

## 2018 Work Plan – Chief Administrative Officer

4. a) 1.

Initiative/ Strategic Plan Reference	Actions	* Lead ** Support	Timing	Status
<p><b>Rural Transportation Pilot</b></p> <p><b>Foster a healthy, engaged and connected community</b></p> <p><b>Cultivate Partnership and Promote Collaboration</b></p>	<ul style="list-style-type: none"> <li>• Work with City of Peterborough, Curve Lake First Nation, Community Care and other identified partners to seek funding and establish a pilot rural transportation project servicing Selwyn and Curve Lake.</li> </ul>	<p>** Janice Lavalley</p> <p>** Angela Chittick</p>	<p>Q1-Q4</p>	<p>In Progress</p> <p>Application Approved – Waiting for Transfer Payment Agreement</p>
<p><b>Waste Reduction Initiatives</b></p> <p><b>Achieve excellence in governance and service delivery</b></p> <p><b>Support a sustainable, balanced and investment-ready community</b></p>	<ul style="list-style-type: none"> <li>• Establish staff committee to pursue waste reduction initiatives and potential funding opportunities</li> <li>• Consider alternatives to reduce the volume of waste going to landfill from curbside collection and site drop-off                             <ul style="list-style-type: none"> <li>○ Reduced curbside collection limits</li> <li>○ Viable alternatives for organic waste disposal</li> <li>○ Encourage County to pursue related waste diversion programs</li> </ul> </li> <li>• Improve waste diversion programs at all Township facilities</li> </ul>	<p>* Committee</p> <p>** Management Team</p>	<p>Q1-Q4</p>	<p>In Progress</p>
<p><b>CAO Position Performance Evaluation Methodology</b></p> <p><b>Achieve excellence in governance and service delivery</b></p>	<ul style="list-style-type: none"> <li>• Research alternative performance evaluation methodologies for the CAO position for Council's consideration and implementation in 2018.</li> </ul>	<p>* Janice Lavalley</p> <p>** Kim Berry</p>	<p>Q2-Q4</p>	<p>In Progress</p>

**Legend for Status:** *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

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<p><b>Council Code of Conduct</b></p> <p><b>Achieve excellence in governance and service delivery</b></p>	<ul style="list-style-type: none"> <li>• Participate in County of Peterborough RFP process for Integrity Commissioner (IC) appointment and development of Code of Conduct</li> <li>• RFP to be issued December 2017 and awarded January 2018</li> <li>• IC to develop Code of Conduct in consultation with Council by June 30, 2018.</li> </ul>	<p>** Janice Lavalley ** Angela Chittick</p>	<p>Q1-Q2</p>	<p>Complete</p> <p>Code of Conduct adopted August 7, 2018</p>
<p><b>Human Resources</b></p> <p><b>Achieve excellence in governance and service delivery</b></p>	<ul style="list-style-type: none"> <li>• Assist with transition of employees in new roles:                             <ul style="list-style-type: none"> <li>○ Manager of Public Works</li> <li>○ Project Coordinator – Water and Sewer</li> <li>○ IT Systems Analyst (Pending recruitment)</li> </ul> </li> <li>• Succession Planning                             <ul style="list-style-type: none"> <li>○ review existing policy/plans</li> <li>○ revitalize activities focusing on areas with significant potential retirements in next 5 yrs.</li> </ul> </li> </ul>	<p>Management Team</p> <p>Management Team</p>	<p>Q1-Q4</p>	<p>In Progress</p> <p>In Progress</p>
<p><b>Lakefield Ward Police Services Contract</b></p> <p><b>Achieve excellence in governance and service delivery</b></p>	<ul style="list-style-type: none"> <li>• Finalize extension of the Police Services Contract with the City of Peterborough to extend the initial contract term to December 31, 2020. This will align the terms of the OPP contract and the Peterborough Police contract.</li> </ul>	<p>* Janice Lavalley</p>	<p>Q1</p>	<p>Complete</p> <p>Agreement approved and executed.</p>

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