

## 2025 TAC Work Plan

Work Plan Item #	Work Plan Items	Goals	Specific Goals/Initiatives (Identify what initiatives the Board/Committee will undertake to achieve the activity)	Tasks	Measurement Indicators (Measurable targets)	Responsibility	Timeline	Proposed Meeting Date	Agenda Time (Mins)	Completion Date
1	TAC Membership Review	1.1	Election of Chair and Vice Chair	1.1.1	Nomination and vote on Chair and Vice Chair	Admin	Q1	Feb 27	5	
		1.2	Review Council Committees Bylaw	1.2.1	Review at meeting	Admin	Q1	Feb 27	5	
		1.3	Review Board and Committee Member Code of Conduct Bylaw	1.3.1	Receipt of completed review acknowledgement forms from TAC membership	Admin	Q1	Feb 27	5	
		1.4	Review Board and Committee Member Remuneration Policy	1.4.1	Review at meeting	Admin	Q1	Feb 27	5	
		1.5	Review mandate letter and develop work plan	1.5.1	Work Plan	Admin	Q1	Feb 27	30	
2	Snow & Ice Control	2.1	Review snow and ice control service levels; and, winter maintenance operational practices. <i>(Item # 4 Mayor's mandate letter)</i>	2.1.1	Review policy and best practices. TAC membership recommendation on techniques and prioritization strategies for the enhancement of current practices.	Admin	Q1	Feb 27	30	
3	Operational Work Plan & Capital Projects	3.1	Provide advice on ongoing operations projects to help inform future capital and operating budgets <i>(Item # 2 Mayor's mandate letter)</i>	3.1.1	Presentation on 2025 Operational Work Plan & Capital Projects	Admin	Q2	May 15	60	
		3.2	Provide input on best practices for increasing awareness and opportunities to residents on Transportation & Engineering Programs <i>(Item # 3 Mayor's mandate letter)</i>	3.2.1	Debrief for thre Spring Open Houses	TAC	Q2	May 15	30	
4	Gravel Roads Condition	4.1	Make recommendations on grader route optimization strategies for gravel road maintenance <i>(Item #1 Mayor's mandate letter)</i>	4.1.1	TAC membership recommendation on strategies to improve grader routing	Admin	Q2	Jun 19	20	
		4.2	Provide input and continue to support resident use of the citizen self serve initiatives including but not limited to the Sturgeon County app, the RCMP app, and the Rave Alert app <i>(Item #7 Mayor's mandate letter)</i>	4.2.1	Analysis of the CRM data year over year	Admin	Q4	Oct 16	20	
5	Innovation	5.1	Provide input on innovative methods using applied and new technologies for advancement of operational and capital programs <i>(Item #6 Mayor's mandate letter)</i>	5.1.1	TAC membership recommendation on strategies to incorporate innovation into network improvement	TAC	Q4	Oct 16	10	
		6.1	Provide input toward developing enhanced asset management <i>(Item #5 Mayor's mandate letter)</i>	6.1.1	Drainage - Review registered ditch asset management plan	TAC & Admin	Q3	Aug 14	15	

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6	Asset Management	6.2	Provide input toward developing enhanced asset management <i>(Item #5 Mayor's mandate letter)</i>	6.2.1	Gravel Roads - presentation and feedback	TAC & Admin	Q2	Jun 19	15	
		6.3	Provide input toward developing enhanced asset management <i>(Item #5 Mayor's mandate letter)</i>	6.3.1	Pavement rehabilitation strategies - presentation and feedback	TAC & Admin	Q3	Aug 14	15	