



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

Tuesday, September 1, 2020, 5:00 p.m.

Douro-Dummer YouTube Channel

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

Electronic Meetings

On August 4, 2020 Council amended the Township Procedure By-Law to permit meetings to be held electronically and to allow members participating electronically to be counted towards quorum.

Until further notice, 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 or 705-652-8392 x205

Pages

1. Call to Order
2. Land Acknowledgement
3. Moment of Silent Reflection
4. Disclosure of Pecuniary Interest:
5. Adoption of Agenda: September 1, 2020
6. Adoption of Minutes:
 - 6.1 Special - August 4, 2020 1
 - 6.2 Regular - August 4, 2020 3
7. Business arising out of previous minutes:

8.	Delegations, Petitions, Presentations or Public Meetings:	
8.1	County of Peterborough - 2019 Year End Update and 2020 Objectives	
9.	Other Business and Staff Reports:	
9.1	Mandatory Face Covering Policy, C.A.O.-2020-42	17
9.2	Heat Stress Prevention and Hot Weather Policy, C.A.O.-2020-43	33
9.3	Municipal Office Re-Opening Plans, C.A.O.-2020-45	38
9.4	Ice-Floor Rental Policy, Recreation Facilities-2020-13	41
9.5	Facility Upgrades and Tender Follow Up, Recreation Facilities-2020-14	47
9.6	Re-Opening of Community Centres, Recreation Facilities-2020-15	54
9.7	Community Safety Zone – County Road 4, Public Works-2020-15	56
9.8	Daleview Road Project - Update, Public Works-2020-16	58
9.9	Supply and Delivery of Sodium Chloride, Public Works-2020-17	76
9.10	FCM Funding Motion Change, Treasurer-2020-21	77
9.11	Amend User Fees, Treasurer-2020-20	83
10.	Committee Minutes and Other Reports:	
10.1	Deputy Mayor Moher – Update on County Council Matters	
10.2	Departmental Reports – C.A.O., Clerk’s/Planning, Building Services, Finance, Fire, Parks and Recreation and Public Works Departments	
10.2.1	Administration Monthly Report - August 2020, C.A.O.-2020-46	90
10.2.2	Clerk/Planning - August 2020 , Clerk/Planning-2020-39	91
10.2.3	Building August Report, Building Department-2020-07	92
10.2.4	July and August Fire Department Report, Fire Chief-2020-11	93
10.2.5	Recreation Facilities - August 2020, Recreation Facilities-2020-11	95

10.2.6	Public Works August Report, Public Works-2020-14	96
10.3	Planning Committee Minutes - August 7, 2020	98
11.	By-laws:	
11.1	By-law 2020-47	101
	To appoint a Manager of Public Works (Jason Condon) and repeal By-law 2020-23	
11.2	By-law 2020-48	102
	To amend By-law 2019-24 (Appoint a new member to Donwood Parks Committee)	
11.3	By-law 2020-49	103
	To Amend By-law 2019-04, as amended (To remove a member from the Douro-Dummer Public Library Board)	
11.4	By-law 2020-50	104
	User fees and Charges By-law and to repeal By-law 2020-17, as amended.	
12.	Correspondence – Action Items:	
12.1	Municipality of West Grey	110
	Anti-racism Resolution	
12.2	Peterborough County	112
	Peterborough County providing notice of a Study Commencement and invites Public Comment regarding the Transportation Master Plan update.	
13.	Correspondence/Information Items:	
13.1	Delegation of Powers/Duties Report	114
	Approval of Livestock Damage Claims by Wolves or Bears	
14.	Accounts:	
15.	Notices of Motion:	

16. **Announcements:**
17. **Closed Session:**
18. **Rise from Closed Session with or without a Report**
19. **Confirming By-law - By-law 2020-51** 116
To confirm the proceedings of this regular electronic meeting
20. **Adjournment**

Minutes of the Special Electronic Meeting of Council of the Township of Douro-Dummer

August 4, 2020, 4:30 PM

Closed Session

The open portions of this meeting will be recorded.

**The recording of this meeting will be posted on the Township's YouTube Channel as
soon as possible after the meeting.**

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

1. Reason(s) for Special Meeting:

The Mayor called the meeting to order at 4:30 p.m. and stated the reasons for the Special Meeting.

2. Disclosure of Pecuniary Interest:

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

3. Adoption of Agenda: Special - August 4, 2020

Resolution Number 258-2020

Moved By: Councillor Landsmann

Seconded By: Deputy Mayor Moher

That the agenda for the Special Council Meeting, dated August 4, 2020, be adopted, as circulated.

Carried

4. Closed Session

Resolution Number 259-2020

Moved By: Councillor Watt

Seconded By: Councillor Watson

That Council go into closed session regarding personal matters about identifiable individuals, including municipal or local board employees (Personnel) and Labour relations or employee negotiations, pursuant to the Ontario Municipal Act, S.O. 2001, c. 25, Section 239 (2)(b) and (d). Carried

5. Rise from Closed Session with or without a Report

Resolution Number

Moved By: Councillor Watt

Seconded By: Councillor Watson

That the Council meeting resume in open session without a report. (4:43 p.m.)

Carried

6. Adjournment

Mayor Jones left the meeting at this time (4:44 p.m.). Deputy Mayor Moher took the Chair at this time.

Resolution Number 261-2020

Moved By: Councillor Watt

Seconded By: Councillor Landsmann

That this meeting adjourn at 4:44 p.m.

Carried

Mayor, J. Murray Jones

Clerk, Crystal McMillan

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

August 4, 2020, 5:00 PM

Douro-Dummer YouTube Channel

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
 Clerk/Planning Coordinator - Crystal McMillan

Staff Present **Temporary C.A.O. - Martina Chait-Hartwig**
 Fire Chief - Chuck Pedersen
 Carol Anne Nelson, Deputy Treasurer/Tax Clerk

1. Call to Order

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

2. Land Acknowledgement: The Mayor recited the Land Acknowledgement.

3. Moment of Silent Reflection: A moment of silent reflection was observed.

4. Disclosure of Pecuniary Interest:

The Mayor reminded members of Council of their obligation to declare any pecuniary interest they might have.

4.1 Councillor Watson - Accounts: Until July 28, 2020

I hold controlling interest in a company that is actively engaged with Morris Chemicals and Kawartha Chamber of Commerce.

5. Adoption of Agenda: August 4, 2020

Resolution Number 262-2020

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That the agenda for the Regular Council Meeting, dated August 4, 2020, be adopted, as circulated.

Carried

6. Adoption of Minutes:

6.1 Regular - June 16, 2020

6.2 Special - June 19, 2020

6.3 Special - June 30, 2020

Resolution Number 263-2020

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That the Minutes from the Regular Council Meeting, held on June 16, 2020, Special Council Meeting held on June 19, 2020 and the Special Council Meeting held on June 30, 2020, all be received and adopted, as circulated.

Carried

7. Business arising out of previous minutes:

Deputy Mayor Moher inquired about a Resolution from the June 16, 2020 minutes and any possible savings from the Daleview Road project.

8. Delegations, Petitions, Presentations or Public Meetings:

8.1 Public Meeting - Proposed Zoning By-law Amendment Application R-03-20

Con 1, Part lot 12, being Parts 1 to 3 Plan 45R-16911

1384 County Road 4 and 874 Payne Line

Property Roll Numbers: 1522-020-003-07004 and 1522-020-003-07006

Resolution Number 264-2020

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That the Public Meeting regarding the proposed Zoning By-law Amendment R-03-20 be declared open. (5:07 p.m.)

Carried

Crystal McMillan, Clerk/Planning Coordinator, explained the purpose of the proposed Zoning By-law Amendment R-03-20 and stated that the Notice of Public Meeting was circulated in accordance with the Ontario Planning Act.

In attendance:

- Darcy Burns, applicant - In support
- Cindy Chu, applicant - In support

Written Comments:

- County – no comments
- Enbridge – does not object
- ORCA – has reviewed the application in accordance with their mandate and policies. Appears consistent with PPS. Within regulated area; any construction/renovations or site alteration requires a permit.
- Wendy Tedford - does not support

Resolution Number 265-2020

Moved by: Councillor Watt

Seconded by: Deputy Mayor Moher

That the Public Meeting for the proposed Zoning By-law Amendment R-03-20 be declared closed. (5:13 p.m.) Carried

8.2 Public Meeting - Proposed Zoning By-law Amendment Application R-05-20

Concession 3, Part lot 27, RP 45R1243 Part 2,
2100 McCracken's Landing Road, Dummer Ward
Property Roll Number: 1522-020-004-10801

Resolution Number 266-2020

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That the Public Meeting regarding the proposed Zoning By-law Amendment R-05-20 be declared open. (5:15 p.m.) Carried

Crystal McMillan, Clerk/Planning Coordinator, explained the purpose of the proposed Zoning By-law Amendment R-05-20 and stated that the Notice of Public Meeting was circulated in accordance with the Ontario Planning Act.

In attendance:

- Gerry and Elizabeth Garbutt, applicants - In support

Written Comments:

- Enbridge – does not object
- Patricia Robertson – Not opposing application, but would like Council to be aware of the long-standing dog kennel operations on the adjacent property. The licenced kennel has been in operation since at least in the 1990s and is used for boarding and training of pet dogs. This operation is my sole source of income and I pride myself on never having received a complaint of any kind.
- County – no comments
- ORCA – has reviewed the application in accordance with their mandate and policies. Appears consistent with PPS Section 3.1. Mapping indicates there are areas of non-evaluated wetland traversing portions approximately 150 metres from the road. Natural Heritage mapping indicated there may be an area of potential Significant Wildlife Habitat on site, primarily near the woodlands. Mapping also indicates that a suitable building envelope may be present near the frontage of the property. An EIS would provide additional detail regarding the non-evaluated wetland. Within regulated area; any fill placement, grade alterations or construction activities requires a permit.

Resolution Number 267-2020

Moved by: Councillor Watt

Seconded by: Deputy Mayor Moher

That the Public Meeting for the proposed Zoning By-law Amendment R-05-20 be declared closed. (5:22 p.m.) Carried

9. Other Business and Staff Reports:

9.1 Salary Grid Increases, C.A.O.-2020-33

Resolution Number 268-2020

Moved by: Councillor Watson

Seconded by: Councillor Watt

That C.A.O.-2020-33 Report, dated July 22, 2020, regarding salary grid progression be received and that the following employees be moved up the salary grid by one level effective January 1, 2020:

Martina Chait-Hartwig (in the role of Deputy Clerk), Brian Fawcett, Crystal McMillan, Mike Mood and Chuck Pedersen. Carried

9.2 Update on Seasonal and Contract Hires, C.A.O.-2020-34

Resolution Number 269-2020

Moved by: Councillor Watt

Seconded by: Deputy Mayor Moher

That the C.A.O.-2020-34 Memo, dated July 22, 2020, regarding an Update on Seasonal and Contract Hires be received for information. Carried

9.3 Financial Impact of Covid-19 – August 2020, C.A.O.-2020-36

Resolution Number 270-2020

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That the C.A.O.-2020-36 report, dated June 5, 2020 regarding the financial impact of Covid-19 be received with thanks, that staff continue to monitor the impact of Covid-19 on the Township finances and that an updated report be brought back to the second regular Council meeting in September, 2020. Carried

9.4 Stoney Lake Triathlon 2020, C.A.O.-2020-37

Resolution Number 271-2020

Moved by: Councillor Landsmann

Seconded by: Councillor Watt

That the C.A.O.-2020-37 report, dated July 27, 2020, regarding a request to host the Stoney Lake Triathlon on Birchview Road, Golf Course Road and a portion of McCracken's Landing Road be received and that Council provides permission for such contingent on the staff satisfactorily approving the spectator and parking plan and receiving an insurance certificate with the Township named as insured no later than Monday, August 10th, 2020. Carried

9.5 Transition of Blue Box to Full Producer Responsibility, C.A.O.-2020-39

Resolution Number 272-2020

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watson

That the C.A.O.-2020-39 report, dated July 27, 2020 regarding the transition of the blue box to full producer responsibility be received;

That Council for the Township of Douro-Dummer is concerned about a recent proposal by the Ministry of Environment, Conservation and Parks that could jeopardize over 135 small rural, remote, and Northern community Blue Box programs across the Province as well as servicing to schools and public spaces; and

That Council for the Township of Douro-Dummer strongly advocates for language to be included in the regulation that ensures municipalities under 5,000 continue to receive Blue Box servicing as was agreed as part of the Provincial government's Blue Box mediation as well as schools and public spaces; and

Further that Council directs Staff to forward this resolution to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks. Carried

9.6 Request to Council - Taso's Greek Event, C.A.O.-2020-40

Resolution Number 273-2020

Moved by: Councillor Watson

Seconded by: Councillor Watt

That the C.A.O.-2020-40 report, dated July 28, 2020 regarding Taso's Greek Event be received and that the request from Taso's Restaurant and Pizzeria to deem this event as having municipal significance be approved and a letter stating such be provided to Taso Chatzianastasiou. Carried

9.7 Appointment of an Integrity Commissioner, Clerk/Planning-2020-34

Resolution Number 274-2020

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That the Clerk/Planning-2020-34 report, dated August 4, 2020, regarding the Appointment of an Integrity Commissioner be received, that the By-law to appoint Cunningham, Swan, Carty, Little & Bonham LLP as the Township Integrity Commissioner be passed at the appropriate time during the meeting, that the CAO and Clerk be delegated the authority to sign the Agreement for Integrity Commission Services with Cunningham, Swan, Carty, Little & Bonham LLP and further that Aird & Berlis LLP be given notice that their appointment as Interim Integrity Commission will end on August 31, 2020. Carried

9.8 Amending the Procedural By-law – Electronic Participation, Clerk/Planning-2020-35

Resolution Number 275-2020

Moved by: Councillor Landsmann

Seconded by: Councillor Watt

That the Clerk/Planning-2020-35 report, dated July 27, 2020, regarding amending the Procedural By-law – Electronic Participation be received and that the By-law to amend the Procedural By-law be passed at the appropriate time during this meeting. Carried

9.9 Tax Implications of Further Tax Deferral, Treasurer-2020-19

Resolution Number 276-2020

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That the Treasurer-2020-19 report, dated July 20, 2020 regarding Tax Implications of Further Deferral be received and that Council consider charging penalties and interest effective August, 2020 and going forward, but still offer tax deferral options to those on the PAP plan, upon their request and look at opportunities to lower interest rate. Carried

9.10 RFQ 2020-01 Award, Fire Chief-2020-09

Resolution Number 277-2020

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That the Fire Chief-2020-09 report, dated July 27th, regarding RFQ 2020-01 for an Award to be received. Carried

9.11 Public Facility Improvements, Recreation Facilities-2020-09

Resolution Number 278-2020

Moved by: Councillor Watt

Seconded by: Deputy Mayor Moher

That the Recreation Facilities-2020-09 report, dated August 4, 2020 regarding Public Facility Improvements be received and that Council approves retrofitting the washroom facilities with automatic flushers and faucets at the Community Centres, and directs Staff on financing the upgrade. Defer flooring to finance costs of retrofitting. Carried

9.12 Painting Tender, Recreation Facilities-2020-10

Resolution Number 279-2020

Moved by: Councillor Watson

Seconded by: Councillor Landsmann

That the Recreation Facilities-2020-10 report, dated July 27, 2020 regarding Paint Tender be postponed for further information on work to be completed and priority of work. Carried

10. Committee Minutes and Other Reports:

10.1 Deputy Mayor Moher – Update on County Council Matters

Resolution Number 280-2020

Moved by: Councillor Landsmann

Seconded by: Councillor Watson

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 - June and July 2020, C.A.O.-2020-35

10.2.2 Clerk-Planning - June and July 2020, Clerk/Planning-2020-33

10.2.3 June-July Fire Department Report, Fire Chief-2020-10

10.2.4 Recreation Facilities - June 2020, Recreation Facilities-2020-08

10.2.5 Public Works Monthly Report - June, July, 2020, Public Works-2020-13

Resolution Number 281-2020

Moved by: Councillor Watson

Seconded by: Deputy Mayor Moher

That the monthly departmental reports items 10.2.1 to 10.2.5 for June and July 2020 be received with thanks. Carried

10.3 Donwood Parks Committee Minutes from May 13, 2020

Resolution Number 282-2020

Moved by: Councillor Watson

Seconded by: Councillor Watt

That the Donwood Parks Committee Meeting Minutes from May 13, 2020 be received. Carried

10.4 County Official Plan Technical Advisory Committee Meeting minutes from June 18, 2020

Resolution Number 283-2020

Moved by: Councillor Watt

Seconded by: Deputy Mayor Moher

That the County Official Plan Technical Advisory Committee Meeting minutes from June 18, 2020 be received. Carried

10.5 Douro-Dummer Police Services Board Meeting Minutes from July 21, 2020

Resolution Number 284-2020

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That the Douro-Dummer Police Services Board meeting minutes from July 21, 2020 be received. Carried

11. By-laws:

11.1 By-law 2020-40 - A By-law to amend By-law No. 2018-09, as amended (Procedural By-law)

11.2 By-law 2020-41 - To Assume a certain parcel - Towns - B-73-19

11.5 By-law 2020-44 - To appoint an Integrity Commissioner

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That By-law 2020-40, being By-law to amend By-law No. 2018-09, as amended, being "A by-law to govern the proceedings of the Council of The Corporation of the Township of Douro-Dummer" Procedural By-law);

That By-law 2020-41, being a By-law to assume a certain parcel into the Township Road System (Severance B-73-19) (Parent Roll No.: 1522-010-003-05100); and,

That By-law 2020-44, being a By-law to appoint Cunningham, Swan, Carty, Little & Bonham LLP as the Integrity Commissioner for The Corporation of the Township of Douro-Dummer;

all be passed, in open council this 4th day of August, 2020 and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

11.3 By-law 2020-42 - To Amend Zoning By-law - File R-03-20

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That By-law 2020-42, being a By-law to amend By-law Number 10-1996, as amended, otherwise known as "The Township of Douro-Dummer Comprehensive Zoning By-law", be passed, in open council this 4th day of August, 2020 and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

11.4 By-law 2020-43 - To Amend Zoning By-law - File R-05-20

Moved by: Councillor Landsmann
Seconded by: Deputy Mayor Moher

That By-law 2020-43, being a By-law to amend By-law Number 10-1996, as amended, otherwise known as "The Township of Douro-Dummer Comprehensive Zoning By-law", be passed, in open council this 4th day of August, 2020 and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

12. Correspondence – Action Items:

12.1 David McGee

Resolution Number 285-2020

Moved by: Deputy Mayor Moher
Seconded by: Councillor Watt

That the email from David McGee regarding Birchview Road Safety be received and that staff be requested to respond to David McGee's letter.

Carried

12.2 Municipality of Chatham-Kent

12.3 City of Oshawa

12.5 Township of Puslinch Council

12.6 City of Sarnia

12.7 Municipality of Chatham-Kent

12.8 Town of Kingsville

12.9 Township of South Glengarry

12.10 Municipality of Chatham-Kent

Resolution Number 286-2020

Moved by: Deputy Mayor Moher
Seconded by: Councillor Watson

That Correspondence - Action Items, Items 12.2 to 12.10, save and except for Item 12.4, all be received. Carried

12.4 Peterborough Future of Food and Farming Working Group (FFFWG)

Resolution Number 287-2020

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That the correspondence from the Peterborough Future of Food and Farming Working Group regarding the work the FFFWG has completed in response to COVID-19 and requesting support be received and supported.

Carried

13. Correspondence/Information Items:

13.1 Delegation of Powers and Duties Reports (2)

13.2 Douro-Dummer Firefighters' Association

13.3 Eastern Ontario Wardens' Caucus (EOWC)

13.4 Ministry of Municipal Affairs and Housing

13.5 Ministry of Municipal Affairs and Housing

13.6 Ministry of Government and Consumer Services

13.7 Douro-Dummer Quarterly Garbage Report 2020

13.8 Improving Connectivity for Ontario (ICON) overview for EOWC Municipalities

13.9 Ontario Good Roads Association

13.10 Ministry of the Attorney General

Resolution Number 288-2020

Moved by: Councillor Watson

Seconded by: Deputy Mayor Moher

That Correspondence/Information Items 13.1 through 13.10 all be received.

Carried

Resolution Number 289-2020

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watt

That staff be requested to send a letter from Douro-Dummer to the County and City Councils, requesting their support and encouraging all to preserve the Bensfort Road Waste Disposal Site.

Carried

14. Accounts: Until July 28, 2020

Councillor Watson declared a conflict on this item. (I hold controlling interest in a company that is actively engaged with Morris Chemicals.)

Resolution Number 290-2020

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That Council receives and approves payment of all of the accounts, dated to July 28, 2020, and included in the agenda package, save and except for the accounts payable to Morris Chemicals and Kawartha Chamber of Commerce. Carried

At this time, Councillor Watson turned off her video and audio, so as to virtually not attend this portion of the meeting.

Resolution Number 291-2020

Moved by: Deputy Mayor Moher

Seconded by: Councillor Landsmann

That Council receives and approves payment of all of accounts payable to Morris Chemicals and Kawartha Chamber of Commerce, dated to July 28, 2020, and included in the agenda package. Carried

At this time, Councillor Watson turned on her video and audio, virtually returning to the meeting.

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 2020-45

Moved by: Councillor Watt

Seconded by: Councillor Landsmann

That By-law Number 2020-45, being a By-law to confirm the proceedings of the electronic Regular Meeting of Council, held on the 4th day of August, 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 292-2020

Moved by: Councillor Watson

Seconded by: Deputy Mayor Moher

That this meeting adjourn at 6:40 p.m.

Carried

Mayor, J. Murray Jones

Clerk, Crystal McMillan

Overview:

On August 1, 2020, Dr. Salvaterra, Medical Officer of Health for Peterborough Public Health invoked a directive under the Emergency Management and Civil Protection Act (EMPCA) which requires the use of face coverings in a wide variety of public settings. Staff have been made aware of the directive through staff meetings and emails. With more spaces opening up and schools returning in September there is the risk of a second wave of outbreaks of Covid-19. As we work towards re-opening municipal facilities to the public, a policy needs to provide guidelines for use and disposal of face coverings as well as direction on how to interact with the public using face coverings and those individuals whom may be exempt from wearing a mask under the public health directive. The policy attached cover all of those topics and provides resources to Council, staff and the public.

Conclusion: This new policy will allow staff, Council and the public to be educated on the use of face coverings as per the Public Health Directive and as a way to reduce the risk of spreading Covid-19 to others when physical distancing and keeping two metres apart from others might be challenging or not possible.

Recommendation:

That the C.A.O.-2020-42 report, dated September 1, 2020 regarding Mandatory Face Covering Policy be received and that the policy be adopted as Policy A-28.

Financial Impact: N/A

Strategic Plan Applicability: N/A

Sustainability Plan Applicability: N/A

Mandatory Facial Covering

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

Policy Statement

To guide municipality staff on the proper use of mandatory facial coverings to aid the prevention of COVID-19 within the Township.

Purpose: To define the Township of Douro Dummer's position concerning the appropriate use of facial coverings within the township buildings.

Application: This policy applies to all staff and members of council who will be within the township during any periods that individuals are required to wear masks.

Definitions:

Person means any customer, patron, visitor, Council member or employee who enters the establishment, public transit vehicle, or commercial transportation vehicle.

Face covering means a non-medical mask or other face covering such as a bandana, a scarf or cloth (including hijab and niqab) that covers the nose, mouth and chin that provides a barrier that limits community transmission. Face shields (clear plastic coverings to protect the eyes and possibly the lower part of the face) are not an acceptable alternative to a face covering for the purpose of these instructions (as they are less supported by research regarding their effectiveness). However, they may be used by individuals in addition to a face covering for added protection; in addition, anyone exempted in this instruction from using a face covering may, but are not required to, use a face shield for added protection.

Exclusions: The person is a child under the age of two years; or is a child under the age of five years either chronologically or developmentally and he or she refuses to wear a face covering and cannot be persuaded to do so by their caregiver;

The person is incapacitated and unable to remove their face covering without assistance;

Wearing a face covering would inhibit the person's ability to breathe such as, but not limited to, during athletic, fitness or physical activity or any activity that would preclude its use (such as swimming);

For any other medical reason, the person cannot safely wear a face covering such as, but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information.

References & Related Policies:

Public Health Agency of Canada. (2020). Council of the Chief Medical Officers of Health Communication: Use of Non-Medical Masks (or Face Coverings) in Public. Retrieved from: <https://www.canada.ca/en/public-health/news/2020/04/ccmoh-communication-use-of-non-medical-masksor-facial-coverings-by-the-public.html>

Public Health Agency of Canada. (2020). Council of the Chief Medical Officers of Health Communication: Use of Non-Medical Masks (or Face Coverings) in Public. Retrieved from: <https://www.canada.ca/en/public-health/news/2020/04/ccmoh-communication-use-of-non-medical-masksor-facial-coverings-by-the-public.html>

Consequences of Non-Compliance: Failure to adhere to this policy and procedure could result in personal injury and will result in actions being taken under the disciplinary policy for the Township.

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

Introduction:

Respiratory infections may spread from respiratory droplets from infected individuals through coughing, sneezing, and speaking. COVID-19 transmission can occur even when someone is not showing symptoms. As businesses and services reopen during the COVID-19 pandemic, it is important to implement policies and safety measures to prevent the spread of the virus and to protect the health and wellbeing of employees, patrons, and local residents. Using face coverings is a method of source control, but to reduce the risk of transmission, it must be accompanied with other measures including, physical distancing, respiratory etiquette and good hand hygiene. Wearing face coverings has not been proven to protect the person wearing it, but instead can protect others. As such, requiring the use of face coverings in any indoor non-health care public

setting where physical distancing is not constantly maintained is an important strategy to control COVID-19 transmission. Examples of indoor non-health care public settings include, grocery or retail stores, public transit, and food establishments.

Scope:

The Corporation of the Township of Douro-Dummer is implementing a policy on mandatory facial coverings within all Township facilities. It is the duty of all owners, operators and employees of the Township of Douro-Dummer to ensure this policy is implemented and adhered to. The scope of this policy is the following:

1. Require persons who enter or remain in the indoor public space of the Township of Douro-Dummer to wear a face covering that covers the nose, mouth, and chin.
2. Best efforts shall be made to ensure that persons entering are wearing a face covering. The face covering must be worn inside the Township of Douro-Dummer at all times, unless it is reasonably required to temporarily remove the face covering for services provided by (such as eating or drinking).
3. A person shall be exempt from wearing a face covering in the Township of Douro-Dummer if:
 - a. The person is a child under the age of two years; or is a child under the age of five years either chronologically or developmentally and he or she refuses to wear a face covering and cannot be persuaded to do so by their caregiver;
 - b. The person is incapacitated and unable to remove their face covering without assistance;
 - c. Wearing a face covering would inhibit the person's ability to breathe such as, but not limited to, during athletic, fitness or physical activity or any activity that would preclude its use (such as swimming);
 - d. For any other medical reason, the person cannot safely wear a face covering such as, but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information.
 - e. For any religious reason, the person cannot wear a face covering.

4. No person shall be required to provide proof of any of the exemptions set out in #3 of the policy.
5. Visible signage indicating that face coverings are required inside the Township of Douro-Dummer will be posted at all entrances and exits of Municipal facilities.
6. Alcohol-based hand sanitizer of 60% or more will be available at all entrances and exits of the establishment, for use of all persons entering or exiting.
7. All employees and volunteers will receive training on the policy, learn how to respond to anyone who arrives without a face covering or removes their face covering while inside the Township office and learn where within the Township of Douro-Dummer employees/volunteers are allowed to remove their face covering.

Training requirements:

1. Train staff on "how to safely wear a mask".
 - a. Before putting on your facial covering, wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer.
 - b. Secure the elastic loops of the facial covering around your ears. If your facial covering has strings, tie them securely behind your head.
 - c. Cover your mouth and nose with the facial covering and make sure there are no gaps between your face and the facial covering.
 - d. Do not touch the front of the facial covering while you wear it. Wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer if you accidentally touch your facial covering.
 - e. Conduct hand washing and/or sanitizing prior to removing the facial covering, and again once the facial covering is removed.
2. Train staff on the policy including how to respond to the various circumstances:
 - a. Customer arrived without a facial covering because they forgot or don't have one
 - b. Customer who is exempt from wearing a facial covering

- c. Customer wanting more information about the policy
 - d. Customer who becomes aggressive about the new requirement
 - e. Customer wanting information about the importance of wearing a facial covering or the science on the use of facial coverings
 - f. Customer asking about the availability of alcohol-based hand sanitizer (at least 60% alcohol concentration)
 - g. Customer who removes the face covering for any other purpose than eating or drinking, prior to exiting the premise
3. Clearly outline areas within the establishment that employees should wear facial coverings and where they can be safely removed.
 4. Identify where facial coverings are available in the Township of Douro-Dummer to be sold or given free of charge to anyone who arrives without one.
 5. Identify the receptacles for safe facial covering disposal.

Implementation:

- This policy will take effect **immediately**
- This policy will be enacted and enforced in “good faith” and used as a means to educate people on face covering use. Under “good faith”, The Township of Douro-Dummer will not turn away the customer to achieve the best effort standard. To ensure that no customer or patron is turned away, the Township facilities will have a supply of face coverings for sale or at no cost to ensure patrons have access.

Resources: (Appendix “A”)

- How to safely wear/clean a cloth mask or face covering –
- Poster: Wear a Face Covering (Ministry of Health)
- Poster: Stop Before Entering
- Poster: Hand sanitizing

Appendix “A”

Resources

COVID-19: How to wear a non-medical mask or face covering properly

To continue to limit the spread of COVID-19, here's how to wear a non-medical mask or face covering when physical distancing is difficult.

Step 1: Wash your hands before use

Start by washing your hands with soap for 20 seconds.

Step 2: Use loops or ties to place mask over nose and mouth, and secure it

Then, pick up the mask by the ties or loops, place it over your nose and mouth, and secure it behind your head or ears.

Step 3: Adjust mask if needed

From there, adjust the mask to ensure your nose and mouth are fully covered, so there are no gaps. Then wash your hands again.

Step 4: Avoid touching the mask

While wearing the mask, avoid touching it or touching your face. And wash your hands if you do.

Step 5: Remove using the loops

Once you're done using the mask, remove it by the ties or loops without touching the front.

Step 6: Fold and place inside a clean bag

Fold the outer parts of the mask together, and place it in a clean bag to wash later. Or if it's a single-use mask, throw it out in the garbage. Then wash your hands right away.

Step 7: Change if moist, dirty or damaged

Change your mask whenever it becomes moist, dirty or damaged.

Step 8: Don't hang from your neck or ears

Don't leave the mask hanging from your neck or ears.

Step 9: Wash your hands after use

And remember: always wash your hands after using a mask.

When you wear a mask, you're protecting others around you. But a mask alone will not prevent the spread of COVID-19. So continue frequent hand washing, practising physical distancing and staying home if you're sick

How to SAFELY wear a cloth mask or face covering...



1 Before putting on a mask, wash your hands & secure hair away from your face.



2 Place the mask snugly over your mouth & nose, make sure there are no gaps.



3 Avoid touching your face & mask while using it. Do not leave the mask on your neck, forehead or hanging from your ear.



4 Change your mask as soon as it gets damp or soiled.



5 Remove the mask without touching the outside of the mask & launder it before wearing again.



6 Wash your hands & clean any surfaces that the dirty mask touches.

REMEMBER: stay 2 metres apart from others, and wear a face covering when you can't maintain physical distancing.



**Peterborough
Public Health**

peterboroughpublichealth.ca

   @Ptbohealth



Face Covering REQUIRED

Wear a face covering unless one of these exemptions applies to you...

- Children under 2 years
- Children 5 years (chronologically or developmentally) if they cannot or refuse to wear it
- People who cannot put it on or remove it without assistance
- People who have difficulty breathing while wearing it, or have other medical exemptions
- People who cannot wear it for religious reasons



Use hand sanitizer...
(at least 60% alcohol)



Stay 2 metres apart from others...





Peterborough
Public Health

Follow us...    @Ptbohealth

Thank you for keeping our community safe.



Peterborough
Public Health

www.peterboroughpublichealth.ca/covid19

During COVID-19 Pandemic... Using Hand Sanitizers Safely to Help Protect Yourself and Others

Make sure your hand sanitizer is approved for use to help prevent COVID-19 infection transmission. Visit www.canada.ca search hand sanitizer and compare the name or drug information number (DIN).

DO's

- ☑ Remove all jewelry and visible debris (i.e. soil, dust, mud) from hands using warm water and soap, or a hand/body wipe then apply hand sanitizer to dry hands
- ☑ Choose an alcohol-based hand sanitizer that has been approved by Health Canada or contains at least 60% alcohol
- ☑ Apply in a well-ventilated setting, take care when using in a vehicle
- ☑ Cover the front and back of your hands, between fingers and over nails
- ☑ Keep away from food, food preparation areas or open flames—cigarettes, lighters or candles
- ☑ Follow the manufacturer's directions on specific instructions relating to use, storage, and disposal
- ☑ Store hand sanitizers in a safe place only accessible to those who need to use them (store away from kids, and pets)



DON'Ts

- ☑ Buy or make your own homemade hand sanitizer
- ☑ Dispense hand sanitizer into other containers (i.e. drinking glasses, or jars)
- ☑ Dilute hand sanitizer with extra liquids such as water or creams
- ☑ Add anything to hand sanitizers such as oils, scents
- ☑ Put bleach on your skin or mix with hand sanitizer as it is corrosive

Hand sanitizers
are only effective
if hands are not
visibly dirty.

Wipe Hands



Hand Sanitizer



How to Make your Own Face Coverings

Sew and No Sew Instructions

Sewn Cloth Face Covering

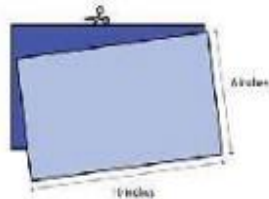
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

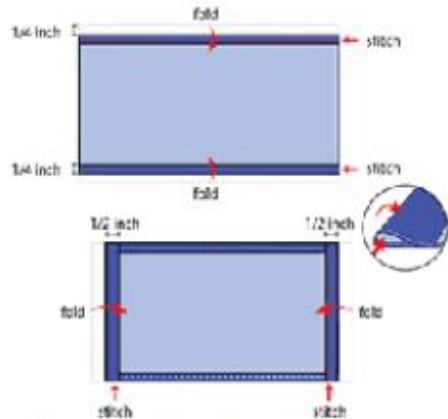


Tutorial

1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the mask as if it was a single piece of fabric.



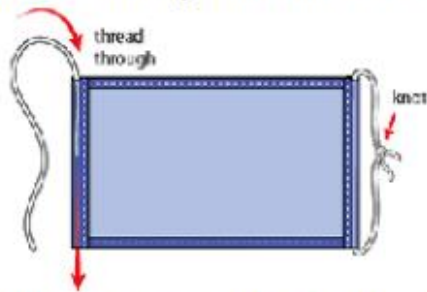
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides and stitch down.



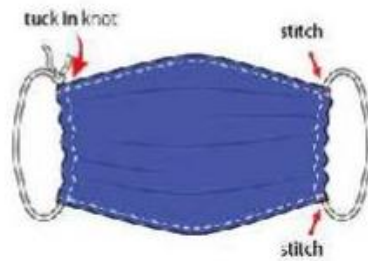
3. Run a 6-inch length of 1/8-inch wide elastic through the wider hem on each side of the mask. These will be the ear loops. Use a large needle or a bobby pin to thread it through.

Tie the ends tight.

Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the mask behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the mask on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.



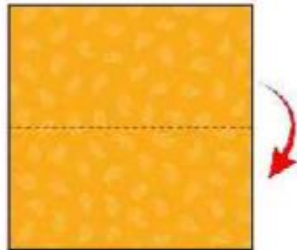
Non-sewn Face Covering

Materials

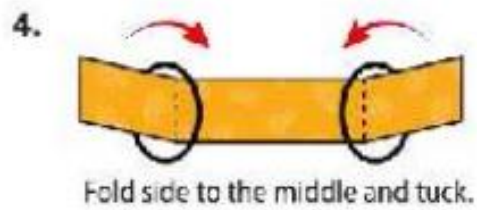
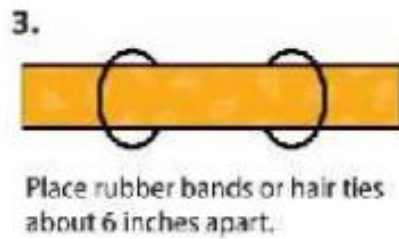
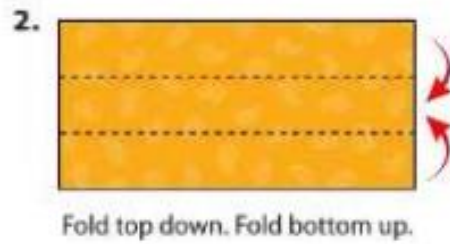
- Bandana, old t-shirt, or square cotton cloth (cut approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial

1.



Fold bandana in half.



5.



6.



Make sure your cloth face covering:

- fits snugly but comfortably against the side of the face
- completely covers the nose and mouth
- is secured with ties or ear loops
- includes multiple layers of fabric
- allows for breathing without restriction
- can be laundered and machine dried without damage or change to shape

Overview:

This summer's extreme heat wave made management aware that there was no clear and concise policy to address extreme heat situations. This new policy outlines the approach for staff whom are frequently exposed to high levels of heat stress and hot weather. It provides a framework for utilizing engineering controls, acclimatization, working conditions, work/rest cycles, personal protective equipment and fluid intake. Furthermore, it includes definitions of heat related disorders and helpful resources to manage heat stress and labour.

Conclusion:

This new policy will allow management and employees to be educated regarding proper heat stress prevention and health and safety protocols to ensure their safety when working in extreme heat conditions.

Recommendation:

That the C.A.O.-2020-43 report, dated September 1 2020, regarding heat stress prevention and hot weather be received and that the policy be incorporated into the Township Policy Manual as A-27.

Financial Impact: None.

Strategic Plan Applicability: Not Applicable

Sustainability Plan Applicability: Not Applicable

Heat Stress Prevention and Hot Weather

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

Policy Statement

To provide a framework for implementing and coordinating extreme hot preparedness and response activities which focus on reducing the negative health impacts of extreme weather conditions.

Purpose: The purpose of this policy is to ensure the health and safety of staff members that are frequently exposed to high levels of heat, and/or other climatic conditions that may cause adverse effects to their health and safety.

Application: This policy applies to all municipal staff to ensure the health and safety of the individuals at the Township of Douro-Dummer.

Definitions:

Heat Cramps: are painful, involuntary muscle spasms that usually occur during heavy exercise in hot environments. The spasms may be more intense and more prolonged than are typical nighttime leg cramps.

Heat Exhaustion: condition whose symptoms may include heavy sweating and a rapid pulse, a result of your body overheating.

Heat Stroke: condition caused by your body overheating, usually as a result of prolonged exposure to or physical exertion in high temperatures.

Exclusions: None

References & Related Policies:

Township of Douro-Dummer Health and Safety Policy
Occupational Health and Safety Act

Public Services Health & Safety Association Resources
<https://www.ontario.ca/page/managing-heat-stress-work>

<https://terraform-20180423174453746800000001.s3.amazonaws.com/attachments/cjiisgncg002afxj7xia3yvga-heatstressguide2009.pdf>

Consequences of Non-Compliance: It is important that all employees are in compliance with the appropriate procedures as set out by this policy. Failure to comply with this policy may result in disciplinary actions, as well as potential legal litigation.

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

Responsibility

Managers/Supervisors

Township of Douro-Dummer management and supervisory personnel will be responsible for the overall health and safety of staff members under their direction, including appropriate management of heat stress prevention policy and procedures.

Management and supervisory staff members will be required to ensure that hazard identification and risk assessments are performed, and that work is safe. Where temperature is a concern, management and supervisory staff will be required to evaluate the work that will be performed, ensure that appropriate safeguards (first aid plans and materials) are in place, ensure that relief measures (drinking water, rest periods scheduled) are available and implemented, and that staff are appropriately acclimatized to heat when performing work in areas where hot weather exists. Management and supervisory staff will communicate information regarding the signs and symptoms of heat stress / disorders.

As necessary, management and supervisory staff will adjust and adapt work schedules to effectively reduce the risk of injury and/or illness due to heat stress.

Employees

Employees of Township of Douro-Dummer are required to participate in health and safety training, adhere to all health and safety policies and safe work procedures.

Procedures to Policy A-27

The following steps shall be adhered to in order to prevent heat-related disorders:

1. Engineering Controls: Where possible, venting and/or air-conditioning shall be applied. Alternate methods will include the use of fans and opening of windows. For outdoor work, Township of Douro-Dummer shall work to ensure that a shaded area is available.

2. Acclimatization: In an effort to avoid shock associated with exposure to heat, Township of Douro-Dummer workers will be required to use appropriate acclimatization procedures to adapt them to new temperatures. This shall be accomplished by scheduling the worker to incrementally longer periods of exposure to heat over a period of 5-10 days.

3. Work Conditions: Township of Douro-Dummer management and supervisory staff will regularly check the weather conditions that will affect work and will adapt the schedule(s) and tasks as appropriate.

4. Work/Rest Cycles: Where possible, work requiring strenuous physical activity shall be scheduled for cool periods in the day (early morning or evening), and non-essential tasks will be re-scheduled until such time as the risk of injury or illness due to heat stress falls into an acceptable range. Scheduling of tasks will ensure that workers are rotated in a manner that allows for sufficient break periods in a cool and/or shaded area.

5. Personal Protective Equipment: Township of Douro-Dummer staff members required to perform work duties in hot environments are advised to utilize appropriate lightweight / breathable garments that provide maximum protection against the sun, and potential health and safety hazards involved in both the work, and heat stress. Where work is performed outdoors, sun block will be recommended.

6. Fluid Intake: To minimize the danger of dehydration and other health risks associated with heat stress, Township of Douro-Dummer will ensure that workers are provided with access to water. Staff members who perform work in areas with excessive heat are advised that the recommended intake of fluid is 250ml (one cup) per 20 minutes.

Criteria for Managing Heat Stress Induced by Hot Weather

- Humidex reaching or exceeding 35 degrees Celsius

- Environment Canada Humidex advisory (air temperature exceeding 30 degrees Celsius and Humidex exceeding 40 degrees Celsius)
- Environment Canada weather reports
- Heat wave (three or more days of temperatures of 32 degrees or more)

Overview:

Staff has been diligently working to reopen the municipal office and facilities in a safe, effective and responsible way. At the Staff Meeting on August 18, 2020, various topics were discussed, including mandatory masks, opening procedures and the best way to deliver services to the public while keeping the public and staff safe. The goal is to re-open the office to the public the week of September 8, 2020 barring any unforeseen circumstances.

Peterborough Public Health has provided multitudes of resources for organizations to utilize in working towards re-opening. We have taken advantage of these resources by ensuring that we have provided the most effective safety procedures possible. At the start of the pandemic, we had the majority of staff working remotely with a skeleton team in the office. As we have learned more about Covid-19 and with the softening of gathering regulations, we have introduced more staff into the office in a teams approach. Where possible, employees have worked from home with the number of staff in the office being controlled by space allocations and the need to reduce risk by splitting the office into teams. All employees at every work site complete a screening process before entering the office and curbside deliveries and transactions are frequently utilized. The team approach has been successful in maximizing physical distancing and insuring that we are properly staffed to serve the needs of the community.

In late July, a staff survey was circulated to poll staff on their comfort level and safety concerns with providing in-person services, the methods to provide services, entrances, cleaning, washrooms and more. In-person services that will be provided are similar to pre-Covid-19 including any type of payment transaction, retrieval of garbage tags, burn permits for those who cannot use the new system, the sale of blue boxes and composters, access to the roll book and other front counter services. For more specialised services such as questions regarding planning, building permits or in-depth tax questions, patrons will be requested to book appointment to ensure that staff will be able to effectively address their situations. The preferred method for booking appointments is via Zoom or by phone, in-person appointments will be a last resort or for those who need accessibility accommodations.

We have worked hard to ensure that the best physical controls in place for our staff and customers. Glass barriers have been installed at the front counter, along with changing the layout to ensure physical distancing for customers. Some changes to the office space included altering the layout of the desks, moving staff to other spaces (i.e. roads staff moving to the basement boardroom when needed, Parks and Rec staff working from the community centres, staff using unoccupied office spaces, etc.), creating one way routes in the office and having staggered days in and out of the office.

Furthermore, staff have updated policies and procedures to ensure that everyone is provided with the right tools to stay safe. A mandatory mask policy has also been

created in order to provide guidance, training and knowledge on the expectations of staff and patrons while within the municipal office. Additional IT support has also been implemented to ensure that those staff working from alternative locations are able to work efficiently while also protecting the security of the Township's information and systems.

Staff has created a front counter procedure for administrative staff to utilize when we allow patrons to enter the office for front counter services. When patrons enter the vestibule, there will be signs that provide information on the transactions we will be providing and how to enter the office. Automatic remote door openers were installed on the vestibule and office doors, which allows staff to open the doors from a distance for the patrons, reducing the need for patrons to touch the doors. Patrons will enter through the vestibule, complete their transaction and exit through the Town Hall in order to prevent more than one patron in the main entrance, maximizing physical distancing. There will be no more than two patrons in the office at one time, we have created two appropriate transaction areas to accommodate necessity transactions. This procedure has been tested by staff, is proven to work and will maximize safety protocols.

Touchless hand sanitizers have been placed throughout the municipal office and Town Hall and each employee been provided with face covering and personal hand sanitizers at their desks. Staff have been trained on how to properly wear face covering, proper hand washing/sanitizing techniques, physical distancing and cleaning practices within the office. We have also increased our cleaning customs, ensuring we wipe down surfaces after use and using disinfectant spray on all handles and high touch surfaces at the end of the work day.

Conclusion: These reopening policies, procedures and processes for the municipality are essential tools to ensure that the reopening of the office is a safe and smooth transition. There may be additional resources used or changes be made on the existing practices, depending on how the initial weeks go after opening and if there are any changes to the public health guidelines and regulations.

Recommendation:

That the C.A.O.-2020-45 report, dated August 25, 2020, regarding the re-opening of the municipal office be received and that staff continue to monitor any changes made by public health officials directly influencing day-to-day operation at the Municipality.

Financial Impact: The financial impacts of these changes are being captured by staff through a Covid-19 project code. The Province has recently announced that the Township will be receiving funding to offset the costs associated with Covid-19 and the safe restart of the local economy. Staff are also investigations new Federal grant program that will also support the safe restart of the local economy and enhancements to digital service delivery.

Strategic Plan Applicability: To ensure and enable an effective, efficient and safe municipal administration.

Sustainability Plan Applicability: N/A

Overview:

The Ice/Floor Rental Policy has been developed to define the agreement terms to user groups obtaining ice rentals at the Township's owned facilities (Douro Community Centre, and the Warsaw Community Centre).

The attached Ice/Floor Rental Policy covers the detail of the booking process, the payment procedures, the terms and conditions, including insurance, cancellation, dressing room and auxiliary space usage.

Implementation of this policy is the responsibility of the Parks and Recreation Department. There shall be no deviation from this policy unless expressed written consent has been given by the Department and with full approval of Council.

Conclusion:

Staff would like to work with an Ice/Floor Rental Policy to ensure there is standardize approach pertaining to the rental, requirements, payment and cancellation of ice/floor bookings at the Municipalities Community Centres.

Recommendation:

That the Recreation Facilities-2020-13 report, dated September 1, 2020 regarding Ice/Floor Rental Policy be received and that Council approves and adopts as presented.

Financial Impact:

The adoption of an Ice/Floor Rental Policy will ensure the collection of payments in a consistent, timely manner and support budgetary revenue forecasts.

Strategic Plan Applicability:

Sustainability Plan Applicability:

Ice/Floor Rental Policy

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

Policy Statement

To detail the ice/floor rental policy and agreement terms for the ice surface owned and operated by the Township of Douro-Dummer

Purpose:

To detail the ice/floor rental policy and agreement terms of the Township's owned facilities (Douro Community Centre, and the Warsaw Community Centre).

Ice Booking Process:

- 1) User Groups committed to an Ice/Floor Seasonal Block of time shall be administered as per the Ice Allocation Policy priority sequence and a confirmation contract signed to ensure ice time agreement.
- 2) Occasional use rentals will then be permitted to book individual ice/floor time slots.
- 3) All ice/floor rentals will be done online, over the phone with Administrative Booking Staff or at the Municipal Office. Rentals will not be confirmed by Facility Attendants.
- 4) All ice rental details or alterations must be completed through the Manager of Parks & Recreation, with no time trading or bookings to occur between individual user groups.
- 5) Hours scheduled will be strictly adhered to in an effort to maintain a consistent and efficient ice-time operation; thus all users will be expected to vacate the ice surface at the scheduled time.
- 6) The Parks & Recreation Department reserves the right to alter any ice schedule throughout the season due to considerations such as play-off dates, tournaments, major attractions or special event details.

Payment Procedures:

- 1) All ice/floor bookings will adhere to the current Township of Douro-Dummer – Recreation Facilities, Fees Bylaw, approved by Council.
- 2) Users that request to book ice on a statutory holiday shall be required to pay the approved prime time rate.
- 3) No ice time shall be scheduled for a new ice season until all outstanding financial commitments have been paid in full.
- 4) All tentative ice/floor bookings are held for 24 hours only. Payment in full and the signing of a rental contract is necessary in order to guarantee a booked time slot.
- 5) Organizations/groups with multiple bookings are required to make in advance monthly payments on their rental contract. A 1.25% per month late payment penalty fee will be applied as per the Fees Bylaw.
- 6) Tournaments, special events, competitions, and hockey schools must pay a deposit of 25% of the rental fee at time of booking.
- 7) Payment(s) may be made by cheque, credit card, debit, etransfer or cash at the municipal office or online. No payment transactions will be accepted at the Community Centres. Please make cheques payable to the Township of Douro-Dummer. NSF cheques will be charged a fee of \$30.00 per cheque, in accordance with the Fees Bylaw.

Terms and Conditions

Insurance:

The Renter must provide proof of liability insurance in the amount of two million (\$2,000,000.00) dollars which names the Township as third party insured and enter into an indemnity agreement acceptable to the Township. This must be provided upon completing the signed contract.

User Groups and Individuals who do not provide their own liability insurance at the time of booking will be charged a surcharge, to provide coverage under a User Group Program with the municipal policy. The surcharge is in accordance with the Fees Bylaw.

Ice Rental Cancellations:

- 1) All user-groups wishing to cancel blocked ice hours previously confirmed must do so prior to October 1st, or be responsible for the said hours up to March 1st of the season, including full rental payments.
- 2) Organizations/groups wishing to return reoccurring ice-time to the municipality after initiation of a contract must provide a minimum of two weeks written notice to allow time to rebook. Amendments to the contract will be made should ice be re-allocated. Should the ice not be re-allocated, the contract will be binding. Irregular one-off times will not be permitted to cancel in a contract.
- 3) In the case of the opposing team cancelling a game, or in the case of a no-show by the visiting team, the Contract Agreement will still pay for the ice accordingly. The team/players present may continue to utilize the ice.
- 4) Tournaments, special events, competitions, and hockey schools must give a minimum of 2 weeks' notice for cancellation, or forfeit their deposit.
- 5) Should the "Contract Renter" cancel due to inclement weather, they will still be required to adhere to the financial responsibility, unless the Township of Douro-Dummer, Department of Recreation Facilities closes the facility.
- 6) The Township of Douro-Dummer has the right to cancel due to storm, inclement weather, power outage, in the event of a major emergency, mechanical failure of the equipment, safety, structural or ice repairs. The representatives affected will not be charged for cancellations of this nature. Notification to the affected groups will take place as soon as possible.

Ice Resurfacing:

- 1) All ice rentals include 10 minute ice resurfacing with a minimum of one ice resurfacing every two hours.
- 2) All ice resurfacing (floods) will be at the discretion of the Recreation and Facilities Department personnel, not the facility user; and to be pre-determined well in advance of the rental by said personnel.
- 3) In consideration of the safety regulations during operation of the ice-resurfacing unit, users agree to remain off the ice until the entire re-surfacing has been completed and doors are closed.

Auxiliary Spaces Use:

- 1) Organizations utilizing the facility will be responsible for spectators attending their event, including admission, conduct and control.
- 2) All requests for auxiliary facilities and services must be arranged well in advance of the event and may be subject to rental fees as outlined in the Fees Bylaw
- 3) All Department office areas are restricted from access; and all lobby/foyer arrangements must be approved through personnel (i.e. admissions, souvenir sales, food/beverage services, draw tickets/lotteries sales, etc.)
- 4) Users are advised that all Township of Douro-Dummer facilities are smoke-free, tobacco free and Renters must inform their participants accordingly. Failure to comply could result in fines from Public Health.
- 5) Illegal drugs and alcohol (except where licensed area permits) will not be tolerated in municipal facilities. Renters must inform their participants accordingly. Failure to comply and the police will be called.

Dressing Rooms:

- 1) Dressing room assignment is at the discretion of Recreation Facilities personnel.
- 2) Dressing room keys will be available from the Facility Attendant prior to your time slot. Keys are to be returned to the Facility Attendant at the completion of the rental.
- 3) Dressing rooms should be left clean, neat and tidy, and users should be respectful of noise volume.
- 4) Any damage as a result of vandalism or misuse will result in the cost of the repair being the responsibility of the user group. The Township will invoice the user group accordingly.
- 5) The use of photographic devices including cameras and cellular phones is prohibited in the dressing rooms and washroom areas.

Enforcement:

Implementation of this policy is the responsibility of the Parks and Recreation Department. There shall be no deviation from this policy unless expressed written consent has been given by the Department and with full approval of Council.

The municipality will ensure enforcement of the Terms & Conditions by;

- 1) A verbal warning
- 2) Followed by a one week suspension of ice time or as deemed necessary, at the organizations cost
- 3) Subsequently leading to the loss of ice time to the group if the activity persists.

Overview:

At the August 4, 2020 Council Meeting a Report for the Painting Tender was received. This included the municipal office, and both Community Centres. The recommendation was to award the bid to G & M Painting, as they were the lowest bid and met all other requirements of the Proposal. As the Recreation Facilities Department was over budget the Tender was tabled for discussion.

I believe that the painting of the Community Centre is a priority. It's operational maintenance that is essential. The Douro arena painting was budgeted in 2019 to have done but was not completed. The facility is not presentable with paint chipping and peeling off in the stands. Warsaw Community Centre, is not as debauched, but it is close to 10 years since being done and needs to be kept up before it deteriorates. After having the Designated Substance Report done, the arenas do have silica in the concrete and needs to be dealt with as per the Ministry of Labour. Moving forward is essential. The overage of the paint tender costs and the addition of the Engineer report the expenditure is in excess of \$13,735.

In lieu of the cost difference, Staff are recommending utilizing the funds allocated in the Department's Capital Budget for new tables and chairs. Staff feel that there is not a demand for replacing the tables and chairs right now, as the facilities are closed and rentals will likely be sparse at this time. There was \$14,000 budgeted. This should balance out the costs without adding to the overall capital.

Secondly; a report was presented for Facility Improvements that included to retrofit our washrooms with Automatic flushers and faucets. I think everyone agreed that especially during these extraordinary times, it is important to ensure the health and well-being of the public and employees and this would assist in reducing frequently touched surfaces and help protect from COVID-19. This was an additional upgrade that was not previously budgeted. Staff felt it was priority and in efforts not to request more Capital Budget dollars, the suggestion of deferring Sports Rubber Flooring was made. This was considered as it is a flooring replacement in the Arena dressing rooms, which will not be occupied at this time. However, in light of the recent Covid Funding the Township received from the province, perhaps consideration could be moved toward utilizing this funding for the facility upgrade, should it meet the criteria usage.

Lastly, I'd like to report on the Tender for the replacement of Sports Rubber Flooring in the Community Centres. Upon tender closing on July 31, 2020, staff received five bid packages in response. The bids received were from Caliber Sports Systems, M&M Carpet Inc., Welmar Recreational Products, Advantage Sport, and Gym-Con. Staff has spent some time comparing specs, and sample qualities and although not the lowest bid, the bid and product of Caliber Sports Systems is preferred and meets all other requirements.

Conclusion:

Staff would like to move forward on the Facility upgrades and Tenders as soon as possible as closure of the facilities provides us allowance to complete. By Council awarding the tenders, the Department can make arrangements to facilitate these projects, following Public Health protocol and screening.

Recommendation:

That the Recreation Facilities-2020-14 report, dated September 1, 2020 regarding the Facility Upgrades and Tender Follow up Report be received and that the Paint Tender PR-01-2020 contract be awarded to G&M Painting;

And further, that the Facility upgrades including automatic flushers and faucets proceed provided that it meets the criteria under the Provincial Covid-19 funding;

And further, that the Flooring Tender PR-02-2020 contract be awarded to Caliber Sports Systems.

Financial Impact:

Painting Tender

	Capital Budget	G&M Painting Tender	Engineer Report
Municipal Office	\$10,000	\$8,156.34	\$1,300
Douro Community Centre	\$24,500	\$29,178.86	\$1,300
Warsaw Community Centre	\$20,000	\$27,000.22	\$1,300
TOTAL – all locations	\$54,500	\$64,335.42	\$3,900

Flooring Tender

	Capital Budget	Caliber Sports
Douro Community Centre	\$33,000	\$26,216
Warsaw Community Centre	\$58,000	\$42,098
TOTAL – all locations	\$91,000	\$68,314

Strategic Plan Applicability:

Sustainability Plan Applicability:

Overview:

During these extraordinary times, the Township must maintain clean and sanitary facilities to ensure the health and well-being of the public and employees. Reducing frequently touched surfaces can help protect from COVID-19.

As we enter restrooms we are touching door handles, sink faucets, toilet handles, soap dispensers, and trash receptacles. COVID-19 can stay active on surfaces, so we should avoid touch points in shared spaces when possible.

To prevent the spread of germs, it is beneficial for the Township to consider retrofitting their facilities and converting conventional commode fixtures to automatic-flush toilets and motion-sensor faucets.

In total 34 toilets, 7 urinals, and 26 faucets would need to be replaced in the Douro Community Centre, Rec Centre, and the Warsaw Community Centre at a cost of approximately \$40,000.

Staff has taken a comprehensive review of the capital works-in-progress and with the objective of identifying any capital projects that could be deferred to accommodate this additional expense, not previously budgeted for.

Recommendation of deferral of the rubber flooring in the Douro Community Centre would help alleviate financial costs, while improving public facilities no-touch alternatives and addressing COVID-19 concerns.

Conclusion:

Now, more than ever before, reducing touch point surfaces are at the forefront of limiting the spread of germs in public restrooms. It is in the Municipalities best interest to enforce hygiene measures, including no touch controls, and in turn, help the public to feel safer in the wake of COVID-19.

Recommendation:

That the Recreation Facilities-2020-09 report, dated August 4, 2020 regarding Public Facility Improvements be received and that Council approves retrofitting the washroom facilities with automatic flushers and faucets at the Community Centres, and directs Staff on financing the upgrade.

Financial Impact:

This would impact the budget of approximately \$40,000.

Strategic Plan Applicability:

Sustainability Plan Applicability:

Overview:

On June 24 2020, the Township released a Tender for painting services of selected areas of the Municipal Office, Douro Community Centre & Warsaw Community Centre. In addition we contracted a designated substance report to be issued as per government regulations. Upon tender closing on July 24, 2020, staff received five bid packages in response.

Conclusion:

Five bids were received from Hastings Painting, G & M Painting, Brampton Painting, Aksoy Construction, and Adem's Restoration. The bid of G & M Painting was the lowest bid and met all other requirements of the Proposal.

Capital Budget was approved for a total of \$54,500. An overview of the breakdown of facility costs can be found below.

Recommendation:

That the [Report Number] report, dated August 4, 2020 regarding Paint Tender be received and that Staff recommends G & M Painting to be awarded the contract

Financial Impact:

Capital Budget 2020 approval

Municipal Office	\$10,000
Douro Community Centre	\$24,500
Warsaw Community Centre	\$20,000

Additional

Designated Substance Report required*	\$2,500-\$3,000
---------------------------------------	-----------------

G & M Painting Bid	Base Price	H.S.T.	Total Cost
Municipal Office	\$7, 218.00	\$938.34	\$8,156.34
Douro Community Centre	\$25,822.00	\$3,356.86	\$29,178.86
Warsaw Community Centre	\$23,894.00	\$3,106.22	\$27,000.22
TOTAL Tender – all locations	\$56,934.00	\$7,401.42	\$64,335.42

Strategic Plan Applicability:

Sustainability Plan Applicability:

Overview:

The Department of Parks & Recreation Facilities would like to provide an update on the preparation and changes being taken in the Re-Opening of the Community Centres.

Staff have been following the guidelines for Provincial Regulation, Hockey Canada, Skate Canada, and Ontario Women's Hockey Association as how they have laid out their "return to hockey" protocols and framework. I have been networking with our Recreation managers in the area as well as corresponding with Public Health assessing the criteria and restrictions. I believe it's the best interest of the Township to take a soft approach to re-opening, keeping health and safety of our staff and our patrons the utmost importance.

Before any of the centres reopen for use by the community, they will undergo enhanced cleaning as per all recommended protocols. Staff will also take certified training on recreation facility cleaning, disinfecting and sanitizing principles, through the Ontario Recreation Facilities Association.

Anyone visiting a community centre will be screened and asked for contact information for contacting tracing. Patrons will be asked to stay home if they are sick. People will also be required hand sanitize upon entry into facility and wear a mask or face covering throughout the building. There will be arrows and signs providing direction of where to go, limiting access throughout the building. Anything your group brings into the facility will be taken out on departure, no items will be stored.

I have been communicating with all of our User Groups who have requested a block of ice time, and have asked them to discuss with their members what the season would look like modified and verify their commitment of ice usage. It is important to know if our clients' usage this year will change, based on the current situation. The Department will only proceed putting in the ice based on the viability and the contractual needs of our User Groups. This will determine delaying the regular season, staggered times, and whether there is a need for both pads of ice to go in.

Staff have decided to delay the Ice Season to mid-October at the earliest. In consideration if there happens to be a 2nd wave of Covid-19, potentially the province would revert back to stage 2, and the Community Centres/Arenas would be closed down again. For small communities like us, the affordability to take ice in/out is not feasible, so we recommend to wait.

When the Community Centres do Re-Open, initially there will be no Public Skates, no spectator viewing, no canteen concessions, no dressing rooms will be open, and no tournaments at this time. The more access points we can eliminate the better.

Ice Users will be expected to come fully dressed, and team members will be cohorted into and out of the arena as a group, from a staff person. Only essential team members, a coach, referee, and time keeper will be permitted to enter. Parents will not be allowed unless it's an emergency. Players and coaches will be allowed a strict timeframe of 10 minutes before ice rental and must be out of the facility 10 minutes after the end of their ice time.

Face covering/masks can be taken off once participants are on the ice engaging in active play/skills. Players must not spit, blow their nose freely or release any bodily fluid anywhere in the facility.

Team sports may only be practised or played within the facility if they have been modified to avoid physical contact between the players, as per the Ontario Regulation 364/20. Physical distancing and cohort restrictions on the number of users on ice will be adhered to. No more than 24 people on the ice, and 50 players in a league. The Regulations does not permit its team to play against different groups outside of the league.

Conclusion:

Staff recognizes the inconveniences these new guidelines will have on groups and individuals traditional regular season. Please keep in mind that this collaboration of protocols and procedures were created with guidance from Public Health and are necessary to ensure all of our clients and staff remain safe. We will continue to review necessary steps or changes ongoing. Should restrictions ease they will be adjusted accordingly.

Recommendation:

That the Recreation Facilities-2020-15 report, dated September 1, 2020 regarding Re-Opening of Community Centres be received for information.

Financial Impact:

Potential loss of Revenue in rentals, advertising, sponsorship and canteen agreement
Increase staffing costs
Potential saving of plant operation

Strategic Plan Applicability:

Sustainability Plan Applicability:

Overview:

A safety review of County Road 4 (Water Street) was requested as a result of a collision that occurred on or about July 24th in front of their property. The vehicle was travelling southbound on County Road 4 (Water Street) in excess of the posted speed limit of 50 km/hr, lost control and drove through a residential fence and front yard impacting with parked vehicles in the driveway resulting in property damage.

In 2015 this particular section of Water Street was reconstructed with an urban road cross section that included a new asphalt road surface, storm sewers, concrete barrier curbing and pavement markings to replace a semi-urban road cross section. Often with a new road it may result in vehicles travelling at increased speeds.

On August 19, 2020, I met with Peter Nielson, Manager of Technical Services – County of Peterborough to review the site conditions with a view to what effective mechanisms could be implemented to assist in addressing the frequency of traffic speed.

Conclusion:

In conclusion, we discussed the possibility of designating the roadway a “Community Safety Zone” due to the proximity of several community facilities in the immediate area. This would also entail a speed reduction from the current posted 50 km/hr to 40 km/hr.

Designations of Community Safety Zones are used in areas within a municipality where there is concern for the safety of children and citizens. The design standards for Community Safety Zones is contained within the Ontario Traffic Manual with respect to roadside signage. Once this zone is established and endorsed by a municipal by-law, fines for speeding under the Highway Traffic Act are doubled.

Recommendation:

That the Public Works-2020-15 report, dated August 21, 2020, regarding the Community Safety Zone – County Rd 4 be received and further that;
The Council of the Township of Douro-Dummer formally requests that the County of Peterborough to establish a “Community Safety Zone” with a speed limit reduction to 40 km/hr for the following road sections:

- County Road 4, from County Road 38 to English Line South
- County Road 38, from Ford Street to County Road 4

Financial Impact:

There is no financial impact to the Township of Douro-Dummer; all improvements would be at the County of Peterborough’s expense.

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

Overview:

This report is an update for Council regarding the reconstruction of Daleview Road.

As Council will recall at the June 30, 2020 Council meeting I provided a report to Council on the tender for Daleview Road, at that time Council awarded the contract to Drain Bros. and that the cost of the project be spread over 2 years in 2 phases. Council also requested that Staff meet with the contractor with a view to finding any cost savings for the project.

One area reviewed for cost savings was the construction of an armour stone wall in place of the Geo-grid system for slope stabilization. It was also anticipated that there may be some cost savings by utilizing an alternative guard rail system, however upon further review it was identified that the original design is safer and better suited to be used with the armour stone wall. There may be some cost savings realized with this method, however until the project is completed a cost estimate cannot be determined.

The Contractor has proposed an alternate for the surfacing of the proposed roadway which is an Everlife Flex Municipal Thin Lift Asphalt in lieu of the HFMS-20 Surface Treatment. This alternative is being proposed as it is tailored to volumes and climate conditions for rural/urban roads with low to moderate traffic volumes. It is engineered to provide enhanced resistance to low temperature cracking of the mix. The Contractor has proposed this alternative road surface at the same cost as the originally proposed surface treatment with a two year warranty period. Albeit there is no immediate cost savings to the Township however, it is a more cost-effective alternative to surface treatment. This product will produce a longer life cycle with less maintenance, which negates a cost savings over time and provides a more durable finish.

Conclusion:

In conclusion and in consultation with the Temporary CAO, I am recommending that Council approve the alternative road surface proposed.

Recommendation:

That the Public Works-2020-16 report, dated August 24, 2020, regarding Daleview Road Project - Update be received and that Council hereby approves the Everlife Flex Municipal Thin Asphalt as proposed by Drain Bros. at no additional cost to the Township.

Financial Impact:

There will be no additional cost applying the alternative road surface proposed.

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:	Daleview Road Project - Update.docx
Attachments:	- Drain Bros Exc Everlife Flex Info.pdf - 20119 - Daleview - Phase Plan Revised Costs.pdf - Everlife Asphalt.docx
Final Approval Date:	Aug 26, 2020

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

No Signature - Task assigned to Crystal McMillan was completed by workflow administrator Martina Chait-Hartwig

Crystal McMillan

Martina Chait-Hartwig

Drain Bros Excavating Limited
2130 8th Line Road, North
Douro-Dummer, ON K0L 2H0.
705-639-2301 | Fax: 705-639-2516 | www.drainbros.ca



June 30, 2020

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

Attention: Council Members

Re: Tender for Contract No. T-2020-04
Daleview Road Reconstruction
Douro-Dummer, Ontario
Everlife Flex Municipal Thin Lift Asphalt Mix in lieu of HFMS-20

Dear Council Members,

Drain Brothers Excavating Limited have through our engineers at McAsphalt Industries developed a cost-effective high-performance polymer modified asphalt cement.

The product has been developed as a thin lift mix tailored to traffic volumes and climate conditions for rural roads with low to moderate traffic volumes. The Everlife Flex PMA (Polymer Modified Asphalt Cement) is engineered to provide enhanced resistance to low temperature cracking of the mix. The mix has increased AC content and premium high-quality aggregates incorporated into the asphalt pavement from conventional surface binders which provides the durability and extended fatigue life.

As this is a relatively new product with 2019 being its first year of application, we are unable, at this time, to provide any historical data of any significance on its maintenance, repair and life expectancy.

We along with our clients have been very pleased with the results in the use of this product and see this as a cost-effective alternative to Surface Treatment. If any members of council or Road staff are interested, we are willing to set up a site visit to one of our completed Municipal projects where we have used this product.

Drain Bros. as an Asphalt producer believe that this thin lift mix product will have a longer life cycle than Surface Treatment with less maintenance (no loss of surface material during plowing operations and from Vehicular Traffic usage) and provide a more durable finish.

Drain Bros Excavating Limited will warranty the Everlife Flex Pavement for two years for Drain Bros scope of work.

Trusting the attached to be in order and should you have any questions or require any additional information please call the undersigned at my office number 705-639-2301.

Yours truly

A handwritten signature in blue ink, appearing to read "D. Drain", is written over a horizontal line.

Darrell Drain
President
Drain Bros Excavating Limited

Drain Bros Excavating Limited
2130 8th Line Road, North
Douro-Dummer, ON K0L 2H0.
705-639-2301 | Fax: 705-639-2516 | www.drainbros.ca



June 16, 2020

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

Attention: Council Members

Re: Tender for Contract No. T-2020-04
Daleview Road Reconstruction
Douro-Dummer, Ontario
Everlife Flex Municipal Thin Lift Asphalt Mix in lieu of HFMS-20

Dear Council Members,

We would like to propose an alternate for the surfacing of the proposed roadway and driveways on this project with an Everlife Flex Municipal Thin Lift Asphalt in lieu of the indicated HFMS-20 Surface Treatment.

The product has been developed as a cost-effective thin lift mix tailored to traffic volumes and climate conditions for rural/urban roads with low to moderate traffic volumes. The Everlife Flex PMA (Polymer Modified Asphalt Cement) is engineered to provide enhanced resistance to low temperature cracking of the mix. The mix has increased AC content and premium high-quality aggregates incorporated into the asphalt pavement from conventional surface binders which provides the durability and extended fatigue life.

It is in our opinion that given the timing of this project we can provide a better end product using the Everlife Flex Municipal Thin Lift Asphalt alternative that would not be constrained by a set date as early as September 1st for completion.

The Granular Base structure as designed for the roadway and driveways will not change and the items intended for Surface Treatment that include an additional 50mm lift of Granular will also be included within our pricing with the Everlife Flex Municipal Thin Lift Asphalt.

To provide this alternate of an Everlife Flex Municipal Thin Lift (25-30mm) Asphalt Mix in lieu of the HFMS-20 Surface Treatment would cost an additional \$14,000.00 to the total tender price submitted. Drain Bros Excavating Limited will warranty the Everlife Flex Pavement for a period of two years after Substantial completion.

Trusting the attached to be in order and should you have any questions or require any additional information please call the undersigned at my office number 705-639-2301.

Yours truly

A handwritten signature in black ink, appearing to read 'Darrell Drain', with a stylized flourish at the end.

Darrell Drain
President
Drain Bros Excavating Limited



PRODUCT DATA SHEET

EVERLIFE UT

ULTRA-THIN DURABLE ASPHALT MIX

EVERLIFE UT is an engineered dense-graded asphalt mixture designed for a single-lift thickness of less than 25 mm placed using conventional production and paving equipment.

EVERLIFE UT is a high-performance asphalt mix designed to provide greater durability than other surface treatments. This mix is designed to seal pavement structures with relatively good drainage.

EVERLIFE UT is designed to improve surface smoothness in order to achieve a better ride. This also helps to reduce the level of noise generated at the tire-pavement surface interface.

EVERLIFE UT is cost-effective and can be tailored to address specific traffic volumes and climatic conditions in order to provide superior flexibility in low temperatures and a high level of resistance to rutting in higher temperatures. This mix can also be produced at lower temperatures than conventional hot mix asphalt, reducing its emissions and lowering the process' energy consumption. Consequently, compaction temperatures are lower, reducing fumes and improving jobsite safety throughout the paving process.

Recommended for rural roads and housing subdivisions

FEATURES AND BENEFITS

- Uses customer-specified aggregates with gradations designed to provide superior rut and fatigue resistance
- Uses engineered binder containing specialty additives and polymer modifiers
- Engineered binder provides increased durability and crack resistance at different seasonal temperatures combined with traffic loadings
- Increased asphalt cement content gives the mix excellent durability and extends its fatigue life under repetitive traffic.
- Works best when combined with a high-performance tack coat such as McAsphalt's CLEAN BOND COAT emulsion or a granular sealer

McAsphalt Head Office
8800 Sheppard Ave East
Toronto, ON M1B 5R4

Phone 416.281.8181
Toll Free 1.800.268.4238
Fax 416.281.8842

Email info@mcasphalt.com
Web www.mcasphalt.com
ISO 9001/14001/45001



DESIGN GUIDELINES

EVERLIFE UT asphalt mix specifications will vary depending on jurisdictions and local practices. McAsphalt's Engineering Services will design a custom mix to meet all relevant specifications and performance criteria.

Our staff will:

- Custom-select and formulate the highly modified **EVERLIFE UT PMA** required;
- Select the appropriate aggregate and blending proportions; and
- Create a mix design, carry out performance testing, and recommend application processes.

EVERLIFE UT POLYMER-MODIFIED ASPHALT

EVERLIFE UT PMA contains specialty modifiers and additives that improve mix handling during production and provide more workability at lower temperatures in the field when compared to traditional hot mix asphalt, all while achieving its targeted mix density.

EVERLIFE UT PMA is engineered to provide resistance to various distresses:

- Rutting at higher pavement temperatures
- Fatigue at intermediate and freeze-thaw temperatures
- Thermal cracking at low pavement temperatures

SPECIFICATIONS

PROPERTY	SPECIFICATION	
	Min.	Max.
Sieve Size		
9.50 mm, % passing	-	100
4.75 mm, % passing	85	100
0.075 mm, % passing	6	12
Marshall Stability	7200	
Flow Index, 0.25 mm	8	
Fatigue Life by Semi-Circular Bending (SCB), I-FIT value (AASHTO TP 124)	15	

CERTIFICATION OF QUALITY

McAsphalt's quality control plan is available to you, providing guidance on the production, lay-down, and compaction processes required to correctly apply **EVERLIFE UT** as well as offering continuous technical support during construction.

The quality control plan will ensure that:

- the **EVERLIFE UT** is produced at the recommended temperature;
- the **EVERLIFE UT PMA** is formulated to meet requirements and shipped at the correct temperature;
- appropriate lay-down equipment is utilized; and
- proper mix compaction is utilized to achieve **EVERLIFE UT's** target density

McAsphalt Head Office
8800 Sheppard Ave East
Toronto, ON M1B 5R4

Phone 416.281.8181
Toll Free 1.800.268.4238
Fax 416.281.8842

Email info@mcasphalt.com
Web www.mcasphalt.com
ISO 9001/14001/45001



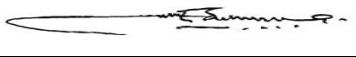
McAsphalt Industries Limited

8800 Sheppard Avenue East, Scarborough, Ontario M1B5R4. TEL 416-281-8181 FAX 416-281-7905

MARSHALL MIX DESIGN REPORT

CONTRACTOR	Norway Asphalt Ltd			ITEM NO:	
CONTRACT #	Various	LOCATION:	2130 8th Line Road North, Douro-Dummer, Ontario K0L 2H0		
HWY:	Various	PLANT:	Norwood, Ontario	DATE SAMPLE REC'D:	March 11 2019
LAB MIX NO:	McA Ref R&D 453-E			DATE COMPLETED:	April 02 2019
HOT MIX TYPE:	Everlife UT ON				

TEST DATA CERTIFIED BY:


Michael Esenwa, P.Eng.

JOB MIX FORMULA - GRADATION PERCENT PASSING*

	%AC	26.5	19.0	16.0	13.2	9.5	4.75	2.36	1.18	600 mm	300 mm	0.15 mm	0.075 mm
JMF	6.70	100.0	100.0	100.0	100.0	100.0	88.6	48.3	32.3	23.2	13.5	8.9	7.5

	REQUIRED	SELECTED	%CA #1	%	BRD	ABS		
%VOIDS @ 90°C	3.00 - 5.0 max	3.5		32.0%	2.931	0.628	Gsb	2.913
FLOW (min.)	8 min	17.5					BRD	2.517
STABILITY (N)	7200 min	9816	%FA #1	10.0%	2.900	0.891	MRD	2.608
FBE (µm)	10,0 min	10.0	%FA #2	58.0%	2.906	0.802		

ASPHALT CEMENT	
SUPPLIER	PGAC
McAsphalt Industries	Everlife Flex PMA

ADDITIVE		
SUPPLIER	TYPE	as % of
McAsphalt Industries	Flex Additive	0.5%

AGG. TYPE	SOURCE/INVENTORY NO.	AGG. TYPE	SOURCE/INVENTORY NO.
COARSE	4.75 mm Chip		
AGG. #1	Drain Bros. - Havelock Quarry C01-054		
FINE	Manufactured Sand		
AGG. #1	Drain Bros. - Havelock Quarry C01-054		
FINE	Dry Screenings		
AGG. #2	Drain Bros. - Havelock Quarry C01-054		

AGG.	AGGREGATE GRADATION - PERCENT PASSING											
TYPE	26.5	19.0	16.0	13.2	9.5	4.75	2.36	1.18	600	300	150	75
CA #1	100.0	100.0	100.0	100.0	100.0	89.9	18.1	3.5	1.3	0.9	0.8	0.7
FA #1	100.0	100.0	100.0	100.0	100.0	100.0	96.7	90.1	74.3	21.6	6.3	3.7
FA #2	100.0	100.0	100.0	100.0	100.0	85.9	56.6	38.1	26.1	18.6	13.2	11.1

* FINES RETURNED TO THE MIX: 0.5 % DUST COLLECTION SYSTEM: Baghouse

REMARKS: Aggregate gradations based on Laboratory
 Compacted at 75bps Handhammer @ 125 °C. Mixing Temperature, T 140 °C.
 A.I. Procedures, No S.S.D. correction necessary.
 Typical briquette wt. to achieve 63.0 +/- 2.5mm = 1250 g

REVIEWED BY: Michael Esenwa, P.Eng. DATE: March 30, 2016

McAsphalt Industries Limited

8800 Sheppard Avenue East, Scarborough, Ontario M1B 5R4. TEL. 416-281-8181 FAX. 416-281-7905

5 POINT MARSHALL MIX DESIGN

Pb (%AC): 5.7

Pb (%AC): 6.2

	1	2	3	Average		1	2	3	Average
Gmb (BRD)	2.494	2.491	2.495	2.493	Gmb (BRD)	2.509	2.508	2.509	2.509
Gmm (MRD)				2.651	Gmm (MRD)				2.629
Ps (Agg. % Wt. Of Total Mix)				94.3	Ps (Agg. % Wt. Of Total Mix)				93.8
Gsb (Bulk S.G. of Agg.)				2.913	Gsb (Bulk S.G. of Agg.)				2.913
Gse (Eff. S.G. of Agg.)				2.932	Gse (Eff. S.G. of Agg.)				2.932
VMA, %				19.30	VMA, %				19.2
Va (Air Voids), %				6.0	Va (Air Voids), %				4.6
Marshall Stability, N	10800	10818	11822	11147	Marshall Stability, N	10774	10786	9175.7	10245
Marshall Flow, 0.25mm	15.5	15.1	15.3	15.3	Marshall Flow, 0.25mm	16.5	16.3	16.2	16.3
Mix Appearance	D				Mix Appearance	M			
Briquette Appearance	D				Briquette Appearance	M			
Coating	FA-G, CA-G				Coating	FA-G, CA-G			
Aggregate Fracture	NIL				Aggregate Fracture	NIL			
Stripping	NIL				Stripping	NIL			

Pb (%AC): 6.70

	1	2	3	Average
Gmb (BRD)	2.519	2.517	2.516	2.517
Gmm (MRD)	2.608	2.607		2.608
Ps (Agg. % Wt. Of Total Mix)				93.3
Gsb (Bulk S.G. of Agg.)				2.913
Gse (Eff. S.G. of Agg.)				2.932
VMA, %				19.4
Va (Air Voids), %				3.5
Marshall Stability, N	9797	9785	9865	9816
Marshall Flow, 0.25mm	17.4	17.3	17.8	17.5
Mix Appearance	M			
Briquette Appearance	M			
Coating	FA-G, CA-G			
Aggregate Fracture	NIL			
Stripping	NIL			

Pb (%AC): 7.2

Pb (%AC): 7.7

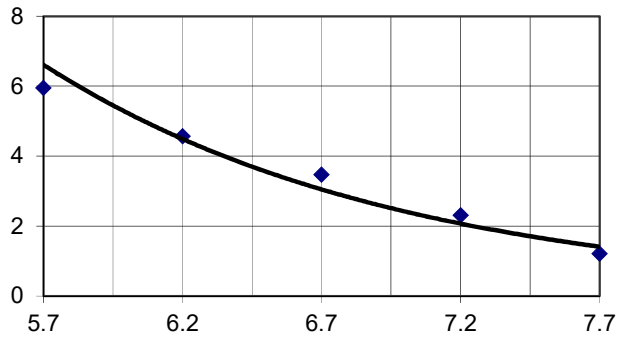
	1	2	3	Average		1	2	3	Average
Gmb (BRD)	2.525	2.525	2.528	2.526	Gmb (BRD)	2.537	2.531	2.534	2.534
Gmm (MRD)	2.586	2.585		2.586	Gmm (MRD)				2.565
Ps (Agg. % Wt. Of Total Mix)				92.8	Ps (Agg. % Wt. Of Total Mix)				92.3
Gsb (Bulk S.G. of Agg.)				2.913	Gsb (Bulk S.G. of Agg.)				2.913
Gse (Eff. S.G. of Agg.)				2.931	Gse (Eff. S.G. of Agg.)				2.932
VMA, %				19.5	VMA, %				19.7
Va (Air Voids), %				2.3	Va (Air Voids), %				1.2
Marshall Stability, N	8742.1	8775.7	8798.1	8772	Marshall Stability, N	7563.6	7908.5	7898.1	7790
Marshall Flow, 0.25mm	18.5	18.4	18.5	18.5	Marshall Flow, 0.25mm	19.4	19.3	19.2	19.3
Mix Appearance	M/R				Mix Appearance	M/R			
Briquette Appearance	M/R				Briquette Appearance	M/R			
Coating	FA-G, CA-G				Coating	FA-G, CA-G			
Aggregate Fracture	NIL				Aggregate Fracture	NIL			
Stripping	NIL				Stripping	NIL			

McAsphalt Industries Limited

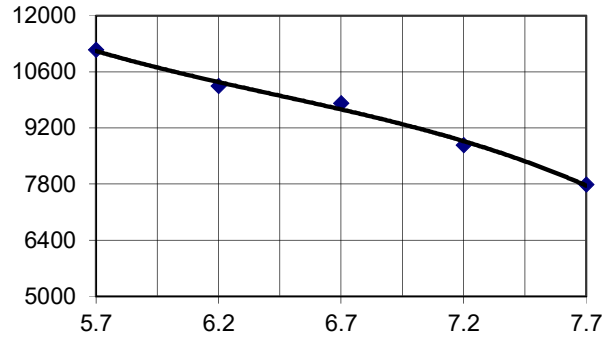
8800 Sheppard Avenue East, Scarborough, Ontario M1B 5R4. TEL. 416-281-8181 FAX. 416-281-7905

MARSHALL PROPERTIES

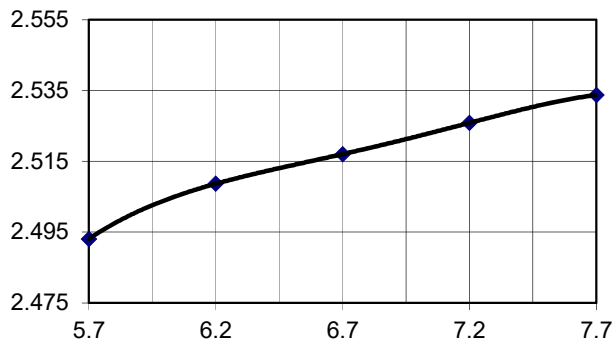
AIR VOIDS (%)



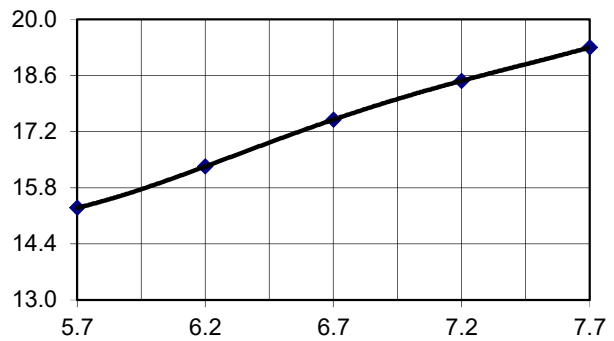
STABILITY, N (X1000)



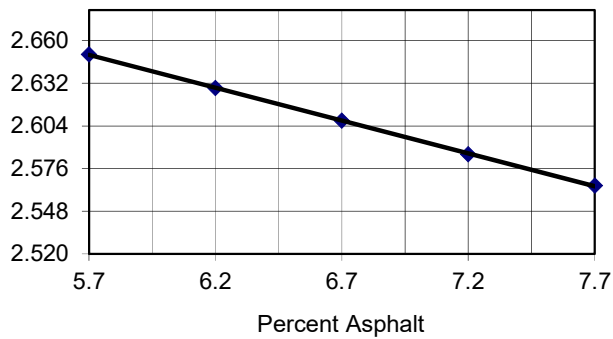
BULK RELATIVE DENSITY



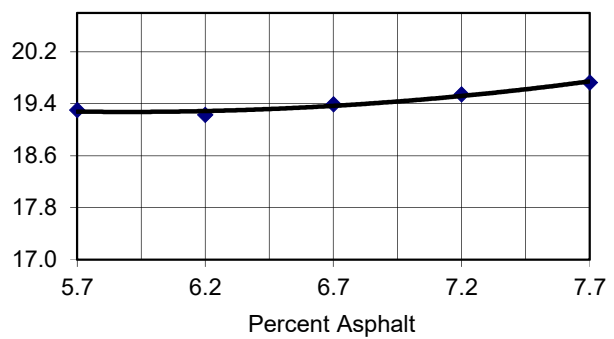
MARSHALL FLOW (0.25mm)



MAXIMUM RELATIVE DENSITY



%VMA



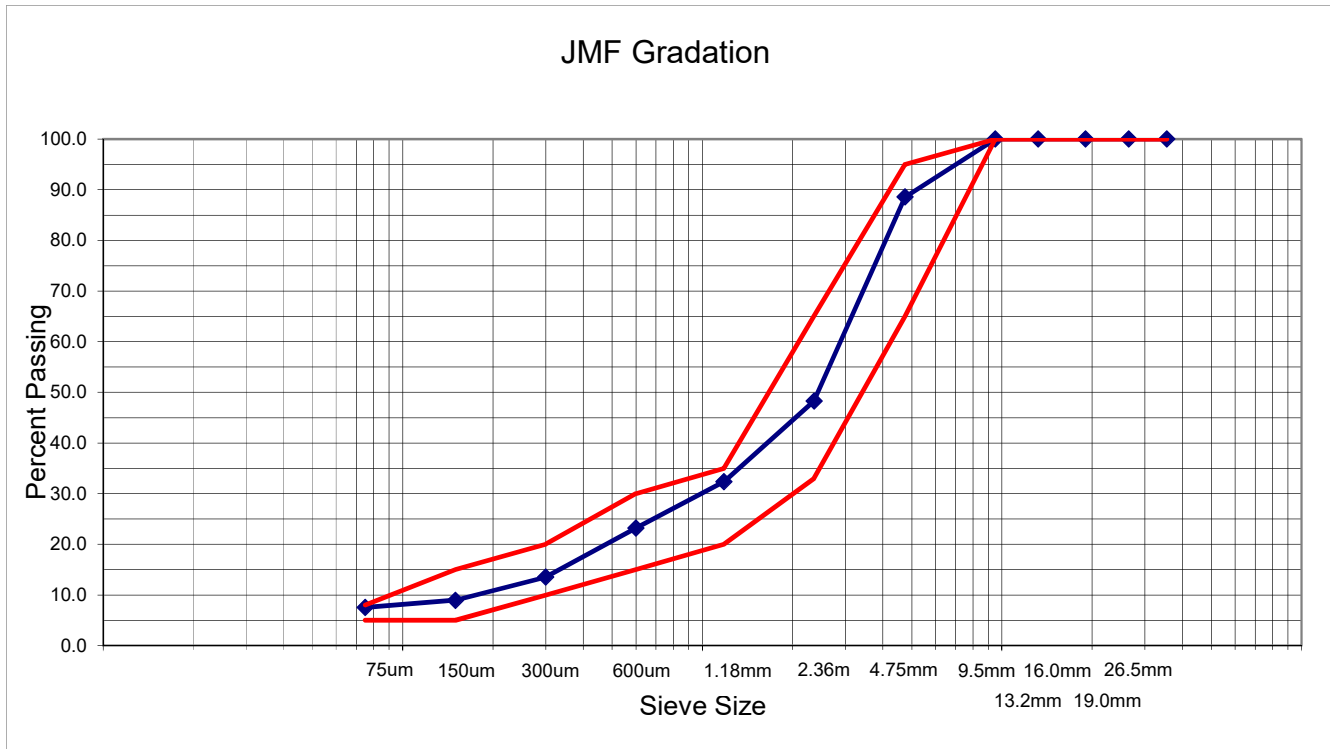
McAsphalt Industries Limited

8800 Sheppard Avenue East, Scarborough, Ontario M1B 5R4. TEL. 416-281-8181 FAX. 416-281-7905

BITUMINOUS MIX DESIGN REPORT

Everlife UT ON Mix

JOB MIX FORMULA - GRADATION PERCENT PASSING												
	35.5	26.5	19.0	13.2	9.5	4.75	2.36	1.18	0.600	0.300	0.150	0.075
JMF	100.0	100.0	100.0	100.0	100.0	88.6	48.3	32.3	23.2	13.5	8.9	7.5
MAX	100	100	100	100	100	95	65	35	30	20	15	8
MIN	100	100	100	100	100	65	33	20	15	10	5	5



TWP. Of NORTH KAWARTHA - 2019

Project: Apsley - Various Locations

Results Summary- Everlife UT ON (HL-2 HS) JMF 453-E

2019

Sample No.	1	2	3	4	5	6
	(Norway)	(Norway)	(Norway)	(Norway)	(Norway)	(Norway)
Date	11-Jun-2019	11-Jun-2019	11-Jun-2019	12-Jun-2019	12-Jun-2019	13-Jun-2019
Ticket No.	N288937	N288982	N288995	N289079	N289236	N289282
453_E	453-E	453-E	453-E	453-E	453-E	453-E
Everlife Flex PMA made this						
Lab #	1 i.o.	2 i.o.	3 i.o.	4 i.o.	5 i.o.	6 i.o.
A.C. (6.7%)	6.96	6.65	6.70	6.68	6.72	6.65
Grading:						
13.2 (100.0)	100.0	100.0	100.0	100.0	100.0	100.0
9.5 (100.0)	97.9	100.0	100.0	100.0	100.0	100.0
4.75 (88.6)	86.2	87.2	89.0	87.8	88.6	89.1
2.36 (48.3)	48.6	47.9	49.1	47.6	51.0	49.2
1.18 (32.3)	32.2	30.6	31.4	30.6	33.7	31.8
0.600 (23.2)	23.4	21.6	22.4	22.1	24.4	22.9
0.300 (13.5)	15.5	12.2	13.1	12.9	14.7	13.8
0.150 (8.9)	9.9	7.9	9.1	8.8	10.0	9.5
0.075 (7.5)	6.6	5.8	6.9	6.8	7.3	7.0
Gmb(BRD)-(2.517)	2.523	2.525	2.527	2.533	2.521	2.530
Gmm(MRD)-(2.608)	2.612	2.605	2.604	2.610	2.610	2.612
Air Voids (%)-(3.5%)	3.1	3.1	3.0	3.0	3.4	3.1
VMA(%) - (?%)	20.4	19.1	19.1	18.9	19.3	18.9
Stability (N) - 9,816 (8,900 min.)	9,880	10,647	11,581	11,649	15,907	16,218
Flow (0.25mm) -17.5 (8.0 min.)	12.6	11.1	15.0	13.2	11.1	11.6

Borderline	
Rejectable	

Madoc Township - 2020
Project: O'Hara Rd.
Results Summary- Everlife UT ON (HL-2 HS) JMF 453-E
2020

[illegible]

Borderline	
Rejectable	

Executed Contract Values	Phase 1	\$	296,982.50	Phase 2	\$	217,821.75	Total	\$	514,804.25
Revised Values	Phase 1	\$	287,748.11	Phase 2	\$	227,056.14	Total	\$	514,804.25

				Drain Bros. (PHASE 1)				Drain Bros. (PHASE 2)			
Division 1 - Site Preparation/Earthworks											
Item	SP	Spec. No	Description of Work	Original Contract QTY	Unit	Unit Price	Total Price	Original Contract QTY	Unit	Unit Price	Total Price
101	SPW 001		Bonding	1	LS	\$4,735.00	\$4,735.00	1	LS	\$1,799.47	\$1,799.47
102	SPW 002		Mobilization and Demobilization	1	LS	\$2,845.00	\$2,845.00	1	LS	\$2,845.00	\$2,845.00
103	SP 706	OPSS 706	Temporary Traffic Control	1	LS	\$15,350.00	\$15,350.00	1	LS	\$8,300.00	\$8,300.00
104		OPSS 805	Heavy-Duty Silt Fence Barrier	164	m	\$18.00	\$2,952.00	0	m		\$0.00
105		OPSS 805	Straw Bale Flow Check Dam	1	Ea.	\$270.00	\$270.00	7	Ea.	\$270.00	\$1,890.00
106	SP 206	OPSS 206	Earth Excavation, Grading	360	m3	\$8.75	\$3,150.00	840	m3	\$8.75	\$7,350.00
107	SP 206	OPSS 180	Earth Excavation, Surplus	360	m3	\$13.65	\$4,914.00	840	m3	\$13.65	\$11,466.00
Total for Division 1				\$34,216.00				\$33,650.47			

Division 2 - Removals				Drain Bros. (PHASE 1)				Drain Bros. (PHASE 2)			
Item	SP	Spec. No	Description of Work	Original Contract QTY	Unit	Unit Price	Total Price	Original Contract QTY	Unit	Unit Price	Total Price
201		OPSS 510	Removal of Driveway Asphalt and granular, Varying Depths	0	m2	\$29.00	\$0.00	54	m2	\$29.00	\$1,566.00
202		OPSS 510	Removal of Guiderail	119	m	\$51.00	\$6,069.00	0	m	\$51.00	\$0.00
203		OPSS 510	Removal of Pipes and Culverts	21	m	\$31.00	\$651.00	72	m	\$31.00	\$2,232.00
204		OPSS 510	Removal of CSP Pipe Riser	2	Ea.	\$565.00	\$1,130.00	0	Ea.	\$565.00	\$0.00
205		OPSS 510	Removal of Driveway Gravel	0	m2	\$17.00	\$0.00	311	m2	\$17.00	\$5,287.00
206		OPSS 201	Clearing and Grubbing	1	LS	\$4,720.00	\$4,720.00	0	LS	\$4,720.00	\$0.00
Total for Division 2				\$12,570.00				\$ 9,085.00			

Executed Contract Values	Phase 1	\$	296,982.50	Phase 2	\$	217,821.75	Total	\$	514,804.25
Revised Values	Phase 1	\$	287,748.11	Phase 2	\$	227,056.14	Total	\$	514,804.25

Division 3 - Storm Sewer and Appurtenances				Drain Bros. (PHASE 1)				Drain Bros. (PHASE 2)			
Item	SP	Spec. No	Description of Work	Original Contract QTY	Unit	Unit Price	Total Price	Original Contract QTY	Unit	Unit Price	Total Price
301	SP 407	OPSS 407	1200mm Storm MH and CBMH	2	Ea.	\$9,100.00	\$18,200.00	0	Ea.	\$9,100.00	\$0.00
302	SP 407	OPSS 407	600 x 600 CB	1	Ea.	\$5,365.00	\$5,365.00	0	Ea.	\$5,365.00	\$0.00
303	SP 410	OPSS 410	300mm DR 35 PVC Storm Sewer	85	m	\$299.00	\$25,415.00	0	m	\$299.00	\$0.00
304	SP 410	OPSS 410	300mm HDPE Storm Sewer	18	m	\$331.00	\$5,958.00	0	m	\$331.00	\$0.00
305	SPW 003		12" Agri Drain Animal Guard	1	Ea.	\$280.00	\$280.00	0	Ea.	\$280.00	\$0.00
306		OPSS 409	Flush and CCTV Sewers	85	m	\$29.00	\$2,465.00	0	m	\$29.00	\$0.00
307		OPSS 421	300mm CSP Pipe culvert	0	m	\$225.00	\$0.00	9	m	\$225.00	\$2,025.00
308		OPSS 421	400mm CSP Pipe culvert	0	m	\$254.00	\$0.00	50	m	\$254.00	\$12,700.00
309		OPSS 421	450mm HDPE Pipe culvert	18	m	\$494.00	\$8,892.00	0	m	\$494.00	\$0.00
310		OPSS 511	100mm Rip-Rap on Terrafix 270R Fabric (1m X 2m)	1	Ea.	\$373.00	\$373.00	1	Ea.	\$373.00	\$373.00
Total for Division 3							\$66,948.00	\$15,098.00			

Division 4 - Roadworks				Drain Bros. (PHASE 1)				Drain Bros. (PHASE 2)			
Item	SP	Spec. No	Description of Work	Original Contract QTY	Unit	Unit Price	Total Price	Original Contract QTY	Unit	Unit Price	Total Price
401	SP 314	OPSS 314	Granular B - Type 1 Road Subbase (300mm Depth)	682	m2	\$15.25	\$10,400.50	1747	m2	\$15.25	\$26,641.75
402	SP 314	OPSS 314	Granular A Road Base (150mm Depth)	670	m2	\$10.20	\$6,834.00	1568	m2	\$10.20	\$15,993.60
403	SP 314	OPSS 314	Granular A Driveway (150mm Depth)	121	m2	\$27.00	\$3,267.00	244	m2	\$27.00	\$6,588.00
404	SP 353	OPSS 353	Concrete Mountable Curb with Wide Gutter	0	m	\$117.50	\$0.00	148	m	\$117.50	\$17,390.00
405		OPSS 405	Subdrains	148	m	\$32.20	\$4,765.60	0	m	\$32.20	\$0.00
406		OPSS 720	High Tension Cable Guiderail	134	m	\$188.00	\$25,192.00	0	m	\$188.00	\$0.00
407		OPSS 720	High Tension Cable Guiderail Terminal System	2	Ea.	\$7,050.00	\$14,100.00	0	Ea.	\$7,050.00	\$0.00
Total for Division 4							\$64,559.10	\$66,613.35			

Executed Contract Values	Phase 1	\$	296,982.50	Phase 2	\$	217,821.75	Total	\$	514,804.25
Revised Values	Phase 1	\$	287,748.11	Phase 2	\$	227,056.14	Total	\$	514,804.25

Division 5 - Top Works and Landscaping				Drain Bros. (PHASE 1)				Drain Bros. (PHASE 2)			
Item	SP	Spec. No.	Description of Work	Original Contract QTY	Unit	Unit Price	Total Price	Original Contract QTY	Unit	Unit Price	Total Price
501		OPSS 304	Surface Treatment (50mm)	0	m2	\$12.60	\$0.00	0	m2	\$12.60	\$0.00
501A			High-performance polymer modified asphalt cement	0	m2	\$15.84	\$0.00	1878	m2	\$15.84	\$29,747.52
502		OPSS 304	Driveway Surface Treatment (50mm)	0	m2	\$16.50	\$0.00	365	m2	\$16.50	\$6,022.50
503	SP 703	OPSS 703	Permanent Small Traffic Signs, New	0	Ea.	\$400.00	\$0.00	8	Ea.	\$400.00	\$3,200.00
504		OPSS 710	Pavement Markings Symbol, Durable	0	Ea. (P)	\$570.00	\$0.00	1	Ea. (P)	\$570.00	\$570.00
505		OPSS 802	Topsoil	0	m3	\$75.50	\$0.00	129	m3	\$75.50	\$9,739.50
506	SP 803	OPSS 803	Sod	0	m2	\$6.85	\$0.00	860	m2	\$6.85	\$5,891.00
507	SPW 004		Slope Stabilization - Geogrid System	0	LS	\$122,965.00	\$0.00	0	LS	\$122,965.00	\$0.00
507A			Amour Stone Wall	219.4	m2	\$496.65	\$108,965.01	0	m2	\$496.65	\$0.00
Total for Division 5							\$108,965.01	\$55,170.52			

Division 6 - Provisional				Drain Bros. (PHASE 1)				Drain Bros. (PHASE 2)			
Item	SP	Spec. No.	Description of Work	Original Contract QTY	Unit	Unit Price	Total Price	Original Contract QTY	Unit	Unit Price	Total Price
601	SP 206	OPSS 206	Earth Excavation and backfill, Unsuitable Subgrade Material (Provisional)	5	m3	\$98.00	\$490.00	5	m3	\$98.00	\$490.00
602	SP 491	OPSS 491	Support Utility Poles (Provisional)	0	Ea.	\$570.00	\$0.00	4	Ea.	\$570.00	\$2,280.00
603	SP 304A	OPSS 304	Surface Treatment (50mm) - North Side of Division Road to Station 1+048	0	m2	\$12.90	\$0.00	0	m2	\$12.90	\$0.00
603A	SP 304A	OPSS 305	High-performance polymer modified asphalt cement (25-30 mm)	0	m3	\$13.90	\$0.00	1920	m2	\$15.84	\$30,412.80
604	SP 304B	OPSS 304	Surface Treatment - Station 1+270 to South Side of Warsaw Road	0	m2	\$13.30	\$0.00	0	m2	\$13.30	\$0.00
604A	SP 304B	OPSS 305	High-performance polymer modified asphalt cement (25-30mm)	0	m3	\$14.30	\$0.00	900	m2	\$15.84	\$14,256.00
Total for Division 6							\$490.00	\$47,438.80			

Everlife Asphalt Trial Locations

We have attached the Everlife Asphalt mix locations for the two municipality trials where Drains has installed the Everlife asphalt mix. If any members of Council or Road staff are interested, at their convenience, Drain Bros. are willing to arrange a site visit to these completed projects.

2019 Trial	Township of North Kawartha	Mcfadden Road from Hwy 28 easterly 1800 meters
	Scott Matheson	Simeon road off of McFadden Road 500 meters
	705-656-4796	Riverview Road off McFadden Road 100 meters
		Leon Drive off McFadden Road 850 meters
2020 Trial	Township of Madoc	O'Hara Road from Hwy 7 northerly 1800 meters
	Mike Arney	
	613-473-2677	

Overview:

This year the Township of Douro-Dummer participated in the tenders for the Supply and Delivery of Sodium Chloride for a 3-year term (T-2020-05/T-2020-06) with the County of Peterborough.

Conclusion:

The Township has entered into an agreement with the Corporation of the County of Peterborough to supply and deliver the Township of Douro-Dummer sodium chloride for stockpiling at the Public Works Warsaw Dome. The estimated annual quantity of sodium chloride required is 280 tonnes. The County awarded the contract to K & S Windsor Salt Ltd. based on the following prices;

Year	Price Per Tonne
1	\$83.24
2	\$86.49
3	\$89.94

Further, the delivery of the material was awarded to Kawartha Capital for \$2,689.40.

Recommendation:

That the Public Works-2020-17 report, dated August 20, 2020 regarding the Supply and Delivery of Sodium Chloride be received for Council's information.

Financial Impact: Based on the quantity required this will be within the Township's 2020 budget for materials.

Strategic Plan Applicability:

To enhance public transportation that is accessible and effective to support the needs of the community.

Sustainability Plan Applicability:

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

Overview:

Due to delays in the approvals and allocation of FCM funding Public Sector Digest has suggested that the original motion of Council be amended to change the activities that the FCM funding will be used for. This will allow the project to move forward by using Efficiency Funding in 2020. Please note the changes in red that highlight the changes from the original project plan.

As of January 1st, 2018, Ontario municipalities were subject to O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure, under the Infrastructure for Jobs and Prosperity Act, 2015, S.O. 2015, c.15. Under the law, every municipality will be required to prepare a comprehensive strategic asset management policy, a plan to maintain core municipal infrastructure, a levels of service proposal, and a publicly accessible asset management plan.

The Township of Douro-Dummer will be conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program, as well as using efficiency funding to advance the Township's asset management program:

1. Risk Analysis and Management

This includes developing a risk system, which will rank overall risk based on parameters that consider economic, social, environmental impacts, as well as all other available data regarding the condition of assets, known operational issues, etc.

A good risk analysis will assist in the prioritization of available resources and will:

- Ensure vital services are available
- Prioritize and streamline inspection and condition assessment programs
- Prioritize and optimize operations and maintenance programs
- Prioritize and optimize capital budget processes and program delivery
- Ensure that available money and resources are applied to the right asset at the right time
- And will establish attainable levels of service.

2. Lifecycle Model Development

Proper lifecycle management of infrastructure components, networks, and portfolios is how our Township will establish truly optimized budgets and make the best use of public funds. To accomplish this, an understanding of the types of maintenance activities and cycles, preventative maintenance activities, timelines for application and rehabilitation activities, and timelines for application and replacement activities for each asset class should be reviewed. In addition, the cost for the activities should be documented and a cost-benefit analysis should be performed to determine which activities provide the best value for money.

An example of various activities that will affect the life on a linear asset:

Activity Type (Cost)	Description	Example
Preventative Maintenance (\$)	Any activities that prevent defects or deteriorations from occurring	(Roads) Crack Seal
Rehabilitation (\$\$)	Any activities that rectify defects or deficiencies that are already present and may be affecting asset performance	(Roads) Mill & Resurface
Reconstruction (\$\$\$)	Asset end-of-life activities that often involve the complete replacement of assets	(Roads) Road Reconstruction

3. Data Consolidation

The Township will be provided with an updated Data Structure, which will standardize classifications, asset details and it will ensure that asset attributes, user defined attributes are set up correctly throughout all asset categories. The data structure will be part of the CityWide Asset Manager software program that we have in place. Having a standard Data Structure will ensure the CityWide Asset Manager software program can synchronize with the Diamond Software for reporting.

4. Levels of Service Framework

Beyond meeting regulatory requirements, established levels of service (LOS) should support the intended purpose of the asset and its anticipated impact on the community and the Township. The Township will establish guiding principles for the LOS that each service should strive to provide internally to the Township and externally to citizens and regulators. Existing policies, documents, and frameworks will be reviewed that include established LOS. A review will involve the analysis of accessibility of services, affordability, reliability, safety and regulatory, and sustainability.

Accessible: Services of sufficient capacity are convenient and accessible to the entire community

- Affordable: Services are provided at the lowest possible cost for both current and future customers, for a required level of service, and are affordable
- Reliable: Services are predictable and continuous
- Safe & Regulatory: Services are delivered such that they minimize health, safety and security risks
- Sustainable: Services respect the natural and heritage environment

5. Financial Strategies

The two main risks to financial sustainability for municipalities are providing levels of service that do not reflect fiscal capacity and the cost of infrastructure. As a result, in order for an asset management program to be effectively implemented, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan is critical to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service and projected growth requirements. The financial strategy should define the relationships between maintenance/capital requirements, debt strategy, reserve strategy and annual revenue opportunities/strategies. The result is recommendations on the necessary near-term steps that need to be taken in order to manage the long-term budget requirements. Township council will be engaged as the financial strategy is developed for review.

6. Comprehensive Asset Management Plan

By using the CityWide Asset Manager software, the comprehensive asset management plan will continue to meet provincial standards and guidelines (Ontario Regulation 588/17) but will go beyond minimum requirements to become a document that officials, staff, and residents can use to guide their decision-making and develop an educated perspective. The software will enable us to keep the asset management plan current without the need to hire consultants each time the Township wants current information. The integration of Diamond software for financial information and the CityWide Asset Manager software for analysis will allow the Township to provide detailed asset management reporting. This will be extremely beneficial for long-term budgeting. The desired phased approach for developing the Township of Douro-Dummer comprehensive asset management plan, as part of the broader Program Development, is as follows;

7. Asset Management Training

Because the Township owns CityWide Asset Manager software, all information used, calculated, and forecasted in the plan along with strategy development built throughout the Program Development process, will be loaded into the software for the Township's management. The Township will be trained on the software on how to manage the data and strategies as new information becomes available. The software will enable the Township to update the plan going into the future to ensure that the plan is a living document. The software will be also used to pull out live information to support grant applications, make evidence-based decisions for project priorities, and aid in the annual and long-term budgeting process supporting the Asset Management Plan.

Conclusion:

Federation of Canadian Municipalities' (FCM) Municipal Asset Management Program (MAMP) for Asset Management Program is a five-year, \$50-million program designed to help Canadian municipalities make informed infrastructure

investment decisions based on sound asset management practices. The program is funded by the Government of Canada.

MAMP supports activities ranging from collecting data and analyzing asset management needs to developing policies and training staff to implement them. Eligible projects funded by the program will increase the municipality's capabilities and knowledge transfer in one of the following five competencies; asset management assessments, asset management plans, policies and strategies, data collection and reporting, training and organizational development as per the Asset Management Readiness Scale.

As per Resolution Number 238-2019 the Corporate Strategic Asset Management Plan Policy was approved by Council as per Ontario Regulation 588/17 (Asset Management Planning for Municipal Infrastructure) to meet the July 1, 2019 requirements of the Municipal Asset Management Planning Regulation (M.A.M.P.R., O. Reg. 588/2017) under the Infrastructure for Jobs and Prosperity Act, 2015.

Subject to funding availability, applications will be accepted on a continuous basis for up to 80 per cent of total eligible project costs, to a maximum of \$50,000. Projects must be completed within 11 months from funding approval notice. Recipients may only apply for one project in any fiscal year (April – March). Project applications must include a resolution of Council.

In addition to the above funding application I would request that Council approve using Efficiency Funding to complete the entire Public Sector Digest proposal. The 2020 budget included the Public Sector proposal costs with the corresponding efficiency funding and Federation of Canadian Municipalities' (FCM) Municipal Asset Management Program (MAMP) for Asset Management Program funding. The 2021 portion of the proposal will be moved to the 2021 budget at the end of the year.

The activities for the 2020 proposed project for the Efficiency funding are:

- **Risk Strategies**
- **Lifecycle Framework Development/Strategies**
- **Levels of Service Framework Development/Data Work**
- **Asset Management Training/Workshops**

The three main activities in the 2021 proposed project for the Federation of Canadian Municipalities' (FCM) Municipal Asset Management Program (MAMP) Grant in the Asset Management Program are;

- **Additional Asset Management Training – Reporting and Analysis**
- **Continued Levels of Service Analysis**
- **Comprehensive Asset Management Plan with Program Development Incorporated (2021 O. Reg 588/17 Compliant)**

Recommendation:

That report to Council, Treasurer-2020-21, be received and that staff continue the Asset Management Program Development with Public Sector Digest Incorporated for a total municipal expenditure of \$125,368, as reduced by the \$50,000 FCM Grant application and efficiency funding of \$61,193, resulting in a net municipal 2020 budget commitment of \$14,175. This project will be conducted over a 2-year time frame 2020 and 2021.

That Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Program Development in The Township of Douro-Dummer.

And that efficiency funding be used in the amount of \$61,193 for the balance of the Public Sector proposal that allows the Township to comply with the requirements of Asset Management Policy & Reporting (Bill 6, O. Reg. 588/17)

The following resolution is a requirement for the Canadian Municipalities' Municipal Asset Management Program for Asset Management Program Development application:

Be it resolved that Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Program Development in Douro-Dummer.

Be it therefore resolved that the Township of Douro-Dummer commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

Additional Asset Management Training – Reporting and Analysis

•Continued Levels of Service Analysis

•Comprehensive Asset Management Plan with Program Development Incorporated (2021 O. Reg 588/17 Compliant)

Be it further resolved that the Township of Douro-Dummer commits \$14,175 from its budget toward the costs of this initiative.

Financial Impact:

There is no additional cost associated with this report. The 2020 budgeted the Asset Management Policy & Reporting (Bill 6, O. Reg. 588/17) funded as \$14,175 through municipal taxes with an application for the Federation of Canadian Municipalities Grant (FCM MAMP) of \$50,000 and Efficiency Funding of \$61,193.

Strategic Plan Applicability:

N/A

Sustainability Plan Applicability:

N/A

Overview:

The fees bylaw has not been updated since 2017. It is due to have several increases and several items were not included in the by-law. Thank you to Vanessa for spending hours reviewing and updating the by-law. All department heads reviewed their section of the by-law to ensure that they agreed with all figures.

We realize that further analysis of some of the user fees (planning, etc.) is required but the fees by-law needs to be brought up to date to provide guidance to staff and managers in the collection of revenue.

Vicki, Manager of Parks & Recreation, has included an in-depth analysis of her departments changes which is attached to this report.

Conclusion:

The proposed amendments to the Fees and Charges By-law would ensure that the By-law remain up-to-day and transparent for the public.

Recommendation:

That the Treasurer-2020-20 report, dated September 1, 2020 regarding amending the User Fees and Charges By-law be received and that the User Fee By-law be approved as presented at the appropriate time in the meeting.

Financial Impact:

Additional fees and increases will allow the Township to collect more revenue.

Strategic Plan Applicability:

This recommendation is consistent with the Administration goal which is *"to ensure and enable an efficient and effective municipal administration"*.

Sustainability Plan Applicability:

NA

User Fees and Charges By-Law – Recreation Facilities

The rationale for changes, additions, and eliminations in the Recreation Facilities Fees for Services Bylaw were initiated by a comprehensive internal study. There was a need to do some housekeeping with the current fee structure, as there was multiple options presented for rates, difficult for staff to determine which fee to charge, and a flexibility in deviating from the structure. My analysis concluded that many of the fees posted were not utilized and actually followed through.

My fee study compared a varied list of neighbouring municipalities, similar in size, parks, and facilities rate structure. Upon evaluation the Township remains comparable in hall and ice costs, though differs with field and floor costs.

Most times when you rent a hall or room, the kitchen, and coffee urns are welcome to be used at no additional fee. However, there is a cost to hosting a bar at a function, and therefore an additional fee has been newly added. Should a caterer request to use the Township's commercial kitchen facility for outside catering opportunities, a stand-alone fee is presented. The Department has eliminated the catering fee from the Bylaw, as it is difficult to reflect the fluctuating food costs and different meals catered. At this point catering has not proven to be a successful and advantageous opportunity.

Ice rental rates are defined by prime time, non-prime time, local youth rates and outside youth rates to improve consistency. This also makes it easier to approximate revenues.

Floor rates were actually high for Adults in the comparison study, therefore a lower cost is presented. Parks rental rates have been non-existent for youth, and therefore have been an addition to the fee bylaw. The preference is to book field use per usage, in a block contract, similar to the ice users, and not as a seasonal rate. This allows for staff to know exactly when the field are being used.

Lastly, there is an addition of liability insurance surcharge added to individuals and groups should they not provide personal or association insurance coverage as part of the terms and conditions in their rental agreement. This would involve the Township purchasing a "User Group Program" insurance, which is a cost recovery program and provides coverage to the renter at a nominal rate.

Item	Department and Type	Fees	By-Law/Resolution/Policy Reference	
		HST		
Building		13.00%		By-Law - 2007-37
				Amended by 2014-28
1.1	Building - Classes of Permits and Fees	Permit fees for 2020		
	a) New Construction and Additions of residential nature. Attached garages and covered decks or porches included	Administration Fee - \$164.15 plus \$1.14 per square foot of construction		
	b) New Construction and additions of non-residential nature and accessory buildings	Administration Fee - \$164.15 plus \$0.83 per square foot of construction		
	c) New Construction and additions of commercial, industrial, institutional nature	Administration Fee - \$164.15 plus \$13.13 per thousand of construction value		
	d) Renovations to any structure	Administration Fee - \$164.15 plus \$13.13 per thousand of construction value		
	e) New foundations for relocated buildings or structures	Administration Fee - \$164.15 plus \$0.70 per square foot of construction		
	f) Farm building, additions and accessory farm structures	Administration Fee - \$164.15 plus \$0.29 per square foot of construction		By-law 2015-80
	g) Open Decks or Porches	Administration Fee - \$164.15 plus \$0.70 per square foot		
	h) Swimming Pools	\$164.15 flat fee		
	i) Move/relocate structures or buildings	\$164.15 flat fee		
	j) Move trailer (temporary)	\$164.15 flat fee		
	k) Solid Fuel Burning Appliance and/or chimneys	\$164.15 flat fee		
	2. Demolition Permits	\$218.87 flat fee		
	3. Change of Use Permit **	\$218.87 flat fee		
	4. Transfer Permit**	\$218.87 flat fee		
	5. Plumbing Permit	\$218.87 flat fee		
	a) Residential	\$164.15 if part of main permit, \$218.87 flat fee as a stand alone permit		
	b) Commercial	\$218.87 flat fee plus add \$4.32 per fixture		
	6. Minimum Fee	\$218.87 flat fee		
	7. Maintenance Fee	\$200.00 flat fee		
	** This fee for initial evaluation only			
	** This fee covers transfer without changes to original permit.			
	The rates shall be increased in 2016 and going forward each year based on either the Consumer Price Index or the Cost of Living Index, whichever is higher in the given year. The rates shall increase January 1 of each year.			
	**Building without a Building Permit will result in double the permit fees			By-law 2011-41
1.2	Development Charges			By-law 2019-40
	Residential - All Dwelling Units - Effective August 6, 2020	\$5,443.50		
	Non-Residential - All Development Types - Effective August 6, 2020	\$0.17 Per Square foot of building space		
	Mixed Use	Charges as determined by the equivalence to the above uses		
1.3	Sewage System Permits			By-law 2019-36
	Class 2 Sewage System	\$340.00		
	Class 3 Sewage System	\$340.00		
	Class 4 Sewage System, design capacity less than or equal to 4500 litres per day	\$680.00		
	Class 4 Sewage System, design capacity greater than 4500 litres per day and less than 10,000 litres per day	\$950.00		
	Class 4 tank replacement only	\$340.00		
	Class 4 Bed replacement only (or repair)	\$340.00		
	Class 5 Sewage System (Holding Tank)	\$680.00		
	Renovation/Change of Use Permit			
	Existing System review for renovation/additions/change of use (if sewage system permit required, this fee is waived)	\$225.00		
	Planning Applications			
	Minor Variances/Zoning By-law amendments requiring a site visit	\$150.00		
	Severance/Subdivision (per lot)	\$150.00		
	Copies of Closed Permits	\$40.00		
	Re-inspections			
	Mandatory re-inspections (Source Water Protection Plan) - Type 1	\$75.00		
	Mandatory re-inspections (Source Water Protection Plan) - Type 2	\$300.00		
	Mandatory re-inspection - Type 1	\$150.00		Resolution Number 501-2019
	Mandatory re-inspection - Type 2	\$300.00		
2.	Certificates	Excluding Tax	HST	Total
	Sale of Real Property	\$50.00	\$6.50	\$56.50
	Certificate of Compliance			
3.	Dogs - Regulating the Running at Large of Dogs			By-Law 2001-17 (amended 2011-61)
	Keeping a dog without having paid a licence to do so	\$75.00		
	Being the owner of a dog and allowing such dog to make a persistent noise	\$75.00		
	Being the owner of a dog and allowing such dog to run at large	\$75.00		
	Keeping dogs in a kennel without having paid for a licences to do so	\$75.00		
	Keeping more than three (3) dogs at a residence	\$75.00		
4.	Dogs - Licensing and Registration			By-Law 2001-17 (amended 2011-61)
	Male/Female paid before April 30th	\$15.00		By-law 2011-61
	Male/Female paid after April 30th	\$20.00		
	Kennel Licences paid before April 30th	\$50.00		
	Kennel Licences paid after April 30th	\$75.00		
	Fine- Running at Large -dog claimed by owner/pound	\$105.00		
	Replacement Dog Licence	\$5.00		By-law 2011-61
5.	Fire	Excluding Tax	HST	Total
	Fees & Charges -Services & Activities			
	Open Air Burning Permits			
	Agricultural	\$20.00		\$20.00
	Burn Barrell	\$20.00		\$20.00
	Campfire	\$20.00		\$20.00
	Campground, Tractor Park or Resort (annual)	\$50.00		\$50.00
	Commercial Fire	\$100.00		\$100.00
	Incinerator	\$60.00		\$60.00
	Residential Brush Fire	\$20.00		\$20.00
	Special Occurance Fire	\$40.00		\$40.00
	Response Rates for Open Air Burning			
	1st Charge 50% of current MTO rate			
	2nd and all subsequent charges 100% of current MTO rate			
	Request reports (Fire report, file search, Letter of Compliance, etc.)	\$60.00		\$60.00
	Fire & Rescue Department Vehicle incidents - per hour	charged at current MTO response rate per hour		
6.	Licences			
	Mobile Canteens			By-Law 2016-45
	Chip Trucks & Fast Food Vehicle	\$350.00		

Hot Dog Carts	\$200.00
Ice Cream Carts	\$250.00
Special Events - Per Day	\$50.00

Parade, Festival, Public Entertainment Licences - per day	\$300.00	By-Law 2001-72
--	-----------------	-----------------------

Lottery Licence issuing Fee	3% of value of prizes	By-Law 2002-36
------------------------------------	------------------------------	-----------------------

7. Line Fences

Line Fences Act		
Remuneration for fence-viewers	\$15.00 per hour plus applicable mileage rate	By-law 1999-74
Staff time -Administration Fees	\$45.00 per hour plus tax	By-law 2009-33

8. Livestock Investigators

Livestock Investigators Remuneration	\$50.00 per inspection plus mileage	Res. # 294-2008
--------------------------------------	-------------------------------------	------------------------

9. Municipal Hall Rental

	Excluding Tax	HST	Total	By-law 2014-62
2020 Municipal Hall Rental Fees				
Auditorium		\$13.78	\$119.78	fees increase 3% annually as of January 1st
				This includes opening and closing and the use of tables and chairs. This includes use of the institute room
Auditorium - Less then 4 Hours	\$106.00	\$7.74	\$67.30	This includes opening and closing and the use of tables and chairs. This includes use of the institute room
	\$59.56			
Institute Room	\$29.85	\$3.88	\$33.73	This includes opening and closing and the use of tables and chairs.
Kitchen - in addition to Auditorium/Institute Rent	\$89.56	\$11.64	\$101.20	This includes all kitchen equipment, dishes, urn, chafing dishes ect. NOTE: Collect Deposit
Coffee Urn	\$7.66	\$1.00	\$8.66	Rented on own. NOTE: Renter to Supply Fuel
Chafing Dishes	\$11.95	\$1.55	\$13.50	
Senior Citizens - Per Meeting	\$22.50	\$2.93	\$25.43	
Senior Citizens - Card Party	\$17.39	\$2.26	\$19.65	
Auditorium, Institute Room, Kitchen	\$201.70	\$26.22	\$227.92	This includes opening and closing and the use of table and chairs and all kitchen items. Note: Collect Deposit
Damage Deposit - With all Kitchen Rentals	50.00	\$0.00	\$50.00	Collect at time of rental when kitchen rented.
Funerals, Kiddie Kappers, Lions Dinners	Free of Charge			Requests for free or reduced rent need to be in writing and Council approval is required.

Municipal Office	Excluding Tax	HST	Total
------------------	---------------	-----	-------

10.1 Finance Department

Payment Receipt Reprint - Copy of receipt for payment on property tax account	\$10.00		\$10.00	Resolution 418-2016
Refund of Overpayment - Refund of credit balance to property owner when a duplicate payment is made in error	\$20.00		\$20.00	
Statement of Account - Statement detailing payments and taxes levied, and outstanding balance	\$10.00		\$10.00	
Transfer Credit Balance - To transfer payment(s) misallocated by customer or customer representative (i.e.. Bank) from one tax roll to another	\$20.00		\$20.00	
Ownership Change	\$20.00		\$20.00	
Commissioning of Documents - Does not include internal Planning Documents	\$10.00		\$10.00	
NSF Cheques - Handling fee charged when cheque is returned as not negotiable	\$30.00		\$30.00	

10.2 Miscellaneous

	Excluding Tax	HST	Total	
Blue Boxes	\$5.31	\$0.69	\$6.00	
Kitchen Composters	\$5.00	\$0.65	\$5.65	
Kitchen Composters - replacement filters	\$5.00	\$0.65	\$5.65	
Website Business Directory Listing - Per Calendar year	\$30.97	\$4.03	\$35.00	
Township Brochure Business Directory Listing	\$66.37	\$8.63	\$75.00	
Administration Fees - Staff time per hour (labour cost to search for historical records)	\$50.00	\$6.50	\$56.50	
Dummer Book	\$26.19	\$3.40	\$29.59	Point of Sale Rebate
Douro Book	\$19.05	\$2.48	\$21.53	Point of Sale Rebate
Douro Book to Retailers	\$15.24	\$1.98	\$17.22	Point of Sale Rebate
Dummer Book to Retailers	\$20.93	\$2.72	\$23.65	Point of Sale Rebate
Loq Barn Book	\$30.00		\$30.00	
911 Signs	\$47.06	\$6.12	\$53.18	
County Water Bottles	\$4.43	\$0.58	\$5.01	
Composter	\$45.53	\$5.92	\$51.45	
Digester	\$72.45	\$9.42	\$81.87	

10.3 Township Clothing

Golf Shirt	\$35.40	\$4.60	\$40.00	
Fleece Jacket (Full Zip)	\$47.79	\$6.21	\$54.00	
Men's Half Zip Fleece Jacket	\$43.36	\$5.64	\$49.00	
Three in One Techno Jacket	\$141.59	\$18.41	\$160.00	
Performance Stretch Jacket	\$52.21	\$6.79	\$59.00	
Lightweight Vented Jacket	\$34.51	\$4.49	\$39.00	
Dress Shirt (Long Sleeve)	\$38.05	\$4.95	\$43.00	
Dress Shirt (Short Sleeve)	\$33.63	\$4.37	\$38.00	
Ball Cap	\$13.27	\$1.73	\$15.00	
Toque with Cuff	\$10.62	\$1.38	\$12.00	

11. Photocopies/Faxing

	Excluding Tax	HST	Total
Photocopying and Report Charges			
Two sided copying & printing will be charged per copy cost			
Copies for all documents:			
8.5 x11 Black & White per copy	\$0.20	\$0.03	\$0.23
8.5 x11 Colour per copy	\$0.35	\$0.05	\$0.40
8.5x14 Black & White per copy	\$0.20	\$0.03	\$0.23
8.5X14 Colour per copy	\$0.50	\$0.07	\$0.57
11x17 Black & White per copy	\$0.25	\$0.03	\$0.28
11X17 Colour per copy	\$1.00	\$0.13	\$1.13
Copies - Projects more than 100 copies			
8.5 x11 Black & White per copy	\$0.15	\$0.02	\$0.17
8.5 x11 Colour per copy	\$0.30	\$0.04	\$0.34
8.5x14 Black & White per copy	\$0.15	\$0.02	\$0.17
8.5X14 Colour per copy	\$0.45	\$0.06	\$0.51
11x17 Black & White per copy	\$0.20	\$0.03	\$0.23
11X17 Colour per copy	\$0.95	\$0.12	\$1.07

Copies for documents for local community groups/local non-profit groups and local sports orgs.*

8.5 x11 Black & White per copy	\$0.15	\$0.02	\$0.17
8.5 x11 Colour per copy	\$0.30	\$0.04	\$0.34
8.5x14 Black & White per copy	\$0.20	\$0.03	\$0.23
8.5x14 Colour per copy	\$0.45	\$0.06	\$0.51
11x17 Black & White per copy	\$0.20	\$0.03	\$0.23
11x17 Colour per copy	\$0.95	\$0.12	\$1.07

Copies - Documents for Township Staff & Council

Council

8.5 x11 Black & White per copy	\$0.10	\$0.01	\$0.11
8.5 x11 Colour per copy	\$0.15	\$0.02	\$0.17
8.5x14 Black & White per copy	\$0.10	\$0.01	\$0.11
8.5x14 Colour per copy	\$0.30	\$0.04	\$0.34
11x17 Black & White per copy	\$0.15	\$0.02	\$0.17
11x17 Colour per copy	\$0.50	\$0.07	\$0.57

Copies for documents for Municipal Depts., Boards and Committees for quantities over 25

	Black & White	Colour	
8.5 x11	\$0.10	\$0.15	per copy
8.5x14	\$0.10	\$0.30	per copy
11x17	\$0.15	\$0.50	per copy

Computer Generated Printing Material

8.5 x11 Black & White per copy	\$0.25	\$0.03	\$0.28
8.5 x11 Colour per copy	\$0.40	\$0.05	\$0.45
8.5x14 Black & White per copy	\$0.25	\$0.03	\$0.28
8.5x14 Colour per copy	\$0.50	\$0.07	\$0.57

Faxing

Fax Charges - sending - per page	\$2.00	\$0.26	\$2.26
Fax Charges - sending (greater than 6 pages) - per page	\$1.50	\$0.20	\$1.70
Fax Charges - receiving - per page	\$1.00	\$0.13	\$1.13
Fax Charges - receiving (greater than 6 pages) - per page	\$0.75	\$0.10	\$0.85

Certified copies of minutes & by-laws - per page

	\$1.00	\$0.13	\$1.13
--	--------	--------	--------

* Local Community groups/local non-profit groups and local sporting organizations may include: U.C.W., Institute, church related organizations, churches, Cubs, Scouts, Brownies, Guides, Lions Club, Minor Hockey, Minor Ball, Figure Skating, Kiddie Kapers, Day Care Camp and Out Reach Programs or as determined by staff
 ** One copy of all minutes will be provided to ratepayers at no charge. Additional copies will be at the above rates.

Planning/Development

Planning Fees for 2020

12.1	Planning Application fees and deposits	May be subject to additional fees	By-law 2016-56
	Severance Review	Free Service	
	Minor Variance Application - Effective January 1, 2020	\$1,380.00	
	Amended Minor Variance Application - prior to circulation - Effective January 1, 2020	\$185.00	
	Amended Minor Variance Application - after circulation - Effective January 1, 2020	\$990.00	
	Zoning By-law Amendment - Effective January 1, 2020	\$1,460.00	
	Amended Zoning Amendment Application - prior to circulation - Effective January 1, 2020	\$185.00	

Amended Zoning Amendment Application - after circulation - Effective January 1, 2020	\$1,095.00
Removal of Holding Provision - Effective January 1, 2020	\$735.00
Site Plan Approval - Minor	\$1,045.00
Site Plan Approval - Major	\$2,085.00
Plan of Subdivision - Effective January 1, 2020	\$10,425.00
Advertising Fee (newspaper)	actual cost of advertising * If deemed necessary
Special Meeting Fee - Effective January 1, 2020	\$680.00 *If additional meeting requested by applicant
Predevelopment Agreement for major applications	\$5,000.00 Deposit
*The rates shall be increased in 2019 and going forward each year based on either the Consumer Price Index or the Cost of Living Index, whichever is higher in the given year. The rates shall increase January 1 of each year.	

12.2	Planning Miscellaneous			
	Cash-in-lieu of Parkland	\$1,250.00		
	Signing of Merger Agreement Fee	\$100.00		
	Encroachment Agreement	\$250.00 fee + \$500 Deposit		
	Minor Amendment to Existing Encroachment Agreement	\$100.00		
	Demolition Agreement	\$250.00 fee + \$500 Deposit		
	Extend Existing Demolition Agreement	\$100.00		
12.3	Renewable Energy Projects	May be Subject to Additional Fees		Policy No. D-3
	Small Scale Ground Mount Solar Project	\$1,500.00		
	Large Scale Industrial Facility Project	\$3,000.00		
	Resubmission with changes	\$750.00		
12.4	Planning Documents			
	Copy of Official Plan &/or Zoning By-law	Cost of Printing		
12.5	Property Information Requests (lawyers, real estate agents)			Resolution 418-2016
	Tax Certificate	\$40.00		
	Work Order Information	\$40.00		
	Zoning Information/Compliance	\$40.00		
	Building Permit Compliance	\$40.00		
Public Works - Roads		Excluding Tax	HST	Total
13.1	Entrance Permit			Policy No. T-1
	Application Fee (Township to install Entrance)	\$100.00	\$13.00	\$113.00
	Application Fee (Owner to install Entrance)	\$200.00	\$26.00	\$226.00
	No Culvert Required	Cost shall be based on the current year pricing of materials required, labour wages and machine time		\$500.00 deposit required
	Culvert Required	Cost shall be based on the current year pricing of materials required, labour wages and machine time		
13.2	Parking Infractions			2014-25
	No Stopping Infractions	\$30.00		(Amended by: 2014-57, 2015-54, 2015-55)
14.	Public Works - Transfer Station			
	Tipping Fees			By-Law 2008-39
	Waste weighing less than 30 lbs. (13.6 kgs.)	\$3.00	Exist Tax Act S. 20 Pt. 6 Sch. 5	(amended 2009-55, 2014-29, 2017-04)
	Waste weighing more than 30 lbs. (13.6 kgs.) - per tonne	\$95.00		
	Propane Tanks (weighing 20 lbs. or less) each	Free		
	Propane Tanks (weighing more than 20 lbs.) each	Free		
	Appliances containing Freon surcharge plus per tonne rate	15.00		
	Replacement Landfill Cards	25.00		
	Mattresses - Effective January 1, 2019	\$25.00 each		
	Box Springs	\$25.00 each		
	Bag Tags (each)	\$3.00		
15.	Recreation Facilities			Proposed to Remove text in Green
	*Note: A 1.25% per month late payment penalty fee applies to Sections 15 to 21			
	*At the discretion of management, any fees may be adjusted to accommodate special circumstances or requests in order to promote further facility rentals			
	Arenas & Parks	Excluding Tax	HST	Total
	Advertising Fees			
	Ice Resurfacer (per side)	\$300.00	\$39.00	\$339.00
	Wall Mounted (4'x8' Sheet)	\$200.00	\$26.00	\$226.00
	Board Mounted (38"x8' Kit)	\$200.00	\$26.00	\$226.00
	In Ice logo (per logo)	\$500.00	\$65.00	\$565.00
	Viewing Lobby (Douro) (11/2' x 3')	\$150.00	\$19.50	\$169.50
	South Ball Diamond (4'x8' Sheet)	\$150.00	\$19.50	\$169.50
	Stick Rack (2"x12")	\$50.00	\$6.50	\$56.50
16.	Arena-Douro	Excluding Tax	HST	Total
	Douro Arena - Harvest Room			
	Hourly Rental	\$25.00	\$3.25	\$28.25
	1/2 Day Rental (4 hours or less)	\$75.00	\$9.75	\$84.75
	Day Rental	\$150.00	\$19.50	\$169.50
	Deposit	\$125.00		
	Rental (6 Hours)	\$152.00	\$19.76	\$171.76
	Rental (Over 6 Hours)	\$152.00 plus \$28.79 for each additional hour over 6	To be calculated based on rental	
	Douro Community Centre - Wellington Room			
	Hourly Rental	\$45.00	\$5.85	\$50.85
	1/2 Day Rental (4 hours or less)	\$125.00	\$16.25	\$141.25
	Day Rental (Sunday - Thursday)	\$250.00	\$32.50	\$282.50
	Weekend or Stat Day Rental (Friday - Saturday)	\$400.00	\$52.00	\$452.00
	Bar Requested	\$50.00	\$6.50	\$56.50
	Kitchen Day Rental - Catering	\$75.00	\$9.75	\$84.75
	Deposit	\$125.00		
	Rental (wedding, receptions, no bar)	\$400.00	\$52.00	\$452.00
	Rental (wedding, receptions, with bar)	\$400.00	\$52.00	\$452.00
	Meetings 1/2 day	\$178.00	\$23.14	\$201.14
	Rental (6 Hours)	\$230.00	\$29.90	\$259.90
	Rental (Over 6 Hours)	\$230.00 plus \$44.62 for each additional hour over 6	To be calculated based on rental	
	Extra's			
	Settings - per setting (dishes, cutlery)	\$4.82	\$0.63	\$5.45
	Coffee Urn	\$7.22	\$0.94	\$8.16
	Buffet Dinner per person	\$18.97	\$2.47	\$21.44
	*Prices for catering may be adjusted at management's discretion in the event of unforeseen changes in the market price of food			
	*Prices for catering range from the choice of lunch/dinner provided			
	*Facility subsidy Requests can be made under the Policy			
	Ice Surface (both arenas)			
	Deposit	\$125.00		
	Evening only-no bar	\$600.00	\$78.00	\$678.00
	Evening only - with bar	\$600.00	\$78.00	\$678.00
	Daytime only-no bar	\$600.00	\$78.00	\$678.00
	Daytime only - with bar	\$600.00	\$78.00	\$678.00
	Storage (Dav)	\$150.00	\$19.50	\$169.50
17.	Arena-Douro	Excluding Tax	HST	Total
	*Prime Time: Monday - Friday 5:00 pm - 11:00 pm, Saturday and Sunday 7:00 am - 11:00 pm, and all statutory holidays			
	* Non-Prime Time: Monday - Friday 7:00 am - 5:00 pm			
	Douro Arena Winter Ice Rentals			
	Prime Time	\$165.00	\$21.45	\$186.45
	Non-Prime Time	\$85.00	\$11.05	\$96.05
	Local Youth Sport	\$130.00	\$16.90	\$146.90

Outside Youth Sport	\$140.00	\$18.20	\$158.20
Weekday Daytime(8:00 a.m. - 4:00 p.m.)	\$90 (hour) or \$60/hour with a minimum 2 consecutive hours	To be calculated based on rental	
Douro Arena Floor Surface			
Adult Sport Hourly Rental	\$60.00	\$7.80	\$67.80
Youth Sport Hourly Rental	\$50.00	\$6.50	\$56.50
1/2 Day Event Rental	\$300.00	\$39.00	\$339.00
Day Event Rental	\$600.00	\$78.00	\$678.00
2 Day Event Rental	\$1,000.00	\$130.00	\$1,130.00
Summer Ball Hockey/Lacrosse Tournaments	\$75 (adult) \$50 (youth) \$20 discount per hour with minimum 8 consecutive hours rented	To be calculated based on rental To be calculated based on rental	

Douro - Rec Centre	Excluding Tax	HST	Total
Deposit	\$125.00		
Hourly Rental	\$28.79	\$3.74	\$32.53
Rental (6 Hours)	\$152.00	\$19.76	\$171.76
Rental (Over 6 Hours)	\$152.00 plus \$28.79 for each additional hour over 6	To be calculated based on rental	

18. Arena-Warsaw	Excluding Tax	HST	Total
Warsaw Arena - Upstairs Room			
Hourly Rental	\$25.00	\$3.25	\$28.25
1/2 Day Rental (4 hours or less)	\$75.00	\$9.75	\$84.75
Day Rental (Sunday - Thursday)	\$150.00	\$19.50	\$169.50
Weekend or Stat Day Rental (Friday - Saturday)	\$200.00	\$26.00	\$226.00
Bar Requested	\$50.00	\$6.50	\$56.50
Deposit	\$125.00		
Rental (wedding, receptions, no bar)	\$130.00	\$16.90	\$146.90
Rental (wedding, receptions, with bar)	\$130.00	\$16.90	\$146.90
Extra's			
Coffee Urn	\$7.22	\$0.94	\$8.16
Settings - per setting (dishes, cutlery)	\$4.82	\$0.63	\$5.45
Buffet Dinner per person	\$18.97	\$2.47	\$21.44
*Prices for catering may be adjusted at management's discretion in the event of unforeseen changes in the market price of food			

Ice Surface (both arenas)	Excluding Tax	HST	Total
Deposit	\$125.00		
Evening only-no bar	\$600.00	\$78.00	\$678.00
Evening only - with bar	\$600.00	\$78.00	\$678.00
Daytime only-no bar	\$600.00	\$78.00	\$678.00
Daytime only - with bar	\$600.00	\$78.00	\$678.00
Storage (Dav)	\$150.00	\$19.50	\$169.50

19. Arena-Warsaw	Excluding Tax	HST	Total
*Prime Time: Monday - Friday 5:00 pm - 11:00 pm, Saturday and Sunday 7:00 am - 11:00 pm, and all statutory holidays			
* Non-Prime Time: Monday - Friday 7:00 am - 5:00 pm			
Warsaw Arena Winter Ice Rentals			
Prime Time	\$145.00	\$18.85	\$163.85
Non-Prime Time	\$75.00	\$9.75	\$84.75
Local Youth Sport	\$110.00	\$14.30	\$124.30
Outside Youth Sport	\$120.00	\$15.60	\$135.60
Weekday Daytime(8:00 a.m. - 4:00 p.m.)	\$108.00	\$14.04	\$122.04
Summer Ball Hockey/Lacrosse Tournaments	\$75 (adult) \$50 (youth) \$20 discount per hour with minimum 8 consecutive hours rented	To be calculated based on rental To be calculated based on rental	
Warsaw Arena Floor Surface			
Adult Sport Hourly Rental	\$60.00	\$7.80	\$67.80
Youth Sport Hourly Rental	\$50.00	\$6.50	\$56.50
1/2 Day Event Rental	\$300.00	\$39.00	\$339.00
Day Event Rental	\$600.00	\$78.00	\$678.00
2 Day Event Rental	\$1,000.00	\$130.00	\$1,130.00

20. Parks	Excluding Tax	HST	Total
Park Rental Rates			
Adult Sports Field - per game	\$30.00	\$3.90	\$33.90
Youth Sports Field - per game	\$10.00	\$1.30	\$11.30
Ball Diamond with Lights	\$35.00	\$4.55	\$39.55
Day Tournaments - Douro Park - Includes Lining	\$150.00	\$19.50	\$169.50
Ball Fields - one night occasion	\$30.00	\$3.90	\$33.90
Ball Fields - one night a week for season - Includes Lining	\$400.00	\$52.00	\$452.00
Day Tournaments -Douro Park - Includes Lining	\$160.00	\$20.80	\$180.80
Preparation Fee - Lining	\$27.71	\$3.60	\$31.31
South Baseball Diamond Lights Rental Fee (Excludes Minor Teams)	\$14.00	\$1.82	\$15.82
Damage Deposit	\$100.00		

- Ongoing Covid-19 pandemic related actions - the creation of new policies, health and safety concerns, work at home set up or alternative work locations for most employees, communications to Council, the public and staff have occupied a very large amount of time. The pandemic has changed the way that the corporation functions and many new plans and processes have had to be put in place.
- Received results of staff survey regarding re-opening the office to the public and reducing remote work to learn about employee concerns and ideas for implementation.
- Continued to work with Tammy and her team at WCSC on the Service Delivery and Organizational Review Project – Presentation to Management Team on August 17, 2020 and to Council on August 24, 2020.
- Participated in bi-weekly calls with CAOs from across the County to discuss common issues and share best practices.
- Attended virtual meetings with OPP and Peterborough Public Health on multiple issues stemming from the Covid-19 pandemic.
- Had meeting with MTO regarding changes to legislation regarding off-road vehicles on municipal roadways.
- Prepared various reports to Council and agenda items.
- Worked with Mary Spence of the County of Peterborough for the recruitment of a Permanent Manager of Public Works as per Council direction. Process is now complete.
- Met with Lakefield College School regarding their safe re-opening plans and communication strategy.
- Attended multiple EOC meetings.
- Hosted staff and management team meetings.
- Committee on Edwards Pit has been meeting with consultants and local experts
- Photocopier RFP has been circulated.
- Worked with Peterborough Public Health on public events that were taking place in the Township under the new Covid-19 restrictions.
- Assisted Public Works Staff with Daleview Road project, attended on location and virtual meetings.
- Assisted Clerk's/Planning and Building Departments with various inquires and applications under the Planning Act.

- Continuing work on implementing the electronic agenda management system, including working on templates and training.
 - o Continuing to work with staff to create all reports in eScribe
 - o Continuing work on various templates (i.e. reports, agendas, etc.).
- Continued work on a comprehensive list of ongoing matters/RFPs/Agreements (matters that need renewing/updating, etc.)
- Development Deposits – updated necessary development deposit accounts
- Staff have responded to many inquiries and attended pre-consultation meetings regarding planning, minor variances, rezonings, subdivision, site plan applications
 - o Continued to use the new pre-consultation process for planning applications, including creating a pre-consultation application and established a follow up process. This process has already proven to be effective to ensure information from all agencies are provided to applicants prior to submitting applications.
 - o Followed up on a number of planning pre-consultation meetings
- Continue to monitor the LPAT hearing process regarding an appeal currently being processed by the LPAT
- Prepared minutes, agendas, by-laws for Council and committees
- Prepared various correspondence from Council meetings
- Attended EOC meetings, management/staff meetings
- Attended a virtual Parliamentary Procedure Course
- Training with staff, Council and Committee members on how to use zoom and eScribe
- Continued conversations and attended virtual meeting regarding the Service Delivery and Organizational review
- Participated and worked with the working group on the Use of the Wharves
- Continued work on the appointment of a new Integrity Commissioner (i.e. notification, signing agreement, etc.).
- Continuing work with the County on a RFP for a Human Resource Consultant for the hiring of a CAO
- Continuing to train staff on processing planning applications
- Various staff have taken vacation

Building Services Monthly Report

May 27 to August 25

Highlights

- 45 Building Permits Issued
- 22 Septic Permits Issued
- 111 Building Inspections – 95% Pass Rate
- 10 Septic Inspections

Ongoing Projects

- COVID-19 has provided a variety of challenges:
 - Customer communication has been through email primarily and some voice calls
 - Permit issuance was on hold as a non-essential service from April 4th to May 19th.
 - Permit volume is down year over year, although August was very busy (31 permits issued so far). Permit value is significantly down therefore fees are down as well.
- Completed work on RFP for website. Will be released shortly.
- Engaged in steering committee meeting for Service Delivery Review
- Septic Re-inspection program is on track with slight modifications to not force non-residents to their property. Contactless inspections began in June. Program is nearing complete. Report will come to Council in Oct with summary.
- ddpermits website Phase 3 upgrades complete. Press release coming soon once final tweaks are done.
- Received pickup truck and has been used exclusively last 4 weeks. Came in ~\$5000 under budget.

Future Projects

- Tiny Dwelling and other ZB updates
- Fee study preparations will be done as per service delivery review
- Overhaul of financial module will be done soon, to assist building department permit workflow.

Health and Safety

- No incidents, no near misses.

This report is regarding finalized July fire statistics as well as partial August statistics. This also includes August monthly update from Douro-Dummer Fire Services

Overview:

- Training in August includes all station vehicle and equipment checks as well as medical recertifications.
- Deputy Chief leading, Self-Contained Breathing Apparatus (SCBA) review committee – reviewing 3 manufacturers for future purchase considerations
- Tank 1 tender complete and sent out, closing September 16th
- Burn Permits under new system:
 - As anticipated the new burn permitting system has had both negative and positive feedback. Most negative comments are due to mis-information and once a conversation is had, most end in a reasonable way. In the early stages there were some untimely system performance problems, but the support team has addressed these issues quickly. Timing of the launch with an implemented burn ban shortly after, no doubt added some confusion and frustration, but it also let us inform permit holders of the risk and when the burn ban was lifted.
 - This is proving to be a good engagement tool for the public and the more people are aware and use it, the less problems we anticipate for both response and complaints – especially during burn bans.
 - It has been just over 7 weeks since the launch and we have 405 valid permits with 89% of those being done by the public and 11% by administration. In comparison, our previous permitting system for 2020 had a total of 113 permits (up to July 2), and for 2019 had 184 permits, where all had to be created by administration. An additional 55 accounts have been created by the public who have not yet acquired a permit.
 - The burn permit system has received 418 call-ins to the permit portal. 209 permits have been activated, where 178 were done by phone and the remainder online.
- Participate in Service Delivery reviews and meetings
- Participated in hiring committee
- All fire truck pumpers serviced and annual testing completed
- Consultation with LCS for school start-up processes for Fire Drills and response protocols
- Station 1 & 2 Vehicle Safeties completed
- In July we attended 44 calls for help, resulting in 55 station deployments and 96 vehicle deployments. 50% were medical related. Compared to July 2019, we had 49 calls for help.
- Up to August 23rd , we have had 40 calls for help – full details will be provided in next Month's report

AUGUST 2020

ADMINISTRATIVE

- Communication with User Groups RE: reopening of CC, criteria
- Networking/Meetings with Arena Managers, Public Health
- Creating new protocol/procedures for re-opening of facilities
- Analyzing specs for Sport Rubber Flooring in the Tender
- Training & orientation to new P-T Parks Employee
- Working on possible long term lease agreement
- Preparing Tender for Tile drain work at ball field
- Communication with Insurance Co, re: liability at facilities/user groups
- Sourcing upcoming training opportunities for facility staff
- Sourcing signage/security for facility needs.
- Issuing facility staff work plans, and tracking documents, ongoing
- Budget, invoices, inquiries, and council reports

OPERATIONAL

- Grass cutting, weeding maintenance at parks and facilities
- Daily Playground sanitization and inspections
- Cleaned beachfront at North & South Parks
- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance, ongoing
- Dressing rooms have been painted at DCC
- Hands free soap dispensers have been installed at both Community Centres
- Scraped/primed/painted exterior doors at CC
- Removed broken picnic tables at North Park
- Repaired wood fence/painted at DCC
- Paint wood flower bed rails at Rec Centre
- New flower beds at Maryvale/and Fire Hall
- SUN Project garden at Back Dam Park is back on track for September.

CAPITAL PROJECTS

- Glycol Loop has been completed.
- Work in progress for the descendant dehumidifier
- Engineer Report completed for grading at Clintonia Park
- ORCA permit application for Clintonia Park submitted

Departmental Update:

1. Roads Division:

a. Administrative:

- Timesheets, monthly reports, fuel dips, Council reports, inquiries from residents' concerns, invoices
- Management team meetings

b. Operational:

- Staff completed maintenance on equipment as time permits
- Ditching at various locations in Donwood
- Consultant in for approximately one week to oversee grading, ditching techniques and construction processes - Waiting for feedback from Consultant
- Patching continues on various roads as needed
- Assist Recreation Department with removal of swings at Clintonia Park
- Grading ongoing when weather permits
- Repairs to dock boards at Crowes Landing
- Completed culvert installations at various locations
- Douglas and Rock Road projects ongoing – removal of road surface, culvert installations and ditching – Anticipated completion date end of September
- Brushing ongoing at various locations – sightlines, sign visibility
- Prepare Ironwoods Road turnaround (additional aggregate) and minor ditching for surface treatment
- Speed limit signs, street and 911 signs have been installed
- Strickland Street project is underway in conjunction with Selwyn Township
- GPS installations on trucks/equipment has been delayed due to COVID-19. The contractor has been in touch and is hoping to finalize the installations in the near future
- MESH has been delayed due to COVID however is moving forward, gathering information from staff that is required to have some platforms implemented
- Daleview Road project scheduled to commence on or around August 31, 2020 with the October 30, 2020 completion date for Phase 1
- Received new tandem plow truck - outfitting with logo, licensing, etc.

- Shingles repaired on sand dome roof (wind damage)
- Various site meetings with residents regarding entrance permits and concerns

c. Health & Safety:

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

2. Waste Management Division:

- Halls Glen Transfer Station continues to operate partially re-opened (not accepting mattresses, re-use items and clothing) with restrictions in place due to health and safety precautions for workers and residents relative to COVID-19 and is functioning well.
- Yard / Green waste bin in place at the Warsaw roads depot

Minutes of the Electronic Township of Douro-Dummer Planning Committee Meeting

August 7, 2020, 9:00 AM

Douro-Dummer YouTube Channel

https://www.youtube.com/channel/UCPpzm-uRBZRDjB89o2X6R_A

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

Staff Present: **Secretary, Clerk/Planning Coordinator - Crystal McMillan**
 Administration Assistant - Vanessa Sweeting
 Administration Assistant - Nicole Zenner

1. Call to Order by Chair: The Chair called the meeting to order at 9:03 a.m.
2. Disclosure of Pecuniary Interest: The Chair reminded members of their obligation to declare any pecuniary interest they might have. None were declared.
3. Approval of Minutes:

3.1 Minutes - June 22, 2020

Resolution

Moved By Wendy Dunford

Seconded By Jim Patterson

That the Minutes from the Planning Committee Meeting, held on June 22, 2020, be received and approved, as circulated. Carried

4. Severance Applications:

4.1 B-39-20, Clerk/Planning-2020-37

Concession 1, Part Lot 11

Ironwoods Drive, Dummer Ward

Roll No.: 1522-020-003-07300

Purpose of the application – Creation of a new residential lot

In attendance: Marcelle Mundell, applicant

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

Recommendation

Moved By Ken Jackman

Seconded By Wendy Dunford

That it be recommended to Council that Severance Application B-39-20 for Doug and Marcelle Mundell be approved, and if approved by the Peterborough County Land Division Committee that the following conditions be imposed:

- \$1250.00 cash-in-lieu of parkland be paid to the municipality
- That a rezoning of the retained and severed lots be obtained to the satisfaction of the municipality, only if another agency requires a rezoning on the application
- That a 3 metre strip of frontage from the severed parcel be deeded to the Township for road widening purposes
- That a safe entrance be approved by the Manager of Public Works

Carried

5. Severance Proposals:

5.1 Preliminary Severance Review - Lobb, Clerk/Planning-2020-36

Lot 4, Concession 5

276 Sixth Line Road South Dummer, Dummer Ward

Roll No. 1522-020-001-08200

Purpose of the proposal – Creation of a New Lot

In attendance: N/A

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

Recommendation

Moved By Jim Patterson

Seconded By Ed Reid

That the Committee recommend that Council support in principle the severance proposal for Roy Lobb and when a formal application is submitted to the Peterborough Land Division Committee that the following conditions be imposed:

- \$1250.00 cash-in-lieu of parkland be paid to the municipality
- That a 3 metre strip of frontage from the severed parcel be deeded to the Township for road widening purposes
- That a safe entrance be approved by the Manager of Public Works
- When the applicant files a formal consent application, there will be a fee(s) to inspect the test holes to ensure a septic system would be viable – current fees are \$150 per lot severed and \$150 for retained if vacant and applicant is responsible for the digging of the test holes.

This support is based on the information provided at this time and the application will be further reviewed upon receipt of the formal application.

Carried

6. Next Meeting Date: September 25th, 2020 at 9:00 a.m.

The Committee will hold meetings going forward on the 4th Friday of each month at 9:00 a.m., save and except when a holiday falls on that day.

7. Adjournment

Resolution

Moved By Wendy Dunford

Seconded By Jim Patterson

That this meeting adjourn at 9:18 a.m.

Carried

Chair, Karl Moher

Secretary, Crystal McMillan

The Corporation of the Township of Douro-Dummer

By-law Number 2020-47

**Being a By-law to appoint a
Manager of Public Works
and repeal By-law 2020-23**

Whereas the position of Manager of Public Works become vacant due to an employee retirement;

And Whereas the Township of Douro-Dummer deems it advisable to appoint a Manager of Public Works to fill this vacancy;

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

1. That Jason (Jake) Condon be appointed as the Manager of Public Works.
2. That this By-law shall come into effect on September 1, 2020.
3. That By-law 2020-23 and all other by-laws of the Township of Douro-Dummer that conflict with this by-law are hereby are hereby repealed on September 1, 2020.

Passed in open council this 1st day of September, 2020.

Mayor, J. Murray Jones

Clerk, Crystal McMillan

The Corporation of the Township of Douro-Dummer
By-law Number 2020-48
Being a By-law to amend By-law 2019-24
(appoint members to Donwood Parks Committee)

Whereas the Township of Douro-Dummer passed By-law 2019-24 to appoint members to the Donwood Parks Committee;

And whereas the Council of the Township of Douro-Dummer deems it necessary to amend the By-law to appoint a new member to the Donwood Parks Committee;

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

1. That Section 1 of By-law No. 2019-24 is hereby amended by including Mark Porter to serve as a member of the Donwood Parks Committee.
2. That Section 3 of By-law No. 2019-24 is hereby amended by including Vicki Hallam as a member of staff of the Donwood Parks Committee.
3. That any by-law or part thereof which conflicts with this by-law be hereby repealed.
4. That this By-law shall come into effect on the day of passing.
5. In all other respects By-law No. 2019-24 is hereby confirmed.

Passed in open council this 1st day of September, 2020.

Mayor, J. Murray Jones

Clerk, Crystal McMillan

The Corporation of the Township of Douro-Dummer

By-law Number 2020-49

**Being a By-law to Amend By-law 2019-04, as amended
(To remove a member from the Douro-Dummer Public Library Board)**

Whereas By-law 2019-04, as amended, was passed by Council to appoint members to the Douro-Dummer Public Library Board for a term concurrent with the term of Council;

And Whereas it is deemed necessary to amend By-law No. 2019-04, as amended, to remove a member from the Douro-Dummer Public Library Board;

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

1. That Section 1 of By-law No. 2019-04 is hereby amended by removing Marc Trudeau as a member of the Douro-Dummer Public Library Board.
2. In all other respects By-law No. 2019-04, as amended, is hereby confirmed.
3. That this by-law shall come into full force and effect immediately upon the passing thereof.

Passed in open council this 1st day of September, 2020.

Mayor, J. Murray Jones

Clerk, Crystal McMillan

The Corporation of the Township of Douro-Dummer

By-law Number 2020-50

**Being a By-law to provide for User Fees and Charges, and to repeal
2017-30, as amended**

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

And whereas it is desirable to formally adopt the fees and charges presently in existence, provide for some future increases for some of the fees and charges and to formally adopt the list that will be available for public inspection;

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

1. That Schedule "A" attached hereto shall comprise the list of fees and charges that will be available for public inspection.
2. That all the fees and charges included in Schedule "A" attached hereto are hereby adopted by council if not otherwise done so by by-law.
3. That By-law Number 2017-30 as amended is hereby repealed, in its entirety.

Passed in open Council this 1st day of September, 2020.

Mayor, J. Murray Jones

Clerk, Crystal McMillan

Item	Department and Type	Fees	By-Law/Resolution/Policy Reference	
		HST		
		13.00%		By-Law - 2007-37
				Amended by 2014-28
1.1	Building - Classes of Permits and Fees	Permit fees for 2020		
	a) New Construction and Additions of residential nature. Attached garages and covered decks or porches included	Administration Fee - \$164.15 plus \$1.14 per square foot of construction		
	b) New Construction and additions of non-residential nature and accessory buildings	Administration Fee - \$164.15 plus \$0.83 per square foot of construction		
	c) New Construction and additions of commercial, industrial, institutional nature	Administration Fee - \$164.15 plus \$13.13 per thousand of construction value		
	d) Renovations to any structure	Administration Fee - \$164.15 plus \$13.13 per thousand of construction value		
	e) New foundations for relocated buildings or structures	Administration Fee - \$164.15 plus \$0.70 per square foot of construction		
	f) Farm building, additions and accessory farm structures	Administration Fee - \$164.15 plus \$0.29 per square foot of construction		By-law 2015-80
	g) Open Decks or Porches	Administration Fee - \$164.15 plus \$0.70 per square foot		
	h) Swimming Pools	\$164.15 flat fee		
	i) Move/relocate structures or buildings	\$164.15 flat fee		
	j) Move trailer (temporary)	\$164.15 flat fee		
	k) Solid Fuel Burning Appliance and/or chimneys	\$164.15 flat fee		
	2. Demolition Permits	\$218.87 flat fee		
	3. Change of Use Permit **	\$218.87 flat fee		
	4. Transfer Permit**	\$218.87 flat fee		
	5. Plumbing Permit	\$218.87 flat fee		
	a) Residential	\$164.15 if part of main permit, \$218.87 flat fee as a stand alone permit		
	b) Commercial	\$218.87 flat fee plus add \$4.32 per fixture		
	6. Minimum Fee	\$218.87 flat fee		
	7. Maintenance Fee	\$200.00 flat fee		
	** This fee for initial evaluation only			
	** This fee covers transfer without changes to original permit.			
	The rates shall be increased in 2016 and going forward each year based on either the Consumer Price Index or the Cost of Living Index, whichever is higher in the given year. The rates shall increase January 1 of each year.			
	**Building without a Building Permit will result in double the permit fees			By-law 2011-41
1.2	Development Charges			By-law 2019-40
	Residential - All Dwelling Units - Effective August 6, 2020	\$5,443.50		
	Non-Residential - All Development Types - Effective August 6, 2020	\$0.17 Per Square foot of building space		
	Mixed Use	Charges as determined by the equivalence to the above uses		
1.3	Sewage System Permits			By-law 2019-36
	Class 2 Sewage System	\$340.00		
	Class 3 Sewage System	\$340.00		
	Class 4 Sewage System, design capacity less than or equal to 4500 litres per day	\$680.00		
	Class 4 Sewage System, design capacity greater than 4500 litres per day and less than 10,000 litres per day	\$950.00		
	Class 4 tank replacement only	\$340.00		
	Class 4 Bed replacement only (or repair)	\$340.00		
	Class 5 Sewage System (Holding Tank)	\$680.00		
	Renovation/Change of Use Permit			
	Existing System review for renovation/additions/change of use (if sewage system permit required, this fee is waived)	\$225.00		
	Planning Applications			
	Minor Variances/Zoning By-law amendments requiring a site visit	\$150.00		
	Severance/Subdivision (per lot)	\$150.00		
	Copies of Closed Permits	\$40.00		
	Re-inspections			
	Mandatory re-inspections (Source Water Protection Plan) - Type 1	\$75.00		
	Mandatory re-inspections (Source Water Protection Plan) - Type 2	\$300.00		
	Mandatory re-inspection - Type 1	\$150.00		Resolution Number 501-2019
	Mandatory re-inspection - Type 2	\$300.00		
2.	Certificates	Excluding Tax	HST	Total
	Sale of Real Property	\$50.00	\$6.50	\$56.50
	Certificate of Compliance			
3.	Dogs - Regulating the Running at Large of Dogs			By-Law 2001-17 (amended 2011-61)
	Keeping a dog without having paid a licence to do so	\$75.00		
	Being the owner of a dog and allowing such dog to make a persistent noise	\$75.00		
	Being the owner of a dog and allowing such dog to run at large	\$75.00		
	Keeping dogs in a kennel without having paid for a licences to do so	\$75.00		
	Keeping more than three (3) dogs at a residence	\$75.00		
4.	Dogs - Licensing and Registration			By-Law 2001-17 (amended 2011-61)
	Male/Female paid before April 30th	\$15.00		By-law 2011-61
	Male/Female paid after April 30th	\$20.00		
	Kennel Licences paid before April 30th	\$50.00		
	Kennel Licences paid after April 30th	\$75.00		
	Fine- Running at Large -dog claimed by owner/pound	\$105.00		
	Replacement Dog Licence	\$5.00		By-law 2011-61
5.	Fire	Excluding Tax	HST	Total
	Fees & Charges -Services & Activities			
	Open Air Burning Permits			
	Agricultural	\$20.00		\$20.00
	Burn Barrell	\$20.00		\$20.00
	Campfire	\$20.00		\$20.00
	Campground, Trailer Park or Resort (annual)	\$50.00		\$50.00
	Commercial Fire	\$100.00		\$100.00
	Incinerator	\$60.00		\$60.00
	Residential Brush Fire	\$20.00		\$20.00
	Special Occurance Fire	\$40.00		\$40.00
	Response Rates for Open Air Burning			
	1st Charge 50% of current MTO rate			
	2nd and all subsequent charges 100% of current MTO rate			
	Request reports (Fire report, file search, Letter of Compliance, etc.)	\$60.00		\$60.00
	Fire & Rescue Department Vehicle incidents - per hour	charged at current MTO response rate per hour		
6.	Licences			
	Mobile Canteens			By-Law 2016-45
	Chip Trucks & Fast Food Vehicle	\$350.00		

Hot Dog Carts	\$200.00
Ice Cream Carts	\$250.00
Special Events - Per Day	\$50.00

Parade, Festival, Public Entertainment Licences - per day \$300.00

By-Law 2001-72

Lottery Licence issuing Fee 3% of value of prizes

By-Law 2002-36

7. Line Fences				
Line Fences Act				
Remuneration for fence-viewers	\$15.00 per hour plus applicable mileage rate			By-law 1999-74
Staff time -Administration Fees	\$45.00 per hour plus tax			By-law 2009-33
8. Livestock Investigators				
Livestock Investigators Remuneration	\$50.00 per inspection plus mileage			Res. # 294-2008
9. Municipal Hall Rental				
	Excluding Tax	HST	Total	By-law 2014-62
2020 Municipal Hall Rental Fees				
Auditorium		\$13.78	\$119.78	fees increase 3% annually as of January 1st
				This includes opening and closing and the use of tables and chairs. This includes use of the institute room
Auditorium - Less then 4 Hours	\$106.00	\$7.74	\$67.30	This includes opening and closing and the use of tables and chairs. This includes use of the institute room
	\$59.56			
Institute Room	\$29.85	\$3.88	\$33.73	This includes opening and closing and the use of tables and chairs.
Kitchen - in addition to Auditorium/Institute Rent	\$89.56	\$11.64	\$101.20	This includes all kitchen equipment, dishes, urn, chafing dishes etc. NOTE: Client Dishes Rented on own.
Coffee Urn	\$7.66	\$1.00	\$8.66	Each, Rented on own. NOTE: Renter to Supply Fuel
Chafing Dishes	\$11.95	\$1.55	\$13.50	
Senior Citizens - Per Meeting	\$22.50	\$2.93	\$25.43	
Senior Citizens - Card Party	\$17.39	\$2.26	\$19.65	
Auditorium, Institute Room, Kitchen	\$201.70	\$26.22	\$227.92	This includes opening and closing and the use of table and chairs and all kitchen items. Note: Collect Deposit
Damage Deposit - With all Kitchen Rentals	50.00	\$0.00	\$50.00	Collect at time of rental when kitchen rented.
Funerals, Kiddie Kappers, Lions Dinners	Free of Charge			Requests for free or reduced rent need to be in writing and Council approval is required.
Municipal Office				
	Excluding Tax	HST	Total	
10.1 Finance Department				
Payment Receipt Reprint - Copy of receipt for payment on property tax account	\$10.00		\$10.00	Resolution 418-2016
Refund of Overpayment - Refund of credit balance to property owner when a duplicate payment is made in error	\$20.00		\$20.00	
Statement of Account - Statement detailing payments and taxes levied, and outstanding balance	\$10.00		\$10.00	
Transfer Credit Balance - To transfer payment(s) misallocated by customer or customer representative (i.e.. Bank) from one tax roll to another	\$20.00		\$20.00	
Ownership Change	\$20.00		\$20.00	
Commissioning of Documents - Does not include internal Planning Documents	\$10.00		\$10.00	
NSF Cheques - Handling fee charged when cheque is returned as not negotiable	\$30.00		\$30.00	
10.2 Miscellaneous				
	Excluding Tax	HST	Total	
Blue Boxes	\$5.31	\$0.69	\$6.00	
Kitchen Composters	\$5.00	\$0.65	\$5.65	
Kitchen Composters - replacement filters	\$5.00	\$0.65	\$5.65	
Website Business Directory Listing - Per Calendar year	\$30.97	\$4.03	\$35.00	
Township Brochure Business Directory Listing	\$66.37	\$8.63	\$75.00	
Administration Fees - Staff time per hour (labour cost to search for historical records)	\$50.00	\$6.50	\$56.50	
Dummer Book	\$26.19	\$3.40	\$29.59	Point of Sale Rebate
Douro Book	\$19.05	\$2.48	\$21.53	Point of Sale Rebate
Douro Book to Retailers	\$15.24	\$1.98	\$17.22	Point of Sale Rebate
Dummer Book to Retailers	\$20.93	\$2.72	\$23.65	Point of Sale Rebate
Log Barn Book	\$30.00		\$30.00	
911 Signs	\$47.06	\$6.12	\$53.18	
County Water Bottles	\$4.43	\$0.58	\$5.01	
Composter	\$45.53	\$5.92	\$51.45	
Digester	\$72.45	\$9.42	\$81.87	
10.3 Township Clothing				
Golf Shirt	\$35.40	\$4.60	\$40.00	
Fleece Jacket (Full Zip)	\$47.79	\$6.21	\$54.00	
Men's Half Zip Fleece Jacket	\$43.36	\$5.64	\$49.00	
Three in One Techno Jacket	\$141.59	\$18.41	\$160.00	
Performance Stretch Jacket	\$52.21	\$6.79	\$59.00	
Lightweight Vented Jacket	\$34.51	\$4.49	\$39.00	
Dress Shirt (Long Sleeve)	\$38.05	\$4.95	\$43.00	
Dress Shirt (Short Sleeve)	\$33.63	\$4.37	\$38.00	
Ball Cap	\$13.27	\$1.73	\$15.00	
Toque with Cuff	\$10.62	\$1.38	\$12.00	
11. Photocopies/Faxing				
	Excluding Tax	HST	Total	
Photocopying and Report Charges				
Two sided copying & printing will be charged per copy cost				
Copies for all documents:				
8.5 x11 Black & White per copy	\$0.20	\$0.03	\$0.23	
8.5 x11 Colour per copy	\$0.35	\$0.05	\$0.40	
8.5x14 Black & White per copy	\$0.20	\$0.03	\$0.23	
8.5x14 Colour per copy	\$0.50	\$0.07	\$0.57	
11x17 Black & White per copy	\$0.25	\$0.03	\$0.28	
11x17 Colour per copy	\$1.00	\$0.13	\$1.13	
Copies - Projects more than 100 copies				
8.5 x11 Black & White per copy	\$0.15	\$0.02	\$0.17	
8.5 x11 Colour per copy	\$0.30	\$0.04	\$0.34	
8.5x14 Black & White per copy	\$0.15	\$0.02	\$0.17	
8.5x14 Colour per copy	\$0.45	\$0.06	\$0.51	
11x17 Black & White per copy	\$0.20	\$0.03	\$0.23	
11x17 Colour per copy	\$0.95	\$0.12	\$1.07	

Copies for documents for local community groups/local non-profit groups and local sports orgs.*

8.5 x11 Black & White per copy	\$0.15	\$0.02	\$0.17
8.5 x11 Colour per copy	\$0.30	\$0.04	\$0.34
8.5x14 Black & White per copy	\$0.20	\$0.03	\$0.23
8.5x14 Colour per copy	\$0.45	\$0.06	\$0.51
11x17 Black & White per copy	\$0.20	\$0.03	\$0.23
11x17 Colour per copy	\$0.95	\$0.12	\$1.07

Copies - Documents for Township Staff & Council

8.5 x11 Black & White per copy	\$0.10	\$0.01	\$0.11
8.5 x11 Colour per copy	\$0.15	\$0.02	\$0.17
8.5x14 Black & White per copy	\$0.10	\$0.01	\$0.11
8.5x14 Colour per copy	\$0.30	\$0.04	\$0.34
11x17 Black & White per copy	\$0.15	\$0.02	\$0.17
11x17 Colour per copy	\$0.50	\$0.07	\$0.57

Copies for documents for Municipal Depts., Boards and Committees for quantities over 25

	Black & White	Colour	
8.5 x11	\$0.10	\$0.15	per copy
8.5x14	\$0.10	\$0.30	per copy
11x17	\$0.15	\$0.50	per copy

Computer Generated Printing Material

8.5 x11 Black & White per copy	\$0.25	\$0.03	\$0.28
8.5 x11 Colour per copy	\$0.40	\$0.05	\$0.45
8.5x14 Black & White per copy	\$0.25	\$0.03	\$0.28
8.5x14 Colour per copy	\$0.50	\$0.07	\$0.57

Faxing

Fax Charges - sending - per page	\$2.00	\$0.26	\$2.26
Fax Charges - sending (greater than 6 pages) - per page	\$1.50	\$0.20	\$1.70
Fax Charges - receiving - per page	\$1.00	\$0.13	\$1.13
Fax Charges - receiving (greater than 6 pages) - per page	\$0.75	\$0.10	\$0.85

Certified copies of minutes & by-laws - per page

	\$1.00	\$0.13	\$1.13
--	--------	--------	--------

* Local Community groups/local non-profit groups and local sporting organizations may include: U.C.W., Institute, church related organizations, churches, Cubs, Scouts, Brownies, Guides, Lions Club, Minor Hockey, Minor Ball, Figure Skating, Kiddie Kapers, Day Care Camp and Out Reach Programs or as determined by staff

** One copy of all minutes will be provided to ratepayers at no charge. Additional copies will be at the above rates.

Planning/Development

Planning Fees for 2020

12.1	Planning Application fees and deposits	May be subject to additional fees	By-law 2016-56
	Severance Review	Free Service	
	Minor Variance Application - Effective January 1, 2020	\$1,380.00	
	Amended Minor Variance Application - prior to circulation - Effective January 1, 2020	\$185.00	
	Amended Minor Variance Application - after circulation - Effective January 1, 2020	\$990.00	
	Zoning By-law Amendment - Effective January 1, 2020	\$1,460.00	
	Amended Zoning Amendment Application - prior to circulation - Effective January 1, 2020	\$185.00	

Amended Zoning Amendment Application - after circulation - Effective January 1, 2020	\$1,095.00
Removal of Holding Provision - Effective January 1, 2020	\$735.00
Site Plan Approval - Minor	\$1,045.00
Site Plan Approval - Major	\$2,085.00
Plan of Subdivision - Effective January 1, 2020	\$10,425.00
Advertising Fee (newspaper)	actual cost of advertising * If deemed necessary
Special Meeting Fee - Effective January 1, 2020	\$680.00 *If additional meeting requested by applicant
Predevelopment Agreement for major applications	\$5,000.00 Deposit
*The rates shall be increased in 2019 and going forward each year based on either the Consumer Price Index or the Cost of Living Index, whichever is higher in the given year. The rates shall increase January 1 of each year.	

12.2	Planning Miscellaneous			
	Cash-in-lieu of Parkland	\$1,250.00		
	Signing of Merger Agreement Fee	\$100.00		
	Encroachment Agreement	\$250.00 fee + \$500 Deposit		
	Minor Amendment to Existing Encroachment Agreement	\$100.00		
	Demolition Agreement	\$250.00 fee + \$500 Deposit		
	Extend Existing Demolition Agreement	\$100.00		
12.3	Renewable Energy Projects	May be Subject to Additional Fees		Policy No. D-3
	Small Scale Ground Mount Solar Project	\$1,500.00		
	Large Scale Industrial Facility Project	\$3,000.00		
	Resubmission with changes	\$750.00		
12.4	Planning Documents			
	Copy of Official Plan &/or Zoning By-law	Cost of Printing		
12.5	Property Information Requests (lawyers, real estate agents)			Resolution 418-2016
	Tax Certificate	\$40.00		
	Work Order Information	\$40.00		
	Zoning Information/Compliance	\$40.00		
	Building Permit Compliance	\$40.00		
Public Works - Roads		Excluding Tax	HST	Total
13.1	Entrance Permit			Policy No. T-1
	Application Fee (Township to install Entrance)	\$100.00	\$13.00	\$113.00
	Application Fee (Owner to install Entrance)	\$200.00	\$26.00	\$226.00
	No Culvert Required	Cost shall be based on the current year pricing of materials required, labour wages and machine time		\$500.00 deposit required
	Culvert Required	Cost shall be based on the current year pricing of materials required, labour wages and machine time		
13.2	Parking Infractions			2014-25
	No Stopping Infractions	\$30.00		(Amended by: 2014-57, 2015-54, 2015-55)
14.	Public Works - Transfer Station			
	Tipping Fees			By-Law 2008-39
	Waste weighing less than 30 lbs. (13.6 kgs.)	\$3.00	Excist Tax Act S. 20 Pt. 6 Sch. 5	(amended 2009-55, 2014-29, 2017-04)
	Waste weighing more than 30 lbs. (13.6 kgs.) - per tonne	\$95.00		
	Propane Tanks (weighing 20 lbs. or less) each	Free		
	Propane Tanks (weighing more than 20 lbs.) each	Free		
	Appliances containing Freon surcharge plus per tonne rate	15.00		
	Replacement Landfill Cards	25.00		
	Mattresses - Effective January 1, 2019	\$25.00 each		
	Box Springs	\$25.00 each		
	Bag Tags (each)	\$3.00		
15.	Recreation Facilities			Proposed to Remove text in Green
	*Note: A 1.25% per month late payment penalty fee applies to Sections 15 to 21			
	*At the discretion of management, any fees may be adjusted to accommodate special circumstances or requests in order to promote further facility rentals			
	Arenas & Parks	Excluding Tax	HST	Total
	Advertising Fees			
	Ice Resurfacers (per side)	\$300.00	\$39.00	\$339.00
	Wall Mounted (4'x8' Sheet)	\$200.00	\$26.00	\$226.00
	Board Mounted (38"x8' Kit)	\$200.00	\$26.00	\$226.00
	In Ice logo (per logo)	\$500.00	\$65.00	\$565.00
	Viewing Lobby (Douro) (11/2' x 3')	\$150.00	\$19.50	\$169.50
	South Ball Diamond (4'x8' Sheet)	\$150.00	\$19.50	\$169.50
	Stick Rack (2"x12")	\$50.00	\$6.50	\$56.50
16.	Arena-Douro	Excluding Tax	HST	Total
	Douro Arena - Harvest Room			
	Hourly Rental	\$25.00	\$3.25	\$28.25
	1/2 Day Rental (4 hours or less)	\$75.00	\$9.75	\$84.75
	Day Rental	\$150.00	\$19.50	\$169.50
	Deposit	\$125.00		
	Rental (6 Hours)	\$152.00	\$19.76	\$171.76
	Rental (Over 6 Hours)	\$152.00 plus \$28.79 for each additional hour over 6	To be calculated based on rental	
	Douro Community Centre - Wellington Room			
	Hourly Rental	\$45.00	\$5.85	\$50.85
	1/2 Day Rental (4 hours or less)	\$125.00	\$16.25	\$141.25
	Day Rental (Sunday - Thursday)	\$250.00	\$32.50	\$282.50
	Weekend or Stat Day Rental (Friday - Saturday)	\$400.00	\$52.00	\$452.00
	Bar Requested	\$50.00	\$6.50	\$56.50
	Kitchen Day Rental - Catering	\$75.00	\$9.75	\$84.75
	Deposit	\$125.00		
	Rental (wedding, receptions, no bar)	\$400.00	\$52.00	\$452.00
	Rental (wedding, receptions, with bar)	\$400.00	\$52.00	\$452.00
	Meetings 1/2 day	\$178.00	\$23.14	\$201.14
	Rental (6 Hours)	\$230.00	\$29.90	\$259.90
	Rental (Over 6 Hours)	\$230.00 plus \$44.62 for each additional hour over 6	To be calculated based on rental	
	Extra's			
	Settings - per setting (dishes, cutlery)	\$4.82	\$0.63	\$5.45
	Coffee Urn	\$7.22	\$0.94	\$8.16
	Buffet Dinner per person	\$18.97	\$2.47	\$21.44
	*Prices for catering may be adjusted at management's discretion in the event of unforeseen changes in the market price of food			
	*Prices for catering range from the choice of lunch/dinner provided			
	*Facility subsidy Requests can be made under the Policy			
	Ice Surface (both arenas)			
	Deposit	\$125.00		
	Evening only-no bar	\$600.00	\$78.00	\$678.00
	Evening only - with bar	\$600.00	\$78.00	\$678.00
	Daytime only-no bar	\$600.00	\$78.00	\$678.00
	Daytime only - with bar	\$600.00	\$78.00	\$678.00
	Storage (Dav)	\$150.00	\$19.50	\$169.50
17.	Arena-Douro	Excluding Tax	HST	Total
	*Prime Time: Monday - Friday 5:00 pm - 11:00 pm, Saturday and Sunday 7:00 am - 11:00 pm, and all statutory holidays			
	* Non-Prime Time: Monday - Friday 7:00 am - 5:00 pm			
	Douro Arena Winter Ice Rentals			
	Prime Time	\$165.00	\$21.45	\$186.45
	Non-Prime Time	\$85.00	\$11.05	\$96.05
	Local Youth Sport	\$130.00	\$16.90	\$146.90

Outside Youth Sport	\$140.00	\$18.20	\$158.20
Weekday Daytime(8:00 a.m. - 4:00 p.m.)	\$90 (hour) or \$60/hour with a minimum 2 consecutive hours	To be calculated based on rental	
Douro Arena Floor Surface			
Adult Sport Hourly Rental	\$60.00	\$7.80	\$67.80
Youth Sport Hourly Rental	\$50.00	\$6.50	\$56.50
1/2 Day Event Rental	\$300.00	\$39.00	\$339.00
Day Event Rental	\$600.00	\$78.00	\$678.00
2 Day Event Rental	\$1,000.00	\$130.00	\$1,130.00
Summer Ball Hockey/Lacrosse	\$75 (adult) \$50 (youth)	To be calculated based on rental	
Tournaments	\$20 discount per hour with minimum 8 consecutive hours rented	To be calculated based on rental	

Douro - Rec Centre	Excluding Tax	HST	Total
Deposit	\$125.00		
Hourly Rental	\$28.79	\$3.74	\$32.53
Rental (6 Hours)	\$152.00	\$19.76	\$171.76
Rental (Over 6 Hours)	\$152.00 plus \$28.79 for each additional hour over 6	To be calculated based on rental	

18. Arena-Warsaw	Excluding Tax	HST	Total
Warsaw Arena - Upstairs Room			
Hourly Rental	\$25.00	\$3.25	\$28.25
1/2 Day Rental (4 hours or less)	\$75.00	\$9.75	\$84.75
Day Rental (Sunday - Thursday)	\$150.00	\$19.50	\$169.50
Weekend or Stat Day Rental (Friday - Saturday)	\$200.00	\$26.00	\$226.00
Bar Requested	\$50.00	\$6.50	\$56.50
Deposit	\$125.00		
Rental (wedding, receptions, no bar)	\$130.00	\$16.90	\$146.90
Rental (wedding, receptions, with bar)	\$130.00	\$16.90	\$146.90
Extra's			
Coffee Urn	\$7.22	\$0.94	\$8.16
Settings - per setting (dishes, cutlery)	\$4.82	\$0.63	\$5.45
Buffet Dinner per person	\$18.97	\$2.47	\$21.44
*Prices for catering may be adjusted at management's discretion in the event of unforeseen changes in the market price of food			

Ice Surface (both arenas)	Excluding Tax	HST	Total
Deposit	\$125.00		
Evening only-no bar	\$600.00	\$78.00	\$678.00
Evening only - with bar	\$600.00	\$78.00	\$678.00
Daytime only-no bar	\$600.00	\$78.00	\$678.00
Daytime only - with bar	\$600.00	\$78.00	\$678.00
Storage (Dav)	\$150.00	\$19.50	\$169.50

19. Arena-Warsaw	Excluding Tax	HST	Total
*Prime Time: Monday - Friday 5:00 pm - 11:00 pm, Saturday and Sunday 7:00 am - 11:00 pm, and all statutory holidays			
* Non-Prime Time: Monday - Friday 7:00 am - 5:00 pm			
Warsaw Arena Winter Ice Rentals			
Prime Time	\$145.00	\$18.85	\$163.85
Non-Prime Time	\$75.00	\$9.75	\$84.75
Local Youth Sport	\$110.00	\$14.30	\$124.30
Outside Youth Sport	\$120.00	\$15.60	\$135.60
Weekday Daytime(8:00 a.m. - 4:00 p.m.)	\$108.00	\$14.04	\$122.04
Summer Ball Hockey/Lacrosse	\$75 (adult) \$50 (youth)	To be calculated based on rental	
Tournaments	\$20 discount per hour with minimum 8 consecutive hours rented	To be calculated based on rental	
Warsaw Arena Floor Surface			
Adult Sport Hourly Rental	\$60.00	\$7.80	\$67.80
Youth Sport Hourly Rental	\$50.00	\$6.50	\$56.50
1/2 Day Event Rental	\$300.00	\$39.00	\$339.00
Day Event Rental	\$600.00	\$78.00	\$678.00
2 Day Event Rental	\$1,000.00	\$130.00	\$1,130.00

20. Parks	Excluding Tax	HST	Total
Park Rental Rates			
Adult Sports Field - per game	\$30.00	\$3.90	\$33.90
Youth Sports Field - per game	\$10.00	\$1.30	\$11.30
Ball Diamond with Lights	\$35.00	\$4.55	\$39.55
Day Tournaments - Douro Park - Includes Lining	\$150.00	\$19.50	\$169.50
Ball Fields - one night occasion	\$30.00	\$3.90	\$33.90
Ball Fields - one night a week for season - Includes Lining	\$400.00	\$52.00	\$452.00
Day Tournaments -Douro Park - Includes Lining	\$160.00	\$20.80	\$180.80
Preparation Fee - Lining	\$27.71	\$3.60	\$31.31
South Baseball Diamond Lights Rental Fee (Excludes Minor Teams)	\$14.00	\$1.82	\$15.82
Damage Deposit	\$100.00		



Re: Anti-racism resolution

Please be advised the council of the Municipality of West Grey at its regular meeting held on July 7, 2020 passed the following resolution:

Whereas West Grey council condemns the unjust treatment, oppression, and racism against those who identify as black, indigenous, and people of colour; and

Whereas council acknowledges that systemic racism exists and persists in every community and institution in Canada, including West Grey, creating social and economic disparities from education, to healthcare, to housing, to employment, and justice; and

Whereas council supports the Bruce Grey Poverty Task Force belief that everyone deserves to live free of systematic oppression or racialized violence; and

Whereas the report by the Truth and Reconciliation Commission of Canada contains 'Calls to Action' several of which are actionable by local governments including Call 57: "We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism"; and

Whereas council is committed to anti-racism as demonstrated in the foundation of our 2020 Vision Plan whereby we set goals to listen to our community, value diverse voices, and build partnerships;



Therefore be it resolved that the Municipality of West Grey will actively work towards anti-racism and anti-oppression at every opportunity beginning with annual training for council, committee members, and employees for anti-racism, anti-oppression, diversity and inclusion, and the history of Aboriginal peoples; and

Further that this resolution be circulated to media, lower tier municipalities in Grey and Bruce; Grey County; Bruce County; West Grey Public Library, West Grey Police Service, Grey Bruce Public Health Unit; Bluewater District School Board; and Bruce Grey Catholic District School Board.

A handwritten signature in black ink that reads "L Glazier". The signature is fluid and cursive, with the first letter "L" being particularly large and stylized.

Lindsey Glazier

Administrative Assistant, Clerk's Office

Copy:

Ontario Municipalities

West Grey Public Library

West Grey Police Service

Grey Bruce Public Health Unit

Bluewater District School Board

Bruce Grey Catholic District School Board



RECEIVED AUG 05 2020

Notice of Study Commencement and Public Comment Invited Transportation Master Plan Update

The Study

The County of Peterborough (County) is initiating an update to its Transportation Master Plan (TMP) to guide the County in decision making related to infrastructure improvements and safety enhancements for the next 20 years (2020-2040). As part of the TMP Update, the short- and long-term transportation infrastructure needs and deficiencies will be identified to help confirm the improvements to the transportation network required to efficiently address existing and future travel demands.

The TMP Update will include the preparation of policies and standards that support and enhance the maintenance and expansion of the transportation network, and will be an important resource for the County as it continues to adapt to changing needs, emerging issues and new opportunities. The TMP Update will be developed in consideration of applicable legislation and regulations, and the transportation plans of its lower tier municipalities, adjacent communities, the Ontario Ministry of Transportation and First Nations. An implementation plan will be developed and documented within a TMP Update report to outline a framework for transportation improvement priorities and funding strategies.

The Process

This study is being undertaken in accordance with Approach #1 of the Master Planning Process, as outlined in Appendix 4 of the Municipal Class Environmental Assessment (MCEA) document (October 2000, as amended in 2007, 2011 and 2015). As such, the TMP Update will generally address Phases 1 and 2 of the MCEA process, and will form the basis for the recommended Schedule B and C transportation infrastructure projects identified within the TMP Update report. The study is anticipated to be completed within 14 months.

Consultation

The County is initiating a comprehensive consultation process and your participation is encouraged to provide input to project planning by identifying potential transportation infrastructure needs and opportunities. All interested parties are invited to visit the study website (www.ptbocounty.ca/TMP) to subscribe to receive notifications of updates related to this important study. **An online map and survey are currently available** on the study website for you to identify and comment on specific areas within the County's transportation network. The online map and survey are available for your input until **Friday, September 11, 2020**. Additional opportunities to review TMP Update information and to provide your feedback will be offered as this study progresses. Considering the COVID-19 pandemic and physical distancing requirements, the format of these future public consultation events is not confirmed at this time.

For information on the study process please email the study team (tmap@ptbocounty.ca) or contact:

Peter Nielsen, C.E.T.

Manager, Engineering & Design
County of Peterborough
Tel: (705) 775-2737 ext. 3200
Email: pnielsen@ptbocounty.ca

Gene Chartier, M.A.Sc., P.Eng., FITE

Vice President and Chief Development Officer
Paradigm Transportation Solutions Limited
Tel: 416.479.9684 ext. 501
Email: gchartier@ptsl.com

All information will be collected in accordance with the Freedom of Information and Protection of Privacy Act (2009). Except for personal information, all comments will become part of the public record.

This notice was issued July 29, 2020.

Off-Road Vehicles on County Roads

Public Comment Invited

The County of Peterborough (County) is initiating a review of Off-Road Vehicle (ORV) use on County roads. Being completed in parallel with an update to the County's Transportation Master Plan (TMP), the review will help identify opportunities to support safe ORV use.



The County is inviting feedback on potential concerns, needs, and opportunities related to the use of ORVs on County roads. Please visit the project website (www.ptbocounty.ca/ORV) to subscribe to receive updates on the study. **We also welcome your input through our online map and comment form**, which are collecting comments on specific issues and locations about ORV use on County roads. The online map and comment form are available for your input until **Friday, September 11, 2020**.

The County will provide further opportunities for input and feedback as the study progresses. The format and dates of these future engagement events are not confirmed at this time due to the COVID-19 pandemic.

Questions? Please email the study team (orv@ptbocounty.ca) or contact:

Peter Nielsen, C.E.T.
Manager, Engineering & Design
County of Peterborough
Tel: (705) 775-2737 ext. 3200
Email: pnielsen@ptbocounty.ca

Gene Chartier, M.A.Sc., P.Eng., FITE
Vice President and Chief Development Officer
Paradigm Transportation Solutions Limited
Tel: (416) 479.9684 ext. 501
Email: gchartier@ptsl.com

All information will be collected in accordance with the *Freedom of Information and Protection of Privacy Act (2009)*. Except for personal information, all comments will become part of the public record.

This notice was issued July 29, 2020.

Power Delegated:	Approval of Livestock Damage Claims by Wolves or Bears: That the CAO shall herein be delegated the authority to approve the livestock valuator's investigation fees at the time of the claim and to approve the reimbursement to the livestock owners upon receipt of the allocation of funds from the Ontario Ministry of Agriculture, Food and Rural Affairs
Title of Person Delegated Authority:	C.A.O.
Name of Person Using the Authority:	Peggy Reyner for Martina Chait-Hartwig
Action Requested:	Ontario Livestock Damage Compensation reimbursement for Ken Moher & Andy Vollering – Municipal Valuer
Action Taken:	Claim submitted to OMFRA for Payment Ken Moher submitted to OMFRA for payment Andy Vollering – Livestock Valuer
Date Action Taken:	August 11, 2020
Comments:	N/A

Report Approval Details

Document Title:	Delegation of Powers and Duties - Report to Council for Information.docx
Attachments:	
Final Approval Date:	Aug 26, 2020

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

No Signature - Task assigned to Darlene Heffernan was completed by workflow administrator Martina Chait-Hartwig

Darlene Heffernan

No Signature - Task assigned to Crystal McMillan was completed by workflow administrator Martina Chait-Hartwig

Crystal McMillan

Martina Chait-Hartwig

The Corporation of the Township of Douro-Dummer

By-law Number 2020 – 51

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 1st day of September, 2020.

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 September 1, 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 1st day of September, 2020.

Mayor, J. Murray Jones

Clerk, Crystal McMillan