

Appendix 2 | Annexe 2

PLAN D'AFFAIRES 2017 BUSINESS PLAN

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-Cancelled / Non réalisé-annule (rouge)	
7-Deferred to next term / Reporté au prochain terme (rose)	
8-Deferred to next year / Reporté à l'an prochain (bleu)	

Item Number Numéro d'article	Name of project Nom du projet	Pillar Pilier (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
2017-01	Purchase vehicle	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	3-Budget / Financial Management Budget/Gestion financière	Millie	By-Law	Purchase vehicle as identified in development charges for growth	January	June
2017-02	Swimming pool fees	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 fees and add a deposit to encourage call backs for follow up inspections	March	June
2017-03	Body Worn Camera	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie Jason	By-Law	Complete purchase and policy	January	June
2017-04	Roles of managers during emergency	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	7-Dept Head follow-ups Suivis de réunion des chef	Millie	By-Law	Continuation	May	June
2017-05	Report system/ inter departement	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie Jason Dominique	By-Law	Complet implementation of system	March	June
2017-06	Business continuity	2- Foster Healthy Communities Soutenir des collectivités en santé	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	Complete draft plan / internal consultant	January	October
2017-07	Animal Control 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	Complete bylaw	January	June
2017-08	Parking sign review	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie Jason	By-Law	Review all signs related to parking ensure property owner follow accessibility regs and that twp signs meets Hta Reg	February	May
2017-09	Review video surveillance 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	Review policy to meet new requirements on signage informing visitors and employees of the video surveillance	January	June
2017-10	Investigate adding dog tags to tax bill	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie Richard	By-Law	Feasability study dev 2018 Implementation plan	March	April
2017-11	Promote Fire access and emergency plans	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie Brian Bruce	By-Law	Promote fire and emergency plan provide template, promote access key box and fire plan boxes to facilitate access to buildings by fire dept	January	December
2017-12	New location of services and storage facility	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie Dominique	By-Law	Investigate New business location to promote service effectiveness	March	December
2017-13	Training personnel on emergencies	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	Develop / Provide appropriate training	February	December
2017-14	PTSD policy for first responders due date 23 April 2017	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie Brian Bruce	By-Law	Develop and deliver	January	April
2017-15	Dog tag payment online	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie Richard Tina	By-Law	Launch program & promote on Social Media	January	February
2017-16	Parking ticket payment online	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie Richard	By-Law	With new report system incorporate on line payment/ feasibility study if possible implementation	March	December
2017-17	Review fence by-law /92-2012	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie Jason	By-Law	Review existing bylaw	July	November

2017-18	Review Transient trader by-law / 25-1991	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie Jason	By-Law	Draft by-law and present to Council for approval	July	November
2017-19	Emergency volunteer program	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	Provide training (red Cross) to staff and volunteers who would work during emergencies	August	December
2017-20	sponsorship program dog park	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie	By-Law	Renew agreement for Banners at dog park	July	October
2017-21	Fire Ban signs	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie Brian Bruce	By-Law	Review Provincial requirements , finalize fire chiefs declaration protocol, identify number and location of signs, determine 2018 budget	July	December
2017-22	CPR & Defib	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie CAO	By-Law	Provide training to employees	September	November
2017-23	Review levels of services	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Millie CAO	By-Law	determine levels of service expected as per Council	August	December
2017-24	Brand/Logo	5- Promote Service Effectiveness Promouvoir l'efficacité des services	j) Launch new branding strategy Lancement de la nouvelle marque municipale	2- Strategic Plan Plan stratégique	Jean Tina	CAO/Communication	Complete the strategy and design of brand visuals, clarify and prioritize visuals	January	June
2017-25	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 Tina	CAO/Communication	1) Develop and implement Customer Service Program - Includes Policy Review and Updates and Develop Training Opportunities 2) Develop Employee Incentive Program	January-June for development and Implementation June-December for training	December
2017-26	Welcome Program / 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 Tina	CAO/Communication	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	January January January July	June June June December
2017-27	Community Excellence Award	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Tina	CAO/Communication	1) Develop and present to Council 2) Implement Community Excellence Award Program	January July	June December
2017-28	Develop Communication Policy & Guidelines	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Jean Tina	CAO/Communication	1) Develop Communication Policy and Guidelines, 2) Prepare booklet and training	January July	June December
2017-29	Naming of Library Building	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	1-Public request Demande du public	Jean Tina	CAO/Communication	1) Plan and conduct naming ceremony for the Russell Library building 2) review naming procedures and naming of other municipal assets	January July	June December
2017-30	Newsletters (2x/year)	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	l) Maximize Social Media for Communications Maximiser les médias sociaux pour la communication	9-Annual report card Bulletin annuel	Jean Tina	CAO/Communication	Develop and launch direct mail biannual Twp newsletters	Edition #1 - Jan- Edition #2 - July	June December
2017-31	Annual Report Card	5- Promote Service Effectiveness Promouvoir l'efficacité des services	d) Encourage partnerships Encourager les partenariats	9-Annual report card Bulletin annuel	Jean Tina	CAO/Communication	1) Review and conduct survey 2) Analyze report card findings 3) Prepare report for Council	March - Launch June - Analysis and Reporting Sep - Results Presentation	September
2017-32	Recognition Program: Excellence in Communication	5- Promote Service Effectiveness Promouvoir l'efficacité des services	d) Encourage partnerships Encourager les partenariats	5-CAO's initiative Initiative du DG	Jean Tina	CAO/Communication	Develop recognition program to encourage and support a high quality of communication	Develop program - January Conduct awards - July	June December
2017-33	Photography club	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet		Jean Tina	CAO/Communication	Host and present photos taken by club members, exhibit work throughout the Township and in various ways	Research best timing, display options and gather photos - January Hold event - July	June December

2017-34	Community Q & A session	5- Promote Service Effectiveness	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Tina	CAO/Communication	1) Plan event and determine date and time 2) Promote event 3) Prepare summary report of findings	Select event date, promote event and host event - January Provide summary report of feedback and findings - July	June December
2017-35	Community garden project	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	1-Public request Demande du public	Jean Tina	CAO/Communication	1) consult with Horticulture society on the proposal; 2) determine feasibility and develop action plan for 2018 3) Report to Council	January July July	June December December
2017-36	First Impression Program	5- Promote Service Effectiveness	Not applicable Sans objet	9-Annual report card Bulletin annuel	Jean Tina	CAO/Communication	Research First Impressions Program and develop feasibility, timing, opportunities	Jan-Jun: Research, Jun-Dec: conduct FI Program	
2017-37	Mobile Marketing	5- Promote Service Effectiveness	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Tina	CAO/Communication	Assess mobile marketing needs, marketing position, geographical, branding vs. historic purposes	January	June
2017-38	Software Management Request - Public Request tracking system	5- Promote Service Effectiveness	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Tina	CAO/Communication	Research software to provide better electronic communication analysis and reporting, develop program to support effective customer service comms (email, report and issue) Research available programs and assess municipal needs	January	June
2017-39	Canada 150 initiatives	5- Promote Service Effectiveness	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Tina	CAO/Communication	1) Initiate public interest in Canada 150 celebration through story telling and visuals 2) conduct research, collect stories, design graphic poster, print and distribute poste 3) Report to Council	January	June
2017-40	Review of employee working conditions by-law (24-2006)	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Sans objet / Not applicable	5-CAO's initiative Initiative du DG	Jean Debbie	CAO	1) Draft revised policy 2) Report to Council	January January	June June
2017-41	Performance appraisals	5- Promote Service Effectiveness	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Debbie	CAO	Finalize new appraisal form for support staff members, conduct Performance appraisal training program,	January	June
2017-42	New staff uniform policy	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Sans objet / Not applicable	5-CAO's initiative Initiative du DG	Jean Debbie	CAO	1) Develop uniform policy; 2) Present to Heads of Depts for feedback; 3) Finalize policy ; 4) Incorporate in HR policy	January	June
2017-43	Review of Hiring Policy (77-2004)	5- Promote Service Effectiveness	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Debbie	CAO	1) Review policy; 2) Present to Heads of Depts for feedback; 3) Finalize policy and present to Council	January	June
2017-44	Organisational structure program	5- Promote Service Effectiveness	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Debbie	CAO	Research potential software and implement software	January	June
2017-45	Job description procedure	5- Promote Service Effectiveness	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Debbie	CAO	1) Establish job description procedure and present to Dept Heads for feedback 2) Implement procedure	January	June
2017-46	Cellular Phone policy	5- Promote Service Effectiveness	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Debbie	CAO	1) Develop policy; 2) Present policy to Dept Heads for feedback; 3) Implement procedure	January	December
2017-47	Budget saving consultation program	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean	CAO	1) Develop program; 2) Council approval; 3) Launch program	January	June
2017-48	After hours incoming notifications	5- Promote Service Effectiveness	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Millie	CAO	1) Review service level and delivery with provider; 2) Review contract	January	June

2017-49	By-law department service delivery	5- Promote Service Effectiveness	j) Initiate bylaw department service level review Examiner le niveau de service du service de la réglementation municipale	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
2017-50	Russell Library Lease Agreement / Bail de la bibliothèque de Russell	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Sans objet / Not applicable	5-CAO's initiative Initiative du DG	Jean	CAO	Draft, negotiate and approval by Council of Russell library lease	July	December
2017-51	Remuneration Policy	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Debbie	CAO	1) Develop remuneration policy; 2) Present to Heads of Depts to get feedback; 3) Finalize policy ; 4) Present to Council.	July	December
2017-52	Review of I.T. Procedures and Policy (37-2012)	5- Promote Service Effectiveness	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Debbie	CAO	1) Review policy; 2) Present to Heads of Depts for feedback; 3) Finalize policy and present to Council	July	December
2017-53	Part-time Recognition Program	5- Promote Service Effectiveness	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Debbie	CAO	1) Develop a recognition program for part-time/seasonal employees; 2) Determine Mayor and CAO involvement 3) Present to Heads of Depts for feedback	July	December
2017-54	Numbering of policies and procedures	5- Promote Service Effectiveness	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Debbie	CAO	1) Establish numbering system for corporate forms and review numbering system annually; 2) Present to Dept Heads for feedback	July	December
2017-55	E-mail etiquette procedure	5- Promote Service Effectiveness	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Debbie	CAO	1) Establish email etiquette procedures; 2) Develop corporate system to acknowledge/action on emails; 3) Present to Dept Heads and staff; 4) Implement procedure	July	December
2017-56	Bilingualism policy (by-law 57-2008)	5- Promote Service Effectiveness	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Jean Debbie	CAO	1) Review by-law; 2) Present to Dept Heads for feedback; 3) Present revised by-law to Council	July	December
2017-57	Procedural By-law	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	Clerk	Propose to amend s. 4.3 "Regular - schedule - designated - time" as suggested at Dept Heads meeting Jan 18/17 to have 2 meetings in Dec and 1 meeting in January instead and add a note with respect to the Report out of closed session for clarity purposes.	January	June
2017-58	iCompass Records Manager - Implementation	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	Clerk	Proceed with implementation of new software for the Retention and Destruction of Records as per TOMRMS classification system and to conform with Bill 8 new requirements.	January	June
2017-59	Management of reminders (BFs) for the termination of contracts	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	Management of reminders (BFs) for termination of contracts. Move it from the Clerk Dept calendar public folder to the Clerk Dept calendar. Evaluate the capacity to transfer the BF system to City Wide or iCompass for all different contracts and other reminders. Add the expiry dates of letters of credit and certificates of insurance to the contracts and agreements list.	January	June
2017-60	Webcast of Council meetings effectiveness review	5- Promote Service Effectiveness Promouvoir l'efficacité des services	m) Webcast of Council meetings effectiveness review Examiner l'efficacité de la webdiffusion en direct	4-Dept Head initiative Initiative du chef de département	Joanne	Clerk	Review the delivery of the live webcasting and archiving of Council meetings. Feasibility Study and Implementation.	January	June

2017-61	Identify By-laws that should be translated	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	Identify By-laws that should be translated as per translation budget available pursuant to the Bilingual Services Policy By-law 57-2008. Proceed to translation of those approved.	January	June
2017-62	Review of User Fee By-laws older than 5 years for all Departments	4- Increase Financial Stability Majorer la stabilité financière	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	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
2017-63	Review of By-laws older than 5 years	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	Identify By-laws older than 5 years old and inform departments in charge to update during the year.	January	June
2017-64	Municipal Elections October 2018	5- Promote Service Effectiveness Promouvoir l'efficacité des services	k) Promote technology-enabled services Promouvoir des services axés sur la technologie	6-Council meeting follow-ups Suivis de réunion du conseil	Joanne	Clerk	Further to Report CL 18-2016 of December 12, 2016, Report to Council on option and estimated costs of using tabulators for the 2018 municipal elections in surplus of the telephone and Internet method.	January	June
2017-65	Municipal Elections October 2018	5- Promote Service Effectiveness Promouvoir l'efficacité des services	d) Encourage partnerships Encourager les partenariats	4-Dept Head initiative Initiative du chef de département	Joanne	Clerk	Further to Report CL 18-2016 of December 12, 2016, proceed as soon as January 2017 with a request for proposals for the supply of a telephone and Internet voting system and participate in a joint venture with other UCPR interested municipalities.	January	June
2017-66	Municipal Elections October 2018	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	Clerk	May 1st, 2017 - Last day to pass a by-law authorizing use of Vote Counting Equipment or Alternative voting (MEA 42(1) and 42(2))	January	May 1st
2017-67	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.	July	December
2017-68	Retain and save electronic comparative studies	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	iCompass Records Manager - research where to retain and save electronic comparative studies as per TOMRMS classification system.	July	December
2017-69	Review Expired By-laws	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	Clerk	Verify existing by-laws and identify expired ones.	July	December
2017-70	Research Local Translators	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	Research and identify more local translators that could provide assistance.	July	December
2017-71	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.	July	December
2017-72	Municipal Elections October 2018	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	Clerk	1) Revisit the merits of by-laws for: language of notices and forms (s. 9); recount policy; and contribution rebates (s. 88.11) and report to Council for decision if necessary. 2) Clerk to decide: e-filing of financial statements (s. 88.25(11) / s. 88.29(9)); hours of voting at institutions; any voting places opening before 10:00 a.m. 3) Commence preparations for the conduct of efficient elections.	July	November
2017-73	Municipal Elections October 2018	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	Clerk	December 29, 2017 - Deadline for the establishment of procedures and forms for use of vote-counting equipment or alternative voting method (s. 42(3) & (4))	July	December

2017-75	Capital - Townhall condition assessment / Asset Management Plan Immobilisations - Évaluation de la condition de l'hôtel de ville / Plan de gestion des immobilisations	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	3-Budget / Financial Management Budget/Gestion financière	Richard	Asset Management	1)Get a condition assessment of the Townhall completed Obtenir une évaluation complète de la condition de l'hôtel de ville 2)Obtain a list of priorities for maintenance and replacement needs Obtenir une liste des priorités de l'entretien et réparations 3)Obtain Asset Management Plan for Townhall Obtenir un plan de gestion des immobilisations pour l'hôtel de ville 4)If under budget, look at possibility of expanding scope to other buildings and/or fleet Si le budget le permet, vérifier la possibilité d'étendre le projet à d'autres édifices et/ou véhicules	April	September
2017-76	Capital - Replace 2 HVAC units at Townhall Immobilisation - remplacer 2 unités de CVAC à l'hôtel de ville	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard	Asset Management	-Get 2 of 6 HVAC units replaced at Townhall Remplacer 2 unités sur 6 à l'hôtel de ville	February	July
2017-77	Capital - Washroom flooring and wall repairs Immobilisation - Réparation du plancher et du mur de la salle de toilettes	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard	Asset Management	-Conditionnal on priority list, address minor repair needs in men and women's public washroom Basé sur la liste des priorités, répondre aux besoins mineur dans les toilettes publics des hommes et des femmes	August	December
2017-78	Reception setup Configuration de la réception	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard	Asset Management	-Evaluate need to have a service area at reception to help clients with tax, utility or other questions Évaluer les besoins d'avoir un air de service à la clientèle pour répondre aux questions d'impôts, de services publics et autres	May	October
2017-79	Asset Management Committee Comité de gestion des immobilisations	6- Sans objet /Not applicable	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard Craig Jonathan Céline	Asset Management	1) Develop an Asset Management committee Développer un comité de gestion des immobilisations 2) Evaluate Municipal Action Plan and prioritize action items listed Évaluer le plan d'action municipal et prioriser les actions listées 3) Plan for actioning items and improving our Asset management processes Établir un plan d'action et améliorer nos processus de gestion des immobilisations 4) Plan on how to incorporate all departments and asset classes in our Asset Management Plan Planifier la façon d'intégrer tous les départements et classes d'actifs dans notre plan de gestion des immobilisations	May	December
2017-80	Asset Management Policy Politique de gestion des immobilisations	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	4-Dept Head initiative Initiative du chef de département	Richard	Asset Management	1) Review and update our Asset Management Policy Reviser et mettre à jour la politique de gestion des immobilisations 2) Report to Council Rapport au conseil	May	August
2017-81	Fleet Management Policy - New Politique de gestion des véhicules - Nouveau	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard Craig	Asset Management	1) Present fleet management policy draft to heads of depts Présenter aux chefs de département l'ébauche de la politique de gestion des véhicules 2) Report to Council Rapport au conseil	May	August
2017-82	Renovation: Replace current lights by LED ones Rénovation: Remplacer les lumières actuelles par celles LED	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	3-Budget / Financial Management Budget/Gestion financière	Richard	Asset Management	-Have curring lighting replaced by LED at the Townhall Remplacement des lumières actuelles par celles LED à l'hôtel de ville	January	March

2017-83	Renovation: Replace switches by sensors Rénovation : Remplacer les interrupteurs de lumières par des capteurs	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	3-Budget / Financial Management Budget/Gestion financière	Richard	Asset Management	-Have switches replaced by sensors at the Townhall Remplacer les interrupteurs de lumières par des capteurs à l'hôtel de ville	January	March
2017-84	Develop Corporate Energy Policy Développer une Politique Corporative d'Énergie	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	3-Budget / Financial Management Budget/Gestion financière	Richard	Asset Management	Have a document that increases employees awareness of energy conservation Avoir un document qui augmente la sensibilisation des employés sur la conservation de l'énergie	May	July
2017-85	Accessibility Advisory Committee Terms of Reference Update Mise à jour des Termes de Référence du Comité Consultatif sur l'Accessibilité	2- Foster Healthy Communities Soutenir des collectivités en santé	j) Increased seniors accessibility awareness Accroître la sensibilisation d'accessibilité pour les aînés	4-Dept Head initiative Initiative du chef de département	Richard	Asset Management	Include seniors every where needed in the text and include at least one senior in Accessibility Advisory Committee Inclure les personnes âgées dans le texte partout où cela est nécessaire et inclure au-moins une personne âgée dans le Comité Consultatif d'Accessibilité	March	November
2017-86	Accessibility Plan 2013-2017 update Mise à jour du Plan d'Accessibilité 2013-2017	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard	Asset Management	Include related 2016-2017 projects related to accessibility Inclure les projets 2016-2017 en rapport avec l'accessibilité	March	November
2017-87	Policy / By-laws - Debt (New) Politique / Règlements - Dettes (Nouveau)	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard	Finances	1) develop a policy for debt management Développer une politique pour la gestion des dettes 2) Council adoption Adoption du conseil	March	December
2017-88	Policy / By-laws - Reserves (New) Politique / Règlements - Réserves (Nouveau)	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard	Finances	1) develop a policy for reserves structure and management Développer une politique pour la gestion des réserves 2) Council adoption Adoption du conseil	March	December
2017-89	Policy / By-laws - Investment (New) Politique / Règlements - Investissements (Nouveau)	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard	Finances	1) Develop a investment policy Développer une politique d'investissement 2) Evaluate options and incorporate in long term financial plan Évaluer les options et incorporer au plan financier à long terme 3) Council adoption Adoption du conseil	March	December
2017-90	Policy / By-laws - Fire protection (Update xx-xxx) Politique / Règlement - Protection de feu (mise à jour xx-xxx)	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 current by-law Réviser le règlement actuel 2) Update if necessary Mise à jour si nécessaire 3) Look at financing opportunity for ladder truck Vérifier les options de financement pour le camion à échelle	April	June
2017-91	Business process review - Property roll management Examen des processus opérationnels - Gestion des cadastres	6- Sans objet /Not applicable	Not applicable Sans objet	3-Budget / Financial Management Budget/Gestion financière	Richard Dominique	Finances	1) Look at developping tools for Assessment value projections for budgeting purposes Examiner les outils de développement pour les prévisions de valeurs d'évaluation à des fins de budgétisation 2) Establish business process with CityWide to track property ownerships and assessment values Établir un processus d'affaires avec CityWide pour le suivi des propriétés et des valeurs d'évaluation	April	June
2017-92	Business process review - Adjustments to taxes and utility accounts Examen des processus opérationnels - Ajustements aux taxes et aux comptes des services publics	5- Promote Service Effectiveness Promouvoir l'efficacité des services	k) Promote technology-enabled services Promouvoir des services axés sur la technologie	9-Annual report card Bulletin annuel	Richard	Finances	1) Review process when adjusting tax or utility client account balances Revoir la procédure lors de l'ajustement des soldes des comptes des clients d'impôt ou d'utilité 2) Review format of invoices and reminders Revoir le format des factures et des avis de retard 3) Eliminate need for handwriting on invoices Éliminer les factures écrites à la main	March	May

2017-93	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	April	July
2017-94	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) Evaluate possibility of using electronic payments to our suppliers Évaluer la possibilité d'utiliser des paiements électroniques à nos fournisseurs 2) Look at purchasing cards option Regardez l'option des cartes d'achat	April	July
2017-95	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 arrérages 3) Review statement of account format and collection process Revoir le format des états de compte et le processus de collection	July	August
2017-96	Software - Budget (New - RAC) Logiciel de Budget (Nouveau - RAC)	6- Sans objet /Not applicable	Not applicable Sans objet	3-Budget / Financial Management Budget/Gestion financière	Richard All dept. heads	Finances	1) Purchase, implement and train on new Budgeting Software (RAC) Acheter, mettre en place et formation sur le nouveau logiciel de budget (RAC) 2) Use this new software to develop 2018 budget Utiliser ce nouveau logiciel pour préparer le budget 2018 3) Use this new software to improve financial reporting Utiliser ce nouveau logiciel pour améliorer les rapports financiers	January	June
2017-97	Software - Diamond (Update to 2016) Logiciel - Diamond (Mise à jour à 2016)	6- Sans objet /Not applicable	Not applicable Sans objet	3-Budget / Financial Management Budget/Gestion financière	Richard	Finances	1) Update Diamond from version 2013 to 2016 Mise à jour du logiciel Diamond de la version 2013 à 2016 2) Obtain required training Obtenir la formation nécessaire	April	May
2017-98	Software - Diamond (Virtual City Hall module) Logiciel - Diamond (module "Hôtel de ville virtuel")	6- Sans objet /Not applicable	Not applicable Sans objet	3-Budget / Financial Management Budget/Gestion financière	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 2018 purchase Si l'évaluation est positive, prévoir au budget pour l'achat en 2018	July	July
2017-99	Software - Diamond (Esend module) Logiciel - Diamond (Module "Esend")	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) Obtain training for new Esend module in Diamond Obtenir la formation pour le nouveau module "Esend" dans Diamond 2) Beginning using esend for Taxes as of first 2017 billing (March 2017) Commencer à utiliser le module "Esend" avec la première facturation 2017 d'impôt (mars 2017)	February	March
2017-100	Software - Diamond (Self serve timesheets) Logiciel - Diamond (feuille de temps électronique)	6- Sans objet /Not applicable	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard	Finances	-Feasibility Study Étude de faisabilité	May	July

2017-101	Reporting improvements Amélioration des rapports	6- Sans objet /Not applicable	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard	Finances	1) Using available tools, look at automating FIR and Financial Statement À l'aide des outils disponibles, examinez l'automatisation des FIR et des états financiers 2) Look at developing simple and significant financial reporting and statistical comparables on different financial data to present to Council and Management Examiner le développement de rapports financiers simples et significatifs et de statistiques comparables sur différentes données financières à présenter au conseil et à la direction	March	October
2017-102	Grant application reports Rapport d'application de subvention	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Richard	Finances	- Prepare quarterly reports Préparer des rapports trimestriels	March	December
2017-103	Review of council members discretionary budgets Révision du budget discrétionnaire des membres du conseil	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Richard	Finances	-Review By-Law 2016-013 and update as necessary Révision du règlement 2016-013 et mettre à jour si nécessaire	June	July
2017-104	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	April	July
2017-105	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	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	April	July
2017-106	By-law review: 2015-39 Water and wastewater rates in the Township of Russell Révision du règlement: 2015-39 Taux de l'eau et des eaux usées dans le canton de Russell	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard Craig Dominique	Finances	1) Review By-law 2015-39 Révision du règlement 2015-039 2) Present an amended By-Law to Council for adoption Présenter un règlement modifié au conseil pour adoption	June	August
2017-107	Establish five year capital plan Établir un plan financier d'immobilisation de 5 ans	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	Finances	1) Work with CityWide to add the Township's financial Data into CityWide CPA - Travailler avec CityWide pour ajouter les données financières de la municipalité à CityWide CPA 2) Utilize the CPA module to it's full capacity to help with the establishment of a long term Capital plan Utiliser le module CPA à sa pleine capacité pour aider à la mise en place d'un plan d'immobilisations à long terme 3) Work with heads of departments to identify future capital projects Travailler avec les chefs de département pour identifier les futurs projets d'immobilisations	January	December
2017-108	Water and Sewer project in Limoges - Unfinanced projects Eau et égouts à Limoges - Projets non financés	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Richard Craig	Finances	1) Evaluate our options regarding 2007-2008 servicing projects and unfinanced portions Évaluer nos options concernant les projets d'entretien 2007-2008 et les portions non financées 2) Send letters, invoices or other methods established in order to recover costs Envoyer des lettres, factures ou autres méthodes établies pour recouvrer les coûts	January	April
2017-109	Standardize Pub-Education pamphlets 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) Pub-Ed commites in both station are working together to standardize a pamphlet for community. 2) Publish & distribute	January	September

2017-110	E & R Bylaw to be updated	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	7-Dept Head follow-ups Suivis de réunion des chef	Bruce & Brian	Russell Fire	E & R Bylaw is in need of updating. Once updated will be presented to council.	January	April
2017-111	Code of Conduct	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Bruce & Brian	Russell Fire	Completed in 2016. It will be incorporated in new updated E & R Bylaw when presented to council.	January	April
2017-112	Purchase of a Ladder Truck	2- Foster Healthy Communities Soutien des collectivités en santé	Not applicable Sans objet	7-Dept Head follow-ups Suivis de réunion des chef	Brian	Embrun Fire	1) Chiefs were given the go ahead to start seeking the purchase of a Ladder truck. 2) Bring info back to council.	January	December
2017-113	Standardize Officer Promotion 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	December
2017-114	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	1) Review Fire chiefs, Deputy Chief, Captains & Firefighter job descriptions. 2) Then to obtain CAO approval.	January	December
2017-115	Water Sewer bylaw update	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Craig	INFRA W&WW	1) Review existing bylaws 2) Report to Council	January	December
2017-116	GIS system	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	f) GIS system for the all the infrastructure Système GIS pour l'ensemble de nos infrastructures	7-Dept Head follow-ups Suivis de réunion des chef	Craig	INFRA W&WW	1) Collect data all standpost 2) Collect data for new subdivision	Sept. 2016	December
2017-117	Russell water tower study	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	a) Complete Russell water tower repairs Compléter les réparations à la tour d'eau de Russell	4-Dept Head initiative Initiative du chef de département	Craig	INFRA W&WW	1) Study to determine condition of the tower 2) Determine cost for budget 2018	May	September
2017-118	Commercial Park	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	8- Strategic Plan Plan stratégique	Craig	INFRA W&WW	1) Await Planning designation. 2) ECA and design ready for tender 3) Council award after OP update	2016	November
2017-119	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	8- Strategic Plan Plan stratégique	Craig	INFRA W&WW	1) Finalizing EA 2) Public Meeting 3) Pursue discussion with Ottawa as required	2016	June
2017-120	Growth management plan Phase 1	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	e) Local Improvements Agreements (Water & Wastewater connexions upgrades) Ententes d'amélioration communautaire (mise à jour des connexions d'eau et eau usée)	4-Dept Head initiative Initiative du chef de département	Craig	INFRA W&WW	1) Identify unserved areas and financial cost to service these areas 2) report to Council	2016	March
2017-121	Growth management Phase 2	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	e) Local Improvements Agreements (Water & Wastewater connexions upgrades) Ententes d'amélioration communautaire (mise à jour des connexions d'eau et eau usée)	4-Dept Head initiative Initiative du chef de département	Craig	INFRA W&WW	1) Review RFP 2) Select firm and assist them with info 3) Strategy to service the areas to existing infrastructure 4) Report to Council	2017	December
2017-122	Heritage Richilieu Castelbeau sewer upgrade	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	e) Local Improvements Agreements (Water & Wastewater connexions upgrades) Ententes d'amélioration communautaire (mise à jour des connexions d'eau et eau usée)	8- Strategic Plan Plan stratégique	Craig	INFRA W&WW	1) RFP and award contract to engineering firm 2) Design and prepare cost	January	October
2017-123	Water loss program	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	j) Establish a water Loss Program Instituer un programme de perte d'eau	8- Strategic Plan Plan stratégique	Craig	INFRA W&WW	1) Watermeter replacement 2) Ultrasonic detection of original 3) Construction area	2016	October
2017-124	Water rates city of Ottawa	4- Increase Financial Stability Majorer la stabilité financière	b) Establish five-year operational budget Établir un budget opérationnel quinquennal	4-Dept Head initiative Initiative du chef de département	Craig	INFRA W&WW	Adjust strategy as needed	2016	December
2017-125	Wastewater QMS	5- Promote Service Effectiveness Promouvoir l'efficacité des services	h) Infrastructure management plan Plan de gestion d'infrastructures	4-Dept Head initiative Initiative du chef de département	Craig	INFRA W&WW	Finalize and implement QMS for wastewater system	January	July
2017-126	Wastewater contingency plan	5- Promote Service Effectiveness Promouvoir l'efficacité des services	h) Infrastructure management plan Plan de gestion d'infrastructures	4-Dept Head initiative Initiative du chef de département	Craig	INFRA W&WW	Update plan	April	July
2017-127	Sports Dome	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	q) Approve Sports Dome Project Approuver projet de dôme sportif	8- Strategic Plan Plan stratégique	Craig Jean Céline	INFRA W&WW	Design, project management, award contracts, oversee construction of the sports dome	2016	November
2017-128	ERM water plant	4- Increase Financial Stability Majorer la stabilité financière	h) Infrastructure management plan Plan de gestion d'infrastructures	4-Dept Head initiative Initiative du chef de département	Craig	INFRA W&WW	Complete sale of remaining land and water plant	2016	October
2017-129	Lease agreement and building design County Future Ambulance building	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	h) Infrastructure management plan Plan de gestion d'infrastructures	5-CAO's initiative Initiative du DG	Craig	INFRA W&WW	1) Complete lease agreement and building design 2) Tender 3) Award Contrat	February	December

2017-130	New engineering Standards	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) Complete revision with other dept. 2) Present Draft to all dept Head 3) Report to Council	January	April
2017-131	Closure plan for the landfill	2- Foster Healthy Communities Soutenir des collectivités en santé	b) Complete landfill Closure Compléter la fermeture du site d'enfouissement	2- Strategic Plan Plan stratégique	Jonathan	INFRA PW	1) Move buildings offsite 2) Award contrat to apply final cover	January	July
2017-132	Asset Management Project	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) Keep track of all replacement and betterments of asset 2) Communicate the info with Asset Management	January	December
2017-133	improve mapping On1Call	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) Review On1call mapping info 2) Inform On1call of applicable changes	March	June
2017-134	Boundary roads agreement with other municipalities	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) Report to Council and Sign agreement with Ottawa	January	August
2017-135	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 PW operators 2) Organise 2 training session	February	August
2017-136	fleet maintenance Management	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) Prepare maintenance list per vehicle 2) Establish vehicle preventive maintenance program	March	July
2017-137	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) Complete assement of options 2) Assist UCPR to prepare plan for the intersection upgrade	February	August
2017-138	Intersection study Embrun/Russell	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	j) Implement recommendations in Transportation Master Plan Exécuter les recommandations du plan directeur de transport	2- Strategic Plan Plan stratégique	Jonathan	INFRA PW	1) Add to existing study 2) Determine impact on 3) Establish cost sharing formula for future upgrade	January	August
2017-139	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 By-law	INFRA PW	1) Prepare the policy 2) Dept head review 3) Council approval	March	May
2017-140	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) Determine locations and cost 2) Report to Council	February	May
2017-141	Beautification of main Streets	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	Jonathan	INFRA PW	1) Prepare a maintenance program for Concession and Notre-Dame 2) Work plan for the student 3) Summer end Report Card	March	August
2017-142	Waste reduction program	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) Determine the impact of Bill 151 2) Conduct In-house audit of all municipal Buildings 3) Consult EAC	February	June
2017-143	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) Prepare an inspection check list and implement 2) Establish timing of all inspections, certificates and releases 3) Incorporation of program into subdivision Agreement document	January	August
2017-144	By-law review	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	3-Budget / Financial Management Budget/Gestion financière	Jonathan	INFRA PW	Repeal and adopt revise By-law: -By-Law 20-1967 -By-law 13-1981 -By-law 74-1991	June	December
2017-145	user-fee Storm sewer	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	Jonathan	INFRA PW	1) Research with other Twps 2) Determine a formula and user-fee schedule 3) Report to Council	June	December
2017-146	Review Gas supplier for the municipality	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	5-CAOs initiative Initiative du DG	Jonathan	INFRA PW	1) Participate in UCPR tender 2) Award contract part of UCPR tender 3) Monitor service	February	December
2017-147	GPS system for vehicle	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 type of features 2) Get quotes for Budget 2018	June	September
2017-148	Analysis of organic collection	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	1-Public request Demande du public	Jonathan	INFRA PW	1) Cost analysis 2) Determine impact on the other collection 3) Consult EAC	June	December

2017-149	Establish a municipal 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 Céline	INFRA PW	1) Determine location where trees can be planted 2) review the list of tree for subdivision 3) Consult EAC	July	December
2017-150	Maximiser le Service de transport en commun	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	* Revoir les routes et voir les changements	January	June
2017-151	Étude de faisabilité pour le transport en commun	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	Préparer un appel d'offre afin de retenir les service d'un consultant pour procéder avec l'étude.		
2017-152	Apporter le Wi-Fi et/ou système GPS au Service de transport en commun et améliorer la communication	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	* Apporter le Wi-Fi et/ou système GPS dans nos 4 autobus * Améliorer les méthodes de communication avec les passagers (ex: communication par text)	January	June
2017-153	Ajouter les services du Parc industriel 417 au Système GIS (À la carte)	4- Increase Financial Stability Majorer la stabilité financière	f) GIS system for the all the infrastructure Système GIS pour l'ensemble de nos infrastructures	4-Dept Head initiative Initiative du chef de département	Dominique	Economic Development	* Voir la possibilité d'ajouter les services (fibre optique, hydro, gas naturel) intégrer sur système GIS	January	June
2017-154	Distribuer les publicités de développement résidentiel et commercial	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 le contenu des publicités * Distribuer les dépliant aux entreprises et aux nouveaux residents	January	June
2017-155	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	January	June
2017-156	Apporter les services dans la nouvelle phase 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	* Trouver du financement ou des fonds pour apporter la fibre optique, hydro et le gaz naturel dans la nouvelle section du parc (140 acres)	January	June
2017-157	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	* Trouver les bénévoles et les préparer pour les entrevues * Compléter les entrevues avec les entreprises * Offrir du soutien aux entreprises dans le besoin * Assister à la deuxième formation le 19 janvier	January	June
2017-158	Enseigne près de l'autoroute 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	* Établir un plan d'affaire pour voir a l'installation d'une enseigne qui annonce notre Parc industriel et les entreprises. * Développer un programme de commandites (espaces publicitaires pour entreprises dans le parc)	January	June
2017-159	Promouvoir le Plan d'améliorations communautaires / Promote the Community Improvement 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 Vanessa	Economic Development	* Développer, conduire et mettre en œuvre une campagne de publicité pour annoncer le Plan d'améliorations communautaires	January	June
2017-160	Développer un plan communautaire et un plan stratégique de développement économique avec une firme externe	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	* Préparer l'appel d'offre et sélectionner le consultant. *Rencontrer le consultant sélectionné et établir un échéancier et débiter le processus.	January	June
2017-161	Développer un projet de fresque/murale	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 projet de fresque/murale ou projet artistique pour encourager les artistes locaux et promouvoir leurs arts et revitaliser la rue Notre Dame, délinéer les propriétés publiques et privées. Approbation du conseil	January	June
2017-162	Poste d'agent de développement économique	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Dominique	Economic Development	*Finaliser la description de tâche *Soumettre la description de tâche a hay groupe *Nomminer la personne dans le poste	January	June

2017-163	Revoir la section Sélecteur de site (investisseurs) sur notre Site Internet	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 plus de contenu pour répondre le plus possible aux investisseurs * Offrir le contenu sur notre site Internet * Revoir le document Investment Readiness et apporter des changements *évaluer la possibilité de d'autres alternatives.	January	June
2017-164	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	Alix Jolicoeur Dominique	Planning	*Prepare tender *Hire a consultant *Advertise to recruit members of the community *create a evaluation committee	February	June
2017-165	City Wide building permit module	5- Promote Service Effectiveness Promouvoir l'efficacité des services	h) Identify and review duplication of services Identifier et examiner les chevauchements de service	7-Dept Head follow-ups Suivis de réunion des chef	Richard Godin Julia Tuff	Planning	Develop a mobile app for the building department staff	March	June
2017-166	Review allocation policy	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	1-Public request Demande du public	Craig	Planning	review the existing policy and present to council for approval	April	June
2017-167	New zoning by-law	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Dominique Alix	Planning	Work on the the draft document and proceed with the open house and public meeting *adoption by twp council and ucp council	January	June
2017-168	Twp of russell Official Plan	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	MMM consultant Dominique	Planning	Work on the draft document and proceed with the open house and public meeting and meet with the Counties *adoption by twp council and ucp council	January	June
2017-169	Revision des entente de plan d'implantation / Review of the site plan agreement	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Dominique Alix	Planning	Revised the existing Site Plan agreement to update base on the new requirements *adoption by twp council and ucp council	January	June
2017-170	Review Cash in Lieu by-law	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Alix	Planning	Present proposed changes to the cash in lieu by law for lot severance to be in conformity with Planning Act regulations for adoption by Council	January	June
2017-171	Reorganisation of the downstairs offices	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Dominique	Planning	Prepare plans and option to reorganised the basement in order to move all eco-planning and building staff on the same floor	January	December
2017-172	Create a planning application manual (minor variance, zoning, severance)	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Alix Dominique	Planning	Create an official document accessible to all applicant that will include all the information on the process/ applicable fees etc.	January	June
2017-173	Change the user fee by-law to include some of the fees missing (interim control by-law)	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Alix Dominique	Planning	insure that all the application under our new zoning by-law and official plan are identified and have cost associated in the user fee by-law	January	June
2017-174	Close permits prior 2005	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Julia Tuff	Planning	Legal opinion and process to close permits Present option to council	January	June
2017-175	Solar panel follow up	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Julia Tuff	Planning	Obtain a legal opinion on strategy to reimburse owner and prepare a strategy accordingly	January	June
2017-176	Create handout for permit holders	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Julia Tuff	Planning	Create an official document accessible permit holders that will include key items that will be inspected	January	June
2017-177	Review the 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	Planning	review the existing policy to ensure consultation with the municipality	February	June
2017-178	Request system (Breken)	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Dominique	Planning	Transfer access data a tracking system in order to keep track of all the every day request from the public	January	June
2017-179	Critères de développement - Parc industriel 417	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	Economic Development	*Déterminer les critères de développement pour guider la selection des entreprises	July	December
2017-180	Standard de propriété pour le Parc industriel et commercial (T1 2015-27)	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Dominique	Economic Development	* Développer une ébauche de standard * Tenir une session d'information aux propriétaires	July	December

2017-181	Apporter les services dans la nouvelle phase 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	* Trouver du financement ou des fonds pour apporter la fibre optique, hydro et le gaz naturel	July	December
2017-182	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	* Compiler les données * Faire l'analyse des données soumettre les données recueillis au UCPR	July	December
2017-183	Enseigne près de l'autoroute 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	Soumettre proposition d'affaire pour budget 2018	July	December
2017-184	Promouvoir le Plan d'améliorations communautaires / Promote the Community Improvement 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 Vanessa	Economic Development	*Créer un événement promotionnel pour reconnaître les recipients	July	December
2017-185	Développer un plan communautaire et un plan stratégique avec une firme externe	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 le contenu et collaborer avec une firme extérieure	July	December
2017-186	Développer un projet de fresque/murale	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	Évaluer les projets soumis et confirmer avec les membres du conseils.* Former un partenariat avec le Conseil des arts de Prescott et Russell (CAPRAC)	July	December
2017-187	Heritage district	2- Foster Healthy Communities Soutenir des collectivités en santé	e) Develop heritage standards policies Développer des politiques de standard de patrimoine	4-Dept Head initiative Initiative du chef de département	Alix Dominique	Planning	Prepare the report and review consultant information held public consultation et public meeting	July	December
2017-188	Building permit fees 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	4-Dept Head initiative Initiative du chef de département	Julia Tuff Richard	Planning	Update the report produce in 2005 on Direct and indirect cost for building permit to determine new building permit cost 2018 approve by council	July	December
2017-189	Review allocation policy	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	1-Public request Demande du public	Dominique Craig	Planning	Present report with proposed changes	July	December
2017-190	New Zoning By-law	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	MMM consultant Dominique	Planning	Implement and promote the new version adopted	July	August
2017-191	Twp of russell Official Plan	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	MMM consultant Dominique	Planning	Implement and promote the new version adopted	July	August
2017-192	Mds 1 data form	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	Alix Dominique	Planning	Established a form include the information that the applicant will have to gather in order to calculate the mds	July	December
2017-193	Reorganisation of the downtown offices	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Dominique	Planning	Select the proposed option	July	December
2017-194	Request system (Breken)	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Dominique	Planning	Implement the new system	July	December
2017-195	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 Debbie	Parks & Recreation	1) Review proposed changes with HR. 2) Have policy approved	April 2016	June
2017-196	Establish on-call policy for recreation staff	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	3-Budget / Financial Management Budget/Gestion financière	Céline	Parks & Recreation	1) Present policy to staff 2) Present policy to Council	May June	June
2017-197	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	Parks & Recreation	Prepare a report for Council	June	December
2017-198	Review Parks Policy	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline	Parks & Recreation	1) Review policy. 2) Present first draft to Council	September	November
2017-199	Township wide daycare service	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline	Parks & Recreation	Start discussion with United Counties	June	December
2017-200	Increase access to leisure activities and expansion of programming	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline	Parks & Recreation	Propose new leisure programming	June	December
2017-201	Parks vision study	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline	Parks & Recreation	Present study from Sierra Planning	June	December

2017-202	Sports Dome project	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline	Parks & Recreation	Approve Sports Dome project	2015	February
2017-203	Update online reservation & registration system	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline	Parks & Recreation	Promotion of the new software	April 2016	January 2017
2017-204	Develop/Design of Phase 1 for Rec Complex	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline	Parks & Recreation	1) Working with the Rec Complex Committee to develop ideas to prepare RFT document for consultant 2) Prepare tender for consultant to initiate Phase 1	August November	December December
2017-205	Develop Richelieu Park	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline	Parks & Recreation	1) Present site plan done by the consultant Sierra Planning 2) Present site plan to Council	February April	April
2017-206	Establish cycling plan with bike extensions and links	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline	Parks & Recreation	Extension Route 200 to Forced Rd. Official Plan proposition Initiate study by consultant Sierra Planning for the trail section	June 2017	August
2017-207	Programme de commande pour les aréas	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	3-Budget / Financial Management Budget/Gestion financière	Céline Rec. Coordinator	Parks & Recreation	1) Draft Plan 2) Prepare impementation and timeline	October December	December
2017-208	Outdoor skating rink in Russell	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline	Parks & Recreation	Present report to Council for outdoor rinks	October December	December
2017-209	Review By-Law 51-1991 regarding parks	5- Promote Service Effectiveness Promouvoir l'efficacité des services	Not applicable Sans objet	5-CAO's initiative Initiative du DG	Céline Millie	Parks & Recreation	1) Review policy with Millie 2) Identify what belongs to Parks & Rec. Dept. 3) Present results to the CAO	November November December	December
2017-210	Parks vision study	2- Foster Healthy Communities Soutenir des collectivités en santé	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline	Parks & Recreation	1) Present study from Sierra Planning 2) Present draft study to Council for approval	June August	August
2017-211	Township wide daycare service	4- Increase Financial Stability Majorer la stabilité financière	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline	Parks & Recreation	1) Start discussion with United Counties Hire consultant for service delivery review 2) Present report to Council	June August October	October
2017-212	Develop/Design of Phase 1 for Rec Complex	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline	Parks & Recreation	1) Working with the Rec Complex Committee to develop ideas to prepare RFT document for consultant 2) Prepare tender for consultant to initiate Phase 1	August November	November
2017-213	Develop Richelieu Park	1- Develop & Renew Infrastructure Développer et renouveler l'infrastructure	Not applicable Sans objet	4-Dept Head initiative Initiative du chef de département	Céline	Parks & Recreation	1) Present site plan done by the consultant Sierra Planning 2) Present site plan to Council 3) Start construction for the parking lot	February April August	August April August