

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

**February 20, 2024, 5:00 PM  
Council Chambers in the Municipal Building**

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

**Staff Present:** CAO - Elana Arthurs  
Clerk - Martina Chait-Hartwig  
Manager of Public Works - Jake Condon  
Planner - Christina Coulter

1. Call to Order

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

2. Land Acknowledgement

The Mayor recited the Land Acknowledgement.

3. Moment of Silent Reflection

Council observed a moment of silent reflection.

4. Disclosure of Pecuniary Interest:

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

5. Adoption of Agenda: February 20, 2024

**Resolution Number 023-2024**

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That the agenda for the Regular Council Meeting, dated February 20, 2024, be adopted, as circulated.

Carried

6. Adoption of Minutes and Business Arising from the Minutes

6.1 Special Council Meeting Minutes - January 16, 2024

6.2 Regular Council Meeting Minutes - January 16, 2024

**Resolution Number 024-2024**

Moved by: Councillor Vervoort

Seconded by: Councillor Watt

That the Minutes from the Special Council meeting held on January 16, 2024 and the Regular Council Meeting held on January 16, 2024 be received and approved.

Carried

Deputy Mayor Nelson acknowledged Manager of Public Works, Jake Condon's certificate from Association of Ontario Road Supervisors that originally presented to Council on January 16, 2024.

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

7.1 Peterborough County Council Minutes - January 10, 2024 and January 24, 2024

7.2 Municipal Appraisal Form (MAF) for Severance Files B-50-23, B-83-23, B84-23

7.3 Technical Advisory Committee OP Modification Meeting No. 2 - Meeting Minutes January 18, 2024

7.4 AMO - Policy Update - Social and Economic Prosperity Review

7.5 Peterborough County Warden's Year End Report

7.6 Waste Management 2023 Quarterly Garbage Report - Final

7.7 Safe Roads Engineering - Notice of Study Commencement - Highway 28 from Highway 7 to Strickland Street

**Resolution Number 025-2024**

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the Consent agenda for February 22, 2024 be received.

Carried

8. Delegations, Petitions, Presentations or Public Meetings:

8.1 Public Meeting - Zoning By-law Amendment - File R-01-24 (Leahy),  
Planning-2024-05

**Resolution Number 026-2024**

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the Public Meeting regarding the proposed Zoning By-law  
Amendment R-01-24 (Leahy) be declared open. (5:04 p.m.)

Carried

In attendance:

Pat and Derrick Leahy

In-Person Comments:

None

Comments Received:

- Enbridge Gas Inc.: No objections to the application.
- Hiawatha First Nation: No questions or concerns.
- County of Peterborough Public Works: No objections, comments or concerns.
- Kawartha Pine Ridge District School Board: No concerns or issues.
- Otonabee Region Conservation Authority: The proposed development is not located within a known hazard. Therefore, the application remains consistent with Section 3.1 of the PPS.

The lands are partially subject to Ontario Regulation 167/06 Otonabee Conservation's "development, interference with wetlands and alterations to shorelines and watercourses" regulation. Permits from this agency will be required prior to any site alteration or construction in those areas regulated by Otonabee Conservation. The subject property is not located within a designated vulnerable area where significant threats can occur so Trent Source Protection Plan (SPP) policies do not apply, and a Restricted Land Use Notice is not required.

**Resolution Number 027-2024**

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That the Public Meeting for the proposed Zoning By-law Amendment

R-01-24 (Leahy) be declared closed. (5:09 p.m.)

Carried

**Resolution Number 028-2024**

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That Report, dated February 20, 2024, regarding Zoning By-law

Amendment – File R-01-24 be received; and that Council receive all

comments related to Zoning By-law Amendment File R-01-24.

Carried

8.2 Public Meeting - Zoning By-law Amendment - File R-02-24 (Kelly),  
Planning-2024-06

**Resolution Number 029-2024**

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the Public Meeting regarding the proposed Zoning By-law

Amendment R-02-24 (Kelly) be declared open. (5:11 p.m.)

Carried

In attendance:

No one

In-Person Comments:

None

Comments Received:

- Enbridge Gas Inc.: No objections to the application.
- Otonabee Region Conservation Authority: Otonabee Conservation mapping indicates that the application as proposed is recognizing the onsite known hazards and zoning them appropriately. Therefore, it is the opinion of Otonabee Conservation staff that the application remains consistent with Section 3.1 of the PPS.

The retained lands are partially subject to Ontario Regulation 167/06 Otonabee Conservation's "development, interference with wetlands and alterations to shorelines and watercourses" regulation. Permits from this agency will be required prior to any site alteration or construction in those areas regulated by Otonabee Conservation.

The subject property is partially located within the IPZ-3 for the Lakefield Municipal Surface Water System. IPZs relate to municipal surface water intakes (in a lake or river) for residential drinking water are categorized (1, 2 or 3) based on setbacks, the time required to respond to a spill, and the time for surface water flows to reach the municipal intake. Low and/or moderate Threats are possible however, significant Threats are not. Trent Source Protection Plan (SPP) policies do not apply, and a Restricted Land Use Notice is not required.

**Resolution Number 030-2024**

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the Public Meeting for the proposed Zoning By-law Amendment R-02-24 (Kelly) be declared closed. (5:15 p.m.)

Carried

**Resolution Number 031-2024**

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That Report, dated February 20, 2024, regarding Zoning By-law Amendment – File R-02-24 be received; and

That Council receive all comments related to Zoning By-law Amendment File R-02-24.

Carried

9. Staff Reports

9.1 Report and Capital Project Status

**Resolution Number 032-2024**

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That the Report and Capital Project Status document be received.

Carried

9.2 AORS Request for Funding, Public Works-2024-04

**Resolution Number 033-2024**

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That the report, dated February 20, 2024, regarding the AORS request for provincial funding for a Municipal Operators Course be received and that Council send AORS a letter of support with a copy forwarded to MPP Dave Smith and the Minister for Labour, Training, Immigration and Skilled Trades.

Carried

9.3 Update to Township Records Retention By-law, Clerk's Office-2024-04

**Resolution Number 034-2024**

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the report, dated February 20, 2024 regarding an update to the Township's Records Retention By-law be received and that the Draft Records Retention By-law be approved at the appropriate time during the Council meeting with thanks.

Carried

9.4 Off Road Vehicles (ORV) Municipal By-law, C.A.O.-2024-04

**Resolution Number 035-2024**

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the report, dated February 20, 2024 regarding the Off-Road Vehicle Municipal By-law be received; and

That Council approve the By-law at the appropriate time of the meeting.

Carried

9.5 Short Term Rental Update and Options, C.A.O.-2024-02

**Resolution Number 036-2024**

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the report, dated February 20, 2024 regarding an update to Short Term Rentals and Options for regulating such in the Township of Douro-Dummer be received; and

That Council direct staff to continue to move forward with Option #1 in 2024, including a mechanism to communicate with property owners regarding renter generated complaints while working through the requirements of a licensing program should it be required in 2025 or subsequent years.

Carried

10. Committee Minutes and Other Reports:

10.1 Library Board Minutes - November 14, 2023

10.2 Committee of Adjustment Minutes - December 8, 2023

**Resolution Number 037-2024**

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the Minutes from the Public Library Board meeting held on November 14, 2023 and the Minutes from the Committee of Adjustment meeting held on December 8, 2023 both be received.

Carried

10.3 Committee of the Whole Minutes - February 13, 2024

**Resolution Number 038-2024**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Vervoort

That the Minutes from the Committee of the Whole meeting held on February 13, 2024 be received and approved.

Carried

10.4 Discussion - Deputy Mayor Nelson - Setback for Septic Systems

**Resolution Number 039-2024**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That staff be requested to bring forward a report regarding septic system being treated as a structure in the Township Zoning By-law, the effects of the current set backs and a possible zoning amendment. Carried

11. Correspondence – Action Items:

11.1 Town of Newmarket - Notice Policy and Procedure By-law Update

**Resolution Number 040-2024**

Moved by: Councillor Vervoort

Seconded by: Councillor Watt

That the letter from the Town of Newmarket regarding the Notice Policy and Procedure By-law Update be received and supported. Carried

11.2 Letters from Enbridge and Environmental Defense - Ontario Energy Board's Phase 1 Decision

**Resolution Number 041-2024**

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the letter from Enbridge regarding Ontario Energy Board's Phase 1 Decision be received and supported. Carried

**Resolution Number 042-2024**

Moved by: Councillor Vervoort

Seconded by: Councillor Watt

That the letter from Environmental Defense regarding the Ontario Energy Board's Phase 1 Decision be received. Carried



12. By-laws:

12.1 By-law 2024-05 - To regulate the operation of off-road vehicles on municipal highways within the Township of Douro-Dummer and to Repeal By-law 2019-11 and By-law 2021-37

12.2 By-law 2024-06 - to establish schedules of Retention Periods for records for the Township of Douro-Dummer and Repeal By-law 2012-41

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Vervoort

That By-law 2024-05, Being a By-Law to regulate the operation of off-road vehicles on municipal highways within the Township of Douro-Dummer and to Repeal By-law 2019-11 and By-law 2021-37; and By-law 2024-06, Being a By-law to establish schedules of Retention Periods for records for the Township of Douro-Dummer and Repeal By-law 2012-41 be received and approved. Carried

12.3 By-law 2024-07 - to amend By-law Number 10-1996, as amended, otherwise known as "The Township of Douro-Dummer Comprehensive Zoning By-law" (File R-01-24)

Moved by: Councillor Vervoort

Seconded by: Councillor Johnston

That the By-law 2024-07, 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" (R-01-24) (Leahy), be passed in open council this 20th day of February, 2024 and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

12.4 By-law 2024-08 - to amend By-law Number 10-1996, as amended, otherwise known as "The Township of Douro-Dummer Comprehensive Zoning By-law" (R-02-24)

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the By-law 2024-08, 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" (R-02-24) (Kelly), be passed in open council this 20th day of February, 2024 and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

13. Reports derived from previous Notice of Motions: None
14. Notices of Motion - No Debate: None
15. Announcements:
  - Councillor Watt mentioned the Polar Plunge for Sick Kids taking place in the Township of Selwyn.
  - Councillor Johnston spoke to the success of the Knights of Columbus Family Day skate program.
16. Closed Session: None
17. Rise from Closed Session with or without a Report: None
18. Matters Arising from Closed Session: None
19. Confirming By-law 2024-09

Moved by: Councillor Watt  
Seconded by: Deputy Mayor Nelson  
That By-law Number 2024-09, being a By-law to confirm the proceedings of the Regular Meeting of Council, held on the 20 day of February, 2024, 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. Next Meeting: Council Meeting - March 5, 2024
21. Adjournment

**Resolution Number 043-2024**  
Moved by: Deputy Mayor Nelson  
Seconded by: Councillor Johnston  
That this meeting adjourn at 6:14 p.m. Carried

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Mayor, Heather Watson

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Clerk, Martina Chait-Hartwig