



STAFF REPORT

To: Mayor and Members of Council
From: Meghan Townsend, CAO/Clerk
Meeting Date: July 22, 2025
Report Number: 2025-130
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			Report to all Councils is pending from the CEMC, which will include both the flood and freezing rain events.
BetterHomes Dufferin initiative			No update
Potential future use of municipal building	2025-03-16	Q3 2025	Report on the existing building at 5 Main Street North as suitable for a municipal building in the future – no update
Library expansion plans	2025-03-16	Q2 2025	No update.
Rogers Fibre to the Home project		Year End 2025	Rogers is restarting project work with fall completion date still anticipated.
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	No update.
Sale of Gravel Pit lands in Southgate Township	2023-08-06	Spring 2025	Working with legal to prepare for sale. Final tender to be issued shortly.
Gateway Signage	2024-06-35	Ongoing	Signage installation in progress at time of writing. Additional signage to be discussed at future meeting.

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Various Engineering Projects		various	<ul style="list-style-type: none"> • Landfill monitoring reduction – Burnside's emailed MECP for update on request regarding decrease in monitoring. • Scott Street Development – no update • Ritchie swale project – waiting for response from Condo board on proposed plan of action. Town legal is in contact with their legal. • South-East Sewage Pumping Station – final Hydro One construction contract execution in progress. All parties have signed off that the design is satisfactory. Final confirmation of costs of project under review. • Luther Road Infiltration – no update
Water Taking program		Q3 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 <ul style="list-style-type: none"> ○ Application for Concession 2-3 was not successful. • Health and Safety Water Stream – Application submitted for Well 3 rehabilitation. Memo on agenda. • Ontario Trillium Foundation, Capital Stream – for siding and flooring work in the arena. Received notice that the application was not successful.
Building Department Agreement with County		Q3 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. Draft agreement has not yet been received.

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Canine Control Contract	2024-05-35	Q3 2025	RFP for canine control closed with no bids. CAO connecting with invitees to determine why they did not bid. Update to follow.
Dog Count	2024-05-20	September 30, 2025	Half of village and part of rural area complete. Requesting until the end of September to finish all properties so that staff time can be scheduled among the other priorities.
Use of Town lands to access rear yards of private property	2024-07-08	Q4 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.
Medical Dental Centre – transfer from Board		In progress	Report to Amaranth's July 16 meeting. Amaranth advised they are concerned that their ratepayers' contribution is for a facility that they do not own and therefore they are asking for a refund of the portion of the 2024 levy that was not spent by December 31, 2024. Report to East Garafraxa's July 22 meeting. Further report to Council will be forthcoming after these discussions. No update on lower level lease opportunity with medical office.
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.
Fire Department Services for the community	2024-12-27	Q3 2025	No update.
Potential Canada Post Strike			Staff continue to monitor the situation.
OPP Cost Recovery Model	2025-05-38		CAO attended an engagement webinar and suggested that municipal Automated Speed Enforcement costs be deducted

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			from the policing contract costs. The request was noted.
Town Hall Janitorial		August 2025	Contractor for janitorial services in the town office and library has put in her retirement notice. New cleaning company to be secured by RFT. Working with Library to determine scope of work. Planning to reduce scope for Town to one day per week for May-Oct and twice per week in remaining months when there is more dirt tracked in.

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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