

**Report to Council**

Re: Seventh Line Road South  
Dummer Road Allowance - Clerk's  
Office-2024-24

From: Martina Chait-Hartwig

Date: November 19, 2024

**Recommendation:**

That the Clerk's Office-2024-24 report, November 19, 2024, regarding a request to improve and use the Seventh Line Road South Dummer Road Allowance be received and that staff be instructed to proceed with the public circulation of the request and bring back comments for Council's review as per Policy No. 18.

**Overview:**

Staff have received the attached request to improve and allow for the use of the unopened Seventh Line South Dummer road allowance from Mr. Duguay on behalf of his client Mr. Lobb. In the past the family has requested permission from Council to trim trees in the road allowance to enable farm equipment to access various farm fields, which has been granted.

Attached a copy of a GIS map which shows the section (in purple) of the road allowance which they wish to work on to provide access to their property.

A copy of Policy No. 18 regarding improvements on unopened road allowances is attached to this report.

As per the policy, Manager of Public Works, Jake Condon has inspected the road allowance and has provided the required standards for the road that is proposed if approved- this is attached as well.

Staff and Mr. Duguay have reviewed the processes contained within the Policy for improving and opening road allowances.

According to the policy, the next step in this process is to notify all adjacent land owners of the request received and request their comments. The Conservation Authority and other municipal stakeholders will also be circulated on this request.

If this process results in Council approval, the Township will enter into an agreement with Mr. Lobb outlining that road maintenance and snow clearing will not be provided by the Township.

**Conclusion:**

With Council's approval, staff are ready to move forward with the circulation of the request and solicit comments from the adjoining landowners.

**Financial Impact:**

At this time the impact is staff time to prepare and circulate the required notice to the adjacent landowners and stakeholder. If the process progresses, the applicant will be responsible for all costs including surveying, the cost of the road upgrades and any legal agreements.



**Service Modernization and Innovation**

Modernizing, refining and innovating services for residents is essential to effectively meet the needs of our community, enhance our operational efficiency, and ensure we remain adaptable in a rapidly changing world.



**Business Attraction, Expansion, and Retention**

Business attraction, expansion, and retention is vital for the economic health and sustainability of our Township, such as job creation, tax revenue, investing in innovation, maintaining our quality of life, and supporting community stability.



**Infrastructure Renewal**

Infrastructure renewal is a critical investment for our Township as it will ensure our adherence to health and safety, economic development, investment attraction, environmental sustainability, quality of life, public confidence, and regional competitiveness.

### Report Approval Details

Document Title:	Request for Permission for Improvement to Unopened Road Allowance - Lobb.docx
Attachments:	- Policy No. 18 - Improvement and Opening of Road Allowances.pdf - KMD MEMO Martina Chait-Hartwig - 7th Line Rd S, October 17, 2024.doc - Township of Douro-Dummer - XS-20m OVERHEAD road standard.PDF
Final Approval Date:	Nov 14, 2024

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

#### **No Signature found**

Jake Condon

Todd Davis

Improvement and/or Opening of Municipal Road Allowances

It shall be the policy of the Council of the Township of Dummer that no municipal road allowance shall be improved and/or opened unless approved by Council as per the following criteria:

1. All requests for improving and/or opening municipal road allowances shall be in writing and shall be sent to the Administrator.
2. Upon receipt of a request for improving and/or opening a municipal road allowance, the Administrator shall provide a copy thereof to the Road Superintendent, who shall make an inspection of said road allowance and determine what specification (M.T.O.) is applicable.
3. The Road Superintendent may request input from the Ministry of Transportation in determining what standard of road is applicable for the type of use proposed.
4. Based on the inspection, the Road Superintendent, shall provide to the applicant, the necessary road specifications as well as a copy of this policy.
5. If at this time the applicant indicates that he/she wishes to proceed, council may direct staff to notify all adjoining property owners of such request and solicit their comments. A minimum of 30 days shall be allowed for this notification period.
6. Following this notification period, council shall evaluate the proposal based on the information available. If the request is denied, the decision is final. If the request is approved, the applicant shall, prior to initiating any work, provide an O.L.S. survey of the road allowance.
7. All costs of surveying, brushing, road construction, etc, associated with the road allowance improvement and/or opening shall be borne by the applicant.
8. Any fences required shall be installed, repaired or replaced as required and approved by the adjoining landowner(s).
9. Any damages to adjoining landowners property or fences shall be the responsibility of the applicant.
10. All wood, logs, etc left from any clearing done, belong to the municipality, unless deemed otherwise by the Road Superintendent, in consultation with the Roads Committee.
11. The road must be built to the Ministry of Transportation standards as supplied by the municipality unless deemed otherwise by council.
12. All work must be done under the direction of, and with the approval of the Township Road Superintendent.
13. Applicant is required to have adequate liability insurance coverage and workers compensation coverage for the duration of the road improvement and/or opening project.

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POLICY NO. 18

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Kevin M. Duguay  
Community  
Planning and  
Consulting Inc.



560 Romaine Street Peterborough, Ontario K9J 2E3  
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[kevin@kmdplanning.com](mailto:kevin@kmdplanning.com) [www.kmdplanning.com](http://www.kmdplanning.com)

## Memo

To: Martina Chait-Hartwig, Clerk  
Township of Douro-Dummer

From: Kevin M. Duguay MCIP, RPP

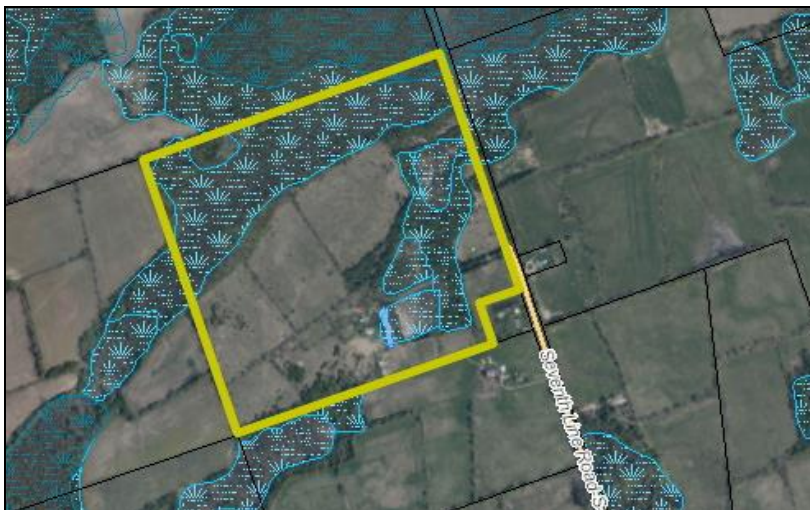
Date: October 18, 2024

Re: **David Lobb, Interest in the Utilization of an  
Unopened Township Road Allowance  
East Half of Lot, Concession 6  
(KMD File 2024-57)**

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This memorandum serves as an official request being made on behalf of Mr. David Lobb, regarding his interest in the ongoing use of a portion of Unopened Township Road Allowance.

### The Property and the Unopened Road Allowance



(Source: County of Peterborough Website, October 2024)

The interest, if realized would not necessarily mean the formal opening of the concerned road allowance. Rather, my Client is interested in either a lease agreement or license respecting his continued use/enjoyment of the unopened road allowance.

If however, neither of these options are deemed feasible, then the option of a formal opening of the road allowance could be contemplated.

It is my understanding that the Lobb family has assumed responsibility for the upkeep of this parcel of land. Mr. Lobb's willing to enter into a formal agreement addressing this responsibility which would be in keeping with Township Policy No. 18, clauses 9 to 11 respectively.

I understand that this request will be considered at a future Township Council meeting. I would welcome the opportunity of attending the meeting, to monitor/observe Council's consideration of the request.

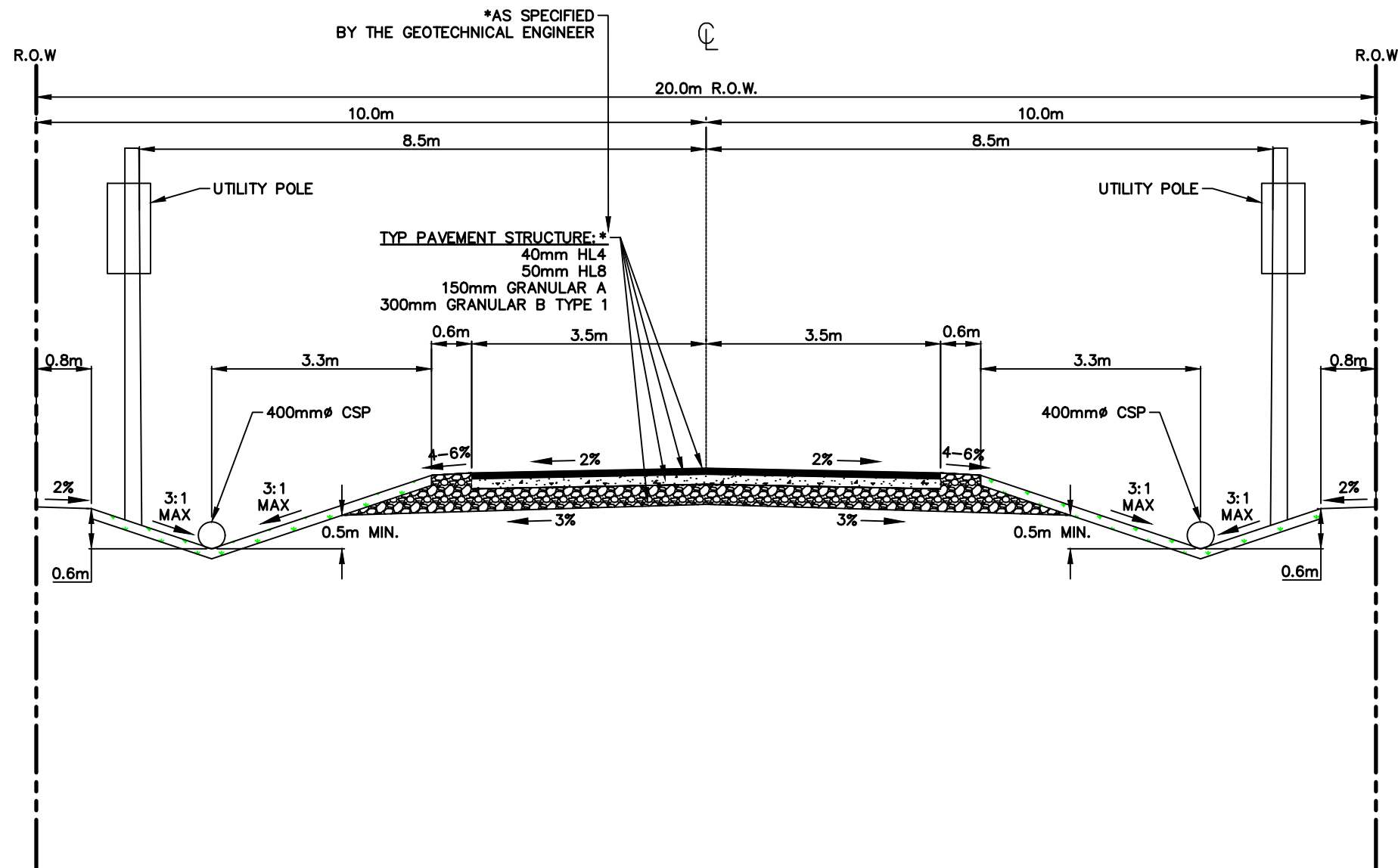
Please contact me should you have questions or should you wish to discuss matters.

Yours truly,

A handwritten signature in blue ink, appearing to read 'K. M. Duguay', with a stylized flourish extending to the right.

Kevin M. Duguay, MCIP, RPP





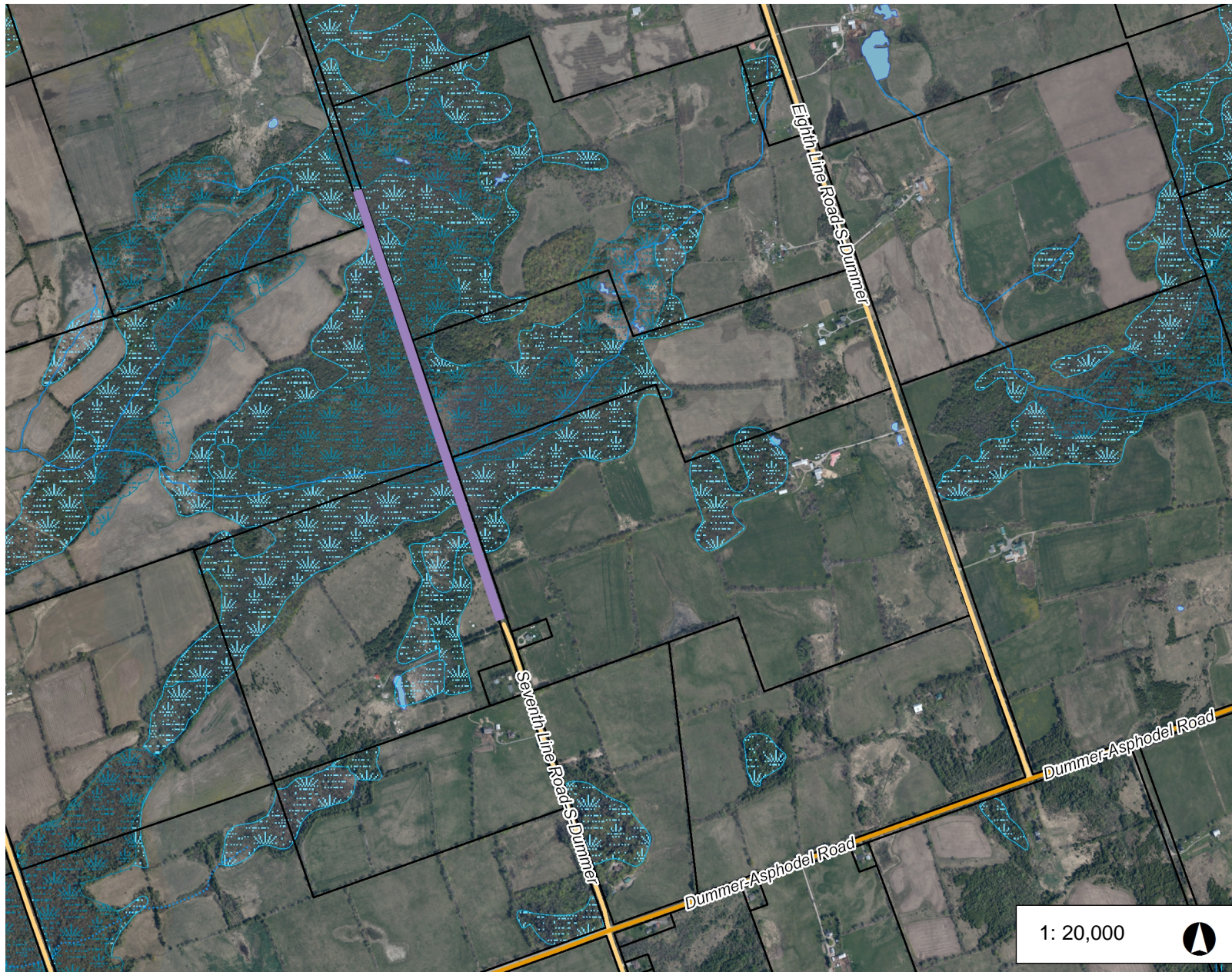
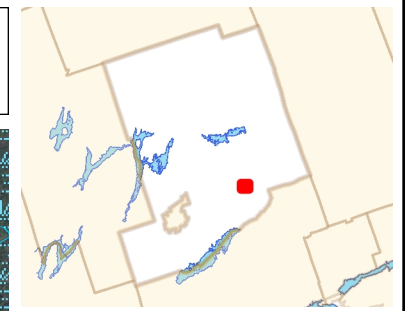
- NOTES:**
1. DRIVEWAY TO BE 6m WIDE. CULVERTS ARE TO BE 9.0m LONG
  2. DRIVEWAY APRONS ARE TO BE PAVED

**20m OVERHEAD UTILITIES  
TYPICAL ROAD X-SECTION**

DWG. NO.	DATE	REVISION	SCALE
	JUNE 2023	0	1:75



# Lobb Road Allowance Request



## Legend

- Roads < 50,000**
- PRIV ; Private; PRIV
  - City Arterial
  - City Collector and Local
  - City Owned Unclassified
  - Provincial
  - County
  - Township
  - Water Access Only
- Outside Roads < 50,000**
- Major Roads
  - Local Roads
- Peterborough Proposed Bypass
  - First Nations
  - Parcel Fabric
  - Parcel First Nations - Canada I
- Rivers**
- Intermittent
  - Permanent
- Clean Water Act Policies Apply
  - Provincially Significant Wetland
  - Locally Significant Wetlands
  - Non-evaluated Wetlands
  - Lakes - Local Scale
- Municipal Boundary - Upper Ti**
- <all other values>
  - COUNTY OF PETERBOROUGH

## Notes

1,016.0 0 508.00 1,016.0 Meters