

	Objectives	Actions	Timeline	Comments/Cost	Current Status	Next Steps	Staff Assigned
1 Service Modernization and Innovation	1.1 Continue to modernize and improve services, processes, and outcomes for our community.	Review the service delivery review and find the best ideas and bring them back to the top of the priority list.	Near Term	Included in the CAO's workplan for delivery by Q-3 2025	Implementation of the SDR was stalled due to staff turn over	Review the implementation status of all items identified on SDR and report to Council.	CAO
		Review our standard operating procedures and seek out opportunities for efficiencies.	Longer Term	To be included in a future Legislated Services work plan	Not initiated to date.	Consider for the 2027 workplan	Legislative Services
		Review township budget - and determine if any surplus could be allocated to highest priority items.	Near Term	Incorporated into the 2025 budget process	Implemented	Implemented	Legislative Services & Treasurer
	1.2 Update our website with a cleaner interface and easier access to information.	Ensure material is created in a digital and accessible format so that it can be easily uploaded to the website.	Near Term	2025 website project involves transtion to a more user friendly platform to support staff	Project funded in Q-4 2024 with budget pre-approval of \$20,000 to ensure pricing.	Work is schedule to begin in Q-2 2025	Legislative Services
		Create Township LinkedIn account	Near Term	Implemented	Implemented	Implemented	IT Department
		Create Township Content and Style Guide.	Longer Term	Develop an manual to ensure consistency and accessibility of our documents	To be included in a future Legislated Services work plan	Consider for the 2026 workplan	Legislative Services
		Conduct click tests on website to ease of finding information.	Near Term	Included in the 2025 website project.	Project funded in Q-4 2024 with budget pre-approval of \$20,000 to ensure pricing.	Work is schedule to begin in Q-2 2025	IT Department
		Make use of communication channel through Chamber of Commerce and other business associations.	Near Term	Consider partnership with the Chamber for local business forum activites	Postponed Chamber of Commerce - Coffee in the County due to state of emergency.	Reschedule Chamber of Commerce - Coffee in the County.	CAO
	1.3 Maintain a document management and retention system with a focus on public accessibility.	Establish Budget and - complete RFP process.	Near to Mid Term	Project awarded to Stone Share. Project budget is \$22,500 annually forr 3 years.	Complete	Complete	Legislative Services
		Work with vendor to create and roll out a plan.	Mid Term	Plan to implement the document management and retention system is complete and on a 3 year timeline	Project launch Q-3 2025	Initiate work and start the implementation of the document management system for the first third of the corporation.	Legislative Services
		Define parameters and define format for digital document management.	Mid Term	Included as part of the project			Legislative Services
		Create User Manual and training materials for new employee onboarding.	Long Term	Included as part of the project			Legislative Services
	1.4 Provide online community engagement where residents can sign up to receive information.	Develop roll-out plan - start with email & “sign-up” to get notifications from Township.	Mid term	The public can sign up to the township social media channels for timely information and to the Township newsletter	Complete	Complete	Legislative Services
		Research and benchmark best practices in this space (costs, platform, options etc).	Mid Term	Research digital engagement platforms to determine viability and costs	Not initiated to date.	Bring forward report to Council with findings and costs for consideration.	Clerks Department & IT Department
		Hire a communications lead? half comms/half records new hire.	Near Term	FTE position approved in the 2025 budget as the Corporate Services Assistant	Job Description and job posting are being prepared.	Anticipated recruitment Q-3 2025	Legislative Services
		Provide opportunities for public engagement both digitally and in person	Near Term	In person engagement has been established. Digital engagement to be considered	Coffee with Council event held Q-4 2024	Future in person event anticipated in Q-3 2025	Legislative Services

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2 Business Attraction, Expansion, and Retention	2.1 Promote our Township through story-telling about who we are, what we do, and our brand identity.	Rethink our social media strategy.	Mid Term	Strategy development could be done in collaboration with Peterborough County Communications	Needs to be assigned to staff and included in a future work plan	Not initiated to date.	CAO & Legislatve Services
		Better tell our story on trails including a paddling trail.	Mid Term	Opportunity to work with community partners and Peterborough County Tourism staff to develop.	Needs to be assigned to staff and included in a future work plan	Not initiated to date.	CAO
		Seek OMAFRA RED program funding.	Mid Term	RED funding supports projects for Economic Diversification and Competitiveness and Strategic Economic Infrastructure	The Rural Economic Development funding steam is currently closed	Anticipate this funding program opening in 2025. 1 - 2 projects to be developed and ready for application to the program.	CAO & Finance Department
		Provide additional information on the website to highlight areas of interest - strengthen brand identity through storytelling - digital and other avenues.	Mid Term	Opportunity to work with community partners and Peterborough County Tourism staff to develop.	Needs to be assigned to staff and included in a future work plan	Not initiated to date.	CAO & Legislatve Services
	2.2 Improve community signage.	Signage inventory/evaluation - upgrade, change, missing, keep etc	Mid Term	Signage inventory task to be included in the 2025 work plan. Inventory to be used to identify signage requiring immediate replacement due to damage.	Field work to be assigned for Q-3 2025.	Report to Council the condition of our current signage inventory identifying any signs requiring replacement and the estimated costs associated. Expected Q-4	CAO
		Revise existing signage and create new to promote areas of interest.	Long Term	Project has been identified but not included on the 2025 work plan	Signage discssions have been held at the Peterborough County Economic Development Advisory Committee.	Continue to engage with Peterborough County Economic Development on signage and monitor granting channels for funding opportunities for support with new signage.	CAO
		Differentiate between directional signs and tourism type signs and beautification.	Long Term	Project has been identified but not included on the 2025 work plan			CAO
	2.3 Prepare for the completion of our comprehensive Zoning By-law, in order to ensure that land is properly zoned and designated for commercial and industrial development.	Need Official Plan to be approved.	Near Term	The Comprehensive Zoning By-law implements the policies of the Offical Plan. Can not initiate this project until the plan is approved by the Proivnce of Ontario.	The Peterborough County Official Plan is currently being prepared for resubmission to the province for approval.	The revised Peterborough County Official Plan will come to County Council for approval.	Peterborough County
		Begin RFP process to be ready when the Offical Plan is approved.	Mid Term	Funding to hire the appropriate land use Planning consultant for this project has been reserved in anticipation of the Official Plans eventual approval.	Project on hold	RFP to be developed when the project is no longer on hold.	Planning & Finance Departments
		Look at opportunities to partner with neighboring townships to potentially cluster our best bets for businesses to attract.	Mid Term	Incorporate into the projects RFP that the consultant identify potential opportunities for consideration.	Project on hold	RFP to be developed when the project is no longer on hold.	Planning & Finance Departments
	2.4 Provide incentives to new and growing businesses while ensuring existing businesses have opportunities to flourish.	Update and maintain an internal list of businesses in the Township.	Long Term	Work in collaboration with the Peterborough Economic Development Department to identify and leverage any business information they have or intend to gather.	Needs to be assigned to staff and included in a future work plan	Consider for the 2026 workplan	Not assigned
		Identify focused opportunities in targeted sectors e.g., Agriculture tour, artisan promotions.	Mid Term	Work in collaboration with the Peterborough Economic Development Advisory Committee and Department to identify and leverage opportunites for Township businesses.	Anticipate hosting a future agriculture sector forum in the future.	Pursue further opportunites for activites that support agriculture and tourism in Douro Dummer	CAO

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		Identify programs where Township can support/promote, through social and business community stakeholders, etc.	Mid Term	Work in collaboration with the Peterborough Economic Development Advisory Committee and Department to identify and leverage opportunites for Township businesses.	Not initiated to date.	To be included in upcoming discussions with Peterborough County Economic Development	CAO & Legislatve Services



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3 Infrastructure Renewal	3.1 Prioritize roads where surface treatments are obtainable, and upgrade roads based on regular needs assessments.	Ongoing monitoring of 10-year roads plan.	Near Term	On-going activity and incorporated into the 2025 Budget - Roads Needs Study	RFP open for a comprehensive Roads Needs Study - closes April 22	Review the RFP's and bring forward a report to Council.	Public Works Department
		Determine costs associated for each of the upgrades.	Near Term	Anticipated that the Roads Needs Study will identify opportunities and costs for maintainence and potential upgrades.			Public Works Department & Finance Department
	3.2 Put an actionable and measurable plan in place to replace or repair aging infrastructure of all Municipal facilities.	Inventory of assets - lifecycle etc.	Near Term	This work is supported through 2 separate projects: the Comprehensive Roads Needs Study and the Facilities Maintenance Study and Plan	RFP open for a comprehensive Roads Needs Study - closes April 22 . Facilities RFP in development	Review the RFP's and bring forward a report to Council to award. Launch facilities RFP	Finance Department & Public Works & Recreation Services
		Development of Joint facility (public works, fire etc.).	Near Term	Long standing capital project	Staff are working towards preparing a site plan.	Complete the Site plan process and initiate an RFP for design build services.	CAO & Public Works Manager & Fire Chief & Treasurer
		Recreation Master Plan update and follow up on facility feasibility decision.	Mid Term		There are 2 supportive studies being conducted in 2025 that will assist future recreation master planning. Facility Management Plan and Facility Energy Efficiency Plan.	Requires a funding source for the master plan and will be included in a future budget process for Council consideration.	Manager of Recreation Services
		Consider Fire Master-Plan recommendations.	Near Term	Fire Services Master Plan has been endorsed and requires both an implementation plan and full costing	Plan endorsed, implementation plan to be developed in 2025	Implementation plan to be developed with costs and presented to council for approval.	CAO, Treasurer and Fire Chief
	3.3 Make asset management a core focus of the budget process to ensure funds are being dedicated to improvement and maintenance of infrastructure.	Bring audits up to date.	Near Term	Action has been accomplished and audits are now up to date.	2023 Audit presented to Council April 16, 2025	2024 Audit scheduled for Q-2 2025.	Treasurer
		Ensure that financial information is available to the public.	Near Term	All up to date financial information is available on the Township website	Implemented	Implemented	Finance Department
		Create public education documents for website and social media regarding Asset Management.	Longer Term	Improve resident and public understanding of asset management	Needs to be assigned to staff and included in a future work plan	Consider for the 2026 workplan	Finance Department