



Department Work Plans Mid-Year Progress Report

2025 Department Work Plans Progress Report

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Report Created On: Jun 27, 2025

Report Legend  Priority  No Update  Overdue

Chief Administrative Officer

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Division 1.1	Chief Administrative Office	Jan 25, 2022	Dec 31, 2031	<div><div></div></div> <div>● On Track: 50%</div> <div>● Some Disruption: 50%</div>	<div><div></div>18%</div>	
Activity 1.1.1	Confirm commitments from the Province.	Jan 25, 2022	Dec 31, 2023	<div><div>Some Disruption</div></div>	<div><div></div>15%</div>	Accomplishments: <ul style="list-style-type: none">Secured \$21.8 million for Water Pollution Control Plant expansion Next Steps: <ul style="list-style-type: none">Continue to push for development requirements
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	<div><div>Some Disruption</div></div>	<div><div></div>0%</div>	Next Steps: <ul style="list-style-type: none">Continue to advocate as the development process continues
Activity 1.1.3	Renew Kemptville Campus lease	Jan 01, 2025	Dec 31, 2025	<div><div>On Track</div></div>	<div><div></div>30%</div>	Accomplishments: <ul style="list-style-type: none">MOU and lease agreement drafted Next Steps: <ul style="list-style-type: none">Finalize and bring to Council for approval in Fall 2025

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Activity 1.1.4	Review Ferguson Forest Centre partnership	Jan 01, 2025	Dec 31, 2025	On Track	<div><div></div>25%</div>	Accomplishments: <ul style="list-style-type: none">Provided first half of loan to FFC Next Steps: <ul style="list-style-type: none">Review their report back material in Fall 2025
Division 1.2	Clerk	Jan 01, 2025	Oct 26, 2026	<div><div></div><div></div><div></div><div></div></div> <div><div></div> On Track: 25%<div></div> Some Disruption: 56%<div></div> Major Disruption: 13%<div></div> Upcoming: 6%</div>	<div><div></div>21%</div>	
Activity 1.2.1	Standard Operational Procedures (SOPs)	Jan 01, 2025	Dec 31, 2025	Some Disruption	<div><div></div>25%</div>	Accomplishments: <ul style="list-style-type: none">Lottery Licensing User Guide Created to provide a user friendly comprehensive overview of the lottery licence process in a digestible formatApplying the Closed Meeting Rules Guideline - Created and currently in Draft formn Next Steps: <ul style="list-style-type: none">Publicize document and make available to the public - update to the civic services page on the municipal websiteLottery Licensing SOPFinalize Closed Meeting Rules Guideline and circulate to SLT <div>✓Applying the Closed Meeting Rule Guideline for SLT</div>
Activity 1.2.2	By-Laws	Jan 01, 2025	Dec 31, 2025	Some Disruption	<div><div></div>54%</div>	Accomplishments: <ul style="list-style-type: none">None at this time. Next Steps: <ul style="list-style-type: none">Council Code of Conduct update

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Activity 1.2.3	Policies	Jan 01, 2025	Dec 31, 2025	Major Disruption	15%	<p>Accomplishments:</p> <ul style="list-style-type: none">Alcohol Policy - draft formCouncil-Staff Relations Policy - draft form <p>Next Steps:</p> <ul style="list-style-type: none">Present Alcohol Policy to Council for adoption after summer RecessSecond Draft of Public Complaint and Conduct Policy (This will rise with the Code of Conduct and Council-Staff relations policy based on comments received during the first draft) (Q3-Q4 2025)Staff-Council Relations Policy - legislatively required since March 1, 2019. No policy currently in place and is needed to support a new Code of Conduct (Q3 2025) <p>✓Alcohol Policy (Refer to Appendix V: 12-17, 8-13)</p>
Activity 1.2.4	Policy Index Development	Jan 01, 2025	Dec 31, 2025	Some Disruption	0%	<p>Accomplishments:</p> <ul style="list-style-type: none">No progress at this time. <p>Next Steps:</p> <ul style="list-style-type: none">This item to be folded into "Annual FileHold/TOMRMS Training, and Onboarding of New Staff", Activity 1.2.8 <p>✓Policy Index Draft (Inventory of Current Policies; Determine which Policies are active)</p>
Activity 1.2.5	Personal Information Bank (Legislation Compliance)	Jan 01, 2025	Dec 31, 2025	Some Disruption	0%	<p>Accomplishments:</p> <ul style="list-style-type: none">Noe additional progress <p>Next Steps:</p> <ul style="list-style-type: none">Item to be folded into "Policies", Activity 1.2.3 as an item

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Activity 1.2.6	Tracking By-Law Amendments	Jan 01, 2025	Dec 31, 2025	Some Disruption	<div><div></div>33%</div>	Accomplishments: <ul style="list-style-type: none">No progress at this time. Next Steps: <ul style="list-style-type: none">this Activity must become an item under "Continue Records Management Development, Activity, 1.2.11
Activity 1.2.7	eScribe Development	Jan 01, 2025	Feb 28, 2025	On Track	<div><div></div>54%</div>	Accomplishments: <ul style="list-style-type: none">Progress in updating Advisory Committees and Council agenda and minutes formats in accordance with new procedure by-lawClosed Meeting Staff Report Template created Next Steps: <ul style="list-style-type: none">Final refinements to update Advisory Committee and Council agenda and minutes formats in eScribe to meet new procedure By-lawUpload Closed Meeting Staff report to eScribe
Activity 1.2.8	Annual FileHold/TOMRMS Training, and Onboarding of New Staff	Jan 01, 2025	Dec 31, 2025	On Track	<div><div></div>0%</div>	Accomplishments: <ul style="list-style-type: none">Subject Matter Experts (SMEs) for department filing and admin functions identifiedMajority of SMEs participating in weekly/bi-weekly meetings for training in FileHold and TOMRMS starting June 2/25 Next Steps: <ul style="list-style-type: none">Continue with SME weekly/biweekly sessions in order to build out FileHold Metadata to determine department needsFoster additional participation in SME process to ensure knowledge is widespread across organization

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Activity 1.2.9	Agreement Index Development	Jan 01, 2025	Dec 31, 2025	Some Disruption	0%	Accomplishments: <ul style="list-style-type: none">• none to report at this time. Next Steps: <ul style="list-style-type: none">• Activity to be removed and folded into "Continue records management development", Activity 1.2.12
Activity 1.2.10	Cemetery Review/General THAT Council direct staff to include a columbarium in the 2025 capital budget for overall consideration; AND THAT Council direct staff to review the fees and charges for the municipal cemetery and return with cost recovery fee options for Council consideration; THAT Council direct staff to investigate potential sites for green burial and pet cemeteries and/or creation of a green burial cemetery within North Grenville; AND THAT Council direct staff to investigate the creation of a Cemetery division.	Jan 01, 2025	Dec 31, 2025	Major Disruption	13%	Accomplishments: <ul style="list-style-type: none">• No update at this time Next Steps: <ul style="list-style-type: none">• Report to Council on Cemetery direction to assist with process moving forward to make up for time lost from turnover (September 2025)
Activity 1.2.11	Continue records management development	Jan 01, 2025	Dec 31, 2025	On Track	0%	Accomplishments: <ul style="list-style-type: none">• Records management for Council and committee support from January 2024 onward has be successfully integrated and kept up in filehold, records management system Next Steps: <ul style="list-style-type: none">• Seek opportunity to digitize historical records and improve Filehold as a reference for decisions and records

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Activity 1.2.12	Agreements/MOUs Development	May 02, 2025	Dec 31, 2025	Some Disruption	<div><div></div>0%</div>	Accomplishments: <ul style="list-style-type: none">• none to report at this time Next Steps: <ul style="list-style-type: none">• Working on expanding hearing officer availability (minimum of 2 hearing officers) and drafting up a service agreement following
Activity 1.2.13	Grenville OPP Detachment Board	Mar 10, 2025	Dec 31, 2025	Some Disruption	<div><div></div>43%</div>	Accomplishments: <ul style="list-style-type: none">• Bank account account contract almost finalized, one last step in the process.• Remembers Adam Sign installed Next Steps: <ul style="list-style-type: none">• Plan for unveiling of Remember Adam Signage prior to school start in September 2025• Develop Terms of Reference for Committee consideration at July or September meeting ✓Remember Adam Signage Install by September 2025 ✓Create Bank Account for New Board
Activity 1.2.14	Advisory Committees	May 02, 2025	Dec 31, 2025	Some Disruption	<div><div></div>25%</div>	Accomplishments: <ul style="list-style-type: none">• None Next Steps: <ul style="list-style-type: none">• EAAC and AAC Term of Reference Changes, hoping to occur concurrently
Activity 1.2.15	Elections	Oct 01, 2025	Oct 26, 2026	Upcoming		

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Activity 1.2.16	Council Support	May 02, 2025	Dec 31, 2025	On Track	67%	Accomplishments: <ul style="list-style-type: none">Spreadsheet to track progress on Notices of Motions of Council developed, shared with SLT for periodic review and updatesSpreadsheet to track progress on Significant Resolutions from Advisory Committees developed, shared with SLT for periodic review and updates Next Steps: <ul style="list-style-type: none">Create a Table of Contents for a Council Policy Manual to ensure a manual developed will be complete with all appropriate references for council members. ✓Notice of Motion Spreadsheet for Tracking ✓Advisory Committee Significant Resolution Tracking for Council COMMs ✓Spreadsheet to track Council annual conference attendance
Division 1.3	Economic Development	Jan 25, 2022	Dec 31, 2031	On Track <div>● On Track: 100%</div>	52%	

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Activity 1.3.1	Implement the approved Tourism Strategy	Jan 25, 2022	Dec 31, 2031	On Track	<div><div></div>45%</div>	<p>Accomplishments:</p> <ul style="list-style-type: none">• Tourism CIP: Initiated development as directed by Council.• Hired a Tourism Administrator on a 6-month contract.• 2025 Tourism Guide: Designed and printed.• Kiosk Redesign: Began collaborative panel design for Ferguson Forest Centre and Municipal Centre locations.• Wayfinding Strategy: RFP and scope development underway in collaboration with the BIA.• Released RFP for Wayfinding Strategy; contract to be awarded in June 2025.• Updated the Follow 44 website and brochure.• Awarded 416 Signs maintenance contract (landscaping services); working with MTO on site permits.• Replaced “Welcome to North Grenville” and Millar’s Corners hamlet signs on County Road 43. <p>Next Steps:</p> <ul style="list-style-type: none">• Continue development of the Tourism CIP.• Distribute the 2025 Tourism Guide more broadly, with support from student staff.• Finalize kiosk panel designs and prepare for installation (target: July 30).• Award contract for the Wayfinding Strategy and begin project implementation.• Promote the updated Follow 44 website and brochure; monitor engagement.• Begin landscaping work under the 416 Signs maintenance contract; continue working with MTO on site permits.

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Activity 1.3.2	Develop a Downtown Revitalization Plan.	Jan 01, 2025	Dec 31, 2031	On Track	<div><div></div>17%</div>	<p>Downtown Revitalization Efforts (Ongoing Initiatives)</p> <p>In preparation for a forthcoming Downtown Revitalization Plan, the Municipality is actively advancing beautification, business support, and downtown enhancement projects in partnership with the BIA. These initiatives are helping to strengthen downtown identity and support a vibrant business community.</p> <p>Accomplishments:</p> <ul style="list-style-type: none">• BIA Collaboration: Ongoing partnership with the BIA to coordinate business support, enhance signage, improve beautification efforts, and develop joint strategies to promote and diversify the downtown core.• Replacement of Downtown Kemptville Sign at the Triangle: Project is underway in collaboration with the BIA as part of a broader effort to enhance downtown identity and visual branding.• Shop local and Pride Banners: Planned and coordinated to support placemaking, vibrancy, and year-round appeal.• Wayfinding Strategy Development: Launched with the goal of improving navigation and access to downtown amenities, businesses, and attractions.• Follow44 Program: Promote downtown businesses as part of the broader Follow44 experience.• Working with the BIA to review and update existing downtown signage. <p>Next Steps:</p> <ul style="list-style-type: none">• BIA Collaboration: Continue working closely with the BIA on coordinated business support efforts, signage improvements, beautification projects, and downtown promotion strategies.• BIA Welcome Sign: Final design underway; installation planned for July 2025.• Shop Local & Pride Banners: Ordered and set for July installation to boost downtown visibility and foot traffic.• Wayfinding Strategy: Consultant to be selected in July 2025.• Follow44 Program: Continue to distribute the printed pamphlet and update the website to further integrate downtown businesses into the campaign, increasing their exposure.• Signage: Continue meeting with the BIA to review and update existing downtown signage.

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Activity 1.3.3	Identify existing gaps and barriers to attracting new businesses, and develop mitigating strategies to support attraction (e.g., older building, limitations to redevelopment, use of brownfield development policies).	Jan 01, 2023	Dec 31, 2031	On Track	<div><div>75%</div></div>	<p>Accomplishments:</p> <ul style="list-style-type: none">• Gap Identification: Initiated work in collaboration with CEDAC to identify key barriers to business attraction, including aging infrastructure, redevelopment constraints, and underutilized or contaminated properties.• Innovation Hub: As directed by Council, meeting with the Campus and Community Futures Grenville to explore opportunities.• Committee Collaboration: Engaged with CEDAC and the Mayor’s Task Force on Clean Technology to explore opportunities for business attraction, land readiness, and long-term investment strategy.• This work will directly inform and be included as part of the new Investment Attraction Strategy currently being developed through CEDAC discussions. <p>Next Steps:</p> <ul style="list-style-type: none">• Strategic Partnerships: Continue collaboration with CEDAC, the Mayor’s Task Force, and internal departments to align economic development goals with land use planning and servicing.• Innovation Hub: Continue meeting with the Campus and Community Futures Grenville to explore opportunities.• Investment Readiness: Identify and prioritize development-ready lands, and create supporting materials to promote these opportunities to prospective investors.• Policy Review: Coordinate with Planning and Building staff to modernize brownfield, infill, and redevelopment policies.
Activity 1.3.4	Develop a strategy to support green industry.	Jan 01, 2023	Dec 31, 2031	On Track	<div><div>74%</div></div>	<p>Accomplishments:</p> <ul style="list-style-type: none">• Ongoing collaboration with the Mayor’s Task Force on Clean Technology to explore community support for green industry and sustainable growth.• Partnered with Community Futures Grenville to organize the first-ever Sustainable Business Summit, scheduled for Thursday, June 26.• A Task Force member presented the interim report to Council in April 2025. <p>Next Steps:</p> <ul style="list-style-type: none">• Continue working with the Task Force to advance clean tech opportunities and develop final recommendations.• Support the delivery of the Sustainable Business Summit in partnership with Community Futures Grenville.

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Activity 1.3.5	Continue partnerships with business organizations	Jan 01, 2023	Dec 31, 2031	On Track	<div><div></div><div>63%</div></div>	<p>Accomplishments:</p> <ul style="list-style-type: none">• The Municipality of North Grenville continues to cultivate robust partnerships with key business support organizations, including the BIA, Chamber of Commerce, Leeds Grenville Business, Grenville Community Futures, and CSE Consulting. These collaborations enhance the local economic environment and provide essential support to the business community.• Partnering on the development of programs that support the business community including LoveNG, Expand43 and Follow44. <p>Next Steps:</p> <ul style="list-style-type: none">• Maintaining regular dialogue with business organizations to align efforts and ensure the business community's needs are understood and addressed.

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Activity 1.3.6	Business Support	Jan 01, 2025	Dec 31, 2025	On Track	<div><div></div>13%</div>	<p>Accomplishments:</p> <ul style="list-style-type: none">• Invest North Grenville Website & LoveNG Directory: Ongoing updates and maintenance to ensure accurate business listings and relevant economic development content.• Committee Engagement: Collaborating with CEDAC and the Mayor’s Task Force on Clean Technology to develop a focused Investment Attraction Strategy that aligns with strategic goals and upcoming development opportunities.• Tourism CIP Development: Early research and consultation underway to support program structure.• Innovation Hub Exploration: Initial meetings held with the Campus and Community Futures to define opportunities and needs.• Tax Deferral Program: Drafted and presented a tax deferral program for businesses impacted by County Road 43 construction.• Expand 43 Program: Launched support initiative for County Road 43 businesses, including a dedicated website, promotional videos, visibility campaigns, and the tax deferral program.• Partnerships: Continued collaboration with the Chamber of Commerce, BIA, Community Futures, and Leeds Grenville Business on coordinated business support, programming, and outreach.• Mayor’s Address: Delivered to highlight economic development priorities and promote local business engagement.• Business Openings: Supported several ribbon cuttings and grand openings in coordination with the Mayor and Council.• Sustainable Business Summit: Partnered with Community Futures Grenville to organize the first-ever summit, scheduled for June 26, 2025. <p>Next Steps:</p> <ul style="list-style-type: none">• Continue building out the Investment Attraction Strategy in collaboration with CEDAC and the Clean Tech Task Force.• Finalize the Tourism CIP framework and bring a draft to Council for review.• Define the scope of work for the proposed Innovation Hub in partnership with Campus and Community Futures.• Launch County Road 43 business promotion videos and continue visibility efforts during construction.• Promote and monitor uptake of the Tax Deferral Program.

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						<ul style="list-style-type: none">• Expand use of the LoveNG Directory and investnorthgrenville.ca for business promotion.• Coordinate new business engagement activities with partners (Chamber, BIA, Community Futures, Leeds Grenville).• Continue support for business openings and new investment announcements.• Support delivery of the Sustainable Business Summit and explore follow-up programming or future events.
Activity 1.3.7	Establish a Heritage Tourism Program featuring prominent heritage features and buildings.	Jan 25, 2022	Dec 31, 2031	On Track	<div><div>79%</div></div>	<p>Accomplishments:</p> <ul style="list-style-type: none">• Working with the Arts, Culture, & Heritage Advisory Committee on their new Heritage Plaques (including webpage on explore)• Developed MOU between Municipality and North Grenville Historical Society• Working with the Historical Society to establish a Tourism Information Centre in the downtown• Working with the Arts, Culture, & Heritage Advisory Committee and Historical Society to update the Walking Tours• Continue working with Roy Brown on the Honour Our Veterans Banner Program which launched in October 2023• Maintain the History & Heritage section of the tourism website (featuring Heritage Properties, Sites of Remembrance, and Historical Walking Tours) <p>Next Steps:</p> <ul style="list-style-type: none">• Continue working with the Arts, Culture, & Heritage Advisory Committee on their plaques and walking tours• Continue to work with the Historical Society on tourism-related initiatives• Establish and promote a new Tourism Information Centre in the downtown

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Activity 1.3.8	Strengthen the relationship between Parks Canada and the Municipality, with the common goal of enhancing opportunities for residents and tourists.	Jan 01, 2024	Dec 31, 2031	On Track	<div><div></div>46%</div>	<p>Accomplishments:</p> <ul style="list-style-type: none">Engaged in multiple meetings and discussions with Parks Canada to explore collaboration opportunities and involved them in consultations for our waterfront access strategy. <p>Next Steps:</p> <ul style="list-style-type: none">Engaging Parks Canada in projects as we move forward with the implementation of the waterfront access strategy, leveraging their expertise and resources to enhance project outcomes.Identifying funding and resource-sharing opportunities to support shared initiatives, particularly in areas that enhance waterfront accessibility and sustainability.
Division 1.4	Human Resources	Nov 01, 2024	Dec 31, 2025	<div><div></div><div></div></div> <div><div></div>Status Pending: 60%</div> <div><div></div>Some Disruption: 40%</div>	<div><div></div>18%</div>	
Activity 1.4.1	Compensation and Organizational Review	Nov 01, 2024	Jul 01, 2025	Some Disruption	<div><div></div>50%</div>	<p>Accomplishments</p> <ul style="list-style-type: none">In the final stages of the organizational review. Strategy Corp is working on a final draft report to go to CAO and Council. <p>Next Steps:</p> <ul style="list-style-type: none">Strategy Corp to submit final report to CAO and Council.Start implementing Council approved changes.

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Activity 1.4.2	Health and Safety Compliance for the Organization	Nov 01, 2024	Apr 01, 2025	Some Disruption	<div><div></div>40%</div>	Accomplishments: <ul style="list-style-type: none">First draft of mapping processes with JHSC and HR ConsultantElected Health and Safety Representatives for each offsite locationHealth and Safety Representatives trained for Level 1 and 2 of JHSCFollow up meetings with CAO after JHSC meetingsCirculation of JHSC minutes at SLT Next Steps: <ul style="list-style-type: none">Working on an updated Terms of Reference for JHSCFinal mapping of incident reporting
Activity 1.4.3	Onboarding	Jun 01, 2025	Dec 31, 2025	Status Pending	<div><div></div>0%</div>	
Activity 1.4.4	Policy Compliance	Jun 01, 2025	Dec 31, 2025	Status Pending	<div><div></div>0%</div>	
Activity 1.4.5	Policy Update and Review	Jun 01, 2025	Oct 01, 2025	Status Pending	<div><div></div>0%</div>	
Division 1.5	Department Administration	Jan 01, 2025	Dec 31, 2025	On Track <div><div></div>On Track: 100%</div>	<div><div></div>25%</div>	
Activity 1.5.1	Staff training and development	Jan 01, 2025	Dec 31, 2025	On Track	<div><div></div>25%</div>	Accomplishments: <ul style="list-style-type: none">Staff registered for various training and conferences Next Steps: <ul style="list-style-type: none">Continue to review training opportunities

Client Services						
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Division 2.1	Communications	Oct 30, 2024	Dec 31, 2025	<div> <div></div> <div></div> <div></div> </div> <div> <div></div> Status Pending: 50% <div></div> On Track: 25% <div></div> Some Disruption: 25% </div>	<div> <div></div> 23% </div>	
Activity 2.1.1	Develop a Communications Policy	Oct 30, 2024	Jan 31, 2025	<div> <div>Some Disruption</div> </div>	<div> <div></div> 80% <div></div> </div>	Accomplishments: <ul style="list-style-type: none"> Drafted Communications Policy Next Steps: <ul style="list-style-type: none"> Bring Policy to Council for approval
Activity 2.1.2	Develop a Communications Strategic Plan	Jun 01, 2025	Jun 30, 2025	<div> <div>Status Pending</div> </div>	<div> <div></div> 0% </div>	
Activity 2.1.3	Develop a Branding Strategy	Jun 01, 2025	Dec 31, 2025	<div> <div>Status Pending</div> </div>	<div> <div></div> 0% </div>	
Activity 2.1.4	Create a development and growth communications strategy	Jun 01, 2025	Dec 31, 2025	<div> <div>On Track</div> </div>	<div> <div></div> 10% </div>	Accomplishments: <ul style="list-style-type: none"> Initiated work with consultant Next Steps: <ul style="list-style-type: none"> Provide background material Draft plan
Division 2.2	Department Administration	Jan 01, 2025	Dec 31, 2025	<div> <div>On Track</div> </div> <div> <div></div> On Track: 100% </div>	<div> <div></div> 25% </div>	
Activity 2.2.1	Staff training and developent	Jan 01, 2025	Dec 31, 2025	<div> <div>On Track</div> </div>	<div> <div></div> 25% </div>	Accomplishments: <ul style="list-style-type: none"> Staff registered for various training and conferences Next Steps: <ul style="list-style-type: none"> Continue to review training opportunities

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Division 3.1	Corporate Strategy	Jan 01, 2025	Dec 31, 2025	<div><div></div></div> <div>● On Track: 91%</div> <div>● Upcoming: 9%</div>	<div><div></div>33%</div>	
Activity 3.1.1	Continue to action the Broadband Study	Jan 01, 2025	Dec 31, 2025	<div>On Track</div>	<div><div></div>25%</div>	Accomplishments: <ul style="list-style-type: none">Completed a Municipal Access Agreement (MAA) with Rogers Next Steps: <ul style="list-style-type: none">Complete MAAs with Bell and XploreConduct speed testing in 2026 following the completion of the funded projects at the end of 2025
Activity 3.1.2	Create a Climate Action Plan	Jan 01, 2025	Dec 31, 2025	<div>On Track</div>	<div><div></div>5%</div>	Accomplishments: <ul style="list-style-type: none">Collected local data to support the Leeds and Grenville County Climate Action Plan. Next Steps: <ul style="list-style-type: none">Engage students from the Telfer School of Management (University of Ottawa) to support the planning and development of North Grenville’s contributions to the Climate Action Plan.Conduct engagementDraft a Climate Action Plan

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Activity 3.1.3	Participate in Communities in Bloom	Apr 01, 2025	Oct 31, 2025	On Track	<div><div></div>45%</div>	<p>Accomplishments:</p> <ul style="list-style-type: none">• Monthly team meetings have been scheduled to maintain momentum and collaboration.• Met with the Kemptville Horticultural Society, who are enthusiastic about supporting Communities in Bloom. They’ve committed to assisting with the Garden of the Week nominations and other upcoming initiatives.• Continue with Social Media posts to ensure awareness about the initiative• Booked 2025 tour for August 13-14 <p>Next Steps:</p> <ul style="list-style-type: none">• Finalize tour and profile book• Begin planning and executing small projects identified by the committee, including:<ul style="list-style-type: none">◦ Downtown Kemptville Floral Project◦ Rail Trail Wildflower Planting◦ Invasive Species Awareness Campaign◦ Bat House Installation & Mosquito Control Education◦ Community Tree Management Program◦ Adopt-a-Roundabout Initiative
Activity 3.1.4	Create a localized Community Safety and Well-Being Plan	Aug 01, 2025	Dec 31, 2025	Upcoming		

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Activity 3.1.5	Continue to action the Downtown Kemptville Commnity Improvement Plan and Parking Study	Jan 01, 2025	Dec 31, 2025	On Track	<div><div>60%</div></div>	<p>Accomplishments:</p> <ul style="list-style-type: none">• Identified two spots to be transitioned to accessible parking spaces.• Distributed a Business Interest Package to downtown businesses to assess interest in Directional Finger Signs.• Circulated a Commercial Loading Zone Needs Survey to local businesses.• Launched the Downtown Kemptville Community Improvement Plan (DKCIP) Grants and Opportunities for 2025.• Initiated quarterly monitoring of downtown parking conditions.• Printed Riverside and 3 hour parking signs <p>Next Steps:</p> <ul style="list-style-type: none">• Consult with the BIA and AAC for additional accessible spaces• Install Riverside and 3 hour parking signs• Confirm finger signs in collaboration with the BIA
Activity 3.1.6	Implement the Equity, Diversity, and Inclusion Strategy	Jan 01, 2025	Dec 31, 2025	On Track	<div><div>45%</div></div>	<p>Accomplishments:</p> <ul style="list-style-type: none">• Updated the community calendar with dates of significance• Updated the welcome package and resource list• Created a draft EDI Policy Matrix• Reviewed EDI training <p>Next Steps:</p> <ul style="list-style-type: none">• Test the EDI Policy Matrix with staff• Provide training to staff

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Activity 3.1.7	Work with partners to address healthcare gaps and action the Primary Care Strategy	Jan 01, 2025	Dec 31, 2025	On Track	<div><div></div>30%</div>	Accomplishments: <ul style="list-style-type: none">Hosted quarterly meetings with Primary Care Partners to collaborate on strategies aimed at improving healthcare access and delivery in North Grenville.Awarded four (4) physician incentives. Next Steps: <ul style="list-style-type: none">Continue regular meetings and work collaboratively to prioritize and implement key healthcare improvement strategies for the community.Support the application in September 2025 to expand allied healthcare support
Activity 3.1.8	Support departments with Project Management tools	Jan 01, 2025	Dec 31, 2025	On Track	<div><div></div>10%</div>	Accomplishments: <ul style="list-style-type: none">Met with the North Grenville Fire Service, Communications Department, and Planning and Development to introduce strategies for implementing Project Management Tools across departments. Next Steps: <ul style="list-style-type: none">Finalize implementation plans with each department, ensuring teams are equipped to independently utilize the tools.Schedule meetings with all municipal departments to develop tailored strategies for tool adoption.Engage students from the University of Ottawa and Telfer School of Management to develop customized toolkits that support departments in maximizing the effectiveness of Project Management Tools.

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Activity 3.1.9	Work with the Indigenous Advisory Circle on reconciliation efforts	Jan 01, 2025	Dec 31, 2025	On Track	50%	Accomplishments: <ul style="list-style-type: none">Supported the creation of Mino-jichaag-Mtigwaaki at the Ferguson Forest CentreHeld several events and workshops Next Steps: <ul style="list-style-type: none">Support the finalization of the Reconciliation Framework
Activity 3.1.10	Support departments to action the Community Strategic Plan	Jan 01, 2025	Dec 31, 2025	On Track	50%	Accomplishments: <ul style="list-style-type: none">Completed Q1 UpdateCompleted Q2 Updates Next Steps: <ul style="list-style-type: none">Present mid-year update to Council
Activity 3.1.11	Provide transit service and explore opportunities for expansion	Jan 01, 2025	Dec 31, 2025	On Track	40%	Accomplishments: <ul style="list-style-type: none">Submitted two (2) funding applications to expand the serviceReceived OTIF funding to add a second vehicle for commuter and additional on-demand service Next Steps: <ul style="list-style-type: none">Launch commuter serviceMonitor the system and make adjustments and improvements as required
Division 3.2	Information Technology	Jan 01, 2025	Dec 31, 2025	On Track	40%	

● On Track: 100%

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Activity 3.2.1	Review service contracts	Jan 01, 2025	Dec 31, 2025	On Track	<div><div></div>40%</div>	Accomplishments: <ul style="list-style-type: none">Reviewed internet, laptop lease, and printer contracts Next Steps: <ul style="list-style-type: none">Review cell phone contract
Activity 3.2.2	Improve/update/solidify IT processes	Jan 01, 2025	Jun 30, 2025	On Track	<div><div></div>40%</div>	Accomplishments: <ul style="list-style-type: none">Completed 2025 laptop replacement Next Steps: <ul style="list-style-type: none">Review policies as required
Division 3.3	Department Administration	Jan 01, 2025	Dec 31, 2025	On Track <div></div> On Track: 100%	<div><div></div>20%</div>	
Activity 3.3.1	Staff Training and Development	Jan 01, 2025	Dec 31, 2025	On Track	<div><div></div>20%</div>	Accomplishments: <ul style="list-style-type: none">Staff have mapped out training for 2025 Next Steps: <ul style="list-style-type: none">Review training opportunities as they arise

Emergency and Protective Services

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Division 4.1	Fire Prevention - Public Education, Fire Safety Standards, and Enforcement	Ongoing	Ongoing	<div><div></div></div> <div>● On Track: 50% ● Completed: 50%</div>	<div><div>78%</div></div>	
Activity 4.1.1	Comprehensive Review of Burn By-Law (33-12) and Update	Aug 01, 2024	Jul 01, 2025	<div><div>On Track</div></div>	<div><div>55%</div></div>	Accomplishments: <ul style="list-style-type: none">Some Draft updates completed.Consulted By-Law Division. Next Steps: <ul style="list-style-type: none">Draft to be reviewed
Activity 4.1.2	Fire Masterplan Revision: Tender Announcement	Ongoing	Ongoing	<div><div>Completed</div></div>		Complete tender process.
Division 4.2	Fire Protection Services	Jan 01, 2025	Nov 01, 2025	<div><div>On Track</div></div> <div>● On Track: 100%</div>	<div><div>37%</div></div>	
Activity 4.2.1	Launch of Station 2 Development Tender	Jan 01, 2025	Nov 01, 2025	<div><div>On Track</div></div>	<div><div>30%</div></div>	Accomplishments: <ul style="list-style-type: none">Land appraisal Next Steps: <ul style="list-style-type: none">Negotiaite with landowner
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	<div><div>On Track</div></div>	<div><div>40%</div></div>	Accomplishments: <ul style="list-style-type: none">Ordered equipmentReceived and distributed some equipment Next Steps: <ul style="list-style-type: none">Receive and distribute the remaining equipment

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
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	On Track	<div><div></div>40%</div>	Accomplishments: <ul style="list-style-type: none">Ordered equipmentReceived and distributed some equipment Next Steps: <ul style="list-style-type: none">Receive and distribute the remaining equipment
Division 4.3	Emergency Management	Jul 01, 2025	Dec 01, 2025	Upcoming	<div><div></div>0%</div>	
Activity 4.3.1	Execute Yearly Emergency Management Simulation Exercise	Jul 01, 2025	Dec 01, 2025	Upcoming		
Division 4.4	Department Administration	Jan 01, 2025	Dec 31, 2025	On Track	<div><div></div>36%</div>	
Activity 4.4.1	Staff Training and Development	Jan 01, 2025	Dec 30, 2025	On Track	<div><div></div>61%</div>	Accomplishments: <ul style="list-style-type: none">Completion of NFPA 1001 FFI Recruit Class. Scheduled NFPA 1072 HazMat as well as Pump OPs. Also completed the NFPA 1041 Instructor I.Completed upcoming Pump Ops Course and review other mandatory certification requirements. Schedule NFPA 1001 FFII by end of year. Next Steps: <ul style="list-style-type: none">NS F2 to begin in the Fall
Activity 4.4.2	Update standard operating procedures	Jan 01, 2025	Dec 31, 2025	On Track	<div><div></div>15%</div>	Accomplishments: <ul style="list-style-type: none">Several SOP's updated and under review. Next Steps: <ul style="list-style-type: none">Ongoing updates and roll out to officer groups for review and approvals.

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Activity 4.4.3	Fire master plan	Jan 01, 2025	Dec 31, 2025	On Track	<div><div></div>33%</div>	Accomplishments: <ul style="list-style-type: none">Awarded Project to Loomex Group. Initial Meetings completed. Most data and statistics compiled for review. Next Steps: <ul style="list-style-type: none">Engagement meetings with Firefighters and Officers scheduled for May as well as site visit and tour of Municipality. To finish compiling Training and Prevention statistics for submission.

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Division 5.1	Asset Management	Jan 01, 2025	Dec 31, 2026	<div><div></div></div> <div>Status Pending: 33% On Track: 67%</div>	<div><div></div>12%</div>	
Activity 5.1.1	O. Reg 588/17 Proposed Level of Service	Jan 01, 2025	Jul 01, 2025	<div>On Track</div>	<div><div></div>5%</div>	Next Steps: <ul style="list-style-type: none">Entering 2024 data
Activity 5.1.2	Improve the integration of data from VADIM to PSD Citywide	Jun 01, 2025	Dec 31, 2026	<div>Status Pending</div>	<div><div></div>0%</div>	
Activity 5.1.3	Maximize the use of AMP software	Jan 01, 2025	Dec 31, 2025	<div>On Track</div>	<div><div></div>30%</div>	Accomplishments: <ul style="list-style-type: none">ARO data entered Next Steps: <ul style="list-style-type: none">Transition to new software
Division 5.2	Customer Service	Jan 01, 2025	Dec 31, 2025	<div><div></div></div> <div>On Track: 50% Some Disruption: 50%</div>	<div><div></div>50%</div>	
Activity 5.2.1	Update the Procedural Policy	Jan 01, 2025	Dec 31, 2025	<div>Some Disruption</div>	<div><div></div>39%</div>	Accomplishments: <ul style="list-style-type: none">Draft complete Next Steps: <ul style="list-style-type: none">Finalize document
Activity 5.2.2	Assist in the implementation of Planning/Building/By-law's new integrated payment system	Jan 01, 2025	Dec 31, 2025	<div>On Track</div>	<div><div></div>60%</div>	Accomplishments: <ul style="list-style-type: none">Set-up payment processor Next Steps: <ul style="list-style-type: none">Work with Planning during rollout

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Division 5.3	Treasury	Nov 15, 2024	Jan 01, 2026	<div><div></div><div></div><div></div></div> <div>● On Track: 67% ● Some Disruption: 17% ● Upcoming: 17%</div>	<div><div></div>33%</div>	
Activity 5.3.1	Review integration of Perfect Mind A/R with VADIM processes	Jun 01, 2025	Nov 01, 2025	<div>On Track</div>	<div><div></div>40%</div>	Accomplishments: <ul style="list-style-type: none">Initial investigation Next Steps: <ul style="list-style-type: none">Include as part of 2025 audit
Activity 5.3.2	General Ledger Maintenance and Data Clean-Up	Nov 15, 2024	Jan 01, 2026	<div>On Track</div>	<div><div></div>30%</div>	Accomplishments: <ul style="list-style-type: none">Completed 2023 audit Next Steps: <ul style="list-style-type: none">Completing 2024 auditReconcile tangible capital assets
Activity 5.3.3	Accelerate efforts to collect taxes on overdue accounts	Feb 01, 2025	Apr 30, 2025	<div>On Track</div>	<div><div></div>35%</div>	Accomplishments: <ul style="list-style-type: none">Have identified arrearsSet-up notification and payment schedule for arrears Next Steps: <ul style="list-style-type: none">Conitnue to review arrears
Activity 5.3.4	Credit Card Management	Jul 01, 2025	Aug 31, 2025	<div>Upcoming</div>		
Activity 5.3.5	Merge Police Service Board entity into municipal governance	Apr 01, 2025	Dec 31, 2025	<div>Some Disruption</div>	<div><div></div>50%</div>	Accomplishments: <ul style="list-style-type: none">Identified grant issues Next Steps: <ul style="list-style-type: none">Confirm grant coordination

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Activity 5.3.6	Implement accounting practices to support Capital Project budget tracking and year-end financing reconciliation	Nov 30, 2024	Dec 31, 2025	On Track	<div><div></div>40%</div>	Accomplishments: <ul style="list-style-type: none">2024 reconciledIntegrated capital budget to actuals performance in 2025 budget Next Steps: <ul style="list-style-type: none">Report to Council on budget to actuals
Division 5.4	Department Administration	Sep 01, 2024	Jan 01, 2027	<div><div></div><div></div><div></div></div> <div><div></div> Status Pending: 33%</div> <div><div></div> On Track: 33%</div> <div><div></div> Some Disruption: 33%</div>	<div><div></div>13%</div>	
Activity 5.4.1	Manage the Municipal Fee Review project	Sep 01, 2024	May 01, 2025	Some Disruption	<div><div></div>30%</div>	Accomplishments: <ul style="list-style-type: none">Hired consultantBackground research conducted Next Steps: <ul style="list-style-type: none">Review draft
Activity 5.4.2	Update Finance Policies	Jan 01, 2025	Jan 01, 2027	On Track	<div><div></div>10%</div>	Accomplishments: <ul style="list-style-type: none">Identified policies for review Next Steps: <ul style="list-style-type: none">Identify priority policies to update
Activity 5.4.3	Update the Long Range Financial Plan	Jun 01, 2025	Oct 01, 2026	Status Pending	<div><div></div>0%</div>	

Parks, Recreation, and Culture

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Division 7.1	Parks and Facilities	Ongoing	Ongoing	<div>On Track</div> <div>● On Track: 100%</div>	<div>0%</div>	

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Activity 7.1.1	Capital Projects	Ongoing	Ongoing	On Track		<p>Accomplishments:</p> <ul style="list-style-type: none">• All capital tenders/RFPs in process.• Awarded contract for 44 MUP, Public Works has taken over supervision of construction.• Heron's Nest Park (Tempo) work has restarted from winter break. Completion expected early June.• Blake Williamson Memorial Hall, tender has been awarded for change of use project. Construction starting May, completion expected September 2025.• Former Oxford Mills Town Hall feasibility study RFP initiated.• Curry Park Dock tender awarded. Installation expected late May. Donation of \$32,000 confirmed by Rotary Club of Kemptville.• Bishop's Mills Park play equipment RFP initiated.• Arena Seating project contract awarded. Seats have been ordered and installation scheduled to be completed by August 1st. Sponsor-a-Seat program ongoing (over 50% sold).• Phase 2 indoor pool study draft report provided to staff for review.• eQuinelle phase 6 park input received from Regional Group regarding desired design elements.• Riverside Park Pump Track rehabilitation quotes received for start up and conceptual design for staff review.• Portable water stations purchased from Kemptville Live, as cited in the Blue Communities Policy and Action Plan. <p>Next Steps:</p> <ul style="list-style-type: none">• Continue to work through procurement procedures for all capital tenders/RFPs• Monitor ongoing contracts.• Hire consultant to prepare conceptual plan and undertake community consultation for Riverside Park Pump Track.• Phase 2 pool study - submit staff comments related to draft plan to consultant and invite

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
						<div>consultant to present to Council.</div> <ul style="list-style-type: none">eQuinelle phase 6 Park - Develop RFP scope of work for conceptual design and community consultation for 2026 construction.Oxford Mills Town Hall Feasibility Study - RFP to hire consultant to complete feasibility study.Create policy/SOP/marketing plan for community use of portable water stations.
Activity 7.1.2	Support asset management	Jan 01, 2024	Dec 31, 2025	<div>On Track</div>	<div>0%</div>	<div>Accomplishments:</div> <ul style="list-style-type: none">Staff reviewed asset management plan as related to 2025 capital project planning. <div>Next Steps:</div> <ul style="list-style-type: none">Attend 2025 asset management kick off meeting hosted by Finance team.
Division 7.2	Community and Leisure Services	Ongoing	Ongoing	<div>On Track</div> <div>● On Track: 100%</div>	<div>0%</div>	
Activity 7.2.1	Community Event Support	Ongoing	Ongoing	<div>On Track</div>		<div>Accomplishments:</div> <ul style="list-style-type: none">Supported Buskerfest and preparations for Canada Day and FASD Triathlon. <div>Next Steps:</div> <ul style="list-style-type: none">Continue to work with FASD and Canada Day organizers.Continue to receive, review and support FSEAT applications.
Division 7.3	Department Administration	Ongoing	Ongoing	<div><div></div><div>● On Track: 83%</div><div>● Completed: 17%</div></div>	<div><div></div>17%</div>	

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Activity 7.3.1	Participate in User Fee and Rate Review	Ongoing	Ongoing	On Track		Accomplishments: <ul style="list-style-type: none">Department staff met with consultant team to review fees and charges with respect to PRC and have responded to all requests for information. Next Steps: <ul style="list-style-type: none">Review draft plan when available and provide feedback.
Activity 7.3.2	Funding Applications	Ongoing	Ongoing	On Track		Accomplishments: <ul style="list-style-type: none">CSRIF Stream 2 application for proposed dome was not approved. Next Steps: <ul style="list-style-type: none">Continue to pursue funding programs aligned with department goals.
Activity 7.3.3	Sports field allocation policy	Apr 01, 2025	Dec 31, 2025	On Track	0%	Accomplishments: <ul style="list-style-type: none">Not initiated in Q1. Next Steps: <ul style="list-style-type: none">Create work plan for consultation and policy development.
Activity 7.3.4	Spring ice allocation policy	Jan 01, 2025	Dec 31, 2025	On Track	0%	Accomplishments: <ul style="list-style-type: none">Not initiated in Q1. Next Steps: <ul style="list-style-type: none">Create work plan for consultation and policy development.

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Activity 7.3.5	Update standard operating procedures	Jan 01, 2025	Dec 31, 2025	Completed	100%	Accomplishments: <ul style="list-style-type: none">Reviewed SOPs and completed updates. Next Steps: <ul style="list-style-type: none">2026 annual review.
Activity 7.3.6	Support active transportation master planning	Jan 01, 2025	Dec 31, 2025	On Track	0%	Accomplishments: <ul style="list-style-type: none">Not yet initiated by Public Works (Project Lead). Next Steps: <ul style="list-style-type: none">Participate in process as requested by project lead.

Planning and Development

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Division 6.1	Building	Jan 01, 2025	Dec 31, 2025	<div>On Track</div> <div>● On Track: 100%</div>	<div>15%</div>	
Activity 6.1.1	File Digitization	Jan 01, 2025	Dec 31, 2025	<div>On Track</div>	<div>30%</div>	Accomplishments: <ul style="list-style-type: none">Initiated transfer to new records management software. Next Steps: <ul style="list-style-type: none">Continue transferring files.
Activity 6.1.2	Update Building By-law	Jan 01, 2025	Dec 31, 2025	<div>On Track</div>	<div>0%</div>	Next Steps: <ul style="list-style-type: none">Review the Building By-law and bring forward changes for Council's consideration. Anticipated in the Q3-Q4.
Division 6.2	By-Law	Jan 01, 2025	Dec 31, 2025	<div>On Track</div> <div>● On Track: 100%</div>	<div>80%</div>	
Activity 6.2.1	Implementation of AMPS	Jan 01, 2025	Dec 31, 2025	<div>On Track</div>	<div>80%</div>	Accomplishments: <ul style="list-style-type: none">AMPS by-law adopted by Council and implemented on January 2nd, 2025.By-law review has been completed. Next Steps: <ul style="list-style-type: none">Continue to implement AMPS.Training of Staff to be screening officers.
Division 6.3	Planning	Jan 01, 2025	Dec 31, 2025	<div></div> <div>● On Track: 67%</div> <div>● Completed: 33%</div>	<div>70%</div>	

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Activity 6.3.1	Official Plan Update/Renewal	Jan 01, 2025	Dec 31, 2025	On Track	<div><div></div>20%</div>	Accomplishments: <ul style="list-style-type: none">RFP was awarded to Dillon Consulting.Kick Off Meeting was held and a revised project timeline has been adopted. Next Steps: <ul style="list-style-type: none">Meet with the United Counties of Leeds and Grenville to discuss process. UCLG is the approval authority for Local Official Plans.Develop communication and consultation strategy.
Activity 6.3.2	Municipal Land Review - Affordable Housing	Jan 01, 2025	Dec 31, 2025	Completed	<div><div></div>100%</div>	Accomplishments: <ul style="list-style-type: none">Land review has been completed with a presentation to Council in February of 2025.
Activity 6.3.3	Additional Residential Units Incentive Program - In Coordination with Building Division	Jan 01, 2025	Dec 31, 2025	On Track	<div><div></div>90%</div>	Accomplishments: <ul style="list-style-type: none">Program development has been completed.Two open houses have been held with the community.Two grants have been issued. Next Steps: <ul style="list-style-type: none">Continue to advertise the program.Staff will continue to arrange community consultation to allow for members of the public to find out more information.Presentation of program at Ontario East Municipal Conference in September
Division 6.4	Department Administration	Jan 01, 2025	Dec 31, 2025	On Track	<div><div></div>55%</div>	

● On Track: 100%

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Activity 6.4.1	Implementation of Development Approvals Software	Jan 01, 2025	Dec 31, 2025	On Track	<div><div>70%</div></div>	Accomplishments: <ul style="list-style-type: none">Beta testing is occurring on the Planning Module.Continued development of By-law and Building modules Next Steps: <ul style="list-style-type: none">Continue to work with MRF to develop the software.Undertake User Experience testing to ensure a product that can be utilized by the community.
Activity 6.4.2	Updating policies and standard operation procedures	Jan 01, 2025	Dec 31, 2025	On Track	<div><div>40%</div></div>	Accomplishments: <ul style="list-style-type: none">Review initiated Next Steps: <ul style="list-style-type: none">Continuing review

Public Works

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Division 8.1	Engineering	Ongoing	Ongoing	<div><div></div></div> <div>● On Track: 50%</div> <div>● Some Disruption: 50%</div>	<div><div></div>19%</div>	
Activity 8.1.1	Capital Bridge Maintenance - McKinney	Ongoing	Ongoing	<div><div>Some Disruption</div></div>		Accomplishments: <ul style="list-style-type: none">Draft tender documents provided by consultant Next Steps: <ul style="list-style-type: none">Finalize and issue tender
Activity 8.1.2	Stormwater Master Plan	Jan 01, 2025	Dec 31, 2025	<div><div>Some Disruption</div></div>	<div><div></div>0%</div>	Accomplishments: <ul style="list-style-type: none">Background data and field investigation provided to the consultant Next Steps: <ul style="list-style-type: none">Modelling and Phase 1 report to be provided to the Municipality for review
Activity 8.1.3	Develop an Active Transportation strategy to promote active transportation (e.g., by enhancing, and sharing information on rural routes, developing waterfront trails, mapping and wayfinding apps).	Jan 25, 2022	Dec 31, 2031	<div><div>On Track</div></div>	<div><div></div>20%</div>	Accomplishments: <ul style="list-style-type: none">Active Transportation Master Plan approved March 19th for the 2025 budgetDeveloped and issued RFP for the Master Plan in Q2 Next Steps: <ul style="list-style-type: none">Review bids and award

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Activity 8.1.4	Burritt's Rapids Revitalization	Jan 01, 2025	Dec 31, 2025	<div>On Track</div>	<div>55%</div>	Accomplishments: <ul style="list-style-type: none">Procured consultantBackground research completeDrafted preliminary designsMet with Burritt's Rapids Community Association Next Steps: <ul style="list-style-type: none">Provide 50% design commentsMeet with consultantFinalize designs
Division 8.2	Roads	Ongoing	Ongoing	<div><div></div><div></div></div> <div><div></div> On Track: 50%<div></div> Some Disruption: 50%</div>	<div>8%</div>	
Activity 8.2.1	County Road 43 Expansion	Jan 01, 2025	Dec 31, 2025	<div>Some Disruption</div>	<div>15%</div>	Accomplishments: <ul style="list-style-type: none">Held town hallsProvided communicationsSupported Discover 43 campaign Next Steps: <ul style="list-style-type: none">Support the continued road worksTown Hall in July
Activity 8.2.2	Heavy Fleet Management	Ongoing	Ongoing	<div>On Track</div>		Accomplishments: <ul style="list-style-type: none">Budget Approved March 19thPurchase of Tandem replacement approved by Council March 25thTandem Ordered Next Steps: <ul style="list-style-type: none">Delivery of Tandem expected in fall 2025

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Activity 8.2.3	Capital Road Maintenance	Ongoing	Ongoing	On Track		Accomplishments: <ul style="list-style-type: none">Budget Approved March 19thTenders awarded Next Steps: <ul style="list-style-type: none">Complete work in Q3
Activity 8.2.4	Street Light Upgrade	Jan 01, 2025	Dec 31, 2025	Some Disruption	<div><div></div>10%</div>	Accomplishments: <ul style="list-style-type: none">Initial conversations with Hydro One Next Steps: <ul style="list-style-type: none">Hydro One to provide layoutsApproval of layouts
Activity 8.2.5	Storm Sewer Rehabilitation	Jan 01, 2025	Dec 31, 2025	Some Disruption	<div><div></div>15%</div>	Accomplishments: <ul style="list-style-type: none">Initial investigation completeSurvey complete Next Steps: <ul style="list-style-type: none">More surveys and potential investigation with EnbridgeReview layout options
Activity 8.2.6	Pedestrian Crossover (PXO)	Jan 01, 2025	Dec 31, 2025	On Track	<div><div></div>10%</div>	Accomplishments: <ul style="list-style-type: none">Budget approved March 19Reuben tender complete Next Steps: <ul style="list-style-type: none">Draft concept designs for Pinehill
Division 8.3	Water and Sewer	Ongoing	Ongoing	Some Disruption <div><div></div>Some Disruption: 100%</div>	<div><div></div>5%</div>	

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Activity 8.3.1	WPCP Phase A Expansion	Jan 01, 2025	Dec 31, 2025	Some Disruption	<div><div></div>10%</div>	Accomplishments: <ul style="list-style-type: none">Procured contractorDesign work completeConfirmed updated timelines - Q4 2026 completion Next Steps: <ul style="list-style-type: none">Continue work
Activity 8.3.2	Servicing Master Plan	Ongoing	Ongoing	Some Disruption		Accomplishments: <ul style="list-style-type: none">Background data provided to the consultant.Water and sanitary modelling underwayCompleted Phase 1 for Municipal Review in Q2 Next Steps: <ul style="list-style-type: none">Complete Phase 2 review in Q3Public consultationCouncil approval
Division 8.4	Solid Waste	Ongoing	Ongoing	On Track <div>● On Track: 100%</div>	<div><div></div>5%</div>	
Activity 8.4.1	Transfer Station Master Plan	Ongoing	Ongoing	On Track		Accomplishments: <ul style="list-style-type: none">Draft RFP createdIssue RFP Next Steps: <ul style="list-style-type: none">Award contract
Activity 8.4.2	Solid Waste/Organics Collection Contract	Jun 01, 2025	Dec 31, 2025	On Track	<div><div></div>15%</div>	Accomplishments: <ul style="list-style-type: none">Posted tender Next Steps: <ul style="list-style-type: none">Council award contract

Plan Label And Number	Description	Start Date	End Date	Status	Progress	Last Update
Activity 8.4.3	Landfill Monitoring Contract	Ongoing	Ongoing	<div>On Track</div>		Accomplishments: <ul style="list-style-type: none">RFP was issued February 24thRFP Closed March 21stProposals under evaluationAwarded contract Next Steps: <ul style="list-style-type: none">Continue contract oversight
Division 8.5	Department Administration	Jan 01, 2025	Dec 31, 2025	<div>On Track</div> <div>● On Track: 100%</div>	<div><div></div>12%</div>	
Activity 8.5.1	Policy Update	Jun 01, 2025	Dec 31, 2025	<div>On Track</div>	<div><div></div>0%</div>	Next Steps: <ul style="list-style-type: none">Entrance Policy
Activity 8.5.2	Staff Training and Development	Jan 01, 2025	Dec 31, 2025	<div>On Track</div>	<div><div></div>20%</div>	Accomplishments: <ul style="list-style-type: none">Roads training complete Next Steps: <ul style="list-style-type: none">Assess opportunities as they arise
Activity 8.5.3	Records clean-up	Jan 01, 2025	Dec 31, 2025	<div>On Track</div>	<div><div></div>15%</div>	Accomplishments: <ul style="list-style-type: none">Transitioned from personal drives Next Steps: <ul style="list-style-type: none">Continue transition to FileHold