# 2019 Work Plan Q1 Update – Chief Administrative Officer

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<tr>
<th>Initiative/Strategic Plan Reference</th>
<th>Actions</th>
<th>* Lead</th>
<th>** Support</th>
<th>Timing</th>
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<tr>
<td><strong>Community Transportation Grant Program</strong></td>
<td>• Work with Curve Lake First Nation, City of Peterborough, Community Care and other partners to implement rural transportation project servicing Selwyn and Curve Lake.</td>
<td>** Janice Lavalley ** Angela Chittick ** Anna Currier</td>
<td>Q1-Q4</td>
<td>In Progress Transfer payment agreement received</td>
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<td><strong>Foster a healthy, engaged and connected community</strong></td>
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<td><strong>Cultivate Partnership and Promote Collaboration</strong></td>
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| **Curbside Garbage Collection Contract - Waste Reduction Initiatives** | • Report to Council with respect to alternatives to reduce the volume of waste going to landfill from curbside collection and site drop-off  
  o Reduced curbside collection limits  
  o Clear bag program  
  o Viable alternatives for organic waste disposal  
  o Encourage County to pursue related waste diversion programs  
  o Consider impact of County Waste Management Master Plan Update  
  • Consider sustainability of and alternatives for Construction & Demolition diversion program in view of Provincial funding cutbacks and viability of recycling opportunities for this material.  
  • Curbside Collection Contract expires September 2019 – consider alternatives to extend or issue an RFP. | ** Janice Lavalley  
  * Rick Dunford  
  ** Staff Committee ** Anna Currier | Q1 - Q2 Q3 | In Progress Initial report presented June 25, 2019  
  Complete – WCC continuing program and phase-in of tax funding approved as part of budget  
  Complete – Contract extended to September 2021 |
| **Achieve excellence in governance and service delivery** | | | | | |
| **Support a sustainable, balanced and investment-ready community** | | | | | |

*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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| **2018-2022 Term Review – Organizational Structure & Compensation Practices** | • Confirm comparable municipalities (will be the same as those used for Council remuneration review).  
• Undertake consultations with staff.  
• Undertake customer satisfaction survey specific to application processes in 2018 and regarding application processes and day to day operations through 2019.  
• Analyse departmental structures to assess effectiveness and identify gaps. Specific attention required with respect to implications of future retirements/succession planning.  
• Analyse compensation practices and organizational best practices of comparable municipalities.  
• Develop recommendations for Council’s consideration. | Janice Lavalley  
Kim Berry  
** Management Team | Q1-Q4 | Complete  
In Progress |
| **Achieve excellence in governance and service delivery** | | | | | |
| **Council Portfolio and Stakeholder Information/Consultation Terms of Reference** | • Develop a terms of reference to document the Council Portfolio system for Council consideration.  
• Develop of terms of reference to guide stakeholder information/consultation processes – short-term rentals, Federal wild rice management plan development | Janice Lavalley  
** Management Team | Q1 | Complete  
Complete |
| **Committees** | • Wild Rice Communication Group appointed by Council  
• Wild Rice Workshop Organizing Committee  
• Building & Planning Department review Ad-Hoc Committee  
• CEDI Education & Communication Committee | Janice Lavalley  
** Management Team | Q1-Q4 | In Progress |

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<td><strong>2018 Departmental Work Plans</strong></td>
<td>• Provide ongoing support and resources to Management Team to facilitate completion of 2018 work plans, projects and provision of excellent customer service in day to day operations.</td>
<td>Janice Lavalley</td>
<td>Q1-Q4</td>
<td>Ongoing</td>
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