



Policy No. 6100

4-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.



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1. TITLE:

1.1 4-Year Capital Plan Policy

2. POLICY STATEMENT:

- 2.1 In order to ensure that the Village of Heisler is consistently looking towards to the future and preparing for it, a 4-year capital plan will be done once every four years after a municipal election.**

3. PURPOSE:

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

4. SCOPE:

- 4.1 The scope of this policy can include but is not limited to the Heisler Village 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 4-Year Capital Plan.**

- 6.1.1 The Chief Administrative Officer will give the new Heisler Village Council at least one week to brain storm future plans.**



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- 6.1.2 The Heisler Village Council is recommended to 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 4-years.**
- 6.3 Once all the information from all the members of the Heisler Village Council is recorded the Heisler Village 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 done in the current year.**
 - 6.3.2 Year two**
 - 6.3.2.1 The projects recorded in this category are for the year after year one**
 - 6.3.3 Year three**
 - 6.3.3.1 The projects recorded in this category are for the year after year two**
 - 6.3.4 Year Four**
 - 6.3.4.1 The projects recorded in this category are projects that are not currently a priority but are projects that may be done if all previous projects are completed prior to the end of year 3. They are also projects that will be taken to the next 4-year capital plan meeting.**
- 6.4 Once all projects have been categorized, the Heisler Village Council will discuss what the priorities for each category are.**
- 6.5 The Administration Department will compile this information into an excel worksheet; an example of this is attached to this policy.**

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- 6.6 The Administration Department will research how to fund each project so they can properly allocate funds and grants 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 4-Year Capital Plan.**
- 7.2 It is the responsibility of the Heisler Village Council to speak with their constituents and think of projects that need to be done in the four years that they are elected.**
- 7.3 It is the role of the Administration Department to compile the projects into an excel worksheet which shows what year each project will be done, the priority number of that project in relation to the year 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 copy of a past 3-Year Plan for an example of what a 4-Year Capital Plan should look like, along with a blank copy.**



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Village of Heisler Capital Plan

Year	Priority Number	Project	Start Date	Completion Date	Estimated Cost	Total Cost	Funding Source
2011	1	Phase #1 Sewer Lines					AMIP GRANT
	2	Install Water Meters					FGTF GRANT
	3	Install Walking Trail in Park					MSI CAPITAL
	4	Painting the Fire Hydrants					INTERNAL FUNDING
2012	1	Phase #2 Sewer Lines					AMIP GRANT
	2	Rebuild Main Discharge Line					FGTF GRANT
	3	Install Water and Sewer at RHM Lots					INTERNAL FUNDING
	4	Purchase Fire Truck					COUNTY/ MSI CAPITAL
	5	Install Power within the new Park					ATCO ELECTRIC?
	6	Purchase (2) Lights for Walking Path					ATCO ELECTRIC?
2013	1	Phase #3 Sewer Lines					AMIP GRANT
	2	Build Bridge over pond in New Park					INTERNAL FUNDING
	3	Purchase New Park Signs					INTERNAL FUNDING
	4	Purchase New Playground Equipment					FGTF GRANT
	5	Purchase of Grader Shed					MSI CAPITAL
	6	Purchase new Christmas Decorations					INTERNAL FUNDING
	7	Beautification Purchases					INTERNAL FUNDING
2014+	1	Paving of all roadways in the Village					BMTG
	2	Curb Klein Crescent					BMTG
	3	Purchase a 220 Pump for Pond					MSI CAPITAL
	4	Driving Range					INTERNAL FUNDING
	5	Spray Park					ATCO ELECTRIC?
	6	New Public Works Truck					FGTF GRANT
	7	Rail Station @ North of Main street					INTERNAL FUNDING



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Village of Heisler Capital Plan

Year	Priority Number	Project	Start Date	Completion Date	Estimated Cost	Total Cost	Funding Source
2014	1						
	2						
	3						
	4						
	5						
	6						
	7						
2015	1						
	2						
	3						
	4						
	5						
	6						
	7						
2016	1						
	2						
	3						
	4						
	5						
	6						
	7						
2017+	1						
	2						
	3						
	4						
	5						
	6						
	7						

Council Approved: _____

Motion # _____

Responsibility: Administration

Next Review Date: August 16th 2016