

Public Works and Infrastructure

Objective		Key Activities	Key Administrative Responsibility	Council Role	Completion Date	Resource Requirements
1.1	Implement the Infrastructure Assessment and Ten-Year Capital Plan	<ul style="list-style-type: none"> Approve MPE report Develop strategic reserves to support plan Council approves Capital budgets that support 10 Year Capital Plan 	CAO	Adopt Report Approve Budgets	Q1 2018	Internal
1.2	Conduct a facilities review to compliment the Ten-Year Capital Plan	<ul style="list-style-type: none"> Develop terms of reference Tender & Award project to engineering firm Manage project Adopt the facilities plan 	CAO	Approve consulting budget Council adopts plan	2021	Cost for consultant (est \$70K) Internal
1.3	Develop a reserve strategy to support ten-year capital plan	<ul style="list-style-type: none"> Integrated into Objective 1.1 				
1.4	Adopt a long term cemetery master plan	<ul style="list-style-type: none"> Select architectural firm to develop plan Approve project as capital budget item 	CAO	Select firm Approve project funding	2019	Architectural consultant (\$35K)

Recreation, Parks and Culture

Objective		Key Activities	Key Administrative Responsibility	Council Role	Completion Date	Resource Requirements
2.1	Assess the feasibility of upgrading campground facilities	<ul style="list-style-type: none"> Identify available funding sources Identify infrastructure requirements Administration presents feasibility study results to Council 	CAO	Council participates in public input process Council adopts results of feasibility study	2020	External engineering firm (\$40K)

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2.2	Participate in a review of the Recreation Master Plan	<ul style="list-style-type: none"> Complete a Cost-benefit analysis of recreation services delivery and standards Review funding models with regional partners 	CAO	Participate in citizen consultation Provide direction Adopt master plan	2019	Funded under ICF project

Planning and Economic Development

Objective		Key Activities	Key Administrative Responsibility	Council Role	Completion Date	Resource Requirements
3.1	Complete revisions to the Land Use Bylaw	<ul style="list-style-type: none"> Assess regulatory barriers to economic development (internal) 	CAO, Development Authority	Public Consultation Approve amendments to LUB	Q4 2018	Internal
3.2	Adopt a reserve strategy to support future land development	<ul style="list-style-type: none"> Assess leading practices from other municipalities Council provide vision for land development 	CAO, Development Authority	Provide direction Adopt reserve strategy	Q1 2019	Internal
3.3	Update the intermunicipal development plan	<ul style="list-style-type: none"> Complete as component of ICF Ensure lands available for future growth 	CAO	Seek public input Provide direction Adopt IDP Bylaw	2019	Included in ICF project
3.4	Assess land development opportunities within the Village	<ul style="list-style-type: none"> Site tests (environmental) Area Structure Plan (consulting) Council identify Village's role in sale of developed/undeveloped Village lands 	CAO	Provide direction on property development of Village lands	Q4 2018	External engineering/consulting (\$30K) Internal (\$10K)
3.5	Review and refine the business tax rebate program	<ul style="list-style-type: none"> Council identify criteria for eligibility Draft formal implementation policy 	CAO	Provide direction and adopt revised policy	Q2 2019	Internal

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		<ul style="list-style-type: none"> Engage local businesses for program feedback 				
3.6	Develop and implement a marketing strategy	<ul style="list-style-type: none"> Establish ad-hoc marketing committee Marketing committee review existing resources Make recommendation for updates and revisions to current marketing resources and practices Review the Villages relationship with BRAED 	CAO	Appoint committee and terms of reference Adopt recommendation of committee	2022	Internal

Community Services

Objective		Key Activities	Key Administrative Responsibility	Council Role	Completion Date	Resource Requirements
4.1	Communicate to residents the services available through FCSS, the library, and the Pool and Wellness Centre	<ul style="list-style-type: none"> Investigate feasibility of Village smartphone app Identify Communication channels to reach target audiences Develop communications plan, schedule, budget projections 	CAO Recreation Coordinator	Review smartphone app proposals Adopt communications plan	2019	Internal Budget resources for implementation of comms plan
4.2	Adopt a transportation strategy for residents (feasibility)	<ul style="list-style-type: none"> Contact potential partners and determine interest 	CAO	Review partnership options	Q3 2018	Internal
4.3	Explore FCSS service delivery and accommodation options	<ul style="list-style-type: none"> Consult current FCSS provider regarding service delivery standards Discuss alternate model options with Beaver County re: Ryley as FCSS service hub Identify options for facilities for FCSS program delivery in Ryley 	CAO	Receive updates for information	2019	Internal
4.4	Develop a strategy to engage youth in the community.	<ul style="list-style-type: none"> Develop terms of reference Form committee of Public/Council to discuss youth retention strategy 	CAO	Appoint committee members, receive strategy	2019	Internal

Emergency and Protective Services

Objective		Key Activities	Key Administrative Responsibility	Council Role	Completion Date	Resource Requirements
5.1	Explore the feasibility of remote monitoring program on municipal facilities	<ul style="list-style-type: none"> Obtain cost estimates for IT component of remote monitoring 	CAO	Review proposal	Q3 2018	External Consulting

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5.2	Review the Village's service delivery model for bylaw enforcement	<ul style="list-style-type: none"> • Communicate with stakeholders (Town of Vegreville) re: contract arrangements • Present options to Council • Council provides direction • Review model based on citizen and stakeholder feedback 	CAO	Approve revisions to contract Provide direction based on feedback	2019	Internal
5.3	Participate in disaster planning and exercises	<ul style="list-style-type: none"> • Attend orientation and training sessions for CAO and Council 	CAO	Attend orientation sessions	Q4 2018	Internal, External (BESC)

Council and Governance

Objective		Key Activities	Key Administrative Responsibility	Council Role	Completion Date	Resource Requirements
6.1	Adopt a Code of Conduct bylaw	<ul style="list-style-type: none"> • Review the requirements of the MGA regulations • Identify leading practices from other municipalities • Develop draft document • Council reviews and amends draft • Council adopts 	CAO	Provide direction Review draft Adopt	Q2 2018	Resourced Internally
6.2	Adopt a Public participation policy	<ul style="list-style-type: none"> • Review the requirements of the MGA regulations • Identify leading practices from other municipalities • Develop draft document • Council reviews and amends draft • Council adopts 	CAO	Provide direction Review draft Adopt	Q2 2018	Resourced Internally

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6.3	Explore an advertising bylaw	<ul style="list-style-type: none"> Review the requirements of the MGA regulations Identify leading practices from other municipalities Administration presents options to Council Council provides direction 	CAO	Provide direction	2019	Resourced Internally
6.4	Adopt a bylaw for election of a Mayor at large	<ul style="list-style-type: none"> Develop draft bylaw Bylaw is reviewed by legal counsel Council passes bylaw 	CAO	Review and pass	2020	Resourced internally
6.5	Amend the Village's procedural bylaw	<ul style="list-style-type: none"> Review procedural bylaw in Council to identify deficiencies and opportunities Administration drafts amended bylaw Bylaw is reviewed by legal counsel Council passes bylaw 	CAO	Provide direction Review and pass	Q4 2018	Resourced internally
6.6	Apply for an ACP grant for Council collaboration coaching	<ul style="list-style-type: none"> Administration reviews grant requirements and reports to Council Council passes motion directing administration to apply for grant Administration completes grant application 	CAO	Pass motion	Q2 2018	Resourced internally
6.7	Complete and adopt a Municipal Development Plan	<ul style="list-style-type: none"> Develop a terms of reference Tender to an planning firm Council provides direction Complete public consultation Project manage contractor Council reviews and provides input to draft Council reviews and adopts bylaw 	CAO	Provide direction Participate in public consultation Review and pass	2019	Planning Consultant (\$20,000 ACP Grant)

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6.8	Create a strategic reserve for environmental stewardship	<ul style="list-style-type: none"> • Council provides input • Develop a reserve policy • Create a restricted fund based on the policy 	CAO	Provide input Adopt policy Comply with Policy	2019	Resourced internally

Operational Excellence

Objective		Key Activities	Key Administrative Responsibility	Council Role	Completion Date	Resource Requirements
7.1	Enhance communication with residents <ul style="list-style-type: none"> Public Works road maintenance Recreational Programming FCSS 	<ul style="list-style-type: none"> Identify communication tools Identify communication strategy 	CAO	Participate in communication strategy	2019	Internal
7.2	Adopt a strategy to address volunteer maintenance and enhancement	<ul style="list-style-type: none"> Public consultation on local volunteerism Determine key measures for volunteer sustainability Provide options to Council on Volunteer Sustainability 	CAO	Public consultation Adopt volunteer sustainability measures	2022	Public consultation Internal
7.3	Complete an ICF with Beaver County	<ul style="list-style-type: none"> Select consultant for ICF process Complete ICF document(s) Participate in process with Beaver County 	CAO	Review and adopt ICF document(s) Participate in process	2019	External consulting Internal
7.4	Review and amend practices for financial reporting	<ul style="list-style-type: none"> Obtain feedback from Council on existing formats Review best practices for financial reporting documents with Auditor Develop new report format for Council 	CAO	Adopt new report format	Q4 2018	External (Auditor) Internal
7.5	Adopt a financial reserves policy	<ul style="list-style-type: none"> Identify required municipal reserves to support strategic priorities/functions Establish reserves policy by motion of Council 	CAO	Adopt reserves policy	Q4 2018	Internal
7.6	Work with the Commission to address the Village's water supply	<ul style="list-style-type: none"> Review supply/demand forecasting models Develop conservation strategies for public awareness Integrate messaging into communication strategy 	CAO	Approve water strategy report Implement conservation campaign	2019	Internal

Objective		Key Activities	Key Administrative Responsibility	Council Role	Completion Date	Resource Requirements
7.7	Develop a plan to address best practices in Municipal Governance and Operations that enhance sustainability	<ul style="list-style-type: none"> • Review Self-Assessment Questionnaire • Integrate sustainability objectives into Strategic Plan 	CAO	Provide direction on sustainability plan	2019	Internal