

JULY 2025 MEETING AGENDA  
VILLAGE OF BITTERN LAKE  
SPECIAL MEETING OF COUNCIL  
July 23, 2025 @ 7:00pm in Council Chambers

CALL TO ORDER

IN ATTENDANCE

AMENDMENTS AND  
ACCEPTANCE OF AGENDA

GUESTS

UNFINISHED BUSINESS

Municipal Affairs Recommendations to continue as a Village

ADJOURNMENT

NEXT MEETING

August 13, 2025

## Post-Viability Review Directives Developing (Meaningful) Action and Capital Plans

The Ministerial Order requires the municipality to create two detailed plans to be used to ensure steps are taken to remain viable into the future. They are each based on the research and analysis of information provided through the viability review.

The format of each plan should consider the need for annual updating for the following five years, showing what has been accomplished and what is still to be completed.

Council must approve each plan and the annual updates prior to their submission.

The **Action Plan** requires the municipality to consider each of the recommendations from the viability review, and determine how and when council will address them. It is not expected that everything be undertaken immediately, or even in the first year. The annual reporting will demonstrate the progress the municipality is making.

The **Ten-Year Capital Plan** begins with the infrastructure study completed as part of the viability review. Hopefully council began thinking about addressing the identified capital needs when they received the study. This plan can follow the format currently used by the municipality for its rolling 5-year capital plan, as required by the *Municipal Government Act* Sections 245 - 246.

The municipality will need to prioritize which capital projects need to be undertaken, factoring in criticality and funding.

Prioritization will consider impact on public well-being and safety, project timing (eg. Replace water system under roadways *before* resurfacing roadways), and community needs. Difficult decisions may be necessary, such as disposing of facilities due to inability to pay for costly repairs/replacement.

The plan must identify the specific funding sources the village anticipates using. Funding sources include: federal and provincial grants, reserves/accumulated operating surpluses, long-term borrowing, utility fees, and from the annual operating budget. Council should consider the need to increase utility fees and property taxes.

If the municipality decides to postpone or choose to not undertake a project, it needs to explain the rationale for the decision.

Municipal Affairs is available to assist if there are any questions or concerns about the Action and Ten-Year Capital Plans.

**VILLAGE OF BITTERN LAKE**  
**VR RECOMMENDATIONS**

RECOMMENDATION	UPDATE	COMPLETED
1 The village should develop a long-term strategic plan.		
2 The village Should review and update local bylaws and policies to guide staff and communicate service level expectations to the public.		
3 The village should share all council and committee meeting agenda and minutes on the village website and on a timely basis.		
4 The village should share all policies, bylaws, and strategic planning documents on its website.		
5 Council orientation training must be offered and attended by all members of council after the 2025 general election.		
6 The village should continue its involvement in regional partnership that have a positive impact on residents and pursue further opportunities to enhance regional efficiencies.		
7 The village council should increase the methods of communication and engagement with the community to improve resident satisfaction with access to information regarding village issues and activities.		
8 The village should review its operational, administrative, and human resources functions and needs to access its staffing levels, and budget accordingly.		
9 The village should review and update the roles and responsibilities of the CAO position and update the job description.		
10 The village should update all job descriptions to accurately describe the full scope of responsibilities. Each job description should include information on reporting structure, skills and competencies, and hours and compensation grids expected for all positions.		
11 Council must pass a 3-year financial plan and 5-year capital plan annually in addition to the annual operating and capital budgets.		
12 The village should consider dedication funds annually to infrastructure to encourage proactive funding and improvements.		
13 The village may need to increase revenue to address and fund projects in the 10-year capital outlook.		
14 The village should adopt a 10-year capital plan for addressing repairs, maintenance, and replacements identified in the infrastructure audit. The plan should include a project funding source.		
15 The village should develop a general operational and maintenance task list for Public Works.		
16 The village should increase utility fees to reflect future full cost recovery, including costs of consumption, emergency repairs, billing, and allocations to reserves for future infrastructure replacement.		
17 The village should conduct a services review to explore more opportunities to offer services on a regional basis (e.g., some public works functions).		
18 The Village should develop policy and procedures to formalize funding support to community organizations and events.		
19		
20		

Complete, Council to adopt and every year update.  
Not for admin to come up with answers.  
Council needs to discuss before adopting so changes can be made.  
Work together with Council to get these items done.  
Have to work together to achieve these things.