



Township of Douro-Dummer Agenda for Committee of the Whole

Tuesday, December 10, 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.
mchaithartwig@dourodummer.ca or 705-652-8392 x210

	Pages
1. Call to Order	
2. Land Acknowledgement	
3. Disclosure of Pecuniary Interest:	
4. Adoption of Agenda: December 10, 2024	
5. Delegations, Petitions or Presentations:	
5.1 Presentation - Municipal Property Assessment Corporation (MPAC) - Property Assessment and Tax System Update	1
5.2 Presentation - Personal Information Bank Registry, Policy Intern - Nicholas Krizmanits - Clerk's Office-2024-26	15
6. Reports - Managers' Updates	
6.1 Parks and Recreational Department Update Report - October to December 2024, Recreation Facilities-2024-08	82

6.2	Fire Department Update Report - October to December 2024, Fire Chief-2024-10	85
6.3	Public Works Department Update Report - October to December 2024 - Public Works-2024-11	90
6.4	Building Department Update Report - October to December 2024, Building Department-2024-18	93
6.5	Planning Department Update Report - October to December 2024, Planning-2024-30	95
6.6	Finance Department Update Report - October to December 2024, Treasurer-2024-25	102
6.7	Clerk's Department Update Report - October to December 2024, Clerk's Office-2024-25	105
6.8	CAO's Office Update Report - October to December 2024, C.A.O.-2024-26	109
7.	New Business to be requested for next Meeting	
8.	Adjournment	

Property Assessment and Tax System

Sarah Groves, Account Manager
Municipal and Stakeholder Relations

December 10, 2024



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Township of Douro Dummer

Roles and Responsibilities.



Ontario Government

Establishes the province's assessment and taxation laws, sets the valuation date and determines education tax rates.



MPAC

Calculates, captures and distributes assessments for all properties and buildings across Ontario.



Municipalities

Determine revenue requirements, set tax rates and collect property taxes to pay for municipal services.



Property Owners

Pay property taxes for community services and education taxes to help fund elementary and secondary schools in Ontario.





MPAC conducts property valuation updates, referred to as **reassessments**.

A photograph of a street scene. In the foreground, a green lamppost stands on a paved sidewalk. To the right, a storefront with large glass windows and a white door is visible. A large, colorful hanging basket of flowers is attached to the wall next to the door. A person wearing a blue cap and dark clothing is walking a dog on a leash in the background. The text "What is Current Value Assessment (CVA)?" is overlaid in the center of the image.

What is Current Value Assessment (CVA)?

Keeping our property
inventory up-to-date.



Three approaches when valuing properties.



Direct Comparison Approach

Analyze sales of comparable properties sold for similar or identical use as the property to be valued.



Income Approach

Determine how much revenue the property generates and the sale price.



Cost Approach

Properties that are unique and rarely sold on the market.

Five major factors when assessing residential properties.



Age of buildings



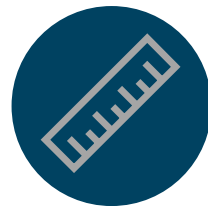
Location of property



Quality of construction



Exterior square footage



Lot dimensions

These **five factors** account for approximately **85%** of a property's assessed value.

Let's Talk Property Tax.

Each year, municipalities decide how much money they need to raise from property taxes to pay for services and determine tax rates based on that amount.



A property's assessed value, provided by MPAC.



Municipal and education tax rates* for your property type.

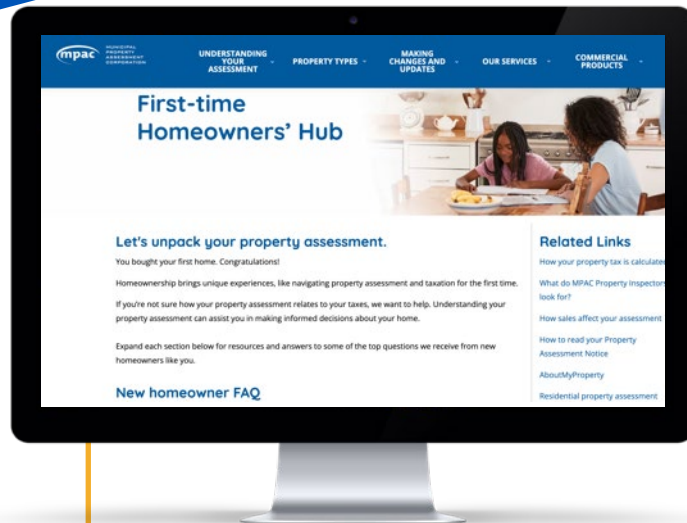
*Education tax rates are set by the provincial government.



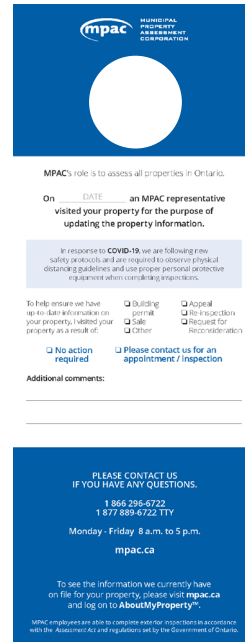
Property taxes paid by a homeowner.



Supporting property owners.



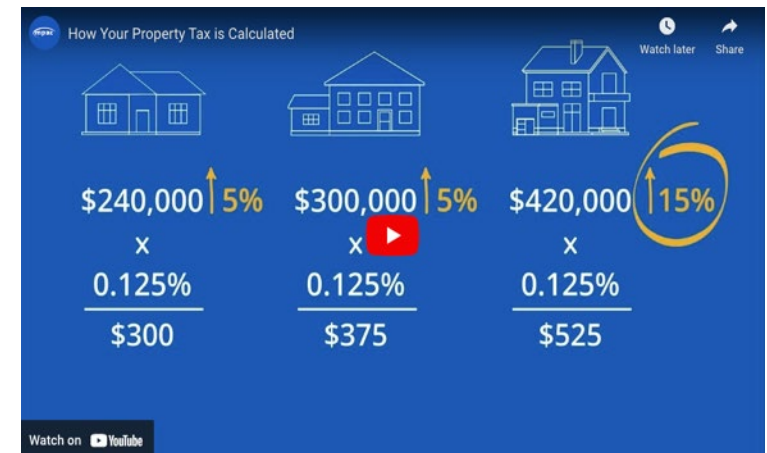
NEW! First-time Homeowners' Hub



Door hangers + letters



Social media campaigns



Educational videos



How property tax is calculated.

mpac How Your Property Tax is Calculated

		
\$240,000 ↑ 5%	\$300,000 ↑ 5%	\$420,000 ↑ 15%
x	x	x
0.125%	0.125%	0.125%
-----	-----	-----
\$300	\$375	\$525

Watch on  YouTube

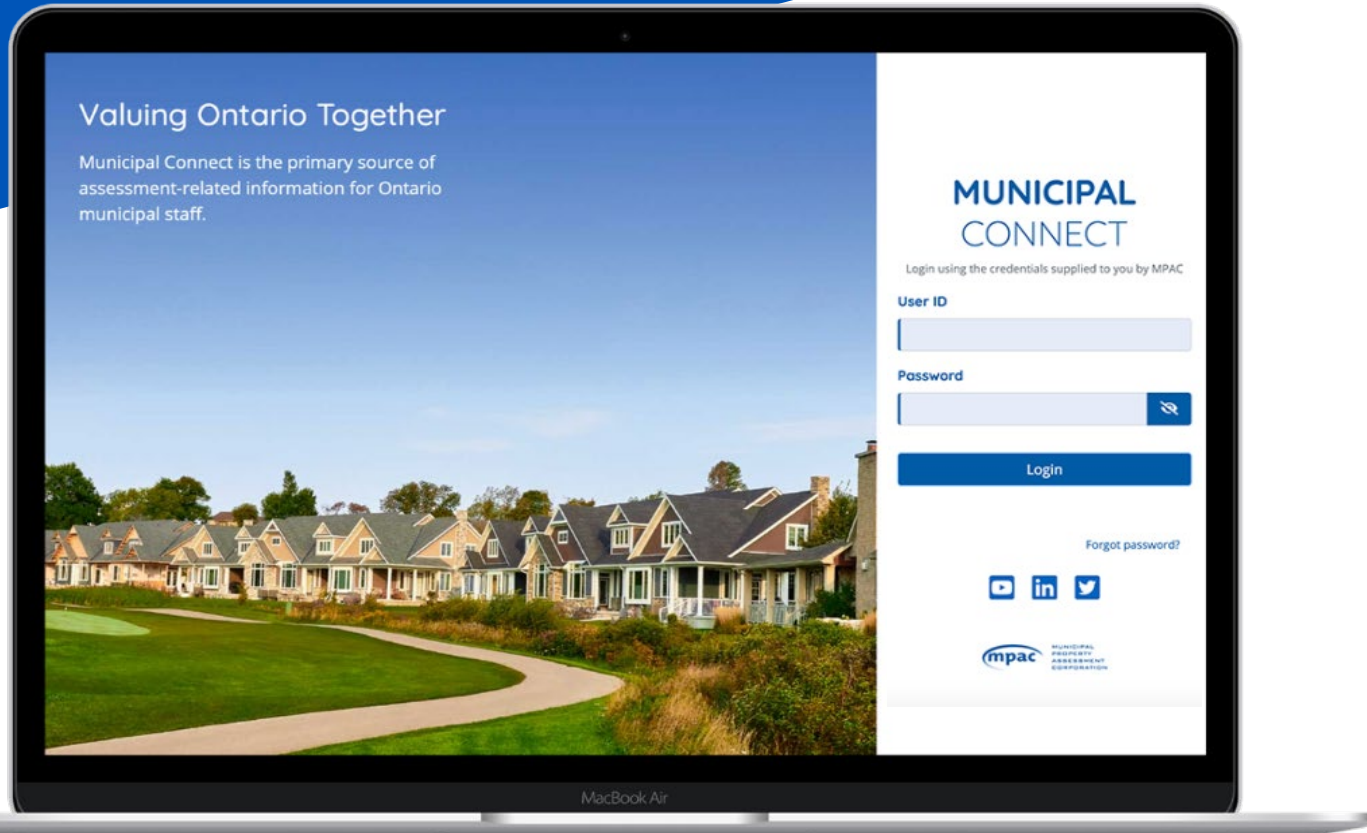
Educational
videos

Watch the video to **learn more.**

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Strengthening municipal relationships.



- Orientation Sessions
- Conferences
- Municipal Resources + Property Assessment Toolkit
- Municipal Connect
- InTouch Newsletter



Learn more about what we do at mpac.ca.



2023 Municipal Partnerships Report

2023 Performance Report

2023 Annual Report



We invite you to reach out.

Contact your local Municipal and Stakeholder Relations team with questions or to learn more.

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Account Manager

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Lynne Cunningham

Regional Manager

Lynne.Cunningham@mpac.ca

Victoria Anderlich

Account Support Coordinator

Victoria.Anderlich@mpac.ca

Thank you

Recommendation:

That the Clerk's Office-2024-26 report, December 10, 2024, regarding a Personal Information Bank Registry for the Township be received for information.

Overview:

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Section 34(1) requires municipalities to keep an updated Personal information Bank Register and make it available to the public.

A Personal Information Bank is defined in MFIPPA as "a collection of personal information that is organized and capable of being retrieved using an individual's name or an identifying number or particular assigned to the individual." The Register includes a description of the personal information maintained to support the Township's programs and services.

For each Personal Information Bank (PIB), the following information is provided:

- **Location** – This is organized by department/division. All PIB banks are listed under the department/division where the information is kept, this includes paper and electronic information.
- **Authority** - The legal authority for the establishment of the bank.
- **Information** - The type(s) of personal information contained in the PIB.
- **Use** - How personal information is used by the Township.
- **Access** - By whom the personal information is accessed/disclosed on a regular basis.
- **Individuals** - The categories of individuals about whom personal information is maintained.
- **Retention Classification**- The policies and practices applicable to the retention and disposal of personal information. For the Township this is regulated by the Records Retention By-Law #2024-06.

Under MFIPPA, municipal Councils must appoint a "head" who is responsible for overseeing the administration of the legislation within the municipality and for decisions made under the legislation. This responsibility has been delegated to the Clerk in the Township of Douro-Dummer. The PIB Registry is a living document that will need to be updated as programs and services change, and new or different information is collected. MFIPPA states that "When updating the PIB the head or designate will amend as often as necessary to ensure and maintain its accuracy". Section 34(2). Under the direction of the Clerk, the PIB will be reviewed and edited as necessary.

Staff have organized the PIB in the following way and it will be presented in an accessible .PDF format:

Administration

- Finance
- Human Resources
- Waste Management

Development and Infrastructure

- Building Services
- Parks and Recreation
- Planning Services
- Public Works

Emergency and Risk Management

- Emergency and Risk Management
- Fire Services

Legislative Services

- Clerk's Office
- Communication Services
- Legal and Legislative Services

Conclusion:

The Personal Information Bank for the Township of Douro-Dummer will be available on the Township website no later than January 1, 2025.

Through the publishing of the PIB, the Township will become compliant with Section 34 of MFIPPA.

Financial Impact:

There is no financial impact for creation or maintenance of PIB other than staff time.

	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

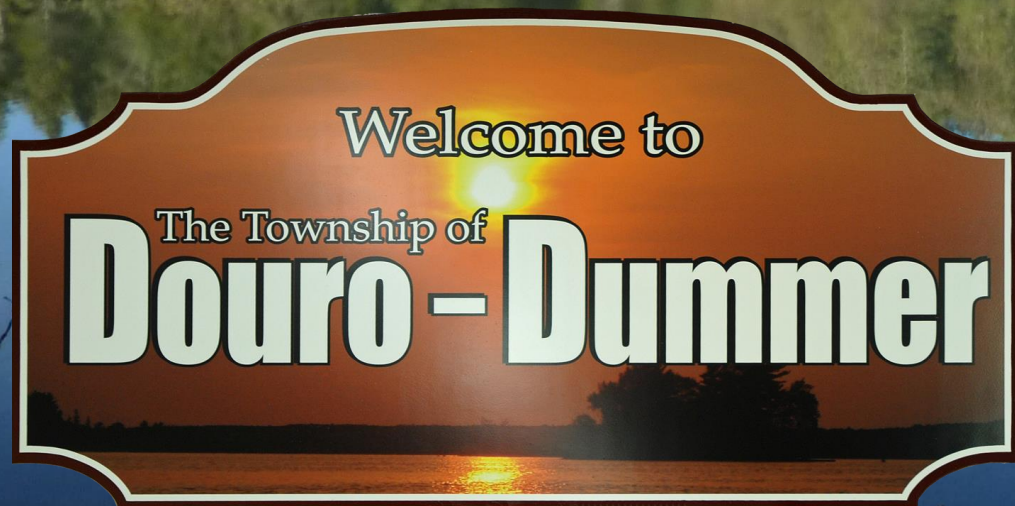
Document Title:	Report to COW - Personal Information Bank Registry .docx
Attachments:	- PIB Council Presentation - Final for COW.pptx - PIB - Administration_V4.pdf - PIB - DevInfraRec_V4.pdf - PIB - EmergRiskMgmt_V4.pdf - PIB - LegalLegislative_V4.pdf
Final Approval Date:	Dec 4, 2024

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

Todd Davis

Personal Information Bank Registry

As required by the 'Municipal Freedom of Information and Privacy Act' [R.S.O. 1990, C. M.56]



The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), section 34(1) requires the Township of Douro-Dummer to keep an updated Personal Information Bank Register and make it available to the public.

A Personal Information Bank Register is defined in MFIPPA as “a collection of personal information that is organized and capable of being retrieved using an individual’s name or an identifying number or particular assigned to the individual.”

The Register includes a description of the personal information maintained to support the Township’s programs and services.

Who maintains it?

- The Head under MFFIPA. The Council of the Township of Douro-Dummer has delegated this responsibility to the Clerk S.3.(1)

How often is it updated?

- The Head will amend it as often as necessary to maintain accuracy. Section 34(2).



Ontario

The Personal Information Bank

DEPARTMENT/DIVISION:	Finance
PIB Name	Employee Payroll
The Location of the PIB	Department of Finance
Legal Authority for establishment of PIB (Planning Act, Municipal Act, etc)	Municipal Act, Income Tax Act
Type of Personal Information maintained in it	Name, Social Insurance Number, Banking Information, Address
How the personal information is used on a regular basis	Payroll, Correspondence, Health Benefits and Insurance, T4 Taxes
To whom the personal information is disclosed on a regular basis	Payroll Staff, Human Resources, City Division Managers
The categories of individuals about whom personal information is maintained (e.g. homeowners, staff, OW clients, program clients)	Township Staff, Library Staff
The policies and practices applicable to the retention and disposal of the personal information.	7 Years after the end of the fiscal year (H10)

For each Personal Information Bank, the following information is provided:

- **Location** – This listing is organized by department/division. All PIB banks are listed under the department/division where the information is kept, this includes paper and electronic information.
- **Authority** - The legal authority for the establishment of the bank.
- **Information** - The type(s) of personal information maintained in it.
- **Use** - How the personal information is used.
- **Access** - By whom the personal information is accessed/disclosed on a regular basis.
- **Individuals** - The categories of individuals about whom personal information is maintained.
- **Retention Classification**- The policies and practices applicable to the retention and disposal of information. For the Township this is regulated by the Records Retention By-Law #2024-06.

Public Listing and Organization

This is how the City of Peterborough organizes and displays their FOI listings

Freedom of Information and Protection of Privacy

The **Municipal Freedom of Information and Protection of Privacy Act** (MFIPPA) establishes a general right of access to records held by municipal government and local agencies, boards and commissions.

MFIPPA also requires the City to protect the personal privacy of the people whose information we have. It tells us how to collect, store, and use your personal information, and who we can give it to. It also lets you correct your own personal information if you think we have it wrong in our records.

+ Making a Freedom of Information Request
+ How to submit a Freedom of Information Request
+ Additional fees
+ Completed FOI Requests
+ Appeals to the Information and Privacy Commissioner
+ Public records
+ Personal privacy
+ Correcting personal information
+ Privacy complaint
+ Personal Information Bank listing

<https://www.peterborough.ca/en/city-hall/freedom-of-information.aspx#Public-records>

[- Personal Information Bank listing](#)

About the Personal Information Bank Register

Section 34(1) of the Municipal Freedom of Information and Protection of Privacy Act states that institutions must make available for inspection by the public, an index or register of all personal information banks in the custody or control of the City. The register must be revised as required to ensure accuracy. The Personal Information Bank Register is arranged for each department of the City of Peterborough as follows:

- Office of the Chief Administrative Officer
- Community Services
- Corporate and Legislative Services
- Infrastructure and Planning Services

The Register includes a description of the Personal Information Banks (collections of personal information about identifiable individuals) maintained to support each division's programs and activities. For each Personal Information Bank the following information is provided:

- Location - this listing is organized by department/division. All PIB banks are listed under the department/division where the information is kept, this includes paper and electronic information
- Authority - the legal authority for the establishment of the bank
- Information - the type(s) of personal information maintained
- Use - how the personal information is used
- Access - to whom the personal information is disclosed on a regular basis
- Individuals - the categories of individuals about whom personal information is maintained
- Retention Classification - the policies and practices applicable to the retention and disposal of personal information. For the City this is regulated by the **Records Retention By-law 22-069**. The retention classification will be listed in the PIB where applicable.

[+ Office of the Chief Administrative Officer](#)

[+ Community Services](#)

[+ Corporate and Legislative Services](#)

[+ Infrastructure and Planning Services](#)

The New Douro-Dummer Personal Information Bank Register

Organization

Each PIB would be a PDF that includes the following service areas:

<https://www.dourodummer.ca/en/council-and-governance/council-and-governance.aspx>

Administration

- Human Resources (CAO)
- Finance
- Waste Management

Development, Infrastructure and Recreation

- Planning Services
- Building Services
- Public Works
- Parks and Recreation

Emergency and Risk Management

- Fire
- Emergency and Risk Management

Legislative Services

- Legal Services
- Clerk's Office
- Communication Services

The screenshot shows the Township of Douro-Dummer website. The header includes the logo and a search icon. The main navigation bar shows 'Home / Council and Governance'. The page title is 'Council and Governance'. The content is organized into three columns:

- Accessibility:** How we can accommodate and provide information in alternative formats.
- Agendas and Minutes:** View Council/Committee Agendas and Minutes.
- Budgets and Finances:** Access financial information including the annual budgets and reports.
- Committees:** View the information about various Committees within the Township.
- Council:** Our Council information, including information about your Council members and the regular meetings to review Municipal affairs.
- Council Meeting Calendar:** View past and upcoming Council Meeting information.
- Elections:** Elections are held every 4 years for Council positions. How to get involved, including nominations and voting.
- Routine Disclosure Policy and Freedom of Information:** Access records and other documents through the Township's Routine Disclosure Policy and Municipal Freedom of Information and Protection of Privacy Act. (A red arrow points to this link.)
- Members of Council:** Meet your members of Council.
- Plans, Reports and Studies:** Information about current plans, reports and studies at the Municipal level.
- Speaking Before Council:** How to make a delegation request or how to contact your Council members.

Questions?

Martina Chait-Hartwig
Clerk - Deputy CAO
Township of Douro-Dummer
894 South Street, P.O. Box
92, Warsaw
Ontario, K0L 3A0

T. 705-652-8392 x210
Toll-Free: 1-800-899-8785
F. 705-652-5044

Administration

Finance

Human Resources (Chief Administrative Officer)

Waste Management

*=Maximum Copy Retention

**=Subject To Archival Selection

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P=Permanent | S=Superseded | E=Event | V=Vital Record | C=Current Year

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Accounts Payable	Finance	Municipal Act, Fuel Tax Act, Harmonized Sales Tax Act	Name/business name, address, telephone number, credit card number/statements, banking information (EFT vendors), social insurance number, remit email address (EFT vendors), expenses or mileage claims and credit checks (where applicable).	Payments, remit pay, to process payments to vendors or employees, reimbursable expenses, and issue T4As.	Relevant Township staff, auditors, regulatory agencies, and financial institutions	Vendors, individuals the Township owes money to, employees, Members of Council, businesses, contractors, agencies	<p>V + Close of fiscal tax year end + 7 years</p> <p>For welfare & child care payments E = provincial government year end + 7 years</p> <p>(F01)</p>

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Accounts Receivable/ Collections	Finance	Municipal Act, Fuel Tax Act, Harmonized Sales Tax Act	Name/business name, address, telephone number, email address, banking information	Provide information to customers, tax balances, correspondence, process receivable payments	Township staff, Auditors, Regulatory Agencies, and Financial Institutions	Employees, businesses, contractors, agencies and various levels of government entities, public who owe payments to a Township division that has been sent to collection	V + Close of fiscal tax year end + 7 years (F02)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Electronic Correspondence and Telecommunication	Department of the Chief Administrative Officer (HR-Live)	Employment Standards Act, Municipal Act	Name, address, medical information, personal details, phone number, email	Correspondence, recruitment, performance reviews, letters of support, congratulations, greetings, honorable achievement awards, welcome letters	Chief administrative officer	Current and former employees	5 years (M11)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Employee Benefit, Disability, Payroll, and OMERS Coverage Information	Finance	Municipal Act, Income Tax Act, Workplace Safety and Insurance Act, Canada Pension Plan, Unemployment Insurance Act	Employee name, social insurance number, sex, benefit and salary information, correspondence, insurance information, T4, Employee ID, Birthday, address, telephone number, banking information, OMERS information, TD1 and T4 statements, records of employment for employment insurance and statements of income.	Correspondence, Insurance benefits, payroll, disability benefits, record keeping, administer benefit plans, costs and plan design changes.	Department of the Chief Administrative Officer, Actuary	Current and former employees receiving benefits	V+ Termination of Employee + 7 years (employee departure) (H10)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Employee Issue and Competition Files	Department of the Chief Administrative Officer (HR-Live)	Employment Standards Act, Labor Relations Act	Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications	Recruitment, performance reviews, conflict resolution	Township staff	Current and former employees, relevant 3 rd party members	1 year (H11)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Employee Medical Files	Department of the Chief Administrative Officer (HR-Live)	Employment Standards Act,	Employee name, contact information, employment information, confidential health information. Records associated with employees' medical case records. STD/LTD claims of an employee. This record series may include diagnostic and prognostic information, rehabilitation and disability claims due to job-related accidents or injury as well as personal injury.	Investigation, correspondence	Peoples services, legal counsel, Relevant Township staff	Current and former employees with medical or attendance issues	When STD/LTD claims are resolved + 3 years (H18)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Employee Personnel and Termination Files	Department of the Chief Administrative Officer (HR-Live)	Employment Standards Act	Name, address, phone number, email, wage and benefit information	Performance management, compensation, termination, attendance record	Staff of the Chief Administrative Officer	Current and former Township staff	V + Date employee ceased to be employed by employer + 7 years (H03)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Long-Term Disability Files	Finance, CAO	Employment Standards Act, Municipal Act, Human Rights Code	Employee name, phone number, email, earnings information, insurance information, applicable health information	To process short and long-term disability claims, managing WSIB claims, monitoring costs, appeals, facilitating return to work.	Relevant township staff, Insurance Provider, WSIB staff and legal counsel	Current and former employees involved with return to work programs or long-term disability claims	Day issued or earlier as may be specified by Commission + 5 years (H19)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Waste Collection Database and services	Waste management staff, office of the CAO	Municipal Act, Waste Diversion Transition Act	Name, address, phone number	Administer waste collection within the Township including organics	Township staff, operators	Township residents	V + 10 years or cease to apply + 10 years** Post landfill site closure documentation = closure + 25 years (E07)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
WSIB Files and Information	Finance, CAO	Municipal Act, Workplace Safety and Insurance Act, Occupational Health and Safety Act,	Name, employee ID, address, email, phone number, applicable health information, injury/illness reports,	Correspondence, follow-up with claims/reports and injuries, Records associated with accidents and incidents reported by staff. This record series may include records involving incidents with the public as well as with residents or tenants.	Relevant Township staff, insurance agencies when applicable	Township staff	Resolution of claim + 3 years Hazardous exposure claims = longer of 40 years or 20 years after last record made (H13)

Development, Infrastructure, and Recreation

Building Services
Parks and Recreation
Planning Services
Public Works

*=Maximum Copy Retention
**=Subject To Archival Selection

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Arenas, Parks, and Recreation Advisory Committee Contact	Clerk's Office, Parks and Rec	Municipal Act	Name, Address, Phone Number, Email	User Agreements, Client Contact, recreational events, correspondence	Township staff	Applicants/renters, committee members	Superseded + 1 (c05.01)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Building Permits and Inspections	Building Department	Municipal Act, Building Code Act, Innovation, Science, and Economic Development	Name, Address, Phone Number, Plans, Letter of Authorization from Owner, Power of Attorney, Legal Information Regarding Power of Sale and Foreclosure, permit holders.	Reference, Communication with owner or party of applicant	Building division staff, heritage preservation staff, facilities management	Anyone who applies for a building permit	V + Permanent (P10) V + Inspections = 2 years initial fire system test report = life of system (P06)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Call Logs	Building Department	Municipal Act	Name, Address, Phone Number, Complaints	Internal Communication, complaint follow-up	Building staff, clerk's staff	Anyone who leaves a voicemail or complaint for the Township	Superseded (A12)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Canteen Licence Application	Parks and Recreation	Municipal Act	Name, Address, Phone Number, Email, Details of Vendor Merchandise	License verification, Invoices, Client Contact, User Agreements	Coordinator, Parks and Rec Staff, Clerk's Staff	Food Vendors, Public who apply for a license	Expiry of License + 2 years P09

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Committee of Adjustment Files	Clerk's Office, Planning Department, Finance	Planning Act,	Owner/Applicant/Agents Name, Address, Phone Number, Fax Number, Email	Processing Applications, Property Identification, Application identification,	Township Staff, Committee of Adjustment Members, Township Residents via Newspaper and Mail to Adjoining Property Owners, Ontario Land Tribunal	Individual Property Owners and their Agents	After Resolution of Appeal (L01)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Enforcement	Building Department	Municipal Act, Provincial Offenses Act, Criminal Code, Township Property Standards By-Laws, Building Code Act.	Name, Address, Phone Number, Photographs, Officer Notes, Violation Records, Orders to Comply, Legal Information, Complainants Name.	Communication with property owners	Building division staff, police, homeowners	Any public involved with relevant building or enforcement services	V + 6 years ** (P01)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Incident Reports	Clerk's Office, Parks and Rec	Municipal Act	Name, Contact Information, Incident Description	Investigation, Incident follow-up/contact	Parks and Rec staff involved with incident, police	Program Customers, Staff, witnesses, Incident holder	V + 5 years P05

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Operator Files	Department of the Chief Administrative Officer (HR-Live), Public Works	Occupational Health and Safety Act, Workplace Safety and Insurance Act, Municipal Act	Name, licensing information, training records	Correspondence, license verification, employee certification, confirmation of mandatory training, certificate renewals and appointment renewals, Public Works operator certificates	Relevant township staff, public works staff	Public works staff, relevant Township staff, contractors	2 years after certification expires (H22)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Organics	Department of the Chief Administrative Officer (HR-Live), public works	Waste Diversion Transition Act	Name, address, phone number	Correspondence, waste collection	Waste management staff, relevant CAO staff	Homeowners or residents participating in organic pick-up	V + 10 years or cease to apply + 10 years** Post landfill site closure documentation = closure + 25 years (E07)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Rentals and User Group Files	Parks and Recreation, Clerk's Office	Municipal Act	Name, Address, Phone Number, Company Name, Booking History, Email	Bookings, Communication, payment history	Arena Administrator Staff, Parks and Rec staff, Township Management	Program Customers, Facility Users, Clients, Individuals,	2 years (A21)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Property Owners/Agents	Planning Department	Planning Act, Municipal Act, Building Code Act	Owner/Applicant/Agents Name, Address	Processing Planning Act Applications	Relevant Township Staff	Property Owners and their Agents	<p>Official Plan Amendments - Final decision or reflected or revised official plan + 5</p> <p>(D09)</p> <p>Zoning By-law Amendments+ Minor Variance - V + permanent</p> <p>(D13)</p> <p>Site Plan- 2 years after final decision</p> <p>(D11)</p> <p>Severance - Permanent</p> <p>(D10)</p>

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Public Works Test Records	Department of the Chief Administrative Officer (HR-Live), public works department	Occupational Health and Safety Act	Name, phone number, email, employment information, test results, applicable health information	Training, inquires, investigations	Township managers, relevant CAO staff	Current and former employees	Report made or equipment decommissioned + 5 years Specifications = life of the asset as per A27 Plans = cease to apply + 2 years (E03)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Site Plan Applications	Planning Department	Planning Act	Owner/Applicant/Agents Name, Address, Phone Number, Fax Number, Emails	Process Applications, Legal agreements	Township Staff, Township Residents, Ontario Land Tribunal, Commenting Agencies, Township Council	Property Owners and their Agents	Permanent Application = 2 years after final decision (D11)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Special Event Applications	Parks and Recreation	Municipal Act	Name, Address, Phone Number, Email, Even Details, Certificate of Insurance, Payment Information	Temporarily close roads/venues for events	Parkcs and Recreation Staff, Public Works Staff, Township staff	Special Event Applicants	Expiry of permit + 2 years (P11)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Subdivision/Condominium Files and Severance	Planning Department	Planning Act, Condominium Act	Owner/Applicant/Agents Name, Address, Phone Number, Fax Number, Emails, banking information, proof of payment.	Processing Applications, Legal Agreements	Township Staff, Residents, Ontario Land Tribunal, Commenting Agencies, Township Council, Land Registry Office	Property Owners and their Agents	<p>Condo Plans 2 years after final decision</p> <p>(D07)</p> <p>Subdivision Plans 2 years after final decisions.</p> <p>(D12)</p>

Emergency and Risk Management

Emergency and Risk Management
Fire Services

*=Maximum Copy Retention

**=Subject To Archival Selection

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Alarm Response Reports	Fire and Emergency Services	Fire Protection and Prevention Act.	Name, Address, Staff Names, Emergency Contact Information.	Record keeping, invoices, payroll	Fire department staff	Clients, accident victims, homeowners, relevant staff	V + 10 years (P08)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Burn Permits	Fire and Emergency Services	Fire Protection Act, Municipal Act	Address, name, resident status	Record retention, compliance, training and education	Fire department staff	Permit holders, home owners	Expiry + 2 years (P11)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Business Continuity Plan Contacts	Fire and Emergency Services	Emergency Management and Civil Protection Act, Canadian Environmental Protection Act	Identification of titles and roles	Emergency contact	Emergency control group-members	Township staff	Permanent + Supersede V + S ** OR Expiry of plan + 5 years if Canadian environmental protection act applies. (P03)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Emergency Response Plans and Contacts	Fire and Emergency Services	Emergency Management and Civil Protection Act	Name, address, phone number, email, BB PIN (1 st & 2 nd line)	Emergency preparedness, communication with emergency contacts	Emergency control group-members	First line response - Township staff, county staff. Second line response – County staff, provincial and federal staff, community partners	V + S ** OR Expiry of plan + 5 years if Canadian environmental protection act applies. (P03)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Employee and Volunteer Contact	Fire and Emergency Services	Municipal Act, Fire Protection and Prevention Act	Name, phone number, emergency contact	Communication with employees and volunteers.	Fire department staff	Fire department staff, volunteer staff	7 years after date of employment ended. 25 years for firefighter staff. (H03)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Fire Prevention and Inspection	Fire and Emergency Services	Fire Protection Act, Municipal Act	Name, address, drivers license	Compliance, FIPPA, by-law enforcement	Fire department staff, chief building official, the public	Public, chief building official	Superseded or life of system/ asset (A26)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Licensing and Personnel Information	Fire and Emergency Services	Fire Protection Act, Municipal Act	Name	Driving verification, insurance	Fire department staff	Township staff	Expiry of license + 2 years (P09)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Mutual Aid Plan and Agreements	Fire and Emergency Services	Emergency Management and Civil Protection Act, Municipal Act	Name, phone number, email	Assisting the public	Township staff, council members, residents, municipal partners, provincial emergency center	Township Residents	V + Permanent (L04)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Township Council and *Emergency Management Contacts* delete	Fire and Emergency Services	Emergency Management and Civil Protections Act, Municipal Act	Name, phone number, email, pager number	Training, contact during emergencies	Relevant Township staff	Emergency control group-members, Township and county control coordinators	Permanent + Supersede (P03)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Training Records	Fire and Emergency Services	Fire Protection and Prevention Act	Staff names, platoons, ranks	Records, certifications, proof of competency, ministry of labor requirement	Chief Training Officer	Current and former staff	<p>Date when that particular course ceases to be offered + 2 years**</p> <p>Salt use training materials – 7 years</p> <p>Drinking water training materials– 5 years</p> <p>Only courses developed and presented by the Municipality are subject to archival selection</p> <p>(H12)</p>

Legal and Legislative Services

Clerk's Office
Communication Services
Legal and Legislative Services

*=Maximum Copy Retention
**=Subject To Archival Selection

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
After Hours Answering Service	Clerk's Office	Municipal Act	Name, phone number, email if applicable, address if applicable, content of after hours report	Correspondence, conflict resolution, follow-up	Fire staff, clerk staff, CAO, By-law officer	Members of the public, relevant staff members,	5 years ** (M04)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Cell Tower Applications	Clerk's Office, Building Department	Planning Act, Innovation, Science, and Economic Development Canada (ISED),	Owner/applicant/agent name, address, phone number, fax number, email	Public information and participation	Township staff and council, Township residents via mailed notice, ISED, commenting agencies	Property owners and their agents	V + Permanent (P10)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Claims Against the Municipality	Clerk's Office	Municipal Act, Civil Act, Insurance Act, Real Property Limitations Act, Registry Act, Land Titles Act, Expropriation Act, Planning Act, Highway Traffic Act	Name, address, telephone number, details of litigation.	Record keeping, To litigate claims against the County; to defend the County's position at the Ontario Land Tribunal.	Clerk's office, Township staff and outside agencies involved in the litigation	Anyone who submits a claim against the municipality (Township)	V+ Resolution of claim and all appeals + 2 years Ultimate limitation = 15 years (L02)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
County and Civic Awards	Clerk's Office	Municipal Act	<p>Nominee: Name, address, email, phone number, details of volunteer or athletic experience relating to award, family contact information, presentation/speech of volunteer</p>	Correspondence, follow-up, To collect nominations for awards ceremony	Relevant Township staff	Award nominees/winners, public	5 years (M11)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Election Candidate and Nominee Information	Clerk's Office	Municipal Elections Act,	Name, address, campaign contributions, donor information, qualifying and mailing address	During Election – Correspondence, follow-up, communicate with councillors	Township election staff, public upon request	Election nominees and candidates, council members	Day action took effect or voting day + 4 years Ballot = 120 days after voting or resolution of recount (C07)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Employee Records and Contact Information	Clerk's Office, Finance	Municipal Act, Employment Standards Act, Income Tax Act, Canada Pension Plan, Unemployment Insurance Act	Name, address, social insurance number and health card number, sex, telephone number, change of address, benefits, credit record, date of birth, disciplinary and commendation letters, driver's license/operator permit, education, employee ID, employment history, marital status, pension and beneficiaries, pay rate, transfers/promotions, staff secondments and acting assignments, attendance support correspondence, performance and appraisal report, record of vacation/sick days	Employee correspondence, training, To administer employee work history, and training courses and maintain employee info and history	Relevant Township staff, audit and regulatory agencies	Township staff	V + Date employee ceased to be employed by employer + 7 years Firefighter employment terms = 25 years (H03)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Employee Emergency Contact List	Clerk's Office	Municipal Act,	Name, address, phone number, emergency contact information, name of family doctor, allergy information, date of birth, email	Emergency response, emergency correspondence	Clerk, CAO, relevant Township staff, emergency services	Township staff	V + Date employee ceased to be employed by employer + 7 years Firefighter employment terms = 25 years (H03)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Freedom of Information Appeals and Requests	Clerk's Office	Municipal Freedom of Information and Privacy Protection Act	<p>Appeals pertaining to General Request: Name, contact information, substance of request, representations from appellant. Personal Information Request: Varies on substance of request</p>	<p>Creating/maintaining PIB, processing FOI requests, to communicate with requestors and/or complainants; to respond to Freedom of Information requests; to process access for information and personal information Correction requests, as well as appeals filed with the Information and Privacy Commissioner of Ontario.</p>	<p>Relevant Township staff, appellant or those authorized on their behalf, mediator/adjudicators, Privacy Commissioner of Ontario</p>	<p>Individuals submitting an FOI request, individuals appealing FOI decisions</p>	<p>2 years (A17)</p>

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
General Complaints	Clerk's Office	Municipal Act, Public Sector and MPP Accountability and Transparency Act.	Name, address, phone number, description of concern/complaint, department of concern/complaint	Coordinate information between departments, follow-up, conflict resolution, To address public inquiries and complaints and report to Council on complaints	Staff responding to concern/complaint, relevant Township staff, regulating agencies	Individuals who submit a complaint	5 years (M04)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Land Sale and Acquisition Files	Clerk's Office	Municipal Act,	Name, address, email, phone number, fax number, storage/abandonment records, deed	Record keeping, acquisition and disposition of property, tax purposes,	Township staff, 3 rd party solicitors, real estate agents, surveyors, appraisers, relevant financial and corporate institutions	Individual property owners, applicants,	<p>V+ Property disposition + 10 years.</p> <p>Renewable energy projects agreements terms may not be more than 50 years.</p> <p>Append abandoned petroleum storage tank to deed.</p> <p>(L07)</p>

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Marriage Licenses and Ceremonies	Clerk's Office	Marriage Act,	Both applicant's names, phone numbers, dates of birth, country/province of birth, location of wedding, date of wedding, applicant's parent's names,		Clerk's staff, Office of the Registrar General, Individuals upon request	Applicants who have schedules townhall ceremonies, waitlist requests, applicants and their parents, relevant Township staff,	2 years (L12)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Recruitment Competition Files	Clerk's Office	Employment Standards Act, Municipal Act,	Name, address, telephone number, application or resume, education and employment history, reference checks, Records associated with job postings, advertisements, competition records, applicant interviews, and correspondence	To select candidates for employment.	Hiring staff, relevant interviewers	Township staff, employment applicants	1 year (H11)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Social and Digital Media Consent	Clerk's Office	Municipal Act	Name, address, phone number, signatures	Public disclosure, record keeping, correspondence	Individual upon request, Clerk's Office Staff	Public who consented to their photo/video/audio being used by the Township	Superseded + 2 years (M10)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Staff Complaints	Clerk's Office	Municipal Act	Name, email, IP address, content of complaint	Investigations, issue resolution, training purposes	Chief Administrative Officer, Clerk Staff	Public who submitted a complaint through the Township's website	5 years (M04)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Termination Files	Clerk's Office, Office of the Chief Administrative Officer	Employment Standards Act	Employee Name, Social Insurance Number, Sex, Benefit and Salary Information	Record keeping, training, taxes	Clerk and CAO staff	Past employees	V + Close of fiscal tax year + 7 years (F16)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Various Committee Files	Clerk's Office	Municipal Act, Planning Act	Name, address, phone number, fax number, emails to/from committee members, notices of meetings, meeting agendas, activity reports, emergency contact list	Recruitment, maintain committee meeting List	Relevant Township Staff, Staff of the Clerk's Office	Committee Members	4 years (A02)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Vital Statistics Register	Clerk's Office	Vital Statistics Act, Municipal Act, Income Tax Act, Canada Pension Plan, Employment Standards Act, Unemployment Insurance Act	Name, address, social insurance number and health card number, sex, telephone number, change of address, benefits, credit record (job specific), date of birth, disciplinary and commendation letters, driver's license/operator permit (where applicable), education, employee number, employment history (resume), marital status, pension and beneficiaries, pay rate, transfers/promotions, staff secondments and acting assignments, attendance support correspondence, performance and appraisal report. The information		Clerk's Office	Deceased Individuals, Individuals Born Within the County	Permanent (L12)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Voters List, Location, and Applications	Clerk's Office	Municipal Elections Act	Name, Age, Date of Birth, Citizenship Status, Residency, School support, if elector is Roman Catholic, Related Work Experience		Candidates, Secretary of Local Board, Members Required to be Elected at an Election Conducted by the Clerk or submitted Request to Elector, Election Day staff	Qualified Municipal Electors, Election Day Employees	4 Years from voting date. Ballots = 120 days after voting or resolution of recount. (C07)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Website Feedback Forms	Clerk's Office	Municipal Act	Name, Address, Personal Opinions/views, IP Address	Follow-Up, Improving Online Services	Staff of the Chief Administrative Officer, Staff of the Clerk's Office, Relevant Staff	Public who provided content through the feedback forms	Superseded** Superseded + 3 years if publication is subject to copyright or trademark (M07)

ADMINISTRATIVE

- HR, facility staff work plans, staff schedules
- Weekly management team meetings
- Networking/Meetings with Arena Managers and Douro Minor Hockey
- Invoices, payroll, inquiries, correspondence
- Bookings – inquires and set-ups
- Advertisement Policy/Program
- ORFA Training/Staff Training
- Feasibility studies for the Douro and Warsaw Community Centre are in progress
- Lease agreement for the Back Dam with Ministry of Natural Resources is in progress. Survey for Back Dam needs to be completed for the Township to enter into a long-term lease agreement for the Back Dam waterway use
- Looking into Kayak Kiosks for either Back Dam or North and South Park
- Community Sport and Recreation Infrastructure Fund Grant Re: Douro CC ice surface replacement
- 2025 capital and operating budget
- TSSA inspections for Warsaw CC elevator
- Health Unit inspections re: air quality and kitchens
- Scheduled Millar Pest Control semi-annual visits
- Cimco Refrigeration training on refrigeration room awareness
- Working with IT to resolve long standing Douro CC WIFI issues

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
- Found and fixed the broken sewage vent in the wall at the Douro CC
- A number of hydro outages in Warsaw have caused a bunch of equipment failures for the compressors and dehumidifiers.
- On going improvements to the Johnston trails
 - Spreading wood chips
- Winterized South Park building
- Re-installed North and South Park gate and locked for the season
- Put up the outside awning at the Library
- Fixed hot water tank, pressure switch, emergency lights, ref room heater, and fire alarm system at Warsaw CC
- Fixed dressing room heaters, emergency light and toilet/flush valves at Douro CC
- Olympia laser level motor broke and waiting for replacement

- Fixed photocell for lights and power at the cenotaph
- Fixed outside plugs and put up Christmas lights at the Municipal Office

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
- Green House Gas 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 October - November, 2024.docx
Attachments:	
Final Approval Date:	Dec 5, 2024

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

Martina Chait-Hartwig

Todd Davis

This report includes October and November 2024 call data (up to the 25th), as well as department updates from Douro-Dummer Fire Services for the same period.

Overview:

- Training included:
 - Vehicle Extrication
 - Pump Ops
 - Firefighter Obstacle Course
 - Z License
 - Vehicle, equipment and station maintenance
- Participate in Remembrance Day ceremony
- Participate in LCS Fire Truck Pull
- Participate in LCS Polar Plunge
- Participate in Santa Claus parade
- Participate in EOETA graduation ceremony
- Conduct annual Emergency training & exercise with MNRF
- Hosted County Mutual Aid training session for EV Fires
- Grand Opening for Fire Station 2
- Remove pontoon boats out of water for the season

Fire Department Vehicle Information:

- Medi 4 fluid leak and check engine light repairs

Fire Administration Specific:

- Participate with various internal meetings, Ontario Association of Fire Chiefs (O AFC) Rural Suburban Committee Meetings, C.O.W, EOETA executive meetings, OFM advisor meeting, local & provincial emergency management meetings, Provincial HIRA assessment tool demonstration, Community Preparedness Grant Program stakeholder meeting, County Fire Chiefs meeting,
- Completed Station 5 recruitment process
- Attended O AFC AGM and Conference
- Attended Ontario Association of Fire Educators Conference
- Submitted Naloxone report
- Attended Firefighters Association Meeting
- Site meetings with new Paging system infrastructure
- 2025 Budget
- Project Zero media event for Enbridge Grant for Smoke/CO alarms
- Attended Hydro One Emergency Management training day
- Presented fire prevention contest winners prizes, schools and local resident
- Work on Learning Contract with Fire Marshalls office for Pump Ops
- Site visit for new PPE cleaning and testing facility
- Participated in a webinar on PTSD & mental health in the fire service
- Began onboarding members for new OFM training portal

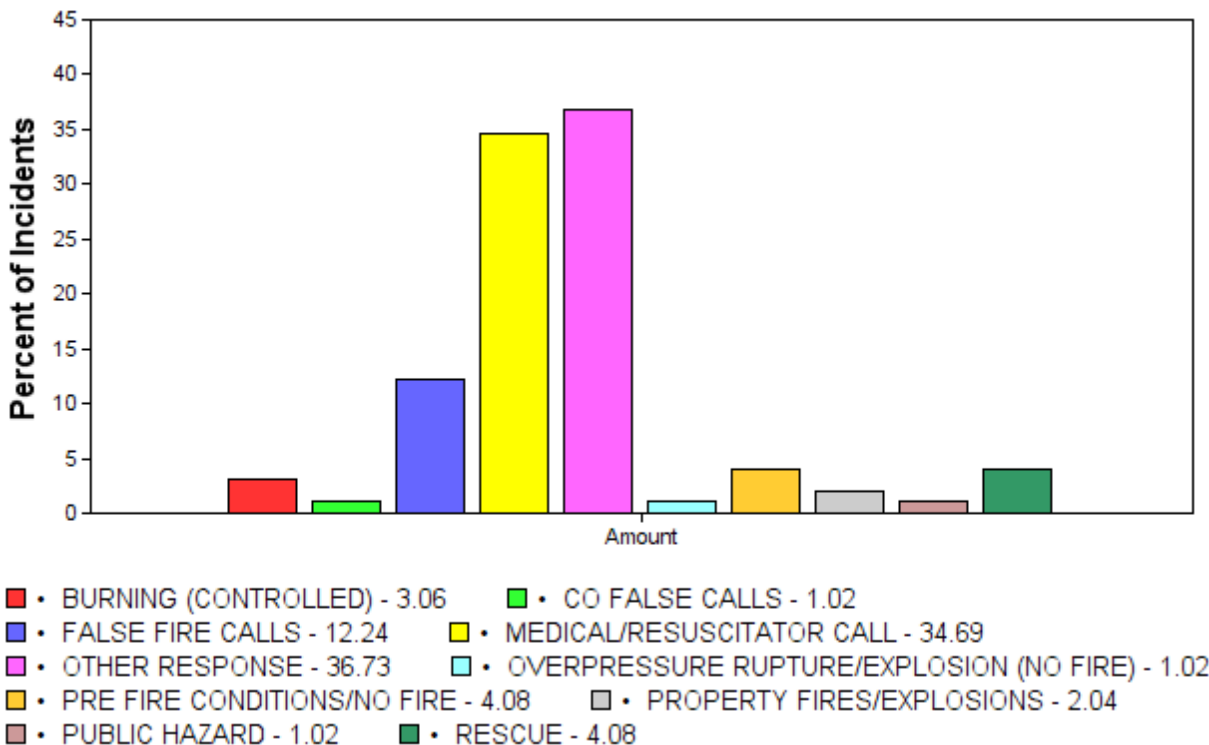
Township of Douro-Dummer

- Volunteer Firefighter Green Light sign initiative - requested County to order 8 signs and install 7. Firefighters Association donated half the cost to this project

Fire Response Specific:

- There were 76 calls for help in October and November (up to the 25th), 98 station deployments, and 139 apparatus responses. Medical calls accounted for 41% of our calls. Total calls for help year to date, up to November 25th are 406 compared to 402 for the same time period in 2023.

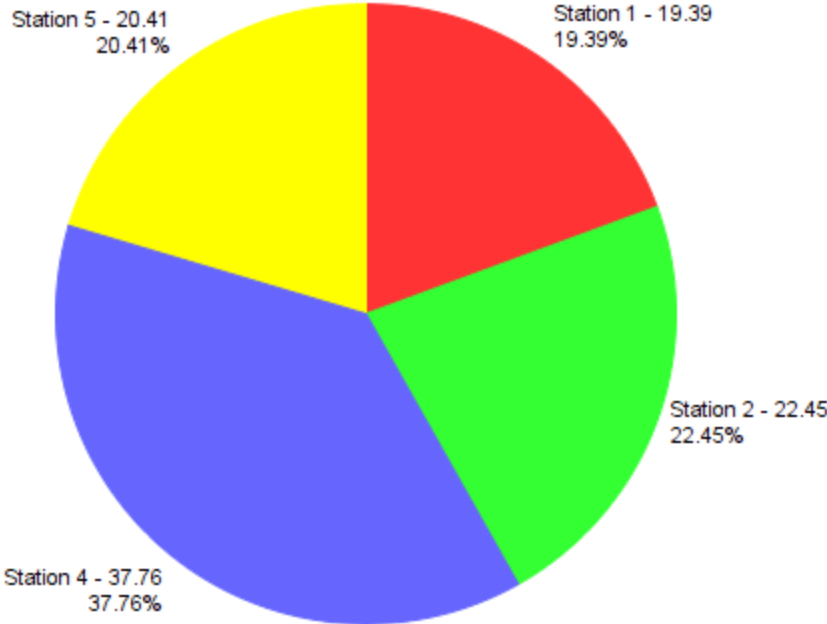
Totals by Type (grouped)
From Oct 1 24 to Nov 25 24



“Other Response” call types included in this graph are Automatic Aid, Mutual Aid, or Cancelled on route



Totals by Station



Township of
Douro-Dummer

Report Approval Details

Document Title:	
Attachments:	
Final Approval Date:	

Township of Douro-Dummer

Report Approval Details

Document Title:	October - November.docx
Attachments:	
Final Approval Date:	Dec 5, 2024

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

Martina Chait-Hartwig

Todd Davis

Departmental Update October – December:

Administrative:

- Attend quarterly PW Manager meetings
- Participate in weekly management meetings
- PW recruitment complete
- Attend Road Supervisor Executive Meetings
- Preparing budget
- Attend Hydro One emergency management session
- Respond to concerns and inquiries from the public

Capital:

- Hickey Road guiderail replacement – Scheduled to start Dec 5, 2024
- Dummer – Asphodel Road – Complete
- Fourth Line N Dummer – Complete
- 2024 brushing projects - Complete
- Seventh Line N Dummer – Complete
- Old Douro Rd - Complete
- Henderson Rd - Complete
- Douro Third Line culvert – Complete
- Fourth Line S Dummer – Complete
- 2024 surface treatment projects - Complete
- Annual gravel applications – Complete
- Twelfth Line Dummer realignment – nearing completion
- Received brushing unit – pending installation

Operational:

- Monthly meeting with PW staff to discuss any concerns, work schedules and capital projects
- Seasonal equipment changeovers completed
- Grading as required – weather dependent
- Staff repaired, updated and installed regulatory signs, street and 911 signs
- Warsaw and Douro Public Works shop and yard clean up
- Patching ongoing
- Complete required road patrols
- Processed firewood for boiler
- Removed beaver dam – Douro Fourth Line Road
- Clean and complete maintenance and repairs on equipment
- Hand brushing at various locations – fallen trees, sightlines, sign visibility
- Complete welding repairs to transfer station roll off bin
- Replaced failed municipal cross culverts at various locations
- Removed Crowes and McCrackens Landing docks

- Complete regulatory patrols as required
- Assist Transfer Station staff with site cleanup/repairs

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.
- Moloks temporarily unavailable due to equipment failure – Now functioning
- Green waste bin has been removed from the Warsaw Public Works Depot and will return in the spring of 2025.

Report Approval Details

Document Title:	PW Dec Update.docx
Attachments:	
Final Approval Date:	Dec 4, 2024

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

Martina Chait-Hartwig

Todd Davis

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

- Building General
 - Attended stakeholder meetings to discuss future or on-going development
 - Participated in, and provided comment on, development/planning pre-consultations
 - Assisted in the implementation of accepting online credit card payments
 - Continued training for the administration and implementation of the new 2024 Ontario Building Code
- Permit Renewal
 - Continuing to work with property owners to close permits or keep construction progressing
 - 40 additional permits closed since last report
 - ≈430 permits remaining for additional review
- Permitting
 - Approximate 16% reduction in permit submissions YTD compared to 2023
 - Q4 2023 to 2024 saw a 12% reduction in submissions
 - 30% Accessory Structures
 - 30% Septic
 - No new dwellings (balance were alteration/addition submissions)
 - Department revenues are sufficient to provide for a balanced budget
- Investigations
 - Responded to multiple new and ongoing enforcement issues (animals, property standards, construction without permit, etc.).
 - 9 new files opened since last report
 - Monitoring the effects of Canada Post strike on by-law enforcement to determine if alternative solutions for postal services are needed.

Report Approval Details

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Attachments:	
Final Approval Date:	Dec 5, 2024

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

Martina Chait-Hartwig

Todd Davis

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: Fees Management Part 2 on November 12, 2024.
 - Planning Staff have been working with the Finance Department to harmonize Cloudpermit payments with the new payment software. The goal is to begin using Cloudpermit to invoice for all planning related applications and fees.
 - The pre-consultation module is live on the Township website and Staff have received some requests through this option.
 - County-wide Cloudpermit User Group
 - The County contacted Cloudpermit on November 8, 2024, to advise that our group has completed creating standardized application forms for Zoning Amendments, Site Plan, and Minor Variance applications. The County offered to provide Cloudpermit with PDF copies of the applications so that they could be put on a test site where the group could test each application before going live. There has been no response from Cloudpermit regarding the Township applications.
 - In the same e-mail on November 8, 2024, the County expressed frustration that the County’s planning applications, save and except the Official Plan Amendment application, have not been implemented. Changes that were requested in April were advised by Cloudpermit to have costs, even though the implementation has not been completed. The County requested an update on the implementation of their applications. There was no response from Cloudpermit.
 - The County followed up with Cloudpermit on November 18, 2024.
 - The working group met on November 28, 2024. The County advised that they still have not received a response from Cloudpermit and they are considering terminating their

agreement. County Staff are reviewing the impacts this could have on the Townships. The majority of the Townships expressed dissatisfaction with the planning module, but most are happy with the building module.

- County of Peterborough Official Plan
 - Meeting minutes for September 12, 2024, were included on the October 15, 2024 Township Council Meeting Agenda.
 - The Technical Advisory Committee (TAC) for the County Official Plan (OP) met on December 2, 2024. The meeting consisted of an update on the correspondence received from the Minister of Municipal Affairs and housing with respect to the adopted Official Plan. The Minister's correspondence was received at the September 18, 2024, County Council Meeting and County Planning Staff were directed to bring a report to a future Council meeting. Staff have prepared a report and it will be presented at the December 18, 2024 Council meeting.
 - The next meeting has not been scheduled at this time, however County of Peterborough Staff advised that they will continue to inform the TAC as the process unfolds.
- 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.
- County of Peterborough Technical Advisory Committee (TAC) for the development of a Watershed Plan
 - Participated in the kickoff meeting on November 27, 2024. 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.
 - The next meeting has not been scheduled.
- Pre-Consultations, PSR's and Inquiries
 - Pre-Consultations
 - 15 Pre-consultations have been completed to date. Five 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, one pre-consultation is scheduled for December 19, 2024, and one is scheduled for January 23, 2025.
- Preliminary Severance Reviews (PSRs)
 - 35 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 new PPS.
 - Approximately 139 property inquiries completed to date.
- Applications
 - Severances (County Approval/Township Comments)
 - 29 applications received to date.
 - Currently 49 active severance applications.
 - Minor Variances
 - 4 applications received to date.
 - A-01-24 additional information required in order to deem “complete”. Staff have requested confirmation if the Applicant wishes to withdraw the application.
 - A-02-24 approved November 1, 2024.
 - A-03-24 approved November 29, 2024. Appeal period expires December 19, 2024.
 - A-04-24 scheduled for December 13, 2024, Committee of Adjustment.
 - Zoning By-law Amendments (ZBA)
 - 15 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 be presented to a future Council Meeting for a decision.
 - R-10-24 (Septic) (Township Initiated) appeal period expired November 5, 2024.
 - R-12-24 (Earnshaw) and R-13-24 (Sandeman) public meetings held November 5, 2024. Appeal periods expired November 28, 2024.

- R-14-24 (Huycke) and R-15-24 (Vervoort) in process of determining “completeness” and to be scheduled for future public meetings.
- 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 met on October 9, 2024, to discuss details and provided the County with application data. The site is expected to be functional before the end of the year.
 - The [Provincial Planning Statement, 2024](#) (PPS, 2024) was released on August 20, 2024. Effective October 20, 2024, all municipal decisions, as well as comments, submissions or advice affecting planning matters, must be consistent with the PPS, 2024. 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. The Report was presented at the October 15, 2024 Regular Council Meeting.

- Participated in PPS, 2024 training session provided by Ministry of Municipal Affairs and Housing in Kingston on November 7, 2024.
- Participated in Municipal Property Assessment Corporation webinar on Building Permits, Plans and Planning Documents on November 18, 2024.
- At the November 5, 2024 Regular Council Meeting, Resolution Number 391-2024 directed that Staff review existing shoreline By-laws in other jurisdictions, and prepare a report outlining the findings. Additionally, Staff were requested to draft a By-law incorporating relevant elements from the review, and to bring the report and draft By-law back for Council discussion. Planning Staff have engaged D.M. Wills to undertake this review with the anticipated completion date of March 31, 2025.
- On October 9, 2024, Planning Staff engaged D.M. Wills to undertake a background review of the existing Site Plan Control By-law and supporting documents to identify required updates based on current legislation and policy. The anticipated completion date is December 15, 2024.
- Participating in KPRDSB and PVNCCDSB joint planning meeting with the County of Peterborough on December 10, 2024. The intent of this joint meeting is to:
 - provide updates to the County and local municipalities of current board initiatives,
 - to highlight areas/regions of concern,
 - to provide an overview of how new schools are awarded,
 - provide information related to the boards' enrolment projection methodology,
 - to provide municipalities with an opportunity to share their recent initiatives and/or areas of growth,
 - to discuss opportunities for boards and municipalities to collaborate on planning initiatives,
 - to exchange information that may assist in school board planning initiatives.
- Completed review of draft planning budget with the Treasurer.
- Began reviewing Points of Interest (POI) data provided by the County of Peterborough for accuracy with input from the Clerk and Fire Chief.
- At the request of the Clerk, Planning Staff revised planning application notices to include information requested by the Ontario Land Tribunal in order to be eligible to register for e-file for appeals.

- Registered for the OPPI & WeirFoulds LLP webinar on December 6, 2024 which will discuss Planning Legislation, what's new, what's working, what's not working and some recent cases in the world of land use planning.

Report Approval Details

Document Title:	Committee of the Whole - Planning Department Update - November-December 2024.docx
Attachments:	
Final Approval Date:	Dec 4, 2024

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

Martina Chait-Hartwig

Todd Davis

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

- 2025 Budget
 - This has been the primary focus over the past month. Ongoing meetings with managers have been occurring. These meetings entail the following:
 - Line by line review where we question each budget amount by analyzing year to date spend along with historical trends.
 - Salaries and wages budget by reviewing each employee in the model.
 - Capital projects and associated funding.
 - 2025 User Fees
- Current Projects
 - Online Payments – This project is nearing completion, and we are hopeful that we will be up and running for January. As a reminder, the following are the payments which will have their own form on our website, property taxes, dog tags, entrance permits, planning fees and we will have a miscellaneous form.

On the last Committee of the Whole update we reported that Building and Planning fees would be collected through CloudPermit but upon further review we will also be collecting these fees through our website instead.

For Facility Bookings, payments will be made through BookKing. In addition to payments, residents will now be able to view facility availability and request bookings through the website. We are hoping this is a better service for renters but also will reduce the amount of administrative work required to create a booking.

- Bank Reconciliation Module – The Finance Department worked on implementing this module in our accounting system. Ultimately, we determined that the module would not be as effective as we had originally thought. However, we updated the process to be completed entirely through Excel rather than the prior paper-based process. We estimate this updated process saves approximately one day a month of work for our staff.
- Accounts Receivable Module – We do not issue a significant volume of invoices but the invoices we do issue are created through Microsoft Word. This is another manual process that does not allow us to report on current receivables. We are transitioning to issuing all invoices through our financial system which will allow us to track and report on outstanding invoices easily.

- Phone System – I have been working with Mike Garside to research and plan for a replacement to our current phone system. There are a lot of Voice over Internet Protocol (VOIP) companies that offer this service. We expect to ultimately save operating costs while having a much more robust phone system that will allow us to manage our own network and get many more features. We expect an implementation date in first quarter of 2025. Any up front costs will be paid for through the 2024 IT allocation.
- 2023 Audit
 - Continuing to work on a few outstanding items for the auditors. This is being worked on in between budget items.
- Canada Post Strike
 - We have posted notifications on our website regarding the Canada Post strike. We have also been constantly monitoring how this may affect our operations and payments. For example, we do send some cheques through the mail still, so we have been following up with those companies for alternative payment methods.
- Onboarding/Offboarding
 - This is an ongoing task, but it is worthwhile noting that this time of year can be busier for payroll due to outgoing summer seasonal staff and incoming winter staff. Offboarding includes reconciling the final pay, issuing Record of Employment (ROE), and removing from benefits. Onboarding requires even more steps with setting up the employee in our financial system and time management system, signing up for benefits and OMERS, and training the new employee on our payroll processes and systems.

Report Approval Details

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Martina Chait-Hartwig

Todd Davis

Clerk's Department Report – October to December 2024

Legislative Services:

For the year to date, there have been:

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

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, and have held meetings in October and December 2024.
- Lottery Licenses: The Department issues lottery licences under the new Lottery Licence By-law. Seven 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 30 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 no new Complaints submitted since the last COW meeting.
- The Department has issued three marriage licenses.

Departmental Project Updates:

- New CAO Todd Davis joined the Township as CAO on October 21, 2024. Assisted with orientation and introductions.
- Prepared various reports to Council and Committees and associated Polices, By-laws and other matters.
- Attended meetings of the Peterborough County Economic Development Transition Committee.
- Hosted a Student Intern from Ontario Tech University for the Fall Term. This is a new partnership with OUT. Staff have received confirmation that we will have two student interns for the winter semester, one from Trent University and the other Ontario Tech University. Both students are from Peterborough County, with one being a local resident.
- The Township has 243 subscribers on YouTube, 446 followers on Facebook (44 new followers since last report and 257 followers on Instagram (26 more followers since last report).
- The Township has completed the move to Microsoft Office 365 and have begun implementing new security features.
- Council hosted a community engagement event on November 6 in the Town Hall. "Coffee and Conversations" was well attended, and positive feedback was received from attendees. Various follow up meetings were arranged with attendees who wanted to meet with staff regarding specific issues after the event.
- The Township hosted the Remembrance Day Ceremony on November 11, 2024, at the Warsaw Cenotaph and the Warsaw Santa Claus Parade on Saturday, November 30, 2024. Both events were a success with good turnout and positive feedback. The Santa Claus Parade had the largest number of floats participate in recent memory.
- Working with Finance Staff to draft budgets for 2025 for the following business units: Clerks Department, Townhall facilities, Council, Committees and Elections.
- Attending a series of webinars hosted by the Institute of Public Administrators regarding Navigating AI in the Public Sector.

- Participating as a Mentor for the AMCTO Mentorship Program 2024-2025.
- Sitting on Zone 5 AMCTO Executive. Zone 5 hosting a Fall meeting at the Canadian Canoe Museum, the meeting featured 1.5 days of low-cost training for staff from across the Zone on topics such as records management, lottery and liquor licenses, land surveys and succession planning. 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).
- Attending a virtual course regarding Microsoft O365 and Strategic Use of Technology for Businesses 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

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

Todd Davis

Monthly Activities – CAO

- Initiated and completed the on-boarding process to the township
- Conducted One on One meetings with members of Council for introduction and learning purposes.
- Held One on One meetings with all members of the Leadership Team.
 - In many instances these meetings involved travel through-out the community and visitation at as many township buildings as possible.
- Attended community events including the grand opening of the Douro Firehall, Remembrance Day ceremonies in Warsaw and the annual Santa Claus parade.
- Engaged with the new Economic Development department for Peterborough County.
 - Participated in monthly County Economic Development Transition meetings
 - Participated in the Tourism Roundtable activity with local industry at the Douro Community Centre
 - Participated in the Tourism and Communications road show focus group interview related to future destination marketing for Peterborough County.
- Responded to several calls and some in-person meetings with residents related to township governance matters or property related concerns.
- Participated in Councils successful “Coffee and Conversation” event for elected officials and residents.
- Held several meetings related to the proposed joint fire hall and public works facility
- Participated in regular meetings with County CAO group
- Facilitated weekly department head meetings