

**TOWNSHIP OF CHATSWORTH TRACKING SHEET
FOR AUGUST 2, 2017**

Subject for Action	Assigned Department	Anticipated Response Date	Comments
Personnel Policy Review	CAO	August, 2017	Draft included in this closed session agenda – Council to continue review Aug 23, 2017.
Review of Municipally owned lands	CAO		Staff to review and prepare a report regarding all municipally owned lands, in particular vacant lands – bring recommendation on use and/or disposal
Corporate Policies Review (ie. Purchasing, etc., surplus land, unopened road allowances, Community Grants Program)	SMT	September 2017	Council identified that a review of some policies such as purchasing and procurement, surplus land is necessary. Staff will compile all corporate policies into one to facilitate ease of locating and ensuring staff are aware of all policies.
Budget 2018 And Long Term Budget	SMT		Round 1 Staff Budget meeting to be held in August, 2017. Budget discussions with Council to be held in October, 2017. Second meeting in November. Final Budget meeting with Council/staff December, 2017. Budget Open House early January – Adopt budget 2 nd meeting in January.