

	Tasks	Rationale (ex. plan, legislation req., other)	Responsible	Involvement (internal or public)	Process (RFP, ROI, other)	2025 Q1 Q2 Q3 Q4	2026 2027	Notes (attach and reference)
.0 Ad	ministration							
.1	Sale and Disposition of Land Policy - By-law	legislative requirement	Vanessa Latimer	internal	other			legislated in 2017
.2	Personnel Policy - COMPLETED	legislative requirement	Vanessa Latimer	internal	other			
.3	Procedural By-law	legislative requirement	Vanessa Latimer	internal	other			
.4	Delegation of Powers Policy - By-law	legislative requirement	Vanessa Latimer	internal	other			
.5	Tree canopy and Natural Vegetation Policy	legislative requirement	Vanessa Latimer	internal	other			
.6	Fees and Fares By-law - COMPLETED	legislative requirement	Vanessa Latimer	internal	other			
.7	Audit - COMPLETED	legislative requirement	Jesse Collins	internal	other			
.8	MTO - Annual Subsidy Reporting - COMPLETED	legislative requirement	Jesse Collins	internal	other			
.9	Financial Reporting - OSIF, CCBF, OMPF, FIR	other	Jesse Collins	internal	other			
.10	Asset Management Plan Phase 3	other	Jesse Collins	internal	other			
.11	Tax Arrears Sale - COMPLETED	other	Jesse Collins	internal	other			
.12	Big Sandy Bay	other	Jesse Collins	internal	ongoing			
.13	CPSA Board - COMPLETED	legislative requirement	Vanessa Latimer	internal/public	ongoing			
.14	Capital Asset Plan - 5/10 year	legislative requirement	Vanessa/Jesse/Mike		ongoing			
.15	Quarterly Financial Reports to Council - COMPLETED	other	Jesse Collins	internal	other			
.16	Investment Policy - By-law	legislative requirement	Jesse Collins	internal	other			
.17	Tax Collection Policy - By-law	legislative requirement	Jesse Collins	internal	other			
.18	Funding/Grants/Reporting	legislative requirement	Jesse Collins	internal	ongoing			
.19	2026 Budget	other	Vanessa/Jesse/Mike		ongoing			
.20	Tax Insert - Spring/Fall Billing - COMPLETED	other	Vanessa & Jesse	internal/public	other			
.21	Review Cell phone list and replenishment plan	other	Vanessa/Jesse	internal	other			
.22	Garbage Labels - Howe Island	other	Vanessa Latimer	internal	other			
.23	Council Remuneration By-law	other	Vanessa/Mike	internal/public	other			
.24	Attend Council Meetings	legislative requirement	Jesse Collins	internal/public	ongoing			
.25	Attend Committee Meetings	other	Vanessa/Jesse/Mike					
.26	Commissioner of Oaths	other	Vanessa/Jesse/Mike		ongoing ongoing			
.27	Legal Matters	legislative requirement		internal				
.28	Human Resources	other	Vanessa Latimer		ongoing			
.29				internal/public	ongoing			
.30	Accessibility Compliance and Reporting Cemetery Reporting - COMPLETED	legislative requirement other		internal	ongoing			
.31	Livestock			internal/public	ongoing			
.32		other		internal/public	ongoing			
.33	Short form Wording for applicable by-laws	other		public	ongoing			
.34	Prepare agendas, minutes and by-laws	other	Managara Latinaan	public	ongoing			
.3 4 .35	Records Management	other	Vanessa Latimer	internal	ongoing			
	Vital Statistics	other			ongoing			
.36 .37	Lottery Licences	other	V 1 !!	internal	ongoing			
	MFIPPA/Ombudsman	other	Vanessa Latimer	internal	ongoing			
.38	Review/Upgrade of all Security Cameras	other	Vanessa Latimer	internal	other .			
.39	Cyber Security Insurance	other	Vanessa Latimer		ongoing			
.40	Review Cell phone list and replenishment plan	other	Vanessa Latimer		ongoing			
.41	Identify Fobs & Allowable access to areas/bldgs	other	Vanessa Latimer		other			
.42	Email Address Migration - From name to position	other	Vanessa/Mike		other			
.0 Tei	nders							
.1	Fuel Tender	other	Vanessa/Mike/Keith,	lesse				
.2	Insurance	other	Vanessa/Jess					
.3	Benefits	other	Vanessa/Jess					
.4	Banking	other	Vanessa/Jess Vanessa/Jess					



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2.5	Surface Treatment - Wolfe and Howe Island - COMPLETED		Mike/Keith	(Internal of public)	(KIT, KOI, Utilet)	¥-	4 4 .	Q T			(attach and reference)
2.6	Surface Treatment - Wolfe and Howe Island - COMPLETED	otriei	Mike/Keitii								
	ergency Preparedness - CEMC										
3.1	Publication for Emergency Preparedness Week	legislative requirement		public	other						
3.2	Table top exercise	legislative requirement		internal	other						
3.3	EMPC meeting to review program	legislative requirement		internal	other						
3.4	Emergency Program Compliance Submission	legislative requirement		internal	other						
3.5	Community Emergency Management Grant (applied awaiting results)	legislative requirement		internal	other						
4.0 Ele	, , , , , , , , , , , , , , , , , , , ,										
4.1	Elections Signage Policy	other		internal/public	other						
4.2											
5.0 Bui	lding										
5.1	NG-911	legislative requirement		internal	other						
5.2	Zoning By-law - Small Homes/Bunkies	other		internal	other						
5.3	Trailer By-law	other	Vanessa/Marcel	internal	other						
5.4	Fence By-law	other	Marcel Lavigne	internal	other						
5.5	By-law Enforcement Officer	other	Vanessa/Marcel	internal	other						
5.6	Official Plan	other	Vanessa/Marcel	internal	other						
5.7	County - Planning										
5.8	OBC - CRCA										
6.0 Fire											
	HOWE ISLAND										
6.1	Complete addition to building drawings	other	Mike Quinn	internal/public	other						
6.2	Replacement of Tanker		Mike Quinn	internal/public	RFP						
6.3	Bunker Gear (if grant is successful)	other	Mike Quinn	internal/public	RFP						
6.4	Gear Extractor (grant awarded) - COMPLETED		Mike Quinn	internal/public	other						
6.5	Recruitment	other	Mike Quinn	internal	ongoing						
6.6	Standard Operating Guidelines (SOG's)	legislative requirement	Mike Quinn	internal	ongoing						
	WOLFE ISLAND										
6.5											
6.6											

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6.7											
7.0 Put	olic Works										
	HOWE ISLAND										
7.1	Howe Island Drive - Resurface 4.4 km's	other	Mike Quinn	internal/public	other						
7.2	Spithead Road - Resurface 1.2 km's	other	Mike Quinn	internal/public	RFP						
7.3	Baseline Road - Resuface 1.4 km's	other	Mike Quinn	internal/public	RFP						
7.4	Howe Island Drive - Resuface 5 km's	other	Mike Quinn	internal/public							
7.5	Lighthouse Lane - Resurface 0.1 km's	other	Mike Quinn	internal/public	other						
7.6	Purchase Plow Truck - COMPLETED	other	Mike Quinn	internal/public	other						
7.7	Purchase Cutting Head - Backhoe - COMPLETED	other	Mike Quinn	internal/public							
7.8	Wild Parsnip Mowing - COMPLETED	other	Mike Quinn	internal							
7.9	Baseline Trail Mowing - COMPLETED	ongoing	Mike Quinn	internal							
7.1	Cleaning Services - COMPLETED	other	Mike Quinn	internal/public							
7 11	Cameras - COMPLETED	other	Mike Quinn	internal							
7 12	Research Vehicle Inspection Station Requirements - COMPLETED	other	Mike Quinn	internal/public							
7 13	Fleet Coordinator - COMPLETED	other	Mike Quinn	internal							
7 1 4											
/.1.4	Garage Lighting/Lunch room sink - COMPLETED Howe Island Drive/Spithead Rd/Baseline Rd - remove shoulders in	other	Mike Quinn	internal/public							
7.15	preparation for surface treatment - COMPLETED	other	Mike Quinn	internal							
	WOLFE ISLAND	other	Keith Greenwood								
7.16	Road 95 - shoulders and edges - COMPLETED	other	Keith Greenwood	internal	other						
7.17	Road 96 - Resurface 10 km's	other	Keith Greenwood	internal	other						
7.18	Joy Road - Resurface 1.1 km's	other	Keith Greenwood	internal	other						
7.19	Water Tank for Tandem - COMPLETED	other	Keith Greenwood	internal	other						
7.20	Packer for Grader	other	Keith Greenwood	internal	Other						
7 21	Backhoe	other	Keith Greenwood				\vdash				
7 2 2	Tandem Truck	other	Keith Greenwood				\vdash				
7 2 2		other	Keith Greenwood	intornal	othou		\vdash				
3.00	Building Maintenance - outbuildings, secondary shop HOWE ISLAND RECREATION	other	Keith Greenwood	internal	other						
3.00	Modify existing building for a second washroom - plumb accordingly-										
3.1	COMPLETED	other	Mike Quinn	internal	other						
3.2	Finalize and install automatic locking system - COMPLETED	other	Mike Quinn	internal/public	other						
3.3	Tilling and weed removal from in field - COMPLETED	other	Mike Quinn	internal	ongoing						
		00.70	i into qui in								
9.0 Pla	nning										
9.1	Office Consolidation of Zoning By-law	other	Sonya Bolton	internal	other						
9.2	New Official Plan	other	Sonya Bolton	internal	other						
9.3	New Zoning By-law	other	Sonya Bolton	internal	other						
9.4	Wolfe Island Cana Master Plan	other	Sonya Bolton	internal	other						
9.5	Community Planning Permit System (CPPS)	other	Sonya Bolton	internal	other						
9.6	Community Figuring Formic System (CFFS)	0.00	Jonya Dollon		Carci						
	orries										
	HOWE ISLAND EAST END										
0.1		athou	Vanaga (Miles	intownal/nublic	othou						
10.1	MTO Service Agreement - on call provision - CANCELLED	other	Vanessa/Mike	internal/public	other						
	Lighting (on vessel) - COMPLETED	other	Mike Quinn	internal	other						
.0.3	Bilge Pump Repair - COMPLETED	other	Mike Quinn	internal	other						



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10.4	Marine Inventory/Back up parts - COMPLETED	other	Mike Quinn	internal	other						
10.5	Capital Proposal - Gate Replacement	other	Mike Quinn	internal	other						
10.6	Landscaping	other	Mike Quinn	internal/public	other						
10.7	Research Dock/Ramp Extensions	other	Mike Quinn	internal/public	other						
10.8	Insulate Shorewell	other	Mike Quinn	internal	other						
	SIMCOE ISLAND										
10.9	Construction of Buildings - COMPLETED	other	Tim Hawkins	internal/public	other						
	Dockwork	other	Tim Hawkins	internal	other						
10.11	Extension to Ramps	other	Tim Hawkins	internal	other						
10.12											

KEY
Preparation
Execution
Completion
Completion

Quarter									
1	Jan - Mar								
2	Apr - Jun								
3	Jul - Sep								
4	Oct - Dec								