

STEP 9 TOOLKIT

Create an Implementation Strategy

What will this Toolkit help you do?

- Think through implementation considerations, such as whether some infrastructure needs depend on another, and major steps that need to be undertaken before a specific project can be initiated
- Develop an Implementation Strategy that is clear and detailed enough that staff and Council understand what needs to be acted on and when
- Get ready to move on to implementing the infrastructure plan (see Part 4 of the Guide)

What Tool is in this Toolkit?

- Implementation Strategy Tables

When should you use this Toolkit?

- If the community is in the process of developing a Comprehensive Community Plan (CCP), use this Toolkit as you complete Planning Step 7 in the *CCP Handbook* (see pages 38-39 of the *CCP Handbook*).
- If the community is going through another planning process, use this Toolkit once you have identified and prioritized infrastructure needs for the community in Step 8.

**TIPS:**

- The information documented using the tools in the Step 8 Toolkit will help you use this Toolkit.
- Use this Toolkit to help prepare Council's Strategic Plan, annual Departmental Work Plans, a Capital Plan, annual budgets, and the community's First Nations Infrastructure Investment Plan (FNIIP).

IMPLEMENTATION STRATEGY TABLES

To develop an implementation strategy for the high-priority infrastructure needs, refer to the priorities you identified in Step 8 and work through the following questions:

- Do any infrastructure needs depend on others?
- Are any high-priority infrastructure needs “shovel-ready”—can they be implemented right away with existing resources?
- Does funding need to be secured first?
- Does the community have the capacity to implement the need on its own or will additional resources be required?
- Are there any studies or plans that need to be prepared in relation to needed infrastructure projects?
- What can reasonably be done in the next 5 years?
- What will be achieved 5 to 10 years from now?
- What will be achieved between 10 and 20 years from now?

Once you have considered these questions, fill in the tables below to document the Implementation Strategy.

SHORT-TERM IMPLEMENTATION

These needs will be acted upon within the next 5 years. Each of these projects should have a completed Infrastructure Needs Scoping Sheet. They should also inform Council’s Strategic Plan and annual Departmental Work Plans.

Copy the information for “Description”, “Life Cycle Costs”, “Next Steps”, “Champion”, and “Timing” directly from the Infrastructure Needs Scoping Sheets. Review the community’s First Nations Infrastructure Investment Plan (FNIIP) and Council’s Strategic Plan to determine if the infrastructure need is included in these documents.

DESCRIPTION	PRIORITY RANK	LIFECYCLE COSTS AND FUNDING SOURCES	NEXT STEPS	TIMING	CHAMPION	INCLUDED IN FNIIP?	INCLUDED IN COUNCIL'S STRATEGIC PLAN?
Example: Water Supply Study	1	\$45,000	<ul style="list-style-type: none"> • Identify funding • Feasibility • Design and Construction • Commissioning 	2018	Dana Day	Yes	Yes
Example: Administration Building Roof Replacement	2	\$95,000	<ul style="list-style-type: none"> • Confirm budget • Identify funding • Select contractor • Construct 	2018	James Jay	Yes	Yes

MEDIUM-TERM AND LONG-TERM IMPLEMENTATION

Include the remainder of the projects from Step 8 here. Priorities may change over the years as circumstances change, so it's good practice to keep these projects on the radar. This also helps demonstrate to the community where these projects fall in order of importance.

PROJECT NAME	PRIORITY RANK
Example: Blue Creek Soccer Field	3