Town of Okotoks Economic Vitality Plan	Action				Other Internal Stakeholders					External Stakeholders				Deadline
	Planning	Engineering	Permits	Economic Development	Other Dept	Legal	Comms	CAO	Council	Applicant	Business	Public	Various Stakeholders	
Policy														
Review major DP requirements (Development Agreements, Performance Security Agreement)	x	x	x		Finance	x			x		x			Q1/21
Review of Discretionary/Permitted Uses (LUB Rewrite)	x	x	x	x					x		x			Q4 -20
Review for Fewer Zones (LUB Rewrite)	x			x					x		x	x		Q4 -20
Review of parking strategies (LUB rewrite)	x	x		x					x		x	x		Q4-20
Dedicated Bike lanes and traffic circles (LUB rewrite)	x	x	x						x		x	x		Q4-20
Building Stratagies - More mixed use development (business and living space). Build up - not out. Architectural control in Downtown, Parkade in Downtown. (LUB rewrite)	x	x	x	x					x		x	x		Q4-20
Review Signage Regulation (LUB rewrite)	x			x					x		x	x		Q4-20
Cowork, Incubation, Satellite Offices (LUB rewrite)	x			x					x		x	x		Q4-20
Process														
Review of road closure downtown during events				x	Community Services									ongoing
Improvement of preapplication process (Commercial Change of Use Project)	x	x	x	x										Q1-20
Improve clarity on website,Commercial Change of Use Process														
Cross training /process improvement - front line and support staff														
Review of large scale development prioritization	x		x	x							x			Q1 -20
Provide information to developers as to current process as currently being done														

Provide online information where it is easily accessible by the developer, including legislation which must be adhered to (discretionery or variances)														
Research of alternative models for development agreements and Performance Security	x													Q1/21
More authority for decisions. Note: Amendments have been undertaken in 2019 to increase Administration's authority for Development Permits. More will be undertaken as part of the LUB rewrite to reduce or remove direct control zoning and consider the role of the MPC in development approvals.	x		x			x		x	x					ongoing
Review timeline for return phone calls	**x**	**x**	**x**	**x**				x	x					Q4/19
Return inquiry phone calls all calls will be returned within 2 business days														
Business Change of Use timelines	**x**		**x**				x							Q2-20
Safety Inspection Timelines			**x**				x							Q1-20
Current agency contract expires Dec 31/19. Evaluation of proposals for inspection services is taking place														
One stop shop -Review of costs - combining development/permit/ Licensing . Costs for temporary structures. Possibility of increasing fees that would result in a reduction of timeline(safety permits)	**x**	**x**	**x**	**x**			x							Q3-20
Broader review of development permit timelines	**x**	**x**	**x**				x							Q4-20
Investigating an Online Permit System	**x**	**x**	**x**	**x**	I/T									Q1-20
Implementing and Online Permit System														Q4-20
RFI Dec 31	x	x	x	x	I/T									Q4-19
Website update (once business case determined)														
Checklist for new businesses	**x**	**x**	**x**	**x**			x							Q1-20
Online org chart with responsibilities/contact	x	x	x	x			x							Q4/19
Review of Business Directory (opt in - opt out)				x			x							Q4/19

Review of snow removal and dumping process for commercial				x	Operations						x			Q4/19
People/Relationships														
Train front line Staff/process for referrals	x		x	x	HR		x							Q1-20
Creation of "cheat sheet"														
Shadowing of Planners														
Send potential lease prospects to all who have space				x			x							ongoing
Create drone footage of communities and commercial districts (Virtual Reality Project)				x			x							Q4-19
Review of cost sharing opportunities in joint marketing initiatives				x			x							ongoing and referral
Training for Subcontactors (Procurement)				x			x							Q2-20
Town should support local when purchasing				x			x						x	ongoing
Business Engagement Review							x				x			Q1/20
"Made in Okotoks" Cowork Model				x							x			Q1/20
Communication														
Website refresh	x	x	x	x	x		x							Q1 -20
Visuals showing development process, available land for sale/lease, HO page, business news, one stop shop information, business resource list, organizational chart , business vs homeowner information														
Online information related to parking criteria	x						x							Q4-20
Learning Opportunities for Roundtable participants referred to stakeholders				x									x	Q4-19
Central source where all business events are advertised				x			x							Q4/19
Motivate youth and millenial activity in the business community				x									x	Q1/20

Provision of information to the business community as to Appeal Board Process	x						x							Q1-20
Cost of Appeals -the fee attempts to balance the need to makethe process available to all while trying to discourage frivolous appeals.														
Who can appeal -Process and timelines are Provincially legislated.														
Health Businesses are available to teach classes - information will be distributed to business organizations													x	Q4/20
Education and awareness of water situation							x							Q1/20
Host an evening information event for businesses				x							x		x	Q2-20
Provide information sessions when LUB is completed	x	x	x	x			x		x					Q1/21
Provide regular communication to the business sector	x			x			x				x			Q1/20
Review of business engagement	x			x			x							Q1/20