

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

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

Member Present: Mayor Heather Watson
Deputy Mayor Harold Nelson
Councillor Thomas Watt
Councillor Ray Johnston
Councillor Landsmann

Staff Present: C.A.O. - Todd Davis
Clerk - Deputy C.A.O. - Martina Chait-Hartwig
Treasurer - Paul Creamer
CBO - Don Helleman
Planner - Emily Fitzgerald
Legislative Services Assistant - Anu Mundahar

1. Call to Order

With a quorum of Council being present, the Mayor called the meeting to order at 5:09 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: August 5, 2025

Resolution Number 199-2025

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the agenda for the Regular Council Meeting, dated August 5, 2025, be adopted, as amended. Carried

6. Adoption of Minutes and Business Arising from the Minutes

6.1 Regular Council Meeting Minutes - June 17, 2025

Resolution Number 200-2025

Moved by: Councillor Johnston

Seconded by: Councillor Watt

That the minutes for the Regular Council meeting, dated June 17, 2025, be received and adopted, as circulated. Carried

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

7.1 Peterborough County Council Minutes - June 4, 2025

7.2 Municipal Appraisal Form (MAF) for Severance File B-48-25

7.3 Peterborough County - Staff Report Regarding Proposed Amendments to Blue Box Regulation

7.4 Peterborough County - Waste Management Report 2024 and Waste Management Report 2025 - Quarter 1

7.5 Ontario Provincial Police - Letter Regarding Distribution of Police Record Check Revenue to Municipalities

7.6 Office of the Registrar General - Memo Regarding Medical Certificates of Death and Expanding the Scope of Practice for Nurses

7.7 Minister of Energy and Mines - Letter Regarding Ontario's Integrated Energy Plan

Resolution Number 201-2025

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

The Consent Agenda for August 5, 2025, be received.

Carried

8. Delegations, Petitions, Presentations or Public Meetings:

8.1 Swearing in of the New Dummer Ward Councillor

The newly appointed Dummer Ward Councillor Shelagh Landsmann signed her the Declaration of Office and the Code of Conduct Value Statement.

8.2 Public Meeting - Zoning By-law Amendment Application File R-01-25 (Stratton) Public Meeting Report, Planning-2025-12

Property Address:

2357 Lakeside Drive

Concession 11 (Dummer Ward) Part of Lot 32

Roll No.: 1522-020-005-63200 (Stratton)

Resolution Number 202-2025

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the Public Meeting regarding the proposed Zoning By-law Amendment File R-01-25 (Stratton) be declared open. (5:20 p.m.) Carried

Township Planner, Emily Fitzgerald reviewed the Planning report.

In attendance:

Kevin Duguay, KMD Planning Inc. – Agent

Scott Stratton – Owner

Comments received:

Comments provided by Otonabee Region Conservation Authority note that the application is consistent with Chapter 5 of the PPS and that the proposed development is not anticipated to create any new or exacerbate any existing hazards. Permits will be required prior to any site alteration or development.

Comments provided by Curve Lake First Nation note that the proposed construction methods are anticipated to minimize additional ground disturbance. Curve Lake First Nation requested to be notified if any remains or archaeological resources were found or if any circumstances arise which may impact on the environment or their Treaty or Aboriginal Rights.

Enbridge Gas and Peterborough County Engineering and Construction have no objections to the application.

No comments were received from members of the public or senior staff.

Resolution Number 203-2025

Moved by: Councillor Landsmann

Seconded by: Deputy Mayor Nelson

That the Public Meeting regarding the proposed Zoning By-law Amendment File R-01-25 (Stratton) be declared closed. (5:28 p.m.)

Carried

Resolution Number 204-2025

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That Report Planning-2025-12, dated August 5, 2025, regarding Zoning By-law Amendment Application File R-01-25 (Stratton) be received; and

That Council receive all comments related to File R-01-25; and

That Council proceed to enact the amending By-law at the appropriate time in the meeting.

Carried

8.3 Delegation - Carl Drummond - Delegation regarding the Municipal Act - Cancelled

9. Public Comment Period - No Debate or Decision: None

10. Staff Reports

10.1 Report and Capital Project Status - July and August 2025

Resolution Number 205-2025

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

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

10.2 Severance File B-34-25 (Leahy), Property Address 482 Douro First Line, Roll No.:1522-010-002-06300, Planning-2025-13

Resolution Number 206-2025

Moved by: Councillor Johnston

Seconded by: Shelagh Landsmann

That the report Planning-2025-13, dated August 5, 2025, regarding the recommended conditions on Consent Application File B-34-25 (Leahy) be received. Carried

Planner, Emily Fitzgerald and Legislative Services Assistant, Anu Mundahar, left the meeting at this time.

10.3 Joint Procurement for the Zoning By-law Update - Planning-2025-14

Removed from the Agenda.

10.4 Active Investigation Policy - Proposed Amendments - Building Department-2025-11

Resolution Number 207-2025

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the report Building Department-2025-11, dated August 5, 2025, regarding proposed amendments to the Active Investigation Policy - Policy P8 be deferred. Carried

10.5 RSM Building Consultants - Additional Inspectors - Building Department-2025-13

Resolution Number 208-2025

Moved by: Councillor Watt

Seconded by: Deputy Mayor Nelson

That the report Building Department-2025-13, dated August 5, 2025, regarding RSM Building Consultants completing inspections be received and that Council confirms that the RSM Building Consultants staff who are listed in By-law 2025-18, may be utilized to carry out and enforce regulations in accordance with the Building Code Act as stipulated in the By-law. Carried

10.6 Community Grant Requests - August 2025 - Treasurer-2025-16

Resolution Number 209-2025

Moved by: Councillor Johnston

Seconded by: Shelagh Landsmann

That the report Treasurer-2025-16, dated August 5, 2025, regarding Community Grant Requests – August 2025 be received for information.

Carried

10.7 Financial Report as of June 30, 2025 - Treasurer-2025-20

Resolution Number 210-2025

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the report Treasurer-2025-20, dated August 5, 2025, regarding a financial update as of June 30, 2025, be received for information with thanks.

Carried

10.8 Procurement Update - August 2025 - Treasurer-2025-21

Resolution Number 211-2025

Moved by: Deputy Mayor Nelson

Seconded by: Shelagh Landsmann

That the report Treasurer-2025-21, dated August 5, 2025, regarding Procurement Update – August 2025, be received and;

That Barry Bryan Associates be awarded the contract to complete the design, engineering and construction management services for the arena floor replacement at Douro Community Center in the amount of \$97,000 plus applicable taxes.

Carried

11. Committee Minutes and Other Reports:

11.1 Committee of the Whole Meeting Minutes - June 18, 2025

Resolution Number 212-2025

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the minutes from the Committee of the Whole meeting held on June 18, 2025, be received and approved.

Carried

- 11.2 Peterborough County OPP Detachment Board Meeting Minutes - April 28, 2025, and June 23, 2025

Resolution Number 213-2025

Moved by: Councillor Watt

Seconded by: Shelagh Landsmann

That the Peterborough County OPP Detachment Board meeting minutes held on April 28, 2025, and June 23, 2025, both be received and approved.

Carried

- 11.3 Peterborough County OPP Detachment Board 2024 Annual Report

Resolution Number 214-2025

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the Peterborough County OPP Detachment Board 2024 Annual Report be received.

Carried

12. Correspondence – Action Items:

- 12.1 Jim Molloyhan - Letter Regarding Building Department Process Review

Resolution Number 215-2025

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the letter from Jim Molloyhan, dated June 3, 2025, regarding the Building Department process review be received.

Carried

12.2 Douro-Dummer Locals - Letter Regarding New County Official Plan

Resolution Number 216-2025

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

That the letter from the Douro-Dummer Locals, dated June 20, 2025, regarding the new County Official Plan be received. Carried

12.3 Town of Cobourg and the Municipality of Trent Lakes - Resolutions Regarding Opposition to Bill 5

Resolution Number 217-2025

Moved by: Councillor Johnston

Seconded by: Councillor Watt

That the letters from the Town of Cobourg and the Municipality of Trent Lakes regarding responsible growth and opposition to elements of Bill 5 be received and supported. Carried

12.4 Town of Bradford West Gwillimbury - Resolution Regarding Advocacy for Increased Income Support Thresholds for Canadian Veterans

Resolution Number 218-2025

Moved by: Councillor Watt

Seconded by: Shelagh Landsmann

That the Resolution from the Town of Bradford West Gwillimbury, dated June 17, 2025, regarding advocacy for increased income support thresholds for Canadian Veterans be received and supported. Carried

- 12.5 The Honourable Senator Robert Black - Urgent Call to Action: Protecting Canada's Soil for Future Generations

Resolution Number 219-2025

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the letter from the Honourable Senator Robert Black, dated June 13, 2025, regarding an urgent call to action to protect Canada's soil for future generations be received. Carried

- 12.6 Township of Otonabee-South Monaghan - Resolution Reducing the Criminalization of Lawful Cash Transactions Under Bill C-2

Resolution Number 220-2025

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the Resolution from the Township of Otonabee-South Monaghan, dated July 16, 2025, requesting the reduction of the criminalization of lawful cash transactions under Bill C-2 be received and supported. Carried

13. By-laws:

- 13.1 By-Law 2025-26 - To Provide for the Appointment of a Person in the Office of a Member of Council representing Dummer Ward in the Township of Douro-Dummer

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That the By-Law 2025-26 to provide for the appointment of Shelagh Landsmann to the Office of a Member of Council representing Dummer Ward in the Township of Douro-Dummer be passed, in open Council this 5th day of August 2025 and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto. Carried

- 13.2 By-law 2025-27 - Being a By-law to amend By-law Number 10-1996, as amended, otherwise known as "The Township of Douro-Dummer Comprehensive Zoning By-law" File: R-01-25 – Roll No.1522-020-005-63200

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the By-law 2025-27 to amend By-law Number 10-1996, as amended, otherwise known as "The Township of Douro-Dummer Comprehensive Zoning By-law", File: R-01-25 – Roll No.1522-020-005-63200, be passed, in open Council this 5th day of August 2025 and that the Mayor and the Clerk be directed to sign same and affix the Corporate Seal thereto.

Carried

14. Reports derived from previous Notice of Motions:

14.1 Bottle Return Proceeds Report - C.A.O.-2025-16

Resolution Number 221-2025

Moved by: Councillor Johnston

Seconded by: Shelagh Landsmann

That the report C.A.O.-2025-16, dated August 5, 2025, regarding Redirecting Bottle Return Proceeds to Support Local Youth Sports be received; and

That the Community Grant Program and Policy be amended to add a special fund for the revenue received from returnable bottles collected at the Hall's Glen Transfer Station; and

That the amount available for the fund will be based on the revenue collected as of September 30 each year and will be reviewed annually during the budget process; and

That the new fund be only available to local non-profit youth sports and youth recreation providers who use Township facilities to run their programs; and

Lastly that Staff bring back the amended Program and Policy to a future meeting for Council approval.

Carried

15. Notices of Motion

15.1 Review Processes related to Building and Planning Department (Deputy Mayor Nelson) (June 17, 2025)

Resolution Number 222-2025

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Johnston

Whereas the Township of Douro-Dummer completed a Service Delivery and Organizational review in 2020 which provided recommendations to the way in which building and planning services are delivered; and

Whereas the Council of the Township of Douro-Dummer adopted a new Strategic Plan in 2024 which laid out Core Values of Service Excellence and Transparency and Strategic Pillars of Service Modernization and Innovation along with Business Attraction, Expansion and Retention; and

Whereas there has been a change in the operations of the Building and Planning Department due to the retirement of the Township Planner; and

Whereas the delivery of Economic Development Services has been moved from the former Peterborough and Kawartha Economic Development Corporation to the County of Peterborough;

Now therefore it be resolved that the Council of the Township of Douro-Dummer direct staff to engage a third part consultant to review the processes related to Building and Planning Department along with the Economic Development portfolio with the goal of improving efficiency and customer service; and

Be it further resolved that the review process include consultation with staff and members of the community; and

Be it further resolved that the outcome of this review include but not be limited to:

1. Finding efficiencies that do not compromise public safety.
2. Increasing communication and processes between Township Department.

3. Including metrics by which community satisfaction can be measured and monitored.
4. Producing “plain language” models of understanding for the general public. Carried

16. Announcements:

Councilor Johnston - The Warsaw Lions Club is hosting the Benefit Cruise Event on Saturday, August 16, 2025, from 10:00 a.m. to 3:00 p.m. at Warsaw Lions Park. The Douro Doings will take place on the Labour Day Weekend at Douro Park.

Mayor Watson – Announced the resignation of Township Treasurer, Paul Creamer, and provided a reminder that pre-orders for the 2025 Township Community Tree Planting Program will be accepted at the Municipal Office in Warsaw during regular business hours starting August 18, 2025.

17. Closed Session:

17.1 Approval Closed Session Minutes - June 3, 2025

17.2 Active Investigations Update - Building Department-2025-12

17.3 Enforcement File Update - C.A.O.-2025-14

17.4 Matters falling under the Municipal Freedom of Information and Protection of Privacy Act (MFFIPA) - Clerk's Office-2025-20

17.5 Township Property Matters - C.A.O.-2025-15

Resolution Number 223-2025

Moved by: Councillor Watt

Seconded by: Shelagh Landsmann

That the Council enter into Closed Session for the following reasons under Section 239 (2) of the Municipal Act, 2001, S.O. 2001, c. 25:

(b) personal matters about an identifiable individual, including municipal or local board employees; (Employees and others)

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (6:33 p.m.).

Carried

Resolution Number 224-2025

Moved by: Councillor Johnston

Seconded by: Shelagh Landsmann

That Council rise from the Closed Session at 7:22 p.m. and that the Council meeting be extended to 8:00 p.m.

Carried

Resolution Number 225-2025

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That the Council reentered Closed Session at 7:22 p.m. for reasons previously stated.

Carried

18. Rise from Closed Session with or without a Report

Resolution Number 226-2025

Moved by: Deputy Mayor Nelson

Seconded by: Shelagh Landsmann

That Council rise from Closed Session with a report (7:48 p.m.).

Carried

19. Matters Arising from Closed Session:

Council rose from Closed Session with the following report:

- Staff have been directed to report a privacy breach regarding Closed Session material to the Information and Privacy Commissioner of Ontario.

- Staff have been directed to review the minutes from a Special Meeting held on November 22, 2022, and if necessary, bring forward amended minutes for Council's review at a Regular meeting of Council.

20. Confirming By-law 2025-28

Moved by: Councillor Watt

Seconded by: Councillor Johnston

That By-law Number 2025-28, being a By-law to confirm the proceedings of the Regular Meeting of Council, held on the 5th day of August 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

Committee of the Whole - August 27, 2025, at 10:00 a.m.

Regular Council Meeting - September 2, 2025, at 5:00 p.m.

22. Adjournment

Resolution Number 227-2025

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

That this meeting adjourn at 7:50 p.m. Carried

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig