

Municipality of Tweed Tasks List

Task	Update/ Status	Assigned to	Scheduled Completion
Letter to Police Re Police Check Response	Preliminary draft to be provided by Deputy Mayor	Deputy Mayor & CAO/Treasurer	Nov-23
Hannah Street	Phase 1 has been completed and full report came in confirming phase 2 requirement, which was known due to the nature of the historical uses of the property. Phase 2 is almost completed - working on final documents for submission to Province for approval	CAO/Treasurer & Deputy Clerk	Dec-23
Extension to ECA for Hunt Road	Submission work awarded to BluMetric - submission ready and being submitted in next few weeks	Public Works Manager & BluMetric	Dec-23
Trudeau Park Zoning and Municipality Responsibility Agreement (MRA)	Working with lawyer, County Planning, and property owner for adequate submissions for Official Plan Amendment application and negotiations of MRA; Additional meetings held in January, February and March 2024	Zoning Administrator	Jan-24
Research Potential Suncor Lot Lease Opportunities	Councillor Valiquette working with Suncor representatives	Councillor Valiquette & CAO/Treasurer	Jan-24
Property Standards Review	Committee of Whole day identified several amendments - working compiling all of the changes for review by Council by June 2024	CAO/Treasurer & Fire Chief & Deputy Clerk	Jan-24
Arrange OCWA to provide update to Council in January	Emailed to arrange - working on scheduling	CAO/Treasurer & Public Works Manager	Jan-24
Join LAS Natural Gas program	Not yet started	CAO/Treasurer & Deputy Clerk	Jan-24
Gather information and summary of summer student program costs	Not yet started	CAO/Treasurer	Jan-24
Comprehensive Zoning Update to Official Plan	Working on document for Open House and Public Meeting requirements	Zoning Administrator	Feb-24
Special Events Fact Sheet	Working on a summary fact sheet for anyone who wishes to host a special event within the Municipality.	Community Development Coordinator	Feb-24
Lion's Hall Rental Negotiation	Met - changes requested and working on, hope to have to Council for review/approval May 7th	CAO/Treasurer	Feb-24
Fivolous Litigation Policy	Not yet started	CAO/Treasurer	Mar-24
Advertise and Fill Clerk Position	Recommendation to Council Closed	CAO/Treasurer	Mar-24

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Social Media policy update and investigation with comparators	Update of policy from Manager of Community Development provided to CAO for additional review, expect to Council for May 7th	CAO/Treasurer & Manager of Community Development	Mar-24
Salt Management Plan Updated Costs and Usage Volumes	Update in Spring 2023 directed by Council to use next winter to track all necessary data to provide updated information and numbers in policy review in Spring 2024	CAO/Treasurer & Public Works Manager	Apr-24
Portable Vender Licensing Review	When by-law passed, directed to bring forward to Council after one year for any potential changes required	CAO/Treasurer	Apr-24
Policy for Ensuring Insurance Coverage with Use of Municipal Property	Not yet started, however already doing, just not a formalized written policy	CAO/Treasurer	Apr-24
Water and Sewer 1 page summary for users regarding fees and shut off procedures, etc.	Not yet started	CAO/Treasurer & Administration/Public Works Assistant	Apr-24
Detailed Review of Provincial Budget	In process	All Managers	Apr-24
Pre-consultation Policy	Not yet started	Zoning Administrator	Apr-24
Animal By-law (dogs) update for rates and other suggested changes	In process	CAO/Treasurer	Apr-24
Invite Enbridge to speak at Council for May 7	Not yet started	CAO/Treasurer & Deputy Clerk	May-24
Advertise internally and fill Deputy Treasurer Position	Not yet started	CAO/Treasurer	May-24
Library Wall Visibility Concerns	Reached out to Library CEO to see if they could research costs, alternatives and potential solutions to improving site visibility at the neighbouring driveway due to library wall.	Library CEO	May-24
Investigate Changes for Zoning By-law for Density Intensification	Committee of Whole day identified several opportunities - working compiling all for Council by July 2024	Zoning Administrator	May-24

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Policy Updates and Adjustments - Include Volunteers	Not yet started	CAO/Treasurer	May-24
Educational information for boat washing	Not yet started	Manager of Community Development	May-24
Policing Opportunities with Belleville	Mayor to initiate discussion and communication	Mayor & CAO/Treasurer	Jun-24
Fire Level Service By-law Review and Update	Review to be completed with consultant with Community Risk Assessment work to ensure adequately covers all necessary aspects	Fire Chief	Jun-24
IT Service Contract Review Options or Potential Tender	Not yet started but to reach out to County IT for help drafting needs and see agreement they have with others	CAO/Treasurer	Jun-24
Heritage Centre Agreement	Discussed at budget meeting on November 22nd - added \$5,000 to budget - once completed, work on generating a new agreement	CAO/Treasurer & Administration/Public Works Assistant	Jun-24
Establish policy for annual employee reviews	In HR policy to come June or July	CAO/Treasurer & Managers	Jun-24
Prepare Development Charge Background Study RFQ in advance of 2025	Not yet started	CAO/Treasurer	Aug-24
Monitor final tax billing and determine if computer or software upgrades required for 2025 budget deliberations	Not yet started	CAO/Treasurer & Tax/Property Assistant	Sep-24
Reassess line painting needs	To be done after Roads Needs Study complete	Manager of Public Works	Oct-24
Pay Grid & Pay Equity Review	To be done as part of 2024 budget with consultant	CAO/Treasurer & Consultant	Dec-24
Hunt Road Landfill - Water Rights Landowners Meeting	Was to be arranged as part of Hunt Road Closure process, postponing if ECA extension can be obtained	CAO/Treasurer & Public Works Manager & BluMetric	Dec-29
Completed Tasks			
Oil Kings ownership transfer agreement	Complete		Oct-23
Include HR Software Service in budget discussions	Complete		Oct-23
Agreement with Ducks Unlimited	Complete		Nov-23
Audit Tender review	Complete		Nov-23

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Water & Sewer Collection Policy	Complete		Nov-23
Water & Sewer Vacancy Reduction Policy	Complete		Nov-23
Letter to EORN re Internet Concners	Complete		Nov-23
Access to Lagoon for Birdwatchers	Complete - subject to future community partnership for viewing platform		Nov-23
Letter to Enbridge regarding short turn around for public notifications and opposition to increases	Complete		Nov-23
Confirm If Penalties for Needs Studies Not Completed Every 5 Years	Complete		Nov-23
Fire Truck Insurance Question	Complete		Nov-23
Short Term Accommodations Letter to Federal & Provincial Governments	Complete		Nov-23
Letter of support to County - re Long Term Care	Complete		Nov-23
Send out Notice of Motion from Councillor Flieler to appropriate individuals	Complete		Nov-23
Rental Agreement - Welch's	Complete		Dec-23
Infrastructure Statistics Report	Complete		Dec-23
Review of Job Descriptions	Complete		Dec-23
Line Painting Change Investigation	Complete		Dec-23
Public Works Manager Job Posting & Interviews	Complete		Jan-24
Delegations to ROMA	Complete		Jan-24
Investiate ChargeON program	Complete		Jan-24
Applications for Charging Stations - MOUs	Complete		Jan-24
Asset Retirement Obligations (ARO) Policy	Complete		Feb-24
ARO Adjustments	Complete		Jan-24
Review of Parking By-law	Complete		Feb-24
Heritage Centre Reserve Fund By-law	Complete		Feb-24

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Find operational savings to offset 2023 deficit	Complete		Feb-24
Council review of Environmental Protection (EP) and Environmentally Sensitive-Evaluated Wetlands (ES-EW) permitted uses within Zoning By-law	Complete		Mar-24
Meeting with Developers, Engineers, and Municipal Staff - re Pomeroy Subdivision	Complete		Mar-24
Agreement with potential daycare re: septic at Actinolite Hall	Complete		Mar-24
Establish formal bridge maintenance program	Complete		Mar-24
Investigate Purchase Order system	Complete		Apr-24
Establish Terms of Reference for Mainstreet Task Force	Complete		Apr-24