



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

Tuesday, March 18, 2025, 5:00 p.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

Please contact the Clerk if you require an alternative method to virtually attend the meeting.
mchaithartwig@dourodummer.ca or 705-652-8392 x210

	Pages
1. Call to Order	
2. Land Acknowledgement	
3. Moment of Silent Reflection	
4. Disclosure of Pecuniary Interest:	
5. Adoption of Agenda: March 18, 2025	
6. Adoption of Minutes and Business Arising from the Minutes	
6.1 Regular Council Meeting Minutes - March 4, 2025	1
7. Consent Agenda (Reports voted upon by ONE motion) - No Debate	
7.1 Peterborough County Council Minutes - February 19, 2025	10
7.2 Delegation of Powers and Duties - Lottery License Issued	17
8. Delegations, Petitions, Presentations or Public Meetings: None	

9. Public Comment Period - No Debate or Decision

A list of registered speakers will be released no later than Monday at 4:30 p.m. The deadline to register is 12-noon on Monday prior to the meeting.

10. Staff Reports

10.1	Report and Capital Project Status - March 2025	18
10.2	Annual Building Department Financial Report – 2024, Treasurer-2025-06	21
10.3	2024 Council Remuneration, Treasurer-2025-07	24
10.4	2025 Salary Step Increases - C.A.O.-2025-03	26
10.5	Youngs Point Signage Opportunity - C.A.O.-2025-04	28

11. Committee Minutes and Other Reports:

11.1	Township of Douro-Dummer Public Library Board Meeting Minutes - February 11, 2025	33
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12. Correspondence – Action Items:

12.1	Town of Bradford West Gwillimbury - Request for Landlord Tenant Board Reforms	37
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13. By-laws: None

14. Reports derived from previous Notice of Motions

15. Notices of Motion - No Debate

16. Announcements:

17. Closed Session: None

18. Rise from Closed Session with or without a Report

19. Matters Arising from Closed Session

20. Confirming By-law 2025-12 39

21. Next Meeting

Regular Council Meeting - April 15, 2025 at 5:00 PM

Committee of the Whole - April 16, 2025 at 10:00 AM

22. Adjournment

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

**March 4, 2025, 5:00 PM
Council Chambers in the Municipal Building**

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

Staff Present: **C.A.O. - Todd Davis**
 Clerk - Deputy C.A.O. - Martina Chait-Hartwig
 Treasurer - Paul Creamer
 CBO - Don Helleman
 Manager of Public Works - Jake Condon
 Manager of Recreation Facilities - Mike Mood
 Diana Keay

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, and moment of silent for the recent passing of Robert "Bob" Cornelios Allen, past Township employee and member of Council and Linda Siple, Mother of Councillor Adam Vervoort.

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: March 4, 2025

Resolution Number 070-2025

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That the agenda for the Regular Council Meeting, dated March 4, 2025, be adopted, as circulated.

Carried

6. Adoption of Minutes and Business Arising from the Minutes

6.1 Regular Council Meeting Minutes - February 18, 2025

Resolution Number 071-2025

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the minutes for the Regular Council Meeting, dated February 18, 2025, be adopted, as circulated.

Carried

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

7.1 County of Peterborough Council Meeting Minutes - February 5, 2025

Resolution Number 072-2025

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Vervoort

The Consent Agenda for March 4, 2025, be received.

Carried

8. Delegations, Petitions, Presentations or Public Meetings:

8.1 Presentation - Long-Standing Commitment Award

Presented to Paul McMahon, Starfra Feed and Family for winning the Long-Standing Commitment Award from the Peterborough County Cattlemen Association.

8.2 Public Meeting - Official Plan Amendment File No. 15OP-24005 (Shaughnessy-Duguay), Planning-2025-07

Property Address:

**181 County Road 4, Douro ward
Douro-Dummer, ON
Roll No - 1522-010-00408-8000**

Resolution Number 073-2025

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That the Public Meeting regarding the Official Plan Amendment File No. 15OP-24005 (Shaughnessy-Duguay), Planning-2025-07 be declared open. (5:04 p.m.). Carried

In attendance:

Kevin Duguay, Agent

Tom and Brenda Shaughnessy, Owners

Jennifer Clinesmith, Planner, County of Peterborough

Peterborough County Council, Planning Representation and Deputy Mayor
Jim Whelan, Township of North-Kawartha

In-person Comments: None

Comments received: Senior Staff from the Township were circulated for comment on December 18, 2024. The Manager of Public Works commented that he does not have any concerns/issues for the shared driveway entrance to the proposed severed lots. There were no other comments or concerns received.

Township Staff have not received any verbal or written comments from members of the public as they relate to this application.

Resolution Number 074-2025

Moved by: Councillor Vervoort
 Seconded by: Deputy Mayor Nelson

That the Public Meeting regarding the Official Plan Amendment File No. 15OP-24005 (Shaughnessy-Duguay), Planning-2025-07 be declared closed. (5:22 p.m.). Carried

Resolution Number 075-2025

Moved by: Councillor Watt
 Seconded by: Councillor Johnston

That Report Planning-2025-07, dated March 4, 2025, regarding OPA File No. 15OP-24005 (Shaughnessy-Duguay) be received; and

That Council receive all comments related to OPA File No. 15OP-24005 (Shaughnessy-Duguay); and further

That Council advises the County of Peterborough that the Township of Douro-Dummer supports proposed Official Plan Amendment File No. 15OP-24005 which represents Amendment No. 79 to the County Official Plan as described in the document prepared by the County of Peterborough Planning Department and attached to this Report. Carried

10. Staff Reports:10.1 2025 Budget Approval, Treasurer-2025-04**Resolution Number 076-2025**

Moved by: Councillor Watt
 Seconded by: Deputy Mayor Nelson

That the report Treasurer-2025-04, dated March 4, 2025, regarding 2025 Budget Approval be received;

That Council approves the conversion of a seasonal Parks and Recreation employee to full-time at a cost of \$8,577;

That Council approve the tax levy needed for the 2025 Budget in the amount of \$7,395,601; and

That staff be requested to bring forward a Tax Rate By-Law for approval. Carried

10.2 Future Hiring Committee Appointment - Deputy Fire Chief - Clerk's Office-2025-05

Resolution Number 077-2025

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the report Clerk's Office-2025-05, dated March 4, 2025, regarding the appointment of the a Council member to the Deputy Fire Chief recruitment committee be received; and that Councillor Johnston will be the Council representative when the recruitment process begins.

Carried

10.3 Amendment to 2025 Council Meeting Schedule - Clerk's Office-2025-06

Resolution Number 078-2025

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That the report Clerk's Office-2025-06, dated March 4, 2025, regarding an amendment to the Regular Council meeting schedule for 2025 be received, that the Council meeting scheduled for April 1, 2025, be cancelled and finally that an updated calendar be published on the Township website.

Carried

11. Committee Minutes and Other Reports: None

12. Correspondence – Action Items:

- 12.1 Eastern Ontario Wardens' Caucus (EOWC), Town of Parry Sound, Township of The Archipelago, and Township of Uxbridge - Resolution to Support Federal-Provincial Call for "Buy Canadian" Strategy in Response to U.S. Tariffs

Resolution Number 079-2025

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That the Resolution from the Eastern Ontario Wardens' Caucus (EOWC), Town of Parry Sound, Township of The Archipelago, and Township of Uxbridge regarding to Support Federal-Provincial Call for "Buy Canadian" strategy in response to U.S. Tariffs be received and supported. Carried

- 12.2 Township of McGarry - Resolution requesting Amendments to the Ontario Building Code

Resolution Number 080-2025

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the Resolution from the Township of McGarry, dated February 18, 2025, requesting amendments to the Ontario Building Code be received. Carried

- 12.3 Douro Dummer Local Taxpayers - Comments regarding 2025 Township Budget Deliberations

Resolution Number 081-2025

Moved by: Councillor Johnston

Seconded by: Councillor Watt

That the letter from the Douro Dummer Local Taxpayers, dated February 14, 2025, Comments regarding 2025 Township Budget Deliberations be received. Carried

12.4 Municipality of Trent Lakes - Issues Affecting Ontario's Waterfront Communities

Resolution Number 082-2025

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the resolution from the Municipality of Trent Lakes, dated February 19, 2025, regarding the issues affecting Ontario's waterfront communities be received and supported. Carried

12.5 Town of Halton Hills - Resolution regarding Ontario's Deposit Return Program

Resolution Number 083-2025

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the Resolution from the Town of Halton Hills, February 20, 2025, regarding Ontario's Deposit Return Program be received. Carried

12.6 Town of Niagara on the Lake - Request to Province to Reconsider the Amendment of Section 29(1.2) of the Ontario Heritage Act

Resolution Number 084-2025

Moved by: Councillor Watt

Seconded by: Councillor Vervoort

That the Resolution from the Town of Niagara on the Lake, dated February 26, 2025, request to Province to reconsider the amendment of Section 29(1.2) of the Ontario Heritage Act be received. Carried

12.7 Douro Dummer Local Taxpayers - Request and Article regarding Corruption in Local Government

Resolution Number 085-2025

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Vervoort

That the article from the Douro Dummer Local Taxpayers, dated February 22, 2025, regarding corruption in local government not be received.

Carried

13. By-laws: None

14. Reports derived from previous Notice of Motions: None

15. Notices of Motion - No Debate: None

16. Announcements:

Councillor Johnston – The Warsaw Lions Club will be hosting an auction and dinner on April 26, 2025, at the Warsaw Townhall.

17. Closed Session: None

18. Rise from Closed Session with or without a Report: None

19. Matters Arising from Closed Session: None

20. Confirming By-law - 2025-11

Moved by: Councillor Watt

Seconded by: Councillor Vervoort

That By-law Number 2025-011, being a By-law to confirm the proceedings of the Regular Meeting of Council, held on the 4th day of March 2025, be passed in open Council and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto.

Carried

21. Next Meeting - Regular Council Meeting, March 18, 2025

22. Adjournment

Resolution Number 086-2025

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That this meeting adjourn at 5:42 p.m.

Carried

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

Minutes County Council - Regular Meeting



9:30 AM - Wednesday, February 19, 2025

Electronic Participation

The meeting was held hybrid (in-person and electronic) and was streamed live on the County of Peterborough's YouTube channel ([Part 1](#) and [Part 2](#)).

- Present:** Warden Bonnie Clark, Councillor Peter Franzen, Councillor Ron Black, Councillor Lori Burt, Councillor Matthew Graham, Councillor Terry Lamshead, Councillor Jim Martin, Councillor Harold Nelson, Councillor Joe Taylor, Councillor Heather Watson, Councillor Hart Webb, Councillor Jim Whelan, and Councillor Pat Wilford
- Regrets:** Deputy Warden Sherry Senis, Councillor Carolyn Amyotte, and Councillor Ryan Huntley
- Staff Present:** Chief Administrative Officer Sheridan Graham; CFO/CIO/Director of Corporate Services/Deputy CAO Jennifer Stover; Chief of Paramedics Patricia Bromfield; Director of Legislative Services/Clerk Kari Stevenson; Director of Strategic Services Lynn Fawn; Director of Planning, Development and Public Works Iain Mudd; Manager of Finance/Deputy Treasurer Michelle Fisher; General Manager of Communications and Tourism Tracie Bertrand; General Manager of People Services Allison Young; General Manager of Engineering and Construction Doug Saccoccia; General Manager of Operations Bill Linnen; Manager of Waste Management Kerri Snoddy; Supervisor of IT Systems and Security Benson Mathison;

1. Call To Order

Warden Clark called the meeting to order at 9:31 a.m.

2. Land Acknowledgement

3. Moment of Silent Reflection/Silence

Councillor Peter Franzen, Trent Lakes Alternate Member, recited his oath of office.

4. Adoption of Agenda

Resolution No. 23-2025

Moved by Councillor Watson
Seconded by Councillor Wilford

That the agenda be adopted as circulated.

Carried

At this time Council dealt with agenda items 12 through 14, however the minutes reflect the order of the agenda.

5. Disclosure of Interest

There were no disclosures of interest.

6. Adoption of Minutes

Resolution No. 24-2025

Moved by Councillor Webb
Seconded by Councillor Burt

That the minutes of the Regular Council meeting of February 5, 2025 be adopted as circulated.

Carried

7. Delegations and Presentations

- a. **Alan Wilson, Board Member, Brock Mission**
Re: Brock Mission 2026 Expansion Plan

Resolution No. 25-2025

Moved by Councillor Taylor
Seconded by Councillor Franzen

That the presentation from Alan Wilson, Board Member, Brock Mission regarding the Brock Mission 2026 Expansion Plan be received; and

That a letter of support from the County of Peterborough for the Brock Mission 2026 Expansion Plan be forwarded to the presenter; and

That the funding request be referred to the 2026 budget deliberations.

Carried

8. Consent Items

Note: All matters listed under Consent Items are considered to be routine, housekeeping, information or non-controversial in nature and to facilitate Council's consideration can be approved by one motion.

- a. **Staff Reports**
Sheridan Graham, CAO, Deputy Clerk, Deputy Treasurer

Re: Change to Lease Agreement with Cavan Monaghan

- b. Staff Reports**
Michelle Fisher, General Manager, Finance/Deputy Treasurer
Re: 2025 Tax Policy and Rates Report
- c. Staff Reports**
Marissa Martin, Records & Information Management Coordinator
Re: Amendments to Records Retention Schedule
- d. Correspondence Report**
- e. Committee Minutes**
Finance Committee
Re: Minutes of January 30, 2025
- f. Committee Minutes**
Lang Pioneer Village Museum Advisory Committee
Re: Minutes of January 28, 2025
- g. Liaison Reports from External Committees, Boards and Agencies**
Fairhaven Committee of Management
Re: Minutes of January 8, 2025

Item 8.b. was pulled from the consent items to be dealt with separately.

Resolution No. 26-2025

Moved by Councillor Graham
Seconded by Councillor Whelan

That report FIN 2025-02 be received; and

That comments be forwarded to staff by February 26, 2025.

Carried

Resolution No. 27-2025

Moved by Councillor Webb
Seconded by Councillor Burt

That Report CAO 2025-01, Change to Lease Agreement with the Township of Cavan Monaghan, be received; and

That the amendment to the Basic Rent in the Lease Agreement with the Township of Cavan Monaghan, set out in this report, be approved; and,

That Report CPS 2025-06, Amendments to Records Retention Schedule, be received; and

That a new by-law be created to reflect the changes outlined for destruction and record tracking purposes; and,

That Correspondence Report CPS 2025-07 be received for information; and,

That the minutes of the Finance Committee dated January 30, 2025 be adopted; and,

That the minutes of the Lang Pioneer Village Museum Advisory Committee dated January 28, 2025 meeting be adopted; and

That staff be directed to thank Mr. Gilbert for his proposal and advise him that the offer must be declined due to lack of financial resources to install and maintain the structure, the potential liability concerns, and that the proposal does not fit the 19th-century time period of the museum, limiting areas for installation; and,

That the minutes of the Fairhaven Committee of Management dated January 8, 2025 be received.

Carried

9. Staff Reports - Direction

- a. Jennifer Stover, CFO/CIO/Deputy CAO
Re: 2025 Budget Reliance on Reserves Update**

Resolution No. 28-2025

Moved by Councillor Taylor
Seconded by Councillor Martin

That report FIN 2025-001 titled 2025 Budget Reliance on Reserves Update be received; and

That the 2025 operating budget be amended as described in this report.

Carried

- b. Jennifer Stover, CFO/CIO/Deputy CAO
Re: Expense and Professional Development Policy Updates**

Resolution No. 29-2025

Moved by Councillor Black
Seconded by Councillor Lambshead

That report FIN 2025-03, Expense and Professional Development Policy Updates be received; and

That comments on Policies FI-5 and HR-19 be sent to the CFO/CIO/Deputy CAO prior to February 25th.

Carried

- c. Jennifer Stover, CFO/CIO/Deputy CAO**

**Christopher Lee, General Manager of Information Technology
Re: Acceptable Use of County Technology Resources Policy**

Resolution No. 30-2025

Moved by Councillor Nelson
Seconded by Councillor Whelan

That Report FIN 2025-04 Acceptable Use of County Technology Resources Policy be received; and

That comments on Policy CORP-07 be sent to the CFO/CIO/Deputy CAO prior to February 25th.

Carried

- d. Doug Saccoccia, General Manager, Engineering & Construction
Re: School and Community Safety Zone Policies**

Resolution No. 31-2025

Moved by Councillor Webb
Seconded by Councillor Watson

That Report PDPW-2025-06, School and Community Safety Zone Policies, be received; and

That comments be forwarded to the General Manager, Engineering of Construction prior to March 3, 2025; and

That the report be circulated to local private schools and lower tier municipalities asking for comments prior to March 3, 2025.

Carried

- e. Kerri Snoddy, Manager, Waste Management & Sustainability
Re: Post Transition Options for Non-Eligible Sources Follow Up**

Resolution No. 32-2025

Moved by Councillor Graham
Seconded by Councillor Nelson

That report PDPW 2025-07 Post Transition Options for Non-Eligible Sources Follow Up be received.

Carried

10. Notices of Motion

11. Announcements

Councillor Burt recognized and congratulated the award winners from the second annual Celebration of Agriculture event held on February 8, 2025. She also thanked Warden Clark and Councillor Taylor for presenting certificates to award winners at the event.

Councillor Webb announced that on Monday February 24, 2025, a Meet the Petes event will be held at the Havelock Arena starting at 3:30 p.m.

Warden Clark advised that on Wednesday, March 5, 2025, at 12 Noon, Peterborough County will be raising the Irish Flag at the front of Courthouse to commemorate the Bicentennial of the Peter Robinson Emigration from Ireland to Peterborough. She encouraged Council members to attend and to wear green.

12. Closed Session (Timed Closed Session 9:35 a.m.)

Under the authority of the Municipal Act, 2001, S.O. 2001, c. 25, S. 239(2) to consider:

(a) the security of the property of the municipality or local board; (a procedure to be carried on by the municipality).

Resolution No. 33-2025

Moved by Councillor Watson
Seconded by Councillor Lambshead

That Council move into Closed Session at 9:38 a.m. under Section 239 (2) (a) of the Municipal Act, 2001.

Carried

13. Rise from Closed Session

Resolution No. 34-2025

Moved by Councillor Lambshead
Seconded by Councillor Burt

That Council rise from closed session at 9:41 a.m.

Carried

14. Matters Arising from Closed Session

Resolution No. 35-2025

Moved by Councillor Black
Seconded by Councillor Nelson

That the minutes of the Closed Session dated December 18, 2024 be adopted.

Carried

15. By-laws

- a. By-law No. 2025-06 being, "A by-law to amend By-law No. 2023-28 being, "A by-law to establish retention periods for the records of the Corporation of the County of Peterborough"."

Resolution No. 36-2025

Moved by Councillor Franzen
Seconded by Councillor Lambshead

That By-law No. 2025-06 be read and passed and that this by-law shall be signed by the Warden and Clerk and sealed with the Seal of the Corporation.

Carried

16. Confirming By-law

Resolution No. 37-2025

Moved by Councillor Burt
Seconded by Councillor Wilford

That the confirming by-law to adopt, ratify, and confirm the actions of Council at today's meeting in respect to each report, motion, resolution or other action passed and taken by Council be adopted.

Carried

17. Adjournment

Resolution No. 38-2025

Moved by Councillor Martin
Seconded by Councillor Graham

That the Council meeting adjourn at 10:42 a.m.

Carried


Warden, Bonnie Clark


Clerk, Kari Stevenson

Delegation of Powers and Duties - Report to Council for Information

Report Date: March 12, 2025

Power Delegated:	Lottery Licence
Title of Person Delegated Authority:	Clerk
Name of Person Using the Authority:	Martina Chait-Hartwig
Action Taken:	Issued Lottery License to St. Joseph's Parish Catholic Women's League for a raffle lottery with three prizes. The winner will be chosen on September 1, 2025.
Date Action Taken:	March 12, 2025

Township of Douro-Dummer

Report and Capital Project Status

- Directed by Council and/or CAO
- Directed by the Province/legislation
- Directed by an Agency
- New items and updates are highlighted in Yellow

Report Status

Department	Date Requested	Directed By	Resolution/Direction	Est. Report Date
Corporate	May 3, 2022	Council	Future Gravel Resources	2025
Finance/Clerk	February 21, 2023	Council	Policy to allow for multi-year budgets	Summer 2024
Planning	June 7, 2022	Council Province	Bill 109 & Bill 23 – Update to Site Plan Control By-law, Create Pre-Consultation By-law, ensure the language in Official Plan allows for Peer-Review as part of Complete Application	Site Plan Control By-law Update – Approved on February 18 th , 2025 Council Agenda Remaining Reports no Longer needed as recent Provincial legislation has removed these requirements.
Public Works/CAO	March 7, 2023	Council	Indacom Drive Lot 3	Deferred

Capital Project Status

Department	Capital Project List	Status
Clerk/C.A.O.	Enbridge Franchise Renewal Agreement	Completed Winter 2025
Clerk	Township Website Migration	Start date: Q2 2025
Finance	Asset Retirement Obligation Cost Study	Received February 2025
Fire	Station 1 Building Review and Drawings	Due 2024
Fire	Pumper 1 and 4	Due 2026
Fire	Thermal Imaging Cameras	Received and in service February 2025
General Government	New Sloped Roof – Town Hall	Under Investigation
General Government	Computer Modernization	Ongoing
General Government	Finance Modernization	In progress – will continue into 2025
General Government	Computer IT Hardware Replacements	In progress

General Government	Storage Room Exterior Door Replacement	Due 2025
Parks and Recreation	Lime Kiln Restoration – 2022 Budget	Spring 2023
Parks and Recreation	Consultant Fees – Arena Facilities Future Ad-Hoc Committee	Fall 2023
Parks and Recreation	Energy Audit	In progress
Parks and Recreation	Floor Machines for Douro and Warsaw Community Centre	In progress
Planning	Zoning By-Law Update	On hold until Province Approves OP
Public Works	Gravel Pit Purchase	Ongoing
Public Works	Plow Truck	RFP Awarded – 2025 Delivery

Recommendation:

That the Annual Building Department Financial Report – 2024, Treasurer-2025-06, dated March 18, 2025, be received and that \$104,038.80 be transferred from the Building Department reserve to the Accumulated Surplus/Deficit Account.

Overview:

Each year the Township is required to post an annual Building Department report as per subsection 7(4) of the Ontario Building Code Act.

The following table summarizes the financials for the Building Department for 2024:

Opening Reserve Balance		\$249,825.83
Indirect Costs		
Overhead	\$10,536.43	
Staffing	\$18,219.59	
Total Indirect Costs	\$28,756.02	
Direct Costs	\$488,795.38	
Total Operating Expenses		\$517,551.40
Revenue		
2024 Permits Initiated	\$670,077.78	
2024 Admin Fees & Other Revenues	\$24,087.50	
Deferred Revenue	(280,652.68)	
Total Revenue		\$413,512.60
Operating Surplus/Deficit		(\$104,038.80)
Transfer from Reserve for Capital Asset Purchases		(\$62,638.16)
Closing Reserve Balance		\$83,148.87

New accounting legislation PS 3400 that took effect as of 2024 year end, requires revenue to only be recognized after the work has been completed. For the Building Department, this means that revenues from permits are not fully recognized until they are closed. 2024 is the first year we are deferring revenue to reflect work not completed and to ensure compliance with the updated regulations. Since there are no deferred revenue from prior periods to offset, 2024 revenues are expected to be lower than previous years.

Conclusion:

The report shows that the Building Department ran an operating deficit of \$104,038.80 in 2024. In order to offset the deficit, the amount will be transferred from the Building Department Reserve to the Accumulated Surplus/Deficit Account. This results in a closing reserve balance of \$83,148.87 for 2024.

Financial Impact:

The purpose of this reserve is help offset years that have deficits and fund capital purchases.

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:	2024 Annual Building Financial Report - Treasurer-2025-06.docx
Attachments:	
Final Approval Date:	Mar 13, 2025

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

Todd Davis

Report to Council

Re: Treasurer-2025-07

From: Paul Creamer

Date: March 18, 2025

Re: 2024 Council Remuneration

Recommendation:

That the Treasurer-2025-07 report, dated March 18, 2025, regarding 2024 Council Remuneration be received.

Overview:

The Municipal Act states that the Treasurer of a municipality shall provide to the Council of the municipality an itemized statement on remuneration and expenses paid in the previous year. Despite the Municipal Freedom of Information and Protection of Privacy Act this statement is public record. The following is the statement for 2024:

	Ray Johnston	Harold Nelson	Adam Vervoort	Heather Watson	Tom Watt
Council Honorarium	\$24,466	\$27,326	\$24,466	\$33,688	\$24,466
Council Mileage	\$593			\$722	\$428
Training Session		\$450		\$1,125	
Health Benefits			\$1,342	\$3,228	
Total Remuneration	\$25,059	\$27,776	\$25,808	\$38,763	\$24,894

	Robert Lamerre	Rod Manley	Jim Patterson	Mark Porter
Committee of Adjustment	\$0	\$380	\$475	\$475
Mileage	\$0	\$0	\$114	\$0
Total Remuneration	\$0	\$380	\$589	\$475

Conclusion:

This report satisfies the requirement of the Municipal Act.

Financial Impact:

N/A



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:	2024 Council Remuneration Statement - Treasurer-2025-07.docx
Attachments:	
Final Approval Date:	Mar 13, 2025

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

Todd Davis

Recommendation:

That the C.A.O.-2025-03 report, dated March 18, 2025, regarding Salary Step Increases 2025 be received and that Martina Chait-Hartwig, Jake Condon, Don Helleman, Jessyka McArthur, Mike Mood and Vanessa Sweeting be provided a step increase in accordance with the Township of Douro Dummer Compensation Agreement.

Overview:

By-laws 2022-45 - Compensation Agreement for Non-Management Staff and 2022-46 - Compensation Agreement for Management Staff establish the policies related to our annual staff compensation program. Schedule "B" to the Compensation By-laws provides a process whereby staff can progress through our salary grid to attain their full job rate. In accordance with the schedule, a combination of satisfactory performance review, required educational advancement and service with the municipality are required as the basis for the CAO's recommendation to Council.

In the fourth quarter of 2024, all staff completed performance reviews, and it should be noted that all staff achieved at minimum satisfactory performance. The records of training have been updated to include staff training and educational courses that are recognized as supporting staff advancement. Compulsory training (WHMIS, 1st Aid, Accessible Customer Service, etc.) is not included for consideration in supporting staff advancement. To qualify for a step increase staff advancement training hours must reach 80 hours of on-the-job training or 60 hours of training outside of work time. Finally, to be eligible for a step increase you must meet a minimum of 1 full year of service time be a staff member can be considered.

As a result, staff with satisfactory reviews and the requisite number of training hours, the following employees have met the qualifications to progress one step up the salary grid:

Martina Chait-Hartwig

Jake Condon

Don Helleman

Jessyka McArthur

Mike Mood

Vanessa Sweeting

Conclusion:

In accordance with the Township's Compensation Agreement outlined in By-laws 2022-45 and 2022-46 annual salary step increases must follow a prescribed process that includes a satisfactory performance evaluation, completion of staff advancement training and meeting the minimum amount of service time. For 2025, the CAO recommends a one step, step increase for Martina Chait-Hartwig, Jake Condon, Don Helleman, Jessyka McArthur, Mike Mood and Vanessa Sweeting as each of these employees have met the requirements of the agreement and followed the procedures as outlined in that agreement.

Financial Impact:

Adequate allowances have been made in the 2025 budget to accommodate this change.

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.

Recommendation:

That the C.A.O.-2025-04 report, dated March 18, 2025, regarding the Young's Point community signage opportunity be received; and

That Council direct staff to negotiate and action a lease for the property located a 400 South Beach Road for the installation of Young's Point community signage with the Township of Selwyn.

Overview:

The Township of Selwyn has approached staff to inquire about the potential location of community signage that demarcates the entrance to the settlement area of Young's Point. Selwyn has been working towards locating the signage on Highway 28 as close to the settlement area as possible. Finding an appropriate location along the highway is a challenge and through their discussions with the Ministry of Transportation (MTO) who control the road it was determined that a set back of 250 meters from the signalized intersection at Young's Point was required. The goal is to install the signage at the southern entrance to Young's Point and with the restrictions imposed by the MTO the closest available southern property is in Douro-Dummer and is a property the Township owns.

The Township of Selwyn has been working on this community project for some time and the hope is to erect the signage in advance of the 2025 Peter Robinson celebrations, recognizing that Young's Point is one of the historic Peter Robinson settlements. Having approached Douro-Dummer when it was clear that land in our community would be the only viable option for the signage, the Township is happy to support its neighbour and partner with their request.

The identified property is outlined on the image below, immediately neighbouring 2044 Highway 28 with frontage at approximately 400 South Beach Road.



The property is a vacant parcel of land without a civic address but is conventionally considered to be at 400 South Breach Road. The Township owns the property, and it is currently used as a daylighting triangle for the intersection of Old Highway 28 and South Beach Road. Should a sign be erected on the property it should be located as close to the western edge of the parcel as possible respecting the centreline setbacks of both roads. Staff note that in the past, neighbouring property owners have approached the Township expressing an interest in purchasing the parcel of land. To date both staff and Council have been resistant to allowing this as it is currently used in our traffic management. By allowing for the installation of signage, the Township will continue to maintain its ownership of the land and work to have it be used for a dual purpose of signage and traffic control.

An image of the proposed sign is attached to this report (Attachment 1) and while inconsistent with our Townships settlement signage, it would not be located anywhere near our current signs and not be in conflict. To best facilitate this request from the Township of Selwyn, Douro-Dummer staff would suggest that both communities enter into a lease agreement for a period of less than 30 years. The lease agreement would be for \$1.00 per year and primarily be in place to establish responsibilities and liabilities for each of the communities. Douro-Dummer as a willing host of the signage would effectively allow it to be on our land for no cost. Selwyn would agree to the expenses related to installation, on-going maintenance and decommissioning with Douro Dummer monitoring the signage for any maintenance requirements. Selwyn would also agree to accept all liabilities should the signage cause harm or damage to property or individuals for any reason.

Through discussions, Selwyn has indicated it is amiable to allow Douro-Dummer acknowledgement on the signage (attachment 2) if the Township agrees to help prepare the site for installation. Staff anticipate that we should be responsible to bare some of the costs for maintenance and liability. Staff are supportive of allowing the signage to be in our community and have a neutral position regarding being acknowledged on the sign. If Council would like to have Douro-Dummer represented on the sign, this direction should be provided.

Conclusion:

Douro-Dummer has the opportunity to support our neighbours the Township of Selwyn with allowing for the installation of Young's Point Community Signage on a piece of Township owned land. This is being proposed in acknowledgement of the Peter Robinson 200th anniversary and staff are supportive of the project provided that the Townships agree to a lease that establishes appropriate responsibilities for installation, maintenance, decommissioning and liability.

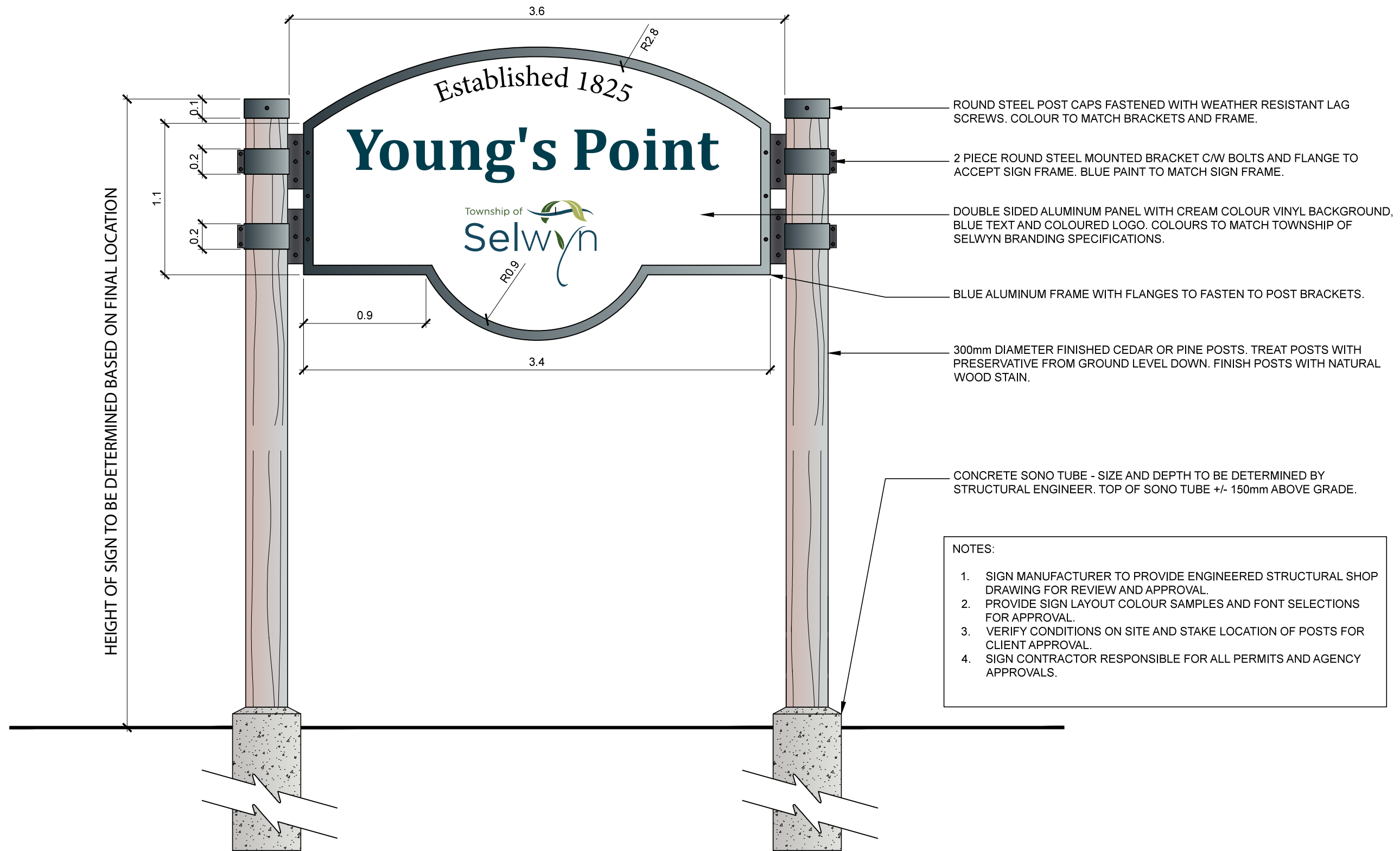
Financial Impact:

There would be no financial impact to Douro Dummer for this project other than staff time to develop and negotiate a lease for the land. Most of the expenses would be the responsibility of the Township of Selwyn.

Service Modernization and Innovation
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HEIGHT OF SIGN TO BE DETERMINED BASED ON FINAL LOCATION

ROUND STEEL POST CAPS FASTENED WITH WEATHER RESISTANT LAG SCREWS. COLOUR TO MATCH BRACKETS AND FRAME.

2 PIECE ROUND STEEL MOUNTED BRACKET C/W BOLTS AND FLANGE TO ACCEPT SIGN FRAME. BLUE PAINT TO MATCH SIGN FRAME.

DOUBLE SIDED ALUMINUM PANEL WITH CREAM COLOUR VINYL BACKGROUND, BLUE TEXT AND COLOURED LOGO. COLOURS TO MATCH TOWNSHIP OF SELWYN BRANDING SPECIFICATIONS.

BLUE ALUMINUM FRAME WITH FLANGES TO FASTEN TO POST BRACKETS.

300mm DIAMETER FINISHED CEDAR OR PINE POSTS. TREAT POSTS WITH PRESERVATIVE FROM GROUND LEVEL DOWN. FINISH POSTS WITH NATURAL WOOD STAIN.

CONCRETE SONO TUBE - SIZE AND DEPTH TO BE DETERMINED BY STRUCTURAL ENGINEER. TOP OF SONO TUBE +/- 150mm ABOVE GRADE.

- NOTES:
1. SIGN MANUFACTURER TO PROVIDE ENGINEERED STRUCTURAL SHOP DRAWING FOR REVIEW AND APPROVAL.
 2. PROVIDE SIGN LAYOUT COLOUR SAMPLES AND FONT SELECTIONS FOR APPROVAL.
 3. VERIFY CONDITIONS ON SITE AND STAKE LOCATION OF POSTS FOR CLIENT APPROVAL.
 4. SIGN CONTRACTOR RESPONSIBLE FOR ALL PERMITS AND AGENCY APPROVALS.

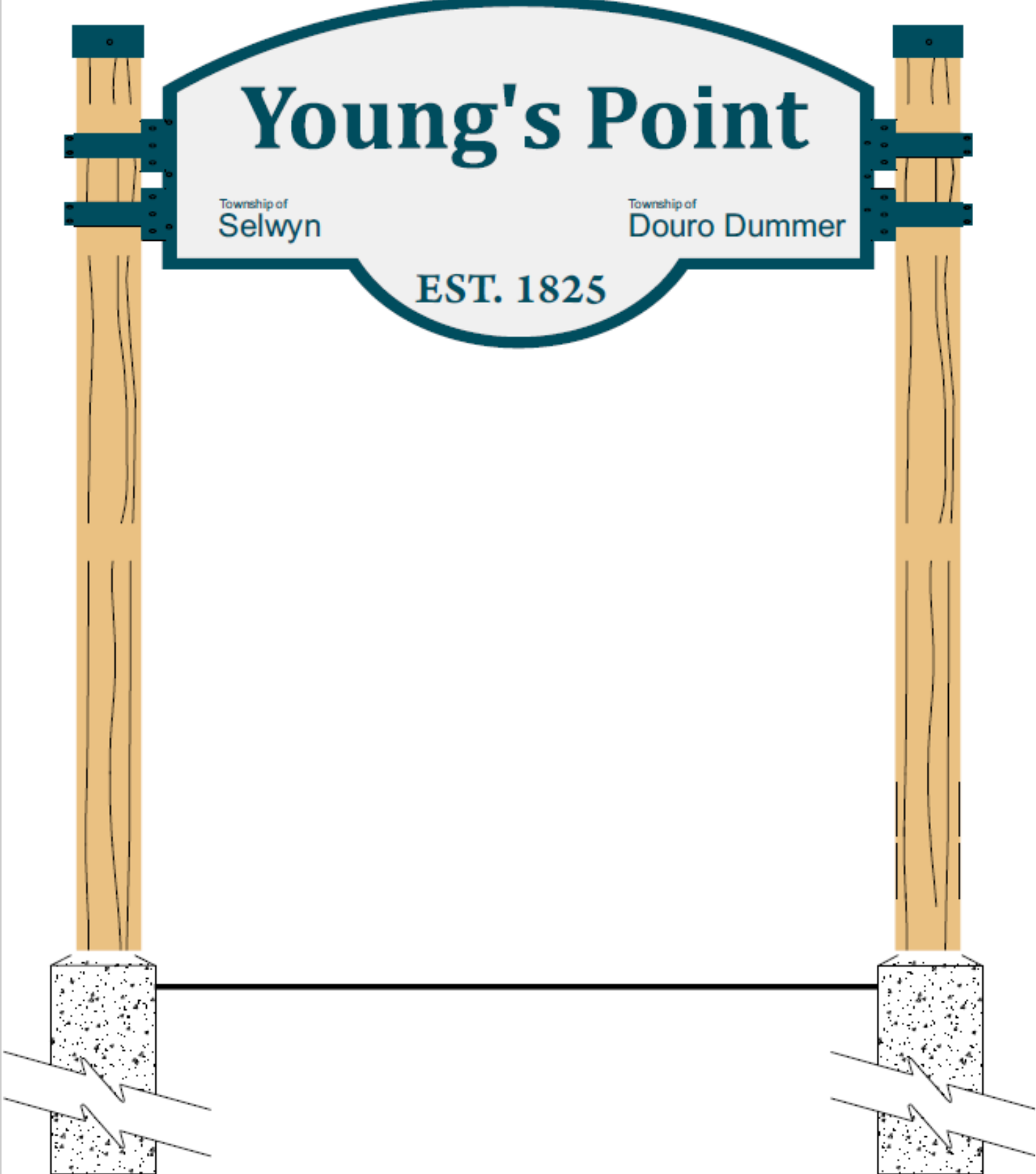
SCALE:	1:30	DRAWING TITLE:	COMMUNITY GATEWAY SIGN
DATE:	JUNE 21, 2016	DRAWING NUMBER:	SK-1
PROJECT NO:	AS SHOWN		

Young's Point

Township of
Selwyn

Township of
Douro Dummer

EST. 1825



(APPROVED)

Minutes of the Township of Douro-Dummer Public Library Board Meeting

February 11, 2025, 4:00 PM

Present:

**Thomas Watt
Darla Milne
Georgia Gale-Kidd
Diane Bonner
Tina Fridgen**

Staff Present

Library CEO Maggie Pearson

1. Call to Order

With a quorum of the Board being present, the Secretary called the meeting to order at 3:58 PM.

2. Disclosure of any Pecuniary Interest

The Chair reminded members of the Board of their obligation to declare any pecuniary interest they might have. None were declared.

3. Approval of December 10, 2024 Minutes

Resolution Number 01-2025

Moved by: Darla Milne

Seconded by: Diane Bonner

That the December 10, 2024 draft minutes be approved.

Carried

4. Business Arising from Minutes:

4.1 Friends of the Library

Verbal Report from Georgia Gale-Kidd: Upcoming Speaker Series on February 15th will be "Night Witches: Russian Women Pilots of WWII" given by Gwen Tyron. The March 15th speaker will be local artist Rob Niezen, whose art will also hang from March 4th – April 29th in the gallery; Tina Fridgen will present on frogs for the April Speaker Series. May will be the annual plant and book sale, with speaker to be determined.

4.2 Art Gallery Committee

Verbal report from Tina Fridgen: Current installation of Paul Nabuurs work is enjoying success. Upcoming show will be local artist Rob Niezen with installation date scheduled for March 4th and show removal date scheduled for April 29th. Niezen's artist talk will take place Saturday March 15th from 1PM – 3PM. Tina Fridgen has applied to have a show in May and June; the library CEO will assess her application together with other members of the Art Gallery Committee. The plan for summer months remains to bring local student work into the space. The Lakefield Arts Collective has requested another group show for September and October 2025.

Resolution Number 02-2025

Moved by: Tom Watt

Seconded by: Darla Milne

That these committee reports be accepted for information.

Carried

5. Financial Report Dated December 31, 2024

Resolution Number 03-2025

Moved by: Diane Bonner

Seconded by: Tom Watt

That the financial report be accepted for information.

Carried

6. Librarian's Reports:

6.1 Report to Board: Stats Dec 2024 & Jan 2025

6.2 Report to Board: Projects and Operations

Resolution Number 04-2025

Moved by: Tina Fridgen

Seconded by: Darla Milne

That the library assistant move up one step in their pay grid following their performance review.

Carried

Resolution Number 05-2025

Moved by: Diane Bonner

Seconded by: Tina Fridgen

That these Librarian reports be accepted for information.

Carried

7. New Business:

7.1 Strategic Plan

Verbal report from Maggie Pearson: The Board has been assigned an OLS consultant for the project, who is scheduled to meet with the CEO this week to scope the project and create a timeline; the CEO will report back on this at the next meeting.

8. Correspondence

9. Closed Session

10. Adjournment

Resolution Number 06-2025

Moved by: Tom Watt

That the meeting be adjourned at 4:44PM

Carried

11. Next Meeting:

Tuesday March 11, 2025 4:00PM

Chair, Georgia Gale-Kidd

Secretary, Maggie Pearson

March 12, 2025

VIA EMAIL

The Hon. Doug Ford
Legislative Building
Queen's Park
Toronto ON M7A 1A1
premier@ontario.ca

Dear Premier Ford

Re: Motion to Request Landlord Tenant Reforms

At its Regular Meeting of Council held on Tuesday, March 4, 2025, the Town of Bradford West Gwillimbury Council approved the following resolution:

Resolution 2025-79
Moved: Councillor Giordano
Seconded: Councillor Dykie

WHEREAS Ontario has expanded the accessory dwelling unit (ADU) framework to address the housing supply crisis, which includes the need to balance the interests of both tenants and small-scale landlords;

WHEREAS small-scale landlords may face financial strain when tenants withhold rent in bad faith, and delayed dispute resolution systems can result in undue hardship for landlords, while also affecting tenants' security and well-being;

WHEREAS it is crucial to support the development of legal ADUs and secondary rentals while ensuring tenants' rights are respected and upheld;

WHEREAS proposed reforms could include:

- Accelerating dispute resolution for ADUs and secondary rentals at the Landlord and Tenant Board (LTB) within 30 days, ensuring fairness for both tenants and landlords
- Introducing mediation services to resolve disputes quickly and amicably, reducing reliance on lengthy hearings
- Providing both landlords and tenants with enhanced tools for clear communication, such as standardized rental agreements and better screening practices

- Strengthening protections for tenants against unfair eviction while enforcing stricter penalties for tenants withholding rent in bad faith
- Ensuring law enforcement access to properties only under appropriate circumstances, respecting tenants' rights while supporting landlords in the resolution of unpaid rent issues
- Establishing a hardship relief fund for landlords impacted by unpaid rent, while ensuring tenants are also supported in cases of financial distress
- Offering free or low-cost legal assistance to both landlords and tenants to navigate disputes fairly.

NOW THEREFORE BE IT RESOLVED that the Town of Bradford West Gwillimbury Council requests the provincial government to look at ways to implement these balanced reforms that protect both small-scale landlords and tenants, ensuring fairness in the rental market; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Premier Doug Ford, our local Member of Provincial Parliament, President of the Association of Municipalities of Ontario, Minister of Municipal Affairs and Housing, Attorney General, and all Ontario municipalities to support the creation of balanced protections for both landlords and tenants

CARRIED.

Thank you for your consideration of this request.

Regards,



Tara Reynolds
 Clerk, Town of Bradford West Gwillimbury
 (905) 775-5366 Ext 1104
treynolds@townofbwg.com

CC: President of Association of Municipalities of Ontario, Robin Jones - resolutions@amo.on.ca
 Hon. Paul Calandra, Minister of Municipal Affairs and Housing - minister.mah@ontario.ca
 Hon. Doug Downey, Attorney General - attorneygeneral@ontario.ca
 All Ontario Municipalities

The Corporation of the Township of Douro-Dummer

By-law Number 2024-12

Being a By-law of The Corporation of the Township of Douro-Dummer to confirm the proceedings of the Regular and Special Council Meeting of Council held on the 18th day of March 2025

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 and Special Council Meetings held on 18th March 2025, 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 18 day of March 2025.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig