



**Town of Eston Strategic Priorities**  
**Top 20 for 2016**  
**REPORT CARD**  
*December 2016*

Area of Focus		Action	Details	Status Update
1	<b>Centennial</b>	Centennial Events and Activities	Support the Centennial Committee in the delivery of a memorable Centennial year.	<b>Complete</b> Many exciting Centennial events are being hosted throughout the year including an extremely successful July 1 weekend.
2		Main Street Facelift	Work with local businesses to 'spruce up' Main Street through initiatives such as window art.	<b>Complete</b> Window art and painting projects were completed.
3		Office Facelift and Repairs	Begin planning for long term repair needs. Undergo minor office esthetic fix-ups and repairs.	<b>In Progress</b> A new automatic door was installed. New paint, flooring and blinds were completed. Furniture upgrades are still to be completed.
4		House Demolitions	Complete the outstanding house demolitions.	<b>In Progress</b> 6 houses were completed with 3 projects remaining.
5	<b>Infrastructure</b>	Administrative Efficiencies	Research new accounting systems and select a system. Move to online banking systems and payroll direct deposit. Implement council meeting software.	<b>In Progress</b> The accounting system project was fast-tracked with implementation starting in fall 2016. An online banking system has been selected with implementation scheduled for January 2017. Meeting software was implemented.
6		Recreation Capital and Large Purchases	Complete a 5 year capital plan. Implement capital upgrades for 2016.	<b>Complete</b> A 5 year capital plan was created to be maintained annually. New flooring and lighting upgrades were completed.

7		Library Automated Door	Install an automated door at the library.	<b>Complete</b> An automated door was installed.
8		Plan Fire Hall Expansion	Work with fire staff to define future expansion needs. Gather preliminary plans and estimates.	<b>In Progress</b> Options were identified with estimates being gathered.
9		District Landfill	Finalize the operations plan including an engineered site plan. Continue to secure staffing, gather community feedback, and work out the 'kinks' of the new operation.	<b>In Progress</b> A Permit to Construct was received from the Ministry. The operations plan will be finalized in 2017. In addition to other enhancements, a manager position and expanded hours will be implemented in January 2017.
10		8 <sup>th</sup> Avenue Main	Replace the 8th Avenue sewer main.	<b>On Hold</b> Options are being explored via consultation with an engineering firm and gathering camera data.
11		2 <sup>nd</sup> Avenue Lot Servicing	Service the remaining 2nd Avenue lots.	<b>Complete</b> 7 lots were serviced.
12		South End/Guthrie Engineering	Complete engineered plans for south end paving and future expansion.	<b>Complete</b> Walker Engineering completed plans.
13	<b>Programming &amp; Policy</b>	Recreation Events	Explore a combined community registration and volunteer event. Grow Santa Claus Day to be an expanded winter festival.	<b>Complete/On Hold</b> The REV Fair (Registration and Volunteer Fair) was held in spring of 2016. The winter festival expansion was put on hold due to staffing changes.
14		Recreation Fundraising	Complete research and outline an overall recreation fundraising strategy.	<b>Complete</b> DCG Philanthropic Services was selected to assist in the development of a program in 2017.
15		Library Programming	Utilize new staff expertise to offer expanded programming option targeting different demographics.	<b>Complete</b> New 'passive programming' was implemented in addition to added events and activities such as an author's night and a children's entertainer.
16		Policy Manual	Complete the policy manual review including Councillor related policies. Ensure policy and bylaw conformity with new conflict of interest legislation. Review and update terms of reference and bylaws for all committees.	<b>In Progress</b> Several policies and bylaws were updated/created with many still outstanding. Conflict of interest legislative requirements were implemented.
17		Emergency Plan	Work with the RM of Snipe Lake to determine a	<b>Complete</b>

			strategy to update the community's emergency plan.	A strategy was developed with significant updates to the emergency response plan being completed.
18		Business Retention & Attraction Plan	Develop a comprehensive business retention and attraction plan.	<b>Complete</b> A strategy was completed with ongoing additions and maintenance required. Full implementation is targeted for 2017.
19	<b>Staffing</b>	Staff Training and Certification	Ensure all staff are properly certified and explore additional training opportunities. Ensure vehicle logs, checks, maintenance schedules, etc. are in place.	<b>In Progress</b> Maintenance staff members now complete daily log books. Training occurred including 1A licenses. Further training still to be completed organization wide.
20		Firefighter Retention	Explore growth and succession planning for the Fire Department. Expand training initiatives. Expand recruitment and retention efforts.	<b>In Progress</b> Succession plans were reviewed. Additional training was offered including defensive driving and motor vehicle. Marketing efforts were initiated with more work still to be completed.