## 2020 Work Plan – Parks & Recreation Department

<table>
<thead>
<tr>
<th>Initiative/Source/Strategic Plan Reference</th>
<th>Actions/Milestones</th>
<th>* Lead ** Support</th>
<th>Timing</th>
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<tr>
<td>Municipal Services Guide</td>
<td>• Prepare 2020 services guide in collaboration with Community groups, Township departments and services/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.</td>
<td>* Tiffany Jacobs ** Tania Goncalves ** Mike Richardson ** Department Heads</td>
<td>Q1</td>
<td></td>
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<td>Achieve excellence in governance and service delivery</td>
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| Structural Review of Selwyn Recreation Facilities | Engage consultant (engineering firm) to perform structural review required every five years for arenas and Ennismore Curling Club | * Mike Richardson ** Mark Irvine ** Office Admin ** Department Staff | Q2-Q4    |        |
| Achieve excellence in governance & service delivery |                                                                                  |                                                        |          |        |

| Bridgenorth to Peterborough Trail – Phase 2 and 3 (Pinehill Road to 5th Line & Creamery Road to Fairbairn Road) | Continue consultation with neighbours and consultation/planning process to ensure installation meets all requirements including: completing Environment Impact Study (Cambium spring 2020), compliance with ORCA regulations, and that it meets Township service standard. | * Mike Richardson ** Mark Irvine ** Rick Dunford ** Scott Shewfelt ** Office Admin ** Department Staff | Q1 – Q4  | In Progress – Consult with ORCA and Selwyn Trails Committee to begin process. Partnership with BEL Rotary. CEF grant application sent. Private financial supporters. |

| Forest Management Plan | 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. | * Mike Richardson ** Mark Irvine ** Scott Shewfelt ** Recreation staff | Q1 – Q2  | In Progress - 1st phase completed in 2018 by Forest Management students from Fleming College. Next phase 2020 Q1 or Q2 |

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| Comprehensive Review of Lakefield Campground | • As per 2018 Strategic Plan update and 2018 Recreation Services Plan update complete:  
  o Assess capital required investments to sustain campground; and  
  o Evaluate potential operational models and alternative uses                                                                                           | * Mike Richardson                | Q1 – Q3   | In Progress  |
| Achieve excellence in governance & service delivery |  
  ** Support: Mike Irvine  
  ** Tiffany Jacobs                                                                                                                                   |                                   |           |              |
| Plant trees at Ennismore Pit, Preston Pit and Selwyn Landfill | • Partner with ORCA and Tree Canada in 2019 and 2020 to plant 20,000 coniferous trees at the Ennismore Pit at 939 Boundary Road, Preston Pit on Preston Road, Sand Pit and Landfill Sites.  
  11,800 trees planted in 2019. 8000 planned for 2020, if space becomes available                                                                 | * Mike Richardson                | Q1 – Q4   | In Progress  |
| Achieve excellence in governance & service delivery |  
  ** Support: Rick Dunford  
  ** Mark Irvine  
  ** PRAC                                                                                                                                            |                                   |           |              |
| Trail Town Launch | • Launch for Selwyn June 2020  
  o Plan and Host launch events  
  o Distribute membership info and Trail Town program user information  
  • RED Grant  
  o Trail Town Project (e.g. street lights, amenities  
  o Scout Building refurbishments  
  o ReLeaf program                                                                                                                                   | * Trail Town Committee           | Q2 – Q4   | In Progress  |
| Achieve excellence in governance & service delivery |  
  ** Support: Mike Richardson  
  ** Kari Partridge  
  ** Office Admin  
  ** Office Admin: Mike Richardson  
  ** Kari Partridge/Angela Chittick  
  ** Office Admin                                                                                                                                    |                                   |           |              |
| 2020 Budget & Work Plans | • Prepare draft capital and operations budgets for consideration as part of budget process  
  o Draft Capital budget due September 14, 2020  
  o Draft Operations budget and narratives due December 7, 2020  
  • Prepare Draft work plans for 2021  
  o Due December 17, 2020                                                                                                                              | * Mike Richardson                | Q2-Q4     |              |
| Achieve excellence in governance and service delivery |  
  ** Support: Rec. Dept. Staff                                                                                                                          |                                   | Q4        |              |

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| Committees                               | Selwyn Trails Committee  
Foster a healthy, engaged and connected community  
Achieve excellence in governance and service delivery  
| Support Committee meetings and initiatives  
Prioritize Trail Master Plan recommendations and seek out partnerships, to identify funding opportunities for initiatives/projects/programs.  
Parks and Recreation Services Plan Advisory Committee  
Support Committee meetings and initiatives  
Prioritize RSP recommendations and to seek out programming partnerships, identify funding opportunities for initiatives/projects/programs.  
Municipal Access To Recreation Committee (MATRG)  
Support Committee initiatives i  
Keeping Kids Healthy  
Represent MATRG on multi-organization committee developing food guide, outdoor play charter and communication strategy.  
Deliver to Peterborough and County municipalities.  
Present to Council  
Event Committee Support  
- Polar Fest  
- Jazz Festival  
- Shamrock Festival  
Technology Integration Project  
Support components of the planned technology upgrades to implement specific departmental initiatives and/or interdepartmental integration opportunities  
Cultural Master Plan  
Develop scope of work – review with Council and Township stakeholders; Heritage Committee, Library Board, PRAC, etc.  
Prepare and issue RFP – consulting services  
Collaborate/consult with Township stakeholder and the public | * Mike Richardson ** Tania Goncalves ** Office Admin ** Department Staff  
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* Office Admin ** Mike Richardson ** Department Staff  
* Finance Dept ** All Departments  
* Staff Task Team Including – ED, Clerks, B & P, P & R, Library | Q1 – Q4 Q1 – Q4 Q1 – Q4 Q1-Q4 Q1 Q3 Q1 – Q4 Q2 – Q4 | In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress |

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