



STAFF REPORT

To: Mayor and Members of Council
From: Meghan Townsend, CAO/Clerk
Meeting Date: May 13, 2025
Report Number: 2025-076
Subject: CAO Progress Update

Recommendation

THAT Council receives the Report – CAO Progress update for information purposes.

Executive Summary

Purpose

To give Council an update on ongoing projects, outstanding directives and other items of which Council should be made aware.

Key Findings

Many projects underway, and updates on each are provided.

Financial Implications

None

Report

Discussion

Task	Start/Resolution Number	Estimated Completion	Discussion/Update
Recent Weather Emergencies		April 30, 2025	Debrief occurred April 24. Report to all Councils pending from the CEMC.
BetterHomes Dufferin initiative			By-law sent to County. Resolution sent to County and all local municipalities regarding administration costs.
Potential future use of municipal building	2025-03-16	Q3 2025	No progress - Report on the existing building at 5 Main Street North as suitable for a municipal building in the future.
Library expansion plans	2025-03-16	Q2 2025	Council directed the CAO to contact the Library Board to see if either the Town owned lands at 23 Mill or 242 Water Street is suitable. Letter sent on April 9, 2025 for their consideration.
Rogers Fibre to the Home project		Year End 2025	No updates.
Trailway Agreement with Amaranth		Q1 2025	No update - CAO emailed Amaranth CAO on February 27, 2025 requesting that their Public Works department manage the brushing of the trail for 2025. No response. Will follow up. Request for Amaranth to consider assuming ownership and operation of the trail for the section within their township has yet to be presented.
23 Mill Street Site Remediation	2023-05-06 2024-10-13 2025-01-36	Ongoing	Contacted consultant who was assisting the Town to advise of the change of plans and to request his information/files on the site. Documentation has not yet been received.
Automated Speed Enforcement		Ongoing	Camera now operational. Amendments to sign location (southbound) to increase visibility. Report on ticket volumes and revenues will be provided quarterly, and so this item will be removed from CAO progress report.

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Sale of Gravel Pit lands in Southgate Township	2023-08-06	Spring 2025	Working with legal to prepare for sale. Final draft tender sent for final legal review.
Gateway Signage	2024-06-35	Ongoing	4 signs to be installed in spring. Report in Public Works Director update.
Various Engineering Projects		various	<ul style="list-style-type: none"> Landfill monitoring reduction – annual monitoring report on agenda. Reply from Ministry regarding decrease in monitoring is still pending from MOECP. Scott Street Development – Negotiations for next steps of the project continue between the developers. Ritchie swale project – Construction agreement pending the Town providing drawings to the condo board. Update on drainage issues has been sent to condo board. South-East Sewage Pumping Station – Hydro One has sent another set of comments back and Town/developer have responded. Luther Road Infiltration – construction postponed to 2026. Completing design and tender package in 2025.
Water Taking program		Q2 2025	No update - Council requested a report on water taking from the municipal water system by private entities, along with pricing recommendations if water taking is feasible.
Land in Amaranth Township	2022-04-06 2025-03-16	YE 2025	No update - Staff to investigate possibility of using this property as snow storage for the Town.
Various Grant Opportunities	2024-09-24 2024-09-25 2024-09-26 2024-09-27 2024-09-28	Various	<ul style="list-style-type: none"> Community Sport and Recreation Infrastructure Fund – 2 streams <ul style="list-style-type: none"> application for arena roof submitted. No response yet. Application for Concession 2-3 park underway. Health and Safety Water Stream – funding for water infrastructure projects for public health and safety

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			<p>has reopened. CAO discussing application options with water and wastewater operators and with engineers.</p> <ul style="list-style-type: none"> Ontario Trillium Foundation, Capital Stream – funding applied for towards siding and flooring work in the arena.
Building Department Agreement with County		Q1 2025	In progress. CAO has not had opportunity to address this issue due to other priorities. The agreement between the County and the 6 participating municipalities is up for review and a Draft to be discussed at next CAO's meeting.
Canine Control Contract	2024-05-35	Q2 2025	RFP for canine control in 2025 work plan.
Dog Count	2024-05-20	June 1, 2025	Working with staff to plan for a count of dogs in the community, including preparation of educational materials.
Use of Town lands to access rear yards of private property	2024-07-08	Q1 2025	No update - work with Burnsides to create policy and process for future requests for accessing private lands through Town property.
Sponsorship/ Naming Rights program			Staff to connect with consultant to provide update on progress, and request delegation to Council on next steps.
Traffic Violation Reimbursement Policy		Q1 2025	Draft policy and indemnification by-law has been sent to legal and insurance for review.
Medical Dental Centre – transfer from Board		In progress	Working with tenants to finalize leases. Proposal for board dissolution on agenda.
Tornado 40th Anniversary Commemoration		May 2025	Committee planning event for May 31, 2025 at the Community Centre. Will be an afternoon event, starting with processional at 2:30 then displays, speakers, videos, presentations at arena from 3-5.
Donation Program	2025-02-45	Q4 2025	Staff to prepare a donation requests program prior to the 2026 Budget.
By-law services	2025-04-29	Q2 2025	No update - CAO to investigate possibility of contracting our By-law Officer to other municipalities. Also to report back on possible proactive enforcement and increased parking enforcement.

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Fire Department Services for the community	2024-12-27	Q3 2025	On agenda.
County-wide Joint Planning and Economic Development Meeting		June 12, 2025	No update
Potential Canada Post Strike			Potential strike date of May 22. Staff are planning for the possibility of issuing invoices and tax bills during the strike.

Financial Impact

None.

Consultations

None.

Attachments

None

This report was submitted by

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This report was approved by

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