



2025 Department Work Plans

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Report Created On: Jan 17, 2025

Report Legend



Priority



No Update



Overdue

Chief Administrative Officer

Plan Label And Number	Description	Start Date	End Date
Division 1.1	Chief Administrative Office	Ongoing	Ongoing
Activity 1.1.1	Confirm commitments from the Province.	Jan 25, 2022	Dec 31, 2023
Activity 1.1.2	Advocate for additional social services (external) to support the Eastern Ontario Correction Complex's integration into the community	Jan 01, 2023	Dec 31, 2031
Activity 1.1.3	Renew Kemptville Campus lease	Ongoing	Ongoing
Activity 1.1.4	Review Ferguson Forest Centre partnership	Ongoing	Ongoing
Division 1.2	Clerk	Jan 01, 2025	Dec 31, 2025
Activity 1.2.1	Standard Operational Procedures (SOPs)	Jan 01, 2025	Dec 31, 2025
Activity 1.2.2	By-Laws	Jan 01, 2025	Dec 31, 2025
Activity 1.2.3	Policies	Jan 01, 2025	Dec 31, 2025
Activity 1.2.4	Policy Index Development	Jan 01, 2025	Dec 31, 2025
Activity 1.2.5	Personal Information Bank (Legislation Compliance)	Jan 01, 2025	Dec 31, 2025
Activity 1.2.6	Tracking By-Law Amendments	Jan 01, 2025	Dec 31, 2025
Activity 1.2.7	eScribe Development	Jan 01, 2025	Feb 28, 2025

Plan Label And Number	Description	Start Date	End Date
Activity 1.2.8	Annual FileHold/TOMRMS Training, and Onboarding of New Staff	Jan 01, 2025	Dec 31, 2025
Activity 1.2.9	Agreement Index Development	Jan 01, 2025	Dec 31, 2025
Activity 1.2.10	Cemetery Review	Jan 01, 2025	Dec 31, 2025
Activity 1.2.11	Continue records management development	Jan 01, 2025	Dec 31, 2025
Division 1.3	Economic Development	Jan 01, 2025	Dec 31, 2025
Activity 1.3.1	Investment Attraction	Jan 01, 2025	Dec 31, 2025
Activity 1.3.2	Downtown Revitalization	Jan 01, 2025	Dec 31, 2025
Activity 1.3.3	Business Support	Jan 01, 2025	Dec 31, 2025
Activity 1.3.4	Mayor's Address	Jan 01, 2025	May 31, 2025
Activity 1.3.5	Coworking Space	Jan 01, 2025	Dec 31, 2025
Activity 1.3.6	Hotel Study	Jan 01, 2025	Dec 31, 2025
Activity 1.3.7	TODS Signs	Jan 01, 2025	Dec 31, 2025
Activity 1.3.8	Hamlet Signs	Jan 01, 2025	Dec 31, 2025
Activity 1.3.9	Tourism Marketing	Jan 01, 2025	Dec 31, 2025
Activity 1.3.10	Tourism Guide	Jan 01, 2025	Dec 31, 2025
Activity 1.3.11	Kiosk Refurbishment	Jan 01, 2025	Dec 31, 2025
Activity 1.3.12	Follow 44	Jan 01, 2025	Dec 31, 2025

Plan Label And Number	Description	Start Date	End Date
Division 1.4	Human Resources	Nov 01, 2024	Oct 01, 2025
Activity 1.4.1	Compensation and Organizational Review	Nov 01, 2024	Jul 01, 2025
Activity 1.4.2	Health and Safety Compliance for the Organization	Nov 01, 2024	Apr 01, 2025
Activity 1.4.3	Onboarding	Jan 01, 2025	Jul 01, 2025
Activity 1.4.4	Policy Compliance	Jan 01, 2025	Jul 01, 2025
Activity 1.4.5	Policy Update and Review	Apr 01, 2025	Oct 01, 2025
Division 1.5	Department Administration	Jan 01, 2025	Dec 31, 2025
Activity 1.5.1	Staff training and development	Jan 01, 2025	Dec 31, 2025

Client Services

Plan Label And Number	Description	Start Date	End Date
Division 2.1	Communications	Oct 30, 2024	Dec 31, 2025
Activity 2.1.1	Develop a Communications Strategic Plan	Oct 31, 2024	Jun 30, 2025
Activity 2.1.2	Develop a Communications Policy	Oct 30, 2024	Jan 31, 2025
Activity 2.1.3	Develop a Branding Strategy	Nov 01, 2024	May 30, 2025
Activity 2.1.4	Create a development and growth communications strategy	Jan 01, 2025	Dec 31, 2025
Division 2.2	Department Administration	Jan 01, 2025	Dec 31, 2025
Activity 2.2.1	Staff training and development	Jan 01, 2025	Dec 31, 2025

Corporate Services

Plan Label And Number	Description	Start Date	End Date
Division 3.1	Corporate Strategy	Jan 01, 2025	Dec 31, 2025
Activity 3.1.1	Continue to action the Broadband Study	Jan 01, 2025	Dec 31, 2025
Activity 3.1.2	Create a Climate Action Plan	Jan 01, 2025	Dec 31, 2025
Activity 3.1.3	Participate in Communities in Bloom	May 01, 2025	Oct 31, 2025
Activity 3.1.4	Create a localized Community Safety and Well-Being Plan	Aug 01, 2025	Dec 31, 2025
Activity 3.1.5	Continue to action the Downtown Kemptville Community Improvement Plan and Parking Study	Jan 01, 2025	Dec 31, 2025
Activity 3.1.6	Implement the Equity, Diversity, and Inclusion Strategy	Jan 01, 2025	Dec 31, 2025
Activity 3.1.7	Work with partners to address healthcare gaps and action the Primary Care Strategy	Jan 01, 2025	Dec 31, 2025
Activity 3.1.8	Support departments with Project Management tools	Jan 01, 2025	Dec 31, 2025
Activity 3.1.9	Work with the Indigenous Advisory Circle on reconciliation efforts	Jan 01, 2025	Dec 31, 2025
Activity 3.1.10	Support departments to action the Community Strategic Plan	Jan 01, 2025	Dec 31, 2025
Activity 3.1.11	Provide transit service and explore opportunities for expansion	Jan 01, 2025	Dec 31, 2025
Division 3.2	Information Technology	Jan 01, 2025	Dec 31, 2025
Activity 3.2.1	Review service contracts	Jan 01, 2025	Dec 31, 2025
Activity 3.2.2	Improve/update/solidify IT processes	Jan 01, 2025	Jun 30, 2025
Division 3.3	Department Administration	Jan 01, 2025	Dec 31, 2025
Activity 3.3.1	Staff Training and Development	Jan 01, 2025	Dec 31, 2025

Emergency and Protective Services

Plan Label And Number	Description	Start Date	End Date
Division 4.1	Fire Prevention - Public Education, Fire Safety Standards, and Enforcement	Ongoing	Ongoing
Activity 4.1.1	Comprehensive Review of By-Law 33-12 and Update	Aug 01, 2024	Jul 01, 2025
Activity 4.1.2	Fire Masterplan Revision: Tender Announcement	Ongoing	Ongoing
Division 4.2	Fire Protection Services	Jan 01, 2025	Nov 01, 2025
Activity 4.2.1	Launch of Station 2 Development Tender	Jan 01, 2025	Nov 01, 2025
Activity 4.2.2	Proceed with the replacement of scheduled and damaged equipment, including gloves, boots, helmets, and hoods.	Jun 01, 2025	Sep 30, 2025
Activity 4.2.3	Proceed with the Replacement of Personal Protective Equipment, specifically Bunker Gear components such as pants and coats.	Jun 01, 2025	Sep 30, 2025
Division 4.3	Emergency Management	Jul 01, 2025	Dec 01, 2025
Activity 4.3.1	Execute Yearly Emergency Management Simulation Exercise	Jul 01, 2025	Dec 01, 2025
Division 4.4	Department Administration	Jan 01, 2025	Dec 31, 2025
Activity 4.4.1	Staff Training and Development	Jan 01, 2025	Dec 30, 2025
Activity 4.4.2	Update standard operating procedures	Jan 01, 2025	Dec 31, 2025
Activity 4.4.3	Fire master plan	Jan 01, 2025	Dec 31, 2025

Finance and Treasury

Plan Label And Number	Description	Start Date	End Date
Division 5.1	Asset Management	Ongoing	Ongoing
Activity 5.1.1	O. Reg 588/17 Proposed Level of Service	Jan 01, 2025	Jul 01, 2025
Activity 5.1.2	Improve the integration of data from VADIM to PSD Citywide	Nov 15, 2024	Dec 31, 2026
Activity 5.1.3	Maximize the use of AMP software	Ongoing	Ongoing
Division 5.2	Customer Service	Ongoing	Ongoing
Activity 5.2.1	Update the Procedural Policy	Ongoing	Ongoing
Activity 5.2.2	Assist in the implementation of Planning/Building/By-law's new integrated payment system	Ongoing	Ongoing
Division 5.3	Treasury	Nov 15, 2024	Jan 01, 2026
Activity 5.3.1	Review integration of Perfect Mind A/R with VADIM processes	May 01, 2025	Nov 01, 2025
Activity 5.3.2	General Ledger Maintenance and Data Clean-Up	Nov 15, 2024	Jan 01, 2026
Activity 5.3.3	Accelerate efforts to collect taxes on overdue accounts	Feb 01, 2025	Apr 30, 2025
Activity 5.3.4	Credit Card Management	Jul 01, 2025	Aug 31, 2025
Activity 5.3.5	Merge Police Service Board entity into municipal governance	Apr 01, 2025	Dec 31, 2025
Activity 5.3.6	Implement accounting practices to support Capital Project budget tracking and year-end financing reconciliation	Nov 30, 2024	Dec 31, 2025
Division 5.4	Department Administration	Sep 01, 2024	Jan 01, 2027
Activity 5.4.1	Manage the Municipal Fee Review project	Sep 01, 2024	May 01, 2025
Activity 5.4.2	Update Finance Policies	Jan 01, 2025	Jan 01, 2027
Activity 5.4.3	Update the Long Range Financial Plan	Jun 01, 2025	Oct 01, 2026

Parks, Recreation, and Culture

Plan Label And Number	Description	Start Date	End Date
Division 7.1	Parks and Facilities	Ongoing	Ongoing
Activity 7.1.1	Capital Projects	Ongoing	Ongoing
Activity 7.1.2	Support asset management	Jan 01, 2024	Dec 31, 2025
Division 7.2	Community and Leisure Services	Ongoing	Ongoing
Activity 7.2.1	Community Event Support	Ongoing	Ongoing
Division 7.3	Department Administration	Ongoing	Ongoing
Activity 7.3.1	Participate in User Fee and Rate Review	Ongoing	Ongoing
Activity 7.3.2	Funding Applications	Ongoing	Ongoing
Activity 7.3.3	Sports field allocation policy	Apr 01, 2025	Dec 31, 2025
Activity 7.3.4	Spring ice allocation policy	Jan 01, 2025	Dec 31, 2025
Activity 7.3.5	Update standard operating procedures	Jan 01, 2025	Dec 31, 2025
Activity 7.3.6	Support active transportation master planning	Jan 01, 2025	Dec 31, 2025

Planning and Development

Plan Label And Number	Description	Start Date	End Date
Division 6.1	Building	Jan 01, 2025	Dec 31, 2025
Activity 6.1.1	File Digitization	Jan 01, 2025	Dec 31, 2025
Activity 6.1.2	Update Building By-law	Jan 01, 2025	Dec 31, 2025
Division 6.2	By-Law	Jan 01, 2025	Dec 31, 2025
Activity 6.2.1	Implementation of AMPS	Jan 01, 2025	Dec 31, 2025
Division 6.3	Planning	Jan 01, 2025	Dec 31, 2025
Activity 6.3.1	Official Plan Update/Renewal	Jan 01, 2025	Dec 31, 2025
Activity 6.3.2	Municipal Land Review - Affordable Housing	Jan 01, 2025	Dec 31, 2025
Activity 6.3.3	Additional Residential Units Incentive Program - In Coordination with Building Division	Jan 01, 2025	Dec 31, 2025
Division 6.4	Department Administration	Jan 01, 2025	Dec 31, 2025
Activity 6.4.1	Implementation of Development Approvals Software	Jan 01, 2025	Dec 31, 2025
Activity 6.4.2	Updating policies and standard operation procedures	Jan 01, 2025	Dec 31, 2025

Public Works

Plan Label And Number	Description	Start Date	End Date
Division 8.1	Engineering	Ongoing	Ongoing
Activity 8.1.1	Capital Bridge Maintenance	Ongoing	Ongoing
Activity 8.1.2	Stormwater Master Plan	Ongoing	Ongoing
Activity 8.1.3	Active Transportation and Commuter Master Plan	Jan 01, 2025	Dec 31, 2025
Activity 8.1.4	Burritt's Rapids Revitalization	Ongoing	Ongoing
Division 8.2	Roads	Ongoing	Ongoing
Activity 8.2.1	County Road 43 Expansion	Ongoing	Ongoing
Activity 8.2.2	Heavy Fleet Management	Ongoing	Ongoing
Activity 8.2.3	Capital Road Maintenance	Ongoing	Ongoing
Activity 8.2.4	Street Light Upgrade	Ongoing	Ongoing
Activity 8.2.5	Storm Sewer Rehabilitation	Ongoing	Ongoing
Activity 8.2.6	Pedestrian Crossover (PXO)	Ongoing	Ongoing
Division 8.3	Water and Sewer	Ongoing	Ongoing
Activity 8.3.1	WPCP Phase A Expansion	Ongoing	Ongoing
Activity 8.3.2	Servicing Master Plan	Ongoing	Ongoing
Division 8.4	Solid Waste	Ongoing	Ongoing
Activity 8.4.1	Transfer Station Master Plan	Ongoing	Ongoing
Activity 8.4.2	Solid Waste/Organics Collection Contract	Ongoing	Ongoing
Activity 8.4.3	Landfill Monitoring Contract	Ongoing	Ongoing

Plan Label And Number	Description	Start Date	End Date
Division 8.5	Department Administration	Ongoing	Ongoing
Activity 8.5.1	Policy Update	Ongoing	Ongoing
Activity 8.5.2	Staff Training and Development	Ongoing	Ongoing
Activity 8.5.3	Records clean-up	Jan 01, 2025	Dec 31, 2025