

## Mandate Letter Parks & Recreation Department 2025

### Corporate Goals For All Departments

Council Priorities	Work to achieve the priorities established by Mayor & Council.
Municipal Plan	Review the Municipal Plan and incorporate the recommendations into your short and long-term plans.
CAO Goals	Work to achieve the CAO goals and report at year end to the CAO.
Long-Term Financial Plan	Demonstrate support for the Long-Term Financial Plan.
Improvement & Innovation	Demonstrate support for Improvement and Innovation by identifying potential projects, participate in a value stream mapping exercise, commit staff to participate in projects, and to act as facilitators and project team members.
Council Relations	Develop a respectful relationship with Town Council and individual Council members.
Employee Engagement	Support and actively participate in the Employee engagement efforts.
Teamwork	Work cooperatively with your senior management colleagues.
Corporate Leadership	Spend time with your staff, even in remote locations.
Health & Safety	Participate in safety meetings and take a keen interest in the safety in your area.
Fiscally Responsible	Be fiscally responsible by managing your budget, keeping expectations reasonable and working to have an efficient operation by reducing expenditures.
Role Model	Be a role model for staff in attendance, wellness, safety, treatment of staff, respect all Departments and their staff, respect for Council and the public, always speak highly of your colleagues, and discourage gossip and do not participate in it.
Travel	Be aware of the amount of travel you do and work to maintain a reasonable amount of time at work.

## Specific Goals for the Corporate Services Department

Goal	Outcomes/Measures	Target Completion Date
<b>Goal #1:</b> Approval of Recreation Hub Concept	Location and amenities for recreation hub approved	Q3
<b>Goal #2:</b> Stewardship of Lonewater Farm	Partnerships with environmental groups developed and phase 1 recreation plan approved	Q4
<b>Goal #3:</b> Optimization of facility usage and booking process	Increased facility rental hours and finalized internal process for booking	Ongoing
<b>Goal #4:</b> Improved Community Vitality Engagement	Increased volunteer base and community group partnerships	Ongoing
<b>Goal #5:</b> Increase activations and communications with Age-Friendly Committee	Improved communication channels, including email and print and increased events for seniors	Ongoing
<b>Goal #6:</b> Succession Planning: Implementation of revised Department Structure	New hire in place and trained, collaborative change in structure with Works department	Q2

