



***Village of Cache Creek  
Strategic Plan 2024***

## What is a Strategic Plan?

A municipal strategic plan is a comprehensive document that outlines the long-term vision, goals, objectives, and action steps for a municipality. This plan covers a specified period, in this case 5 years, and serves as a roadmap for guiding the municipality's decisions, policies, and investments to achieve desired outcomes and improve the quality of life for residents.

Overall, a municipal strategic plan serves as a tool to guide decision-making, align resources, and foster collaboration among stakeholders to address current challenges and build a thriving, sustainable community for the future.

### **Our Mission Statement**

***To protect and enhance all aspects of our community's rural lifestyle in a sustainable way.***

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## Categories for the Strategic Plan

### **Disaster Repair and Planning**

Enhance resilience and preparedness to mitigate the impacts of natural and man-made disasters and facilitate effective response and recovery efforts.

### **Planning For the Future**

Develop and implement long-term strategies to anticipate and address future needs and challenges facing the municipality.

### **People First**

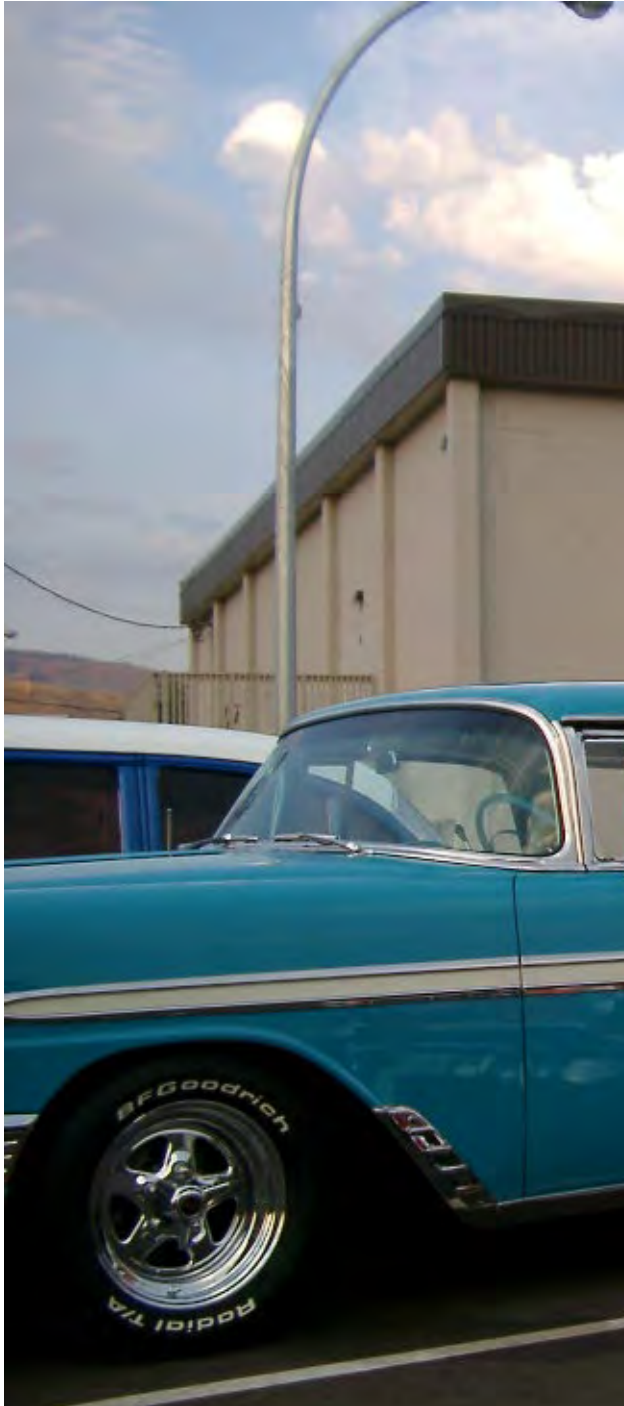
Enhance the well-being, safety, and quality of life for all residents, prioritizing inclusivity and equity.

### **Governance and Advocacy**

Strengthen governance structures and engage stakeholders in transparent and participatory decision-making processes.

### **Livability**

Create a vibrant, sustainable community that offers a great quality of life, amenities, and opportunities for residents and visitors.



## Major Projects

Within this plan there are five Major Projects that are anticipated to have a significant impact on the day-to-day operations of the Village. Each of these projects will take multiple years to complete, with project milestones along the way.

### Asset Management Plan

Create a robust Asset Management Plan that can be maintained internally after creation. A major component is partnering with a software provider to create and maintain records. As portions of the project are completed, they would be incorporated into the plan.

#### **Milestones**

1. Creation of an Equipment Plan
2. Creation of an Operational Facilities Plan
3. Creation of a Fire Department Equipment Plan
4. Creation of an Underground Infrastructure Plan

#### **Overall Project Timeline**

4 to 5 Years

#### **Strategic Pillar**

Planning for the Future

#### **What We Need to Complete this Project**

This project will require a combination of internal and external funding to complete. Considering the large scope of the project and the milestones, a great deal of staff time will be required.



### **Parks and Recreational Facilities Plan**

Create a plan to determine needs for existing and future infrastructure. This plan would identify if current locations are viable long term and areas for improvement. An example would be identifying if there is a need for additional park space elsewhere in the community.

#### **Milestones**

1. Creation of a Public Facilities Plan
2. Analysis of better ways to maintain and utilize existing public spaces
3. Creation of a Playground Plan
4. Determine the needs for additional recreation infrastructure
5. Determine viability of current park location
6. Creation of a Trails Master Plan

#### **Overall Project Timeline**

2 to 3 Years

#### **Strategic Pillar**

Planning for the Future

#### **What We Need to Complete this Project**

This project will require external funding sources. A considerable amount of staff time, Council time, and public consultation will be necessary to complete.

### **Communications and Engagement Plan**

Create a Communications and Engagement Plan that outlines the specific ways that the Village will distribute and solicit information in meaningful ways.

#### **Milestones**

1. Creation of a regular newsletter that is distributed to the public
2. Work to determine an alternative to the Post Office Message Board
3. Establish a rotation and procedure for regular Town Halls
4. Establish a procedure for how the Village engages with the Business community
5. Determine ways to increase transparency

#### **Overall Project Timeline**

1 to 2 years

#### **Strategic Pillar**

Governance and Advocacy

#### **What We Need to Complete this Project**

This project would require Council time, staff time, and public consultation to complete.

**Community Tidiness**

Make changes to current policies and procedures to address the general tidiness of the community.

**Milestones**

1. Establish a policy/procedure for communicating with common vacant property concerns.
2. Create a Firesmart Position that would work to create and implement a Firesmart Plan
3. Set standards for municipal properties
4. Identify areas with high impact to target with current capacity.

**Overall Project Timeline**

1 to 2 Years

**Strategic Pillar**

Livability

**What We Need to Complete this Project**

This project would require Council time, staff time, and public consultation to complete.



### Downtown Revitalization

Create a long-term Downtown Plan and make changes to tidy and revitalize the downtown core.

#### **Milestones**

1. See through first round of NDIT Façade Grant
2. Create a long-term Downtown Plan
3. Investigate changes to Bylaws that can impact downtown core
4. Investigate ways to involve the business community in government
5. Cooperate with the newly developed regional Chamber of Commerce

#### **Overall Project Timeline**

4 to 5 years

#### **Strategic Pillar**

Livability

#### **What We Need to Complete this Project**

This project would require Council time, staff time, public consultation, internal, and external funding sources to complete.



## **Strategic Pillar - Disaster Repair and Mitigation**

Goal: Enhance resilience and preparedness to mitigate the impacts of natural and man-made disasters, and facilitate effective response and recovery efforts.

### **Action 1.1 – Recovering From Previous Flooding**

What will we do?

Work on the existing recovery projects identified in the 2023 Infrastructure Recovery Plan.

What marks completion of this?

All 25 tasks have been marked as complete

How will we do it?

Work towards completing the recovery projects identified. Continue to work with external agencies to fund and complete the tasks identified.

What is the timeline?

The current ETA for recovery projects is completion by the end of 2025

### **Action 1.2 – Understand The Waterway**

What will we do?

Analyze the Cache Creek waterway and determine methods to make Cache Creek more resilient to future flooding events.

What marks completion of this?

A study has been funded and completed.

How will we do it?

Complete a geomorphological study of the Cache Creek Watershed to determine the potential for future events. Seek funding for the creation of a study.

What is the timeline?

1 Year

### **Action 1.3 – Prioritize Future Mitigation Efforts**

What will we do?

Work to fund and complete projects outlined in other documents that can help protect the community and residents.

What marks completion of this?

Ongoing goal. Each project will have an independent timeline.

How will we do it?

Analyze existing documents to determine mitigative programs that can be completed. Allocate and seek funding for mitigation projects and programs.

What is the timeline?

Duration of current Strategic Plan.



## **Strategic Pillar – Planning For The Future**

Goal: Develop and implement long-term strategies to anticipate and address future needs and challenges facing the municipality.

### **Action 2.1 – Fleet Storage**

What will we do?

Confirm and identify needs relating to fleet and equipment storage then identify a solution to implement.

What marks completion of this?

Options are identified and a solution is selected.

How will we do it?

Inventory the needs and investigate options for a solution. Determining a funding source for a solution.

What is the timeline?

1 year

### **Action 2.2 – Equipment Plan**

What will we do?

Confirm and identify equipment needs for the next four years for the Village. Prioritize purchases and allocate funds in future budgets.

What marks completion of this?

Options are identified and a solution is selected.

How will we do it?

Inventory the needs and investigate options for a solution. Determining a funding source for a solution.

What is the timeline?

1 year

### **Action 2.3 – Public Works / Administrative Facilities Plan**

What will we do?

Create a plan that identifies the needs of operational facilities in the Village (Public Works Office, Village Office, etc.).

What marks completion of this?

A plan containing all points is approved by Council.

How will we do it?

Inventory all facilities and capital expenses that typically occur (Roof, HVAC, flooring, paint, etc.). Research dates of previous works completed. Research and identify future replacement timelines.

What is the timeline?

2 years

**Action 2.4 – Fire Department Equipment Plan**

What will we do?

Confirm and identify needs. Prioritize purchases and allocate funds in future budgets. Create a plan that establishes common capital expenses and timelines for these items.

What marks completion of this?

A plan containing all points is approved by Council.

How will we do it?

Inventory the needs. Prioritize purchases and allocate the appropriate funds. Create a document that shows the replacement timelines for all items.

What is the timeline?

1 year

**Action 2.5 – Underground Infrastructure Plan**

What will we do?

Confirm and inventory needs. Prioritize purchases and allocate funds in future plans and budgets.

What marks completion of this?

A plan containing all points is approved by Council.

How will we do it?

Inventory the needs. Prioritize purchases and allocate funds to 2-5 year replacement needs in 5 Year Financial Plan. Investigate long term needs.

What is the timeline?

4 years

**Action 2.6 – Make A Decision on the Cache Creek Pool**

What will we do?

Determine if the pool will open again in the future or be decommissioned.

What marks completion of this?

A direction forward is identified and approved by council then the actions identified are completed.

How will we do it?

Investigate costs associated with necessary repairs. Investigate the costs for decommissioning the structure. Action the findings.

What is the timeline?

1 year

## **Strategic Pillar - People First**

Goal: Enhance the well-being, safety, and quality of life for all residents, prioritizing inclusivity and equity.

### **Action 3.1 – Activities and Activities Coordinator**

What will we do?

Provide multigenerational activities that utilize village facilities. Implement the Recreation and Activities Plan when created.

What marks completion of this?

Position is filled. First activity has proceeded to execution.

How will we do it?

Create a job description based on what we need. Seek funding for position as described.

What is the timeline?

1 year

### **Action 3.2 – Recreation and Activities Plan**

What will we do?

Determine multigenerational activities that we can do within our facilities.

What marks completion of this?

A plan containing all points is approved by Council.

How will we do it?

Create an outline of the activities needed in the community.  
Seek external funding for plan creation.

What is the timeline?

2 years

### **Action 3.3 – Housing**

What will we do?

Make a determination of what is needed in the community and make policy changes to move towards these findings. Complete housing needs assessment. Complete changes to OCP and zoning to incorporate needs assessment and plan for implementation

What marks completion of this?

A plan has been created and approved by Council.

How will we do it?

Complete housing needs assessment. Complete changes to OCP and zoning to incorporate needs assessment. Investigate options for further implementation.

What is the timeline?

1 to 2 years

## **Strategic Pillar – Governance and Advocacy**

Goal: Strengthen governance structures and engage stakeholders in transparent and participatory decision-making processes.

### **Action 4.1 – Quarterly Reporting**

What will we do?

Setup quarterly financial reporting of key metrics to do regular financial health checks on the Village.

What marks completion of this?

Two consecutive reports have been brought forward to Council Meetings.

How will we do it?

Identify key points necessary to give an overview of financial health.

Create a template for this report.

What is the timeline?

1 year

### **Action 4.2 – Bylaws**

What will we do?

Each year identify a set of bylaws to be revised the following year.

What marks completion of this?

Creation of policy document. First set of bylaws is reviewed and completed.

How will we do it?

Create a policy that establishes a process to review bylaws and select a set to be changed each year then allocate funding specifically for this task.

What is the timeline?

2 years

### **Action 4.3 – Policy Revitalization**

What will we do?

Create a Policy Manual with a regular review cycle included and compliance statements for each policy.

What marks completion of this?

Policies have been separated and new Council Policy Manual created.

How will we do it?

Separate policies into Council and Administrative Policies. Reorganize Policies into Policy Manual.

What is the timeline?

1 year

**Action 4.4 – Reconciliation**

What will we do?

Incorporate reconciliation into regular practices in a meaningful way starting with reports.

What marks completion of this?

A policy is created and approved by council.

How will we do it?

Create a policy that establishes guiding principals for the organization for reconciliation. Incorporate reconciliation as a lens for reports.

What is the timeline?

1 year

**Action 4.5 – Official Community Plan**

What will we do?

Make changes to the OCP that allow for future housing needs and flood mitigation strategies. Consider a full Official Community Plan review.

What marks completion of this?

Future housing needs and flood mitigation strategies are included within the Official Community Plan.

How will we do it?

Incorporate housing and flood mitigation measures identified in other documents. Seek funding for full Official Community Plan review.

What is the timeline?

2 years

**Action 4.6 – Safety Plan and Assessments**

What will we do?

Assess current internal safety practices and recommend changes as needed. Seek external funding.

What marks completion of this?

A review has been completed.

How will we do it?

Seek funding for an external safety review. Action items noted in review.

What is the timeline?

2 years

**Action 4.7 – Fiscal Practice Reinforcement**

What will we do?

Establish stronger guidelines for how funds are managed and saved over time.

What marks completion of this?

Policies have been created.

How will we do it?

Create a set of policies that govern legacy funds, reserve funds, and increase accountability.

What is the timeline?

2 years

## **Strategic Pillar – Livability**

Goal: Create a vibrant, sustainable community that offers a high quality of life, amenities, and opportunities for residents and visitors.

### **Action 5.1 – Park Entrance**

What will we do?

Create two plans for rehabilitation of the park entrance; one of limited scope that would be funded internally and one that is larger for external funding.

What marks completion of this?

A plan is accepted and work has been completed on one.

How will we do it?

Create two plans for rehabilitation of the park entrance. Action work on one of the plans.

What is the timeline?

1 year

### **Action 5.2 – EV Charging**

What will we do?

Install EV charging facilities near the Recreational Park.

What marks completion of this?

A new charging station has been installed.

How will we do it?

Seek funding from external sources to install EV chargers near the park.

What is the timeline?

5 years

### **Action 5.3 – Trail Mapping and Master Plan**

What will we do?

Develop a plan for mapping existing trails and building on that in the future. Incorporate wayfinding signage.

What marks completion of this?

A plan containing all points has been approved by Council.

How will we do it?

Seek funding for a Trails Master Plan that incorporates existing and future recommended trails.

What is the timeline?

3 years

**Action 5.4 – Pride Recognition**

What will we do?

Find additional ways to incorporate diversity in the community.

What marks completion of this?

A pride installation has been installed in the community. Active Village facilities have been designated as safe spaces.

How will we do it?

Create an installation to recognise diversity in Cache Creek. Work with external agencies to provide safe spaces.

What is the timeline?

2 years

**Action 5.5 – Community Signage**

What will we do?

Refresh our community signage using modern, efficient lighting methods.

What marks completion of this?

Signage has been updated or replaced.

How will we do it?

Seek external funding to fix and upgrade signage to modern standards.

What is the timeline?

2 years

**Action 5.6 – External Pool Washrooms**

What will we do?

Make the external pool washrooms accessible for use during the summer months.

What marks completion of this?

Doors to washrooms are timer-controlled and allow for public use during the scheduled times.

How will we do it?

Install door controls on the washrooms. Seek external funding to renovate the washrooms and make them accessible.

What is the timeline?

1 year

**Action 5.7 – Develop the Park Extension**

What will we do?

Better utilize the property located just North of the Recreational Park.

What marks completion of this?

Plan is created and approved by Council.

How will we do it?

Create a long term plan for the extension. Acquire property to facilitate entrance and exit. Investigate removal from the ALR.

What is the timeline?

2 years

**Action 5.8 – Engage Brownfields**

What will we do?

Work to address the issues with cleanliness at properties that are considered to be a brownfield.

What marks completion of this?

All properties identified as a brownfield or vacant lot are approached and conform to bylaws.

How will we do it?

Approach owners to discuss uses and cleanliness. Consider bylaw changes that address brownfields and tidiness.

What is the timeline?

5 years