

*(Updated to October 2010)*  
**2010 Work Plan – Financial Services**

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
<b>Audit 2009</b>  <b>Strategic Plan – Fiscal Responsibility</b>	Finalize all account reconciliations and working papers. Work with audit team to complete on-site portion of audit	* Lane Vance ** Finance Staff	Q1 - 2010	<b>Closed</b>
	Compile and report on ancillary data inclusive of performance measures and PSAB for provincial FIR	* Michelle Thornton ** Lane Vance	Q2/3 - 2010	<b>Delayed - In Progress</b>
	Format and report on performance measures in relevant manner through Township website	* Michelle Thornton ** Lane Vance	Q2/3 - 2010	<b>Delayed - Open</b>
<b>Tax Budget 2010</b>  <b>Strategic Plan – Fiscal Responsibility</b>	Compile all departmental working papers into rough draft of budget. Complete additional working papers and narratives to support draft budget to Council	* Lane Vance ** Management Team	Q4 - 2009 Q1 - 2010	<b>Closed</b>
	Meet with CAO and department heads for overview of respective departments. Finalize budget package for distribution to Council. Work with Corporate Services Assistant to distribute budget information on Township Website	* Lane Vance ** Janice Lavalley ** Management Team ** Suzanne Kirk	Q1 - 2010	<b>Closed</b>
	Complete budget presentation for Council and full day budget meeting with direction to proceed.	* Lane Vance	Q1 – 2010	<b>Closed</b>
	Complete public meeting presentation emphasizing residential impacts, rates and facility fees. Work with Corporate Services Assistant to distribute final budget information and impacts on Township Website	* Lane Vance ** Suzanne Kirk	Q1 – 2010	<b>Closed</b>
	Tax rate by-law completed and presented for Council approval. All relevant rates inputted and verified for billing.	* Lane Vance	Q2 - 2010	<b>Closed</b>

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<b>Water and Sewer Budgets 2010</b>  <b>Strategic Plan – Fiscal Responsibility</b>	Compile all working papers into rough draft of budget and narratives to support draft budget to Council – Woodland Acres.	* Lane Vance	Q2 – 2010	<b>Closed</b>
	Compile all working papers into rough draft of budget and narratives to support draft budget to Council - Lakefield Water and Sewer. Finalize long term capital plans per legislation.	* Lane Vance	Q2 – 2010	<b>Closed</b>
	Work with Corporate Services Assistant to distribute budget information on Township Website	* Lane Vance ** Suzanne Kirk	Q2 – 2010	<b>Closed</b>
	Report and recommendation to Council. Water and Sewer rate by-laws completed and presented for Council approval.	* Lane Vance	Q2 – 2010	<b>Closed</b>
	Woodland Acres rates to for inclusion with tax billing.	* Lane Vance	Q2 – 2010	<b>Closed</b>
	Lakefield Water and Sewer rates to PUS for billing and distribution of rate change flyer/insert.	* Lane Vance	Q3 – 2010 Q1 – 2011	<b>By-laws – Nov 16</b> <b>Not Started</b>
<b>MRIF Sewer Project (Lagoon Forcemain &amp; Plant Upgrades)</b>  <b>Strategic Plan – Infrastructure Support</b>	Work with STP project team to finalize project and make ready for forcemain hookup.	* Lane Vance ** Janice Lavalley	Q1 – 2010	<b>Closed</b>
	Work with Forcemain project team to finalize Environmental Assessment process and final design. Coordinate joint project with County road and stormwater upgrades.		Q1/2 – 2010	<b>Closed</b>
	Issue tender, recommend to Council and award construction contract.		Q1/2 – 2010	<b>Closed</b>
	Twp. representative at site meetings throughout construction. Liaise with contract engineer, monitor project progress, complete claims for reimbursement and related reports.		Q2-3 - 2010	<b>In Progress</b>

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<b>Building Canada Fund and Stimulus Grant Projects</b>	Liaise with contract engineer, monitor project progress, complete claims for reimbursement and interim report.	* Lane Vance ** Steve Crough	Q1 – 2010	<b>Closed (final claim outstanding)</b>
<b>Charles Street/Gore Street Improvements</b>	Complete tender for top lift of asphalt. Work with engineer/landscape architect to develop working drawings for streetscape improvements.		Q2/3 – 2010	<b>Closed</b>
<b>Strategic Plan – Infrastructure Support</b>	Recommend to Council and award construction contract. Work with landscape architect and contractor to finalize project.		<del>Q3 – 2010</del> Q3/4 - 2010	<b>Final Streetscape In Progress</b>
<b>PSAB Project – Initial Year</b>	Maintain asset inventory and database updates. Realign operational procedures as required.	* Lane Vance ** Management Team	Q1-4 2010	<b>Delayed - Dept. Realignment</b>
<b>Strategic Plan – Fiscal Responsibility</b>	Work through process for ongoing updates to asset binders in support of year end reports and presentation to audit team.			
<b>Electronic Meeting/Scheduling</b>	Finalize investigation/acquisition of necessary software components (MS Exchange/Blackberry Enterprise)	* Michelle Thornton ** Lane Vance ** Management Team	Q3/4 - 2010	<b>Open</b>
<b>Technology</b>	Implement electronic meeting management/communications system within management team (expand as practical)			
<b>Strategic Plan – Organizational Excellence</b>	Training session(s) to maximize use			
<b>Smartboard Installations</b>	Finalize investigation/acquisition and installation of necessary hardware & software components.(JEPP funded project)	* Michelle Thornton ** Lane Vance ** Management Team	Q2-4 - 2010	<b>Closed</b>
<b>Technology</b>				

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<b>Strategic Plan – Org. Excell.</b>	Training session(s) to maximize use in emergency situations and in ongoing municipal operations.			<b>Open</b>
<b>Cross Training within Finance Department</b>	Payroll and Benefits Coordinator Position filled.	* Lane Vance	Q4 – 2009	<b>Closed</b>
<b>Strategic Plan – Organizational Excellence</b>	Training period initiated.	* Michelle Thornton	Q1 – 2010	<b>Closed</b>
	Involve Deputy Treasurer in all facets of day to day procedures within the Finance Department.	* Lane Vance ** Michelle Thornton	Q1-4 2010	<b>In Progress</b>
	Complete basic cross training on day to day departmental matters.	* Michelle Thornton ** Finance Staff	Q2-4 2010	<b>In Progress</b>
<b>Charitable receipts Administration in support of Lakefield Health Care Centre</b>	Liaise with Lakefield Health Centre Treasurer and process designated donations in support of the health centre	* Lane Vance ** Joy Given ** Erica Thompson	Q1-4 2010 and future	<b>In Progress</b>
<b>Physician Recruitment</b>	Process and monitor all monthly and all annual donations through all payment methods			
<b>Strategic Plan – Quality of Life</b>	Initiate charge backs from administration fees related to card charges. Process payouts related to approved expenditures on project.			
	Provide periodic reporting to representatives of the Medical Foundation.			
<b>Implement New Investment Policy</b>	Review existing procedures, compile current policies from other municipalities, and redraft policy as appropriate.	* Michelle Thornton ** Lane Vance	Q3/4 - 2010	<b>Open</b>
	Provide report and recommendations to Council.	* Lane Vance		

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Strategic Plan – Fiscal Responsibility	Implement changes to investment practices to maximize interest revenue and minimize administration fees specifically related to short term investments.	* Michelle Thornton ** Lane Vance		
Bridgenorth Facility  Strategic Plan – Infrastructure Support  Strategic Plan – Quality of Life	Finalize planning process to establish ‘ <b>courtyard</b> ’ design. Work with landscape architect to develop working drawings and RFP.  Recommend to Council and award construction contract. Work with landscape architect and contractor to finalize site contract	* Scott Warren ** Lane Vance ** Joan and Ed  * Scott Warren ** Lane Vance	Q1 – 2101  Q1-3 – 2010	<b>Closed</b>  <b>Closed</b>
Facilities Capital Improvement Projects  Strategic Plan – Infrastructure Support	Project management support as outlined in department # 6 budget. Inclusive of grant claims and reporting. <ul style="list-style-type: none"> <li>• RINC Program – Lakefield</li> <li>• Ennismore Arena</li> </ul>	** Scott Warren ** Lane Vance	Q1-3 - 2010	<b>RINC – support in progress Ennismore- On Hold</b>
Old Bridgenorth Library/OPP Community Policing Office  Strategic Plan – Infrastructure Support/ Fiscal Responsibility	Procurement process for renovations to OPP side of building to accommodate Community Policing needs.  Recommend to Council, award construction contract and oversee project.	* Scott Warren ** Robert Lamarre  * Scott Warren ** Lane Vance	Q1-2 - 2010	<b>Closed</b>  <b>Closed</b>
Old Bridgenorth Library Vacant Space	Continue discussions/negotiations with Historical Society and other potential tenants for multiple tenant arrangement. Report back to Council with recommendations for lease.	* Lane Vance ** Janice Lavalley	Q1 – 2010	<b>Closed</b>

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Strategic Plan – Infrastructure Support/Fiscal Responsibility	Complete draft plans for renovations/leasehold improvements. Meet with tenant reps., finalize plans and funding details.	* Scott Warren ** Lane Vance	Q2 – 2010	Closed
	Liaise with tenant and oversee project thru to tenant occupancy.	* Scott Warren	Q2 – 2010	Closed
Facilities Management and Annual Maintenance Projects  Strategic Plan – Infrastructure Support	Facilities Assessment • Individual building audits	* Scott Warren ** Lane Vance	<del>Q1-4 - 2010</del> Q3/4 - 2010	Deferred to Q3/4
	Project management as outlined in department # 6 budget • 1310 Centre Line project finalized & move completed • Lakefield cupola, Ennismore library, Lakefield works depot, Lakefield PSB,	* Scott Warren ** Michelle Thornton * Scott Warren		Closed
Energy Management  Energy Conservation Plan  Strategic Plan – Environmental Action Plan	Continue compilation of statistics on all municipal energy accounts and maintain updates of spreadsheets on monthly basis.  Investigate grant programs that support energy audits of Township Buildings. Additional data collection and pricing information to support capital programs that may result.	* Scott Warren ** Lane Vance ** Management Team	Q3/4 - 2010	In Progress
Audit 2010 – Interim  Strategic Plan – Fiscal Responsibility	Produce relevant account reconciliations and working papers  Work with audit team on-site – testing portion of audit.	* Lane Vance ** Michelle Thornton ** Finance Staff	Q4 - 2010	Open
Tax Budget 2011 - overview	Convene preliminary budget meeting with department managers and CAO.	* Lane Vance ** Management Team	Q4 - 2010	Open

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Strategic Plan – Fiscal Responsibility	Recap operational impacts from 2010 and upcoming impacts for 2011. Establish timelines for 2010 process.  Complete presentation for new Council orientation meeting.			

**New Initiatives/In Year Additions**

<b>Staff Resources Review</b>  <b>Strategic Plan – Operational Excellence</b>	Address finance department staffing needs, in consultation with CAO and Clerk’s department  Develop finance staffing requirements, staff development and succession management plan in light of recent retirements  Maximize cross training opportunities in consolidated office.  Incorporate the tax collection/billing/administration process across the financial services department as part of cross training efforts/streamlining exercise.	* Lane Vance ** Janice Lavalley ** Angela Chittick ** Michelle Thornton ** Finance Staff	<del>Q2-3-2010</del>  <b>Q2 – Q4</b>	<b>In Progress Dept. Realignment</b>
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