



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

Tuesday, July 23, 2024, 9:00 a.m.
Council Chambers in the Municipal Building

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

Hybrid Meetings

Regular and Special meetings of Council are being held in person and electronically. Regular Meetings are recorded and live-streamed on the Township YouTube channel. Special Meetings will be recorded and live-streamed where feasible.

To watch the meeting live or access a recording please visit the Township's YouTube Channel
https://www.youtube.com/channel/UCPpzm-uRBZRDjB89o2X6R_A

	Pages
1. Reason(s) for Special Meeting:	
The purpose of this Special Meeting is to present Council with a report regarding the Library Roof and a By-law to Appoint an Interim CAO.	
2. Land Acknowledgement	
3. Disclosure of Pecuniary Interest:	
4. Adoption of Agenda: July 23, 2024	
5. Other Business and Staff Reports:	
5.1 Purchasing Report – June 2024 - Library Roof, Treasurer-2024-14	1
6. By-laws:	
6.1 By-law 2024-41 - To Appoint an Interim Chief Administrative Officer And Repeal By-law 2024-012	3
7. Confirming By-law	
7.1 Confirming By-law 2024-42	4
8. Adjournment	

Recommendation:

That the Treasurer-2024-14 report, dated August 6, 2024, regarding the Library Roof Procurement be received; and

That Council award the contract for the Library Roof Replacement to the lowest bidder, Ray Johnston & Sons, in the amount of \$19,500 plus applicable taxes; and

That this project is to be funded through the Library Capital Reserve.

Overview:

Clerk’s Office report 2024-11 – Library Building Roof Replacement was presented at the June 18, 2024, Council meeting. Council made the following motions:

- That the report, dated June 18, 2024, regarding the Library Building Roof Replacement be received; and
- That the Library CEO be directed to seek new tenders for the steel roof replacement; and
- That a Special Meeting of the Council be conducted to review and approve the tender results once available.

Since the meeting staff received five quotations to replace the Library roof with a steel roof. The following are the quotations received:

Bidder	Bid Amount (excl. HST)
Ray Johnston & Sons	\$19,500.00
Haeden Moher	\$20,353.98
Feeney Roofing Inc.	\$29,950.00
Havelock Metal	\$33,557.78
Stoney Lake Construction	\$34,850.00

Conclusion:

Staff reviewed all quotations and ensured that all bids met the necessary specifications for the Library roof. Therefore, it is recommended to award the project to the lowest bidder, Ray Johnston and Sons, in the amount of \$19,500 plus applicable taxes.

Financial Impact:

This project will be funded through the Library Capital Reserve which currently has a balance projected year end 2024 balance of \$95,856.46.

Report Approval Details

Document Title:	Procurement of Library Roof .docx
Attachments:	
Final Approval Date:	Jul 17, 2024

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

Martina Chait-Hartwig

Mike Rutter

The Corporation of the Township of Douro-Dummer

By-Law Number 2024-041

**Being a By-law to Appoint an Interim Chief Administrative Officer
And Repeal By-law 2024-012**

Whereas the Section 229 of the Municipal Act, 2001, S.O. 2001 c.25, as amended, provides that a municipality may appoint an Interim Chief Administrative Officer;

And Whereas the Municipality of The Township of Douro-Dummer deems it advisable to appoint an Interim Chief Administrative Officer;

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

1. That Mike Rutter be and is hereby appointed as the Interim Chief Administrative Officer for the Township of Douro-Dummer.
2. That this By-law shall be in effect from July 23, 2024 until such time as a permanent CAO is hired.
3. And Further that By-law 2024-012, a By-law to Appoint an Acting CAO be repealed.

Passed in open council this 23rd day of July, 2024.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

The Corporation of the Township of Douro-Dummer

By-law Number 2024-42

Being a By-law of The Corporation of the Township of Douro-Dummer to confirm the proceedings of the Special Meeting of Council held on the 23rd day of July, 2024

The Municipal Council of The Corporation of the Township of Douro-Dummer Enacts as follows:

1. **That** the action of the Council at its Special Meeting held on July 23rd, 2024 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 23rd day of July, 2024.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig