

2021

Town of Carberry, MB

2021 Operations Plan Report Public



MANAGEMENT INC.

Expert Advice You Can Count On

March 31, 2021

TABLE OF CONTENTS

FROM THE MAYOR’S DESK 3

INTRODUCTION 4

OPERATIONS PLAN..... 4

From the Mayor's Desk

Over the past two years there have been foundational changes that have taken place within the Town of Carberry. For the first time in over a hundred years the Town has a CAO dedicated solely to its own affairs. By the end of the summer of 2021 another historic change will take place with the Town moving in to its own dedicated office space on Main Street to better serve its citizens and ratepayers.

With these two changes the Town has charted a new path for itself in the municipal world. Considering this, Council moved forward with a Strategic Planning exercise in the winter of 2021 to help map out what that path will look like going forward. Our Strategic Plan and Operations Plan that you see here are living documents that will help Council and administration focus their time, energy and resources to better strengthen and grow our community into the future. As time passes, the plan will change to accommodate new goals and to recognize those that we have achieved.

In closing, I want to take a moment to thank our Council, CAO, Administration and Staff for all that they have brought to the table. We could not have done this without their support and the hard work of all involved. Thank you!

Sincerely,

Stuart Olmstead

Mayor of Carberry

INTRODUCTION

CAO Grady Stephenson, Assistant CAO Teresa McConnell, Larry Lang and Dean Yaremchuk, HMC Management met virtually on March 30, 2021 to develop the Operations Plan for Council's consideration.

OPERATIONS PLAN

Based on the above process, the following is the recommended Operations Plan for the Council of the Town of Carberry to consider:

KEY:

- ✓ CAO = Chief Administrative Officer
- ✓ ACAO = Assistant Chief Administrative Officer
- ✓ PW = Public Works
- ✓ MP&R = Manager of Parks and Recreation

Item #	PROJECT/MILESTONE/TASK	Clarification/Description (If required)	SOURCE	Supports The Vision (Y/N)	Supports the Mission (Y/N)	In(I) / Out(O) / Park(P)	Year to Commence	Year to Complete	Who	Support
1	To create a position to undertake the economic / community development projects and services for Council.	AS IS	Issues	Y	Y	I	2021		CAO	
2	To develop an accurate asset management program.	AS IS	Issues	Y	Y	I	2021	2022	CAO	ACAO/PW
3	Develop 5 and 10 year accurate/realistic fully costed and funded capital / major maintenance plan.	AS IS	Ops Plan	Y	Y	I	2021	2021	CAO	ACAO/PW
4	Establish a reserve development plan based on capital and major maintenance requirements.	AS IS	Ops Plan	Y	Y	I	2021	2021	CAO	ACAO
5	Council/Town showcase and community appreciation event.	AS IS	Ops Plan	Y	Y	I	2021	Ongoing	Council	CAO/ACAO

TOWN OF CARBERRY OPERATIONS PLAN 2021

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6	Develop the Economic Development Strategy (EDS) (including business/investment attraction and business retention).	AS IS	Issues	Y	Y	I	2021	2022	EDE	
7	Communications Plan (External) to control our own message. Includes Website oversight, social media. Database of potential people to attract.	AS IS	Benchmarking	Y	Y	I	2021	2022	EDE	
8	Meet with Community Futures to determine their lending philosophies.	Part of EDS	Benchmarking	Y	Y	I	2021	2021	EDE	
9	To review our current tax structure and to determine if our taxes are competitive to attract business (could be part of the part of Economic/Community Development strategy).	Part of EDS	Issues	Y	Y	I	2021	2021	EDE	
10	Cross reference Chamber with active businesses to fill gaps.	Part of EDS	Ops Plan	Y	Y	I	2021	2021	EDE	
11	Ensure an accurate inventory of businesses including home based.	Part of EDS	Ops Plan	Y	Y	I	2021	2021	EDE	
12	Ensure we have an accurate inventory of residential/commercial/industrial land for development (municipal and privately owned).	Part of EDS	Ops Plan	Y	Y	I	2021	2021	EDE	
13	Business Sector check up / sustainability assessment (succession).	Part of EDS	Ops Plan	Y	Y	I	2021	2021	EDE	
14	Determine/develop a value for tax dollar measurement tool.	Part of EDS	Ops Plan	Y	Y	I	2021	2021	EDE	

TOWN OF CARBERRY OPERATIONS PLAN 2021

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15	Public / Customer check in regarding business and Health Care services / goods available/not available in Town and to determine general satisfaction.	Part of EDS	Ops Plan	Y	Y	I	2021	2021	EDE	
16	To continue with our walking path development project and plan future linkages.	Development of perimeter trail.	Issues	Y	Y	I	2021	Ongoing	PW	CAO
17	Develop a Mainstreet Revitalization Plan.		Benchmarking	Y	Y	I	2021	2022	Committee	CAO
18	To develop an immigration strategy to assist us increase our population base.	AS IS	Issues	Y	Y	I	2022	2022	EDE	
19	To develop a parks and greenspace master plan.	AS IS	Issues	Y	Y	I	2022	2023	MP&R	CAO
20	Take advantage of the things that are not "in" Carberry but "surround" Carberry as part of a marketing plan.	To develop a marketing plan.	Benchmarking	Y	Y	I	2022	2022	EDE	
21	Purchase additional 13 acres north of proposed Rec site.	AS IS	Benchmarking	Y	Y	P	2023			