

## 2018 Work Plan – Community & Corporate Service/Clerk’s Department – 3<sup>rd</sup> Quarter

4. a) 3.

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
<b>Municipal and School Board Election 2018</b>  <b>Achieve excellence in governance and service delivery</b>	<ul style="list-style-type: none"> <li>• Prepare for and conduct the Municipal and School Board Election                             <ul style="list-style-type: none"> <li>- Nomination Period – May 1 to July 27, 2018</li> <li>- Voting Day – October 22, 2018</li> </ul> </li> <li>• New Council Term Begins Dec. 1, 2018                             <ul style="list-style-type: none"> <li>- Support Orientation of new Council</li> <li>- Support Committee/Board Recruitment Process for the New Council Terms</li> </ul> </li> </ul>	* Angela Chittick **Clerk’s Dept Staff **Management Committee	Q1 – Q4	In progress
		**Clerk’s Dept	Q3 – Q4	In progress
<b>Economic and Community Development Initiatives</b>  <b>Achieve excellence in governance and service delivery</b>  <b>Support a sustainable, balanced, and investment-ready community</b>	<ul style="list-style-type: none"> <li>• Business Retention &amp; Expansion Program (BR&amp;E)                             <ul style="list-style-type: none"> <li>- Finalize Action Plan</li> <li>- Commence identified initiatives from the BR&amp;E Action Plan</li> </ul> </li> <li>• Community Improvement Plan – 5 year update of the 2012 CIP including expansion of the CIP areas                             <ul style="list-style-type: none"> <li>- Finalize the draft plan</li> <li>- Send to MMAH for review</li> <li>- Statutory Public meeting and adoption</li> <li>- Effective date for the updated CIP</li> </ul> </li> <li>• Community Improvement Plan – promote expanded financial incentive programs to private sector</li> <li>• Complete the Economic Development Strategy and Marketing Strategies</li> <li>• Commence initiatives identified from the Economic Development and Marketing Strategies                             <ul style="list-style-type: none"> <li>- Includes: advocating for broadband and natural gas infrastructure expansion</li> </ul> </li> </ul>	* Meaghan McGowan **Angela Chittick, ** EDBC	Q1	Complete - Dec. 12.17 Complete
		* Angela Chittick ** Meaghan McGowan, EDBC	Q3 – Q4	
		* Meaghan McGowan **Angela Chittick, ** EDBC	Q1	Complete
		* Meaghan McGowan ** Angela Chittick, EDBC	Q2	Complete
		* Meaghan McGowan ** Angela Chittick, ** EDBC	Q2 – Q4	In progress
		* Meaghan McGowan ** Angela Chittick, EDBC	Q 1	Complete
* Meaghan McGowan ** Angela Chittick, EDBC	Q2 – Q4	In progress		

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	<ul style="list-style-type: none"> <li>• Research Funding Opportunities                             <ul style="list-style-type: none"> <li>- Grant preparation, identifying projects and reporting</li> </ul> </li> <li>• Implement Bike Share Program in cooperation with the County of Peterborough (funding from the Frank Cowan Company Home Town Program)</li> <li>• Community Economic Development Initiative (CEDI) – collaborative project to identify First Nations cultural assets</li> <li>• Municipal Grants and Recognition Awards</li> <li>• County Recognition Awards</li> <li>• Local Government Week</li> <li>• Support for the initiative to explore partnership for a small-scale rural transportation pilot</li> </ul>	<p>*Meaghan McGowan, Management Committee</p> <p>* Angela Chittick **Meaghan McGowan</p> <p>* Angela Chittick **Jeannette Thompson</p> <p>*Suzanne Schroeter</p> <p>*Carla Hope</p> <p>*Tania Goncalves</p> <p>*Janice Lavalley **Angela Chittick</p>	<p>Q1 – Q4</p> <p>Q1 – Q2</p> <p>Q1 – Q4</p> <p>Q2</p> <p>Q1 – Q2</p> <p>Q2 – Q3</p> <p>Q1 – Q4</p>	<p>Ongoing</p> <p>Complete</p> <p>In progress</p> <p>Complete</p> <p>Complete</p> <p>In progress</p> <p>In progress</p>
<p><b>Integrated Customer Service Model</b></p> <p><b>Achieve excellence in governance and service delivery</b></p>	<ul style="list-style-type: none"> <li>• Support the Integrated Customer Service Model – continue to cross train and find process efficiencies and manage the Customer Complaints Procedure</li> <li>• Support the Building and Planning Department – planning notifications and file management; back-up for building permit inspection scheduling and permit issuance</li> <li>• Support the Building and Planning Department – annual business licensing including Trailer Parks, Bed and Breakfasts, Refreshment Vehicles</li> </ul>	<p>* Angela Chittick **Management Team</p> <p>**Carla Hope</p> <p>**Suzanne Schroeter</p>	<p>Q1 – Q4</p> <p>Q1 – Q4</p> <p>Q1 – Q4</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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<b>2019 Budget &amp; Work Plans</b>  <b>Achieve excellence in governance and service delivery</b>	<ul style="list-style-type: none"> <li>• Prepare draft capital and operations budgets for consideration as part of budget process                             <ul style="list-style-type: none"> <li>○ Draft Capital budget due September 18, 2018</li> <li>○ Draft Operations budget and narratives due December 14, 2018</li> </ul> </li> <li>• Prepare Draft work plans for 2019                             <ul style="list-style-type: none"> <li>○ Due November 30, 2018</li> </ul> </li> </ul>	*Angela Chittick **Clerk’s Dept.	Q2-Q4	In progress
			Q4	Not started
<b>Emergency Management</b>  <b>Achieve excellence in governance and service delivery</b>	<ul style="list-style-type: none"> <li>• Annual Exercise and Training for Municipal Control Group Members</li> <li>• Annual review of the plan</li> </ul>	*Angela Chittick and Municipal Control Group  *Angela Chittick and Emergency Program Committee	Q2	Not Started
			Q4	In progress
<b>Clerk’s Dept. Support for other Initiatives</b>	<ul style="list-style-type: none"> <li>• Council Code of Conduct</li> <li>• CIP – Public Realm improvements – Young’s Point, Charlotte Street</li> <li>• Create a final print version of the 2018 Strategic Plan</li> <li>• Laserfiche Update</li> <li>• Site Plan Development Protocol</li> <li>• Business Process Review/Evaluation of Service Area(s)</li> <li>• Waste Reduction Initiatives</li> </ul>	*Janice Lavalley *Rick Dunford  *Meaghan McGowan *Michelle Thornton *Building & Planning *Janice Lavalley *Janice Lavalley		

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