

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

**December 17, 2024, 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

1. Call to Order

With a quorum of Council being present, the Mayor called the meeting to order at 5:02 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: December 17, 2024

**Resolution Number 431-2024**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the agenda for the Regular Council Meeting, dated December 3, 2024, be adopted, as amended.

Carried

6. Adoption of Minutes and Business Arising from the Minutes

6.1 Regular Council Meeting Minutes - December 3, 2024

**Resolution Number 432-2024**

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the Regular Council Meeting Minutes held on December 3, 2024, be received and approved.

Carried

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

7.1 Peterborough County Council Minutes - November 20, 2024

7.2 Municipal Appraisal Form (MAF) for Severance Files B-99-24 and B-100-24

7.3 The Ministry of Citizenship and Multiculturalism's (MCM) Ontario Honours and Awards Secretariat - The Order of Ontario Call for Nominations

7.4 Eastern Ontario Wardens' Caucus (EOWC) - Updates on Various Issues

7.5 Treasury Board Secretariat - Emergency Management Modernization Act

7.6 Peterborough Public Health - Merger and 2025 Health Unit Assessment

**Resolution Number 433-2024**

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

The Consent Agenda for December 17, 2024, be received.

Carried

8. Delegations, Petitions, Presentations or Public Meetings: None
9. Public Comment Period - No Debate or Decision: None
10. Staff Reports

10.1 Report and Capital Project Status

**Resolution Number 434-2024**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Vervoort

That the Report and Capital Project Status document be received. Carried

10.2 2025 User Fees, Treasurer-2024-26

**Resolution Number 435-2024**

Moved by: Councillor Vervoort

Seconded by: Deputy Mayor Nelson

That the report, dated December 17, 2024, regarding 2025 User Fees be received, and;

That Council pass By-law 2024-71 being a By-law to provide for the 2025 User Fees and Charges, and to repeal By-law 2023-62, as amended, at the appropriate time during the meeting. Carried

10.3 Pre-Budget Request - Implementation of GovStack for Township Website, Clerk's Office-2024-29

**Resolution Number 436-2024**

Moved by: Councillor Watt

Seconded by: Councillor Vervoort

That the report, dated December 17, 2024 regarding a request to migrate the Township website to GovStack be received, and;

That Council directs Staff to move forward with the website migration to GovStack, and;

That the cost of the migration is to be funded through the 2025 Budget with thanks. Carried

10.4 Council Member Appointments for 2025, Clerk's Office-2024-28

**Resolution Number 437-2024**

Moved by: Councillor Johnston

Seconded by: Councillor Vervoort

That the report dated December 17, 2024, regarding Committee Appointments be received, and that Council appoint Deputy Mayor Nelson to sit on the Committee of Adjustment for 2025. Carried

10.5 Re-Alignment of Twelfth Line Road Dummer, Clerk's Office-2024-27

**Resolution Number 438-2024**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That the report, dated December 17, 2024, regarding the realignment of the Twelfth Line Road Dummer be received, and;

That the section(s) of the Twelfth Line Road Dummer which are affected by the required land swap and to be identified on a final survey be deemed surplus; and

That Township Staff be authorized to engage the Township's legal team to draw up all necessary land transfer agreements required to complete this project; and

That the Mayor and Clerk be delegated authority to sign all the aforementioned agreements; and;

Lastly, that a By-law bring the new section(s) of roadway into the Township Road System and remove the old section(s), be brought before Council as soon the necessary transfers documents have been registered.

Carried

11. Committee Minutes and Other Reports:

11.1 Committee of the Whole Meeting Minutes - December 13, 2024

**Resolution Number 439-2024**

Moved by: Councillor Watt

Seconded by: Councillor Vervoort

That the minutes of Committee of the Whole Meeting held on December 13, 2024, be received and approved. Carried

12. Correspondence – Action Items:

12.1 Marie Howran - Letter regarding Septic Inspection Program

**Resolution Number 440-2024**

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the letter from Marie Howran, dated December 3, 2024 regarding the septic inspection program be received. Carried

13. By-laws:

13.1 By-law 2024-71 - A By-law to provide for the User Fees and Charges By-law 2025

Moved by: Councillor Watt

Seconded by: Councillor Vervoort

That the By-law 2024-71 to provide for the User Fees and Charges By-law 2025, be passed, in open Council this 17th day of December 2024 and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

13.2 By-law 2024-072 - By-law to Stop-up, Close and Sell a Portion of Sixth Line North Road Allowance

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the By-law 2024-072 to Stop-up, Close and Sell a Portion of Sixth Line North Road Allowance, be passed, in open Council this 17th day of December 2024 and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

16. Announcements:

**Mayor Watson** extends heartfelt wishes for a happy holiday season to everyone!

**C.A.O. Todd Davis**, provided an update on office hours over the holiday season.

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 2024-73

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That By-law Number 2024-73, being a By-law to confirm the proceedings of the Regular Meeting of Council, held on the 17th day of December, 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

21. Next Meeting

First Budget Draft Meeting - Part 1 - January 7, 2025 at 10 a.m.

First Budget Draft Meeting - Part 2 - January 9, 2025 at 10 a.m.

Regular Council Meeting - January 21, 2025 at 5 p.m.

22. Adjournment

**Resolution Number 441-2024**

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That this meeting adjourn at 5:48 p.m.

Carried

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Mayor, Heather Watson

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Clerk, Martina Chait-Hartwig