

2018 Work Plan – Parks & Recreation Department

4. a) 8.

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
<p>Review of policies/procedures as recommended in the Functional Review document</p> <p>Achieve excellence in governance and service delivery</p>	<ul style="list-style-type: none"> • Continued review of the standard operating procedures, staff scheduling, equipment utilization, recycling, climate change initiatives and asset management uncompleted to date. • Review the check lists, journals and maintenance standards as service standards for Parks and Recreation department's operations already created. 	<p>* Mike Richardson ** Ryan Driscoll ** Tiffany Jacobs ** Department Staff</p>	<p>Q1 – Q4</p>	<p>In Progress</p> <p>In Progress</p>
<p>Municipal Services Guide</p> <p>Achieve excellence in governance and service delivery</p>	<ul style="list-style-type: none"> • Prepare 2018 services guide in collaboration with Community groups, Township departments and service/program providers. Guide is a single annual printed edition which includes all Township departments and services that is published each spring and posted on Township website. 	<p>* Tiffany Jacobs ** Tania Goncalves ** Mike Richardson ** Department Heads</p>	<p>Q1</p>	<p>Completed</p>
<p>Bridgenorth to Peterborough Trail – Phase 1 (5th Line to Lindsay Road)</p> <p>Foster a healthy, engaged and connected community</p> <p>Cultivate partnerships and promote collaboration</p>	<ul style="list-style-type: none"> • Complete the construction of Phase 1 of the Bridgenorth to Peterborough Trail including assessment, design and installation. • Working with ORCA and Trails Committee to ensure installation is compliant with ORCA regulations and meets Township service standard. 	<p>* Mike Richardson ** Ryan Driscoll ** Rick Dunford ** Scott Shewfelt ** Tiffany Jacobs ** Department Staff</p>	<p>Q1 – Q2</p>	<p>In Progress – Impact Study final report received from Cambium Inc., as requested by ORCA</p>
<p>Andrew Avenue to Eastwood Road Trail</p> <p>Foster a healthy, engaged and connected community</p> <p>Cultivate partnerships and promote collaboration</p>	<ul style="list-style-type: none"> • Complete the improvements to the existing Andrew Avenue to Eastwood Road trail. <ul style="list-style-type: none"> ○ Project will be completed with Township forces and outside contractors to install culverts, trail materials and safety barricades 	<p>* Mike Richardson ** Ryan Driscoll ** Rick Dunford ** Scott Shewfelt ** Tiffany Jacobs ** Department Staff</p>	<p>Q1 – Q2</p> <p>Q4</p>	<p>Completed</p> <p>Grand opening and signage to be part of a 50th anniversary of school bus accident</p>

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<p>Improvements to Paul J English Park – Phase 2</p> <p>Achieve excellence in governance & service delivery</p> <p>Foster a healthy, engaged and connected community</p> <p>Cultivate partnerships and promote collaboration</p>	<ul style="list-style-type: none"> • Completion of the Phase 2 of improvements to the Paul J English (Chemung Lion's) Park in the spring of 2018 <ul style="list-style-type: none"> ○ Project will be completed with Township forces and outside contractors to finish parking lot, fields, reconnect trails and add the final amenities associated with new park. Park equipment, base material, signage and finishing equipment to be installed by contractors. 	<p>* Mike Richardson ** Ryan Driscoll ** Tiffany Jacobs ** Rick Dunford ** Scott Shewfelt ** Department Staff</p>	<p>Q1 – Q2</p> <p>Q1 – Q2</p>	<p>Completed</p> <p>Completed</p>
<p>Demolition and Removal of Ennismore Barn</p> <p>Achieve excellence in governance & service delivery</p>	<ul style="list-style-type: none"> • Create RFP and manage project for destruction, repurposing of materials and safe removal of the Ennismore Barn at 1011 Ennis Road 	<p>* Mike Richardson ** Ryan Driscoll ** Public Works ** Department Staff</p>	<p>Q1 – Q3</p>	<p>Completed – RSP was issued and the submission that received was declined for 2018</p>
<p>Forest Management Plan</p> <p>Foster a healthy, engaged and connected community</p> <p>Cultivate partnerships and promote collaboration</p>	<ul style="list-style-type: none"> • Working with the Sir Sanford Fleming Forestry department and ORCA representatives to properly manage the forested area of the Ennismore Waterfront Park and its trails system. 	<p>* Mike Richardson ** Ryan Driscoll ** Scott Shewfelt ** Tiffany Jacobs ** Recreation staff ** Public Works staff</p>	<p>Q1 – Q4</p>	<p>In Progress - 1st phase of cutting removal completed by Forest Mngt students from Fleming College. Next phase Q 3-4.</p>
<p>Emerald Ash Borer (EAB) Management Plan</p> <p>Foster a healthy, engaged and connected community</p> <p>Achieve excellence in governance & service delivery</p>	<ul style="list-style-type: none"> • Continue with the Emerald Ash Borer Management Plan that was adopted by council in 2017 including treatment, replacement and removal of affected trees on municipal properties as required throughout the Township. • Continue to educate and communicate with staff and residents as EAB related issues arise. 	<p>* Mike Richardson ** Ryan Driscoll ** Rick Dunford ** Tiffany Jacobs ** Recreation staff ** Public Works staff</p>	<p>Q1 – Q4</p>	<p>In Progress</p> <p>Second treatment of five by approved contractor is scheduled for June to August of 2019.</p>

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<p>Advertising/Sponsorship Program</p> <p>Achieve excellence in governance & service delivery</p>	<ul style="list-style-type: none"> • Promotion of advertising and sponsorship opportunities available in Township facilities. Focus on the arenas to sell remaining inventory that already exists and develop program on television monitors, rinkboards and event sponsorships ie. Senior's skating, public skating, parent and tot sessions. 	<ul style="list-style-type: none"> * Mike Richardson ** Ryan Driscoll ** Tiffany Jacobs ** PRAC 	Q1 – Q4	In Progress
<p>Selwyn ReLeaf Program 2018</p> <p>Foster a healthy, engaged and connected community</p> <p>Achieve excellence in governance and service delivery</p>	<ul style="list-style-type: none"> • ReLeaf Program 2018 – Continue the very successful community program to celebrate Canada's heritage and improve urban canopy with 150 maple trees being planted throughout Township <ul style="list-style-type: none"> ○ Follow the same process as with the 2017 Selwyn ReLeaf program including the application process and assessment to ensure trees are planting as per program guidelines. Outside funding being explored. 	<ul style="list-style-type: none"> * Mike Richardson ** Ryan Driscoll ** Tiffany Jacobs ** Public Works ** Department Staff ** Meaghan McGowan 	Q1 – Q3	On Hold – Grant application to AgriFunds was unsuccessful. No other funding secured in 2018. Possible in future years.
<p>Ontario Municipal Commuter Cycling Program projects</p> <p>Foster a healthy, engaged and connected community</p> <p>Cultivate partnerships and promote collaboration</p>	<ul style="list-style-type: none"> • Commence the OMCC projects to improve the cycling routes and cycling infrastructure within the Township. • OMCC projects phase 1 involves installation of signage on 5 roadways: Seventh Line, Fifth Line, Ennis Road, Tara Road and roads within the North Smith area as identified in the OMCC grant application 	<ul style="list-style-type: none"> * Mike Richardson ** Ryan Driscoll ** Rick Dunford ** Meaghan McGowan 	Q1 – Q4	<p>In Progress – Cancelled after successful Year 1 application. Year 1 work must be done by Dec/19.</p> <p>Planning with PW for schedule of work</p>
<p>Refurbishment of Tennis and Basketball Courts in Lakefield and Ennismore</p> <p>Foster a healthy, engaged and connected community</p> <p>Achieve excellence in governance and service delivery</p>	<ul style="list-style-type: none"> • Create RFP and manage project for refurbishment of the playing surface for: <ul style="list-style-type: none"> ○ The two tennis courts and one basketball at the Robert E Young Sports Complex in Ennismore ○ The two tennis courts at the Douglas Sports Centre in Lakefield 	<ul style="list-style-type: none"> * Mike Richardson ** Ryan Driscoll ** Tiffany Jacobs ** Department Staff ** Meaghan McGowan 	Q1 – Q4	Completed by Bourassa Sports in May 2018. Repair work to Ennismore happening Q3/Q4 and ditching in Q3 completed.

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<p>Plant 10,000 trees at Ennismore Pit</p> <p>Achieve excellence in governance & service delivery</p>	<ul style="list-style-type: none"> • Partner with ORCA, MLS, local soccer players, scouts and guides to plant 10,000 coniferous trees at the Ennismore Pit at 939 Boundary Road 	<p>* Mike Richardson ** Rick Dunford ** Ryan Driscoll ** PRAC</p>	<p>Q1 – Q4</p>	<p>Completed on May 5th, 2018 with many partners</p>
<p>Committees</p> <p>Foster a healthy, engaged and connected community</p> <p>Achieve excellence in governance and service delivery</p>	<p>Selwyn Trails Committee</p> <ul style="list-style-type: none"> • Support Committee meetings and initiatives • Prioritize Trail Master Plan recommendations and seek out partnerships, to identify funding opportunities for initiatives/projects/programs. <p>Parks and Recreation Services Plan Advisory Committee</p> <ul style="list-style-type: none"> • Support Committee meetings and initiatives • Prioritize RSP recommendations and to seek out programming partnerships, identify funding opportunities for initiatives/projects/programs. <ul style="list-style-type: none"> • Municipal Access To Recreation Committee <ul style="list-style-type: none"> ○ Support Committee initiatives • Active Transportation Master Plan for County of Peterborough <ul style="list-style-type: none"> ○ Support ATMP and initiatives • Event Committee Support <ul style="list-style-type: none"> ○ Polar Fest ○ Jazz Festival ○ Shamrock Festival 	<p>* Mike Richardson ** Tania Goncalves ** Tiffany Jacobs ** Department Staff</p> <p>* Mike Richardson ** Tania Goncalves ** Tiffany Jacobs ** Department Staff</p> <p>* Mike Richardson ** Tiffany Jacobs</p> <p>* Mike Richardson ** Angela Chittick</p> <p>* Tiffany Jacobs ** Mike Richardson ** Department Staff</p>	<p>Q1 – Q3</p> <p>Q1 – Q4</p> <p>Q1 – Q4</p> <p>Q1 – Q4</p> <p>Q1</p> <p>Q3</p> <p>Q3</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>
<p>2019 Budget & Work Plans</p> <p>Achieve excellence in governance and service delivery</p>	<ul style="list-style-type: none"> • Prepare draft capital and operations budgets for consideration as part of budget process <ul style="list-style-type: none"> ○ Draft Capital budget due September 18, 2018 ○ Draft Operations budget and narratives due December 14, 2018 • Prepare Draft work plans for 2019 <ul style="list-style-type: none"> ○ Due November 30, 2018 	<p>* Mike Richardson ** Rec. Dept. Staff</p>	<p>Q2-Q4</p> <p>Q4</p>	<p>In Progress</p> <p>Not started</p>

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Support for other Department Initiatives	Asset Management Planning Council Communicator Business Process Review/Evaluation of Service Area(s) Waste Reduction Initiatives	* Lane Vance * Tania Goncalves *Janice Lavalley *Janice Lavalley		

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