

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

**March 23, 2023, 9:30 AM  
Town Hall  
894 South Street  
Warsaw, ON K0L 3A0**

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

**Staff Present**  
**CAO – Elana Arthurs**  
**Acting Clerk – Martina Chait-Hartwig**  
**Derrick Huffman – Deputy Fire Chief**  
**Manager of Public Works – Jake Condon**  
**Manager of Recreation Facilities – Mike Mood**  
**Planner – Christina Coulter**  
**Temporary CBO – Don Helleman**  
**Administrative Assistant – Tara Lember**  
**Building Administrator – Leisha Newton**  
**Building Inspector – Bill Winn**  
**Deputy Treasurer, Tax Clerk – Carol Ann-Nelson**  
**Deputy Treasurer, Accounts Payable - Donna Kelly**  
**Finance and Payroll Clerk – Nicole McArthur**  
**Legislative Assistant – Anu Mundahar**  
**Municipal Operations Assistant – Jessyka McArthur**

1. Reason(s) for Special Meeting:

The Mayor called the meeting to order at 9:38 p.m. and stated that the reason for the Special Meeting was to have a working session with Council and Staff regarding the development of a new Township Strategic Plan.

2. Land Acknowledgement

The Mayor recited the Land Acknowledgment.

3. Disclosure of Pecuniary Interest:

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

4. Adoption of Agenda:

**Resolution Number 093-2023**

Moved By: Councillor Vervoort

Seconded By: Councillor Johnston

That the agenda for the Special Council Meeting, dated March 23, 2023, be adopted, as circulated.

Carried

5. Introduction and Ice Breaker

All Council members and staff present introduced themselves and participated in an ice-breaker activity.

6. Presentation:

6.1 Christina Coulter, Planner and Iain Mudd, County of Peterborough Planner - Planning Related Plans, Policies and Legislation

Christina Coulter, Planner and Iain Mudd, County of Peterborough Planner provided a training session regarding planning related plans, policies and legislation.

7. Strategic Planning Workshop:

7.1 Review of Current Township Mission and Vision Statements

7.2 SWOT Analysis

7.3 Review of Existing Strategic Plan

At this time Mayor Watson, left the meeting and turn the chair over to Deputy Mayor Nelson. (2:30 p.m.).

8. Reports

8.1 Report to Council - Township Committees, Clerk's Office-2023-07

**Resolution Number 094-2023**

Moved By: Councillor Johnston

Seconded By: Councillor Vervoort

That the report, dated March 23, 2023 regarding a framework for Township Committees be received,

- That Council direct staff to begin a recruitment for members of the Events Committee with a term to run concurrent with Council and create a Terms of Reference to outline the roles and responsibilities of the Committee; and
- That Staff be directed to bring forward a standard Terms of Reference document that will act as the foundation for all future Committees that Council may create. Carried

9. Confirming By-law – 2023-16

Moved By: Councillor Watt

Seconded By: Councillor Vervoort

That By-law Number 2023-16, being a By-law to confirm the proceedings of the Special Meeting of Council, held on the 23 day of March, 2023, be passed in open Council and that the Mayor and the Acting Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

10. Adjournment

**Resolution Number 095-2023**

Moved By: Councillor Vervoort

Seconded By: Councillor Johnston

That this meeting adjourn at 2:51 p.m.

Carried

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Deputy Mayor, Harold Nelson

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Acting Clerk, Martina Chait-Hartwig