



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
February 18, 2021	4	Policy F – 004 replaces Policy No. 6100

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: February 18, 2021

Motion # 21-02-034

Responsibility: Administration

Next Review Date: February, 2024

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							

