

Criticality Rating #1

1. HOG & Parcel Tax Refunds.
2. Update data and transfer to Asset Management Software.
3. Asset Management Plan.
4. Risk & Condition Assessment of Assets

Criticality Rating #2

Policy & Bylaw reviews

5. Purchasing policy
6. Admin fee review
7. Asset Management Policy & Strategy
8. Reserves
9. Surplus
10. Bonds
11. Developer Asset contributions
12. Services and warranty agreement.
13. Water & Sewer Bylaws
14. Contractors
15. LOC
16. DCC's
17. User Fees Bylaw & analysis
18. Debt policy
19. Cell phone policy/BYOD

Procedure reviews

20. Driveway access permits.
21. Leak adjustment
22. Process & control check list
23. Water Connection Charge
24. PO process & training
25. DCC's

Criticality Rating #3

26. Continuity schedules
27. Payroll review.
28. GST / PST review
29. Review deposits on works

Criticality Rating #4

30. Rebuild GL – separate capital from operating – cost centers
- 31.
32. Charge out for vehicles to go to reserve
33. Look into creating IT reserve
34. Course reimbursement policy
35. Property insurance review and quote
36. Disposal of fire trucks coming up
37. Annual Report. Add additional info in 2017
38. Set up EFT payments
39. Tax statement option to email
40. Set up line of credit at financial institution
41. RDN Emergency Services procedures
42. Change wording on property tax notices to make clearer – currently not identifying parcel taxes.
43. PT1090. How LAS should have been set up? Look into changing
44. Policy establishment for accounts on credit
45. Report to Council – quarterly finance
46. Report to Council re. investments
47. Review Utility bill formatting.
48. Review overhead/administration charge for unsightly properties clean up bylaw