

| | Objectives | Actions | Timeline | Comments/Cost | Current Status | Next Steps | Staff Assigned | Budget |
|--|---|---|------------------|--|--|---|--------------------------------------|--|
| 1 Service Modernization and Innovation | 1.1 Continue to modernize and improve services, processes, and outcomes for our community. | Review the service delivery review and find the best ideas and bring them back to the top of the priority list. | Near Term | Included in the CAO's workplan for delivery by Q-3 2025 | Implementation of the SDR was stalled due to staff turn over | Review the implementation status of all items identified on SDR and report to Council. | CAO | Staff Time Only |
| | | Review our standard operating procedures and seek out opportunities for efficiencies. | Longer Term | To be included in a future Legislated Services work plan | Not initiated to date. | Consider for the 2027 workplan | Legislative Services | |
| | | Review Township budget - and determine if any surplus could be allocated to highest priority items. | Near Term | Incorporated into the 2025 budget process | Implemented | Implemented | Legislative Services & Treasurer | |
| | 1.2 Update our website with a cleaner interface and easier access to information. | Ensure material is created in a digital and accessible format so that it can be easily uploaded to the website. | Near Term | 2025 website project involves transtion to a more user friendly platform to support staff | Project funded in Q-4 2024 with budget pre-approval of \$20,000 to ensure pricing. | Work is schedule to begin in Q-2 2025 | Legislative Services | \$20,000 |
| | | Conduct click tests on website to ease of finding information. | Near Term | Included in the 2025 website project. | Project funded in Q-4 2024 with budget pre-approval of \$20,000 to ensure pricing. | Work is schedule to begin in Q-2 2025 | IT Department | |
| | | Create Township Content and Style Guide. | Longer Term | Develop an manual to ensure consistency and accessibility of our documents | To be included in a future Legislated Services work plan | Consider for the 2026 workplan | Legislative Services | Staff Time Only |
| | | Create Township LinkedIn account | Near Term | Implemented | Implemented | Implemented | IT Department | |
| | | Make use of communication channel through Chamber of Commerce and other business associations. | Near Term | Consider partnership with the Chamber for local business forum activites | Postponed Chamber of Commerce - Coffee in the County due to state of emergency. | Reschedule Chamber of Commerce - Coffee in the County. | CAO | |
| | 1.3 Maintain a document management and retention system with a focus on public accessibility. | Establish Budget and - complete RFP process. | Near to Mid Term | Project awarded to Stone Share. Project budget is \$22,500 annually forr 3 years. | Complete | Complete | Legislative Services | Total project cost \$75,000 budgeted 2025 - 2027 |
| | | Work with vendor to create and roll out a plan. | Mid Term | Plan to implement the document management and retention system is complete and on a 3 year timeline | Project launch Q-4 2025 | Initiate work and start the implementation of the document management system for the first third of the corporation. | Legislative Services | |
| | | Define parameters and define format for digital document management. | Mid Term | Included as part of the project | | | Legislative Services | |
| | | Create User Manual and training materials for new employee onboarding. | Long Term | Included as part of the project | | | Legislative Services | |
| | 1.4 Provide online community engagement where residents can sign up to receive information. | Develop roll-out plan - start with email & “sign-up” to get notifications from Township. | Mid term | The public can sign up to the Township's social media channels for timely information and to the Township newsletter | Complete | Complete | Legislative Services | Staff Time Only |
| | | Research and benchmark best practices in this space (costs, platform, options etc). | Mid Term | Research digital engagement platforms to determine viability and costs | Peterborough County | Peterborough County has purchased a license to use on-line public engagement platform through Engagement HQ which can be accessed by the lower Townships when it rolls out. | Legislative Services & IT Department | Completed by Peterborough County |
| | | Hire a communications lead? half comms/half records new hire. | Near Term | FTE position approved in the 2025 budget as the Corporate Services Assistant | Position is currently being recruited. | Position will be filled and this project will be complete. | Legislative Services | Staff addition budgeted in 2025 for \$77,000 |
| | | Provide opportunities for public engagement both digitally and in person | Near Term | In person engagement has been established. Digital engagement to be considered | 2 annual events established on in the early summer and the second in the fall. | The Township has the opportunity to move forward with both in-person and online engagement. | Legislative Services | \$500 - \$750 annually |

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| 2 Business Attraction, Expansion, and Retention | 2.1 Promote our Township through story-telling about who we are, what we do, and our brand identity. | Rethink our social media strategy. | Mid Term | Strategy development could be done in collaboration with Peterborough County Communications | Needs to be assigned to staff and included in a future work plan | Not initiated to date. | CAO & Legislative Services | Staff Time Only |
| | | Improve story-telling on trails including a paddling trail. | Mid Term | Opportunity to work with community partners and Peterborough County Tourism staff to develop. | Needs to be assigned to staff and included in a future work plan | Work with Peterborough Coutny Economic Development to highlight in Tourism media | CAO | Staff Time Only |
| | | Seek OMAFRA RED program funding. | Mid Term | RED funding supports projects for Economic Diversification and Competitiveness and Strategic Economic Infrastructure | Recently annouced that the RED program replaced by the Rural Ontario Development Program | Develop a project for potential application to this new fund. | CAO & Finance Department | TBD |
| | | Provide additional information on the website to highlight areas of interest - strengthen brand identity through storytelling - digital and other avenues. | Mid Term | Opportunity to work with community partners and Peterborough County Tourism staff to develop. | Needs to be assigned to staff and included in a future work plan | Not initiated to date. | CAO & Legislatve Services | Staff Time Only |
| | 2.2 Improve community signage. | Signage inventory/evaluation - upgrade, change, missing, keep etc | Mid Term | Signage inventory task to be included in the 2025 work plan. Inventory to be used to identify signage requiring immediate replacement due to damage. | Field work to be assigned for Q-3 2025. | Report to Council the condition of our current signage inventory identifying any signs requiring replacement and the estimated costs associated. Expected Q-4 | CAO | Staff Time Only |
| | | Revise existing signage and create new to promote areas of interest. | Long Term | Project has been identified but not included on the 2025 work plan | Signage discssions have been held at the Peterborough County Economic Development Advisory Committee. | Continue to engage with Peterborough County Economic Development on signage and monitor granting channels for funding opportunities for support with new signage. | CAO | \$12,500 in reserve. |
| | | Differentiate between directional signs and tourism type signs and beautification. | Long Term | Project has been identified but not included on the 2025 work plan | | | CAO | |
| | 2.3 Prepare for the completion of our comprehensive Zoning By-law, in order to ensure that land is properly zoned and designated for commercial and industrial development. | Need Official Plan to be approved. | Near Term | The Comprehensive Zoning By-law implements the policies of the Official Plan. Can not initiate this project until the plan is approved by the Proivnce of Ontario. | The Peterborough County Official Plan is currently being prepared for resubmission to the province for approval. | The revised Peterborough County Official Plan will come to County Council for approval. | Peterborough County | \$100,000 in reserve to fund this project. |
| | | Begin RFP process to be ready when the Offical Plan is approved. | Mid Term | Funding to hire the appropriate land use Planning consultant for this project has been reserved in anticipation of the Official Plans eventual approval. | Project on hold | RFP to be developed when the project is no longer on hold. | Planning & Finance Departments | |
| | | Look at opportunities to partner with neighboring Townships to potentially cluster our best bets for businesses to attract. | Mid Term | Incorporate into the projects RFP that the consultant identify potential opportunities for consideration. | Project on hold | RFP to be developed when the project is no longer on hold. | Planning & Finance Departments | |
| | 2.4 Provide incentives to new and growing businesses while ensuring existing businesses have opportunities to flourish. | Update and maintain an internal list of businesses in the Township. | Long Term | Work in collaboration with the Peterborough Economic Development Department to identify and leverage any business information they have or intend to gather. | Information to be collected through the new Peterborough County Economic Development websites. | Consider updates for the 2026 workplan | Not assigned | Staff Time Only |
| | | Identify focused opportunities in targeted sectors e.g., Agriculture tour, artisan promotions. | Mid Term | Work in collaboration with the Peterborough Economic Development Advisory Committee and Department to identify and leverage opportunites for Township businesses. | | Work with Peterborough County Economic Development to identify appropriate sectors and opportunities to target | CAO | TBD |
| | | Identify programs where Township can support/promote, through social and business community stakeholders, etc. | Mid Term | Work in collaboration with the Peterborough Economic Development Advisory Committee and Department to identify and leverage opportunites for Township businesses. | Included in discussions with Peterborough County Economic Development | To be reflected in the future Collaborative Framework and Strategic Plan from Peterborough County Economic Development | CAO & Legislatve Services | TBD |

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| 3 Infrastructure Renewal | 3.1 Prioritize roads where surface treatments are obtainable, and upgrade roads based on regular needs assessments. | Ongoing monitoring of 10-year roads plan. | Near Term | On-going activity and incorporated into the 2025 Budget - Roads Needs Study | RFPawarded to Engage Engineering and work is currently being completed | Report with the study findings to come forward to a Council by the end of Q-3 | Public Works Department | \$28,000 |
| | | Determine costs associated for each of the upgrades. | Near Term | Anticipated that the Roads Needs Study will identify opportunities and costs for maintainence and potential upgrades. | | | Public Works Department & Finance Department | To be determined when the Roads Needs plan is completed. |
| | 3.2 Put an actionable and measurable plan in place to replace or repair aging infrastructure of all Municipal facilities. | Inventory of assets - lifecycle etc. | Near Term | This work is supported through 2 separate projects: the Comprehensive Roads Needs Study and the Facilities Maintenance Study and Plan | Building Condition Assessments for Municipal Facilities RFP out for procurement. | Review submissions and bring forward a report to Council to award. | Finance Department & Public Works & Recreation Services | \$25,000 budgeted for Building Condition Assessments for Municipal Facilities |
| | | Development of Joint facility (public works, fire etc.). | Near Term | Long standing capital project | Staff are working towards preparing a site plan. | Complete the Site plan process and initiate an RFP for design build services. | CAO & Public Works Manager & Fire Chief & Treasurer | \$12,000,000 is the estimated budget for this project. |
| | | Recreation Master Plan update and follow up on facility feasibility decision. | Mid Term | | There are 2 supportive studies being conducted in 2025 that will assist future recreation master planning. Facility Management Plan and Facility Energy Efficiency Plan. | Requires a funding source for the master plan and will be included in a future budget process for Council consideration. | Manager of Recreation Services | Estimated at \$50,000 |
| | | Consider Fire Master-Plan recommendations. | Near Term | Fire Services Master Plan has been endorsed and requires both an implementation plan and full costing | Plan endorsed, implementation plan to be developed in 2025 | Implementation plan to be developed with costs and presented to Council for approval. | CAO, Treasurer and Fire Chief | TBD |
| | | Bring audits up to date. | Near Term | Action has been accomplished and audits are now up to date. | 2024 Audit being completed. | Findings to come forward to Council in Q-4 2025 | Treasurer | \$45,000 annually |
| | | Ensure that financial information is available to the public. | Near Term | All up to date financial information is available on the Township website | Implemented | Implemented | Finance Department | Staff Time Only |
| | 3.3 Make asset management a core focus of the budget process to ensure funds are being dedicated to improvement and maintenance of infrastructure. | Create public education documents for website and social media regarding Asset Management. | Longer Term | Improve resident and public understanding of asset management | Needs to be assigned to staff and included in a future work plan | Consider for the 2026 workplan | Finance Department | Staff Time Only |