

Appendix CMP-A Sample Community Management Plan

_____ Community Council Community Management Plan 20__ to 20__.

Part 1: GUIDING PRINCIPLES

VALUES and operating behaviors to be followed by council members:

- accountability to community residents in matters of finance, administration and delivery of community programs and services
- respect for community residents and for each other
- honesty – sharing all information in a fair manner to build up community residents and our community

VISION

To create and sustain a safe, healthy, clean and self-sufficient community which encourages community and individual development without endangering our environment.

MISSION

To provide and promote a strong, active foundation for our community which continually evolves to maintain a safe, healthy and self-sufficient community.

Part 2: GOALS

Administration

- To ensure strong financial and administrative management of the community through developing and maintaining the capacity of the community administrative officer (CAO) and all council members.

Public Works and Environmental Services

- To develop and maintain the buildings and community infrastructure, so they are safe, usable and fulfill regulatory requirements.
- To provide safe drinking water.
- To provide environmentally safe wastewater treatment and disposal.
- To provide solid waste disposal as per the regulation.
- To provide training for the public works employee(s) as per the regulation.

Workplace Safety and Health

- To ensure a safe incident-free, harassment-free and violence-free workplace.

Protective Services

- To provide protection, safety and security to all community residents.

Recreation and Wellness

- To provide support, resources and networking opportunities.

Community Economic Development

- To promote and support community economic growth and development.

Part 3: OBJECTIVES FOR EACH GOAL

Administration

To ensure strong financial and administrative management of the community through developing and maintaining the capacity of the community administrative officer (CAO) and all council members:

- Complete an annual comprehensive community management planning document.
- Ensure an adequately trained CAO and council are in place.
- Ensure strong financial management practices and reporting.
- Facilitate transparent and effective communication between council, other government agencies and community residents.
- Put sound human resource practices in place (staffing, selection, employee management).

Public Works and Environmental Services

To develop and maintain the buildings and community infrastructure, so they are safe, usable and fulfill regulatory requirements:

- Maintain community buildings.
- Maintain utilities and waste disposal system.
- Provide safe and well-maintained grounds, roads and surface drainage system.
- Ensure maintenance of vehicles and equipment.
- Implement maintenance management plan.

To provide safe drinking water:

- Ensure drinking water regulations are followed.
- Ensure monitoring and reporting of the water system.
- Ensure maintenance of the water system.

To provide environmentally safe wastewater treatment and disposal:

- Ensure wastewater regulations are followed.
- Ensure monitoring and reporting of the wastewater system.
- Ensure maintenance of the wastewater system.

To provide solid waste disposal as per the regulation:

- Ensure waste disposal regulations are followed.
- Ensure maintenance of the waste disposal site.

To provide training for the public works employee(s) as per the regulation:

- Ensure water operator, wastewater operator and waste site operator are certified.

Workplace Safety and Health

To ensure a safe incident-free, harassment-free and violence-free workplace:

- Ensure training is complete in workplace safety and health (WSH), including harassment and violence, for community council and employees.
- Ensure community meets all WSH Act and regulation requirements.

Protective Services

To provide protection, safety and security to all community residents:

- Provide safe, properly trained and equipped fire services.
- Provide public education, mitigate risk and enforce safety for community residents.
- Ensure all community emergency incidents are monitored and the community emergency plan is current and practiced.

Recreation and Wellness

To provide support, resources and networking opportunities:

- Provide recreation and wellness programming to residents.
- Promote resources and opportunities.

Community Economic Development

To promote and support community economic growth and development:

- Review land use documents as required under The Planning Act.
- Review community needs assessment and guidelines to assess community requirements for a community development corporation (CDC).
- Update the vacant Crown lands listing to address current and future business and residential development.

Objective	20__ / __	20__ / __	20__ / __	20__ / __	20__ / __	Comments
Conduct council orientation.	X		X		X	After each regular election/by-election.
Develop mutual fire aid agreement.		X				Schedule meeting with neighboring municipality.
Form a community development corporation.		X				Request assistance from the department.

Part 4: ACTION PLANS

COMMUNITY COUNCIL ACTION PLAN 20__ to 20__				
Goal/Objective/Activity	Responsibility	Frequency	Completed (Y/N)	Remarks
ADMINISTRATION				
<i>To ensure strong financial and administrative management of the community through developing and maintaining the capacity of the community administrative officer (CAO) and all council members.</i>				
Complete an annual comprehensive community management planning document.				
• develop community management plan (CMP)	CAO/Council	Annually, Jan. 31		
• conduct review and report of CMP action items		Quarterly		
Adequately trained CAO and council in place.				
• request new employee orientation from department	Council	As required		

COMMUNITY COUNCIL ACTION PLAN 20__ to 20__				
Goal/Objective/Activity	Responsibility	Frequency	Completed (Y/N)	Remarks
<ul style="list-style-type: none"> provide council orientation within one month of a regular election and following a by-election 	CAO/Municipal Development Consultant (MDC)	Every two years		
<ul style="list-style-type: none"> ensure CAO attendance at relevant workshops, training sessions and other opportunities 	CAO/Council	Ongoing		
<ul style="list-style-type: none"> ensure council attendance and representation at relevant workshops and other opportunities (ex. NACC conference) 				
Strong financial management practices and reporting.				
<ul style="list-style-type: none"> submit financials to department for review 	CAO	Quarterly		
<ul style="list-style-type: none"> ensure all regular and reoccurring resolutions are passed 	CAO/Council	Ongoing		
<ul style="list-style-type: none"> ensure council and CAO are aware of and understand financial policies and financial statements 	CAO	Ongoing		
<ul style="list-style-type: none"> ensure outstanding tax collection strategy is in place and residents are educated on importance of paying taxes 	CAO/Council	Ongoing		
<ul style="list-style-type: none"> ensure locally generated revenue achieves or exceeds 20% of budget and a strategy is in place to collect sufficient revenues to pay for the provision of services 				
<ul style="list-style-type: none"> ensure council adheres to the deadlines set out in The Northern Affairs Act and other legislation applicable to the community 				
Transparent and effective communication between council, other government agencies and community residents.				
<ul style="list-style-type: none"> schedule public meetings with community and department participation 	CAO/Council/ Staff	Semi-annually		
Sound human resource practices in place (staffing, selection and employee management).				
<ul style="list-style-type: none"> ensure performance appraisals are completed for all employees review human resource policies 	CAO/Council	Annually		
PUBLIC WORKS AND ENVIRONMENTAL SERVICES				
<i>To develop and maintain the buildings and community infrastructure, so they are safe, usable and fulfill regulatory requirements.</i>				

COMMUNITY COUNCIL ACTION PLAN 20__ to 20__

Goal/Objective/Activity	Responsibility	Frequency	Completed (Y/N)	Remarks	
Maintain community buildings.					
<ul style="list-style-type: none"> • general clean-up of the building 	Public works employee (PWE)	Daily			
<ul style="list-style-type: none"> • inspect the building for internal and external structural deficiencies and make necessary repairs 		Monthly/ As required			
<ul style="list-style-type: none"> • inspect the services (electrical, plumbing, heating) for deficiencies and make necessary repairs 					
<ul style="list-style-type: none"> • review infrastructure audit report and perform needs assessment to address deficiencies 		Annually			
Maintain utilities and waste disposal system.					
<ul style="list-style-type: none"> • inspect water supply system (water treatment plant, equipment, pumps, pipelines, curb-stops) for deficiencies and make necessary repairs 	PWE	Monthly/ As required			
<ul style="list-style-type: none"> • inspect wastewater system (wastewater treatment plant, lift stations, tanks, equipment, lagoon, pipelines) for deficiencies and make necessary repairs 					
<ul style="list-style-type: none"> • inspect infrastructure related to solid waste management (waste disposal site, signs, gate, recycling bins, fencing) for deficiencies and make necessary repairs 					
<ul style="list-style-type: none"> • review infrastructure audit reports and perform needs assessment to address deficiencies 		Annually			
Provide safe and well-maintained grounds, roads and surface drainage system.					
<ul style="list-style-type: none"> • store material, repair pot holes and grade the road 	PWE	Annually/ As required			
<ul style="list-style-type: none"> • clean-up/brush ditches for proper drainage 		Annually			
<ul style="list-style-type: none"> • inspect culverts for blockage and grades and rectify if deficiencies found 					
<ul style="list-style-type: none"> • inspect road elements (signs, guard rails, lighting system) and repair/replace 		As required			
<ul style="list-style-type: none"> • inspect ground elements (litter/debris, grass cutting, site furniture, play areas) for maintenance and repair 	PWE	As required			

COMMUNITY COUNCIL ACTION PLAN 20__ to 20__

Goal/Objective/Activity	Responsibility	Frequency	Completed (Y/N)	Remarks
<ul style="list-style-type: none"> review infrastructure audit reports and perform needs assessment to address the deficiencies 		Annually		
Ensure maintenance of vehicles and equipment.				
<ul style="list-style-type: none"> conduct general clean-up of vehicles and equipment 	Operator	Daily		
<ul style="list-style-type: none"> conduct general inspection (tire pressure, body, glass, mirrors, oil levels, hoses) 		Weekly/As required		
<ul style="list-style-type: none"> put in place and maintain first aid kit, fire extinguisher, eye wash unit, backup alarm 	Operator/ Council	Monthly		
Implement maintenance management plan.				
<ul style="list-style-type: none"> prepare a maintenance management plan 	PWE/CAO/ Council	Annually		
<ul style="list-style-type: none"> implement maintenance management plan 	PWE	Monthly		
<i>To provide safe drinking water.</i>				
Ensure drinking water regulations are followed.				
<ul style="list-style-type: none"> maintain chlorine residual in treated water as per the regulation 	Operator	Daily		
<ul style="list-style-type: none"> maintain turbidity of treated water as per the regulation 				
<ul style="list-style-type: none"> immediately advise residents of boil water advisory 	Operator/CAO/ Council	As required		
Ensure monitoring and reporting of the water system.				
<ul style="list-style-type: none"> send bacteria samples to the lab 	Operator	Bi-weekly		
<ul style="list-style-type: none"> send trihalomethane/haloacetic samples to the lab 		Quarterly/ Every second year		
<ul style="list-style-type: none"> submit chlorination and turbidity reports to the Office of Drinking Water (ODW) and the department 		Monthly		
<ul style="list-style-type: none"> immediately report treatment upsets or watermain breaks to the ODW and the department 		As required		
Ensure maintenance of the water system.				
<ul style="list-style-type: none"> ensure backup chlorine pump and parts are on standby 	Operator/CAO	Daily		
<ul style="list-style-type: none"> inspect treated water storage 	Operator	Annually		
<ul style="list-style-type: none"> calibrate water testing equipment 				
<ul style="list-style-type: none"> repair or replace pumps/motors/equipment 		As required		

COMMUNITY COUNCIL ACTION PLAN 20__ to 20__

Goal/Objective/Activity	Responsibility	Frequency	Completed (Y/N)	Remarks
<ul style="list-style-type: none"> exercise all watermain valves/ curbstops and repair 		Annually		
<ul style="list-style-type: none"> repair watermains and service line leaks 		As required		
<i>To provide environmentally safe wastewater treatment and disposal.</i>				
Ensure wastewater regulations are followed.				
<ul style="list-style-type: none"> secure entrance of facility 	Operator	Daily		
<ul style="list-style-type: none"> discharge the lagoon only between the dates of June 16 and October 31 		Annually		
<ul style="list-style-type: none"> discharge the second cell of lagoon once it reaches 1.0 meter of freeboard and samples pass 				
Ensure monitoring and reporting of the wastewater system.				
<ul style="list-style-type: none"> send lagoon samples to lab prior to discharge 	Operator	Annually		
<ul style="list-style-type: none"> send lagoon sample results to the environment officer and the department for approval to discharge 				
<ul style="list-style-type: none"> immediately report treatment upsets or wastewatermain breaks to the environment officer and the department 		As required		
Ensure maintenance of the wastewater system.				
<ul style="list-style-type: none"> cut grass on berms 	Operator	As required		
<ul style="list-style-type: none"> remove cattails 		Annually		
<ul style="list-style-type: none"> repair lagoon berms 				
<ul style="list-style-type: none"> repair truck dump/splash pad 		As required		
<ul style="list-style-type: none"> exercise all wastewatermain valves and curbstops and repair 		Annually		
<ul style="list-style-type: none"> repair wastewatermains and service line leaks 		As required		
<i>To provide solid waste disposal as per the regulation.</i>				
Ensure waste disposal regulations are followed.				
<ul style="list-style-type: none"> secure the entrance of site when not supervised 	Operator	Daily		
<ul style="list-style-type: none"> clean-up windblown litter throughout site 		Bi-annually		
<ul style="list-style-type: none"> compact and cover active area, June through October 	Operator	Monthly		
<ul style="list-style-type: none"> construct new active area above ground with berms and temporary fencing 		As required		

COMMUNITY COUNCIL ACTION PLAN 20__ to 20__				
Goal/Objective/Activity	Responsibility	Frequency	Completed (Y/N)	Remarks
<ul style="list-style-type: none"> burn only clean wood, brush, paper and cardboard 				
<ul style="list-style-type: none"> immediately report emergencies to the environment officer and the department 				
Ensure maintenance of the waste disposal site.				
<ul style="list-style-type: none"> maintain proper signage within the site and at the gate 	Operator	As required		
<ul style="list-style-type: none"> cut grass and brush around the site, June through October 		Monthly		
<ul style="list-style-type: none"> channel waste into separate areas: metals, tires, burnables, electronics 		Daily		
<ul style="list-style-type: none"> maintain burn pit area 		Monthly		
<i>To provide training for the public works employee(s) as per the regulation</i>				
Ensure water operator, wastewater operator and waste site operator are certified.				
<ul style="list-style-type: none"> include certification courses required for employees in the staff training plan 	CAO/Council	Annually		
WORKPLACE SAFETY AND HEALTH				
<i>To ensure a safe incident, harassment and violence free workplace.</i>				
Ensure training is complete in workplace safety and health (WSH), including harassment and violence, for community council and employees.				
<ul style="list-style-type: none"> review individual employee/council members training plans to ensure necessary training is completed and documented 	CAO/Council	Ongoing/ As required		
<ul style="list-style-type: none"> adopt, present to staff and follow the community respectful workplace and harassment prevention policy, and the community violence prevention policy 	CAO/Council/ Staff	Ongoing		
Ensure community meets all WSH Act and regulation requirements.				
<ul style="list-style-type: none"> appoint WSH representatives, both an employer (council member) and council employee 	Council	Ongoing		
<ul style="list-style-type: none"> complete hazard assessment forms 	Staff as assigned by council	Daily		
<ul style="list-style-type: none"> complete hazard assessment meeting notes 		Monthly		
<ul style="list-style-type: none"> fill out incident forms 		As required		
<ul style="list-style-type: none"> perform a check and log it (ex. fire extinguishers, emergency lighting, exit lighting, eye wash stations, first aid kits, exit doors, guards on tools) 	Staff as assigned by council	Monthly		
<ul style="list-style-type: none"> review <i>Workplace Safety and Health Manual</i> 	Staff/CAO/ Council	Annually		

COMMUNITY COUNCIL ACTION PLAN 20__ to 20__

Goal/Objective/Activity	Responsibility	Frequency	Completed (Y/N)	Remarks
<ul style="list-style-type: none"> review safety data sheets and ensure up to date 	Staff as assigned by council			
<ul style="list-style-type: none"> conduct fire drill and document 				
<ul style="list-style-type: none"> review WSH unplanned and planned audit conducted by the department and ensure deficiencies are rectified 	Staff as assigned by council/Council			
<ul style="list-style-type: none"> review and monitor WSH program requirements for capital projects and contracted work 			Ongoing	
<ul style="list-style-type: none"> investigate and create corrective action plan to rectify all incidents including inquiries, respectful workplace, harassment, violence in the workplace 	CAO/Council	As required		
PROTECTIVE SERVICES				
<i>To provide protection, safety and security to all community residents.</i>				
Provide safe, properly trained and equipped fire services.				
<ul style="list-style-type: none"> ensure a current list of active volunteer firefighters is maintained for insurance purposes 	Fire chief/CAO	Monthly		
<ul style="list-style-type: none"> complete training/fire activity reports and submit to council and the department 				
<ul style="list-style-type: none"> ensure individual training plans are created for each firefighter 	Fire chief	Annually, Jan. 31		
<ul style="list-style-type: none"> conduct equipment inventories and submit to council 		Monthly		
<ul style="list-style-type: none"> train to a minimum of fire department requirements 	CAO/Council/ Fire chief	Ongoing		
<ul style="list-style-type: none"> hold meetings to work on fire budget 	Fire chief/CAO	Monthly		
<ul style="list-style-type: none"> ensure fire equipment is well maintained, in operational shape and conduct required annual safety inspection 	Fire chief	Ongoing		
<ul style="list-style-type: none"> complete fire reports within seven days of an incident and submit to the Office of the Fire Commissioner and the department 		As required		
<ul style="list-style-type: none"> conduct public education seminars and/or provide educational materials regarding fire prevention and safety 	Fire chief	As required		
<ul style="list-style-type: none"> maintain log of pagers/radios distributed to firefighters 		Monthly		

COMMUNITY COUNCIL ACTION PLAN 20__ to 20__				
Goal/Objective/Activity	Responsibility	Frequency	Completed (Y/N)	Remarks
<ul style="list-style-type: none"> advance partnerships with neighboring communities for mutual-aid agreements 	Fire chief/CAO/Council	As required		
Provide public education, mitigate risk and enforce safety for community residents.				
<ul style="list-style-type: none"> conduct patrols of community and infrastructure at high priority times 	Community safety officer (CSO)	Ongoing		
<ul style="list-style-type: none"> provide educational seminars on various safety topics 				
<ul style="list-style-type: none"> attend community functions ensure a visible presence in the community 		As needed		
<ul style="list-style-type: none"> administer approved enforcement powers while assisting RCMP as requested/required 		Ongoing		
<ul style="list-style-type: none"> attend incidents within capacity as required for safety of residents 				
<ul style="list-style-type: none"> complete CSO workplan and submit to council and the department 		Annually		
<ul style="list-style-type: none"> complete CSO activity and mileage reports and submit to council and the department 		Monthly		
Ensure all community emergency incidents are monitored and the community emergency plan is current and practiced.				
<ul style="list-style-type: none"> appoint emergency coordinator, if position becomes vacant 	Council	As required		
<ul style="list-style-type: none"> review and renewal of emergency plan 	CAO/Council/ Emergency coordinator	Annually		
<ul style="list-style-type: none"> conduct table top exercise for local control group on the plan with assistance from the department 	Council/ Emergency coordinator			
<ul style="list-style-type: none"> conduct hazard assessments within the community 	Emergency coordinator			
<ul style="list-style-type: none"> monitor all community emergency incidents and report to council and the department 			As required	
RECREATION AND WELLNESS				
<i>To provide support, resources and networking opportunities.</i>				
Provide recreation and wellness programming to residents.				
<ul style="list-style-type: none"> hire new recreation workers 	CAO/Council	As needed		
<ul style="list-style-type: none"> provide community-based or individual training 	Recreation director	As requested		
<ul style="list-style-type: none"> develop recreation and wellness plan 	Recreation director/CAO	Annually		

COMMUNITY COUNCIL ACTION PLAN 20__ to 20__				
Goal/Objective/Activity	Responsibility	Frequency	Completed (Y/N)	Remarks
<ul style="list-style-type: none"> renewal of the recreation and wellness plan 	Recreation director	Annually		
<ul style="list-style-type: none"> review of recreation and wellness plan 		Quarterly		
<ul style="list-style-type: none"> submit recreation and wellness report to council 	Recreation director/CAO	Monthly/ Semi-annually, Oct. 30 and April 30		
Promote resources and opportunities.				
<ul style="list-style-type: none"> identify resources to support programming promote resources for program opportunities 	Recreation director	Ongoing		
<ul style="list-style-type: none"> assist community organizations 	Recreation director/ Council	As required or requested		
<ul style="list-style-type: none"> identify and promote funding opportunities 	Recreation director/CAO	Ongoing		
COMMUNITY ECONOMIC DEVELOPMENT				
<i>To promote and support community economic growth and development.</i>				
Review land use documents as required under The Planning Act.				
<ul style="list-style-type: none"> review development plan and zoning bylaws and identify any required amendments 	CAO/Council	Annually		
<ul style="list-style-type: none"> hold public meeting to present required amendments forward amendment documentation for ministerial approval 		As required		
Review community needs assessment and guidelines to assess community requirements for a community development corporation (CDC).				
<ul style="list-style-type: none"> identify a community team comprised of business owners, community residents, elected officials, school officials to conduct needs assessment 	Council	As required		
<ul style="list-style-type: none"> engage with the department and other agencies for an information session on CDC requirements identify community needs 	CAO/Council	As required		
<ul style="list-style-type: none"> update community action plan in line with policies and community economic development (CED) strategies and environmental changes 		Ongoing		
<ul style="list-style-type: none"> implement CED strategy as identified in the needs assessment outcomes 				

COMMUNITY COUNCIL ACTION PLAN 20__ to 20__				
Goal/Objective/Activity	Responsibility	Frequency	Completed (Y/N)	Remarks
Update the vacant Crown lands listing to address current and future business and residential development.				
<ul style="list-style-type: none"> identify and verify all vacant Crown lands properties in the assessment roll that are feasible for development 	CAO/Council	Annually, Jan. 31		
<ul style="list-style-type: none"> update list of vacant Crown lands properties forward updated listing to department 		As required		

STAFF TRAINING				
ACTIVITY	Participant	Responsible	Dates	Completed (Y/N)
<i>CAO/Administrative Staff/Council</i>				
NACC conference in Winnipeg	CAO/Two designated council members	Mayor/Council	August	
<i>Water Operator Certification Training</i>				
Attend level II water treatment certification course at Red River Community College (RRCC)	Water operator	CAO	March	
Maintain Continuing Education Units (CEUs) required	Water operator	CAO/Council	Annually	
<i>Wastewater Operator Certification Training</i>				
Attend the wastewater treatment Class 1 certification course at RRCC	Wastewater operator	CAO	March	
<i>Waste Disposal Site Operator Training</i>				
Attend the Solid Waste Association North America (SWANA) Landfill Operator Basic (LOB) certification course	Waste site operator	CAO	November	
<i>Public Works Employee Training</i>				
Heavy duty equipment operator training	PWE	CAO	April	
<i>WSH Training (includes WSH reps)</i>				
<ul style="list-style-type: none"> workplace hazardous materials information system (WHMIS) and spill clean-up winter road training WSH orientation for new and returning workers 	Council member assigned/ Staff	CAO/Council	Annually, recert. As required (for remaining	

STAFF TRAINING

ACTIVITY	Participant	Responsible	Dates	Completed (Y/N)
<ul style="list-style-type: none"> • WSH committee/representatives responsibilities • harassment and respectful workplace • Toolbox Talks • fall protection awareness/refresher • excavation and trenching • lock out awareness/refresher • musculoskeletal injury awareness and prevention • fire extinguishers • working alone • transportation of dangerous goods • trenching, shoring and excavation awareness • ergonomics field/office • personal protective equipment • emergency response planning • fatigue management • confined space awareness • contractor management • hearing conservation • safe work procedures • emergency preparedness • preventative maintenance • workplace inspections • prime contractor essentials • hazard awareness 			list)	
<ul style="list-style-type: none"> • standard first-aid • confined space entry and rescue • contained breathing apparatus – full and half mask 	Council member assigned/ Staff	Council	Every three years, recert.	
<ul style="list-style-type: none"> • power saw training • ladder safety awareness/refresher • WSH train the trainer 	PWE		As required	
<i>Fire Department</i>				
Attend the in house community structural firefighting program based on five hours per month – completing all 13 training modules	Firefighters	Fire chief	Monthly	
Standard first aid/CPR training	Fire chief/ Firefighters		Every 3 years	
Class 4 driver’s licence (air endorsement)	Firefighters		As	
Vehicle extrication training (if equipped)		Fire chief/	required	

STAFF TRAINING

ACTIVITY	Participant	Responsible	Dates	Completed (Y/N)
Fire ground management training	Fire chief	Council		
<i>Protective Services</i>				
Attend the three week Manitoba Justice introductory training	CSO	CAO	March	
<i>Emergency Management</i>				
Complete the Emergency Measures Organization online courses: <ul style="list-style-type: none"> • Emergency Management in Manitoba EM100 • Incident Command Systems ICS100 • Introduction to Emergency Social Services 	Emergency coordinator	CAO	March	
<i>Recreation and Wellness Program</i>				
Attend the Rec Connections Conference in Winnipeg	Recreation director	CAO	February	
Attend the tri-regional recreation director conference			October	
<i>Community Economic Development</i>				
Attend the Vision Quest Conference in Winnipeg	As designated by council to a maximum of two	Council	May	

Part 5: BUDGET FORM

Include a copy of the community's annual operating budget.

Part 6: CAPITAL BUDGET AND FIVE-YEAR PLAN FORM

Include a copy of the community's capital budget and capital plan.

SAMPLE