Country Signs shall not be permitted;
  - j) the location of Signs shall be selected on the basis of mitigating impacts to the natural environment in order to minimize vegetation removal and impacts to other natural features;
  - k) Signs shall be placed as close to the property limit of the Road Allowance as possible;
  - l) no Sign will be allowed to be erected between the edge of the pavement and the centre-line of the ditch or in such a manner as to impede drainage or cause an impact to public safety;
  - m) no Sign will be permitted to be installed along the frontage of properties with less than 100 metres (328 feet) of frontage along a County Road Allowance and within the sight visibility of a residential home, at the sole discretion of the Director of Infrastructure Services or designate;

# **The Corporation of the County of Peterborough**

## **Sign By-law**

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- n) only “one-sided” Signs will be permitted to be installed at a maximum 45 degree angle to the on-coming direction of traffic;
  - o) the Applicant acknowledges that issuance of a Sign Permit is for permission the use, occupancy and maintenance of the County property immediately surrounding the Sign;
  - p) proof of commercial general liability insurance in an amount no less than \$5,000,000, naming the County as an additional insured and containing a cross liability clause shall be submitted to the County on an annual basis;
  - q) if the Applicant is a corporation, a copy of the incorporating document and a copy of the last annual information filed or, if a registered partnership, a copy of the registered declaration of partnership and a copy of the business name registration;
  - r) an indemnification and hold harmless undertaking in favour of the County and signed by the Applicant or by a Person having the authority to bind the Applicant, and;
  - s) other such information as the Director may require.
- 3. All other provisions contained in this By-law shall apply to this Schedule “A”.
  - 4. Receipt of an application and/or a fee for a Sign Permit by the County shall not represent approval of the application for the issuance of a Sign Permit nor shall it obligate the County to issue a Sign Permit.
  - 5. No Person shall transfer or assign their Sign Permit.
  - 6. Every Sign shall show thereon the name of either the Person or Owner of the Sign responsible for the erection and maintenance thereof and for the payment of fees.
  - 7. In the event that a Person attempts to transfer or transfers their Sign Permit, the Sign Permit shall be deemed to be void and there shall be no return of any fee paid to the County.
  - 8. Where a Sign Permit has been issued and no activity associated with the installation of said Sign has commenced after ninety (90) days of issuance of a Sign permit, the Sign Permit shall be deemed to be void and cancelled and there shall be no return of any fee paid to the County.

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## **Sign By-law**

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9. Any Sign placed in the County Road Allowance and found to be in violation of this By-law shall be subject to seizure by the County and such seized sign shall be stored for up to seven (7) days after the date of removal by the County. The Owner may retrieve a Sign stored by the County but, after a period of seven (7) days the County may and without notice or compensation to any Person, destroy or otherwise dispose of any Sign that has not been retrieved within the aforementioned period.
10. The Sign removal fee for costs incurred by the County shall be pursuant to provisions of the Tariff of Fees By-law, as amended.
11. The County reserves the right to remove any offending Sign, any Sign placed within a County Road Allowance that is deemed to be a hazard or otherwise that is in non-compliance with this By-law without notice to any Person and without compensation to the Owner of the Sign.
12. The County shall not be liable for any damages or loss to a Sign that was removed by the County or any Person pursuant to the provisions of this By-law.
13. Issuance of a Sign Permit by the County represents authorization granted to an Owner by the County to occupy an area of land within a County Road Allowance only, subject to the requirements of this By-law. By issuing a Sign Permit, the County does not guarantee to an Owner continued use or occupancy of said land and retains the right to revise, amend, remove, relocate, terminate or otherwise modify the terms and condition under which any Sign Permit may be issued.
14. Payment of any Sign Permit fee as prescribed in Tariff of Fees By-law shall apply only for that calendar year in which it is issued and shall be deemed to have expired as of December 31 in each year. A Sign Permit may be renewed annually by an Owner through the payment of a Sign Permit maintenance fee as prescribed in Tariff of Fees By-law unless the continuation of a Sign Permit is prohibited or discontinued by the County. Fees shall not be pro-rated or refunded.
15. Bush County Sign Permits shall lapse and shall be deemed to have expired immediately upon the date of passage of five (5) years (1825 days) from the date of issuance of the Sign Permit by the County or from the date of passage of this By-law, whichever date is determined to be the applicable date. The Owner of a lapsed Sign Permit may re-apply for a new Sign Permit in accordance with the provisions of this By-law and shall maintain the first right-of-refusal for the current Sign location upon renewal at the end of the period of approval of the Sign Permit as issued by the County.

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## **Sign By-law**

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#### **Schedule “B” – Signs Erected on Private Property**

1. Pursuant to Section 4.1 of this By-law, no Person shall erect, install, post, display, maintain, alter or keep a Sign, within 400 metres (1,312 feet) of any limit of a County Road Allowance without first obtaining a Sign Permit from the Director.
2. Signs to be erected in a Settlement Area are subject to Section 6.1 i) of this By-law.
3. Signs to be erected in an area not designated as a Settlement Area are subject to the provisions of this By-law and including the following:
  - a) The length of a Sign shall not exceed 15 metres (49 ft.) and it shall not be more than 8 metres (26 ft.) high measured from the ground and the bottom shall not be less than 1 metre (3.3 ft.) off the ground.
  - b) Signs greater than 60.39 square metres (650 sq. ft.) will not be permitted within 400 metres (1,312 ft.) of the Road Allowance.
  - c) Own-Premises Billboard Signs and Off-Premises Billboard Signs shall not be erected closer to the property line of the Road Allowance than is shown in the following table:

Sign size	Minimum Height off Ground	Minimum distance from property line
0 to 4 sq. m (0 to 43 sq. ft.)	1 meter (3.3 feet)	0 meter
4.1 to 7.9 sq. m (44 to 85 sq. ft)	1 meter (3.3 feet)	10 meters (32 ft)
8.0 to 11.9 sq. m (86 to 128 sq. ft)	1 meter (3.3 feet)	23 meters (75 feet)
12.0 to 18.6 sq. m (129 to 200 sq. ft)	1 meter (3.3 feet)	30 meters (98 feet)
18.7 to 30.2 sq. m (201 to 325 sq. ft)	1 meter (3.3 feet)	46 meters (150 feet)
30.3 to 60.4 sq. m (326 to 650 sq. ft)	1 meter (3.3 feet)	84 meters (275 feet)

# **The Corporation of the County of Peterborough**

## **Sign By-law**

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- d) All signs shall be erected on a firm foundation firmly secured into or on the ground to the satisfaction of the Director, Infrastructure Services.
- e) Signs on property other than Own-Premises Billboard Signs shall not be erected closer than 300 metres (984 ft.) to each other or to Permitted Bush Country Road Signs.
- f) Where existing conditions prevent an Own-Premises Billboard Sign from meeting the spacing requirements set out in this By-Law, an Own-Premises Billboard Sign may be considered for approval by the County, at the sole discretion of the Director of Infrastructure Services or designate.
- g) Single and Double Faced Signs shall be permitted to be installed.
- h) Signs shall not be erected within 91 metres (298 ft.) of the limit of a road or railway that intersects a County Road Allowance.
- i) The maximum number of Mobile Signs that may be Permitted to be installed on a privately owned property shall be one (1) Sign.



**The Corporation of the County of Peterborough**

**Sign By-law**

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**Schedule “C” – Election Signs**

1. No candidate, registered third party or their agent or any other Person shall at any time place, affix, install or otherwise display an election Sign to be placed on any property or Road Allowance that is owned, leased, or maintained by the County of Peterborough.

Minutes of a meeting of the Douro-Dummer Police Services Board, held on May 22, 2020 at 9:30 a.m. via zoom

Present: J. Murray Jones  
Ken Jackman  
Chris Galeazza, OPP  
Lisa Darling, OPP  
Carol Anne Nelson, Secretary

1. Opening of the Meeting – The meeting opened at 9:00 am by Mayor Jones.

2. Disclosure of Pecuniary Interest - none

3. Adoption of the Minutes

Resolution

Moved by: Ken Jackman

Seconded by: Jim Jones

That the minutes of the January 31<sup>st</sup>, 2020 meeting be received.

Carried

4. Delegations – none

5. Business Arising from the Minutes

a) Black Cat status

The black cat device is going to be shipped next week. The OPP indicated that they have two officers who can assist with training and installation, if necessary.

b) Recomposition of PSB Boards – update from February 28<sup>th</sup> meeting

Lisa reported from the meeting that no decisions had been made pertaining to the restructuring of PSB's and further meetings would be required.

Resolution

Moved by: Ken Jackman

Seconded by: Jim Jones

To receive the verbal report from the OPP regarding the recomposition of Police Boards.

Carried

6. Correspondence

a) OPP first quarter report for 2020 – January 1-March 31, 2020

Lisa reviewed the report with the committee and highlighted areas of interest.

Resolution

Moved by: Ken Jackman

Seconded by: Jim Jones

That the OPP first quarter report for 2020 be received.

Carried

7. Accounts

a) Recoverable force expenses to date

Resolution

Moved by: Ken Jackman

Seconded by: Jim Jones

That the recoverable force expenses report be received.

Carried

8. By-laws - none

9. Other/New business

a) Fishing ban at Crowe's and McCracken's wharfs

Resolution

Moved by: Ken Jackman

Seconded by: Jim Jones

That our Board anxiously awaits the recommendation of the committee and response from the community, as well as the OPP, but at this time does not provide support for a fishing ban at Crowe's and McCracken's Landing and that this item be brought back our next meeting.

Carried

Lisa Darling stated that Peterborough has been chosen as the location of a crime and child exploitation unit and they hope to have it up and running by October.

10. In Camera – none

11. Confirming By-law 2020-2

Resolution

Moved by: Ken Jackman

Seconded by: Jim Jones

That confirming by-law 2020-2 be enacted and passed this 22<sup>nd</sup> day of May 2020.

Carried

12. Next meeting date – to be determined

13. Adjournment

Resolution

Moved by: Ken Jackman

Seconded by: Jim Jones

That this meeting adjourn at 9:52 a.m.

Carried

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Chair

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Secretary



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

**By-law Number 2020-31**

**Being a By-Law to amend By-law 2020-26  
(to provide for the adoption of tax rates and to further provide  
for penalty and interest in default of payment for 2020)**

**Whereas** Council passed By-law 2020-26 to provide for the adoption of tax rates and to further provide for penalty and interest in default of payment for 2020 on the 5<sup>th</sup> day of May, 2020;

**And Whereas** on March 11, 2020 the World Health Organization (WHO) made the assessment that Coronavirus disease 2019 (COVID-19) can be characterized as a pandemic;

**And Whereas** on March 25, 2020 the Township of Douro-Dummer declared a State of Emergency due to Coronavirus 2019 (COVID-19);

**And Whereas** the Council deems it appropriate to amend By-law 2020-26 to waive interest and penalty on unpaid taxes for the current and previous years for the month of July 2020;

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

1. That By-law 2020-26 be amended by adding a new subsection, 4.1, immediately following Section 4, as follows:
  - 4.1 Due to the COVID-19 pandemic, the Treasurer of the Township of Douro-Dummer shall not add penalty and interest to the amount of taxes due and unpaid, from July 1, 2020 for a period of thirty (30) days and all by-laws and parts of by-laws inconsistent with this paragraph are hereby superseded.
2. This By-Law shall be deemed to come to force and effect on June 30, 2020.

Passed in open Council this 16th day of June, 2020.

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Mayor, J. Murray Jones

---

Clerk, Crystal McMillan

The Corporation of the Township of Douro-Dummer

By-law Number 2020-32

Being a By-law to Amend By-law Number 2017-33, as amended, to Delegate Certain Powers of Council

**Whereas** By-Law Number 2017-33, as amended, was passed to delegate certain powers of Council;

**And Whereas** it is deemed necessary to further amend said By-Law Number 2017-33, as amended;

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

- 1. That a new section Item 17 be added to Appendix "A" to By-law Number 2017-33, as amended, immediately following Item 16 to read as follows:

17	<b>Response to completeness of Zoning By-law Amendment Applications</b>	<b>Clerk/Planning Coordinator</b>	<p>The Clerk/Planning Coordinator or designate is delegated the authority to:</p> <ul style="list-style-type: none"><li>- Respond to the completeness of applications for Zoning By-law Amendment under Section 34 (10.4) of The Planning Act.</li></ul> <p><b>Required:</b> Staff will process the Zoning By-law Amendment Application in compliance with Section 34 of The Planning Act and any applicable Township Policy.</p>
----	---	-----------------------------------	---

- 2. That this by-law shall come into force and effect immediately upon passing.

Passed in open council this 16th day of June, 2020.

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

\_\_\_\_\_  
Clerk, Crystal McMillan



May 28, 2020

Will Bouma, MPP  
96 Nelson Street  
Suite 101  
Brantford, ON N3T 2X1

Sent via email [will.bouma@pc.ola.org](mailto:will.bouma@pc.ola.org)

Phil McColeman, MP  
108 St. George Street  
Suite 3  
Brantford, ON N3R 1V6

Sent via email [phil.mccoleman@parl.gc.ca](mailto:phil.mccoleman@parl.gc.ca)

**Re: Essential Workers Day – March 17**

Please be advised that Brantford City Council at its meeting held May 26, 2020 adopted the following:

**10.1 Essential Workers Day – Councillor Wall**

WHEREAS the Province of Ontario enacted a Declaration of Emergency on March 17th, 2020 in response to the COVID-19 Worldwide Pandemic; and

WHEREAS during the state of emergency certain services have been deemed essential services by the Government of Ontario; and

WHEREAS citizens are asked to isolate at home to reduce the spread of COVID-19 as essential workers continue to work and provide an essential service to their community; and

WHEREAS essential workers across the country are risking their lives; and

WHEREAS some essential workers have been stricken with illness, suffered trauma or injury, or lost their lives as a result of providing an essential service; and

WHEREAS without this dedicated workforce, essential services, including but not limited to, healthcare, police, fire, paramedics, military, social services, community services, food distribution, agriculture, postal and delivery services, education, security, transit, financial services, hospitality, commerce, manufacturing, construction, maintenance and repair, waste management, sanitation services, government, and administrative services would fail to function; and

WHEREAS our community owes a profound debt of gratitude to every single essential worker who ensured our community could continue to operate;

NOW THEREFORE, the Municipal Council of The Corporation of the City of Brantford HEREBY RESOLVES as follows:

- A. THAT March 17 BE PROCLAIMED by the Council for The Corporation of the City of Brantford to be Essential Workers Day in the City of Brantford; and
- B. THAT the Clerk BE DIRECTED to provide a copy of this resolution, with a covering letter, to MPP Will Bouma and MP Phil McColeman to respectfully request that the Government of Ontario and the Government of Canada formally declare March 17 to be Essential Workers Day to honour all of the essential workers who sacrificed so much during the COVID-19 pandemic; and
- C. THAT all municipalities across Ontario and Canada BE INVITED to proclaim March 17 to be Essential Workers Day in their respective municipalities, and that a copy of this resolution be provided to AMO, LUMCO, FCM, and ROMA for that purpose.



Tanya Daniels  
City Clerk  
[tdaniels@brantford.ca](mailto:tdaniels@brantford.ca)

cc All Ontario municipalities  
Association of Municipalities of Ontario (AMO)  
Large Urban Mayor's Caucus of Ontario (LUMCO)  
Federation of Canadian Municipalities  
Rural Ontario Municipal Association (ROMA)



On Jun 8, 2020, at 5:39 PM, Jon Douglas <[REDACTED]> wrote:

To whom it may concern, to say our roads have been maintained well is a wholly inaccurate statement in Dummer twp. It has been quite the show [REDACTED] and no closed meetings will be required.

I'm not sure what the township is trying to achieve by tearing up Douglas and Rock road, I hope the plans are to grade it properly and have it top coated before the fall. I know there are rough patches, but why apply cold patch and the very next day tear it up? Seems like a waste of tax payer money to me.

As for the grading on the roads, I am by no means an expert but I have been around it for 20+ years. Can we please have someone who knows what they are doing run the grader? I'm all for someone learning how to do the job, but that person needs a mentor. Ruts have been left that collect water on the edge of the roadway, the grade should continue to the ditch and a crown should be clearly visible.

I have gone over [REDACTED] "road building" too many times to mention. If the knowledge and leadership does not exist in the townships workforce, contract it out, I'm getting tired of constantly addressing these issues with no visible action being taken. Douglas and Rock road are worse than they have ever been with this recent "work", I don't see the improvement. I, like many residents, want to live on a paved road, we pay taxes for that luxury. Furthermore, it detracts from our home's value and if we wanted to live on a dirt road we would have built or bought a home on one.

Also please let this be the last year I need to maintain the shoulders in front of my property. Every year I had to call [REDACTED] and inform [REDACTED] that the guys are grinding the road brush too deep on the shoulders. If it wasn't windrows of sand 8" across in single file it was massive ruts that undermine the roadways edge leading to massive deterioration. I have attached some examples.

Let this be the year where we get some real leadership in place, someone who is willing to do the work and be accountable.

Thanks for your time.

Jonathan Douglas  
[REDACTED]  
[REDACTED]

**From:** Tracy MacDonald <tmacdonald@orangeville.ca>

**Sent:** June 10, 2020 3:18 PM

**To:**

**Subject:** Orangeville Council Resolution - Diversity Training Program

Good afternoon,

Orangeville Council at its June 8, 2020 meeting passed the following resolution:

“WHEREAS The Town of Orangeville recognizes there have been questions in the public related to both diversity training and use of force training and protocols for Police Services, including in Ontario;

WHEREAS the Town recognizes that police officers join this profession out of a desire to do good, to serve and to protect the communities they serve;

AND WHEREAS an understanding of community diversity can foster authentic inclusion;

AND WHEREAS empathy training, and de-escalation training, can support understanding other people’s perspectives;

AND WHEREAS the Town recognizes that policing can be a dangerous profession, and officer as well as community safety are critical considerations in law enforcement;

AND WHEREAS the Ontario Provincial Police have indicated they have a comprehensive diversity training program, however there may not be the same resources available across the entire province for smaller Police Services;

AND WHEREAS there is concern in the public about the boundaries of use of force, such as neck restraints, and oversight;

AND WHEREAS there isn’t clarity on a common bar on diversity and empathy training or on use of force and oversight;

THEREFORE BE IT RESOLVED that the Mayor write to the Solicitor General to encourage common training requirements for all members of Police Services in Ontario as it relates to diversity, empathy and use of force;

AND THAT the Solicitor General provide clarity on police oversight going forward given the anticipated changes to legislation to ensure effective accountability continues;

AND THAT annual updates or refresher courses be mandatory to ensure our Police Services have the best and current information available to them;

AND THAT THE TOWN request that the use of force protocols be reviewed to ensure they are safe and would meet current standards, and then shared across the province;

AND THAT THE TOWN circulate this resolution to all Ontario municipalities seeking their support.”

Regards,

**Tracy Macdonald | Assistant Clerk | Corporate Services**  
**Town of Orangeville** | 87 Broadway | Orangeville ON L9W 1K1  
519-941-0440 Ext. 2256 | Toll Free 1-866-941-0440 Ext. 2256  
[tmacdonald@orangeville.ca](mailto:tmacdonald@orangeville.ca) | [www.orangeville.ca](http://www.orangeville.ca)

**From:** Otonabee Conservation <[khalley@otonabeeconservation.com](mailto:khalley@otonabeeconservation.com)>

**Sent:** 3-Jun-20 9:56 AM

**To:** Martina Chait <[MartinaC@dourodummer.on.ca](mailto:MartinaC@dourodummer.on.ca)>

**Subject:** Otonabee Conservation's Annual Report is now online!



**Otonabee**  
CONSERVATION

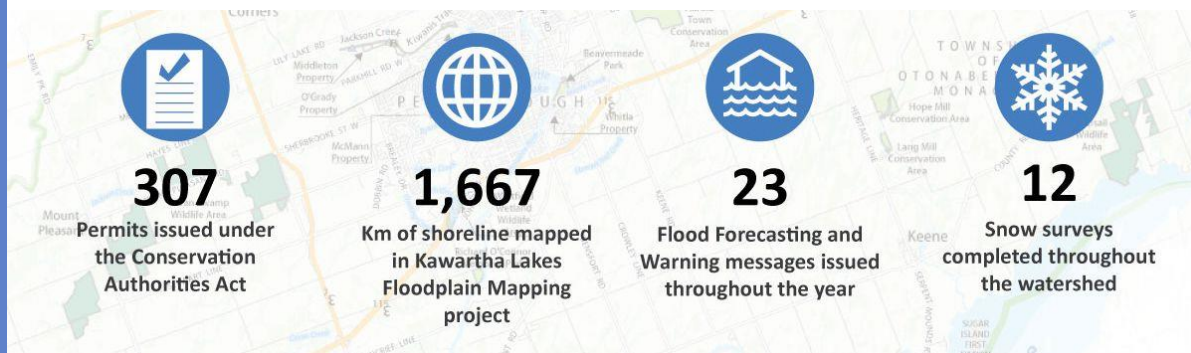
**OUR 2019 ANNUAL REPORT TO WATERSHED  
COMMUNITY IS NOW AVAILABLE TO VIEW  
ONLINE!**

[View the Annual Report!](#)



We accomplished so much together, last year.

On behalf of the Board of Directors & staff at Otonabee Conservation, we are pleased to present you with the overview of our accomplishments in 2019.



We are grateful for generous contributions from donors, organizations, foundations, & community partners who help to make our work possible.

Thank you to our donors whose generous contributions help make our work possible!



If you love visiting our Conservation Areas, you'll want to check out all the other great things we offer throughout the Otonabee Region watershed.



[View the Annual Report!](#)

### JOIN OUR E-NEWS DISTRIBUTION LIST!

*Your Watershed News* is a regular e-newsletter with updates for events, volunteer opportunities, news items, conservation tips, recreational opportunities, and more, all happening right here in the Otonabee Region watershed.

Sign up today!

### FOLLOW US ON SOCIAL MEDIA!

Follow us on social media for all the latest news  
and programs happening in your watershed



Otonabee Conservation | 250 Milroy Drive, Peterborough, Ontario K9H 7M9 Canada

[Unsubscribe martinac@dourodummer.on.ca](mailto:martinac@dourodummer.on.ca)

[Update Profile](#) | [About Constant Contact](#)

Sent by khalley@otonabeeconservation.com in collaboration with



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## Notice of Public Meeting

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### Official Plan and Zoning By-law Amendment File Numbers O1902 and Z1909

**Take Notice** that pursuant to the **Planning Act**, the City of Peterborough has received applications for Official Plan Amendment and Zoning By-law Amendment, and the City of Peterborough General Committee will hold a public meeting electronically, through the City's website ([www.peterborough.ca](http://www.peterborough.ca)), at **6:00 p.m., Monday, July 6, 2020**, to consider the Official Plan and Zoning By-law Amendment under Sections 17 and 34 of the **Planning Act**, R.S.O. 1990, c.P.13.

**Owners/Applicant:** 2160288 Ontario Inc.

**Agent:** Kevin Duguay, MCIP, RPP

**Property Location:** 1176 and 1182 Armour Road

**Existing Official Plan Designation(s):**

**Schedule A – Land Use:** Commercial

**Schedule A-1 – City Structure:** Intensification Corridor (Designated Greenfield Area)

**Schedule I – Commercial Area Land Use:** Neighbourhood Centre

**Existing Zoning:** **1176 Armour Rd:** SP.245 – Special Commercial District  
**1182 Armour Rd:** R.1,1e,2e,4e

**Existing Use:** **1176 Armour Rd:** Vacant  
**1182 Armour Rd:** Residential Detached Dwelling and Accessory Buildings

**Site Description:** Please refer to the attached concept plan for specific details.

	<u>Metric</u>	<u>Imperial</u>
Lot Area Total:	0.85 ha	2.1 ac.
Lot Frontage:		
Armour Rd.	91 m	298 ft.
Cunningham Blvd.	78 m	256 ft.
Proposed Residential Density:	89 units/ha.	36 units/ac.



### Proposed Amendments - Development Description:

The applicant proposes to amend the Official Plan and Zoning of the subject lands to facilitate the use of the lands for high density, multi unit residential supporting a maximum of 76 units and a maximum building height of 7 storeys with surface parking facilities.

The application proposes to amend Schedule 'A' – Land Use of the City's Official Plan to change the designation of the subject lands from 'Commercial' to 'Residential'; change the designation of the lands on Schedule 'E' to the 'High Density Residential' designation; delete Section 10.4.3.9 of the Official Plan related to the commercial potential of the lands; and change the designation of the lands on Schedule 'N' – Auburn North Secondary Plan, from 'Commercial' to 'High Density Residential'

The application also proposes to amend the zoning of the lands in two parts. The westerly portion of the lands from the SP. 245 – Commercial District and from the R.1,1e,2e,4e – Residential District to a modified R.5 – Residential Zoning District with site specific regulations related to minimum lot area per dwelling unit, minimum building setback from the side lot lines, maximum building height, maximum lot coverage by open parking, driveways and vehicle movement areas, and minimum parking space requirements as follows:

Regulation	R.5 Requirement	Proposed
Minimum lot area per dwelling unit	140 m <sup>2</sup>	110 m <sup>2</sup>
Minimum building setback from side lot line:	21 m from north and easterly lot lines	7 m from northerly lot line and 12 m from easterly lot line
Maximum number of storeys	5	7
Maximum Lot Coverage by open parking, driveways and vehicle movement areas	25%	40%
Minimum distance between parking, driveway and vehicle movement areas and windows to habitable rooms	6 m	5.5 m
Minimum motor vehicle parking spaces provided on site (Section 4.2)	1.75 spaces per unit	1.3 spaces per dwelling unit
Minimum motor vehicle parking space size (Section 4.3.1)	Minimum dimension of 5.7 m by 2.7 m per space	Reduced dimension of 5.7 m by 2.5 m per space for up to 16 of the required spaces

The easterly portion of the lands adjacent to the Thompson Creek lands are to be zoned OS.1 – Open Space District 1 to prevent further development and ensure that no additional development will occur within the ‘Environmental Protection Area’. The zoning boundary is depicted as the dashed line on the attached Land Use Map.

**Any Person** may **observe** the above Public Meeting via the City’s website at the following link:

<https://www.peterborough.ca/en/city-hall/livestreams.aspx>

**Additionally**, any person may **make written or verbal representation** either in support of or in opposition to the amendment as follows:

- a) Register as a delegate to speak at the Public Meeting by telephone. Delegations must register by 11 a.m. on the day of the meeting by phone, 705-742-7777 ext. 1820 (please quote the file number), or by registering on the City website:

<https://forms.peterborough.ca/Clerks-Office/Request-for-Delegation>

- b) Written submissions must be received by 11 a.m. the day of the meeting either by mail; by dropping off to the City drop box located outside the main entrance to City Hall, 500 George Street North, or by email to [Clerks@peterborough.ca](mailto:Clerks@peterborough.ca). Due to the nature of the meeting, unregistered delegations are not permitted. (Please quote the file number).

**Be Advised** that under the **Planning Act**, all information and material submitted regarding planning applications is public information and, as such, will be made available to the public. The minutes of public meetings and public hearings are also part of the public record. Anyone who attends a public meeting and enters his/her name on the attendance list or speaks publicly at the meeting understands that their name, address (if provided), comments, and any document that s/he distributes will be collected and maintained for the purpose of creating a record that is available to the general public.

**Be Advised** if a person or public body would otherwise have an ability to appeal the decision of the City Council of the City of Peterborough to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of Peterborough or its General Committee before the proposed Official Plan amendment is adopted or the Zoning By-law amendment is passed, the person or public body is not entitled to appeal the decision.

**Be Advised** if a person or public body does not make oral submissions at a public meeting, or make written submissions to the City of Peterborough or its General Committee before the proposed Official Plan amendment is adopted or the Zoning By-law amendment is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

**Additional Information** relating to this application, including copies of the proposed Official Plan Amendment and Zoning By-law Amendment, can be obtained at the Planning Division, City Hall, (8:30 a.m. to 4:30 p.m.), or by contacting **Caroline Kimble, Land Use Planner** at 705-742-7777 Ext. 1735 or by email at [ckimble@peterborough.ca](mailto:ckimble@peterborough.ca). A staff report will be available on Thursday, July 2, 2020.

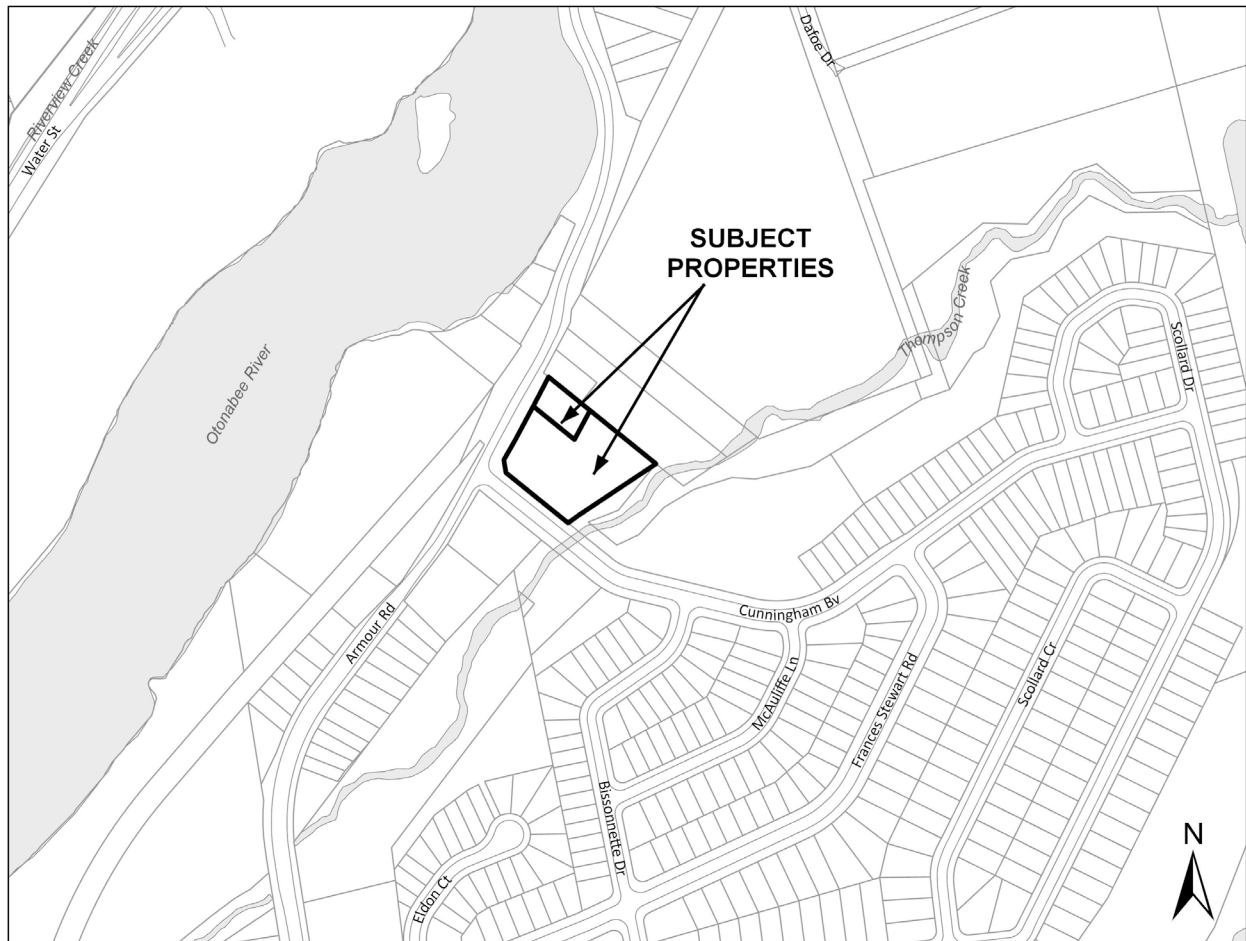
**If you are the owner of any land that contains seven or more residential units**, the City of Peterborough requests that this notice be posted in a location that is visible to all of the residents.

If you wish to be notified of the decision of the City of Peterborough on the proposed Official Plan and Zoning By-law amendments, you must make a written request to:

John Kennedy, City Clerk  
City of Peterborough, City Hall  
500 George Street North  
Peterborough, Ontario K9H 3R9  
[jkennedy@peterborough.ca](mailto:jkennedy@peterborough.ca)

Dated at the City of Peterborough this 8<sup>th</sup> day of June, 2020.

## Key Map

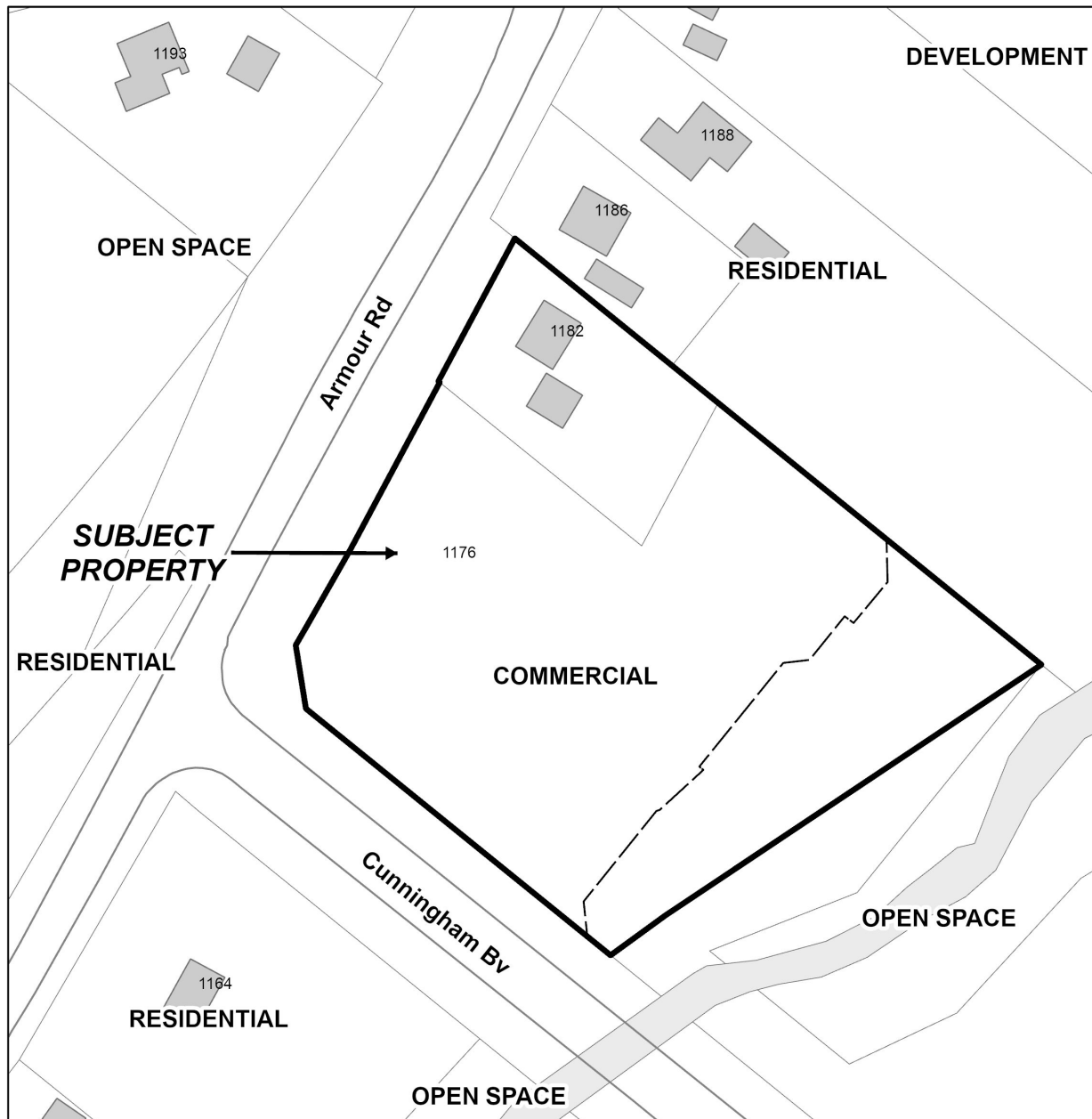


# Land Use Map

File: Z1909 & 1902

Property Location: 1776 and 1182 Armour Rd

EXHIBIT  
SHEET OF



The City of Peterborough Planning Division

DISCLAIMER OF ALL LIABILITIES - The Corporation of the City of Peterborough, its employees, consultants and agents, make no representation or warranty concerning the accuracy, validity or fitness for use of the contents of this digital or hard copy mapfile, and disclaims all liability for any claims for damages or loss arising from their use or interpretation by any party. A mapfile does not replace a survey nor is it to be used to provide a legal description.

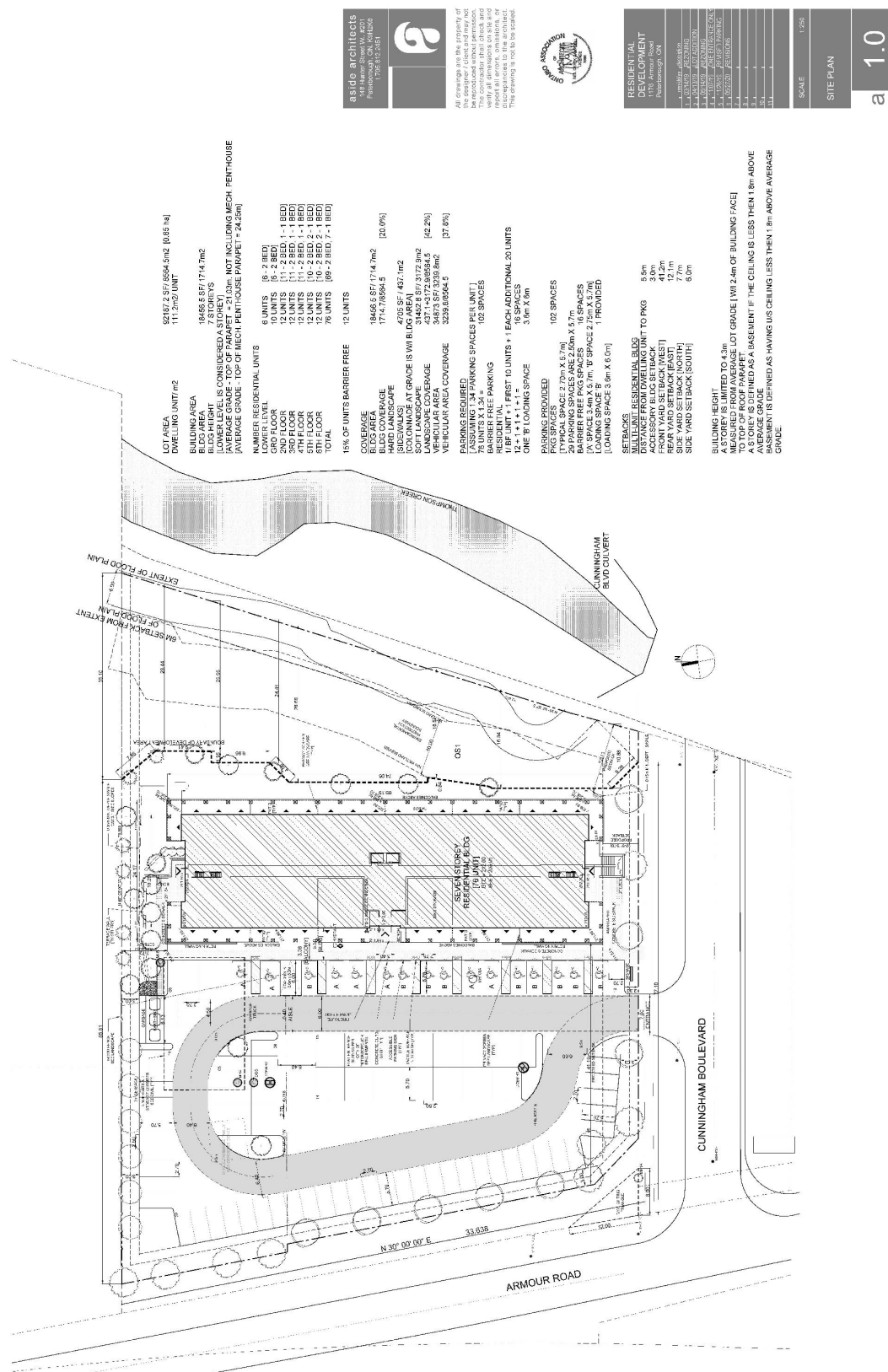


Date: May 29, 2020

Map by: PZhao

0 3.75 7.5 15 22.5 30 37.5 Metres

## Concept Plan



# Concept Elevations



All drawings are the property of the designer and may not be reproduced without permission. Contractor shall check and verify all dimensions on site and report all errors, omissions or discrepancies. This drawing must not be scaled.

ELEVATION	SECTION
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11

SCALE 1" = 10'-0"

BLDG ELEVATIONS

RESIDENTIAL DEVELOPMENT  
 1176 Armour Rd  
 Peterborough, ON

a 2.1



**From:** johnearnshaw < >  
**Sent:** Wednesday, June 10, 2020 7:59:51 AM  
**To:** [jjones@dourodummer.on.ca](mailto:jjones@dourodummer.on.ca) <[jjones@dourodummer.on.ca](mailto:jjones@dourodummer.on.ca)>;  
[kmoher@dourodummer.on.ca](mailto:kmoher@dourodummer.on.ca) <[kmoher@dourodummer.on.ca](mailto:kmoher@dourodummer.on.ca)>;  
[tomwatt@dourodummer.on.ca](mailto:tomwatt@dourodummer.on.ca) <[tomwatt@dourodummer.on.ca](mailto:tomwatt@dourodummer.on.ca)>;  
[hwatson@dourodummer.on.ca](mailto:hwatson@dourodummer.on.ca) <[hwatson@dourodummer.on.ca](mailto:hwatson@dourodummer.on.ca)>;  
[standsmann@dourodummer.on.ca](mailto:standsmann@dourodummer.on.ca) <[standsmann@dourodummer.on.ca](mailto:standsmann@dourodummer.on.ca)>  
**Cc:** John Earnshaw < >; Anita Earnshaw < >  
**Subject:** Thanks

The signs "speed 60" were put up this week on the Division Road.  
I want to thank you for your support of authorizing this.  
Our community of private houses on this road now feel much more safe.  
In particular, I hope our family will never again see some one coming  
over the blind hill east of our entrance driving at speeds in excess  
of 120 kmph.  
I expect you will receive complaints from some who use the road as an  
un-policed fast route to Peterborough.  
"Why risk a speeding ticket on highway 7 or county road 8 if I know  
I'll never get one on the Division Road?"  
I know the right and safe thing has now happened. Thanks.  
JOHN and ANITA EARNSHAW



System: 2020-06-08 11:27:27 AM  
 User ID: Donnak Council Summary Report  
 Cheque Date: 2020-05-26 2020-06-08  
 Sorted By: Cheque Date  
 Distribution Types Included: All

Cheque Number	Voucher Number	Vendor Name
0		
2 General Government		
EFT000000004005 00-02-0240-3832	61406	AFE ACTUARIAL CONSULTING
EFT000000004009 00-02-0250-4114	61407	CANADIAN SPRINGS
EFT000000004009 00-02-0250-4114	61407	CANADIAN SPRINGS
EFT000000004018 00-02-0250-2601	61408	MUNICIPAL EMPLOYER PENSION
EFT000000004022 00-02-0250-4110	61409	STAPLES ADVANTAGE CANADA
EFT000000004022 00-02-0250-4100	61409	STAPLES ADVANTAGE CANADA

General Government  
 Total For Department 2 \$5,203.87

4 Protection Services		
EFT000000004006 00-04-0450-4600	61438	ALF CURTIS HOME IMPROVEMEN
EFT000000004007 00-04-0450-4600	61429	ALLIED MEDICAL INSTRUMENTS
EFT000000004010 00-04-0410-3100	61431	DEETH & WHITE LTD/FITZGERA
EFT000000004012 00-04-0410-5161	61411	EASTERN ONTARIO EMERGENCY
EFT000000004013 00-04-0450-5191	61410	ENBRIDGE
EFT000000004019 00-04-0431-3832	61405	OTONABEE REGION CONSERVATI
EFT000000004028 00-04-0410-5190	61430	UAP AUTO PARTS (664) - LAK
55181	61428	TWP OF CAVAN MONAGHAN
00-04-0450-4600		

Protection Services  
 Total For Department 4 \$5,519.12

6 Transportation Services		
EFT000000004010	61441	DEETH & WHITE LTD/FITZGERA

00-06-0600-3100		
EFT000000004010	61446	DEETH & WHITE LTD/FITZGERA
00-06-0600-3100		
EFT000000004011	61440	DRAIN BROS. EXCAVATING
00-06-0600-4600		
EFT000000004014	61442	FAIRVIEW TRUCKING INC.
00-06-0600-3900		
EFT000000004016	61444	M & C HYDRAULIC
00-06-0600-5165		
EFT000000004017	61432	MORRIS CHEMICALS INCORPORA
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EFT000000004017	61437	MORRIS CHEMICALS INCORPORA
00-06-0600-4600		
EFT000000004021	61439	ROSS DUNFORD CONTRACTING
00-06-0600-3900		
EFT000000004023	61443	STRONGCO EQUIPMENT
00-06-0600-5195		
EFT000000004023	61445	STRONGCO EQUIPMENT
00-06-0600-5160		

Transportation Services

Total For Department	6	\$45,038.40
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8 Environmental Services

EFT000000004021	61419	ROSS DUNFORD CONTRACTING
00-08-0802-5121		
EFT000000004026	61420	TREASURER OF THE COUNTY OF
00-08-0800-4600		

Environmental Services

Total For Department	8	\$1,375.76
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16 Recreation & Cultural Services

55179	61403	BELL CANADA
00-16-1610-3300		
55179	61403	BELL CANADA
00-16-1620-3300		
55179	61404	BELL CANADA
00-16-1620-3300		
55179	61404	BELL CANADA
00-16-1610-3300		

EFT000000004008		61421 BAKER MASONRY	
00-16-1620-5121			
EFT000000004008		61422 BAKER MASONRY	
00-16-1610-5121			
EFT000000004008		61423 BAKER MASONRY	
00-16-1600-5121			
EFT000000004015		61425 LAKEFIELD HERALD LTD.	
00-16-1610-4300			
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00-16-1620-4300			
EFT000000004020		61426 PACIFIC TIER SOLUTIONS INC	
00-16-1600-3900			
EFT000000004020		61426 PACIFIC TIER SOLUTIONS INC	
00-16-1610-3900			
EFT000000004020		61426 PACIFIC TIER SOLUTIONS INC	
00-16-1620-3900			
EFT000000004025		61424 THE DUMMER NEWS	
00-16-1610-4300			
EFT000000004025		61424 THE DUMMER NEWS	
00-16-1620-4300			
	55180	61447 BELL CANADA	
00-16-1640-3300			
Recreation & Cultural Services			
Total For Department	16		\$3,661.63
Total For Fund	0		\$60,798.78
	5		
	4 Protection Services		
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05-04-0410-0341			
Protection Services			
Total For Department	4		\$166.14
	6 Transportation Services		
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05-06-0600-0242			
EFT000000004024		61413 Suncor Energy Products Par	
05-06-0600-0241			
EFT000000004024		61414 Suncor Energy Products Par	
05-06-0600-0242			
EFT000000004024		61415 Suncor Energy Products Par	
05-06-0600-0240			
EFT000000004024		61416 Suncor Energy Products Par	
05-06-0600-0240			
EFT000000004024		61417 Suncor Energy Products Par	
05-06-0600-0241			
EFT000000004024		61418 Suncor Energy Products Par	

05-06-0600-0242  
Transportation Services  
Total For Department

6

\$4,778.47

Township of Douro-Dummer

Description	Amount
ACCOUNTING VALUATION 2019	\$4,782.72
COFFEE	\$5.41
COFFEE	\$137.98
EMPLOYEE MUNICIPAL CONTRIBUTIO	\$106.85
OFFICE SUPPLIES, PAPER	\$50.84
OFFICE SUPPLIES, PAPER	\$120.07
COVID - PLYWOOD FOR SIGNS	\$34.73
PPE - SURGICAL EARLOOP MASKS	\$1,023.01
F/H #2 - FURNACE OIL	\$63.54
AIR BOTTLES	\$16.00
EMERG PREP GENERATOR FUEL	\$74.53
50% SWP PROGRAM COSTS	\$4,000.00
SEALED BEAMS	\$37.16
COVID - PPE - 50 FACE SHIELDS	\$270.15
WRSW GARAGE FURNACE OIL	\$155.00

DOURO GARAGE FURNACE OIL	\$349.65
COLDMIX	\$1,537.73
STREET SWEEPING	\$11,397.12
SEAL KIT & REPAIR	\$214.68
CALCIUM CHLORIDE	\$5,248.78
CALCIUM CHLORIDE	\$3,198.86
CALCIUM CHLORIDE	\$3,057.67
CALCIUM CHLORIDE	\$3,162.91
CALCIUM CHLORIDE	\$7,085.85
CALCIUM CHLORIDE	\$7,757.90
FELLING TREES	\$1,383.93
REPAIR KIT, PLANE GASKET	\$293.05
FILTER CARTRIDGE, AIR FILTER	\$195.27
FELLING AT HG TSF STN	\$651.26
10 DIGESTERS	\$724.50
DOURO CC	\$33.01
DOURO CC	\$33.01
WARSAW CC	\$44.50
WARSAW CC	\$44.49

SAND WARSAW CC	\$353.98
SAND DOURO CC	\$334.51
SAND JOHNSTON PROPERTY	\$302.57
FACILITIES FOR RENT AD	\$17.50
FACILITIES FOR RENT AD	\$17.50
PARKS/CC BOOKING SOFTWARE	\$792.63
PARKS/CC BOOKING SOFTWARE	\$778.92
PARKS/CC BOOKING SOFTWARE	\$778.92
FACILITIES FOR RENT AD	\$18.00
FACILITIES FOR RENT AD	\$18.00
LIBRARY	\$94.09

JOIST HANGERS	\$166.14
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WARSAW DYED DIESEL 1,750.2 L	\$948.38
WARSAW DIESEL 2,100.2 L	\$1,443.66
WARSAW DYED DIESEL 1,101.0 L	\$578.67
WARSAW GAS 475.0 L	\$371.85
WARSAW GAS 450.0 L	\$306.04
WARSAW DIESEL 1,000.0 L	\$592.75
WARSAW DYED DIESEL 1,201.0 L	\$537.12

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

### **By-law Number 2020 – 33**

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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 16th 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 16, 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 16th day of June, 2020.

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Mayor, J. Murray Jones

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Clerk, Crystal McMillan