## Work Plan – Corporate & Community Service/Clerk’s Department – Q2 Update

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| Municipal and School Board Election 2018 | • Wrap up 2018 Election  
  - Candidate financial filing  
  - Managing records  
  - Accessibility reporting  
  - Compliance audits (if required) | * Angela Chittick  
**Clerk's Dept Staff | Q1 – Q4 | Complete – all Form 4's submitted  
Accessibility reporting complete |
| Term Review – Council and Staff Remuneration | • Confirm Comparable Municipalities (same for staff compensation review).  
  • Analyse Council compensation practices of comparable municipalities  
  • Prepare Council Remuneration Report Summary and Recommendations | * Angela Chittick  
*Janice Lavalley & Kim Berry | Q1 | Comparators approved by Council – Mar. 12/19 - Complete  
In progress |
| Recruitment – Communications/Media Specialist | • Recruitment - Communications and Media Specialist to coordinate Township Corporate and Economic Development communications plans and initiatives  
  - Incorporate into 2019 budget planning  
  - Develop job description and recruitment | *Janice Lavalley, Angela Chittick & Kim Berry | Q2 | Complete |
| Economic and Community Development Initiatives | • Implement Action Items Identified in the Business Retention & Expansion Program (BR&E), Economic Development Strategy and Marketing Plan |  |  |  |

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| Support a sustainable, balanced, and investment-ready community | - Communications and marketing actions items including items such as:  
  - Create Business Newsletter  
  - Continuation of the Cooperative Marketing Campaign – this year’s focus: local restaurants  
  - Complete marketing brochure for the CIP incentive program  
  - Create ‘Age Friendly’ webpage  
  - Advocate for broadband and natural gas infrastructure expansion  
  - Participation of Selwyn as Bike Friendly Community – includes participation on regional Trails Town initiative  
  - Review recommendations and develop action plans from the First Impressions Community Exchange (FICE) initiative – community comparisons – Beaverton and Bridgenorth/Ennismore  
  - Community Improvement Plan – promote expanded financial incentive programs to private sector  
  - Work with interested businesses applying for CIP financial incentives  
  - Research Funding Opportunities  
  - Grant preparation, identifying projects and reporting  
  - Community Economic Development Initiative (CEDI) – collaborative project to identify First Nations cultural assets | *Communications/Media Coordinator Meaghan Larocque **Angela Chittick, ** EDBC | Q3 – Q4          | Not started |
|                                           |                                                                                                                                          | Meaghan Larocque  | Q1 – Q4  | Broadband Fibre install Bridgenorth 2019/Lkd 2019/20 |
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<tr>
<td><strong>Integrated Customer Service Model</strong></td>
<td>• Support the Integrated Customer Service Model – continue to cross train and find process efficiencies and manage customer service processes&lt;br&gt;• Support the Building and Planning Department – planning notifications and file management; back-up for building permit inspection scheduling and permit issuance&lt;br&gt;• Support the Building and Planning Department – annual business licensing including Trailer Parks, Bed and Breakfasts, Refreshment Vehicles</td>
<td>* Angela Chittick&lt;br&gt;**Management Team</td>
<td>**Carla Hope&lt;br&gt;**Suzanne Schroeter&lt;br&gt;**Tania Goncalves&lt;br&gt;**Janice Lavalley &amp; Anna Currier&lt;br&gt;**Angela Chittick &amp; Meaghan Larocque</td>
<td>Q1 – Q4</td>
<td>Ongoing</td>
</tr>
<tr>
<td><strong>Achieve excellence in governance and service delivery</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Communications Plan</strong></td>
<td>• Council Communicator</td>
<td>* Tania Goncalves and Council&lt;br&gt;**Management Team</td>
<td>Q2</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td><strong>Foster a healthy, engaged and connected community</strong></td>
<td>• Selwyn Municipal Services Guide&lt;br&gt;• Annual Strategic Plan Report</td>
<td>* Tania Goncalves and Tiffany Jacobs&lt;br&gt;**Meaghan Larocque and Management Team</td>
<td>Q1</td>
<td>Complete</td>
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<td><strong>Cultivate partnerships and promote collaboration</strong></td>
<td>• Coordinate Committee and Board Recruitment – 2019 – 2022 Term</td>
<td>*Angela Chittick and **Tania Goncalves</td>
<td>Q1</td>
<td>Complete</td>
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<tr>
<td></td>
<td>• Economic Development and Business Committee  - Committee Support</td>
<td>* Meaghan Larocque **Angela Chittick</td>
<td>Q1 – Q 4</td>
<td>In progress</td>
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<tr>
<td></td>
<td>• Smith- Ennismore Police Services Board  - Committee Support  - RIDE Grant coordination</td>
<td>**Suzanne Schroeter</td>
<td>Q1 – Q 4</td>
<td>In progress</td>
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<td></td>
<td>• Trails Committee  - Committee Support  - Support for Trails Master Plan initiatives  - Support Update of the Recreation Trails Master Plan</td>
<td>**Tania Goncalves *Mike Richardson</td>
<td>Q1 – Q 4</td>
<td>In progress</td>
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<td></td>
<td>• Parks and Recreation Committee  - Committee Support</td>
<td>** Tania Goncalves *Mike Richardson</td>
<td>Q1 – Q4</td>
<td>In progress</td>
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<td></td>
<td>• Accessibility Advisory Committee  - Committee Support  - Implement AAC Year 16 Work Plan  - Time in My Shoes Program</td>
<td>**Angela Chittick and Meaghan Larocque</td>
<td>Q1 – Q4</td>
<td>In progress</td>
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<td>• Short Term Rental Adhoc Group  - Committee Support</td>
<td>*Jeannette Thompson **Angela Chittick</td>
<td>Q1 – Q4</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td>• Building and Planning Department Review Committee  - Committee Support</td>
<td>*Robert Lamarre &amp; Janice Lavalley **Angela Chittick</td>
<td>Q1 – Q4</td>
<td>In progress</td>
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| **2020 Budget & Work Plans** | **Achieve excellence in governance and service delivery** | - Prepare draft capital and operations budgets for consideration as part of budget process  
  o Draft Capital budget due September 17, 2019  
  o Draft Operations budget and narratives due December 3, 2019 | *Angela Chittick **Clerk’s Dept.* | Q2-Q4 | Not started |
| | | - Prepare Draft work plans for 2020  
  o Due November 30, 2019 | | Q4 | Not started |
| **2018-2022 Term Review – Organizational Structure & Compensation Practices** | **Achieve excellence in governance and service delivery** | - Assist with consultations with staff  
- Assist with analyzing departmental structures to assess effectiveness & identify gaps. Specific attention required with respect to implications of future retirements/succession planning.  
- Assist with review of compensation practices and, organizational best practices of comparable municipalities to contribute to development of recommendations. | *Janice Lavalley **Department Heads**  
** Kim Berry | Q1 – Q4 | In progress |
| | | | | Not started |
| **Policy Updates** | **Achieve excellence in governance and service delivery** | - Update to Procedure By-law (new end of term, Bill 68, other)  
- Records Retention By-law Update  
- Video Surveillance Policy  
- Animal Control By-law Update – Communications and Feedback | *Angela Chittick **Management Team**  
** Tania Goncalves | Q1 – Q4 | Complete |
| | | | | In progress |
| | | | | In progress |
| | | | | Communications component - Complete |
| **Insurance Review** | **Achieve excellence in governance and service delivery** | - Review process and costs for a Broker to Issue an RFP for municipal insurance and prepare report for Council’s consideration | *Angela Chittick  
*Janice Lavalley **Management Team | Q1 – Q2  
Q2 – Q4 | Not started |
| **Emergency Management** | | - Annual Exercise and Training for Municipal Control Group Members | *Angela Chittick and Erica Cavanagh **Municipal Control | Q1 - Q2 | Training & Exercise – June 14/19 - |

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<td>Achieve excellence in governance and service delivery</td>
<td>• Annual review of the plan</td>
<td>Group *Angela Chittick and Erica Cavanagh **Emergency Program Committee</td>
<td>Q4</td>
<td>Complete</td>
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| Climate Change Action Plan Implementation | • Community Transportation Pilot (expecting funding agreement)  
  - Route and fare planning  
  - Coordination with partners (City Transit, Community Care)  
  - Service initiation (contract)  
  • Develop a *Green Event Policy*  
  • Investigate available grants to re-launch Selwyn’s Releaf Project (Trillium)  
  • Community Food/Organic Waste Reduction Strategy  
  - Research food/organic waste production – PPH, County Waste Management  
  - Investigate potential grants to support food waste reduction initiatives (TD Friends of the Environment)  
  - Work with local schools to initiate/enhance waste reduction programs  
  • Develop Report Summarizing Corporate Energy/Fuel Reduction Efforts  
  - Review and summarize corporate energy and fuel statistics  
  - Report on the reduction measures and results  
  • Investigate and make recommendations on potential Climate Change Policies that could be incorporated into the Official Plan (part of OP update) | *Janice Lavalley ** Anna Currier  
  *Anna Currier **P&R Department, Community Event Partners  
  *Anna Currier **P&R Department  
  *Anna Currier ** Township Staff Waste Reduction Working Group  
  *Anna Currier **Scott Warren,  
  *Anna Currier **Jeannette Thompson, County OP TAC Committee | Q2 – Q4 | In progress |

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### Communications & Marketing

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  - Create Business Newsletter
  - Continuation of the Cooperative Marketing Campaign – this year’s focus: local restaurants
  - Complete marketing brochure for the CIP incentive program
  - Create ‘Age Friendly’ webpage

- Implement Video Segments – 1st focus – Council members

- Website Updates – investigate revamp of the website – possible modernization initiative

- Promotion of Selwyn as Bike Friendly Community – includes participation on regional Trails Town initiative

- #Spotlight of Council – social media initiative to highlight Council and Committee actions – ‘After Council’ update

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  - Website Updates – investigate revamp of the website – possible modernization initiative  
  - Promotion of Selwyn as Bike Friendly Community – includes participation on regional Trails Town initiative  
  - #Spotlight of Council – social media initiative to highlight Council and Committee actions – ‘After Council’ update |  
  - * Meaghan Larocque  
  - **Angela Chittick, EDBC  
  - * Meaghan Larocque  
  - **Suzanne Schroeter, Tania Goncalves  
  - * Meaghan Larocque, Janice Lavalley |  
  - Q2 – Q4  
  - Not Started  
  - Q2 – Q4  
  - Not Started  
  - Q1 – Q4  
  - In progress  
  - Q1 – Q4  
  - In progress |