

## COMMUNICATIONS – VISITOR EXPERIENCE

### ● Economic Prosperity/Sustainability Summit

Bring residents and stakeholders together to build a plan for sustaining Banff's economic prosperity, illustrating the Town of Banff's role in supporting Economic Development, and clarifying the Town's position on the recommendations contained in the build-out study.

#### What work is happening?

- ❑ Inexperience project underway. This visitor survey will help inform the community regarding considerations contained in the build-out study.

#### What's next?

- ❑ Preliminary results from summer research should be available by the second Council meeting in October.
- ❑ Winter data collection to begin between December 15 and 20.
- ❑ Next Summit scheduled for summer 2009.

### ● Pageantry

Create an all seasons pageantry plan, complete with a funding model.

#### What work is happening?

- ❑ Recruitment for Visitor Experience Coordinator underway.

#### What's next?

- ❑ Create pageantry plan for future budget.
- ❑ Develop a funding partnership model to support pageantry implementation.

### ● Wayfinding

Develop and implement a wayfinding solution to ensure nobody in Banff gets lost.

#### What work is happening?

- ❑ Final installation estimates being received.

#### What's next?

- ❑ Recommended options submitted for Council approval on September 22.
- ❑ Part of the 2009 and 2010 budgets.

## COMMUNICATIONS – COMMUNICATION AND MARKETING

### ● New transit service marketing

Develop a transit marketing plan to increase the use of our environmentally friendly transit experience.

#### What work is happening?

- ❑ Marketing plan complete and being implemented.
- ❑ Working to secure sponsors.
- ❑ System launch June 2 – 9.

#### What's next?

- ❑ Ongoing ridership promotion.

- Sense of Place – Environmental Priorities
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**Highlight** – Newly Updated Priority

● **Employee communications**

Place a higher priority on internal communications in an effort to bridge interdepartmental communication gaps.

**What work is happening?**

**What's next?**

- ❑ Develop communications training curriculum for organization.
- ❑ Manager's communication training session agenda – a tool to address departmental communication gaps.
- ❑ 2008.12 Explore the implementation of enhanced communication training across the organization.

● **Banff refreshing**

**What work is happening?**

**What's next?**

- ❑ Phase 3 communication plan implementation.
- ❑ Ongoing Phase 3 communications.

● **Exploration of corporate sponsorship and advertising opportunities**

Identify alternative revenue potential that could result from corporate sponsorships or advertising opportunities.

**What work is happening?**

**What's next?**

- ❑ 2009.05.28 Inventory all sponsorship and advertising opportunities.

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**Highlight** – Newly Updated Priority

## COMMUNITY SERVICES – RECREATION

### ● Recreation Centre feasibility

Review the site analysis for a new multiplex facility and complete a financial evaluation of facility options.

#### What work is happening?

- ❑ 2008.08.11 Recreation Centre Feasibility Update provided to Council. Structural assessment on existing property is complete.
- ❑ Graham Edmunds Cartier Architects has commenced work on massing options and construction phasing options for the building with a view to retaining the arena portion only.
- ❑ Major Recreation Facility Grant request for \$10,000,000 has been submitted to the province for consideration.
- ❑ The Banff Recreation Society has identified initial capital campaign costs of approximately \$125,000 and is working on a strategy to acquire these funds to complete the naming valuation research as well as to complete the capital campaign feasibility study.
- ❑ Environmental Coordinator has initiated environmental assessment with consultant.

#### What's next?

- ❑ 2008.09 – Conceptual design options, costs and project phasing will be presented to Council.
- ❑ 2008.09 – Written confirmation expected from CP Rail regarding expansion of current footprint on existing recreation centre site.
- ❑ 2008.09 Members of the management team will meet to develop a more detailed critical path and action plan to guide the next steps related to the project.

### ● Lands adjacent to the Town of Banff (LATB) implementation strategy

#### What work is happening?

- ❑ Parks Canada is moving ahead with specific implementation strategies. Direct Town of Banff involvement is not required.

#### What's next?

- ❑ Continue to monitor and assist where possible.

### ● Youth development initiative

New programming aimed at reducing risks to youth by providing a range of accessible activities during hours when children and youth are not in school and no adults are present.

#### What work is happening?

- ❑ 2008.08 Researching terms of reference for Youth Advisory Panel
- ❑ 2008.09 Focussed discussion on youth programs within our department and FCSS
- ❑ 2008.08 Continue to organize preliminary plans for the new 'Fridge' youth program to be held in partnership with Ski Norquay in conjunction with their night ski program this winter

#### What's next?

- ❑ 2008.10 Identify and invite students in high school to participate in panel.
- ❑ 2008.10 Hold a focus group within the high school made of high school students to help program for 'The Fridge' youth program.
- ❑ 2008.12 or 2009.01 Grand Opening of 'The Fridge' youth program.
- ❑ 2009.01 Create Mayor's Youth Advisory Panel.

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**Highlight** – Newly Updated Priority

## COMMUNITY SERVICES – FAMILY AND COMMUNITY SUPPORT SERVICES

### ● Outreach/tenant support program

Provide support and referral to the homeless and those at risk of becoming homeless. Research issues/collect data related to homelessness/hard to house in Banff.

#### What work is happening?

- ❑ Data collection/collaboration with community agencies/connection with individuals at risk continues.

#### What's next?

- ❑ 2008.12 Provide update to Council and agencies on data collected and support provided

### ● Non-profit capacity building

A community non-profit centre where organizations are housed, share resources and are accessible by the public in one location.

#### What work is happening?

- ❑ Have continued operational and organization support to agencies in the hub
- ❑ 06.08 Society status achieved by Rotary Hub.
- ❑ Marketing plan being worked on regarding services available at Hub.
- ❑ Sustainable funding plan being worked on.

#### What's next?

- ❑ Project wrapping up – FCSS staff will be available upon request by Hub non-profits for support when needed.

### ● Banff Code of Conduct

The development of guidelines/principles and expectations advising residents and visitors on how to behave in and around the community of Banff.

#### What work is happening?

- ❑ 2008.07 – Banff FCSS conducted focus group with Council to specifically identify expectations and future direction for this project.
- ❑ 2008.08 – Community focus groups being planned for fall.

#### What's next?

- ❑ 2008.10 – Obtain input from the community as to their requirements/expectations for a code of conduct.
- ❑ 2008-11-30 Draft code of conduct to Council.
- ❑ 2008-12-31 Communication strategy complete to inform residents/visitors of code of conduct.

## CORPORATE SERVICES – BYLAW AND RCMP

### ● Late Night Nuisances

Continued education and enforcement of the Community Standards Bylaw.

#### What work is happening?

- ❑ Late Night Nuisances education plan created.
- ❑ Applied for crime prevention grant to fund the educational program. Grant awards to be decided in September.

#### What's next?

- ❑ 2008.09 Implement Late Night Nuisances education/enforcement plan.

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**Highlight** – Newly Updated Priority

- **Community Standards Bylaw**

Draft new Community Standards Bylaw.

**What work is happening?**

- ❑ Community Standards Bylaw approved by Council.
- ❑ 2008.12 Creation Community Standards Bylaw education plan.

**What's next?**

- ❑ Implement Community Standards Bylaw education/enforcement plan.

- **Customer complaint software**

Purchase a complaint tracking system/database for Bylaw Services (e.g. track Service Requests and lost and found).

**What work is happening?**

- ❑ The database is in use.

**What's next?**

## CORPORATE SERVICES – INFORMATION TECHNOLOGY (IT)

- **Server room move**

Move the Town of Banff servers from the basement to the second floor to improve reliability and stability of the network.

**What work is happening?**

- ❑ Project is being re-priced and will be submitted to Council for the 2009 budget process.

**What's next?**

- **Fibre connection to Firehall**

Replace existing connection for Emergency Services building to increase speed and reliability.

**What work is happening?**

**What's next?**

- ❑ This project is approved in the 2009 capital budget.

- **Software upgrade – Office 2007**

Replace Microsoft Office 2000 (currently in use) with Office 2007.

**What work is happening?**

- ❑ Upgrade complete.

**What's next?**

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**Highlight** – Newly Updated Priority

## CORPORATE SERVICES – FINANCE

### ● Out of town water and sewer rates

Review rate structure for out of town properties that are serviced by Town water.

#### What work is happening?

- ❑ Infrastructure that services out of town properties only has been identified and valued.

#### What's next?

- ❑ Fall 2008 Meet with out of town utility users to discuss service levels and financial plan.
- ❑ Fall 2008 Set rates to ensure these systems are self-sufficient.

### ● Tangible Capital Assets (Public Sector Accounting Board (PSAB) 3150)

Identify, document and inventory all municipal assets and assign historical costs, replacement value, asset condition and descriptions and determine amortization amounts.

#### What work is happening?

- ❑ Gather infrastructure data for all assets.
- ❑ Policy approved by Council in June 2008.
- ❑ Inventory is compiled, software has been purchased, valuation of inventory is ongoing.

#### What's next?

- ❑ Build model to value capital assets.

## CORPORATE SERVICES – GEOGRAPHIC INFORMATION SYSTEMS (GIS)

### ● Infrastructure data capture

To determine the value of our assets, we first need to know where they are (a complete data set).

#### What work is happening?

- ❑ Infrastructure updating via As Built plans and GPS
- ❑ Designing a complete data structure
- ❑ Complete digital data updates using summer field verification and As Built Plans
- ❑ Verify digital data sets with 'owner'
- ❑ Developing method to ensure data remains current (extract from 'owners')

#### What's next?

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**Highlight** – Newly Updated Priority

● **Asset management**

Includes Public Sector Accounting Board (PSAB) report requirements and life cycle costing.

**What work is happening?**

- ❑ Infrastructure Updating
- ❑ Develop several systems to help each 'owner' to keep track of the assets they manage.

**What's next?**

- ❑ 2008.11.01 Complete TCA/PSAB inventory and valuation.
- ❑ 2008.12.01 Have PSAB data included in the GIS layers.

● **Improve GIS data availability**

We need to create and update applications that allow staff to access Asset Management and other GIS data.

**What work is happening?**

- ❑ Updating Maps to include plan reference for easy access for Engineers and Operations.

**What's next?**

- ❑ 2008.11.01 ArcGIS Server test environment implementation.
- ❑ 2009 Enhance Maps with Asset Management information.

## CORPORATE SERVICES – ADMINISTRATION

● **Records retention and classification**

Implement a system to manage records in compliance with legislative, legal and administrative requirements.

**What work is happening?**

- ❑ Review and classification of records at Town Hall.

**What's next?**

- ❑ Design and implement corporate classification system.
- ❑ Update Retention Bylaw.
- ❑ Acquire software to manage electronic records.

● **Parks Canada land rent exemption**

**What work is happening?**

- ❑ Continued discussion with the Federal Government on the elimination of the annual land rent payment.

**What's next?**

- ❑ Meetings are now being scheduled with MLAs and MPs to brief them on the issue.

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**Highlight** – Newly Updated Priority

## ● Resort Municipality Status

### What work is happening?

- ❑ Partnering with seven other Alberta municipalities and the provincial government on examining alternative revenue sources and financing tools for resort communities. Draft definition of tourist based communities will be released in February.
- ❑ The province has approved a grant to finance the completion of a tourism-based community research paper. Research paper under draft. Draft report will be released July 2008.

### What's next?

- ❑ Conference call scheduled for September 10 for phase 2 of the report.

## ● Transit Authority creation

### What work is happening?

- ❑ A report examining the feasibility of creating a regional transportation authority has been completed and submitted to the steering committee.

### What's next?

- ❑ Request for approval to continue with preparation of a Memorandum of Understanding will be submitted to Council on September 22.

## ENGINEERING

## ● New Transit System and Facilities

Construction of the new Transit facility and Fleet Shop; Monitor and improve new transit hybrid buses, fare boxes, real time information systems and service.

### What work is happening?

- ❑ Construction of New Transit Facility and Fleet Shop to start at beginning of October 2008 with a 10 month construction schedule.
- ❑ Ensure new transit hybrid buses, fare boxes, real time passenger information systems and new operator perform well and provide high level of service.

### What's next?

- ❑ Review Transit Routes and Schedules and implement changes to improve the service.

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**Highlight** – Newly Updated Priority

## ● **Downtown Parking enhancement**

Develop parking solutions to address current parking shortfall.

### **What work is happening?**

- ❑ Beaver Street Lot was purchased and the Town will take possession on January 1, 2009.
- ❑ Long term users of Bear Street Parkade were relocated to Cascade Plaza. Traffic counts from August 08 will be charted and evaluated
- ❑ Transit Pass Program is in place with Town of Banff businesses for staff and guests.

### **What's next?**

- ❑ Beaver Street Lot will be converted into a parking lot yielding 28 additional stalls; Site works to be complete in spring 2009.

## ● **Pedestrian Bridge construction**

Design and construction of a single span bridge from Central Park to the Recreation Grounds.

### **What work is happening?**

- ❑ Continue to work on securing additional funding through sponsorship.
- ❑ Construction Drawings are complete and Environmental Approvals are in place (Transport Canada, DFO, Parks Canada).

### **What's next?**

- ❑ Re-Tender in 2009 once funding is secured through sponsorship.

## **FIRE DEPARTMENT**

### ● **Fire Smart**

A program designed to reduce the wild fire threat to the community through thinning the forest, tactical response and usage of specialized equipment.

### **What work is happening?**

- ❑ Upgrade and inventory of Structural Protection Unit (resource trailer) is complete. Investigating an agreements to add the resource trailer to various resource pools so it can be rented out when not needed.
- ❑ RFP has been completed for work in the Marmot area (Grounds department lead).
- ❑ Public awareness – presentations to Town of Banff staff and Banff Lake Louise Tourism; fire rating signage being prepared; articles for the Crag & Outlook have been prepared.
- ❑ S115 (Wildland Interface course) delivered to all members along with Parks staff. 2 members (including DC Geyer) received course certificate).
- ❑ Red zone mapping complete.

### **What's next?**

- ❑ 2008.11 - Final burning and clean-up on Tunnel Mountain, and behind arena 25% completed; risk of fire spread is now too high, so work will recommence in November.
- ❑ Development of integrated response plan with Parks Canada is delayed as Parks Canada cannot commit resources at this time.

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**Highlight** – Newly Updated Priority

- **Municipal Emergency Plan re-write and training**

A comprehensive plan establishing organizational structure and guild lines to deal with major emergencies and disasters.

**What work is happening?**

- ❑ Amendments to the plan being made by consultants.

**What's next?**

- ❑ Develop final version and appendices by the end of November.
- ❑ Organization wide familiarization and training to begin in January 2009.

- **Standard operating guidelines**

A manual establishing guidelines and procedures for the safe and effective operations of the Banff Fire Department including OH&S requirements.

**What work is happening?**

- ❑ 2008.03 – Review with fire fighter committee completed.

**What's next?**

- ❑ 2008.12 – Training and adoption of Standard Operating Guidelines.

## HOUSING

- **Housing Corporation mandate review**

Review mandate (homeownership versus rental) and type of housing required to meet the community's needs.

**What work is happening?**

- ❑ Mandate review is complete.
- ❑ Board and shareholders have met three times. .

**What's next?**

- ❑ Fall 2008 – Shareholders will review/approve updated mandate.

- **Funding model development**

Benchmark the Banff Housing Corporation (BHC) against comparable models/operational funding and examine BHC's long term financial sustainability.

**What work is happening?**

- ❑ Best practice information has been acquired from comparable organizations.
- ❑ BHC Board has been provided with recommendations.

**What's next?**

- ❑ This project is complete.

- **Design and development of Cave Avenue property**

Implement and initiate the design and development for Cave Avenue land parcels.

**What work is happening?**

- ❑ BHC's land use application for increased density in the RCA district was unsuccessful. .

**What's next?**

- ❑ Fall 2008 - BHC to review with design team whether the Cave avenue lands can be developed cost effectively within parameters of exsiting RCA land use district.

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**Highlight** – Newly Updated Priority

## HUMAN RESOURCES

### ● Employee orientation/handbook

Provide new employees with the information they need (the formal and informal practices) to solidify their relationship with the Town of Banff.

#### What work is happening?

- ❑ First draft of handbook has been created.

#### What's next?

- ❑ First draft of handbook to be reviewed by working group.
- ❑ Conduct focus groups with new employees (1 year and less) to obtain insight about their experience in the Town of Banff.
- ❑ Design and customize the orientation program for specific department needs.
- ❑ 2008. 12 – Roll-out – to existing and new employees.

### ● Employee career development (Your Plan)

(formerly termed succession planning) – Capitalize on employees' talents and aspirations to be their best – creating the tools and opportunities to achieve same.

#### What work is happening?

- ❑ Common training needs have begun to emerge and are being addressed through customized Town of Banff sessions.
- ❑ 85 employee meetings conducted; remaining meetings will take place when employees return from leave or long term disability

#### What's next?

- ❑ Individual learning plans are being incorporated into performance planning activities between employees and supervisors, with specific activities and methods tailored to achieve employee's goals.

### ● Be one of Canada's Top 100 Employers

Submit our second application and be recognized in 2008 as one of Canada's best places to work, which means the Town of Banff is a leader in our industry (municipal government) in employee attraction and retention practices.

#### What work is happening?

- ❑ Submitted application – June 30, 2008
- ❑ Working in conjunction with the Liaison Committee, focus on the workplace and employee relations, specifically identifying opportunities for improvement related to criteria for Top 100 (i.e. community involvement, volunteer opportunities, total rewards etc.)

#### What's next?

- ❑ Implementation of tactics to support improvement areas identified by staff.
- ❑ 2008. 10 – Top 100 Employers will be notified

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**Highlight** – Newly Updated Priority

## OPERATIONS - UTILITIES

### ● Meter replacement and testing system

The Town has 1800 water meters (mostly residential). Both residential and commercial meters need to be tested for accuracy, and replaced where necessary. Large commercial meters have the most impact on revenue when not working properly.

#### What work is happening?

- ❑ Testing bench installed. 100 meters ready for change out when Utilities is at proper staffing levels.
- ❑ A list of large meters has been compiled and the meters are now being replaced as time and funds permit.

#### What's next?

- ❑ Over next 3 years, remove and test residential meters.
- ❑ Reviewing options for changing out meters, and types of meters.
- ❑ Reviewing options for the installation of radio frequency readers on all meters to allow for remote reading.

### ● Staff succession and training plan

#### What work is happening?

- ❑ Both Supervisor and Foreman positions have been filled.
- ❑ Transferred truck driver from Resource Recovery to assist with coverage and for succession planning for 2009.

#### What's next?

- ~~❑ Fill vacant Supervisor position.~~
- ~~❑ Begin internal search for 2009 position.~~
- ❑ Certification training needs will be identified once new recruits have fulfilled their hours of work requirement.

### ● Waste Water Treatment Plan contract renewal

The Town's contract for the operation and maintenance of the waste water treatment plant will end in 2011.

#### What work is happening?

- ❑ Review of existing contract, reconciliation, and make recommendations for future contract complete.
- ❑ Will continue discussions with Associated Engineering with plans to begin drafting proposal in 2009.
- ❑ Earthtech has been sold. United Water Canada is currently operating the Wastewater Treatment Plant

#### What's next?

- ❑ Review of current practices and maintenance issues at the plant, and development of a plan to complete all necessary capital upgrades prior to the end of 2009.
- ❑ In 2010 we will begin the process of requesting and reviewing proposals to operate the plant for a 10-year period.

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**Highlight** – Newly Updated Priority

## OPERATIONS - GROUNDS

### ● Urban forestry plan

Planning and Development will lead this project which will review the health of our forest, and prepare a strategic plan to harvest and replace treed areas for fire protection, a health forest, and natural growth of species.

#### What work is happening?

- ❑ 2008.02 -- A consultant service has been hired to prepare a town wide Urban Forest Management Plan.
- ❑ Tree inventory completed in early August.

#### What's next?

- ❑ Fall 2008 –Urban Forest Management Plan and recommendations presented to Council.

### ● Amalgamated snow management

To better manage snow and ice, Streets will maintain all driving surfaces and Grounds will maintain all walking surfaces. Trained personnel are available 24 hours a day to maintain streets, walks and trails.

#### What work is happening?

- ❑ Cross training to ensure appropriate coverage at key times (i.e. early morning).
- ❑ Evaluation of practices (i.e. approach to removal, equipment needs and products used).
- ❑ New plow truck/sander tendered in August 08.
- ❑ Town's grader underwent major repairs in August. This equipment will be ready for winter.

#### What's next?

- ❑ Implementing learnings from 2007/2008 winter season.

### ● Banff refreshing maintenance plan

Refreshing project will include many trees and gardens not currently included in Grounds weekly routine. Need to determine number and type of plantings, baskets, trees, etc, and create a schedule for care and feeding of these items.

#### What work is happening?

- ❑ Planting began on May 20.
- ❑ Median planters ordered in August.

#### What's next?

- ❑ Review landscape plans and determine scope of work to maintain all new areas of planting in Refreshing area.
- ❑ Determine if additional resources are required for Banff refreshing maintenance plan.
- ❑ Create schedule to maintain plantings, baskets, and trees, and list of additional staff or equipment needs.

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**Highlight** – Newly Updated Priority

## OPERATIONS - FACILITIES

### ● Arena slab stability review

The brine lines installed in this concrete floor in the late 1960's are beginning to fail. We need to identify a new solution for the arena.

#### What work is happening?

- ❑ 2008.06.15 Analyze cost effective options, for example new sand floor with piping over the old floor, or a new floor and piping. Some costs have been received, however options cannot be effectively analyzed until an engineering assessment has been carried out.
- ❑ The slab is currently holding; staff will continue to monitor.

#### What's next?

- ❑ Engage a contractor to provide engineering assessment if it leaks again.
- ❑ Implement preferred stabilization option if necessary.

### ● Life cycle analysis

Facilities will undertake a life cycle analysis of each Town-owned building. This analyses will determine necessary planned upgrades, ie flooring, equipment, windows, paint, exterior, appliances, concrete, etc. These tools allow Facilities to present accurate forecasts and budgets for Councils review each year.

#### What work is happening?

- ❑ Analysis of the recreation grounds and the recreation centre is nearing completion. Analysis of Town Hall is next.

#### What's next?

- ❑ Detailed inventory of every Town-owned building will continue. At completion of the building inventory, the data will be entered into a Life Cycle matrix which will determine age, value, replacement date, and replacement cost information.

### ● Wolf Street washroom upgrade

The Wolf Street Washroom is in dire need of renovation including removal of asbestos ceiling, new paint, stalls, plumbing fixtures, and possibly roofing.

#### What work is happening?

#### What's next?

- ❑ Postponed to 2010 capital budget.

## OPERATIONS – RESOURCE RECOVERY AND RECYCLING

### ● Commercial waste diversion

Collect organic waste through food waste disposers and on-property bins; trial waste-by-weight system.

#### What work is happening?

- ❑ The residential organics trial is still underway and is proving successful. Expansion of the program is under consideration.
- ❑ Cart tipper for the back of commercial garbage truck has arrived and will be fitted to the commercial truck shortly..

#### What's next?

- ❑ 2008 – spring/summer -- Consider and trial a waste-by-weight commercial system that rewards both waste reduction, and diversion of recyclable materials including food waste organics.
- ❑ 2008 – winter – Implementation of a new commercial system.

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**Highlight** – Newly Updated Priority

- **Residential waste diversion**

Provide more convenient options (recycling opportunities next to each garbage bin) and add processing capacity.

**What work is happening?**

- ❑ 2008 – first quarter -- Evaluate and cost options to conveniently collect and process two-stream dry recyclable materials from neighbourhoods.
- ❑ Recycling sort line is now operating. Recycling split-bins have arrived and will be placed in residential areas shortly.

**What's next?**

- ❑ 2008 – winter --Implement agreed systems to significantly reduce the volume of waste sent to landfills from Banff.

- **Reduce sundry waste**

Reduce the amount of sundry waste left beside bins

**What work is happening?**

- ❑ Social marketing campaign to affect behaviour change throughout the community is underway. Campaign includes newspaper ads, posters in apartment buildings and door hangers delivered to all accessible residences.
- ❑ Evaluation shows campaign was successful because of noticeable reduction of items left next to bins and an increase in calls for unwanted item pick up.

**What's next?**

- ❑ 2008.05 – Meet with Marketing & Communications to evaluate campaign effect.
- ❑ Future programming under discussion.

## OPERATIONS – FLEET

- **Implement smart car technology**

Replace an existing unit with smart car technology.

**What work is happening?**

**What's next?**

- ❑ Project has been postponed to 2009 capital budget.

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**Highlight** – Newly Updated Priority

● **Training, orientation and succession planning**

**What work is happening?**

- ❑ Updating job descriptions, including identification of a “trainer.”
- ❑ Identification of staff to fill seasonal to full time and mechanic positions for 2009. One staff member on sick leave. One part-time mechanic is in place.
- ❑ Employee commencement and training package being prepared for start of seasonal staff. Complete and implemented.
- ❑ Development of a training matrix outlining the training required for advancement and/or succession planning.

**What’s next?**

● **New transit bus maintenance plan**

**What work is happening?**

- ❑ Working with Brewster transportation for spare parts inventory in 2008. 75% complete.
- ❑ Implementation schedule is running on time.
- ❑ Training is 90% complete.

**What’s next?**

## OPERATIONS – STREETS

● **New signage installation**

Research new and/or better ways to install and manage traffic signs with (aesthetics – leaning/ripped out/vandalized).

**What work is happening?**

- ❑ Researching options to improve signage anchoring. Testing will begin once ground is thawed.
- ❑ Sign posts being installed are now black. A new base style is still being researched.
- ❑ Wayfinding master plan in development.

**What’s next?**

- ❑ First phase of Wayfinding signage postponed to 2009 capital budget.

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**Highlight** – Newly Updated Priority

- **Banff Avenue preparation**

Implement new snow management techniques on the refreshed areas.

**What work is happening?**

- ❑ 2008.02 Snow management program approved by Council.

**What's next?**

- ❑ New technology being researched for 2008 winter season. RFQ's for a new plow truck have been issued.

- **New line painting**

Install permanent lines in school zone crossings and high traffic areas downtown.

**What work is happening?**

- ❑

**What's next?**

- ❑ Postponed to 2009 capital budget.

## OPERATIONS – HEALTH AND SAFETY

- **Town safety orientation**

Town-wide safety orientation

**What work is happening?**

- ❑ Safety orientation program under development. – in use, 25 staff members have attended so far.

**What's next?**

- ❑ 2008.05 – safety orientation program in place and training package available. Existing staff and new hires.

- **Achieve certificate of recognition**

Achieving the certificate of orientation (soon to be law) will result in rebates.

**What work is happening?**

- ❑ Health and Safety Administrator received certification to conduct safety audits of Town facilities.
- ❑ Two of eight audit elements have been completed.

**What's next?**

- ❑ 2008.01 – Supervisors and Foreman to submit task assessments related to audit compliance. – complete. Safer procedures 80% complete.
- ❑ 2008.08 – Final audit submission for certificate of orientation.

- **Legislative awareness**

Everyone from Council and managers to seasonal labourers are legislatively responsible for the safety of all employees.

**What work is happening?**

- ❑ Expand and clarify safety requirements in the Town's Health and Safety Manual. Working on violence prevention plan.

**What's next?**

- ❑ Fall – Coordinator to provide Council with Health and Safety update.

## PLANNING AND DEVELOPMENT

- Sense of Place – Environmental Priorities
- Corporate Priorities
- Fostering a Healthy Community – Social Priorities
- Infrastructure Priorities
- Local Economy – Economic Priorities

**Highlight** – Newly Updated Priority

● **Land Use Bylaw review**

Review and update the Town of Banff Land Use Bylaw and Design Guidelines to ensure they are consistent with the updated Banff Community Plan.

**What work is happening?**

- ❑ Summer/Fall 2008 – Prepare a detailed public engagement process including strategies and tactics for neighbourhood density conversations.
- ❑ In advance of the detailed public engagement process, a neighbourhood discussion regarding density took place with Cave Avenue residents. The proposed Land Use Bylaw amendment was defeated.

**What's next?**

- ❑ A public consultation framework will be submitted to Council in November 2008. Public/stakeholder consultation process is dependent on adoption of the Banff Community Plan by the federal government.

● **Secondary Suite Policy review**

Provide opportunities and incentives for the development of secondary suites.

**What work is happening?**

- ❑ Draft policy is completed and will be presented to the Municipal Planning Commission in Fall 2008.

**What's next?**

- ❑ Fall 2008 –Presentation to MPC fall 2008. Prepare a secondary suite policy and amendment to the Land Use Bylaw as required to facilitate the development of secondary suites.

● **Sidewalk Café Policy implementation**

Provide a framework for the development of sidewalk cafes and other ancillary uses.

**What work is happening?**

- ❑ Streets & Public Places Bylaw amendment and Sidewalk Café policy presented to Council on May 26.

**What's next?**

- ❑ Reconsider a sidewalk café pilot program in the Spring of 2009.

## PLANNING AND DEVELOPMENT – THE ENVIRONMENT

● **Waste Diversion plan**

Devise and implement improved residential and commercial waste diversion systems.

**What work is happening?**

- ❑ Radical rethink of residential recycling report was presented to Council at the March 25 meeting.
- ❑ Sort line equipment has been installed.

**What's next?**

- ❑ Neighbourhood recycling bins to be installed in September.
- ❑ A Request for Proposals to implement a rate structure for a waste-by-weight commercial system closed on August 18.
- ❑ 2008 – winter – Trial a waste-by-weight commercial utility that rewards both waste reduction and diversion of recyclable materials including food waste organics.

- Sense of Place – Environmental Priorities
- Corporate Priorities
- Fostering a Healthy Community – Social Priorities
- Infrastructure Priorities
- Local Economy – Economic Priorities

**Highlight** – Newly Updated Priority

### ● **Biosolids compost reuse**

Conduct comprehensive research and establish future beneficial compost use options.

#### **What work is happening?**

- ❑ Leading a joint study (with Parks Canada and Alberta Environment) on composition and potential use of Banff's compost product.
- ❑ The final report on biosolids/compost use will be presented to Council in OctoberTown of Banff and Parks Canada joint assessment of suitability of various sites for future compost curing and application as reclamation cover.

#### **What's next?**

- ❑ Fall/Winter 2008 – Implement agreed solutions from consultant's report.

### ● **Exploration of Carbon Offset Funding**

Consider eligibility of municipal projects that will demonstrably reduce energy consumption and/or GHG generation.

#### **What work is happening?**

- ❑ Council was briefed on the carbon offset funding opportunity (wastewater treatment plant composting) on May 26.

#### **What's next?**

- ❑ Pursuing verification of carbon offset credits.
- ❑ Monitor greenhouse gas reduction by hybrid buses compared to previous buses.

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| <ul style="list-style-type: none"><li>● Sense of Place – Environmental Priorities</li><li>● Corporate Priorities</li><li>● Fostering a Healthy Community – Social Priorities</li><li>● Infrastructure Priorities</li><li>● Local Economy – Economic Priorities</li></ul> |
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**Highlight** – Newly Updated Priority