

Report to Council

Re: Proposed Amendments to the Active Investigation Policy Building Department-2025-11

From: Don Helleman

Date: August 5, 2025

Recommendation:

That the report Building Department-2025-11, dated August 5, 2025, regarding proposed amendments to the Active Investigation Policy - Policy P8 be received and that Council approves the changes to the Policy as proposed.

Overview:

Policy P8 was approved and has been in effect since June 16, 2020. The Policy was created after receiving a recommendation from the Township's legal team at the conclusion of an investigation undertaken by the Building Department.

The Policy helps 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.

After reviewing the Policy and receiving feedback during the June 18, 2025 Committee of the Whole meeting, staff are proposing some changes be made to the current Policy.

The changes include some minor formatting, clearer language on the activation of the policy, wording around Council and staff interactions with the Active Investigator, provisions in the event the Active Investigator is no longer employed by the Township and the addition of Appendix B – a template for providing notice of a terminated/completed investigation.

The proposed changes are shown in the attached document.

If staff employment is terminated, or Councillors are no longer serving in office, this Policy will no longer pertain to them. However, they will still need to adhere to the confidentiality provisions contained in their Code of Conduct and any employment agreement that they may have signed. Further to that, information that may have been provided as part of an Active Investigation is also regulated through the *Municipal Freedom of Information and Protection of Privacy Act*.

Conclusion:

This Policy helps maintain the integrity of vital investigations being carried out by the Active Investigator, as well as helping to protect staff and Council from divulging confidential information or information they are unauthorized to disclose during the course of the investigation or legal dispute.

Financial Impact:

This Policy could protect the Township, Council members and staff from significant legal fees, either through failed legal action or civil lawsuits filed against them.

Township of Douro-Dummer Strategic Plan 2023-2027



Service Modernization and Innovation

Modernizing, refining and innovating services for residents is essential to effectively meet the needs of our community, enhance our operational efficiency, and ensure we remain adaptable in a rapidly changing world.



Business Attraction, Expansion, and Retention

Business attraction, expansion, and retention is vital for the economic health and sustainability of our Township, such as job creation, tax revenue, investing in innovation, maintaining our quality of life, and supporting community stability.



Infrastructure Renewal

Infrastructure renewal is a critical investment for our Township as it will ensure our adherence to health and safety, economic development, investment attraction, environmental sustainability, quality of life, public confidence, and regional competitiveness.

Report Approval Details

Document Title:	Active Investigation Policy - Proposed Amendments - Building Department-2025-11.docx
Attachments:	- Amendments - P8 - Active Investigation policy - DH.pdf
Final Approval Date:	Jul 30, 2025

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

Martina Chait-Hartwig

Todd Davis