



5 Year Capital Plan Policy

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REVISION RECORD

Date	Version	Revision description
September 27 th 2011	1	Original and Current 3-Year Capital Plan Policy
November 26 th 2013	2	Revision of name from 3 to 4-Year Capital Plan Policy, added attachment of a blank plan.
January 17, 2018	3	Revision to plan length from 4 to 5 years due to MGA Amendments and revised some wording throughout the document

1. TITLE:

1.1 5 Year Capital Plan Policy

2. POLICY STATEMENT:

- 2.1 To ensure that the Village of Heisler is consistently looking towards to the future and preparing for it, a 5 year capital plan will be completed once every four years after a municipal election.**

3. PURPOSE:

- 3.1 To ensure that the Village of Heisler is prepared for and properly allocating funds for the future, Heisler Council must identify the future priorities for Capital projects.**

4. SCOPE:

- 4.1 The scope of this policy can include but is not limited to Heisler Council and the Staff of the Village of Heisler.**

5. OBJECTIVES:

- 5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.**

6. POLICY DETAILS:

- 6.1 Shortly after a municipal election, the Chief Administrative Officer will call a special meeting with the topic of a 5 Year Capital Plan.**
- 6.1.1 The Chief Administrative Officer will give the new Heisler Council at least one week to brainstorm future plans.**
- 6.1.2 It is recommended that Council members speak with their constituents.**

- 6.2 The beginning of the special meeting will be for information gathering.**
 - 6.2.1 The Chief Administrative Officer will speak to councillors, one at a time and record their ideas for the next 5 years.**
- 6.3 Once the information from all the members of Council is recorded, Heisler Council will determine what projects should be undertaken in the following categories:**
 - 6.3.1 Year one**
 - 6.3.1.1 The projects recorded in this category will be undertaken in the current year.**
 - 6.3.2 Year two**
 - 6.3.2.1 The projects recorded in this category are to be undertaken subsequent to year one.**
 - 6.3.3 Year three**
 - 6.3.3.1 The projects recorded in this category are to be undertaken subsequent to year two.**
 - 6.3.4 Year Four**
 - 6.3.4.1 The projects recorded in this category are to be undertaken subsequent to year three.**
 - 6.3.5 Year Five**
 - 6.3.5.1 The projects recorded in this category are projects that are not currently a priority but may be undertaken if all previous priority projects are completed prior to the end of year 4. They are also projects that will be taken to the next 5 year capital plan meeting for Council's consideration.**
- 6.4 Once all projects have been categorized, Heisler Council will discuss the priorities for each category.**
- 6.5 The Administration Department will compile this information into an**

excel spreadsheet; an example is attached to this policy.

- 6.6 The Administration Department will research how to fund (grants, internal funding) each project so funds may be properly allocated towards each project.

7. ROLES AND RESPONSIBILITIES

- 7.1 It is the role of the Administration Department to schedule a special meeting where the topic will be a 5 Year Capital Plan.
- 7.2 It is the responsibility of Heisler Council members to speak with their constituents; and think of projects that need to be done during their 4-year term of office.
- 7.3 It is the role of the Administration Department to compile the projects into an excel spreadsheet that outlines priority projects in each of the 5 years and the possible funding source for that project.

8. MONITORING, EVALUATION AND REVIEW

- 8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.

9. DEFINITIONS AND ABBREVIATIONS

- 9.1 All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.

10. ASSOCIATED DOCUMENTS

- 10.1 Attached is a blank and filled 2018-2022 Plan.



Council Approved: January 17, 2018

Motion # 388/18

Responsibility: Administration

Next Review Date: January 17, 2023

Village of Heisler Capital Plan								
Year	Priority Number	Project	Start Date	Estimated Completion Date	Estimated Cost	Cost To Date	Total Project Cost	Funding Source
2017 & Prior	1							
	2							
	3							
	4							
	5							
	6							
2018	1							
	2							
	3							
	4							
	5							
2019	1							
	2							
	3							
	4							
	5							
2020	1							
	2							
	3							
	4							
	5							
2021	1							
	2							
	3							
	4							
	5							
2022+	1							
	2							
	3							
	4							
	5							

Village of Heisler Capital Plan									
Year	Priority Number	Project	Start Date	Estimated Completion Date	Estimated Cost	Cost To Date	Total Project Cost	Funding Source	
2017 & Prior	1	Gravel Road Project	Fall 2015	Fall 2018	\$ 61,000.00	\$ 41,250.00	\$ 41,250.00	BMTG "OLD"	
	2	Steam Clean/Repair North End Culverts&Ditches	Spring 2016	Fall 2018	\$ 10,000.00	\$ 3,305.00		MSI CAP	
	3	Dust Control all gravel roads	Spring 2016	Fall 2019	\$ 13,611.00	\$ -	\$ -	BMTG "OLD"	
	4	Water treatment plant upgrades	2016	Fall 2018	\$ 45,000.00	\$ 38,205.00		FGTF	
	5	Campground/Park Upgrades	Spring 2016	Fall 2018	\$ 15,000.00	\$ 7,669.00		MSI CAP	
	6	Storm Water Drainage Ditches/Conveyances	2017-2018	2018-2019	\$ 50,000.00	\$ 10,257.00		MSI CAP	
2018	1	Wastewater Line Replacement- 1/2 of Proj #4	winter 2017	Summer 2018	\$ 113,168.00			MSI CAP	
	2	Water treatment plant upgrades - additional	spring 2018	Fall 2018	\$ 165,000.00			FGTF	
	3	Cold Mix Application - Residential Road	Summer 2018	Fall 2018	\$ 16,680.00			BMTG "OLD"	
	4								
	5								
2019	1	Wastewater Line Replacement- 1/2 of Proj #4	Summer 2018	Fall 2018	\$ 76,800.00			MSI CAP	
	2	Cold Mix Application - Residential Road			\$ 16,680.00			BMTG "OLD"	
	3	Priority Curb Stop Replacements						FGTF	
	4								
	5								
2020	1	Wastewater Line Replacement- 1/2 of Proj #5						MSI CAP	
	2	Priority Curb Stop Replacements						FGTF	
	3	Priority Sidewalk Replacement						FGTF/MSI CAP	
	4								
	5								
2021	1	Wastewater Line Replacement- 1/2 of Proj #5						MSI CAP	
	2	Priority Sidewalk Replacement						FGTF/MSI CAP	
	3								
	4								
	5								
2022+	1	Wastewater Line Replacement- 1/2 of Proj #6						MSI CAP	
	2	(Solar) Lighting for Walking Path						MSI CAP/internal	
	3								
	4								
	5	Remaining Wastewater Line Replace Proj #6 & 7							