



Township of Douro-Dummer Agenda for Committee of the Whole

Tuesday, October 8, 2024, 10:00 a.m.
Council Chambers in the Municipal Building

Please note, that the Committee may, by general consensus, change the order of the agenda, without prior notification, in order to expedite the efficiency of conducting business

Hybrid Meetings

Committee of the Whole meetings are being held in person and electronically. Meetings held in Council Chambers 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 attend the meeting.
martinac@dourodummer.on.ca or 705-652-8392 x210

	Pages
1. Call to Order	
2. Land Acknowledgement	
3. Disclosure of Pecuniary Interest:	
4. Adoption of Agenda: October 8, 2024	
5. Delegations, Petitions or Presentations:	
5.1 Presentation - Maggie Pearson, CEO Douro-Dummer Public Library - Expanding Library Programs and Services	1
6. Reports - Managers' Updates	
6.1 Public Library Department Update - June to October 2024, Public Library- 2024-01	17
6.2 Recreation Facilities Department Update - August to October 2024, Recreation Facilities-2024-07	19
6.3 Fire Department Update - August to October 2024 , Fire Chief-2024-09	23

6.4	Public Works Department Update - August to October 2024, Public Works-2024-10	26
6.5	Building Department Update - August to October 2024, Building Department-2024-15	29
6.6	Planning Department Update - August to October 2024, Planning-2024-22	31
6.7	Finance Department Update - August to October 2024, Treasurer-2024-21	37
6.8	Clerk's Department Report - August to October 2024, Clerk's Office-2024-22	40
6.9	C.A.O. Monthly Department Report - August to October 2024, C.A.O.-2024-24	44
7.	New Business to be requested for next Meeting	
8.	Adjournment	

Expanding Library Programs & Services

Branching out from Douro to Dummer



ACTION PLAN for 2023/24

FOR THE DOURO-DUMMER PUBLIC LIBRARY BOARD AND CEO

GOALS	OUTCOMES	LEAD PARTY	EXPECTED TIMING	STATUS
1. Improve service to community	1.1. Assess consistency of program delivery, community survey	CEO and Board	1.1. Fall 2024	1.1. Community Feedback Survey implemented September through October 2024
	1.2. Develop internal and community partnerships: Early Years Centre, PNLIP, Ptbo County Hubs, Hospice, Activity Haven, and others		1.2. Fall 2023, Winter 2024	1.2. Ongoing
	1.3. Increase staff capacity through increased staff hours		1.3. Fall 2023, Fall 2024	1.3. Ongoing

Why branch out?

- Make library programs and services more accessible to community members who aren't well-served by the Douro location
- Target community members in Dummer, and all township ratepayers who come through the office
- Grow as the population of the township grows
- Contribute to community hub model, where municipal service staff and library service staff can refer to each other
- Fulfil current guidelines and follow best practice for the role of the public library in rural Ontario

Library's role in rural sustainability and community well-being

- **Provide Equitable Access:** for all residents to quality information through connectivity and comprehensive online resources and databases
- **Facilitate the Delivery of Government Services:** as a local access point in the community providing trained staff, connectivity, and navigational assistance
- **Function as a Community Hub:** by locating library facilities in existing village and town clusters or rural service centres to maximize opportunities for co-locations and community

What's to gain?

Library programs and services can support and complement the municipality's strategic pillars:

1. "Promote our township through story-telling about who we are, what we do, and our brand identity"
2. "Continue to modernize and improve services, processes, and outcomes for our community"
3. "Maintain a document management and retention system with a focus on public accessibility"

Growth from 2022-2024

2022

Active Library Users:
457

Resources Circulated:
12, 124

Typical Weekly
Visitors: 58

2023

Active Library Users:
612

Resources Circulated:
14, 029

Typical Weekly
CURRENT Active Users:
Visitors: 135

Annual Program Attendees



2022:

740

2023:

1,64

3





Guidelines for facilities

Small branches

Generally serve catchment areas of **up to 5,000 population** as determined by each system.

Medium branches

Generally serve catchment areas of **5,000-10,000 population** as determined by each system.

Large branches

Generally serve catchment areas of **10,000-35,000 population** as determined by each system.

Urban branches

Generally serve catchment area of **35,000 or more population** as determined by each system.

	Small	Medium	Large	Urban
Net library space square footage (s.f.)	2,500 – 5,000	5,000 – 10,000	10,000 – 35,000	35,000+

Guidelines for hours of operation

	Small	Medium	Large	Urban
Hours of operation per week	20-25 over 4 days per week	25-45 over 5 days per week	45-65 over 6-7 days per week	65 + over 7 days per week

Guidelines for staff

	Small	Medium	Large	Urban
Staff complement (FTE)	1 – 2.5	2.5 – 5	5 – 17.5	17.5 +
Qualifications of Branch Supervisor	Library competency, e.g. post-secondary plus EXCEL, Library Techniques	Professional Librarian and APLL or other public administration certification	Professional Librarian and APLL or other public administration certification	Professional Librarian and APLL or other public administration certification

Community Feedback

Survey still in progress

Highlights so far:

Location in Warsaw - especially for book drop/
pick up

Highest Valued Services:

- Interlibrary loan
- Internet and computer access
- New books

Programs highly valued - more space for programs



ACTION PLAN for 2023/24

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	1.2. Develop internal and community partnerships: Early Years Centre, PNLIP, Ptbo County Hubs, Hospice, Activity Haven, and others		1.2. Fall 2023, Winter 2024	1.2. Ongoing
	1.3. Increase staff capacity through increased staff hours		1.3. Fall 2023, Fall 2024	1.3. Ongoing

Opportunities

- Utilization of storage space beside Hall in township office for mobile shelving, program supplies

- Allocation of space in the Warsaw township office building for pop up or permanent delivery of library programs and services

- Delivery of programming in partnership

A graphic featuring the text "THANK YOU!" in a white, bold, sans-serif font. The text is centered on a black, rectangular background that is tilted upwards from left to right. This black background is set against a larger, light teal background that also has a slight upward tilt. The overall composition is clean and modern.

THANK YOU!

Administrative

- Created and communicated library staff work plans, schedules, training
- Managed invoices, timesheets
- Responded to various inquiries and requests from public and other library stakeholders
- Planned and developed community programming (ongoing):
 - o Summer Reading Club
 - o Weekly Storytime
 - o Single event adult, youth, and children’s programming
- Scheduled monthly board meetings and created agendas; facilitated policy review:
 - o Donation Policy
- Attended regional Ontario Library CEO meeting and workshop
- Administered Interlibrary Loan System migration, including staff training for new system (ongoing)
- Managed website content and social media accounts, created monthly newsletters
- Managed Peterborough Social Services Community Hubs bookings
- Developed community partnership with Early ON Child and Family Centres, including co-program plan
- Administered Community Feedback Survey

Operational

- Managed maintenance and development of library collection, including cataloguing of new materials, resources (ongoing)
- Delivered regular community programming:
 - o Weekly Summer Reading Club and Craft Drop-In
 - o SRC Wrap Party
 - o Gallery Artist Presentation and Workshop
 - o Monthly Learn to Garden for kids
 - o Adult Writing Club
- Delivered readers’ advisory, research and reference, circulation, interlibrary loan services (ongoing)
- Planned, facilitated, marketed fall art gallery show
- Managed facilities maintenance including channel lettering installation on building and scheduled heat pump installation

Monthly Stats at a Glance (June, July, August combined):

- **269** community program participants
- **870** walk-in library visitors
- **3,528** resources circulated and accessed by our community members, including books, e books, computers, periodicals, and more.
- **17** volunteer hours
- **31** new library members

Report Approval Details

Document Title:	Public Library Report June - August 2024.docx
Attachments:	- Expanding Library Programs and Services.pptx
Final Approval Date:	Oct 1, 2024

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

Martina Chait-Hartwig

Mike Rutter

August - September, 2024

ADMINISTRATIVE

- HR, facility staff work plans, staff schedules
- Weekly management team meetings
- Networking/meetings with arena managers, Douro Minor Hockey
- Invoices, payroll, inquiries, correspondence
- Bookings – inquiries and set-ups
- Advertisement policy/program
- ORFA training/staff training
- Feasibility studies for the Douro and Warsaw Community Centres
- Legion Baseball Diamond regrading
- Administrative Assistant training
- Douro Doings prep
- 50th anniversary of North and South Park
- Lease agreement for the Back Dam with Ministry of Natural Resources
- Looking into Kayak Kiosk's
- Interviews for Community Centre Operators/Labourer
- Report to Council RE: Douro CC Ice Surface Floor Replacement
- Community Sport and Recreation Infrastructure Fund Grant

OPERATIONAL

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance – ongoing
- Set-up of facility rentals
- Ongoing grass cutting and maintenance of Township properties
- Fixed in-floor heating a Warsaw CC
- Changed playground wood chips at South Park
- Trees cut down at parks barn and library
- Fixed electrical outlets and light at South Park
- Fixed flagpole at the library
- Fixed sewage blockage at Douro CC and cleaned all floor drains and sewage piping

CAPITAL PROJECTS

- Hockey Nets at Douro and Warsaw CC – Completed
- Baseball Players Benches – Installed at South Park and Legion. Need to install at North.
- Legion Ball Diamond Regrading – Completed
- GHG Reduction Pathway Feasibility Study for Douro and Warsaw CC – Ongoing

- Harvest Room Window Replacement – Completed
- Warsaw CC Roof Repair – Problem areas completed. Monitoring those areas.
- Warsaw CC 30hp Compressor – Completed
- South Park Water Storage/UV Treatment – Completed
- Douro CC Compressor Overhauls – Completed

Report Approval Details

Document Title:	Committee of the Whole August - September, 2024.docx
Attachments:	
Final Approval Date:	Oct 1, 2024

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

Martina Chait-Hartwig

No Signature - Task assigned to Mike Rutter was completed by workflow administrator Martina Chait-Hartwig

Mike Rutter

Report Approval Details

Document Title:	Committee of the Whole August - September, 2024.docx
Attachments:	
Final Approval Date:	Oct 1, 2024

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

Mike Rutter

This report includes August and September 2024 call data, as well as department updates from Douro-Dummer Fire Services for the same period.

Overview:

- Training included:
 - Surface water rescue
 - Incident command
 - Live fire training
 - Pump operations
 - Vehicle, equipment and station maintenance
- Assisted Asphodel-Norwood with tanker shuttle certification
- Two dry hydrant repairs and testing
- Evaluate new hose technology – performance testing
- HVAC servicing to all fire stations

Fire Department Vehicle Information:

- Pump 22 on-board air compressor failure
- Tank 1 safety and regular maintenance
- Pump 1 safety, repairs and regular maintenance
- Pump 22 portable pump repairs
- Krown application for applicable vehicles
- Boat 4 radio installed

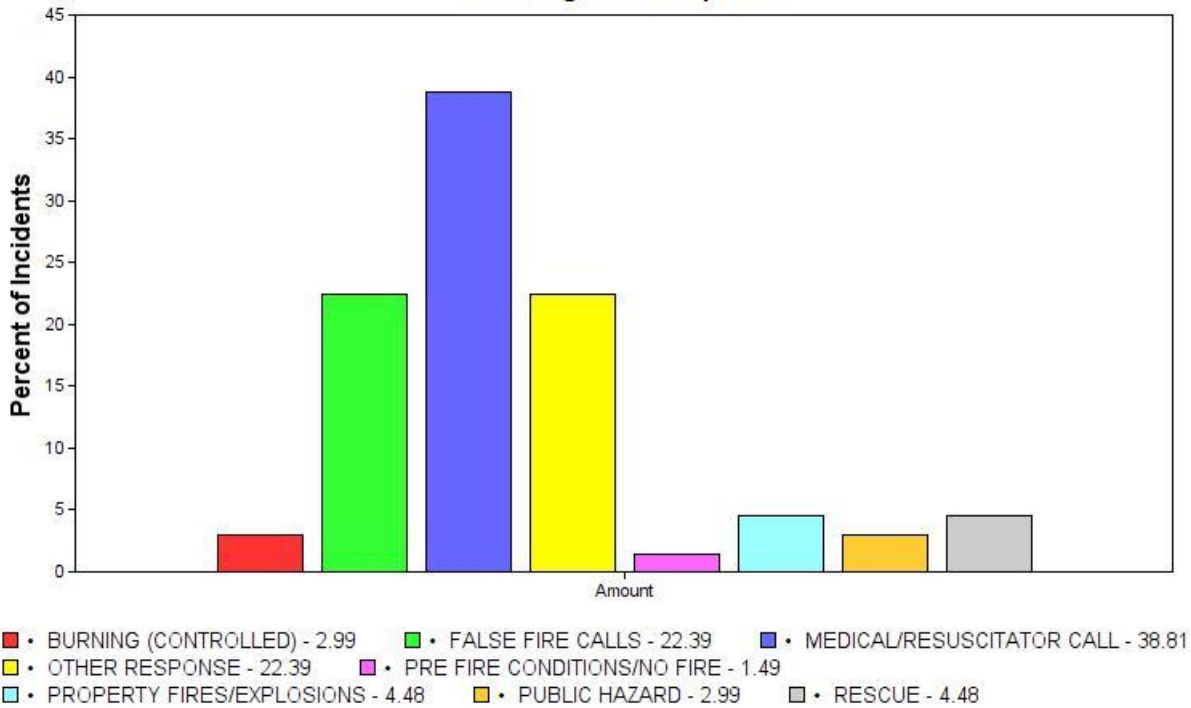
Fire Administration Specific:

- Participate with internal meetings, Ontario Association of Fire Chiefs (O AFC) Rural Suburban Committee Meetings and O AFC PAC meeting, O AFC Town Hall Meeting, EOETA executive meetings, OFM meetings, dispatch, local Emergency Management meetings and participate with tabletop exercise with city, participate with Civil Protection Act engagement sessions and Fire Prevention meetings
- Support funding application through risk watch Peterborough for the Swim to Survive program
- Officer Meeting
- Meetings with LCS for construction projects, false alarms and response access
- Finalize data and review Master Fire Plan
- Work with Bell on implementation of new paging system
- Work with external stakeholders on two additional dry hydrant locations

Fire Response Specific:

- There were 67 calls for help in August and September, 106 station deployments, and 198 apparatus responses. Medical calls accounted for 39% of our calls.

Totals by Type (grouped)
 From Aug 1 24 to Sep 30 24



“Other Response” call types included in this graph are Automatic Aid, Mutual Aid, Cancelled on route or Incident not found

Township of Douro-Dummer

Report Approval Details

Document Title:	August and September .docx
Attachments:	
Final Approval Date:	Oct 1, 2024

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

Martina Chait-Hartwig

Mike Rutter

Departmental Update August – September:

Administrative:

- Attend quarterly PW Manager meetings
- Participate in weekly management meetings
- Attend Executive Meetings – Provincial Rodeo
- Respond to concerns and inquires from the public

Capital:

- Hickey Road guiderail replacement – Pending tender approval.
- Dummer – Asphodel Road – Complete
- 4th Line N Dummer – Complete
- 7th Line Dummer – Currently replacing culverts, applying gravel
- Douro Third Line – Culvert and guidepost replacement complete
- 4th Line S Dummer – pending gravel application
- 2024 Surface treatment projects are complete
- Gravel crushing currently at 6th Line Pit
- Gravel applications complete – 3rd, 5th, 6th N Dummer, Clifford, Kerr, Old Douro, 9th, 5th, 4th Douro

Operational:

- Local and Provincial Rodeo were a success, thank you to all that attended and volunteered
- Monthly meeting with PW staff to discuss any concerns, work schedules and capital projects
- Roadside mowing – Second round completed
- Gravel and culvert requests for Forbes Lane - complete
- Fall grading ongoing
- Warsaw and Douro Public Works shop and yard clean up
- Repaired gate at Douro PW shop
- Patching ongoing
- Removed beaver dams – 12th Line and Douro 4th
- Clean and complete maintenance and repairs on equipment
- Installed radar sign on Douro 4th Line– previously on Crowes Landing Road
- Hand brushing at various locations – fallen trees, sightlines, sign visibility
- Completing welding repairs to transfer station roll off bin
- Complete regulatory patrols as required
- Staff updated, installed and repaired regulatory signs, street and 911 signs
- Assist Transfer Station staff with site cleanup

Health & Safety:

- Ensuring that all necessary health & safety precautions are in place and are being consistently adhered to

Waste Management Division:

- Hall's Glen Transfer Station continues to operate with all necessary health & safety precautions in place for staff and residents and is functioning well
- Green waste bin is in place at Warsaw Public Works yard until late fall

Report Approval Details

Document Title:	PW Aug - Sept, 2024.docx
Attachments:	
Final Approval Date:	Oct 2, 2024

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

Martina Chait-Hartwig

Mike Rutter

The following provides an update on recent work completed by the Building Department:

- Permit Renewal
 - Continuing to work with property owners to close permits or keep construction progressing
 - 30% of Permits flagged have been closed
 - 25% of permits have confirmed that work is ongoing
 - 20% of permits have required additional follow up
 - 15% of permits are under current review or in dialogue with property owners

- Permitting
 - Approximate 15% reduction in permit submissions YTD compared to 2023
 - Q3 2023 and Q3 2024 saw same amount of applications
 - 20% of permits are for accessory structures
 - 18% of permits are for new homes
 - 25% of permits are for septic systems
 - 18 Applications currently under review
 - Staff attended site visits and meetings to assist applicants prior to their permit submission

- Planning
 - Attended pre-consultation meetings and provided comments on various planning matters.
 - Public meeting set for Zoning By-law amendment for Sewage System setbacks in relation to roads.

- Investigations
 - Responded to multiple new and ongoing enforcement issues (animals, property standards, construction without permit, etc.).
 - 10 new files opened since the August report.
 - Processed ODWCP claims

Report Approval Details

Document Title:	Committee of Whole-Building Department October 2024.docx
Attachments:	
Final Approval Date:	Oct 3, 2024

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

Martina Chait-Hartwig

No Signature - Task assigned to Mike Rutter was completed by workflow administrator Martina Chait-Hartwig

Mike Rutter

The following provides an update on recent work completed by the Planning Department:

- Projects
 - Cloudpermit Planning Module
 - Staff continue to receive severance applications from the County during their “soft launch phase”. This process appears to be working well, although, once our comments are submitted to the County, the application is no longer accessible from the Cloudpermit site, so maintaining the documents on our shared directory is still required.
 - Participated in Training Workshop: New Features for Planning & Development on August 6, 2024.
 - Participated in Training Workshop: Public Search Map on September 10, 2024.
 - County-wide Cloudpermit User Group
 - Participated in the August 8, 2024 virtual meeting to discuss the planning module and reviewed Zoning By-law Amendment Application (Section 34 Planning Act), Holding removal (Section 36 Planning Act), Temporary Use (Section 39 Planning Act), Interim Control (Section 38 Planning Act).
 - Participated in the September 12, 2024 virtual meeting to discuss the planning module and completed review of the Zoning By-law Amendment Application and began review of the Site Plan Application.
 - The next meeting is scheduled for October 10, 2024.
 - County of Peterborough Official Plan
 - The Technical Advisory Committee (TAC) for the County Official Plan (OP) met on August 15, 2024 and September 12, 2024.
 - Meeting minutes for July 25, 2024 and August 15, 2024 were included on the September 3, 2024 Township Council Meeting Agenda.
 - Meeting minutes for September 12, 2024 have not been received as of the writing of this Report.
 - The September 12, 2024 meeting consisted of a discussion regarding correspondence received by the Minister of Municipal Affairs and housing with respect to the adopted Official Plan along with group participation in an Aird and Berlis Webinar regarding the new Provincial Planning Statement (PPS).

- The Ministers letter is available on the Peterborough County Council Agenda, item 8(b)
<https://peterboroughcounty.civicweb.net/document/314395> with the following Recommendation:
“That the correspondence from the Ministry of Municipal Affairs and Housing regarding the Official Plan be received; and,
That staff be directed to bring a report to a future Council meeting.”
- The next meeting has not been scheduled at this time.

- Source Protection Municipal Working Group
 - The next meeting is at the call of the Co-Chairs.

- Otonabee Region Water Response Team Meeting
 - The next meeting has not been scheduled.

- Pre-Consultations, PSR’s and Inquiries
 - Pre-Consultations
 - 13 Pre-consultations have been completed to date. Four have been initiated through the County as County Planning Approval would be required for each proposal (i.e. OPA, Plan of Subdivision, Severance etc). Ten have been initiated through the Township for applications requiring Township Approval (i.e. rezoning, minor variance, site plan etc.).
 - One request for pre-consultation was withdrawn and there is one pre-consultation scheduled for October 3, 2024.

 - Preliminary Severance Reviews (PSRs)
 - 28 PSRs have been completed to date.

 - Inquiries
 - Responded to various inquiries, correspondence and applications under the Planning Act including reviewing proposals in light of the existing and new Official Plan and proposed PPS.
 - Approximately 126 property inquiries completed to date.

- Applications
 - Severances (County Approval/Township Comments)
 - 22 applications received to date.
 - Currently 44 active severance applications.

- Minor Variances
 - 1 application approved at the April 12, 2024 Committee of Adjustment meeting. No appeals received.
 - No new applications received to date.

- Zoning By-law Amendments (ZBA)
 - 13 ZBA applications received to date.
 - Public Meeting held September 3, 2024 for R-11-24 (Parkhill Storage) peer review on-going and revised By-law to presented to a future Council Meeting for a decision.
 - Public Meeting Scheduled for R-10-24 (Septic) (Township Initiated) on October 15, 2024.
 - R-12-24 (Earnshaw) and R-13-24 (Sandeman) received and in review for “completeness”.

- Official Plan Amendments (County Approval)
 - No new applications to report.

- Site Plans
 - Parkhill Storage (awaiting completion of peer review and decision for R-11-24).

- Subdivisions (County Approval)
 - 15T-21006 (Clancy) draft plan approved November 24, 2023. The Developer’s team provided a Detailed design and draft plan conditions clearance submission on August 29, 2024. Planning Staff and the Township’s Engineering firm are in the process of reviewing this submission. At the request of the Developer, the submission was also provided to ORCA for review. Draft Plan Approval lapses November 3, 2026.
 - 15T-90011 (Hall’s Glen) draft plan extension approved May 14, 2024. Planning Staff and the Township’s legal firm have begun working with the Developer and their Consultant towards preparation of the subdivision agreement (phasing, draft plan conditions matrix, wetland compensation etc.). Draft Plan Conditions submission received from the Developer’s team September 20, 2024. Draft Plan Approval lapses September 14, 2025.
 - 15T-23001 (Riel) Notice of complete application provided April 13, 2023. No public meeting required. Peer review on-going.

○ Other

- Peterborough County launched an [Active Planning Applications website](#) and the applicable Township planning webpages have been updated to include links to this site. At the direction of Committee of the Whole on August 13, 2024, Staff contacted the County to obtain additional information to create a similar website for active Township Planning Applications. County and Township Staff having been working towards a meeting to discuss further details but anticipate approximately 10 hours of time to “stand up” the application. The Township is eligible for 20 hours of annual support towards these types of projects.
- The [Provincial Planning Statement, 2024](#) (PPS, 2024) was released on August 20, 2024.
The PPS, 2024 replaces *A Place to Grow: Growth Plan for the Greater Golden Horseshoe* and the PPS, 2020 by integrating them into a single planning document which applies province-wide. The PPS, 2024 will apply to all decisions in respect of a planning matter made on or after October 20, 2024, subject to a possible transition regulation. From then on, subject to any transition regulation, all municipal decisions, as well as comments, submissions or advice affecting planning matters, must be consistent with the PPS, 2024 pursuant to subsections 3(5) and 3(6) of the *Planning Act*.
At the September 3, 2024 Regular Council Meeting, Resolution Number 314-2024 directed the Township Planner to present a report to Council regarding the new PPS and a report is being drafted accordingly.
- Completed the Hydro One Load Forecast request for information for Douro-Dummer Township on August 27, 2024 at the request of the CAO. As per their request, Hydro One is seeking to understand and address our community's future electricity needs. This vital information will be integrated into the Independent Electricity System Operator's (IESO) 2024 regional planning process for the transmission system in the Peterborough to Kingston region, set to commence shortly.
- Attended a Citywide e-Permitting Software webinar on September 4, 2024.
- Assisted the Clerk's Department with compiling information for an FOI request for various properties.

- At the request of the CAO, the Planner and Clerk have respectively been identified as the Primary and Alternate Township Staff representatives for the County of Peterborough Technical Advisory Committee (TAC) for the development of a Watershed Plan. The TAC is planning to meet 4 times over the next year with all but the last meeting being held virtually (anticipated timeline for meetings: September and November (2024), February and June (2025)). The intent of the TAC is to participate in Vision/Goal/Objective and Target Setting; provide insight into, and share, information resources to enable an understanding of the County watersheds existing conditions, and to identify information/data gaps and priorities for future assessments (subwatershed studies), and finally to provide input to the draft Watershed Plan.
- Met at the request of Lois Wallace, Environment Council for Clear, Ston(e)y and White Lakes to discuss shoreline protection and preservation issues and opportunities on September 18, 2024.
- Participated in the 2024 Peterborough Farm Showcase Tour on September 19, 2024 hosted by the Peterborough Agricultural Roundtable.
- Attended the annual Ontario Professional Planners Institute (OPPI) Conference in Hamilton Ontario from September 25 – 27, 2024.

Report Approval Details

Document Title:	Committee of Whole - Planning Department Update - September - October 2024.docx
Attachments:	
Final Approval Date:	Oct 1, 2024

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

Martina Chait-Hartwig

Mike Rutter

The following provides an update on recent work completed by the Finance Department:

- 2023 Audit
 - The auditors were onsite September 3rd to the 6th.
 - To prepare for the audit staff completed a variety of tasks in advance.
 - Continuing to work on items for the auditors.
 - Need to determine next steps to identify and determine the Asset Retirement Obligations. It was being investigated whether consultants could be avoided but some costs will need to be incurred due to specific knowledge of asbestos and testing for asbestos being required. A report is expected to come to Council in the coming weeks.

- Current Projects
 - Online Payments - now that the Department is back to a full complement, we have picked this project back up. The following summarizes the current plan for online payments moving forward:
 - Property Taxes – currently accepted through online banking which does not charge a fee. If residents wish to pay through credit card, we currently have a portal through Paymentus but we are creating our own portal on our website.
 - Dog tags – once implemented we will be able to accept payments through our website.
 - Entrance Permits - once implemented we will be able to accept payments through our website.
 - Miscellaneous – we will have a form on our website where we will be able to accept other miscellaneous payments.
 - Facility Bookings – we are working with Book King to implement online payments through their module.
 - Building Permits – we are going to implement payments to be made through Cloud Permit software.
 - Planning Fees – these fees work a little differently in that most of the time payments are made when planning documents are submitted to the office. There is not an invoice created and therefore is difficult to implement online payments. However, we will have to ability to collect through our portal if necessary.

This project is requiring us to review how we collect and record payments in person as well, so we are working through identifying and modifying processes as necessary.

○

- Bank Reconciliation Module – we initiated this project internally and are confident that we can implement without external support. Once implemented, we expect this module to save upwards of one full working day per month for finance staff.
- Asset Management Plan – the plan was presented at the October 1st Council meeting. This plan represents the first step in completing our full financial plan and will be incorporated into the 2025 Budget.
- 2025 Budget
 - Setting up and distributing the templates to the managers.
 - Council adopted the schedule which allows for Finance staff to complete the 2023 audit prior to starting the budget work.
 - Managers have been instructed to begin planning their 2025 capital projects and begin pricing those projects, so we are able to compile the budget in the fall.
- Update on Outstanding Taxes
 - Staff have received payment on all properties that were registered for tax sale in 2024 and therefore we will not be required to proceed to tax sale on any properties in 2024.
- Grant Applications
 - Community Sport and Recreating Infrastructure Fund – finance staff have been working with Mike Mood and Provincial staff to prepare an application for this program.

Report Approval Details

Document Title:	Finance Department - October 2024.docx
Attachments:	
Final Approval Date:	Oct 1, 2024

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

Martina Chait-Hartwig

Mike Rutter

Clerk's Department Report – August to October 2024

Legislative Services:

For the year to date, there have been:

- 14 Regular Council Meetings
- 4 Committee of Whole Meeting
- 20 Special or Closed Session Council Meetings
- 2 Emergency Council Meeting

For the year of 2024 so far:

- Public Inquiries and Requests: The Department has been actively responding to various inquiries and requests from the public and stakeholders.
- Prepared agendas and minutes for a variety of Council and Committee meetings.
- Peterborough County Police Service Board has held their first meeting on September 30, 2024.
- Lottery Licenses: The Department issues lottery licences under the new Lottery Licence By-law. Six Licences have been provided so far in 2024.
- Records Management: Work is underway for the creation of new policies and procedures to implement the new By-law and Schedule. Staff are currently investigating records management software and options to digitize paper records.
- Department has received 21 FOIs to date. All have been processed and none are outstanding.
- Planning Department Support: Support to the Planning Department with the execution of various agreements and legal requirements for Planning Act Applications on an as-needed basis.
- There have been ten complaints received via the Township's Complaint Policy, all have been closed.
- The Department has issued three marriage licenses.

Departmental Project Updates:

- The recruitment process completed for Permanent CAO is complete, Todd Davis will be joining the Township as CAO on October 21, 2024.
- Ashley Vititoe joined the Township as the Administrative Assistant for Parks and Recreation and Public Works.
- Prepared various reports to Council and Committees and associated Polices, By-laws and other matters.
- Attending meetings of the Peterborough County Economic Development Transition Committee.
- 2024 Community Tree program was a success! 772 trees were distributed through the program and the comments from the public were very positive. Thank you to the various staff and Council members who assisted in distributing the trees.
- Hosting a Student Intern from Ontario Tech University for the Fall Term. This is a new partnership with OUT. Staff have applied with Trent University for their Politics Department Internship program for the Winter Term.
- The Township has 241 subscribers on YouTube, 402 followers on Facebook (10 new followers since last report and 231 followers on Instagram (18 more followers since last report).
- The Township has completed the move to Microsoft Office 365.
- Staff have begun to plan for the Remembrance Day Ceremony to take place on November 11, 2024, at the Warsaw Cenotaph and the Warsaw Santa Claus Parade to take place on Saturday, November 30, 2024.
- Participating as a Mentor for the AMCTO Mentorship Program 2024-2025
- Sitting on Zone 5 AMCTO Executive, Zone 5 will be hosting their Fall meeting at the Canadian Canoe Museum, the registration is almost sold out. Continuing to sit on the AMCTO Legislation and Policy Committee for 2024-2025.
- Continue to be the Chair of Kawartha Municipal Administrators Association (previously the Peterborough Clerks and Treasurers Association). In September hosted a virtual training session on Privacy Impact Assessments which was open to staff for all member municipalities.

- Attended a Mental Health First Aid Certification with the Peterborough and Kawartha's Branch of Canadian Mental Health Association (CMHA) and attending a virtual course regarding Microsoft Office and Strategic Use of Technology for Business from Trent University (September to December 2024).

Upcoming Projects:

- Mid-Term Review of Council Code of Conduct and Staff-Council Relations Policy
- Investigation with Fire Department of Community Alert system for emergencies and Township notices
- Mid-Term Review of Policy Manual
- Mid-Term Review of Election Signs By-law

Report Approval Details

Document Title:	Clerk's Department Report - August to October 2024.docx
Attachments:	
Final Approval Date:	Oct 1, 2024

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

Mike Rutter

Monthly Activities – Interim CAO

- Participated in regular meetings with County CAO group
- Participated in several meetings related to the proposed joint fire hall and public works facility
- Attended a meeting to discuss the Asphodel-Norwood request for partnership funding to support their medical centre
- Facilitated weekly department head meetings
- Attended monthly County Economic Development Transition meetings
- Participated in the numerous discussions about potential development(s) in the Township
- Facilitated the replacement of air conditioning unit/heat pump at Library
- Complaints resolution with residents, some involving in person meetings
- Met with County Healthcare Advancement Coordinator to discuss the program and activities
- Participated in kick off meeting for Net Zero feasibility study

Report Approval Details

Document Title:	Monthly Department Report - CAO - Oct 2024.docx
Attachments:	
Final Approval Date:	Oct 1, 2024

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

Mike Rutter