

Town of Georgina Fall 2012: Rolling Project List

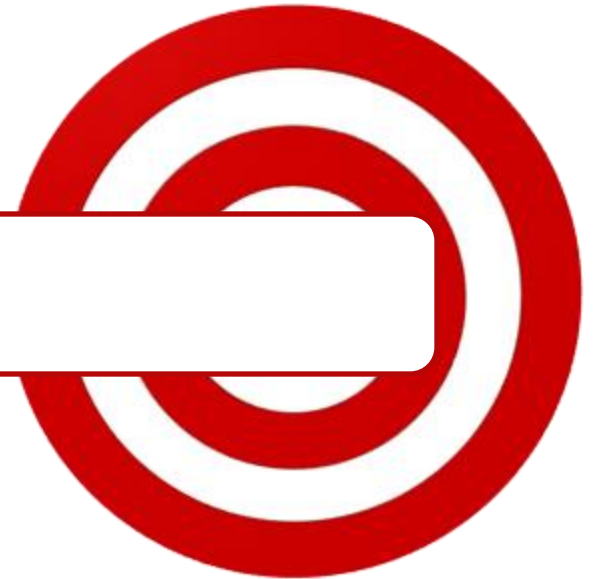
Created by Jordan Redshaw
October 29, 2012

1. **Office of the CAO (Slides 2-5)**
 - CAO
 - Communications
 - Human Resources
2. **Administrative Services (Slides 6-13)**
 - Administrative Services
 - Municipal Law Enforcement
 - Information Technology Services
 - Taxation and Revenue
 - Finance
 - Purchasing
 - Clerks
3. **Operations and Engineering (Slides 14-20)**
 - The ROC
 - Parks and Facilities
 - Water/Waste Water
 - Department
 - Operations
 - Engineering
4. **Planning and Building (Slides 21-24)**
 - Building
 - Planning
 - Economic Development
5. **Recreation and Culture (Slides 25-28)**
 - Department
 - Recreation
 - Culture
6. **Emergency Services (Slides 29-31)**
7. **Library Services (Slides 32-33)**



CAO: WINANNE GRANT

OFFICE OF THE CAO



CAO

Strategic Plan Update

Customer Service Strategy

Integrated Community Sustainability Plan

Civic Center Spatial and Service Delivery Assessment

Broadband Strategy

Policy/Procedure Review

Civic Center Replacement Strategy



COMMUNICATIONS

Internal Communication Strategy

Media Relations Strategy

Identity/Branding Strategy

Social Media Strategy

Communications Protocols

Departmental Communications Plans

Website rebuild (Front End)

Community Engagement Plan

Employee Engagement Survey



HUMAN RESOURCES

Compensation Market Study

Human Resources Management System (HRMS)

HR Policies (update)

HR Processes (new & update)

Benefits re-design and N5 Regional Tender

AODA: Employment Standards

Performance Management Program

Career Development Program

Online Training Program

Staffing Level Review

Job Evaluation Process Review

Position Description review and re-writes



DIRECTOR: REBECCA MATHEWSON

ADMINISTRATIVE SERVICES



ADMINISTRATIVE SERVICES

Enterprise Resource Planning (ERP) software



MUNICIPAL LAW ENFORCEMENT

Officer Staffing/Operating Hours Review

Complaint Tracking Software/File History

Mobile Field Equipment



Information Technology Services

Comprehensive Corporate ITS Strategic Plan

Comprehensive Communications Infrastructure Strategy

Website rebuild (Backend)

Comprehensive Corporate Software and Licensing Strategy

Comprehensive Corporate Hardware Strategy

SSCB/Georgina Connects Asset Assumption

PCI Information and Security Policy and Process Review

Comprehensive Geographical Information System (GIS) Strategy

Logical and Physical Assets Security Review

ITS Division Internal Operating Procedures Review

Comprehensive Data Management Review

Patch Management Strategy



TAXATION AND REVENUE

Sale of Unsold Tax Properties

Municipal Applications Software



FINANCE

General Ledger Restructuring of Accounts

Debt Financing Strategy

Budget Policies and Practices

User Fees Policy

Investment Policy

Long Term Financial Plan

Multi-Year Capital Plan

Payroll Operational and Efficiency Review



PURCHASING

Procurement Bylaw Review

Internal Audit Review of Purchasing Policies and Procedures

Purchasing Software System



CLERKS

Records Management Strategy/Electronic Document Management

Corporate Print/Mail Services

Elections 2014 Planning



DIRECTOR: DAN PISANI

OPERATIONS AND ENGINEERING



The ROC

Marketing

3-year Business Plan

Capital Projects



PARKS AND FACILITIES

Facility Use Policy

EAB Action Plan

Tree Inventory

Facility Energy Audit

Security System Management

Parks & Facilities Asset Management Plan

GHG Adaptation Strategy and Action Plan



WATER/WASTE WATER

6 Year Financial Plan

All Pipes Project (Regionally Driven)



DEPARTMENT

Community Halls Strategy

GPS Tracking/Management System Town Vehicles

Fueling Station for all Town Vehicles

Preventative Maintenance Program

Sutton Public School Retrofit



OPERATIONS

Asset Management Plan (Replaces Roads Needs Study)



ENGINEERING

Engineering services review



DIRECTOR: HAROLD LENTERS

PLANNING AND BUILDING



BUILDING

Building Division Services Review

Electronic File Tracking

Septic Re-inspection Program

Building Permit Fees Review



PLANNING

Develop COA Procedural By-law

Sutton / Jackson's Point Secondary Plan

Planning & COA Website Info

Electronic File Tracking

Site Plan Control By-law

Official Plan Review

Keswick Secondary Plan Review

Zoning By-law 500 Review

Pefferlaw Secondary Plan Review



ECONOMIC DEVELOPMENT

Signage for Community Identification

Community Improvement Plans

Heritage Conservation District/Sutton

Keswick Business Park



DIRECTOR: ROBIN MCDOUGALL

RECREATION AND CULTURE



DEPARTMENT

Business Plan

Electronic Revenue Tracking

Marketing Audit

RC Master Plan Update

Sutton PS Feasibility Study Implementation

Policies & Procedures: Drafting and Review

Trails Master Plan

Sedore Property Development Plan



RECREATION

Town-Operated Event Assessment

Program Service Delivery Strategy



CULTURE

Accessibility Plan

Municipal Cultural Plan (MCP)

Cultural Branding

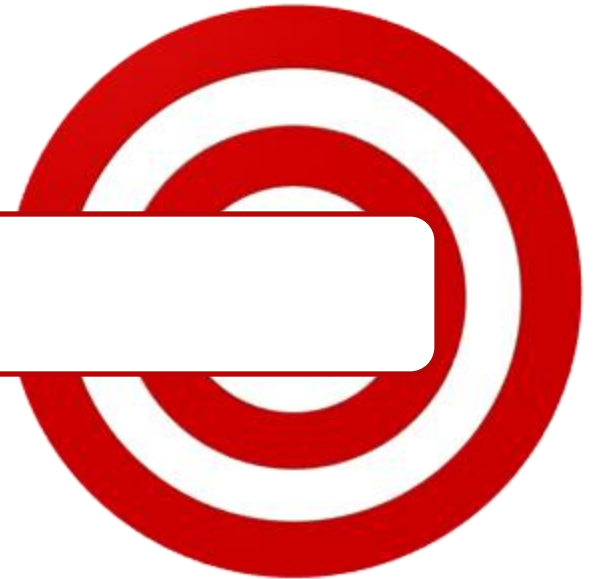
Cultural Mapping

SLT & GPV Long Term Strategy



DIRECTOR: BILL O'NEILL

EMERGENCY SERVICES



EMERGENCY SERVICES

Master Fire Plan

Fire Underwriters Survey

Standard Tanker Shuttle Service Accreditation

Voice Radio Communications System Replacement



EMERGENCY SERVICES

Fire Station Location Study

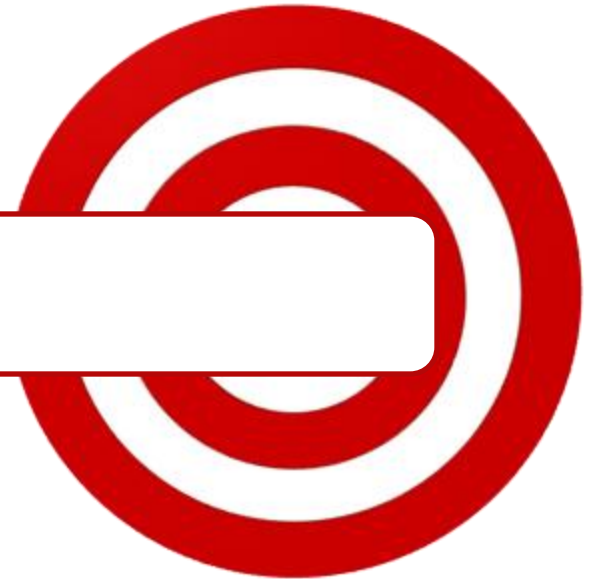
Dry Fire Hydrants

Training Facility



DIRECTOR: MARY BAXTER

LIBRARY SERVICES



LIBRARY

Strategic Plan 2011-2016

New website & public catalogue

Mobile outreach service

Accessibility standards

Library branch refurbishment

Staffing levels - growth related

Keswick south-end service point

Pefferlaw Library renovation

Renovation of Keswick Library

Multiuse repair & maintenance

