



Township of Douro-Dummer Agenda for Committee of the Whole

Wednesday, February 12, 2025, 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**

The Clerk will call the meeting to order.

2. **Nominations for Committee Chair**

The Clerk will request nominations for Committee Chair. Once elected, the new Chair shall take over the meeting.

3. **Land Acknowledgement**

4. **Disclosure of Pecuniary Interest:**

5. **Adoption of Agenda: February 12, 2025**

6. **Delegations, Petitions or Presentations:**

7. **Reports - Managers' Updates**

7.1 **Parks and Recreational Department Update Report - December 2024 to January 2025 - Recreation Facilities-2025-01**

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7.3	Public Works Department Update Report - December 2024 to February 2025 - Public Works-2025-01	17
7.4	Building Department Update Report - December 2024 to February 2025 - Building Department-2025-01	19
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7.6	Finance Department Update report - December 2024 to February 2025 - Treasurer-2025-02	27
7.7	Clerk's Department Update Report - December 2024 to February 2025 - Clerk's Office-2025-02	30
7.8	CAO's Department Update Report - December 2024 to February 2025 - C.A.O.-2025-02	34
8.	New Business to be requested for next Meeting	
9.	Adjournment	

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
- Community Sport and Recreation Infrastructure Fund Grant Re: Douro CC ice surface replacement
- 2024 end of the year Accounts Receivables reconciliation
- 2025 capital and operating budget – Ongoing
- Working with staff and Univerus booking system to implement the online booking and payments portal
- Completed staff performance appraisals
- Worked with Aviva insurance to complete refrigeration plant room inspections as required per TSSA
- Holiday Skates and sponsors scheduled
- Created a listing of all user groups and ice requests for the 2024-25 season

OPERATIONAL

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance – ongoing
- Set-up of facility rentals
- Olympia laser level motor broke and received the replacement motor
- Repaired broken UV system loop, lobby urinals, and lights above the ice surface at the Douro Community Centre
- Took down Christmas lights at the Municipal Office
- Hosted 5 days of hockey tournaments between Douro and Warsaw Community Centres in 2025

CAPITAL PROJECTS

- 2025 Pre-approved floor machines for Douro and Warsaw Community Centres – Douro has received and awaiting for Warsaw

Report Approval Details

Document Title:	Committee of the Whole December 2024 - January 2025 - Recreation Facilities-2025-01.docx
Attachments:	- 2024 Facility Usage by Location Report FINAL.xlsx
Final Approval Date:	Feb 6, 2025

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

Martina Chait-Hartwig

Todd Davis

Organization

Hours

Ball Hockey	103
General	4
General	4
Men's Hockey	4
Peterborough County Noz-IT	9
Private Rental	5
Ptbo County Mutual Aid Association	13
Roller Derby	84
Roller Derby	24
The Hot Tub People	16

266 TOTAL: \$20,730.31

Baby Shower	16
Birthday Party	1
Birthday Party	16
Community Care Peterborough	24
County of Peterborough - Public Works	4
Dog Obedience	7
Dog Training Association	2
Douro Dummer Fire Association	2
Douro Minor Hockey	3
Douro Minor Hockey	2
Douro Oldtimer Hockey	5
Douro Senior Citizens	10
Douro Senior Citizens	68.5
Douro-Dummer Library	2.5
General	64
General	75.5
General	18
LEO	2.5
Ministry of Agriculture and Rural Affairs	3
Ontario Pesticide Education Program	9
Ontario Shorthorn Association	6
Ontario Soil and Crop Improvement Association	17
Peterborough 4-H Association	4.5
Peterborough County Noz-IT	2
Peterborough County Noz-IT	20

Peterborough County Noz-IT	18
Peterborough County Road Supervisors Association	10
Peterborough County Road Supervisors Association	20
Peterborough Federation of Agriculture	13.5
Private Rental	54
Private Rental	44
Private Skate	5
Ptbo County Federation of Agriculture	6
Ptbo County Mutual Aid Association	10
Ptbo County Mutual Aid Association	1
Ptbo County Mutual Aid Association	4
Public Skating	1
Quilting	13
Roller Derby	2
St. Lawrence Grains & Farm Supply LTD	7
Teachers Hockey	2
Township of Douro-Dummer	4
Township of Douro-Dummer	5

604 TOTAL: \$11,791.65

AAA Pete's	26
Beasley Hockey	23
Birthday Party	2.5
Calvary Church	10
Cambium Old Timers Hockey	23
Catholic Women's League	1
Century21	1
Christmas Party	1
COSA Hockey	7.5
Douro Dummer Fire Association	1
Douro Men's Hockey	98
Douro Minor Hockey	423.5
Douro Monday Night Mens League	23
Douro Oldtimer Hockey	57
Eastern Ontario Young Kings West 2017 Team 1	46.5
Eastern Ontario Young Kings West 2017 Team 2	1
Ennismore Eagles Girl's Association	4
General	50
Ice Kats	1
KLEVR Hockey	18
Knights of Columbus	1.5
Lakefield College School	52.5
Lakefield Minor Hockey	10.5
Men's Hockey	20.5

Men's Night League	64.5
Nadeau Collision Oldtimers	24
Paterson Oldtimers	23
Pathway Church	2.5
Peterborough Antiques	21.5
Peterborough Federation of Agriculture	2
Peterborough Girls Hockey Association	1
Peterborough Hockey Association	111
Peterborough Hockey Club	49
Peterborough U9	1
Private Rental	2
Private Rental	3
Private Skate	33
Ptbo County Mutual Aid Association	16
Public Skating	4
Scott Stanlick hockey	67.5
St Joseph's School	4
Starfra Feed Service	1
Steenburgh's Hockey	50
Student Transportation of Canada	3
Teachers Hockey	26
Thomas A Stewart	16
Township of Douro-Dummer	35
Trent Metals Hockey Club	24
U9/U11 Skills Development	13
United Nations Hockey	21
Winter Slackers	25
	<u>1546 TOTAL: \$253,818.46</u>

Camp Madawaska	2
Mammoth BBQ	4
Peterborough County	18
Peterborough County Road Supervisors Association	10
Peterborough County Road Supervisors Association	20
	<u>54 TOTAL: \$1,356.00</u>

Private Rental	3
	3
Association of Road Supervisors	4
Birthday Party	1.5
Century21	4
Christmas Party	16

County of Peterborough - Public Works	5.5
County of Peterborough - Public Works	8
Dog Training Association	27
Douro Minor Hockey	3
Douro Minor Hockey	2
Douro Minor Hockey Fundraising	4.5
Douro Senior Citizens	3
East Central Ontario Hereford Zone	6
General	60
General	9
General	4
OBOA Liftlock Chapter	50
Pathway Church	2
Peterborough Cattlemen's Association	18
Peterborough County Road Supervisors Association	10
Peterborough County Road Supervisors Association	20
Private Rental	17.5
Private Rental	6
Private Rental	43.5
Public Skating	4
Township of Douro-Dummer	1.5
	<u>330 TOTAL: \$8,068.10</u>

Private Rental	6
	<u>6 TOTAL: \$40.74</u>

General	6
	<u>6 TOTAL: \$71.94</u>

Ball Tournament	12
Douro Minor Softball	62.5
General	13
	<u>87.5 TOTAL: \$1,111.58</u>

Ball Tournament	12
Douro Minor Softball	30.5
General	36
General	13
Men's Fast Ball	101
Private Rental	1.5
	<u>194 TOTAL: \$4,995.01</u>

Peterborough Cycling Club	3
Private Rental	1.5
	<u>4.5 TOTAL: \$81.48</u>

Peterborough Pickleball Association	1
Private Rental	29
	<u>30 TOTAL: \$1,047.50</u>

Birthday Party	4
Christmas Party	4
General	22
General	13
General	16
Hendren Funeral Home	4.5
Kawartha Food Share	4.5
Private Rental	2
Private Rental	28
Restore and Renew Yoga	1
Restore and Renew Yoga	31
Township of Douro-Dummer	48
Warsaw Lions	39
Wildfire Golf Course	3.5
Your Body You	11
	<u>231.5 TOTAL: \$3,383.41</u>

Douro Minor Hockey	1
Douro Minor Hockey Fundraising	3
General	21
General	14
Peterborough Minor Lacrosse Association	51
Private Rental	41
Roller Derby	7.5
AAA Pete's	6
	<u>144.5 TOTAL: \$9,187.67</u>

Bears & Wolves Youth Hockey	33
Beer League Hockey	42
Birthday Party	2
Diocese of Peterborough	2
Douro Minor Hockey	537.5
Eastern Ontario Young Kings 2016 Age Group	21
Eastern Ontario Young Kings West 2017 Team 1	1

Eastern Ontario Young Kings West 2017 Team 2	6
Ennismore Girls Hockey	5.5
Ennismore Girls U13B	1.5
Ennismore Minor Hockey Association	70
Ennismore U16	1
Fisher Gauge	25
General	50
Keene Wolverines	3
KLEVR Hockey	1
Lakefield District Minor Hockey Association	1
Landry	21
Men's Hockey	2.5
Men's Pick-up Hockey	22
Norwood Queen Bees	3
Peterborough Girls Hockey Association	64
Peterborough Hockey Association	25
Peterborough Minor Hockey Association	9
Peterborough Patriots Sledge Hockey	16.5
Peterborough U9	1
Private Rental	3
Private Skate	17
Ptbo County Mutual Aid Association	3
Public Skating	1
Skating Skills	20
Student Transportation of Canada	4
Township of Douro-Dummer	24
Wackos Ice Hockey	13
Warsaw Public School	4
Warsaw Wild Hockey	22
Wheeler Hockey	21

1098.5 TOTAL: \$155,265.28

Bears & Wolves Youth Hockey	22
Birthday Party	2.5
Diocese of Peterborough	2
Douro Minor Hockey	1
Douro Minor Hockey	1
Douro Minor Hockey Fundraising	2
Douro Minor Softball	1.5
General	7
Hartwick Family Christmas	5
International Auction	9
Kawartha Eats and Sweets	2
LEO	2

Private Rental	20
Private Rental	6
Private Skate	8
Private Skate	4
Wackos Ice Hockey	1.5
	96.5

4,870.00 TOTAL: \$474,240.46

Retention

AAA Pete's
Bears & Wolves Youth Hockey
Beasley Hockey
Beer League Hockey
Calvary Church
Cambium Old Timers Hockey
Catholic Women's League
COSA Hockey
Douro Men's Hockey
Douro Minor Hockey
Douro Monday Night Mens League
Douro Oldtimer Hockey
Eastern Ontario Young Kings 2016 Age Group
Eastern Ontario Young Kings West 2017 Team 1
Eastern Ontario Young Kings West 2017 Team 2
Ennismore Eagles Girl's Association
Ennismore Girls Hockey
Ennismore Girls U13B
Ennismore Minor Hockey Association
Ennismore U16
Fisher Gauge
Ice Kats
Keene Wolverines
KLEVR Hockey
Knights of Columbus
Lakefield College School
Lakefield District Minor Hockey Association
Lakefield Minor Hockey
Warsaw Pick-Up Hockey
Men's Hockey
Men's Night League

Men's Pick-up Hockey
Nadeau Collision Oldtimers
Norwood Queen Bees
Paterson Oldtimers
Pathway Church
Peterborough Antiques
Peterborough Girls Hockey Association
Peterborough Hockey Club
Peterborough Minor Hockey Association
Peterborough Patriots Sledge Hockey
Peterborough U9
Stanlick Hockey
St Joseph's School
Steenburgh's Hockey
Teachers Hockey
Thomas A Stewart
Trent Metals Hockey Club
United Nations Hockey
Wackos Ice Hockey
Warsaw Public School
Warsaw Wild Hockey
Wheeler Hockey
Winter Slackers

Attrition

AAA Pete's

Peterborough Girls Hockey Association

Peterborough Hockey Club

Peterborough Minor Hockey Association

Unable to accommodate/fulfill full request

Ennismore Girls Hockey Association	30-40 hours approximately
Ennismore Minor Hockey	30-40 hours approximately
Keene Wolverines	30-40 hours approximately
Klever Young Kings	30-40 hours approximately
Lakefield Minor Hockey	40-80 hours approximately
Otonabee Wolves	200-400 hours approximately
Peterborough Ice Kats	30-40 hours approximately

This report includes call data (from November 26th to January 31st), as well as department updates from Douro-Dummer Fire Services for the same period.

Overview:

- Training included:
 - First Responder & Basic Life Support
 - Z License
 - Ice Waster Rescue Theory
 - Ropes & Knots
 - Vehicle, equipment and station maintenance
- Adventure Smart training
- Emergency Management EM 125 course taken by Alternate CEMC
- Officers meeting

Fire Department Vehicle Information:

- Medi4 – Brake repairs
- Car 1 – New tires

Fire Administration Specific:

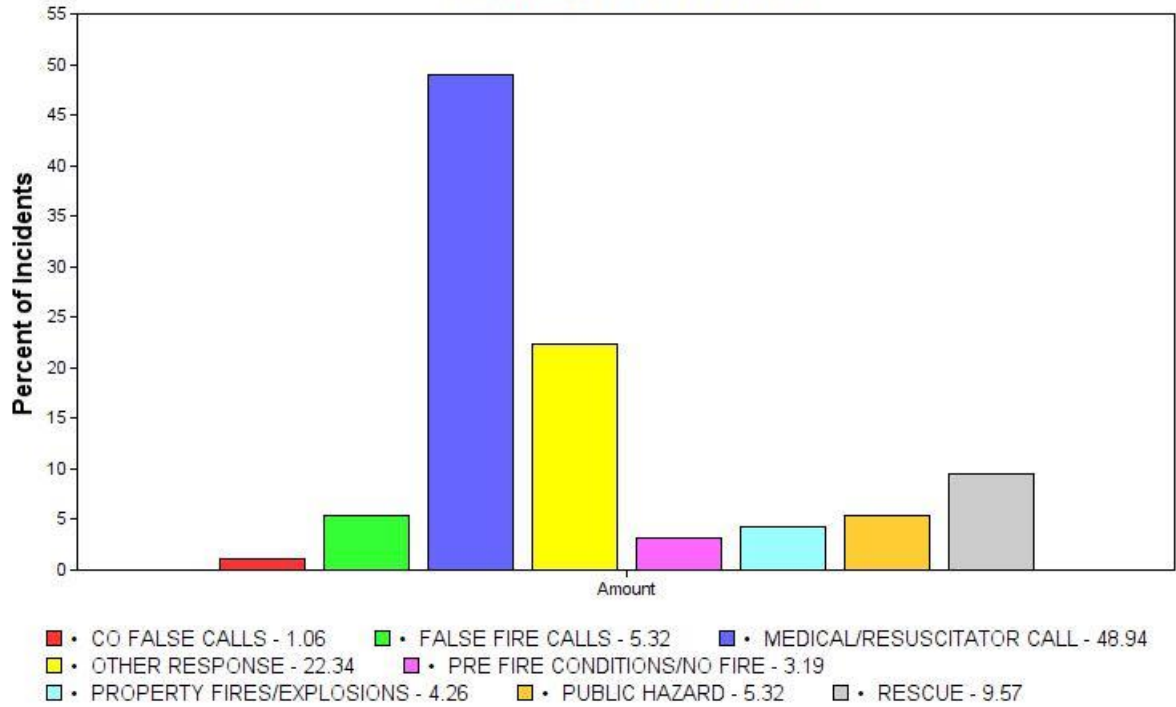
- Participate with various internal meetings, Ontario Association of Fire Chiefs (OAFC) Rural Suburban Committee Meetings, C.O.W, EOETA executive meetings, County Fire Chiefs meeting, Emergency Management meetings
- Attended OAFC Hicks Morley Labour Relations one day session on volunteer fire departments
- Submitted Naloxone report
- Paging meetings
- 2025 Budget
- Test Dry Hydrant at St. Joseph's School
- Obtained Learning Contract with Fire Marshalls office for Pump Ops
- Attend Open House for Peterborough Fire & Cavan Monaghan's new fire stations
- Participate with County Points of Interest project
- Participate with Peterborough City and County 12 days of Fire Safety, and social media blitz
- Participate with building/zoning application review where applicable
- Onboard 4 new recruits
- Participated with Swim to Survive planning meeting for 2025

Fire Response Specific:

- There were 94 calls for help from November 26th to January 31st, 2025, 120 station deployments, and 195 apparatus responses. Medical calls accounted for 49% of our calls.

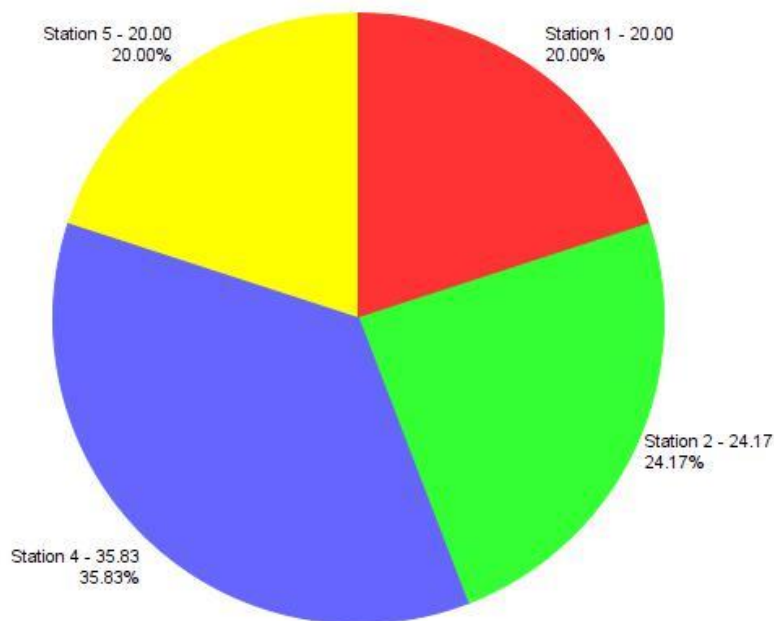
- Total calls for help year in 2024 were 459, compared to 452 in 2023. January of 2025 has seen 40 calls for help.

Totals by Type (grouped)
 From Nov 26 24 to Jan 31 25



“Other Response” call types included in this graph are Automatic Aid, Mutual Aid, Public Service, Assist other Agency.

Totals by Station



Report Approval Details

Document Title:	December 2024 and January 2025 Activity - Fire Chief-2025-01.docx
Attachments:	
Final Approval Date:	Feb 6, 2025

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

Martina Chait-Hartwig

Todd Davis

Departmental Update December - January:

Administrative:

- Attend quarterly PW Manager meetings
- Participate in weekly management meetings
- Recruiting equipment operator
- Attend Road Supervisor Executive meetings
- Preparing budget
- Recruiting transfer station attendant
- Complete performance reviews
- Reviewing lease agreement - Waste Connections site
- Respond to concerns and inquiries from the public
- Gathering County garbage upload requests

Operational:

- Responded to 1 winter event in November, 10 in December and 14 winter events in January
- Monthly meeting with PW staff to discuss concerns, work schedules and future projects
- Replaced rear suspension components on unit #20
- Staff repaired, replaced and installed regulatory signs, street and 911 signs
- Sand dome restocked
- Warsaw and Douro Public Works shop and yard clean up
- Complete winter road patrols
- Replaced radiator on unit #25
- Processed firewood for boiler
- Removed snow in the village of Douro and Warsaw
- Clean and complete maintenance and repairs on vehicles and equipment
- Hand brushing at various locations – fallen trees, sightlines, sign visibility
- Complete regulatory road patrols
- MECP site inspection at Waste Connections site
- Assist Transfer Station staff with site cleanup and repairs

Health & Safety:

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

Waste Management Division:

- Household Hazardous Waste Events are May 24th and August 16th, 2025. Events run from 10:00 am - 2:00 pm, each day
- Hall's Glen Transfer Station continues to operate with all necessary health & safety precautions in place and is functioning well

Report Approval Details

Document Title:	PW January - Public Works-2025-01.docx
Attachments:	
Final Approval Date:	Feb 6, 2025

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

Martina Chait-Hartwig

Todd Davis

Overview

- Year-to-date permit submissions on par with 2024
 - ≈ 20% new residential, 30% sewage, 30% accessory structures, 20% addition/renovations
- Completed over 1300 inspections in 2024 (exclusive of enforcement & planning)
- Currently 9 permit submissions under review with an additional 12 waiting on the applicant to provide further information
- 5 active enforcement files
- Sewage systems located within the designated source water protection area are being inspected, this summer, under the Ontario Building Codes' mandatory maintenance inspection program.
 - Our department is working with ORCA to identify any new properties covered by the program. Notices will be sent out in early spring.
- Working with County staff to finalize mapping for DSSMIP (Discretionary Sewage System Maintenance Inspection Program)
 - Report to Council expected at the beginning of Q2
- Completed annual Source Water Protection (SWP) reporting in conjunction with Planning and Fire departments
- Department staff are engaged in various professional development
 - Code knowledge/qualifications
 - Tertiary sewage system training
 - Municipal Law Enforcement
- Attended County wide working group regarding the implementation of an AMP's program
- Attended various development meetings with a variety of project stakeholders (consultants, owners, designers, etc.)
- Continue to modify department operating procedures to offer enhanced customer service and department efficiency
- Monitoring department time allocation to better understand the needs of the building community

Report Approval Details

Document Title:	Committee of the Whole - February 2025 - Building Department-2025-01.docx
Attachments:	
Final Approval Date:	Feb 6, 2025

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.
 - The Building and Planning Administrator continues to work 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.
 - Currently, Township Planning Staff invoice pre-con fees, severance review fees and severance test hole inspection fees through Cloudpermit.
 - The pre-consultation module is live on the Township website and requests through this option are increasing.
 - County-wide Cloudpermit User Group
 - As reported previously, the working group met on November 28, 2024.
 - The working group did not meet during the months of December, January or February.
 - Planning Staff responded to a request from the County regarding efficiencies the Township may have realized during 2024 for the submission of the final Year 1 Modernization Funding report. The response stated there were no efficiencies or savings realized during 2024. In fact, there was added time spent in utilizing the Cloudpermit Planning module. For example, once severance applications have been circulated by the County and the Township provides our comments (MAF), the application is removed from Cloudpermit. Therefore, we are still having to download the application, studies etc. to our network directory as we would have before.
 - County of Peterborough Official Plan
 - The next meeting has not been scheduled at this time.

- County of Peterborough Staff provided the Technical Advisory Committee (TAC) with an update from the December 18, 2024 County Council Regular Meeting for Staff to proceed with public and First Nations consultation on proposed Provincial Planning Statement revisions to the new Official Plan and for County Staff bring a report back for consideration at the conclusion of the consultation process.
- The redline version of the Official Plan was posted on the [County](#) and [Township](#) websites on January 14, 2025.
- Information on the revised Official Plan comment period has been included in the newsletter with the tax bills and Report Planning-2025-01 regarding the status of the Official Plan was received at the January 21, 2025 Township Council Regular Meeting.
- [The Notice of Open House and Public Meeting](#) was posted on the County and Township websites on February 3, 2025.
- An Open House electronic meeting has been scheduled for Tuesday, February 25, 4 p.m. -5:30 p.m.
- Public Meeting hybrid meeting scheduled for Wednesday March 5, 9:30 a.m. with County Council.

- Source Protection Municipal Working Group
 - The Building and Planning Administrator completed the SWP Annual Reporting in advance of the February 1, 2025 deadline with input from the Fire Chief.
 - 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
 - The Draft Minutes of the November 27, 2024 TAC Meeting #1 and a copy of the presentation were distributed to the TAC for review on December 19, 2024.
 - The next meeting has not been scheduled.

- Pre-Consultations, PSR's and Inquiries
 - Pre-Consultations
 - There were 16 pre-consultations completed in 2024.
 - One pre-consultation took place on January 23, 2025. Two pre-consultations are scheduled for February 27, 2025 and one pre-consultation is scheduled for March 27, 2025.

- Preliminary Severance Reviews (PSRs)
 - 38 PSRs completed in 2024 by the County Planning Department and reviewed by Township Staff.
 - 4 PSRs have been completed to date in 2025.
- 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.
 - ~ 145 property inquiries completed in 2024
 - ~ 11 property inquiries completed to date in 2025.
- Applications
 - Severances (County Approval/Township Comments)
 - 32 applications received in 2024 (25 new lots).
 - No new applications received to date.
 - Currently 48 active severance applications.
 - Minor Variances
 - 5 applications received in 2024.
 - 4 applications have been approved by the Committee of Adjustment.
 - A-05-24 was approved January 24, 2025 with February 13, 2025 being the last day for filing an appeal.
 - A-01-24 additional information required to deem “complete”. Staff have made several requests to confirm whether the Applicant wishes to withdraw the application.
 - No new applications received to date.
 - Zoning By-law Amendments (ZBA)
 - 15 ZBA applications received in 2024.
 - 12 applications approved by Council. No appeals.
 - 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-15-24 (Vervoort & 2405582 Ontario Inc.) public meeting held January 21, 2025. Appeal period expires February 13, 2025.
 - R-14-24 (Huycke) public meeting scheduled for February 18, 2025.
 - 1 new application received to date. Additional information required to deem “complete”.

- Official Plan Amendments (County Approval)
 - 1 application received in 2024. File 15OP-24005 (Shaughnessy/Duguay) public meeting anticipated for March 4, 2025.
- 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. D.M. Wills peer review comments received November 21 & 29, 2024 and provided to the Township Solicitor and developer's consultant on December 6, 2024 noting a number of outstanding items. Discussions with respect to detail design comments ongoing with Township, County, ORCA & KPRDSB. 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 are working with the Developer and their Consultant towards preparation of the pre-servicing and subdivision agreements (phasing, draft plan conditions matrix, wetland compensation etc.). Draft Plan Conditions submission received from the Developer's team September 20, 2024 and comprehensive response provided by D.M. Wills and Township on December 19, 2024. Consultant response received January 17, 2025 and D.M. Wills response provided January 24, 2025. Draft Plan Approval lapses September 14, 2025.
 - 15T-23001 (Riel) Notice of complete application provided April 13, 2023. No public meeting required. January 23, 2025 - EIS Peer Review received, three outstanding items to be addressed; Water Balance Analysis Peer Review received, no further comments; ORCA comments received, additional information required at detail design stage. County is compiling draft plan conditions. Once EIS issues resolved, the Township Planning Staff will present proposed draft plan conditions to Council with a recommendation report.
- Other
 - At the direction of Committee of the Whole on August 13, 2024, Staff contacted the County and began developing a Planning Application tracking website. The site is now functional but waiting on a few minor adjustments prior to going live.

- The [*Provincial Planning Statement, 2024*](#) (PPS, 2024) became effective on October 20, 2024, all municipal decisions, as well as comments, submissions or advice affecting planning matters, must be consistent with the PPS, 2024. Staff are now implementing the PPS, 2024 in all pre-consultations and planning application reviews.
- 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 Site Plan Control By-law has been completed and Staff hope to bring it forward to the February 18th Council meeting.
- Planning Staff participated in KPRDSB and PVNCCDSB joint planning meeting with the County of Peterborough on December 10, 2024. The intent of this joint meeting was 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.
- Continued to participate in 2025 budget preparations.

Report Approval Details

Document Title:	Committee of the Whole - Planning Department Update - January-February 2025.docx
Attachments:	
Final Approval Date:	Feb 6, 2025

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 since November.
 - The 1st Draft was released prior to the holidays and then presented on January 7th and 9th. This was a draft and required additional work but did allow for the Council to begin reviewing the budget.
 - Staff have been working on the information requests from Council.
- Current Projects
 - Online Payments – we have nearly finalized this project. We met with Univerus who owns Book King software and are currently testing before we go live. We will communicate the changes through our website and evaluate other means to let the public know about these new payment options.

The new payment methods require a change to some of our internal processes, so we have been working on instructions and staff training.

- Phone System – I have been working with Mike Garside to research and plan for a replacement to our current phone system. We have received a few quotes and are going to obtain a couple of more and will be making a procurement decision soon.

We are also evaluating all other facilities and whether we could implement VOIP at those facilities. This would allow us to easily transfer calls between facilities while potentially reducing costs.

- Asset Retirement Obligation (ARO) Study – Council preapproved this study in the 2025 budget, and we were able to get Cambium to begin the study immediately. The objective of the study is to identify any asbestos in our facilities so we can create a liability for remediation when the facility is either renovated or demolished. Cambium completed the inspections between January 23-29 and expect the report to be completed no later than February 14th.
- Electronic Invoice Approval System – Staff recently met with Stone Share, the preferred vendor for our record retention software, and received a demo of their workflow software which will allow us to digitize our invoice approval process.

Currently the process is paper based which has several limitations that an electronic approval process would resolve:

- Inability to monitor unpaid invoices.
- Manual writing of invoice approval details such as GL accounts, signatures and payment details.
- Paper filing and document retrieval.

We expect this to result in significant time savings as it will automatically file the document on our server, reduce data entry by leveraging OCR technology (this technology will automatically retrieve data from the invoice such as the vendor, invoice number, date, and amount), allow for manager approval from any location, and access past invoices electronically from any location (this includes both staff and auditors).

Another feature that Stone Share will be able to include is to show the approved budget and current year to date spend for the selected GL to the manager while approving. This will improve our ability to monitor spending in real time without having to login to a separate system.

This project is pending approval of the Record Retention Software project that is being proposed in the 2025 Budget. If that project is approved it is anticipated that this project will begin in June after the 2024 audit is completed.

- 2023 Audit
 - The ARO Study is being completed by February 14th and we will be providing the outstanding items to the auditors by the same date.
 - The auditors are projecting that they will be presenting the statements to Council in January.
 - The 2024 audit is expected to take place in May or June.
- 2024 Year End/2025 Opening
 - There is significant work to be done at year-end to close the payroll module for the year, roll over the data to 2025 and then setup all data for the new year.
- Trent Intern
 - Our department decided to take on an Intern for the Winter 2025 semester. The intern will be with us approximately one day a week for 10 weeks. Our intern is going to review our budget document against the Government Finance Officer's Association Budget Document Award requirements and provide an overview of some areas where the document could be improved or enhanced.

Township of Douro-Dummer

Report Approval Details

Document Title:	Finance Department - February 2025 - Treasurer-2025-02.docx
Attachments:	
Final Approval Date:	Feb 6, 2025

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

Martina Chait-Hartwig

Todd Davis

Clerk's Department Report – December 2024 to February 2025

Legislative Services:

In 2024, there were:

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

For the month of December 2024 and the beginning of 2025:

- 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 Services Board has held three meetings and are working on drafting a budget. A staff member from the County of Peterborough has been appointed as the Board Administrator.
- Lottery Licenses: The Department issues lottery licences under the new Lottery Licence By-law. Seven Licences were provided in 2024 and 1 licence so far in 2025.
- Records Management: Staff undertook document destruction in January focusing on financial documents that had reached the end of the retention cycle. The next focus will be on aged correspondence, RFPs and facility rental contracts.
- Department has received and processed 30 FOIs in 2024. The Department has received one FOI so far in 2025.
- 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 one new Complaint submitted since the last COW meeting. Staff are working with the complainant provide a satisfactory solution.

- The Department issued three marriage licenses in 2024.

Departmental Project Updates:

- 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. Going forward Todd will be attending these meetings.
- The Department hosted a Student Intern from Ontario Tech University for the Fall Term. This was new partnership with OUT. For the winter of 2025, we have two students joining us, one from Trent University who is working in the Finance Department and another from OUT, who is a local resident, who is working with the Clerk's Department. The student is undertaking a review of Policy No. 18 – The Opening and Improvement of Road Allowances. This Policy is from pre-amalgamation and is no longer efficient and effective for the municipality.
- The Department has completed the sale of a section of the Sixth Line Road North Dummer to an adjacent land owner as outlined in By-law 2024-72 for the sum of \$ 124,212.24.
- Completed performance reviews for Departmental staff.
- The Township has 250 subscribers on YouTube (7 news since last report), 486 followers on Facebook (20 new followers since last report) and 273 followers on Instagram (16 more followers since last report).
- The Township has completed the move to Microsoft Office 365 and have begun implementing new security features.
- Working with Finance Staff on the 2025 Budget.
- Organizing a full day report writing workshop for staff to take place on March 26, 2025, and will be inviting staff from other municipalities to attend.
- Attended 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. 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).
- Completed a virtual course regarding Microsoft O365 and Strategic Use of Technology for Businesses from Trent University (September to December 2024).

Upcoming Projects:

- Review of Council Code of Conduct and Staff-Council Relations Policy
- Review of Policy Manual
- Review of Election Signs By-law
- 2026 Election Planning

Report Approval Details

Document Title:	December 2024 to February 2025 Report - Clerk's Office-2025-02.docx
Attachments:	
Final Approval Date:	Feb 6, 2025

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

Todd Davis

Monthly Activities – Chief Administrative Officer

Administrative:

- Facilitated weekly department head meetings.
- Held One on One meetings with all members of the management team to deal with any departmental issues.
- Responded to several calls and held some in-person meetings with residents related to township governance matters, services delivered, or property related concerns.
- Facilitated staff holiday appreciation activities in December.
- Closed the Administrative Offices for the traditional holiday closure period from December 24, 2024 – January 1, 2025
 - Note Fire and Emergency Services, Public Works – Winter Maintenance and Parks and Recreation – Arenas continued to operate and provide services through-out the shut down

Human Resources:

- Worked with our HR Services provider Harbr Human Resources (formerly SHRP) to transition the previous online platform HRLive to the new platform HRLive 2.0.
 - This portal is used to store and manage all staffing records, on-board and exit staff, track mandated training requirements, and facilitate annual performance reviews for all staff.
- Completed all annual performance evaluations for management and direct reports.
 - Established professional development goals for each of the managers for 2025 to ensure that staff and the organisation are moving forward in a positive, supported environment.
- Working through the retirement process for our Planner, due to complete her employment with the Township on February 14th.
 - Sought out and negotiated transitional Land Use Planning services while we recruit a new planner for the upcoming vacancy. These services are to be provided by DM Wills Associates Limited.
 - Prepared an updated Job Description, reorganized the reporting structure of the role and realigned the job responsibilities.

Township Specific work:

- Prepared an appropriate Request for Proposal for contracting a qualified project manager to move forward the Warsaw Joint Public Works / Fire Station project.
- Contracted local engineering and development services organizations to move forward the site plan for the Warsaw Joint Public Works / Fire Station project while the RFP is out on Bids and Tenders.

Township – Regional Representation:

- Engaged with the Peterborough County Economic Development department.
 - Participated in the monthly Peterborough County Economic Development Advisory Committee meetings
 - Attended the monthly Economic Development Officer round table meeting
 - Participated in the AD HOC transit working group
- Participated in the monthly Peterborough County CAO meetings.
- Anticipate the following activities this quarter in partnership with other townships and the County:
 - Update to the Peterborough County Procurement MOU
 - Release of the Waste Collection RFP by the County, which we are currently participating in
 - Release a legal services RFP for both the County and participating Townships
- Engage with neighbouring communities to discuss a range of topics from shared costs for infrastructure to signage to shared services.
- Engaged with Peterborough County IT to conduct an IT audit of our organization. This was triggered by our partner in IT and is being supported by the staff.