



# 2024 Workplan

Tasks	Rationale (ex. plan, legislation req., other)	Responsible	Involvement (internal or public)	Process (RFP, ROI, other)	2024				2025	2026	Notes (attach and reference)
					Q1	Q2	Q3	Q4			
<b>1.0 Administration</b>											
1.1	Sale and Disposition of Land Policy - By-law	legislative requirement	Vanessa Latimer	internal	other						legislated in 2017
1.2	The Hiring of Employees Policy - By-law	legislative requirement	Vanessa Latimer	internal	other						legislated in 2017
1.3	Council Staff Relations Policy - By-law	legislative requirement	Vanessa Latimer	internal	other						legislated in 2017
1.4	Providing Notice to the Public Policy - By-law	legislative requirement	Vanessa Latimer	internal	other						legislated in 2017
1.5	Accountability and Transparency Policy - By-law	legislative requirement	Vanessa Latimer	internal	other						legislated in 2017
1.6	Delegation of Powers Policy - By-law	legislative requirement	Vanessa Latimer	internal	other						legislated in 2017
1.7	Tree Canopy and Natural Vegetation Policy - By-law	legislative requirement	Vanessa Latimer	internal	other						legislated in 2017
1.8	Pregnancy and Parental Leaves for Council Members Policy - By-law	legislative requirement	Vanessa Latimer	internal	other						legislated in 2017
1.9	Fees and Fares By-law	other	Vanessa & Jesse	internal	other						
1.10	Human Resources Policy - By-law	other	Vanessa Latimer	internal	other						
1.11	Communication Plan Policy - By-law	other	Vanessa Latimer	internal	other						
1.12	Funding/Grant Opportunities	other	Jesse Collins	internal	ongoing						
1.13	CPSA Board	legislative requirement	Vanessa Latimer	internal/public	ongoing						
1.14	Tax Arrears/Sale	legislative requirement	Jesse Collins	internal/public	ongoing						
1.15	Big Sandy Bay	other	Jesse Collins	internal	other						
1.16	Investment Policy - By-law	legislative requirement	Jesse Collins	internal	other						
1.17	Tax Collection Policy - By-law	legislative requirement	Jesse Collins	internal	other						
1.18	Asset Management Plan Phase 2	legislative requirement	Jesse Collins	internal	other						
1.19	Quarterly Financial Reports to Council	other	Jesse Collins	internal	ongoing						
1.20	Tax Insert - Fall Billing	other	Vanessa & Jesse	internal/public	other						
1.21	Business Plan for Foot Ferry	other	Vanessa/Jesse/Mike	internal	other						
1.22	Garbage Labels - Howe Island	other	Vanessa Latimer	internal	other						
1.23	Waste Tender - Howe Island	other	Vanessa/Mike	internal/public	RFP						
1.24	2025 Operating and Capital Budget	legislative requirement	Jesse Collins	internal/public	other						
1.25	5 year capital plan	other	Vanessa/Jesse/Mike/K	internal	other						
1.26	10 year capital plan	other	Vanessa/Jesse/Mike/K	internal	other						
1.27	Council Remuneration By-law	legislative requirement	Vanessa Latimer	internal	other						
1.28	Short form Wording for applicable by-laws	other		internal/public	other						
1.29	Accessibility Compliance and Reporting	legislative requirement		internal	ongoing						
1.30	Attend Council Meetings	other		internal/public	ongoing						
1.31	Attend Committee Meetings	other		internal/public	ongoing						
1.32	Cemetery Reporting	other		public	ongoing						
1.33	Commissioner of Oaths	other		public	ongoing						
1.34	Legal Matters	other	Vanessa Latimer	internal	ongoing						
1.35	Livestock	other			ongoing						
1.36	Lottery Licences	other			ongoing						
1.37	MFIPPA/Ombudsman	other	Vanessa Latimer	internal	ongoing						
1.38	Human Resources	other	Vanessa Latimer	internal	ongoing						
1.39	Prepare agendas, minutes and by-laws	other	Vanessa Latimer		ongoing						
1.40	Records Management	other	Vanessa Latimer		ongoing						
1.41	Vital Statistics	other	Vanessa Latimer		ongoing						
1.42	Identify Fobs & Allowable access to areas/bldgs	other	Vanessa/Mike		other						
1.43	Cyber Security Insurance										
1.44	Review/Upgrade of all Security Cameras	other	Vanessa/Mike/Jesse/Keith		other						



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1.45	Review Cell phone list and replenishment plan	other	Jesse Collins		other						
1.46	Email Address Migration - From name to position	other	Vanessa/Jesse		other						
1.47	Voice over IP - Explore cost savings										
<b>2.0 Tenders</b>											
2.1	Fuel Tender	other									
2.2	Insurance	other									
2.3	Benefits	other									
2.4	Banking	other									
2.5	Pay Equity	other									
2.6											
<b>3.0 Emergency Preparedness - CEMC</b>											
3.1	Publication for Emergency Preparedness Week	legislative requirement		public	other						
3.2	MECG Training	legislative requirement		internal	other						
3.3	Table top exercise	legislative requirement		internal	other						
3.4	EMPC meeting to review program	legislative requirement		internal	other						
3.5	Emergency Program Compliance Submission	legislative requirement		internal	other						
3.6	CEMC review and update emergency plan	legislative requirement		internal	other						
3.7	Emergency Management Report to Council	legislative requirement		internal	other						
3.8	CEMC - Mandatory Courses	legislative requirement		internal	other						
<b>4.0 Elections</b>											
4.1	Elections Signage Policy	other		internal/public	other						
4.2											
4.3											
4.4											
4.5											
4.6											
4.7											
<b>5.0 Building</b>											
5.1	NG-911	legislative requirement		internal	other						
5.2	Pool By-law	other		internal	other						
5.3	Zoning By-law - Small Homes/Bunkies	other		internal	other						
5.4	Trailer By-law	other	Vanessa/Marcel	internal	other						
5.5	Fence By-law	other	Marcel Lavigne	internal	other						
5.6	By-law Enforcement Officer	other	Vanessa/Marcel	internal	other						
5.7											
<b>6.0 Fire</b>											
<b>WOLFE ISLAND</b>											
6.1	Tanker 3000 Gallon	other	Tim Hawkins	internal	other						
6.2	Fire 250 - Simcoe	other	Tim Hawkins	internal	other						
6.3	Addition to Building	other	Tim Hawkins	internal/public	RFP						
6.4	Pumper	other	Tim Hawkins	internal	other						
<b>HOWE ISLAND</b>											
6.5	Addition to Building	other	Mike Quinn	internal/public	RFP						
6.6	Tanker	other	Mike Quinn	internal/public	other						



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<b>6.7</b> Bunker Gear	other	Mike Quinn	internal/public	other							
<b>7.0 Public Works</b>											
<b>HOWE ISLAND</b>											
<b>7.1</b> Howe Island Drive - Edges	other	Mike Quinn	internal	other							
<b>7.2</b> Howe Island Drive - Resurface 6 km's	other	Mike Quinn	internal/public	RFP							
<b>7.3</b> Complete Spithead, Baseline and Lighthouse Lane	other	Mike Quinn	internal/public	RFP							
<b>WOLFE ISLAND</b>											
<b>7.4</b> Roads 95 & 96 - shoulders and edges	other	Keith Greenwood	internal	other							
<b>7.5</b> Hogan Road - shoulders and edges	other	Keith Greenwood	internal	other							
<b>7.6</b> Surface Treatment - Road 95 5 km's, Road 96 ~ 30 km, Reeds Bay, 10th Line, Baseline	other	Keith Greenwood	internal	other							
<b>7.7</b> Water Tank for Tandem	other	Keith Greenwood	internal	other							
<b>7.8</b> Packer for Grader	other	Keith Greenwood	internal	other							
<b>7.9</b> Backhoe	other	Keith Greenwood	internal	other							
<b>7.10</b> Building Maintenance - outbuildings, secondary shop	other	Keith Greenwood	internal	other							
<b>8.0 Planning</b>											
<b>8.1</b> Marysville Secondary Plan - consult with public design standards from Queen's students	other	Sonya Bolton	internal	other							
<b>8.2</b> Office Consolidation of Official Plan	other	Sonya Bolton	internal	other							
<b>8.3</b> Office Consolidation of Zoning By-law	other	Sonya Bolton	internal	other							
<b>8.4</b> New Official Plan	other	Sonya Bolton	internal	other							
<b>8.5</b> New Zoning By-law	other	Sonya Bolton	internal	other							
<b>8.6</b> Wolfe Island Canal Master Plan	other	Sonya Bolton	internal	other							
<b>9.0 Ferries</b>											
<b>HOWE ISLAND EAST END</b>											
<b>9.1</b> MTO Service Agreement - on call provision	other	Vanessa/Mike	internal/public	other							
<b>9.2</b> Extension to Ramps	other	Mike Quinn	internal/public	other							
<b>9.3</b> Capital - Extension of Operators Cabin	other	Mike Quinn	internal/public	other							
<b>9.4</b> Ferry Pass Structure	other	Vanessa/Mike/Jesse	internal	other							
<b>SIMCOE ISLAND</b>											
<b>9.5</b> Construction of Buildings	other	Tim Hawkins	internal	other							
<b>9.6</b> Dockwork	other	Tim Hawkins	internal	other							
<b>9.7</b> Extension to Ramps	other	Tim Hawkins	internal	other							
<b>9.8</b>											

KEY
Preparation
Execution
Completion

Quarter	
1	Jan - Mar
2	Apr - Jun
3	Jul - Sep
4	Oct - Dec