



## Township of Douro-Dummer Agenda for Committee of the Whole

Wednesday, June 18, 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](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

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### Pages

1. Call to Order
2. Land Acknowledgement
3. Disclosure of Pecuniary Interest:
4. Adoption of Agenda: June 18, 2025
5. Delegations, Petitions or Presentations: None
6. Reports - Managers' Updates
  - 6.1 Parks and Recreational Department Update Report - April to June 2025 - Recreation Facilities - 2025-05 1
  - 6.2 Fire Department Update Report - April to June 2025 - Fire Chief - 2025-04 4
  - 6.3 Public Works Department Update Report - April to June 2025 - Public Works - 2025-03 9

6.4	Planning Department Update Report - April to June 2025 - Planning - 2025-09	12
6.5	Building Department Report - April to June 2025 - Building Department - 2025-07	14
6.6	Update - Active Investigation Policy - Building Department - 2025-09	16
6.7	Update - Noise By-law Enforcement (Dogs) - Building Department - 2025-10	21
6.8	Finance Department Update Report - April to June 2025 - Treasurer - 2025-19	23
6.9	Clerk's Department Update Report - April to June 2025 - Clerk's Office - 2025-18	26
6.10	CAO's Office Update Report - April to June 2025 - C.A.O. - 2025-13	29

7. New Business to be requested for next Meeting:

8. Closed Session: None

9. Adjournment

**ADMINISTRATIVE**

Report to COW – Departmental Update  
Re: April - May  
Recreation Facilities-2025-05  
From: Mike Mood  
Date: June 18, 2025

- 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 – inquiries and set-ups
- Advertisement Policy/Program
- ORFA Training/Staff Training
- Feasibility studies for the Douro and Warsaw Community Centre are in progress. Staff have completed workshop #1 on the findings with workshop #2 Scheduled for the end of June on implementation strategies.
- Lease agreement for the Back Dam with Ministry of Natural Resources is in progress.
- Working with plumber on options to increase water pressure at the Douro CC
- Liquor License Renewed
- Secured long-term rental with Hill City Baptiste Church until Dec 2025
- Ice storm management
- Completed ORFA Leadership skills as well as Event Planning and Management courses
- Met Fleming College marketing course for the creation of an advertising and sponsorship program
- Co-ordinated municipal buildings septic pumping
- Co-ordinated the delivery of portable washrooms
- Worked with Peterborough County to organize chainsaw/chipper training to provide North and South Park as a location for the practical portion. This will remove dying and hazard trees from site

**OPERATIONAL**

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance – ongoing
- Set-up of facility rentals
- Park and municipal property inspections post ice storm
- Doyle Tree Service was in to help clean up the Municipal Office, Dr. Munroe Park, Warsaw CC, Legion Ball Diamond, Johnston Eco Trail and the Firehall Playground
- Ross Dunford cleaned up trees at the Douro CC and Back Dam from the ice storm
- Working with Johnson Electric to repair downed powerline behind lower-level shelter at the South Park from the storm
- Repaired broken waterline at the Douro CC
- All sports fields aerated and rolled
- Re-seeded Legion Ball Diamond

- Painted ball hockey and roller derby lines on Douro and Warsaw CC's floors
- Painted hallways and dressing rooms at Warsaw CC
- Opened South Park building washrooms
- Installed new base anchors at the Legion and South Park Ball Diamonds
- Installed new storage box at the Legion Ball Diamond

### **CAPITAL PROJECT UPDATES**

- 2025 Pre-approved floor machines for Douro and Warsaw Community Centres – Completed
- Back Dam Survey – Surveyor completed site work, waiting on paperwork from visit
- Picnic Tables – acquiring pricing
- Tennis/Pickleball Court Windscreen – Installed
- North Park Parking Lot Expansion – Awarded and project is in process.
- Warsaw CC Windows – Ordered and waiting for an installation date.

**Report Approval Details**

Report to COW – Departmental Update

Re: April - May

Recreation Facilities-2025-05

From: Mike Mood

Date: June 18, 2025

Document Title:	Committee of the Whole Apr - May, 2025 - Recreation Facilities-2025-05.docx
Attachments:	
Final Approval Date:	Jun 11, 2025

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

Martina Chait-Hartwig

Todd Davis

This report includes call data (from March 29<sup>th</sup> to June 10), as well as departmental updates from Douro-Dummer Fire Services for the same period.

**Overview:**

- Training included:
  - Basic Life Support
  - 1<sup>st</sup> Pump Operator Certification class of 10, completed
  - Portable Extinguishers
  - Structural Search & Rescue
  - Pump Ops
  - Station, vehicle, & equipment checks
  - Staff attended Community Risk and Legislation courses
  - Guest speaker for Fire Dept.'s responding to dementia patients

**Fire Department Vehicle/Equipment Information:**

- All ladders recertified and serviced
- Car 1 regular maintenance, warranty def tank/heater replacement, replace charge-air cooler,
- Pump 5 – replace telescopic scene light head
- New pick-up truck RFP and awarded
- 5 new CO detection units purchased and put into service
- Generators serviced
- Standby generator replaced at Station 1 (Donwood)
- All Self-Contained Breathing Apparatus had annual flow testing and maintenance

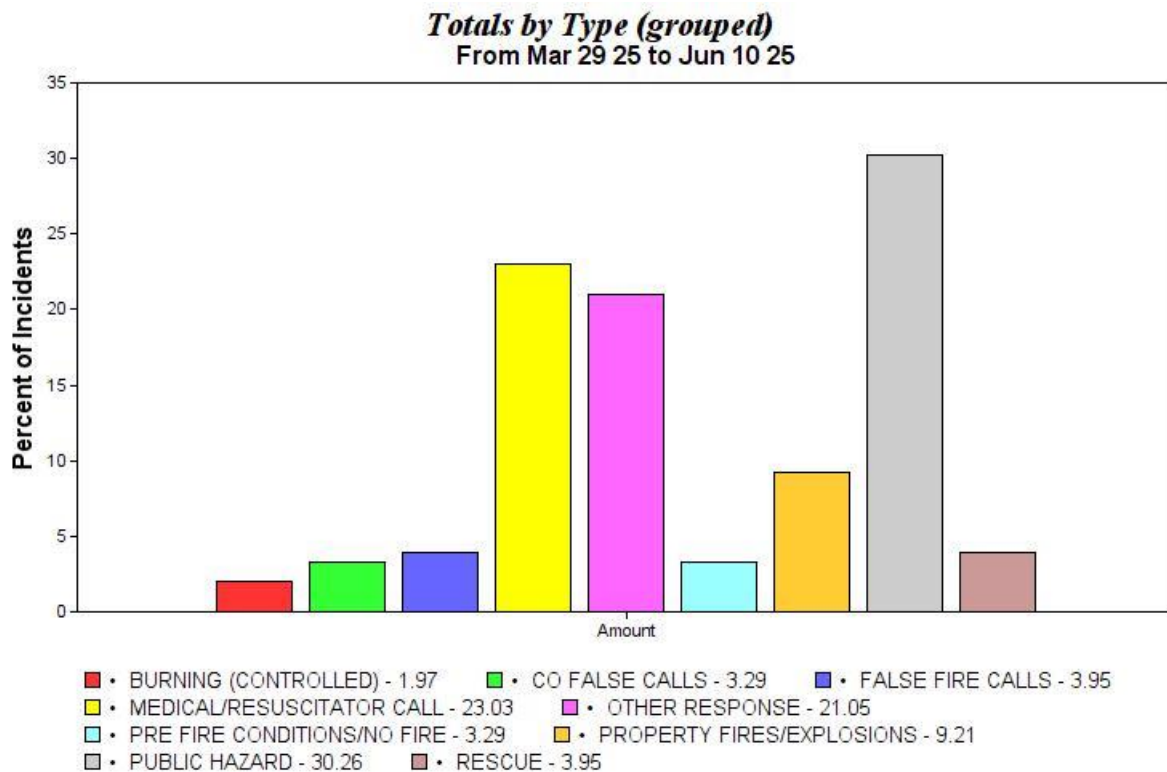
**Fire Administration Specific:**

- Participate with various meetings, Ontario Association of Fire Chiefs (O AFC) Rural Suburban Committee Meetings, Zone 7 meeting, EOETA executive meetings, County Fire Chiefs meeting, Emergency Management meetings, and provincial wildland fire meetings, PW/Fire construction meeting, budget update meeting
- Paging project – infrastructure installations ramping up for fall implementation
- Coordinate for Federal Election at Fire Station 5
- Four firefighter retirements
- Two Pre-Service Fire Students started with us in May
- Update protective equipment decontamination, cleaning and inspection process with new equipment with from cancer prevention grant
- Burn permit and building fire inspections
- Participate with Neil Young concert
- Attend O AFC Fire Trade Show
- Participate with building/zoning application review inspections where applicable
- Update Township Emergency Management Website to include a section on Wildfires

- Participate in Swim to Survive planning meeting
- Ice storm: Response, planning, local EOC meetings, Hydro One meetings, County EOC meetings, post event analysis meetings

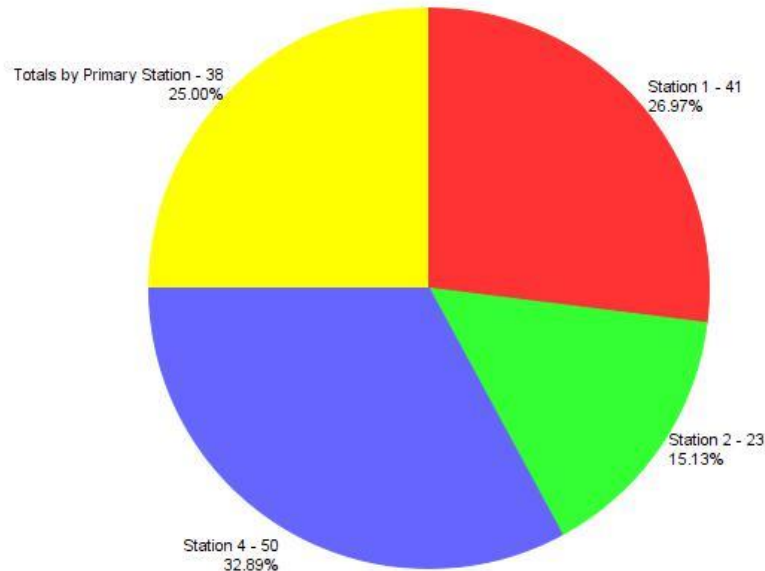
### Fire Response Specific:

- There were 152 calls for help from March 29<sup>th</sup> to June 10<sup>th</sup>, 2025, 221 station deployments, and 415 apparatus responses. Medical calls accounted for 23% of our calls.
- As of June 10<sup>th</sup>, 2025, there have been 250 of calls, compared to 195 in 2024. Without the ice storm, this year to date would be comparable to 2024
- Many additional hours were logged for the ice storm but not captured under calls as these hours were not emergency call related.

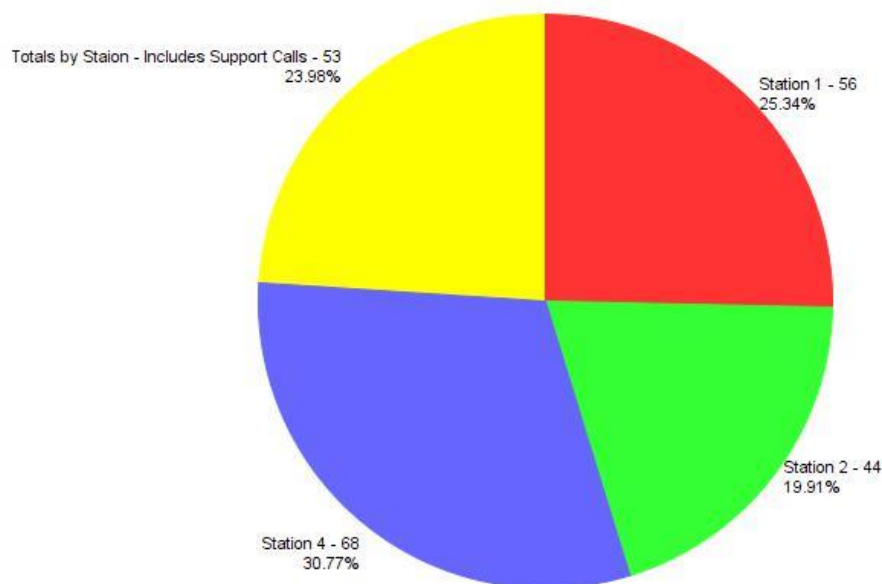


- “Other Response” call types included in this graph are Automatic Aid, Mutual Aid, Public Service, Incident Not Found and Cancelled on Route.

***Totals by Primary Station***



***Totals by Station - Includes Support Calls***







**Report Approval Details**

Report to Council – Monthly Department Report  
Re: February & March Departmental Report -  
Fire Chief-2025-04  
From: Chuck Pedersen  
Date: June 18, 2025

Document Title:	2nd Quarter Fire Services Update - Fire Chief-2025-04.docx
Attachments:	
Final Approval Date:	Jun 11, 2025

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

Martina Chait-Hartwig

Todd Davis

**Departmental Update April – May 2025:**

**Administrative:**

- Attend quarterly public works manager meetings
- Prepare procurement tender specifications
- Participate in weekly management meetings
- OGRA conference
- Recruitment of seasonal staff
- Committee of the whole report
- Update meetings with CAO
- Attend road supervisor's executive meetings
- Pre - consultation meetings
- Respond to concerns and inquiries from the public
- EOC meetings

**Operational:**

- Responded to Ice Storm – declared Significant Weather event
- Ice Storm – Initiated cleanup
- Secured 2 rental chippers to accelerate cleanup
- 2 chipper crews clearing brush
- Excavator with brush head clearing heavy brush from roads
- Arborist contractor completed tree removals at various locations
- Contractor with 2 trucks assisted in roadside brush collection
- Contractor completed grinding of brush pile at Transfer Station, this will need to be completed a second time following June 1 deadline
- Monthly meetings with PW staff, discuss work schedules and future projects
- Repaired and replaced regulatory signs, street and 911 signs
- Warsaw and Douro Public Works shop and yard clean up
- Grading continuing
- Followed up grading with annual calcium applications
- Complete regulatory road patrols
- Replaced failed culverts – 10<sup>th</sup> Line Dummer, 8<sup>th</sup> Line Douro, 3<sup>rd</sup> Line Douro
- Clean and completed maintenance and repairs on vehicles and equipment
- Install 3 new entrances and culverts
- Hand brushing at various locations – fallen trees, sightlines, sign visibility
- Staff attended Book 7 training
- Installed docks at McCracken's and Crowes Landing
- Patching as weather permits
- Completed annual road sweeping
- Removed half load signage

**Health & Safety:**

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

**Waste Management Division:**

- Extended Transfer Station hours – Free disposal of storm related brush until June 1, 2025
- Hall's Glen Transfer Station continues to operate with all necessary health & safety precautions in place and is functioning well
- Household Hazardous Waste Event was held on May 24<sup>th</sup> next event is August 16<sup>th</sup>, 2025, events run from 10:00 am - 2:00 pm, each day
- Green yard waste bin is in place at Public Works garage

**Report Approval Details**

Report to COW – Departmental Update  
Re: April to May 2025  
Public Works-2025-03  
From: Jake Condon  
Date: June 18, 2025

Document Title:	COW Update - April - May - Public Works-2025-03.docx
Attachments:	
Final Approval Date:	Jun 11, 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:

The Department has received fifteen formal land use inquiries, has hosted eleven pre-consultations where the Township is the approval authority on the planning application and have attended six County led planning pre-consultations. Additionally, the Township has received two Official Plan Amendments, four Zoning By-law Amendments, one Minor Variance and three applications for Site Plan Approval.

There are three ongoing Subdivision files that are continuing to move through the various stages towards final approval.

15T-21006 (Clancy) – Developer's team is continuing work on clearing draft plan conditions. A staff report will be brought forward to Council to approve the zoning for the lots within the subdivision during late summer/early fall.

15T-90011 (Hall's Glen) – The developer and their consultant are working to clear the final draft plan conditions. They are in consultation with the Conservation Authority to satisfy the last substantial condition. A pre-servicing agreement is being finalized to allow the developer to continue with earthworks and infrastructure until such time final approval has been granted.

15T-23001 (Riel) – Developer's team has submitted their 2nd submission of the draft plan. The County has circulated the submission for review and will compile draft plan conditions. The Township planning staff will present proposed draft plan conditions with a recommendation to Council at the appropriate time.

**Report Approval Details**

Document Title:	Planning Department Update Report - April to June 2025, Planning-2025-09 - Planning-2025-09.docx
Attachments:	
Final Approval Date:	Jun 11, 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
  - Year-to-date, revenues are down 68%. This number is skewed due to revenue from two large permit fees received in Q2 of 2024. If those fees are removed, permit revenue is up 46.5%.
- 5 active enforcement files
- Inspections under the Mandatory Sewage System Maintenance Inspection Program will commence in July
  - Notices and questionnaires have been sent out.
- Continued work on creating a comprehensive program for Discretionary Sewage System Maintenance Inspections
  - Staff anticipate briefing Council on the complete program during the regular August Council meeting
- 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 - April to June 2025 - Building Department-2025-07.docx
Attachments:	
Final Approval Date:	Jun 11, 2025

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

Martina Chait-Hartwig

Todd Davis

**Recommendation:**

That the Report to Committee of the Whole dated June 18, 2025 regarding the Active Investigation Policy be received.

**Report:**

On April 16, 2025, the Committee passed Resolution 0018-2025 which instructed staff to bring forward a report on the Active Investigation Policy (P8).

Staff have reviewed the current Policy. Save and except for some minor proposed changes, Staff recommend that the Policy stay in place. Staff will bring forward the proposed amendments to Policy P8 to the next appropriate Council meeting.

Staff will be recommending the following proposed changes:

- Soften the language of the when the Policy is to be enacted (not all investigations subject to the policy)
- That the Policy now include a prescribed method for notifying the Staff and Council when an active investigation has been concluded/terminated.
  - That the reception of above notice removes any restrictions on communication with the identified individual, property or corporation as imposed by the Policy with immediate effect.
- That an Appendix "B" containing the email format for the above notice be included in the Policy.

The above proposed changes are not necessarily an exhaustive list but identify some of the changes that are anticipated to be proposed.

The Policy was enacted in 2020. There are currently 5 properties that have been identified as being subject to Policy P8 (Active Investigation). An update on the properties which fall within the Policy will be part of a Closed Session Report to Council at the same meeting in which the proposed amendments will be presented.

The staff report will be brought to the next appropriate regular council meeting to discuss the obligations of Staff and Council when pertaining to potential investigations.

**Report Approval Details**

Document Title:	Building Department Update Report - Active Investigation Policy, 2025-09 - Building Department-2025-09.docx
Attachments:	- P8 - Active Investigation policy.pdf
Final Approval Date:	Jun 11, 2025

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

Martina Chait-Hartwig

Todd Davis

## Active Review – Building & By-law Enforcement

Approved By: Council  
Approval Date: June 16, 2020  
Effective Date: June 16, 2020  
Revision Date:

### Policy Statement

To ensure that Council and municipal staff, other than the Building Officials/By-law Enforcement Officers, are not corresponding with individuals who are under investigation/review for an offence under the various by-laws and statutes enforced by the Building Officials/By-law Enforcement Officers.

### Purpose:

To promote fair and equitable treatment of all individuals, including persons/properties who may potentially be in a position of non-compliance with any Municipal By-laws and other statutes and regulations, it is important to establish this Policy for Council and Staff to adhere to.

This policy will ensure that the review of an individual, corporation or property are not compromised by the involvement of Council, Council Members and/or Staff who are not operating under the powers, duties and obligations of a Provincial Offences Officer.

**Application:** This policy applies to all Staff, members of Council and Township Council.

### Definitions:

*Active Investigator:* The Provincial Offences Officer who is involved in researching, reviewing, or otherwise investigating a contravention (alleged or actual) to any Municipal By-law, provincial or federal Statute or Act.

*Conflict of Interest:* A situation that can undermine a person due to self-interest and public interest.

*Communication:* The act of exchanging information, including verbal conversations, written correspondence, emails, etc.

**Exclusions:** None

### References & Related Policies:

Code of Conduct – Chief Building Official P4  
Code of Conduct Policy A14  
Complaint Handling Policy A23

**Consequences of Non-Compliance:**

Disciplinary action arising from violations of this policy is the responsibility of the CAO or Mayor and will be based on the individual involved, the severity and frequency of the violation in accordance with the relevant municipal disciplinary policy and employment standards.

Staff members, Council members and/or Council may be remanded into Court proceedings should the matter be prosecuted if they do not adhere to the Policy, which could be demonstrated as an "Act of Bad Faith", meaning the Staff member, Council member may be personally liable.

**Review Cycle:** This policy shall be reviewed on an as needed basis.

**Procedure**

1. In the event a property, individual or corporation is under review, the *Active Investigator* will advise all staff/Council of this using the template email found under Appendix 'A'. The *Active Investigator* may or may not include additional information limiting the scope of the matter.
2. Staff members, Council members and/or Council should direct all *communication* to the *Active Investigator*, except as permitted:
  - a. Staff may continue to engage in all regular municipal business, for example, the processing of tax payments, or purchasing of dog licenses, however, when practical, the Staff Member should relay the business conducted with the *Active Investigator*.
3. Staff members, Council members and/or Council should not engage in *communication* specifically relating to compliance related issues, nor should they involve themselves in an attempt to resolve or mediate the situation, except as permitted:
  - a. In the event of a request for a meeting by the individual or corporation, the Staff members, Council members and/or Council may only be present under the accompaniment of the *Active Investigator* and Legal Counsel (if deemed necessary) and by the CAO (if deemed necessary).
4. The *Active Investigator* will place a copy of the email note in the Property Roll File (if applicable).
5. This policy does not subvert any other proceeding under the Municipal Act or Building Code Act for violations of Code of Conduct.

## **Appendix A**

To: Staff, Council  
CC: Lawyer

Subject: Active Review

Body:

This email is to notify you, in accordance with the Township of Douro-Dummer Policy P8 (attached), that the following individual(s), corporation(s), or property(ies) are being reviewed for non-compliance with municipal by-laws, or other statutes/regulations:

- List of individuals, corporations, properties

If you have had contact with those aforementioned, please contact the sender of this email. Please be advised that no further communication should be made with those individuals, corporations or properties except as permitted by the Policy. This would permit any regular duties to be carried on but not to discuss other matters.

If you have a conflict of interest (real or apparent) with this individual, corporation or property, please advise the sender of this email and/or the CAO immediately.

On April 16, 2025 the Committee passed Resolution 0024-2025 which directed Staff to review the Township's Noise By-law in relation to barking dogs and research how similar issues are addressed in other municipalities.

Staff have reviewed numerous by-laws related to barking dogs/noise within other Municipalities with the County. Staff offer the following information:

- Other Townships do not differentiate between urban and rural areas while addressing/enforcing Noise By-law complaints pertaining to barking/howling dogs
- Furthermore, unlike Douro-Dummer, Noise By-laws from other Townships in the County do not differentiate between pet dogs and livestock guardian dogs
- Noise By-law from the Township of Asphodel-Norwood categorizes persistent barking/howling by dogs as "unnecessary prohibited noise", irrespective of time of day
- Noise By-laws from the Townships of Havelock-Belmont-Methuen, Cavan-Monaghan and Selwyn state that the sound originating from animal/bird that disturbs the peace/repose of a person in another dwelling unit is considered to be prohibited or disturbing noises.

Municipalities within the County all seem to enforce against the persistent barking of dogs as a nuisance and do not offer relief from their by-laws for such issues.

Staff are not recommending any changes to the current By-law or enforcement procedures.

**Report Approval Details**

Document Title:	Building Department Update - Noise By-law Enforcement (dogs), 2025-10 - Building Department-2025-10.docx
Attachments:	
Final Approval Date:	Jun 11, 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:

- Current Projects
  - Online Payments – we went live on June 11<sup>th</sup> with the new payment portal. We will be putting out communications once we have had a few days of a soft launch and everything worked as it should.
  - Phone System – this project was re-initiated with Mike Garside. We are finalizing a review of the options and will be picking a vendor shortly.
- Finance Software –
  - It was communicated in previous reports that support for our financial system, Great Plains, will be discontinued at the end 2030.
  - I have been researching potential replacement systems and have started to work with a couple of prospective vendors on receiving estimates. This will enable us to be able to plan accordingly for the upcoming cost.
  - Electronic Invoice Approval System – many new financial systems have this functionality built into it. Therefore, I have determined that it is best to evaluate our Finance software in full and determine when a replacement is likely.
  - There may be justification, both from a financial and risk perspective for replacing the finance system soon. The new systems are going to be more robust and include features we currently lack such as electronic invoice approvals, budgeting, asset management and a point-of-sale system.
  - Some of the financial software could replace other software we have such as our facility booking system and permitting software. These options would need to be evaluated on an individual basis but could create efficiencies by having fewer systems to maintain.
  - There are many municipalities and other government organizations in Canada that use Great Plains. The replacement of this system is a very time-consuming project that is usually estimated to take between 8-10 months; but can often take longer. There are also only so many companies and consultants who are qualified to undertake this work. Therefore, if the Township were to wait to begin this project there would be a risk of not having any available companies or needing to settle on a company who is not preferred just because they could meet our timeline.
  - Future communication regarding this project will either come through a separate report or through the 2026 Budget.
- 2024 Audit
  - The auditors were on site May 12-16, 2025 and they were able to complete 95% of the requirements. They identified a variance in our bank reconciliation

which was due to a new process implemented for 2024. Reconciling the variance took some time but we identified how to complete the process correct moving forward. This may have set the completion of the audit back a few weeks and therefore statements will either be presented at the council meeting in August or the first meeting in September.

- 2025 Ice Storm
  - Completed a financial summary of costs to date for Council on June 17<sup>th</sup>.
  - We have now started to prepare the claim submission for the Municipal Disaster Relief program which is quite onerous.
- 2026 Budget
  - We have set the schedule and will be sending out templates to managers early in the summer. The plan is to pass the budget prior to the end of 2025.

**Report Approval Details**

Document Title:	Finance Department - June 2025 - Treasurer-2025-19.docx
Attachments:	
Final Approval Date:	Jun 11, 2025

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

Martina Chait-Hartwig

Todd Davis

## **Clerk's Department Report – April 2025 to June 2025**

### Legislative Services:

So far in 2025, there have been:

- 10 Regular Council Meetings
- 3 Committee of Whole Meeting
- 5 Special or Closed Session Council Meetings
- 1 Committee of Adjustment Meetings

For the months of April, May and the beginning of June, 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 four meetings and have approved an annual budget for 2025. A staff member from the County of Peterborough has been appointed as the Board Administrator.
- Lottery Licenses: The Department issues lottery licences under the Lottery Licence By-law. Three licences have been issued in 2025.
- Marriage Licenses and Ceremonies: The Department recently conducted it first wedding ceremony in the Millenium Park Gazebo.
- Records Management:
  - Staff undertook document destruction in May and early June, focussing on the Township Vault, and the non-permanent documents that had reached the end of the retention cycle.
  - Staff have a project plan in place with StoneShare for the Township's new Electronic Document and Records Management System. This project will kick-off later in the year once recruitment for the Corporate Services Assistant is complete.

- The Department received fourteen FOI in 2025. Eight of those are closed.
- 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 three Complaints submitted in 2025. All files have been closed.

Departmental Project Updates:

- Prepared various reports to Council and Committees and associated Policies, By-laws and other matters.
- Council chambers have received significant updates with the speaker systems and microphones connecting directly to the live-stream system used to publish the Council meetings to the Township YouTube channel.
- Township has 258 subscribers on YouTube (8 new subscribers since last report), 678 followers on Facebook (90 new followers since last report) and 325 followers on Instagram (22 new followers since last report).
- Department staff have started preparing for the upcoming Community Tree Project and placed an order for trees. More information will be released to the public in late June.
- 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).
- Graduated from a leadership course hosted by the Ontario Municipal Administrators Association (OMAA) and Schulich School of Business.

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:	Clerk's Department Report - April to June 2025 - Clerk's Office-2025-18.docx
Attachments:	
Final Approval Date:	Jun 11, 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 and one on one meetings with all members of the management team to deal with any
- Responded to several calls and held in-person meetings with residents related to township governance matters, services delivered, or property related concerns.

### Human Resources:

- Facilitated an all-hands staff meeting to introduce a new draft Staff Code of Conduct, advertise for a new Health and Safety Committee, educate staff with some cyber security training and offer an opportunity for organizational input and staff fellowship.
- Working to bring all staff into compliance regarding standard staff training certifications (WHIMIS, Occupational Health and Safety Act, etc.)
- All current staff vacancies are filled including the contract position for the Deputy Fire Chief. Anticipate new position authorized in the 2025 budget for Legislative Services to go to market in Q3 – 2025.

### Township Specific work:

- Worked through a State of Emergency that lasted 24 days in response to the 2025 Ice Storm.
  - This storm has been the subject of 2 separate staff reports and impacted the entire Township and all departments.
  - All roads had fallen trees, brush and debris. The entire Township was without power for between 48 hours and up to 10 days.
  - Township clean up efforts are generally complete, and staff are working towards funding opportunities to offset clean related costs.
- Initiated quarterly meetings with the CEO of the Library to discuss property and facility related matters along with opportunities for both organizations to support one another.
- Facilitated work on the townhall elevator including minor repairs and further testing.
- Met with Peterborough Public Health to discuss our result from our 4-year water system inspections.

- Working with our HR consultant to reestablish an appropriate Township Health and Safety Committee to meet the Townships responsibilities.

Township – Regional Representation:

- Engaged with the Peterborough County Economic Development Department.
  - Met with Ec Dev staff to participate in their service delivery round table for Douro-Dummer.
  - Participated in the monthly Peterborough County Economic Development Advisory Committee meetings
  - Attended the monthly Economic Development Officer round table meeting
- Participated in monthly Peterborough County CAO meetings and chaired my first of these meetings.
- Working with Peterborough County and the Townships to review our current benefits provider and to discuss some joint procurement opportunities in this area.