

Description of Work		August	September	October	November	December
<b>Policies and Procedures</b>						
RFP Planning Services	need consultant to assist with training and unique planning applications					
RFP Audit	Timing; every 5 years required					
Complete Donation policy	policy adopted need app. For 2024					
Complaint Policy	set expectations on process					
Social Media Policy	set expectations on process					
RFP Integrity Commissioner	agree't expired in 2022					
Review existing plans	need to update and set plan for 2024					

<b>Bylaws Reviews</b>						
User Fee Bylaw	User fees are charges applied to those who use Township services that benefit individuals or groups					
Procurement Bylaw	Bylaw sets out spending policies for Township, when to tender/quote/rfp					
Procedural Bylaw	Council process; agenda; meetings					
Short Term Rental	Review bylaws for 2024 season					
Delegation Bylaw	Confirm delegations as any stipultaions					
Introduce Admin Penalties	Bylaw Enforcment System					
Re-organize physical office	Move Mayor's office and Copiers	August 21/22				

<b>Project Based</b>						
Complete 2022 Year end	FOI, prov. Reporting, Fin Statement; handle on Reserves and investments					
Official Plan and Zoning	Update being organized by JL Richards; awaiting draft copy to begin next phase					
Strategic Plan	Need to set priorities for next 5 years					
Medical Center	Need to perform review for expansion and recruit second Dr.					++
CUPE Agreem't	Expires December 2023/ renewal, need job descriptions completed					
Hire Planning Administrator	Fill Position and start training					
Review IT and Telecom	record all expenses and find efficiencies					
Review of Committees	Structure and timings for 2024					
Implement Townsuite	New admin/tax software install					
Asset Management Plan	Funding - project done Feb 2024					++
2024 Budget Process	need projects started/priorities					Committees/External

This is a guideline to confirm 2023 goals. Timing is subject to change as other priorities are determined.