

**Mandate Letter**  
**Planning & Development 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> Implementing Zoning By-law Amendment Changes	Registration of the By-law.	Ongoing
<b>Goal #2:</b> Climate Change Action Plan	ETF GHG Reduction Plan and Quest Net Zero Acceleration Project.	Q2
<b>Goal #3:</b> Climate Change Adaptation Review Reporting	Application to PNB Environmental Trust Fund	Q2 2026
<b>Goal #4:</b> Building Permit Reporting	Incorporate building permit application and submission reporting into Enterprise Resource Planning (ERP)	Q1

