



Appendix 2 / Annexe 2

Légende Status	
1-Pending approval / En attente d'approbation (noir)	
2-In progress / En cours (mauve)	
3-Completed / Terminé (vert)	
4-Not started / Non débuté (orange)	
5-Possible delay / Risque de retard (brun)	
6-Unrealized / Non réalisé (rouge)	
7-Deferred to next year / Reporté à l'an prochain (bleu)	

PLAN D'AFFAIRES 2018 BUSINESS PLAN

No. d'article Item No.	Name of project Nom du projet	Pillar Pillier (Strategic plan stratégique)	Item Article (Strategic plan stratégique)	Goal Source	Responsible Collaborateur	Departement	Objectives/performance measures Actions/mesures de performance	Start of project Début de projet	End of project Fin de projet
2018-01	Building permit fee by-law review	4- Increase Financial Stability Majorer la stabilité financière	k) Review and optimize user fee program Examiner et optimiser le programme de frais aux usagers	2- Strategic Plan Plan stratégique	Julia/Dominique /Richard	Building & Planning	Review with the finance department the building permit fees and present a by-law for adoption to council	January	March
2018-02	Heritage Designation	2- Foster Healthy Communities Soutenir des collectivités en santé	e) Develop heritage standards policies Développer des politiques de standard de patrimoine	2- Strategic Plan Plan stratégique	Dominique/Alix	Building & Planning	Présenter un rapport au conseil pour expliquer le contenu de l'étude et obtenir l'autorisation de procéder avec la préparation de l'offre de service	January	March
2018-03	Twp of Russell Official Plan	3- Grow Local Economy Accroître l'économie locale	f) Official Plan Review – Comprehensive Review Révision compréhensive du plan directeur	2- Strategic Plan Plan stratégique	Dominique /Alix	Building & Planning	Finaliser la version finale suite aux commentaires des CUPR. Adoption par les UCPR et période d'appel	January	March
2018-04	Revision des entente de plan d'implantation / Review of the site plan agreement	5- Promote Service Effectiveness Promouvoir l'efficacité des services	c) Develop new engineering standards Élaborer de nouvelles normes techniques d'ingénierie	4-Dept Head initiative Initiative du chef de département	Alix	Building & Planning	Comparer les ententes existantes avec d'autres mun. Faire les changements nécessaires. Consultation avec les développeurs et le public	January	March
2018-05	Annual Builders meeting	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Julia/Dominique	Building & Planning	Promote the new O.B.C. changes and review/present planning process	January	March
2018-06	Solar panel follow up	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	2- Strategic Plan Plan stratégique	Julia	Building & Planning	Refund refundable fees to owners	January	April
2018-07	New Technical engineer position	5- Promote Service Effectiveness Promouvoir l'efficacité des services	h) Identify and review duplication of services Identifier et examiner les chevauchements de service	4-Dept Head initiative Initiative du chef de département	Dominique /Jonathan	Building & Planning	Interviewer et embauche de la personne pour combler le nouveau poste	January	April
2018-08	Streetscape master plan	2- Foster Healthy Communities Soutenir des collectivités en santé	a) Beautification of the downtown cores of the villages Embellissement des centres villes des villages	4-Dept Head initiative Initiative du chef de département	Dominique / Jonathan/new employee	Building & Planning	Prepare and issue the RFP and approval of retained consultant by Council	January	April
2018-09	Zoning by-law	3- Grow Local Economy Accroître l'économie locale	k) Zoning By Law Review Révision du règlement de zonage	2- Strategic Plan Plan stratégique	Dominique/ Alix/Claire	Building & Planning	Finaliser les changements au règlement et préparer la présentation pour adoption par le conseil	January	June
2018-10	Create a planning application manual (minor variance, zoning, severance)	5- Promote Service Effectiveness Promouvoir l'efficacité des services	h) Identify and review duplication of services Identifier et examiner les chevauchements de service	4-Dept Head initiative Initiative du chef de département	Alix	Building & Planning	Créer des manuels d'information pour le processus à suivre pour les différents type d'application	January	June
2018-11	Reorganisation of the downstairs offices	5- Promote Service Effectiveness Promouvoir l'efficacité des services	f) Expansion assessment of town hall Évaluer la possibilité d'agrandissement à l'hôtel de ville	4-Dept Head initiative Initiative du chef de département	Dominique /Julia	Building & Planning	Trouver des options pour maximiser les espaces de bureau	January	July
2018-12	Close all permits 4 years old and more	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Julia/Alex	Building & Planning	Send letters to owners and follow up to close permits that are still open	January	September
2018-13	Révision des ententes de plan d'implantation / Review of the site plan agreement	5- Promote Service Effectiveness Promouvoir l'efficacité des services	c) Develop new engineering standards Élaborer de nouvelles normes techniques d'ingénierie	4-Dept Head initiative Initiative du chef de département	Alix	Building & Planning	Intégrer les changements proposés dans les ententes et présenter au conseil pour adoption.	March	Decembre
2018-14	Streetscape master plan	2- Foster Healthy Communities Soutenir des collectivités en santé	a) Beautification of the downtown cores of the villages Embellissement des centres villes des villages	4-Dept Head initiative Initiative du chef de département	Dominique / Jonathan / Civil Engineer Technician	Building & Planning	Assister le consultant dans la préparation de l'étude. Effectuer les travaux possibles avec le budget approuvé et octroi additionnel.	April	June

2018-15	Review allocation policy	5- Promote Service Effectiveness Promouvoir l'efficacité des services	h) Identify and review duplication of services Identifier et examiner les chevauchements de service	4-Dept Head initiative Initiative du chef de département	Dominique /Jonathan	Building & Planning	Revoir et mettre à jour la politique d'allocation d'eau Adoption d'un règlement par le conseil	July	December
2018-16	Wireless communication policy	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Claire	Building & Planning	Review the existing legislation and how it applies to the TWP and its impact on current policy. Determine the necessity of repealing the policy	July	December
2018-17	Public Request system	5- Promote Service Effectiveness Promouvoir l'efficacité des services	k) Promote technology-enabled services Promouvoir des services axés sur la technologie	4-Dept Head initiative Initiative du chef de département	Dominique/ Alix/Claire	Building & Planning	Review existing system (Breken) and make changes to increase efficiency	July	December
2018-18	Review pre-servicing agreement	5- Promote Service Effectiveness Promouvoir l'efficacité des services	d) Encourage partnerships Encourager les partenariats	4-Dept Head initiative Initiative du chef de département	Dominique	Building & Planning	Review existing pre-servicing agreement to make changes.	July	December
2018-19	Establish a step by step list for subdivision and pre-servicing	5- Promote Service Effectiveness Promouvoir l'efficacité des services	c) Develop new engineering standards Élaborer de nouvelles normes techniques d'ingénierie	4-Dept Head initiative Initiative du chef de département	New/ Dominique	Building & Planning	The new employee will have to make changes	July	December
2018-20	Reorganisation of the downstairs offices	5- Promote Service Effectiveness Promouvoir l'efficacité des services	f) Expansion assessment of town hall Évaluer la possibilité d'agrandissement à l'hôtel de ville	4-Dept Head initiative Initiative du chef de département	Dominique /Julia	Building & Planning	Implantater et compléter les changements tels qu'adoptés	July	December
2018-21	Étude de faisabilité pour le transport en commun et révision de notre service actuel	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	p) Review Transit Service Examiner le service de transport en commun	4-Dept Head initiative Initiative du chef de département	Dominique Vanessa	Economic Development	* Collaborer avec le consultant SDG pour compléter l'étude d'ici la fin mars * Présenter les différentes options au conseil afin de continuer le service * Révision de nos ventes de passes mensuelles (en ligne vs. en magasin)	Janvier	Avril
2018-22	Négociation du contrat avec 417 Bus Line (extension du contact) ou aller en appel d'offre	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	p) Review Transit Service Examiner le service de transport en commun	4-Dept Head initiative Initiative du chef de département	Dominique Vanessa	Economic Development	* Suite à la décision du conseil, si le service de transport en commun continue, nous devons aller en appel d'offre ou demander une extension au contrat avec 417 Bus Line	Janvier	Juin
2018-23	Politique d'achat de terrain (Parc industriel)	3- Grow Local Economy Accroître l'économie locale	d) Growth Strategic Plan for Employment Land Plan stratégique pour la croissance des terres servant à des fins d'emplois	4-Dept Head initiative Initiative du chef de département	Dominique Vanessa	Economic Development	* Déterminer les critères de développement pour guider la sélection des entreprises et modifier la politique d'achat en conséquence * Consulter le département des finances pour revoir les montants alloués à la réserve	Janvier	Juin
2018-24	Mettre à jour le plan d'affaires du parc industriel	3- Grow Local Economy Accroître l'économie locale	d) Growth Strategic Plan for Employment Land Plan stratégique pour la croissance des terres servant à des fins d'emplois	4-Dept Head initiative Initiative du chef de département	Dominique Vanessa	Economic Development	* Mettre à jour le plan d'affaires du parc industriel * Consulter le département des finances	Janvier	Juin
2018-25	Maintien et expansion des entreprises (M+EE) / Business Retention & Expansion (BR+E)	3- Grow Local Economy Accroître l'économie locale	a) Business retention, attraction and development strategy Stratégie de développement, d'attraction et de rétention d'entreprises	4-Dept Head initiative Initiative du chef de département	Dominique Vanessa	Economic Development	* Collaborer avec les CUPR pour analyser les données * Voir aux prochaines étapes afin d'offrir un suivi aux entreprises participantes	Janvier	Juin
2018-26	Enseigne près de l'autobus 417 à Vars (Parc industriel)	3- Grow Local Economy Accroître l'économie locale	a) Business retention, attraction and development strategy Stratégie de développement, d'attraction et de rétention d'entreprises	4-Dept Head initiative Initiative du chef de département	Dominique Vanessa	Economic Development	* Développer un programme de commandites (espaces publicitaires pour entreprises dans le parc) * Choisir la compagnie qui sera responsable de la conception et installation de l'enseigne	Janvier	Juin
2018-27	Développer un profil communautaire et promouvoir notre profil Townfolio (initiative recommander dans la plan stratégique)	3- Grow Local Economy Accroître l'économie locale	a) Business retention, attraction and development strategy Stratégie de développement, d'attraction et de rétention d'entreprises	4-Dept Head initiative Initiative du chef de département	Dominique Vanessa	Economic Development	* Finaliser l'appel d'offre et sélectionner le consultant * Développer le contenu et collaborer avec le consultant sélectionné * Promouvoir notre profil Townfolio	Janvier	Juin
2018-28	Poste d'agent de développement économique	3- Grow Local Economy Accroître l'économie locale	a) Business retention, attraction and development strategy Stratégie de développement, d'attraction et de rétention d'entreprises	4-Dept Head initiative Initiative du chef de département	Dominique	Economic Development	* Comblé le poste	Janvier	Juin
2018-29	Organiser un dîner-conférence pour les entreprises	3- Grow Local Economy Accroître l'économie locale	a) Business retention, attraction and development strategy Stratégie de développement, d'attraction et de rétention d'entreprises	4-Dept Head initiative Initiative du chef de département	Dominique Vanessa	Economic Development	* Trouver un thème pour le dîner-conférence * Promouvoir et organiser l'activité	Janvier	Juin

2018-30	Rendez-vous des saveurs locales	3- Grow Local Economy Accroître l'économie locale	a) Business retention, attraction and development strategy Stratégie de développement, d'attraction et de rétention d'entreprises	4-Dept Head initiative Initiative du chef de département	Dominique Vanessa	Economic Development	* Commencer la publicité de l'événement * Préparer et faire la promotion du formulaire de nomination pour l'association qui sera choisie en 2018	Janvier	October
2018-31	Enseigne près de l'autobus 417 à Vars (Parc industriel)	3- Grow Local Economy Accroître l'économie locale	a) Business retention, attraction and development strategy Stratégie de développement, d'attraction et de rétention d'entreprises	4-Dept Head initiative Initiative du chef de département	Dominique Vanessa	Economic Development	*trouver des exemples de frais mensuel pour que les entreprises s'affichent. Conception et préparation de l'offre de service pour l'enseigne qui annonce notre parc industriel et les entreprises	janvier	juillet
2018-32	Établir un nouveau système de vente de passe d'autobus	5- Promote Service Effectiveness Promouvoir l'efficacité des services	k) Promote technology-enabled services Promouvoir des services axés sur la technologie	4-Dept Head initiative Initiative du chef de département	Dominique Vanessa	Economic Development	*trouver une nouvelle façon ou nouveaux endroits pour vendre les passes d'autobus	janvier	juillet
2018-33	Revoir la politique des% réserves dans la parc industriel	4- Increase Financial Stability Majorer la stabilité financière	k) Review and optimize user fee program Examiner et optimiser le programme de frais aux usagers	4-Dept Head initiative Initiative du chef de département	Dominique Vanessa/Richard	Economic Development	Revoir la politique et les pourcentages attribués dans la réserve pour le parc industriel présenter un rapport au conseil pour adoption	Janvier	Juillet
2018-34	Enseigne près de l'autobus 417 à Vars (Parc industriel)	3- Grow Local Economy Accroître l'économie locale	a) Business retention, attraction and development strategy Stratégie de développement, d'attraction et de rétention d'entreprises	4-Dept Head initiative Initiative du chef de département	Dominique Vanessa	Economic Development	Installation d'une enseigne qui annonce notre parc industriel et les entreprises	Juillet	Décembre
2018-35	Rendez-vous des saveurs locales	3- Grow Local Economy Accroître l'économie locale	a) Business retention, attraction and development strategy Stratégie de développement, d'attraction et de rétention d'entreprises	4-Dept Head initiative Initiative du chef de département	Dominique Vanessa	Economic Development	* Sélectionner l'association qui recevra les profits de 2018 * Trouver les exposants * Organiser l'activité	Juillet	Décembre
2018-36	Vidéo promotionnel du Parc industriel	3- Grow Local Economy Accroître l'économie locale	a) Business retention, attraction and development strategy Stratégie de développement, d'attraction et de rétention d'entreprises	4-Dept Head initiative Initiative du chef de département	Dominique Vanessa	Economic Development	* Partenariat avec la Cité pour développer un vidéo promotionnel du parc industriel * Option avec drone	Juillet	Décembre
2018-37	Développer un plan d'affaire pour introduire des permis d'affaires	3- Grow Local Economy Accroître l'économie locale	a) Business retention, attraction and development strategy Stratégie de développement, d'attraction et de rétention d'entreprises	4-Dept Head initiative Initiative du chef de département	Dominique Vanessa	Economic Development	* Faire de la recherche et développer le contenu pour introduire des permis d'affaires	Juillet	Décembre
2018-38	Initier un groupe de travail pour les propriétaires du parc industriel (initiative recommander dans la plan stratégique)	3- Grow Local Economy Accroître l'économie locale	a) Business retention, attraction and development strategy Stratégie de développement, d'attraction et de rétention d'entreprises	4-Dept Head initiative Initiative du chef de département	Dominique Vanessa Jonathan	Economic Development	* prévoir une rencontre avec les propriétaires du parc industriel pour entamer les discussions concernant les procédures pour l'installation et les coûts associés aux services d'eau et d'égout / enseignes	Mai 2018	Jun-18
2018-39	Purchase vehicle	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie	By-Law	as per budget	January	March
2018-40	Swimming pool permit fees	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie	By-Law	review of process, deposit requirements	January	April
2018-41	Animal Care and Control	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie et Dominique	By-Law	Replace dog licencing by-law with new By-Law	January	April
2018-42	Fence by-law review	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie	By-Law	Update or new by-law approved by Council	January	May
2018-43	Review of Traffic and Parking By-law	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie	By-Law	review existing by-law, update schedules (stop sign, street signs, fire routes, street names).	January	June
2018-44	Corporate security Policy	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie	By-Law	Audit of existing systems and equipment and draft policy	January	June
2018-45	Levels of service	5- Promote Service Effectiveness Promouvoir l'efficacité des services	i) Initiate bylaw department service level review Examiner le niveau de service du service de la réglementation municipale	5-CAO's initiative Initiative du DG	Millie	By-Law	list of services, who does what document (assign responsibilities), optimization of ressources, recommendation for next year's action plan	January	June

2018-46	Storage facility	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie	By-Law	Reorganize and occupy storage space left by Infrastructure Department	January	June
2018-47	New Cannabis legislation implementation	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie	By-Law	Follow Cannabis new regs / amend smoking by-law accordingly	January	June
2018-48	Mass communication	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie	By-Law	assess new providers and cost estimates	January	September
2018-49	Procedures Manual	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie	By-Law	Approved manual by CAO	January	September
2018-50	Deliver theoretical and workplace on-site training sessions to employees	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie	By-Law	80% of staff attending Harassment policy, evacuation and robbery, CPR/Defib	January	September
2018-51	PTSD completion, in collaboration with counties and other municipalities	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie	By-Law	Retain services of firm for training and intervention	January	December
2018-52	Corporate security Policy	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie	By-Law	Approval of new policy for all Municipal Buildings/review equipment upgrades and quotations for 2019 budget	June	September
2018-53	School crossing guard Gap analysis and audit	2- Foster Healthy Communities Soutenir des collectivités en santé	j) Review Crosswalk safety Examiner la sécurité des passages protégés pour piétons	6-Council meeting follow-ups Suivis de réunion du conseil	Millie	By-Law	Provide gap analysis and warrant method to Council	March	April
2018-54	Business continuity	5- Promote Service Effectiveness Promouvoir l'efficacité des services	f) Development of a Business Continuity Plan Développer un plan de continuité d'affaires	4-Dept Head initiative Initiative du chef de département	Millie	By-Law	Draft of continuity plan for TownHall	January	December
2018-55	Procedural By-law # 2016-020	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Joanne	Clerk	Propose amendments pursuant to amendments resulting from Bill 68 (<i>Modernizing Ontario's Municipal Legislation Act, 2017</i>) in effect January 1, 2018	January	March
2018-56	Committee By-law # 2017-108	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Joanne	Clerk	Further to amendments to the Procedural By-law # 2016-20 pursuant to amendments resulting from Bill 68 in effect January 1, 2018, review its effect on Committee By-law & s. 238 amendment re: local boards and propose amendments if needed.	January	May
2018-57	Information Kit to become a Councillor or Mayor	5- Promote Service Effectiveness Promouvoir l'efficacité des services	k) Promote technology-enabled services Promouvoir des services axés sur la technologie	5-CAO's initiative Initiative du DG	Joanne	Clerk	Prepare an information kit on how to become a Councillor or Mayor prior to the 2018 Municipal Elections and include information with respect to the use of corporate resources.	January	May
2018-58	Municipal Elections October 2018 - New Council Orientation	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Joanne	Clerk	1)Prepare & send survey to present Council to prepare for Council Orientation 2018-2022 2) Members of Council Education Plan and to schedule training as needed for Dec 2018 - march 2019	January	May
2018-59	Review of By-laws older than 5 years	5- Promote Service Effectiveness Promouvoir l'efficacité des services	i) Initiate bylaw department service level review Examiner le niveau de service du service de la réglementation municipale	4-Dept Head initiative Initiative du chef de département	Joanne	Clerk	Identify By-laws older than 5 years old and inform departments in charge to update during the year.	January	June
2018-60	Review Expired By-laws	5- Promote Service Effectiveness Promouvoir l'efficacité des services	i) Initiate bylaw department service level review Examiner le niveau de service du service de la réglementation municipale	4-Dept Head initiative Initiative du chef de département	Joanne	Clerk	Verify existing by-laws and identify expired ones.	January	June
2018-61	iCompass Records Manager - Implementation with other departments	5- Promote Service Effectiveness Promouvoir l'efficacité des services	k) Promote technology-enabled services Promouvoir des services axés sur la technologie	4-Dept Head initiative Initiative du chef de département	Joanne All Depts	Clerk	Develop training session(s) with departments to inform how documents should be named (including for the Reports for Approval), location where records should be saved in the electronic classification structure, total retention of records and establish a 25% completion objective. (Phase 1)	January	June

2018-62	Review and identify if other by-laws should be translated	5- Promote Service Effectiveness Promouvoir l'efficacité des services	i) Initiate bylaw department service level review Examiner le niveau de service du service de la réglementation municipale	4-Dept Head initiative Initiative du chef de département	Joanne	Clerk	Review and identify if other by-laws should be translated in French as per translation budget available pursuant to the Bilingual Services Policy By-law 57-2008. Proceed to translation of those approved.	January	June
2018-63	Review of User Fee By-laws older than 5 years for all departments	5- Promote Service Effectiveness Promouvoir l'efficacité des services	i) Initiate bylaw department service level review Examiner le niveau de service du service de la réglementation municipale	4-Dept Head initiative Initiative du chef de département	Joanne	Clerk	Review and provide departments with a list of their by-laws older than 5 years old on the User Fees By-law for their review/update.	January	June
2018-64	Proclamation Request Policy & By-law	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Joanne	Clerk	Research, prepare and adopt a policy by by-law with respect to Proclamation Requests. Add a note to Flag policy as needed.	January	June
2018-65	Municipal Elections October 2018	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Joanne	Clerk	Follow AMCTO & Intelivote timelines, finalize translation of 2018 municipal elections procedures in French & post, start preparation for the conduct of an efficient election, confirm dates/hours of voting at institutions, prepare package of information for candidates and Third Party Advertisers, calculate preliminary maximum campaign expense limit, remind electors to verify the accuracy of the enumeration notices mailed by MPAC by June 4 (April), advertise/publicity, post info on School Board (April), review & update procedures as needed, prepare corporate resources policy & adopt by by-law, provide notice of penalties related to campaign finances.	January	June
2018-66	Municipal Elections October 2018	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Joanne	Clerk	Follow AMCTO & Intelivote timelines, prepare for Nomination Day on July 27, accept filings for registration for Third Party advertising, certification of nomination papers before 4pm on July 30, receipt of PLE from MPAC between Jul31-Sep1, mail voter identification notice (optional), advertise/publicity, certification of nomination papers before 4pm Aug 2, complete corrections to PLE and reproduce it as the Voters' List on Aug 31.	July	August
2018-67	Municipal Elections October 2018 - New Council Orientation	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Joanne	Clerk	Prepare & set Council Orientation and 2018-2022 Members of Council Education Plan (candidate education, local orientation, broader education for Head of Council, new Councillors, returning Councillors) & schedule training.	July	December
2018-68	Municipal Elections October 2018	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Joanne	Clerk	Prepare for Voting Day October 22, 2018, Election set up, Term of Office commencing Dec 1, 2018, and Inaugural Meeting Dec 3, 2018. <u>Includes:</u> Follow AMCTO & Intelivote timelines, prepare and distribute interim list of changes to Voter's list (Sep 15-25), issue certificate of maximum campaign spending limits (Sep 25), prepare/adopt a by-law to establish a Compliance Audit Committee (DDL Sep 28) and establish procedures, Voting period (Oct 17-22), Voting Day (Oct 22), declare official election results (Oct 23), provide MPAC w final list of changes to the Voters' List (Nov 22), campaign period ends (Dec 31).	September	December
2018-69	iCompass Records Manager - Implementation with other departments	5- Promote Service Effectiveness Promouvoir l'efficacité des services	k) Promote technology-enabled services Promouvoir des services axés sur la technologie	4-Dept Head initiative Initiative du chef de département	Joanne All Depts	Clerk	Develop training session(s) with departments to inform how documents should be named (including for the Reports for Approval), location where records should be saved in the electronic classification structure, total retention of records and establish a 50% completion objective. (Phase 2)	July	December

2018-70	Procedural By-law & other Policies/By-laws	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Joanne	Clerk	Propose amendments pursuant to amendments resulting from Bill 68 (<i>Modernizing Ontario's Municipal Legislation Act, 2017</i>) in effect March 1, 2019 (Codes of conduct; Integrity Commissioner; 3 policies on staff-Council relations, pregnancy/parental leave, protection of a tree canopy; amendments to the <i>Municipal Conflict of Interest Act</i> (pecuniary interest & registry)	July	December
2018-71	Approval of reports electronically	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Joanne	Clerk	Review the process of approving reports to Council electronically through the iCompass software and if the reports, agendas and minutes as presently provided side by side in English and French comply with the accessibility law?	July	December
2018-72	Townhall rental policy	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Joanne Richard	Clerk	Draft policy and adoption by Council of what is allowable in rental of Council Chambers.	March	May
2018-73	Brand/Logo	5- Promote Service Effectiveness Promouvoir l'efficacité des services	5- Promote Service Effectiveness Promouvoir l'efficacité des services	2- Strategic Plan Plan stratégique	Jean Communications	CAO	Continue preparation of documentation & data to be presented to next Council for direction in 2019	June	December
2018-74	Customer Service Program	5- Promote Service Effectiveness Promouvoir l'efficacité des services	k) Promote technology-enabled services Promouvoir des services axés sur la technologie	2- Strategic Plan Plan stratégique	Jean Communications	CAO	1)Review and update current policy (including developing Employee Incentive program, email etiquette) 2)Develop training program 3)Report to Council for approval	August September October	September September October
2018-75	Welcome Program	5- Promote Service Effectiveness Promouvoir l'efficacité des services	h) Promote buying local and welcome wagon for new residents Promouvoir l'achat local et le service d'accueil « welcome wagon » pour les nouveaux résidents	2- Strategic Plan Plan stratégique	Jean Communications	CAO	1) Develop New Resident Welcome Program on and offline 2) Present program to Council 3) Implement initiatives 4) Develop marketing tools, recruit and train volunteers	May August September September	July August December November
2018-76	Volunteer Program	5- Promote Service Effectiveness Promouvoir l'efficacité des services	h) Promote buying local and welcome wagon for new residents Promouvoir l'achat local et le service d'accueil « welcome wagon » pour les nouveaux résidents	2- Strategic Plan Plan stratégique	Jean Debbie	CAO	1)Identify corporate wide volunteer opportunities and needs 2)Advertize and recruit volunteers 3)Train Volunteers so to integrate delivery of programs and services	April May September	April June December
2018-77	Citizen Recognition Program	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Communications	CAO	Implement Community Excellence Award Program by installing Giving Tree, purchase awards, hold at least one recognition event	January July	June December
2018-78	Develop Corporate Communication Policy & Guidelines	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Communications	CAO	1) Finalize Communication Policy and Guidelines, 2) Prepare booklet and training	January July	June December
2018-79	Community garden project	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	1-Public request Demande du public	Jean Communications	CAO	1) consult with Horticulture Society to establish partnership 2)prepare site plan and determine budget 3)Present to Council for feedback 4)prepare request for 2019 budet	January June September October	May August September December

2018-80	First Impression Program	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	2- Strategic Plan Plan stratégique	Jean Dominique	CAO	1)Submit matching municipality application form 2)Select committee to conduct visit of matched municipality 3)Conduct visit and complete report 4)Receive and review our report 5)Report to Council	February April June October	March May September November
2018-81	Mobile Marketing	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	5-CAO's initiative Iniative du DG	Jean Communications	CAO	1) Identify potential sites throughout Township 2)Select marketing tools and standards for onsite and offsite promotion. Obtain Council's approval. 3)Install XX signs at various locations 4)Identify 2019 budget to complete project	March May July September	April June September November
2018-82	Software Management Request - Public Request tracking system	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	5-CAO's initiative Iniative du DG	Jean Debbie (I.T.) Communications	CAO	1)Final selection of software 2)Implementation in various departments 3)Assess potential integration with other existing software (Breken & City Wide) 4)Promotion of new application to residents	March May July June	April June September December
2018-83	Review of employee working conditions by-law (24-2006)	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	5-CAO's initiative Iniative du DG	Jean Debbie	CAO	1) Finalize draft of by-laws and policy 2)Report to Council for approval	January April	April June
2018-84	New staff uniform policy	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	5-CAO's initiative Iniative du DG	Jean Debbie	CAO	1) Finalize new corporate policy and incorporate existing policies	May	December
2018-85	Budget saving consultation program	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	5-CAO's initiative Iniative du DG	Jean Communications	CAO	Develop program for approval by next Council	September	December
2018-86	By-law department service delivery	5- Promote Service Effectiveness Promouvoir l'efficacité des services		2- Strategic Plan Plan stratégique	Jean Millie	CAO	1) Initiate review of service level of the By-law department 2) Conduct review	January July	June December
2018-87	Russell Library Lease Agreement / Bail de la bibliothèque de Russell	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	5-CAO's initiative Iniative du DG	Jean	CAO	1) Finalize draft lease agreement with current Library CAO 2)Report to Council for final approval after Library board review	April August	May September
2018-88	Remuneration Policy	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jean Debbie	CAO	1)Draft remuneration policy 2)Department heads feedback 3)Finalize policy 4)Present to Council for approval	April May May June	May May June June
2018-89	Review of I.T. Procedures and Policy (37-2012)	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jean Debbie	CAO	1) Review policy; 2) Present to Heads of Depts for feedback; 3) Finalize policy and present to Council	July	November
2018-90	Part-time Recognition Program	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jean Debbie	CAO	1)Develop a recognition proram for part-time/seasonal employees 2)Present to Council for adoption 3)Conduct Recognition Event	June September November	August September November

2018-91	Numbering of policies and procedures	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jean Debbie	CAO	1)Take inventory of existing policies and procedures 2)Present to Dept Heads for feedback 3)Determine action plan for numbering and approval	July	December
2018-92	Bilingualism policy (by-law 57-2008)	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jean Debbie (I.T.) Communications Greffé	CAO	1) Review existing by-law 2)Report to Council for adoption	April June	May September
2018-93	Land purchase for recreation complex purposes	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	d) Develop Recreation complex site plan/concept on municipal property Élaborer un plan situation/concept pour un complexe récréatif sur propriété municipale	5-CAO's initiative Initiative du DG	Jean	CAO	1)Negotiate purchase and sale agreement 2)Report to Council for approval	January March	March March
2018-94	New Horizon Seniors Program (Provincial grant)	2- Foster Healthy Communities Soutenir des collectivités en santé	i) Increase access to leisure activities and expansion of programming Accroître l'accès aux activités de loisirs et la croissance de la programmation	4-Dept Head initiative Initiative du chef de département	Jean Communications	CAO	1)Recruit volunteers 2) Produce and validate key municipal historical timeline with seniors 3)Produce video of seniors' legacies/memoires 4)Train volunteers to present to various school locations	January April April June	May June September September
2018-95	Embrun Library Relocation joint committee	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	6-Council meeting follow-ups Suivis de réunion du conseil	Jean Claire Dionne	CAO	1)Respond to questions and receipt of proposal of Expression of Interest 2)Committee Evaluation of proposals received 3)Prepare report for Council and Library Board 4)Implement Council's direction	January February March May	January March April December
2018-96	County Paramedic Station Construction Project	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Jonathan/Craig	CAO	1)Retain External project managers 2)Negotiate lease agreement with Counties and submit to Council for approval 3)Launch construction project design 4)Award construction contract	January July December	DONE June October December
2018-97	Naming of asset policy	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Communications	CAO	1)Draft policy 2)Report to Council for approval	June September	August September
2018-98	Software - Diamond Self-serve timesheets / Logiciel - Diamond feuille de temps électronique	5- Promote Service Effectiveness Promouvoir l'efficacité des services	k) Promote technology-enabled services Promouvoir des services axés sur la technologie	4-Dept Head initiative Initiative du chef de département	Richard	Finances	- Étude de faisabilité Feasibility Study - Tester avec le département de Finances / Test with the Finance Department - Establish budget for 2019	Avril 2018 / April 2018	Août 2018 / August 2018
2018-99	Software - Diamond T4A production	5- Promote Service Effectiveness Promouvoir l'efficacité des services	k) Promote technology-enabled services Promouvoir des services axés sur la technologie	4-Dept Head initiative Initiative du chef de département	Richard	Finances	-Feasibility Study Étude de faisabilité - Establish budget for 2019 Établir un budget pour 2019	janvier 2018 / January 2018	Juillet 2018 / July 2018
2018-100	2019 legislative change: 1/3 non-taxable Council salary	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	6-Council meeting follow-ups Suivis de réunion du conseil	Richard	Finances	Report to Council on legislative impacts and next steps	janvier 2018 / January 2018	Mai 2018 / May 2018
2018-101	Taxation Statistics	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard	Finances	- Develop yearly report to Council on taxation statistics (Tax arrears, Tax class ratios, etc..)	Mars 2018 / March 2018	Septembre 2018 / September 2018

2018-102	User Fee review - Waste and Recycling fee	4- Increase Financial Stability Majorer la stabilité financière	k) Review and optimize user fee program Examiner et optimiser le programme de frais aux usagers	4-Dept Head initiative Initiative du chef de département	Richard Infrastructure dept.	Finances	- Review Waste and recycling revenues vs ABC Disposal expense to ensure proper billing	janvier 2018 / January 2018	Juin 2018 / June 2018
2018-103	Evaluate need to replace Project module in Diamond	5- Promote Service Effectiveness Promouvoir l'efficacité des services	k) Promote technology-enabled services Promouvoir des services axés sur la technologie	4-Dept Head initiative Initiative du chef de département	Richard	Asset Management	- Explore what project costing modules are available for our Financial System; - Evaluate whether a change is preferable; - If a change is required, include in 2019 budget;	July 2018 / Juillet 2018	August 2018 / Août 2018
2018-104	Capital - Russell Library Carpet replacement	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard Russell Library	Asset Management	- Replace damaged carpet at the Russell Library	Avril 2018 / April 2018	Avril 2018 / April 2018
2018-105	Capital - Townhall landscape embellishment	2- Foster Healthy Communities Soutenir des collectivités en santé	a) Beautification of the downtown cores of the villages Embellissement des centres villes des villages	2- Strategic Plan Plan stratégique	Richard	Asset Management	- Work on the embellishment of the landscape in front of the Townhall	Mai 2018 / May 2018	Juillet 2018 / July 2018
2018-106	Long term capital plan	4- Increase Financial Stability Majorer la stabilité financière	c) Establish five-year capital plan Établir un plan d'immobilisations quinquennal	2- Strategic Plan Plan stratégique	Richard All depts	Asset Management	- Produce phase 1 of a 5 year capital plan	janvier 2018 / January 2018	Juin 2018 / June 2018
2018-107	Asset Management - Work Group progress and requirement compliance	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	b) Continue upgrading and implementing our asset management plan Continuer la mise à jour et la mise en œuvre du plan de gestions des immobilisations	2- Strategic Plan Plan stratégique	Richard Asset Management Committee	Asset Management	-Present the AMP update to Council -Establish an Asset Management yearly process to keep all departments involved and updated -Present to Council an Asset Management Strategy Policy as required by new provincial requirements	janvier 2018 / January 2018	Décembre 2018 / December 2018
2018-108	Development Charges	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	n) Provide water and sewer services to the Embrun business park Fournir les services d'eau et égout au parc d'affaires d'Embrun	2- Strategic Plan Plan stratégique	Richard Infrastructure dept. Planning dept.	Finances	- Review required changes to the study following adoption of the Official Plan; - Prepare a yearly report to Council on status of Development charge reserves and rates;	janvier 2018 / January 2018	Juin 2018 / June 2018
2018-109	Capital - LED Lighting replacement (Russell and Embrun arena)	4- Increase Financial Stability Majorer la stabilité financière	g) Implement actions and projects that support energy consumption reduction Mise en œuvre de projets et d'actions qui appuient la réduction de consommation d'énergie	2- Strategic Plan Plan stratégique	Richard Recreations dept. Embrun Fire Russell Library	Asset Management	- Replace lighting at Russell and Embrun arenas for LED lighting; - If funds are still available after the arenas, explore other locations (Russell Library, Embrun fire hall, etc.) and plan for the replacement of lighting there as well	janvier 2018 / January 2018	Juillet 2018 / July 2018
2018-110	Capital - Townhall HVAC units replacement (4 units)	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	b) Continue upgrading and implementing our asset management plan Continuer la mise à jour et la mise en œuvre du plan de gestions des immobilisations	2- Strategic Plan Plan stratégique	Richard	Asset Management	- Replace 4 of the 6 HVAC Units at the Townhall - Ventilation system also needs upgrades	janvier 2018 / January 2018	Octobre 2018 / October 2018
2018-111	User Fee review - Building Permit Fees	4- Increase Financial Stability Majorer la stabilité financière	k) Review and optimize user fee program Examiner et optimiser le programme de frais aux usagers	7-Dept Head follow-ups Suivis de réunion des chef	Richard Building Dept.	Finances	- Analyse projected expenses and permit volume estimates in order to update our Building Permit Fees - Building department to bring amended fee by-law to Council	janvier 2018 / January 2018	Juin 2018 / June 2018
2018-112	New Policy - Usage of personal vehicle for business functions	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Richard	Finances	- Put in place a policy on when and why a personal vehicle can be used for business functions as well. Investigate insurance options and best practices to ensure the Township as well as it's employees are well protected	Juin 2018 / June 2018	Décembre 2018 / December 2018
2018-113	Insurance Policy contrat renewal	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard	Finances	- RFP for Insurance contract policy renewal following the expiration of agreement with Frank Cowan	Février 2018 / February 2018	Juin 2018 / June 2018
2018-114	Financial Audit contract renewal	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard	Finances	- RFP for Financial audit service contract following expiration of agreement with Deloitte	Mars 2018 / March 2018	Juin 2018 / June 2018
2018-115	Long term operating plan	4- Increase Financial Stability Majorer la stabilité financière	b) Establish five-year operational budget Établir un budget opérationnel quinquennal	2- Strategic Plan Plan stratégique	Richard All depts	Asset Management	- Produce phase 1 of a 5 year operational plan	janvier 2018 / January 2018	Juin 2018 / June 2018
2018-116	Purchasing policy review and update	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard Infrastructure dept.	Finances	-Review our current purchasing policy to ensure its compliance with new canadian trade agreements. - Establish guidelines when hiring small contractors to	Avril 2018 / April 2018	Juin 2018 / June 2018

2018-117	FMW usage optimisation	5- Promote Service Effectiveness Promouvoir l'efficacité des services	k) Promote technology-enabled services Promouvoir des services axés sur la technologie	4-Dept Head initiative Initiative du chef de département	Richard All depts	Finances	- Develop process for Capital updates - Implement FIR module - Review and document proper procedures for yearly reports (Financial reports, Budget reports, Anticipated	janvier 2018 / January 2018	Sep-18
2018-118	Water and Sewer financial model update / maintenance	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard Infrastructure dept.	Finances	- Get a good understanding of the model produced by WSP; - Work with the infrastructure department to put in place a process to update and report on the progress of the model; - Evaluate yearly to ensure our Water and Sewer rates are following the trends that were estimated in the model.	Février 2018 / February 2018	Août 2018 / August 2018
2018-119	Process Review - Utilities Final Billing Recovery	4- Increase Financial Stability Majorer la stabilité financière	k) Review and optimize user fee program Examiner et optimiser le programme de frais aux usagers	4-Dept Head initiative Initiative du chef de département	Richard Infrastructure dept.	Finances	- Indiquer sur toutes les factures la responsabilité des résidents de nous aviser de leur nouvelle adresse s'ils déménagent. - Faire affaire avec une agence de collection pour les montants incollectables. / - Modify invoices to indicate the responsibility of residents to inform the Russell Township when their property is sold. - Work with a collection agency to collect bad debt from residents that can't be reached.	janvier 2018 / January 2018	Juin 2018 / June 2018
2018-120	Website Improvements - Utilities	5- Promote Service Effectiveness Promouvoir l'efficacité des services	l) Replace current website Remplacement du site internet actuel	4-Dept Head initiative Initiative du chef de département	Richard Infrastructure dept.	Finances	- Créer un lien sur le site web de la municipalité de Russell pour que les résidents puissent envoyer leurs questions de facturation par courriel (revenues@russell.ca) - Documenter des façons pour les résidents à réduire leur consommation d'eau. / - Create a link on the township of Russell website where residents can ask questions about their invoice (revenues@russell.ca) - Document some tips to help residents reduce their water consumption.	printemps/été 2018 Spring/Summer 2018	Septembre 2018 / September 2018
2018-121	Delegation of authority policy Politique de délégation de pouvoir	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Richard All depts	Finances	Present to Heads of Depts to get feedback Présenter aux chefs de départements pour obtenir leurs commentaires Present to Council Présenter au conseil	printemps/été 2018 Spring/Summer 2018	Septembre 2018 / September 2018
2018-122	Funding partnership policy for local organizations Politique de partenariat de financement pour les organisations locales	4- Increase Financial Stability Majorer la stabilité financière	e) Funding partnership policy for local organizations Établir une politique de partenariat de financement pour les organismes locaux	2- Strategic Plan Plan stratégique	Richard All depts	Finances	1) Develop funding partnership policy for local organizations Développer une politique de partenariat de financement pour les organisations locales 2) Present to Council Présenter au conseil	printemps/été 2018 Spring/Summer 2018	Septembre 2018 / September 2018
2018-123	Software - Diamond (Virtual City Hall) / Logiciel - Diamond (module "Hotel de ville virtuel")	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	1-Public request Demande du public	Richard	Finances	1) Evaluate the benefits of this Diamond module Évaluez les avantages de ce module de Diamond 2) If evaluation is positive, obtain budget for 2019 purchase Si l'évaluation est positive, prévoir au budget pour l'achat en 2019	Avril 2018 / April 2018	Jan-19
2018-124	Business process review - Accepted methods of payment from clients Examen des processus opérationnels - Méthodes de paiement acceptées par les clients	5- Promote Service Effectiveness Promouvoir l'efficacité des services	k) Promote technology-enabled services Promouvoir des services axés sur la technologie	4-Dept Head initiative Initiative du chef de département	Richard	Finances	1) Review accepted methods of payment at all locations Réviser les méthodes de paiement acceptées à tous les endroits 2) Evaluate possibility of accepting credit cards and or Square payment option Évaluer la possibilité d'accepter des cartes de crédit et / ou une option de paiement technologique	Avril 2018 / April 2018	July
2018-125	Business process review - Methods of payment to suppliers Examen des processus opérationnels - Méthodes de paiement aux fournisseurs	5- Promote Service Effectiveness Promouvoir l'efficacité des services	k) Promote technology-enabled services Promouvoir des services axés sur la technologie	4-Dept Head initiative Initiative du chef de département	Richard	Finances	1) Look at purchasing cards option Regardez l'option des cartes d'achat	janvier 2018 / January 2018	July

2018-126	Business process review - Improved invoicing Examen des processus métier - Amélioration de la facturation	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard	Finances	1) Review invoice format Revoir le format des factures 2) Look at incorporating interest on outstanding amounts Examiner l'intégration des intérêts sur les soldes en arriérés 3) Review statement of account format and collection process Revoir le format des états de compte et le processus de collection	janvier 2018 / January 2018	August
2018-127	FMW usage optimisation	5- Promote Service Effectiveness Promouvoir l'efficacité des services	k) Promote technology-enabled services Promouvoir des services axés sur la technologie	4-Dept Head initiative Initiative du chef de département	Richard All depts	Finances	- Develop process for Capital updates - Implement FIR module - Review and document proper procedures for yearly reports (Financial reports, Budget reports, Anticipated Surplus, etc.)	janvier 2018 / January 2018	Octobre 2018 / October 2018
2018-128	Accessibility Plan	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard Accessibility Committee	Finances	1) determine and proceed with transfer of responsibility to proper department 2) Update Accessibility Plan 3) Review committee terms and references	Mars 2018 / March 2018	June 2018 / June 2018 November 18
2018-129	Financial Policies	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard	Finances	1) Debt Policy - present and approve by Council 2) Investment Policy - draft of policy	janvier 2018 / January 2018	April 2018 / October 2018
2018-130	sidewalk analysis	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	e) Develop 5 year plan for sidewalk expansion and replacement Élaborer un plan quinquennal pour le remplacement et prolongement des trottoirs	2- Strategic Plan Plan stratégique	Jonathan	INFRA PW	1) Conduct analysis and prepare priority list 2)Prepare a map and cost associated with the propose sidewalks 3) Report to Council	january	sept.
2018-131	Traffic calming policy	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jonathan	INFRA PW	1) Complete the draft 2) dept head review 3) Council approval	january	april
2018-132	Waste reduction	2- Foster Healthy Communities Soutenir des collectivités en santé	k) Recycling and Waste reduction program for Municipal buildings Programme de réduction de recyclage et des déchets pour les bâtiments municipaux	2- Strategic Plan Plan stratégique	Jonathan	INFRA PW	1) Conclusion of Audit 2) determine type of bins for all municipal building 3)Present findings to Park'n' Rec Dept 4)establish 2019 budget requirements	january	June
2018-133	Waste Free Ontario	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jonathan	INFRA PW	1) review and comment on the transition Plan 2)Analysis of the impact of the postpone of the plan 3)brief Council 4) business Plan for implementing an organic collection program	january	June
2018-134	Establish a subdivision transfer program	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jonathan	INFRA PW	1) hire Staff 2) Prepare checklist 3) organize as-built plans on hand	january	december
2018-135	Strom Sewer Study/Program	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jonathan	INFRA PW	1) Start and complete the masterplan study 2) create a storm inspection program	january	December
2018-136	Safety procedure and training of employees	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jonathan	INFRA PW	1) create specific security procedures for operators	February	June
2018-137	St-Guillaume/ St-Pierre intersection	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	i) Implement the Traffic Study for the 417 industrial park Exécuter l'étude de la circulation pour le parc industriel 417	2- Strategic Plan Plan stratégique	Jonathan	INFRA PW	1) prepare for delegation at OGRA 2)follow up discussions and negotiations with Ministry of Transport 3)prepare plan for intersection improvement	February	December
2018-138	Review Crosswalk safety	2- Foster Healthy Communities Soutenir des collectivités en santé	j) Review Crosswalk safety Examiner la sécurité des passages protégés pour piétons	2- Strategic Plan Plan stratégique	Jonathan	INFRA PW	1) review all requests with UCPR 2) determine best locations 3) prepare estimate for 2019 budget	February	december
2018-139	New Engineering Standard	5- Promote Service Effectiveness Promouvoir l'efficacité des services	c) Develop new engineering standards Élaborer de nouvelles normes techniques d'ingénierie	2- Strategic Plan Plan stratégique	Jonathan	INFRA PW	1) Review 1993 standards 2)Present Draft to dept head 2) Report to Council	February	May
2018-140	Classification of files (TOMRS)	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jonathan	INFRA PW	1)Keep only document required under TOMRS 2)provide all necessary document to Clerk dept 3)reorganise all folders	march	october

2018-141	By-law review	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jonathan	INFRA PW	repeal and adopt revised By-law -By-law 20-1967 -By-law 13-1981	March	September
2018-142	Establish tree planting program	2- Foster Healthy Communities Soutenir des collectivités en santé	h) Execute tree planting program Exécuter un programme de plantation d'arbres	2- Strategic Plan Plan stratégique	Jonathan Celine	INFRA PW	1) determine location where trees can be planted 2) Consult EAC 3) consult parks study with P & Rec. Director/staff 4) feasibility and draft of Plant a tree program for residents	March	October
2018-143	Update Traffic counts	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jonathan	INFRA PW	1) collect data 2) update inventory and road class 3) review level of service	April	October
2018-144	Patrol program	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jonathan	INFRA PW	1) Research on type of software 2) determine if is compatible with City Wide software	June	December
2018-145	Fleet Management	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jonathan Richard	INFRA PW	1) Complete and implement phase 1 of fleet management policy w/Asset Mgt 2) prepare a maintenance program 3) present draft to dept head 4) draft phase 2 of policy	January	October
2018-146	Water/ sewer By-law update	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jonathan Craig	INFRA W&WW	1) review by-law older than 5 years 2) review by-law 2006-73 and 2006-74	february	december
2018-147	417 Industrial Park EA	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	m) Provide water and sewer services to the 417 industrial park Fournir les services d'eau et égout au parc industriel 417	2- Strategic Plan Plan stratégique	Jonathan Craig	INFRA W&WW	1) Inform Council 2) Public Meeting 3) Pursue discussions with Ottawa 4) Report back to Council	January	June
2018-148	Growth Management Plan Phase 2	3- Grow Local Economy Accroître l'économie locale	e) Local Improvements Agreements (Water & Wastewater connexions upgrades) Ententes d'amélioration communautaire (mise à jour des connexions d'eau et eau usée)	2- Strategic Plan Plan stratégique	Jonathan	INFRA W&WW	1) finalise report 2) report to Council	Januray	June
2018-149	Embrun Russell Marionville water plant	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jonathan	INFRA W&WW	1) Sale the plant and remaining land 2) Present to Council for approval	January	June
2018-150	Water loss program	3- Grow Local Economy Accroître l'économie locale	j) Establish a water Loss Program Instituer un programme de perte d'eau	2- Strategic Plan Plan stratégique	Jonathan	INFRA W&WW	1) Watermeter replacement 2) Ultrasonic detection of older subdivision	January	October
2018-151	Private hydrant policy/ by-law	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jonathan Craig Fire Chiefs	INFRA W&WW	1) create a by-law and procedure 2) Report to Council for approval	February	May
2018-152	wastewater QMS	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jonathan	INFRA W&WW	1) Complete SOP 2) implement SOP with the team	March	April
2018-153	On-call mechanical contract for all Pumping stations	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jonathan	INFRA W&WW	1) prepare RFP 2) select contractor 3) award contract	March	May
2018-154	Water rates with city of Ottawa	4- Increase Financial Stability Majorer la stabilité financière	d) Finalize strategy to reduce Ottawa water rates Finaliser une stratégie pour réduire les tarifs de l'eau d'Ottawa	2- Strategic Plan Plan stratégique	Jonathan Craig	INFRA W&WW	1) continue preparing strategy as needed 2) present any agreement for approval to Council	April	December
2018-155	GIS system	4- Increase Financial Stability Majorer la stabilité financière	f) GIS system for the all the infrastructure Système GIS pour l'ensemble de nos infrastructures	2- Strategic Plan Plan stratégique	Jonathan	INFRA W&WW	1) collect culverts information 2) add new subdivision 3) submit to UCPR for inclusion in À la Carte	May	October
2018-156	EA Limoges	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jonathan Craig	INFRA W&WW	1) select consultant 2) collect information and proceed with study	March	December
2018-157	Maintenance program for reservoirs and towers	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jonathan	INFRA W&WW	develop and implement program as required in Dec. 5 2017 inspection report	January	october
2018-158	New Charging Program at workplaces	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jonathan	INFRA PW	1) assess location, quantity and feasibility 2) submit grant application 3) present to Council for matching grant funding	Januray	June

2018-159	Christmas street lights in Limoges	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	1-Public request Demande du public	Jonathan	INFRA PW	1) work with Limoges Citizens' committee and La Nation to identify proper locations and budget. 2)present to Council for approval 3)coordinate and oversee installation	April	June	
2018-160	Hiring policy for part-time employees	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline Guitard Debbie Guillemette	Parks & Recreation	Review proposed changes with HR. Present policy to CAO Have policy approved	April	May	
2018-161	Complete review of canteens	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline Guitard	Parks & Recreation	Prepare a report for Council	June	July	
2018-162	Programme de commandite pour les arénas	4- Increase Financial Stability Majorer la stabilité financière	i) Review sponsorship policy Revoir la politique sur les commandites	3-Budget / Financial Management Budget/Gestion financière	Céline Guitard Rec. Coordinator	Parks & Recreation	Draft Plan impementation and timeline	Prepare	October	December
2018-163	Review By-Law 51-1991 regarding parks	5- Promote Service Effectiveness Promouvoir l'efficacité des services	n) Revise the Parks Policy Revoir le règlement des parcs	5-CAO's initiative Initiative du DG	Céline Guitard et Millie Bourdeau	Parks & Recreation	Review policy with Millie Identify what belongs to Parks & Rec. Dept. Present results to the CAO		November	December
2018-164	Parks vision study	2- Foster Healthy Communities Soutenir des collectivités en santé	k) Implement recommendations in Recreational Master Plan Exécuter les recommandations du plan directeur de loisirs	4-Dept Head initiative Initiative du chef de département	Céline Guitard	Parks & Recreation	Review policy. Met with Consultant on May 15 2017 waiting for the first draft Present first draft to Council		May	May
2018-165	Develop/Design of Phase 1 for Rec Complex	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	d) Develop Recreation complex site plan/concept on municipal property Élaborer un plan situation/concept pour un complexe récréatif sur propriété municipale	4-Dept Head initiative Initiative du chef de département	Céline Guitard	Parks & Recreation	Working with the Rec Complex Committee to develop ideas to prepare RFT document for consultant Prepare tender for consultant to initiate Phase 1		April	June
2018-166	Develop Richelieu Park	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	g) Develop Richelieu Park improvement plan aborer un plan d'amélioration du parc Richelieu	4-Dept Head initiative Initiative du chef de département	Céline Guitard	Parks & Recreation	Construction of parking lot		June	August
2018-167	Expansion du service de garde	4- Increase Financial Stability Majorer la stabilité financière	c) Complete Township wide daycare service delivery review Compléter l'examen de la prestation des services de garde dans la municipalité	4-Dept Head initiative Initiative du chef de département	Céline Guitard	Parks & Recreation	Contact for possible building purchase		March	April
2018-168	Hay Group review of daycare new full-time position	5- Promote Service Effectiveness Promouvoir l'efficacité des services	c) Complete Township wide daycare service delivery review Compléter l'examen de la prestation des services de garde dans la municipalité	4-Dept Head initiative Initiative du chef de département	Céline Guitard	Parks & Recreation	Prepare new job descriptions for new full-time positions, Submit to Hay Group for Job Evaluation Result, Implement adjustments as required		May	August
2018-169	Cycling Study	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	g) Establish Cycling plan with bike extensions and links Établir un plan pour les prolongements et les liens de la piste cyclable	4-Dept Head initiative Initiative du chef de département	Céline Guitard	Parks & Recreation	RFP Present to PRAC Issue Contact Final Study		February	September
2018-170	Greins Technology Partnership Agreement	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline Guitard	Parks & Recreation	Updating numbers with water department Presentation to council for agreement		February	May
2018-171	Richelieu park bike trail	2- Foster Healthy Communities Soutenir des collectivités en santé	g) Develop Richelieu Park improvement plan aborer un plan d'amélioration du parc Richelieu	1-Public request Demande du public	Céline Guitard	Parks & Recreation	Assist bike association in preparing bike path and installing proper signage		February	June
2018-172	Recreation Trail Encroachment Study	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	g) Establish Cycling plan with bike extensions and links Établir un plan pour les prolongements et les liens de la piste cyclable	4-Dept Head initiative Initiative du chef de département	Céline Guitard	Parks & Recreation	Contact Vollebakk for results Present report to council		March	June
2018-173	Safety Signage at roundabout and trail crossings	5- Promote Service Effectiveness Promouvoir l'efficacité des services	l) Review Crosswalk safety Examiner la sécurité des passages protégés pour piétons	4-Dept Head initiative Initiative du chef de département	Céline Guitard & Jonathan Bourgon	Parks & Recreation	Meeting with Jonathan Bourgon & François Landry Present report for possible signage to council Installation of signage		February May June	June
2018-174	Tree Planting Policy on Municipal Properties	2- Foster Healthy Communities Soutenir des collectivités en santé	h) Execute tree planting program Exécuter un programme de plantation d'arbres	4-Dept Head initiative Initiative du chef de département	Céline Guitard	Parks & Recreation	Present draft policy to PRAC and Municipal Environment Committee Present final policy to council for approval		September October	October

2018-175	Rental Policy Update for Dome Rentals	5- Promote Service Effectiveness Promouvoir l'efficacité des services	k) Review and optimize user fee program Examiner et optimiser le programme de frais aux usagers	4-Dept Head initiative Initiative du chef de département	Céline Guitard	Parks & Recreation	Present report to council for final approval	May	May
2018-176	Revenue Increase Program in Municipal Infrastructure	4- Increase Financial Stability Majorer la stabilité financière	k) Implement recommendations in Recreational Master Plan Exécuter les recommandations du plan directeur de loisirs	4-Dept Head initiative Initiative du chef de département	Céline Guitard	Parks & Recreation	10 % increase in user revenues by increasing promotion, sales programs, advertising	July	July
2018-177	Renewal of Agricultural Society Agreement	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline Guitard	Parks & Recreation	Meeting with AG Society President Present agreement to council	March May	May
2018-178	Renewal of Joie de Vivre Agreement	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline Guitard	Parks & Recreation	Meeting with Joie de Vivre committee Present agreement to council	March April	April
2018-179	Truck replacement Program	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Bruce & Brian	Russell Fire	Chiefs will put a replacement program in place for the Dept Fleet and update the Asset Management File.	January	April
2018-180	Review Job descriptions	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Bruce & Brian	Russell Fire	Review all job descriptions	January	June
2018-181	Officer Promotion's procedure for both stations	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Bruce & Brian	Russell Fire	1. Chiefs will come up with a standardized policy to promote officers when positions become available. 2. CAO to sign-off	January	September
2018-182	Preparations for Fire Master Plan	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	8- Master Plan Plan directeur	Bruce	Russell Fire	Prep for Master Fire Plan in 2019	January	December
2018-183	Permanent storage garage for Safety Trailer and varia	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Bruce & Brian	Russell Fire	1)Preliminary plans to assess cost 2)Seek funding by grant applications, donations, Trivia night funding 3)estimate costs for 2019 budget	January	December
2018-184	Overview of Municipal Water System	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Brian & Bruce	Embrun Fire	Presentation done by Craig Cullen on the Township water system to both Stations.	February	February
2018-185	Health and Safety committee review	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Brian	Embrun Fire	Complete implementing new changes so that both stations are applying same methods and procedures	January	May