

2021-2023 Arran-Elderslie Workplan

Improved Governance.

Financial + Asset Management.

Project + Operations Management.

Growth + Economic Development.



2021 Projects

TASKS

2021

2022

2023

2024

	2021	2022	2023	2024		
FINANCIAL + ASSET MGMT	Asset Management Plan- Reg. for Core Assets	[Progress bar]				
	Budget & Reporting Software	[Progress bar]				
	Capital and Operations Budget 2022	[Progress bar]				
	Insurance RFP	✓				
	County Initiative Monitoring	[Progress bar]				
	Investment Renewal	✓				
	Online Tax Billing	✓				
	Sidewalk Study	✓				
	Building Permit Process and Website Update	[Progress bar]				
	By-Law Enforcement Contract	✓				
IMPROVED GOVERNANCE	Community Guide	[Progress bar]				
	Corporate Newsletter	[Progress bar]				
	Corporate Strategic Plan	[Progress bar]				
	Corporate Website and Form Management	[Progress bar]				
	Election Policies/ Procedures	[Progress bar]				
	Election Software	✓				
	Electronic Vendor Payments	✓				
	EPCOR Agreement	✓				
	Fire Risk Assessment - mid 2022	[Progress bar]				
	GIS Database Enhancements	✓				
	Health and Safety Audit/ Training	[Progress bar]				
	Human Resources RFP- first quarter 2022	[Progress bar]				
	Litigation and Real Estate Projects- ongoing	[Progress bar]				
	Online Fire Permitting =	✓				
	Paisley Teeswater Bridge Working Group	[Progress bar]				
	Procedural By-Law	✓				
	Social Committee	[Progress bar]				
	Surplus Land Review	[Progress bar]				
	GROWTH + ECONOMIC DEVELOPMENT	Arran-Elderslie Youth Council	[Progress bar]			
		Bruce County Official Plan Review - end of 22	[Progress bar]			
Development of Tourism Materials		[Progress bar]				
Downtown Revitalization Projects		[Progress bar]				
Paisley Business Attraction Campaign		[Progress bar]				
Physian Recritment Support		[Progress bar]				
Rural Business Promotion		[Progress bar]				
Saugeen Connects		[Progress bar]				
Business e-newsletter		[Progress bar]				
Investment Pacakges		[Progress bar]				
Tourism Website Management and Updates		[Progress bar]				
Workforce Development Projects		[Progress bar]				
Preliminary + Pre-Consultation Zoning Review		[Progress bar]				
4th St NW Chesley		✓				
PROJECT + OPERATIONS MANAGEMENT	Annual Fleet Assessments + Replacement	✓				
	Arena Dehumidifiers	✓				
	Arran Landfill Building	[Progress bar]				
	Backhoe Purchased	✓				
	Brook St West Tara	[Progress bar]				
	Chesley Arena Beams & Steel	✓				
	Chesley Town Hall Heat	✓				
	Concession 2 Arran	[Progress bar]				
	Culvert tenders	[Progress bar]				
	Elliott Park New Steps	✓				
	Hose Tower Roof Replacement	✓				
	Nickason Drive	[Progress bar]				
	Paisley Arena Lighting Retrofit- 22	[Progress bar]				
	Paisley Arena Lounge Roof- 22	[Progress bar]				
	Paisley Museum Storage Shed	✓				
	Paisley Town Hall Accessible Lift	[Progress bar]				
	Paisley Town Hall Window Replacement	[Progress bar]				
	Road Inspections	[Progress bar]				
	Sideroad 15 Bridges - mid 2022 by 24	[Progress bar]				
	Sidewalk Inspections- continual	[Progress bar]				
	Sidewalk Repairs	[Progress bar]				
	Service Extension Agreements	✓				
	Streetlight Inspections	[Progress bar]				
	Tara Arena Steel Painting	✓				
Tara Cemetery- stone maintenance	✓					

2021 Workplan

Financial and Asset Management.

Asset Management Plan – Regulation for Core Assets
Budget & Reporting Software
Capital Budget 2022
County Initiative – Development Charges– Monitoring
County Initiative – Small Business Property Tax Credit– Monitoring
Insurance RFP
Investment Renewal
Online tax billing
Operating Budget 2022
Sidewalk Study

Improved Governance.

Building Permit Process and Website Update
By-Law Enforcement Contract
Community Guide
Corporate Newsletter
Corporate Strategic Plan
Corporate Website Management and Form Development
Election Policies/Procedures
Election Software
Electronic Vendor Payments
EPCOR Agreement
Fire Risk Assessment
GIS Database Enhancements
Health and Safety Audit + Training Tacking Program
Human Resource RFP
Litigation and Real Estate Projects
Online Fire Permitting
Paisley Teeswater Bridge Working Group
Procedural By-law
Social Committee
Surplus Land Review

Growth + Economic Development.

Arran–Elderslie Youth Council
Bruce County Official Plan Review
Development of Tourism Materials
Downtown Revitalization Project Identification and Completion
Paisley Business Attraction Campaign
Physician Recruitment Support
Rural Business Promotion
Saugeen Connects
Newsletter
Investment Packages
Tourism Website Management and Updates
Workforce Development
Preliminary and Pre-consultation Zoning Review

Project + Operations Management.

4th St NW Chesley
Annual Fleet Assessments + Replacement
Arena Dehumidifiers
Arran Landfill Building
Backhoe Purchased
Brook St West Tara
Chesley Arena Beams & Steel
Chesley Town Hall Heat
Concession 2 Arran
Culvert tenders
Elliott Park New Steps
Hose Tower Roof Replacement
Nickason Drive
Paisley Arena Lighting Retrofit
Paisley Arena Lounge Roof
Paisley Museum Storage Shed
Paisley Town Hall Accessible Lift
Paisley Town Hall Window Replacement
Road Inspections
Sideroad 15 Bridges
Sidewalk Inspections
Sidewalk Repairs
Servicing Extension Agreements
Streetlight Inspections
Tara Arena Steel Painting
Tara Cemetery- stone maintenance



2022 Workplan

Financial + Asset Management.

Adopt 2022 Capital and Operating Budget
Asset Management – CPA Module in Citywide
Asset Management/ GIS IT Strategy
Asset Tags & Citywide
Bridge Master Plan
Budget & Reporting Software
Building Condition Assessment of Arenas
Capital Asset Forms
Capital Budget- 2023
County Initiative – DC's- monitor
County Initiative – Small Business Property Tax Credit- monitor
Data Governance for Asset Management
Facility Condition Audit
Facility Rental Review
Minor Capital Policy for Fire Departments
Multi-year Budgeting
Operating Budget- 2023
PSAB – Asset Retirement Obligations
PSAB – Financial Instruments
Stormwater User Pay Study

Improved Governance.

Accessible Document Training
AE Development Charges Review Study
Agreement Renewal- BAFHT Chesley + Chesley Medical Clinic
Emergency Management Program
Animal Control By-Law Review + Enforceable By-Law Review
Municipal Office Renovation
Bounty Policy Update
Community Guide and Corporate Newsletter
Corporate Website Management and Form Development
Drainage/ Site Plan Control Review
Electronic Invoicing for Building Permits
Electronic Schedules & Timesheets
Engineering Standards Review and Update
Equity Diversity and Inclusion Committee and Training
Fees and Charges Structure Review
Fire Public Education
Fire Master Plan Implementation Review
Election 2022 Procedures and Implementation
Establishing and Reg. Fire Bylaw + Review Fire Bylaws
Fence Viewers Bylaw Review
Fleet GPS & Data
GIS Cemetery Module and Electronic Records
Health and Safety Audit + Training Tracking Program
HST Review of Facilities + Arena Ice Rental Review
T Server + IT Services Review
New Council Training
Organizational Chart Fire Services + Fire Fighter Recruitment
Paisley Teeswater Bridge Working Group
Pay Equity and Compensation Strategy
Payroll + Water Billing Cross Training & Process Documentation
Policy – New – Reserves & Reserve Funds
Policy Update – Donations – Charitable Receipts, Investments
Policy Update – Procurement, Taxation
Purchase Orders
Review Joint Protection Agreement
Schedule developed to review Bylaws and Agreements Annually
Simplified Risk Assessment Updated
Street Naming Policy
Union Contract

Growth + Economic Development

Arran-Elderslie Business Association Support
Arran-Elderslie Youth Council
Attainable Housing Task Force
Community Development Brand- Chesley
Community Development Brand- Tara
Community Improvement Plan Area Review and Urban Design Guidelines
Corporate Marketing and Communications
Downtown Revitalization Project Identification and Completion
Economic Development Marketing Plan
Establish Economic Development Committee
Flood Plain Mapping
Host Economic Development Forum
Paisley Business Attraction Campaign Implementation
Paisley Visitors Centre
Physician Recruitment Support
Review of Surplus Lands
Rural Business Promotion
Saugeen Connects
Tourism Website Management and Updates
Vacant Storefront Marketing Package
Zoning Bylaw Housekeeping- Residential and Institutional Uses

Project + Operations Management.

Accessibility Upgrades for Pools- Chesley and Tara Pool Lifts
Alum Pumps- Chesley
Arkwright Hall Furnace Replacement
Annual Fleet Assessments + Replacement
Arran Landfill Scale Building
Bridge Inspections
Chesley and Paisley Heater propane to gas conversion
Chesley Columbarium Addition + Cremation Garden
Chesley Community Centre Chiller Replacement
Chesley Medical Clinic Roof
Chesley Pool Liner Replacement
Chesley Town Hall Rehab Planning
Chesley Trail Park Service Upgrade
Chesley Zamboni Gate
Electrical Controls- Chesley
Fire Hall Renovations- Bunker Gear Rooms
Hagedorn Pit
Lift Station Float System- Chesley
Memorial Gardens
Paisley Ball Diamond Infield Work
Paisley Community Centre 2nd Floor
Paisley Dog Park
Paisley Dock Upgrades
Paisley Library Building Rehabilitation
Paisley Teeswater Bridge Project + Dyke Work
Paisley Tennis Court Work + Playground Upgrades
Paisley Town Hall Accessible Lift
Servicing Extension Agreements
Sewermain- 3rd St SW Chesley, 4th Ave SW Chesley
Sewermain- Francais St Tara, Queen St Paisley
Sewer Pumps- Chesley
Sideroad 15 Bridges & Soper Bridge
Sign Tenders and Replacements
Skate Parks + Splash Pads
Tara Ball Diamond #1 Backstop Fencing
Tara Storage Building + Tara Arena Edger
Tara Community Centre Addition Roof
Tara, Chesley and Paisley Community Centre Flooring
Watermains- 3rd St SW Chesley, 4th Ave SW Chesley, Francis St
Tara, Queen St Paisley



2023 Workplan Draft

Financial + Asset Management.

Asset Management Plan – Proposed Levels of Service
Asset Management Plan – Regulation for Non-Core Assets
Capital Budget- 2024
Operating Budget- 2024
PSAB – Asset Retirement Obligations- Implement
PSAB – Financial Instruments

Improved Governance.

Agreement Renewal- BAFHT Paisley
Climate Change Committee and Policies
Community Guide
Corporate Newsletter
Corporate Website Management and Form Development
Economic Development Committee
Engineering Standards Review and Update
Fees and Charges Structure Review
Fire Department Records Management
Fire Prevention Bylaw
Firefighter Wellness Program
GIS Link to Cemetery Module
Health and Safety Audit
Heritage Registry
HR Program
New Paisley Fire Station
Paisley Teeswater Bridge Working Group
Performance Plan
Policy & Procedure Manual for Treasury
Public Education Program
Re-establish Standard Operating Guidelines Committee
Review All Fire Bylaws and Agreements
Standing Committee Structure
Standardized Training Program Fire Departments
Training Tacking Program

Growth + Economic Development.

Arran-Elderslie Youth Council
Attainable Housing Task Force
Community Improvement Plan Implementation
Downtown Revitalization Project Identification and Completion
Empty Building Tour
Official Plan Review
Paisley Business Attraction Campaign Implementation
Pop-Up Businesses in Vacant Properties
Saugeen Connects
Start Bylaw Review
Tourism Website Management and Updates

Project + Operations Management.

Annual Fleet Assessments + Replacement
Chesley Skate Park
New Fire Hall Paisley
Paisley Bridge Construction Project Continuation
Paisley Community Centre Chiller Replacement
Paisley Skate Park
Playground Upgrades
Pool Upgrades
Road Inspections
Road Updates from Road Needs Study
Updates from Building Condition Audit
Soper Bridge
Tara Main Park Redevelopment

