

STAFF PRIORITIES – February 27, 2019

(beyond routine budget items)

Transportation:

- Surface Treatment: Dean Lake Road \$150,000 budget
- Upgrade Eley Road 1.2 Km \$250,000 budget
- Replace 2 large culverts on Feltham Road \$140,000 budget
- Change Guide Rail Approaches and maintenance items for Bridges: not completed in 2017
- Bridge Repairs needed:
 - Dumond and Vine bridges - cribbing
 - Discuss bridge priorities with Matt Kirby as per asset management plan (ie. funding to replace Potomac and Bolton River Bridge and ideas regarding Dean Lake Bridge)
- 10-Year Road and Maintenance Plans to be re-instituted with Asset Management Plan once update received from Tulloch Eng. has been reviewed and finalized
- Surface Treated Roads Resurfacing Timeline Spreadsheet to be implemented through Asset Management Plan
- Routine Brushing/Ditching Program
- Biennial Bridge Inspections due in 2019 \$18,000 budget
- Brownlee Rd / Ingram Rd ditching \$25,500 budget; plus leftovers from 2018 \$10,200 + ??
- Bright Lake Rd – dig clay base \$9,000 budget
- Bolton River Rd – build turn-around \$5,000 budget
- Maple Ridge Rd ditching \$25,000 budget

Environment:

- Landfill Profiles and Well Sampling at all Landfills - ongoing
- Ward 1 Landfill - may have to look at acquiring property for attenuation \$10,000 in Gen Gov budget
- Ward 2 Landfill – new closure date of 2046. Have to meet with AECOM to discuss further

- Bradley Cutler of Community Improvement Fund (CIF) is recommending that rather than going to bag limits, the Municipality consider implementing the requirement of clear bags. He will elaborate on this when he does provides his summary on the Cost Allocation Field Test
- As previously mentioned, Harry has recommended that any further pricing for changes in the way the landfills are maintained (ie. Compactors) be conducted by an expert in the field
- Curb-side Pick-up review – report to Council yet to be completed
- Closure/Post Closure Report – must be updated every 3 years with 2020 being an update year
- Recycling Awareness – recommend request for information sessions to be given by MWRC
- Municipal Drains Maintenance Program – in consultation with John Linley Little Rapids drain \$13,000; Seabrook drain \$13,000; Baxter-Lauszus drain \$26,000 budget
- Review of Clean Yard By-law
- Big Basswood Septic System Re-inspection – Beverly has been brought in under contract to assist with compiling a database and preparation of letter to ratepayers

Parks:

- Completion of Roe Park – cost for proper drainage is a concern. Minor maintenance required at Playground.
- School Bell signage required

Recreation:

- Structural Reports for remaining Buildings – hold off until 2019 or 2020??
- Healthy Kids Program?
- Outdoor Rink at Little Rapids Village Park – well received last year. Unable to install this season. Change to plowing required: due to lack of access this season; and ice build-up around kitchen door and flooding into building last spring

- Plans for Little Basswood Beach - Require decision of Council respecting future plans (i.e. Change Rooms)
- Plans for Beharriell Park, if any
- Great Lakes Waterfront Trail – promotion
- Little Basswood dock \$8,000 budget
- Dean Lake eagle viewing \$5,000

Health:

- Cemetery maps and software consideration – on hold until review CGIS program
- PTSD Plan – annual review
- Bullying, Violence and Harassment Plan – annual review

Protection:

- Employee and Family Assistance Program – annual review
- New communications system required
- Station Wear – additional purchases in 2019?

Culture:

- Minor works to be completed at Library ramp – unable to contact contractor

Planning and Economic Development:

- Zoning By-law - assess complaints and/or application to amend
- Official Plan – new plans must be reviewed within 10 years of coming into effect (adopted by Council March 11, 2009, approved by Ministry December 16, 2011)
- GIS Mapping – new uses ongoing
- Hiring of Economic Development Intern – awaiting outcome of Huron North Community Economic Alliance decisions
- Industrial Park – water sampling of well and consideration of extending Industrial Road
- Promotional materials for trade shows – new brochures??

- Catfish Derby?

Governance/Administration:

- Priority Number 1 is training of new hire (March 4) for Maternity Leave
- Succession Planning – to be revisited
- Hiring of Building Maintenance Caretaker or revamping of existing Job Descriptions – require job description and vehicle to be utilized once decisions made
- Filing / Records Retention Planning –The Ontario Municipal Records Management System (TOMRMS) was purchased Fall 2018. Slowly integrating new system
- Procedural By-law – further review required to remove requirements for third reading of by-laws and reading of motions
- Preparation of Complaints Handling Policy – ongoing
- Asset Management Plan Update / participated in a pilot project to have Action Plan completed by Hemson Consulting Ltd. at no cost to the Municipality. Tulloch Eng. draft roads update completed
- Governance/Terms of Reference policies to be created for all committees of Council.